

## ***REQUESTING THE USE OF CPAL FOR ISAs***

***(REV. 5/11/2020)***

1. Instructional Student Assistants (ISAs) should contact their timekeeper to request CPAL for time they would have normally worked in the current quarter if remote work becomes not operationally feasible.
2. The timekeeper will:
  - a. Consult the ASE 101 for the current quarter to determine hours assigned.
  - b. Calculate the number of CPAL hours the ISA will be entitled to. The number of hours of CPAL for ISAs working less than full time shall be prorated based on the number of hours they would have been scheduled to work for the current quarter. (Weekly hours  $\div$  40  $\times$  256 = max CPAL hours). For example, an ISA working 20 hours/week is eligible for a maximum of 128 hours of CPAL.
  - c. Calculate the number of hours that will qualify for CPAL. If the ISA is able to work a portion of their assigned hours, the difference between actual hours worked and the total hours assigned will qualify for CPAL.
  - d. Initiate and pre-fill the ISA CPAL Request Form for the student, attach the ISA's ASE 101, and sign the form.
3. The ISA will receive an email to sign the CPAL Request Form.
4. CPAL Request Form will route to HRBP for signature.

## ***REPORTING USE OF CPAL HOURS FOR ISAs***

- The ISA enters hours worked in the ISA Timesheet (PeopleSoft) as normal.
- CPAL hours are entered in the ISA Timesheet using the COVID leave code in the dropdown menu.
- Each department will decide who enters student employee CPAL hours (i.e. student employee, timekeeper, HRBP) based on operational needs.
- ISA hours worked and CPAL hours reported will be approved through the ISA Timesheet by timekeeper or designated approver.
- Normal payroll processing deadlines apply for hours worked and/or CPAL hours reported.