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Dear Faculty and Staff:

During this period of distance learning, remote work, and varying personal needs, there are multiple considerations that could affect your timecard and pay. We are glad to share some resources below to help navigate various scenarios.

## Timecard and Pay

- Please view the [Determining Employee Pay Codes flowchart](#) posted on the University's [COVID-19 Planning and Preparedness webpage](#).
  - This pay code flowchart is designed to assist employees to complete their time cards during the COVID-19 crisis. It is important for employees and supervisors to accurately select the correct code given their own circumstances which might change throughout this event. There are a number of financial resources provided by the state through various leaves that would supplement pay when and if appropriate. Employees and supervisors should contact Human Resources with any questions regarding inputting time correctly.
- Please refer to the [Faculty/Staff FAQs](#) on the University's [COVID-19 Planning and Preparedness webpage](#).

## Major Disaster Donated Sick Pay

The Major Disaster Donated Sick Pay policy is currently available for faculty and staff. Employees may donate up to 40 hours (with restrictions) to a leave bank; and employees may be eligible to receive up to 160 hours of donated sick pay due to hardship caused by COVID-19. Please visit the [Human Resources website](#) to learn additional details about this policy.

Human Resources is glad to answer any questions, and thank you for your continued service to Pepperdine during this time.



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