After you have completed payroll for a pay period, recording hours for both students who worked and students who were scheduled but unable to work, follow these steps to report which students are being paid for non-work due to COVID.

Step 1)
Login to Griz Time Online (GTO).
Select the Pay ID for the Student Payroll (SP) for that pay period.

Export the report into an excel.

Insert a new column to the Right of the 790 column by clicking on the “C” column to highlight it, and then Right Clicking and choosing “Insert.”

Title the columns as seen, and indicate which students were paid for work, and which students were paid for non-work, and the scheduled hours for future payrolls.