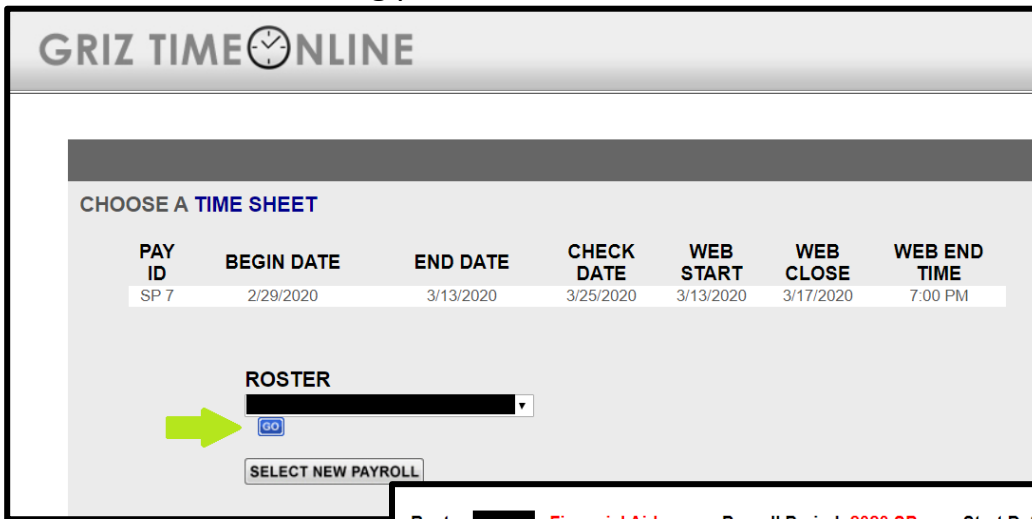After you have completed payroll for a pay period, recording hours for both students who worked and students who were scheduled but unable to work, follow these steps to report which students are being paid for non-work due to COVID.

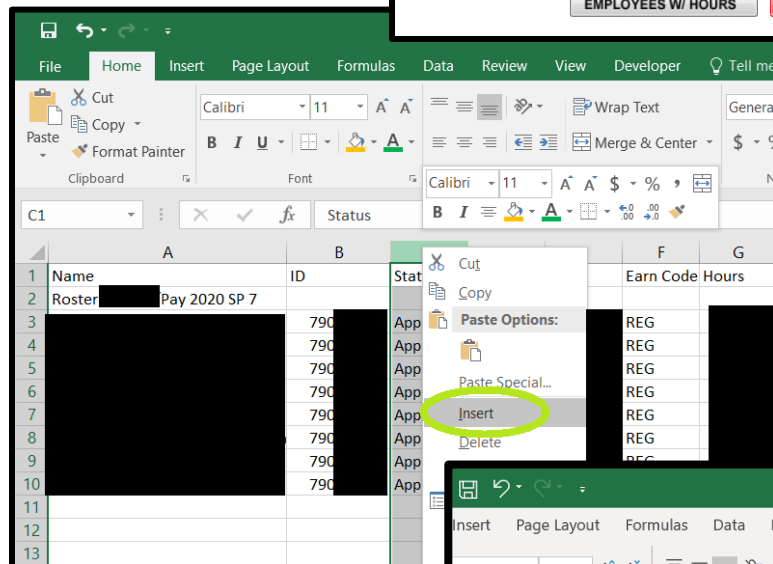**Step 1)**

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.

Name	ID	SP 9 Hours	SP 10 Hours Sch.	SP 11 hours Sch.	Status	Posn/Suff	Rate	Earn Code	Hours	Index	Account	Activity	Percent
	790	not worked	20	19	Approved	CWS000/10		REG	0		61226		100
	790	worked	30	30	Approved	CWS000/10		REG	7.25		61226		100
	790	worked	32	32	Approved	CWS000/10		REG	5		61226		100
	790	not worked	24	23	Approved	CWS000/11		REG	0		61226		100
	790	worked;redu	22	22	Approved	CWS000/10		REG	22		61226		100
	790	not worked	26	25	Approved	CWS000/10		REG	23.5		61226		100
	790	not worked	38	38	Approved	CWS000/10		REG	0		61226		100
	790	worked;redu	24	24	Approved	CWS000/10		REG	0		61228		100