Instructions for Timesheet and Leave Reporting for

April SHRA (MN) and EHRA (ME) Monthly Payrolls

To ensure that all employees are accurately compensated under COVID-19 special time and leave provisions, and to comply with required COVID-19 reporting, the following codes must be used by all SHRA and EHRA employees for April, 2020 monthly payrolls. These are in addition to all regular leave/earn codes (sick leave, vacation, etc.), which should still be used for applicable time. Please follow the instructions below for your position classification when completing April timesheets and leave reports.

New Leave/Earn Codes

ELP: Time during which COVID-19 Paid Administrative Leave applied

TRG: Time spent Teleworking

ETC: Time required to work on campus beginning April 1 (COVID-19 Compensatory Time for Mandatory SHRA employees)

ETW (Emergency Time Worked): Time required to work on campus beginning April 1 (COVID-19 Compensatory Time for Mandatory EHRA employees)

ETO: For reporting when accrued ETC and ETW compensatory is taken

Note: When entering time using the new codes, you may receive a system-generated message indicating insufficient leave balances to cover the time reported. Please disregard these messages and continue to enter your time under the appropriate codes. This will not affect pay or leave calculations.

COVID-19 Paid Administrative Leave Criteria

Paid Administrative Leave applies to COVID-19-related time off beginning March 16, 2020 for the following specific reasons:

1. You were not directed to report to work on campus and you could not telework because your job duties cannot be performed remotely.

2. You were unable to work because of childcare or eldercare needs due to a COVID-19-related school, childcare, eldercare or other facility closure.

3. You were sick specifically with symptoms of a cold, flu or COVID-19, or were caring for someone with these specific symptoms.

Full guidance related to Paid Administrative Leave can be found here.

Mandatory Staff Compensatory Time

COVID-19 Compensatory Time applies to employees who are designated as mandatory employees (required by their supervisor to report to work on campus) beginning for the period from April 1, 2020 through April 30, 2020. During this period, mandatory employees will be awarded ½ hour of compensatory time for each hour of work required to be performed on campus, in addition to their regular pay. This includes mandatory employees who are subject to overtime (FLSA Non-Exempt) and those who are FLSA Exempt.

 Per UNC System guidelines, COVID-19 Compensatory Time does not apply to the following employees:

- Tier I and Tier II senior academic and administrative officers

- Faculty

- Physicians

- Directors and deputy directors of major institution-wide or school-wide functions and centers

- Department heads

- Division heads

- Research and academic department administrators

- Clinical and academic department administrators

- Clinical division administrators

- Coaches and athletic administrators

Please note that COVID-19 Compensatory Time is intended to provide additional compensation to front-line staff, including working supervisors, who are designated as mandatory and required to work on campus to maintain an essential campus operation during the COVID-19 emergency. It is not intended to be applied to executive and leadership positions. Generally, if you are in a leadership position at the Director level or above, or your position clearly fits one of the categories listed above, the compensatory time will not apply to you. If you have been designated as mandatory and required to work on campus and you are unsure of whether the compensatory time applies to you, speak with your direct supervisor and consult with the Office of Human Resources as necessary.

Good Friday State Holiday – Friday, April 10, 2020

Please note that Friday, April 10, 2020 is an observed state holiday. Employees are reminded to record it as a holiday on their April timesheets and leave reports, as applicable.   Holiday premium pay and equal time will apply to eligible employees who work on the holiday, just as they would under normal operations. COVID-19 compensatory time will not apply in addition to holiday equal time.

Non-COVID-19 Absences

Employees who miss work for reasons other than those approved for COVID-19 Paid Administrative Leave should report the time missed using the regular applicable leave code. This includes, for example, time spent on approved Family and Medical Leave, approved Vacation or sickness not related to cold, flu, or COVID-19. Please do not use the new COVID-19 Paid Administrative Leave code for these absences.

Examples:

Mark was involved in an automobile accident and broke his leg. He has been out of work since March 1st under FMLA. Mark will continue to record sick or vacation time for his absences.

Lucy had requested vacation time from her supervisor for the last week of March. Lucy began teleworking on March 16 still took her planned vacation. Lucy would record vacation time for work time missed while on vacation.

Bonnie is expecting her first child in April and has applied for Paid Parental Leave. Bonnie is currently teleworking. Bonnie would record her time working remotely under TRG and then transition to Paid Parental Leave and/or other forms of personal leave after the birth of her child.

Non-Exempt SHRA Employees

- All teleworking hours beginning March 16, should be recorded under earn code TRG.

- Hours worked on campus through March 31 should be recorded as normal hours under the REG earn code.

- Hours required to be worked on-campus beginning April 1, should be recorded under REG earn code. In addition, the same hours should also be recorded under earn code ETC. This will automatically calculate the applicable ½ hour compensatory time and place it in an emergency compensatory leave bank.

- All time for which Paid Administrative Leave applies (see criteria above) beginning March 16 should be recorded under earn code ELP.

Examples:

Tommy is a Support Specialist in Student Affairs. Tommy has been working remotely but only has enough work time to cover 5 hours of his regular 8-hour day. Tommy would record 5 hours under TRG and 3 hours under ELP.

Susan is an Administrative Assistant in English. Susan worked on campus through Monday, March 30 and started teleworking on March 31. Susan has sufficient work to keep her busy 8 hours per day. Susan will record 8 hours each day under REG through March 30 and 8 hours each day under TRG beginning March 31.

John is a landscape worker in the Physical Plant. His crew is being required to work every Wednesday on campus beginning April 1st and will spend his remaining normal work time at home. For hours worked each Wednesday, John will record his hours worked on campus under REG and also under ETC. John will then record 8 hours for the remaining days of each week,

when not required to work on campus, under ELP. Four hours of emergency compensatory time will be added to John's leave bank.

SHRA Exempt Employees

- All teleworking hours beginning March 16, should be recorded on your leave report under code TRG.

- No code should be entered for time worked on campus between March 16 and March 31.

- Time required to be worked on campus beginning April 1 should be recorded on your leave report under code ETC if you are eligible for the COVID-19 Compensatory Time. This will automatically calculate the applicable ½ hour compensatory time and place it in an emergency compensatory leave bank.

- All time for which Paid Administrative Leave applies (see criteria above) beginning March 16 should be recorded under earn code ELP.

- If you perform some work remotely but it does not complete an 8-hour day, record the time worked TRG and the remaining hours as ELP or other appropriate leave as defined above. A combination of this time should not exceed 8 hours for a given day. For SHRA exempt employees, all form of leave time recorded should not exceed a total of 40 hours in a given week.

- If your position is not eligible to receive COVID-19 compensatory time, you will not use the ETC code. You will only code teleworking (TRG), Paid Administrative Leave (ELP) and any personal leave (e.g., sick leave or vacation) taken on your timesheet.

Examples:

Dolly is a Business Officer in Academic Affairs and classified as exempt from overtime. Dolly is normally only required to report leave taken each month. At the direction of her supervisor, Dolly has been teleworking since March 16th but can only complete 6 hours of work each day. Dolly will record 6 hours of TRG and 2 hours of ELP each day on her leave report.

Bill is a supervisor on campus and is classified as exempt from overtime. Bill is normally only required to report leave taken on his leave report. Bill is required to work two days per week on campus beginning April 1st and is not performing any work from home. Beginning April 1, Bill will record 8 hours under ELP for each day he is not required to work on campus. For the two days that Bill is required to work on campus, he will record 8 hours under code ETC.

EHRA-NF Employees

- All teleworking hours for April, should be recorded on your leave report under code TRG.

- Time required to be worked on campus during April should be recorded on your leave report under code ETW (Emergency Time Worked) if you are eligible for the COVID-19 Compensatory Time. This will automatically calculate the applicable ½ hour compensatory time and place it in an emergency compensatory leave bank.

- All time for which Paid Administrative Leave applies (see criteria above) during April should be recorded under earn code ELP.

- If you perform some work remotely but it does not complete an 8-hour day, record the time worked TRG and the remaining hours as ELP or other appropriate leave as defined above. A combination of this time should not exceed 8 hours for a given day. All form of leave time recorded should not exceed a total of 40 hours in a given week.

- If your position is not eligible to receive COVID-19 Compensatory Time, based on your job classification, you will not use the ETW (Emergency Time Worked) code. You will only code teleworking (TRG), Paid Administrative Leave (ELP) and any personal leave (e.g., sick leave or vacation) taken on your leave report.

Examples:

Walter is an EHRA-NF employee who normally only reports leave taken on his leave report. Walter is primarily teleworking full time but is required to work on campus one day per week during April. On his leave report for April, Walter will record 8 hours under ETW for each day required to work on campus and 8 hours under TRG for each day spent teleworking.

James is an EHRA-NF employee and a department director. He normally only reports leave taken on this leave report. James is primarily teleworking but is required to work on campus one day per week during April. James is not eligible for COVID-19 Compensatory Time because he is an administrator. On his leave report for April, James will record 32 hours under TRG for teleworking hours each week and will not report the time spent on campus.