

UNCG



Coronavirus (COVID-19) Update

Additional CSAL Timekeeping Guidance

This is a friendly reminder regarding our recently revised COVID-19 timesheets/leave reports. To assist in the tracking of COVID-19 leave (CSAL), please have all employees [download the most recent version of their timesheet/leave report](#) for reporting purposes.

Please be advised that all employees must provide the reason for CSAL and submit the appropriate documentation, if applicable, to assist in the tracking of this newly granted leave. It is also critically important that timekeepers submit the [COVID-19 Special Leave Reporting Template](#).

Employees who are working remotely or using leave can save their completed timesheets/leave reports and submit them electronically to their supervisor for approval using their UNCG email. Supervisors can approve the timesheets/leave reports and submit them electronically to the timekeeper using their UNCG email.

Supervisors will need to complete and submit timesheets/leave reports for employees who are not able to submit them electronically. The timesheets/leave reports can be signed by the employee at a later date. If there are any changes, those can be made at the time the employee signs the timesheets/leave reports and the supervisor has approved the changes. Supervisors can consult with employees by phone, if needed, to assist them in recording the correct time.

Finally, we have prepared a [pre-recorded webinar](#) that reviews multiple scenarios and demonstrates how to complete timesheets and the Special Leave Reporting Template.

Thank you in advance for your assistance, and patience as we work to navigate this unfamiliar territory. All questions should be directed to our [COVID-19 Special Administrative Leave online form](#).

Stay healthy!

Previous timekeeping and leave provision guidance is listed below for your convenience.

- [COVID-19 CSAL Timekeeping Guidance \(20MAR2020\)](#)
- [Special Faculty & Staff Work Leave Provisions\(19MAR2020\)](#)



UNC
GREENSBORO

Find your way here

This email is an official communication from The University of North Carolina at Greensboro. You may verify official university emails by checking the [Verified Campus Communications Repository](#). If you have questions about the VCCR or the authenticity of an email message you have received, please contact the sender of the message or search the UNCG website for "VCCR."

Share this email:



[Manage](#) your preferences | [Opt out](#) using TrueRemove®

Got this as a forward? [Sign up](#) to receive our future emails.

View this email [online](#).

1100 Spring Garden St.
Greensboro, NC | 27402 US

This email was sent to .
To continue receiving our emails, add us to your address book.

[Subscribe](#) to our email list.