



# Coronavirus (COVID-19) Update

Following is guidance to supervisors and timekeepers regarding tracking and recording COVID-19 Special Administrative Leave (CSAL) for University employees.

Effective March 16th and continuing through March 31 all employees (permanent, temporary, students, etc.) will be eligible for COVID-19 Special Administrative Leave (CSAL). This time must be indicated during our April/May reporting period for permanent non-exempt employees and our April reporting period for hourly (temporary and student employees) and exempt employees.

Leave should be recorded as follows:

**FLSA Non-Exempt permanent employees (subject to overtime):**

- Record normal hours worked (either on-site or remotely) in the appropriate column on the timesheet.
- Record hours charged to CSAL in Coded Hours Not Worked under "Other" and choose CSAL for the reason.

**Hourly and student employees:**

- Record normal hours worked (either on-site or remotely) on the appropriate day.
- Supervisors and/or Timekeepers must enter the number of CSAL hours the employee is eligible to receive in the identified box located in the "Department Use Only" section of the timesheet.
- Hourly and student temporary employees are eligible to receive CSAL equivalent to the hours they missed had they been able to work based on their normal work schedule. If the employee had not yet been scheduled to work, an average of the weekly hours they worked over the last four weeks may be used.

**FLSA Exempt Employees (exempt from overtime):**

- Record hours charged to CSAL on the UNCG Exempt Employee Monthly Leave Report.

Human Resources will work with departments that use Kronos to modify the above process as needed.

**Reminders:**

CSAL may not be used to pay any employee over 40 hours per week.

The supervisor's approval is verification that all time has been recorded on the timesheet and/or leave report correctly.

**COVID-19 Special Administrative Leave Tracking**

Due to the immediate implementation for this special leave provision, CSAL is not available to be entered into Banner. CSAL does need to be tracked as the University will need to report on how much was utilized. Therefore it is imperative we provide an accurate account for time taken. Following are instructions for tracking this leave for reporting purposes:

- **Timekeepers** will be responsible for ensuring the CSAL is reported accurately by utilizing the [COVID-19 Special Leave Reporting template](#) which can be found on our [website](#). This form should be completed by each department's timekeeper during the usual Banner Leave/Time Entry period and emailed to [hrops@uncg.edu](mailto:hrops@uncg.edu).
- Full-time FLSA exempt employees working remotely are expected to work their regular 40 hour per week work schedules. Employees who are unable to remotely work their normal schedule must make their supervisors aware as they would in any other situation in which they are unable to work.

**Employees Not Eligible for CSAL**

Leave eligible employees who are not eligible for CSAL and need to miss work may utilize current leave policies and follow the instructions applicable to the leave policy for the type of leave they are requesting.

This includes employees who:

- Are able to work remotely but choose not to;
- Are on prearranged leave such as vacation, family medical leave, disability, etc.;
- Have an illness not related to COVID-19 (such as an allergic reaction); and
- Do not meet the criteria outlined in the CSAL provisions.

We realize that you may have questions on how to implement this guidance and we are preparing a demonstration working through different scenarios that will be conducted closer to the Banner time entry period. We will also be posting examples on the Human Resources website to be used as resources in completing timesheets and reporting CSAL. In the meantime, if you have any questions, please contact the HR Operations team at [hrops@uncg.edu](mailto:hrops@uncg.edu).



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.