

UNCG



Coronavirus (COVID-19) Update

COVID-19 GUIDANCE ON TIME/LEAVE ENTRY

Following is updated guidance and instruction for managing time and leave reporting for COVID-19 leave and Mandatory Onsite work for permanent SHRA and EHRA Non-Faculty employees.

“COVID-19 Mandatory Onsite Work” hours (earn code 250) for employees should only be reported if the employee has been approved as mandatory by the supervisor and University administration, and listed on the designated list. In addition, “COVID-19 Mandatory Onsite .5 Compensatory Hours Earned” (earn code 251) should only be reported for eligible mandatory employees. For more information on eligible Mandatory employee classifications, please see the memo, [COVID-19 HR EMPLOYEE MANDATORY/NON-MANDATORY EMPLOYEE DESIGNATIONS](#), dated March 31st.

When reporting hours for eligible Mandatory employees, all on-site hours worked should be reported as earn code 250. For those eligible Mandatory employees also accruing the .5 Compensatory time, those hours should be reported as earn code 251 **AND** those hours reported should match the number of hours reported for on-site hours worked (earn code 250). Banner will automatically apply the .5 calculation to the number of Compensatory Time hours reported.

If you have any questions regarding the reporting of time, please contact hrops@uncg.edu. If you have any questions regarding the designation of Mandatory status, please contact Marlon Summers at mdsumme2@uncg.edu or 336-334-9855.



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.