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.

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