Updated Guidance on Time/Leave Entry in Support of COVID-19

Following is updated guidance and instruction for managing time and leave reporting for COVID-19 leave and Mandatory On-site work for all staff and student employees.

The UNC System Office continues to make COVID-19 Special Administrative Leave (CSAL) available for University employees through May 8th. In addition, we are required to track time worked for those employees designated as COVID-19 Mandatory On-site employees beginning April 1. Eligible leave earning employees may also receive 3 Compensatory Time for every hour worked on-site in a mandatory capacity (note, some EHRA employees are excluded from receiving the additional compensatory time. Please refer to the March 31st communication here for more information).

The University is being asked to provide data on the use of CSAL. This data will be used to help calculate the financial impact of COVID-19 response and recovery. In order to accurately track the information listed above, we have worked with Banner HR system stakeholders to configure additional earn codes to be used in the May time/leave entry period. The following codes have been added to Banner and the relevant timesheets which can be downloaded from the HR webpage here.

An email communication will be distributed to impacted employees with additional guidance on completing the timesheets.

For those employees that supervise students, please work with them to ensure they are using the updated timesheets, and that they understand how to complete them as instructed below. Please note, this email is not being sent to student workers so it is important that supervisors communicate these changes with their direct reports.

Student Employee Hourly Timesheet

In order to support the CSAL, the student hourly timesheet has been updated to identify the type of hours being reported. Beginning with the current time period, student hourly employees must also select the description of time being reported by selecting the code from the drop-down menu located in the "Earn Code" column which is next to the number of hours being reported.

COVID-19 Special Administrative Leave (CSAL1, CSAL2, and CSAL3) for work scheduled 4/11 through 5/7 can be reported by entering the number of hours reported in the "Hours Reptd" section of the timesheet and the appropriate type of leave in the "Earn Code" section.

The timesheet will now automatically calculate the number of hours reported and the number of hours for the benefit of the departmental timekeeper.

REMINDER: Spring Semester student employees are eligible to be paid in status until May 7, 2020.

All employees must download and use the new timesheet when reporting time for the current reporting period.

If you have any questions, please do not hesitate to contact hrops@uncg.edu.

Finally, please see the following important information from Payroll regarding changes to the PHATIME entry period:

PHATIME Entry Date Changes:
Due to reporting of Covid-19 Special Administrative Leave within Banner, the May (05) PHATIME (payroll time/leave entry) will open on:

- Thursday, May 7, 2020, for all Payroll ID codes (NE, EX, and HR)
- And all payroll time/leave entry keying will close on Wednesday, May 13, 2020, at 8:00 PM.

Human Resources has updated the timesheets with a 4/29/2020 date. Please make sure your employees have recorded their time on the updated timesheets before you begin to enter the time into Banner, due to new earn codes that will need to be entered.

If you have any questions regarding the time entry period, please contact Payroll at payroll1@uncg.edu.

Thank you,
Human Resources