



Coronavirus (COVID-19) Update

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 .5 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](#).

Code	Long Desc (30)	Short Desc (8)	Payroll Population	Purpose
230	Perm COVID19 SpecAdmLv-Child	PrmCSAL1	EX, NE	Track CSAL for the care of a child due to school closures
231	Perm COVID19 SpecAdmLv-Illness	PrmCSAL2	EX, NE	Track CSAL due to C19/cold/flu like illnesses
232	Perm COVID19 SpecAdmLv-NoRmtWk	PrmCSAL3	EX, NE	Track CSAL due to inability to telework
233	Temp COVID19 SpecAdmLv-Child	TmpCSAL1	HR	Track CSAL for the care of a child due to school closures
234	Temp COVID19 SpecAdmLv-Illness	TmpCSAL2	HR	Track CSAL due to C19/cold/flu like illnesses
235	Temp COVID19 SpecAdmLv-NoRmtWk	TmpCSAL3	HR	Track CSAL due to inability to telework
236	Stu COVID19 SpecAdmLv-Child	StuCSAL1	HR	Track CSAL for the care of a child due to school closures
237	Stu COVID19 SpecAdmLv-Illness	StuCSAL2	HR	Track CSAL due to C19/cold/flu like illnesses
238	Stu COVID19 SpecAdmLv-NoRmtWk	StuCSAL3	HR	Track CSAL due to inability to telework
239	WS COVID19 SpecAdmLv-Child	WsCSAL1	HR	Track CSAL for the care of a child due to school closures
240	WS COVID19 SpecAdmLv-Illness	WsCSAL2	HR	Track CSAL due to C19/cold/flu like illnesses
241	WS COVID19 SpecAdmLv-NoRmtWk	WsCSAL3	HR	Track CSAL due to inability to telework
250	Mandatory Onsite Work	MndWork	EX,NE	Track Mandatory On-site work for COVID-19 Mand Emps
251	Mandatory Onsite .5 CT Earn	MndCTern	EX (with some exceptions),NE	Track earning of .5 CT for eligible populations on C19 Mand Emps
252	Mandatory Onsite .5 CT Use	MndCTuse	EX (with some exceptions),NE	Track use of .5 CT for C19 Mand Emps (similar to 070)
253	Mandatory Onsite .5 CT TimeEnt	MndCTTme	EX (with some exceptions),NE	Track Dept. Payout of .5 CT for C19 Mand Emps (similar to 075)
254	Mandatory Onsite .5 CT Payout	MndCTPay	EX (with some exceptions),NE	Track University Payout of .5 CT for C19 Mand Emps (similar to 076)

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 timesheet, and that they understand how to complete it 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 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



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