



Coronavirus (COVID-19) Update

Updated Guidance on Employee Timesheets and COVID-19 Related Time/Leave

This message serves as 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 employee timesheets have been updated as follows:

Non-Exempt Timesheet:

- COVID-19 Special Administrative Leave (CSAL1, CSAL2, and CSAL3) for time worked 3/29 through 5/2 can be reported by selecting the appropriate leave from the "Other" column in the "Coded Hours Not Worked" section of the time sheet.
- Mandatory Employees working on-site can report the number of hours worked between 4/1 and 5/2 in the new "MOS" column in the "Coded Hours Worked Section".
- Eligible Mandatory Employees that have accrued the .5 Compensatory Time may use time by entering those hours in the new "MCU" column in the "Coded Hours Not Worked" section.
- NOTE: Non-exempt employees earning Shift Pay should continue to report these hours in the "SP" column of the "Hours Worked" section, even if reporting CSAL leave taken.
- REMINDER: April 10th was a holiday and time reported should be recorded appropriately depending on the circumstance.

Exempt Leave Report

- COVID-19 Special Administrative Leave (CSAL1, CSAL2, and CSAL3) for time worked 4/1 through 4/30 can be reported by entering the total hours in the appropriate leave field indicated on the Exempt Leave Report.
- Mandatory Employees working on-site can report the number of hours worked between 4/1 and 4/30 by entering the total hours in the "COVID-19 Mandatory Onsite Work" field on the Exempt Leave Report.
- Eligible Mandatory Employees that have worked on-site can report the number of CT hours earned in the "COVID-19 Mandatory Onsite .5 Compensatory Hours Earned" field on the Exempt Leave Report. Eligible CT earned should be calculated at .5 the time worked as noted above.
- Eligible Mandatory Employees that have accrued the .5 Compensatory Time may use time by entering the total hours in the "COVID-19 Mandatory Onsite .5 Compensatory Hours Taken" field on the Exempt Leave Report.
- REMINDER: April 10th was a holiday and time reported should be recorded appropriately depending on the circumstance.

Temporary Employee Hourly Timesheet

- In order to support the CSAL, the temporary hourly timesheet has been updated to support the identification of the type of hours being reported. Beginning with the current time period, temporary employees must also select the type of time being reported by selecting the code from the drop down in the "Earn Code" column next to the number of hours being reported.
- COVID-19 Special Administrative Leave (CSAL1, CSAL2, and CSAL3) for work scheduled 4/11 through 5/8 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.

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.:

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 in a paid status until May 7, 2020.

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

Employees not reporting time via a monthly timesheet or leave report should continue to coordinate with their supervisor and departmental timekeeper to ensure that any time reported as CSAL or eligible Mandatory On-site work is recorded and shared with Human Resources.

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

Thank you,
Human Resources



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