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 to eligible employees through May 8th. In addition, we are required to track time worked for those employees designated as COVID-19 Mandatory Onsite employees beginning April 1. Eligible non-exempt employees earning Shift Pay should continue to record these hours in the "SP" column of the "Hours Worked" section, even if reporting CSAL leave taken.

**COVID-19 Special Administrative Leave (CSAL):**

- Eligible employees working on-site can report the number of hours worked between 4/1 and 4/30 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.

**Exempt Leave Report:**

- Eligible Non-exempt Employees that have worked on-site can report the number of CT hours worked in the "COVID-19 Mandatory Onsite - 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 worked on-site can report the number of hours worked for COVID-19 leave in the "COVID-19 Mandatory Onsite Coded Hour Worked Section" of the time sheet.

**Non-Exempt Timesheet:**

- In order to support the CSAL, the non-exempt weekly timesheet has been updated to support the identification of the type of hours being reported. Beginning with the current time period, non-exempt 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 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 selecting the appropriate type of leave in the "COVID-19 Mandatory Onsite Work" field on the Exempt Leave Report.

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

**Student Employee Hourly Timesheet:**

- 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 Time Sheet:**

- 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 employees must also select the type of time being reported by selecting the code from the drop down menu located 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 total number of hours in the "COVID-19 Mandatory Onsite Work" 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 worked on-site can report the number of hours worked for COVID-19 leave in the "COVID-19 Mandatory Onsite Coded Hour Worked Section" of the time sheet.

**Temporary Employee Hourly Timesheet:**

- Temporary employees who are designated as COVID-19 Mandatory Onsite employees working on-site can report the number of hours worked for COVID-19 leave and COVID-19 Related Time/Leave in the new "MOS" column in the "COVID-19 Hours Worked Section".
- In order to support the CSAL, temporary hourly timesheets have been updated to identify 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 menu located 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 total number of hours in the "COVID-19 Mandatory Onsite Work" field on the Exempt Leave Report. Eligible CT earned should be calculated at .5 the time worked as noted above.
- Eligible Temporary Employees that have worked on-site can report the number of CT hours earned in the "COVID-19 Mandatory Onsite Coded Hour Worked Section". The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

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 on-site is accurately reported in the appropriate leave field.

REMINDER: April 10th was a holiday and time reported should be recorded appropriately depending on the circumstance.

**Exempt Leave Report:**

- Eligible employees that have worked on-site can report the number of CT hours earned in the "COVID-19 Mandatory Onsite Coded Hour Worked Section" of the time sheet. The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

**Non-Exempt Timesheet:**

- For COVID-19 Special Administrative Leave (CSAL), eligible Mandatory Onsite employees may also report the number of hours worked for COVID-19 leave in the "COVID-19 Mandatory Onsite Coded Hour Worked Section". The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

**Student Employee Hourly Timesheet:**

- Eligible Mandatory Employees that have worked on-site can report the number of hours worked for COVID-19 leave in the "COVID-19 Mandatory Onsite Coded Hour Worked Section". The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

**Temporary Employee Hourly Timesheet:**

- Eligible Temporary Employees that have worked on-site can report the number of hours worked for COVID-19 leave in the "COVID-19 Mandatory Onsite Coded Hour Worked Section". The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

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**Student Employee Hourly Timesheet:**

- Eligible students working on-site can report the number of CT hours earned in the "COVID-19 Mandatory Onsite Coded Hour Worked Section" of the time sheet. The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

**Temporary Employee Hourly Timesheet:**

- Eligible temporary employees must report the number of hours worked for COVID-19 leave and COVID-19 Related Time/Leave in the new "MOS" column in the "COVID-19 Hours Worked Section". The timesheet will now automatically calculate the number of hours reported for the benefit of the departmental timekeeper.

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