

UNCG



Coronavirus (COVID-19) Update

Update on Timesheets, Mandatory Compensatory Time Expiration, and Temporary Student Employment Actions

Update on Mandatory On-Site Compensatory Time (.5) Accrual

As communicated in the notification sent on May 8, 2020 via email, the additional compensatory time for hours worked on-site by those eligible employees designated as mandatory on-site employees expired on May 15, 2020 at 5 pm. Updated Non-Exempt timesheets, Exempt leave reports, and Student Hourly timesheets with a 6/2/2020 revision date can be found online here: https://hrs.uncg.edu/leave_management/

Please note that the COVID-19 compensatory time for mandatory employees must be used within 12 months of the date it is earned. Compensatory time remaining past 12 months, or when an employee separates from University employment, will be paid to the employee based on the employee's rate of pay at the time the compensatory time is paid.

Questions in regard to coding/accrual of compensatory time for eligible mandatory on-site employees should be directed to hrops@uncg.edu.

Questions in regard to managing time-entry (PHATIME) by departmental timekeepers should be directed to payroll1@uncg.edu.

Regarding Student Employment Actions

Temporary Student Employees – Renewal and new hires of student temporary assignments remain subject to the [HR Action Pause](#) and will be reviewed on a case by case basis by the Student Employment Office.

For federal work-study funded positions, action forms for **reassignments** should be submitted no later than Wednesday, June 10, 2020 to seo@uncg.edu. An update will be provided when **new** FWS hires can be considered.

For direct department-funded hires for summer or fall, please review the essential actions in the [COVID-19 Action Guidelines](#), then complete this brief form to provide a short hiring justification statement. Please contact seo@uncg.edu with any questions.

Graduate Assistantships – will continue to be reviewed and processed by The Graduate School.



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