

COVID-19 and TIM Update, March 25th

Special Leave Provision

During March 16 – March 31, 2020, permanent, temporary and student employees will be granted paid administrative leave if:

1. The employee is quarantined by a public health official due to possible exposure but has not been determined to be infected with COVID-19;
2. The employee is having symptoms potentially related to COVID-19 (fever, cough, shortness of breath) or caring for a dependent with such symptoms;
3. The employee is high risk for COVID-19 infection or is a caregiver to someone who is high risk;
4. The employee must care for a child or parent due to a childcare/eldercare facility or school closing, care for a spouse, or
5. The employee is not a COVID-19 Mandatory Employee and due to the nature of their position, cannot perform their duties remotely and an alternative remote working arrangement is not possible.

Please refer to the HR COVID FAQ, <https://hr.unc.edu/employees/covid19-faqs/> for more detailed information about COVID-19 and the special leave provision.

Administrative Absence Pay Code in TIM

Paid administrative leave hours will be recorded in TIM using the "**Administrative Absence**" pay code.

- SHRA Non-Exempt Permanent and Temporary employees are now able to select the "Administrative Absence" pay code and enter hours in their timecards on qualifying dates from March 16 through March 31, 2020.
- SHRA Temporary employees will be able to select a pay code in TIM for the first time. A Quick Reference Card, <https://finance.unc.edu/files/2020/03/shra-temporary-employee-tim-pay-code-access.pdf> has been posted that shows employees where to select the "Administrative Absence" pay code in their timecards in TIM.
- SHRA Student employees do not have access to pay codes and will need to work with their manager or TIM Administrator who will need to enter "Administrative Absence" hours on qualifying dates for them.
- SHRA Exempt and EHRA Permanent employees in TIM will continue to be paid on auto-pay. They also have access to the "Administrative Absence" pay code and if possible should enter the leave hours on qualifying dates from March 16 through March 31, 2020 in their timecards in TIM.
- All TIM Administrators and Managers have access to the "Administrative Absence" pay code in TIM. Employees may need their Managers or TIM Administrators to update their timecards in TIM for them.

- For leave hours taken that do not qualify for paid administrative leave, SHRA Non-Exempt and SHRA and EHRA Exempt Permanent employees should enter their compensatory, sick, vacation, or bonus leave hours in TIM if possible. If an employee is unable to do this, they should contact their Manager or TIM Administrator to enter their leave hours taken in TIM.

NOTE- Leave hours taken, including Administrative Absence, and hours worked if applicable, must be recorded in Non-Exempt employee timecards March 16 – 29th before the sign off deadline, 5:00 p.m. on Tuesday, March 31st, in order for them to be paid.

Historical Corrections for "Administrative Absence"

- **NO** historical corrections for "Administrative Absence" should be entered in TIM until Wednesday, April 1st.
- Next week, if you have signed off a biweekly timecard and you need to enter "Administrative Absence" in the previous pay period, you must request sign off be removed first. Do not enter any Administrative Absence historical corrections in TIM until Wednesday, April 1st at the earliest. This will help us ensure proper accounting of these hours.

Employees Working Remotely

- SHRA Non-Exempt Permanent, Temporary, and Student employees working on site or working remotely should capture or enter their times in and out in their timecards to ensure they are paid correctly. If an employee is unable to do this, they should contact their Manager or TIM Administrator to enter their times worked in TIM.
- SHRA Exempt and EHRA Permanent employees in TIM will continue to be paid on auto-pay.
- SHRA Non-Exempt and SHRA and EHRA Exempt Permanent employees should enter their compensatory, sick, vacation, or bonus leave hours in TIM for hours not worked and that do not qualify for paid administrative leave. If an employee is unable to do this, they should contact their Manager or TIM Administrator to enter their leave hours taken in TIM.

NOTE- Hours worked and leave hours if applicable, must be recorded in Non-Exempt employee timecards March 16 – 29th before the sign off deadline, 5:00 p.m. on Tuesday, March 31st, in order for them to be paid.

TIM Timecard Approvals and Sign Off

- Employees and Managers, if possible, should approve their timecards according to the approval deadlines determined by the department. Approval deadlines may be adjusted by the department if needed.
- The TIM Administrator sign off deadline has not changed, 5:00 p.m. on Tuesday, March 31st.

For Additional Guidance

- Please refer to the HR COVID FAQ, <https://hr.unc.edu/employees/covid19-faqs/> for more detailed information about COVID-19 and the special leave provision.
- Please contact your HR Officer or you can email hr@unc.edu and add "COVID-19" in the subject line if you have questions about COVID-19 or the paid administrative leave.
- For 'how to' TIM questions, please email timsupport@unc.edu. TIM Support will not be able to answer questions about **which entries should be made in timecards in TIM**, (paid administrative leave, hours worked, leave hours taken, etc.). Please contact HR for all policy related questions.