

COVID-19 and TIM Update, April 8th

Special Leave Provision until April 30, 2020

Employees may be granted paid administrative leave for qualifying reasons until April 30, 2020. Please review the updated HR COVID FAQ, <https://hr.unc.edu/employees/covid19-faqs/> for detailed information about COVID-19 and the special leave provision from April 1 - 30, 2020

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 able to select the "Administrative Absence" pay code and enter hours in their timecards through April 30, 2020.
- SHRA Student employees do not have access to pay codes in TIM 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 will continue to be paid on auto-pay and should enter their "Administrative Absence" hours on qualifying dates in TIM if possible.
- 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, permanent employees should enter their compensatory, sick, vacation, or bonus leave hours in TIM. An employee's Manager or TIM Administrator may need to enter their leave hours taken in TIM.
- Administrative Absence hours for employees not currently in TIM, EHRA Temporary and Post Docs, should be recorded manually at this time.

NOTE- Leave hours taken, including Administrative Absence, and hours worked if applicable, must be recorded in Non-Exempt employee timecards in order for them to be paid for those hours.

Employees Working Remotely or Onsite

- All SHRA Non-Exempt Permanent, Temporary, and Student employees working remotely, including mandatory remote and onsite employees, should capture or enter their times in and out worked in their timecards to ensure they are paid correctly.
- Employees should enter their leave hours in TIM for hours **not** worked and that do **not** qualify for paid administrative leave.
- If an employee is unable to enter their hours, they should contact their Manager or TIM Administrator to enter their times worked in TIM.

Mandatory Onsite Premiums, April 1 – April 30, 2020

An employee may be designated as a Communicable Disease Mandatory Employee (CDME) onsite primary, onsite secondary, or remote in ConnectCarolina. Effective April 1 through April 30, 2020, a CDME designated **onsite** primary **or** secondary employee may receive mandatory onsite premium(s) for hours worked onsite if they meet the eligibility criteria. Please consult your HR representative for clarification on who is eligible.

- CDME pay codes are available to **only** Managers and TIM Administrators in TIM to ensure they are used correctly, and they appear at the end of the pay code list in the timecard.
- CDME designated onsite employees should continue to capture or enter their hours worked in their timecards.
 - SHRA non-exempt CDME designated onsite employees are eligible for compensatory time premiums for their regular (.5) and overtime (.75) hours worked onsite.
 - SHRA exempt and EHRA non-faculty CDME designated onsite employees may be eligible for a compensatory time premium (.5) for up to 40 hours a week worked onsite.
 - EHRA Faculty, Senior Tier I and II officers who are CDME designated onsite employees are **not** eligible for any premiums for their hours worked onsite.
- Hours worked **remotely** by CDME designated onsite employees are **not** eligible for premiums.
- Hours **not** worked onsite or remotely by non-exempt CDME employees and that do **not** qualify for paid administrative leave should enter their compensatory, sick, vacation, or bonus leave hours in TIM to ensure they are paid for those hours.
- CDME designated mandatory remote employees are **not** eligible for premiums and should enter their hours worked in TIM as usual.
- Hours worked onsite from April 1 -April 30 by designated CDME onsite employees that are not currently in TIM, EHRA Temporary and Post Docs, should be recorded manually at this time. Eligibility and method of recording this information in TIM is currently being reviewed.
- Premiums should **not** be entered in employee timecards before April 1st. Premiums for hour worked onsite by designated CDME onsite employees are effective only from April 1 – April 30.

SHRA Non-Exempt CDME Onsite Compensatory Time Premiums

- SHRA non-exempt employees who are designated CDME onsite primary or secondary will receive a compensatory time premium for their regular (.5) **and** overtime (.75) hours worked onsite. The 'CDME OnSite Banked' and 'CDME OnSite Banked Expired' accruals have been added in TIM to all CDME designated onsite primary or secondary employees.
- Two new pay codes, 'CDME OnSite Banked- Regular' (.50) and 'CDME Onsite Banked- Overtime' (.75) have been added in TIM to bank the premium regular and premium overtime hours worked onsite into the employee's 'CDME OnSite Banked' accrual at those rates.
- CDME pay codes are available to **only** Managers and TIM Administrators in TIM to ensure they are used correctly, and they appear at the end of the pay code list in the timecard.
- **NOTE-** Mandatory employees who work on Friday's Spring Holiday on April 10th will receive holiday pay, if eligible, but will **not** receive any onsite compensatory premiums. TIM Administrators will enter Holiday Premium on Friday for those employees and not CDME OnSite Banked pay codes.

Regular hours worked onsite by SHRA non-exempt designated CDME onsite employee

| Timecards | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-----------------------------|---------------------------|--------|-------------|---------|---------------|---|--------------|--|---------------------------|---------------------------------|--|-----|------------------------------|--|-----|--------------------------------|--|-----|-------------|--|-----|-------|--|------|----------------------|--|------|----------------------|--|------|--------------------|--|-----|----------------------------|--|-----|
| Employee, Bryce | | 1 of 1 | | KDSPAMTEOT1 | | Loaded: 10:52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Pay Code | Amount | In | Transfer | Out | In | T | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mon 3/30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tue 3/31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wed 4/01 | CDME OnSite Banked- Regular | 4.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 8:01AM | | 12:02PM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thu 4/02 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th colspan="2">Accrual Code</th> <th>Accrual Available Balance</th> </tr> </thead> <tbody> <tr> <td colspan="2">Adverse Weather Cond II Expired</td> <td>0.0</td> </tr> <tr> <td colspan="2">Adverse Weather Cond II Owed</td> <td>0.0</td> </tr> <tr> <td colspan="2">Adverse Weather Cond II Repaid</td> <td>0.0</td> </tr> <tr> <td colspan="2">Awarded PTO</td> <td>0.0</td> </tr> <tr> <td colspan="2">Bonus</td> <td>40.0</td> </tr> <tr> <td colspan="2">Bonus 2017 No Payout</td> <td>24.0</td> </tr> <tr> <td colspan="2">Bonus 2018 No Payout</td> <td>40.0</td> </tr> <tr> <td colspan="2">CDME OnSite Banked</td> <td>2.0</td> </tr> <tr> <td colspan="2">CDME OnSite Banked Expired</td> <td>0.0</td> </tr> </tbody> </table> | | | | | | | | Accrual Code | | Accrual Available Balance | Adverse Weather Cond II Expired | | 0.0 | Adverse Weather Cond II Owed | | 0.0 | Adverse Weather Cond II Repaid | | 0.0 | Awarded PTO | | 0.0 | Bonus | | 40.0 | Bonus 2017 No Payout | | 24.0 | Bonus 2018 No Payout | | 40.0 | CDME OnSite Banked | | 2.0 | CDME OnSite Banked Expired | | 0.0 |
| Accrual Code | | Accrual Available Balance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adverse Weather Cond II Expired | | 0.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adverse Weather Cond II Owed | | 0.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Adverse Weather Cond II Repaid | | 0.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Awarded PTO | | 0.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bonus | | 40.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bonus 2017 No Payout | | 24.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bonus 2018 No Payout | | 40.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CDME OnSite Banked | | 2.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CDME OnSite Banked Expired | | 0.0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

The Manager or TIM Administrator adds the 'CDME OnSite Banked - Regular' pay code and hours in the timecard for regular shifts worked onsite by the CDME designated onsite employee. The regular 4 hours worked will be paid as regular. The 4 hours of 'CDME OnSite Banked- Regular' is calculated at the .5 rate, so 2 hours (4 hours x .5) will be added to the 'CDME Onsite Banked' accrual. The employee may use these banked hours for leave taken.

NOTE- Do **NOT** remove any of the employee's hours worked. They must remain in the timecard, so they will be sent to payroll to be paid.

Overtime hours worked onsite by SHRA non-exempt employee designated as CDME onsite-

The screenshot shows a 'Timecards' application interface. At the top, it displays 'Employee, Bryce', '1 of 1', and 'KDSPAMTEOT1'. Below this are navigation icons for 'Approve Timecard', 'Sign Off', and 'Accruals Actions', along with 'Print Timecard' and 'Refresh' buttons. The main table shows a timecard for several days, with a highlighted row for 'Sat 4/11' showing 6.0 hours of 'CDME OnSite Banked- Overtime'. Below the timecard is a 'Totals' section with tabs for 'Accruals', 'HC Accrual Adj', and 'Audits'. The 'Accruals' tab is active, showing a table with columns for 'Accrual Code', 'Accrual Available Balance', and 'Accrual Units'. The 'CDME OnSite Banked' row is highlighted, showing an available balance of 4.5 units.

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily |
|----------|------------------------------|--------|---------|----------|---------|--------|----------|--------|-------|-------|
| Mon 4/06 | | | 8:01AM | | 12:01PM | 12:59P | | 5:01PM | 8.0 | 8.0 |
| Tue 4/07 | | | 7:59AM | | 11:58AM | 1:02P | | 5:04PM | 8.0 | 8.0 |
| Wed 4/08 | | | 8:00AM | | 12:02PM | 1:00P | | 4:59PM | 8.0 | 8.0 |
| Thu 4/09 | | | 8:02AM | | 11:59AM | 1:01P | | 5:02PM | 8.0 | 8.0 |
| Fri 4/10 | | | 8:01AM | | 12:01PM | 1:03P | | 5:01PM | 8.0 | 8.0 |
| Sat 4/11 | CDME OnSite Banked- Overtime | 6.0 | | | | | | | | |
| | | | 12:03PM | | 6:01PM | | | | 6.0 | 6.0 |

| Accrual Code | Accrual Available Balance | Accrual Units |
|---------------------------------|---------------------------|---------------|
| Adverse Weather Cond II Expired | | 0.0 |
| Adverse Weather Cond II Owed | | 0.0 |
| Adverse Weather Cond II Repaid | | 0.0 |
| Awarded PTO | | 0.0 |
| Bonus | | 40.0 |
| Bonus 2017 No Payout | | 24.0 |
| Bonus 2018 No Payout | | 40.0 |
| CDME OnSite Banked | | 4.5 |
| CDME OnSite Banked Expired | | 0.0 |

The Manager or TIM Administrator adds the 'CDME OnSite Banked - Overtime' pay code and hours in the timecard for overtime shifts worked onsite by the CDME designated onsite employee. The 6 hours of Overtime worked will be paid to the employee at the Overtime rate 1.5. The 6 hours of 'CDME OnSite Banked- Overtime' is calculated at the .75 rate, so 4.5 hours (6 hours x .75) will be added to the 'CDME Onsite Banked' accrual. The employee may use these banked hours for leave taken.

Example- SHRA Non-Exempt CDME onsite with Regular and Overtime hours worked onsite

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Period |
|----------|------------------------------|--------|---------|----------|---------|---------|----------|--------|-------|-------|--------|
| Mon 4/06 | CDME OnSite Banked- Regular | 8.0 | | | | | | | | | |
| | | | 8:01AM | | 12:01PM | 12:59PM | | 5:01PM | 8.0 | 8.0 | 8.0 |
| Tue 4/07 | CDME OnSite Banked- Regular | 8.0 | | | | | | | | | |
| | | | 7:59AM | | 11:58AM | 1:02PM | | 5:04PM | 8.0 | 8.0 | 16.0 |
| Wed 4/08 | CDME OnSite Banked- Regular | 8.0 | | | | | | | | | |
| | | | 8:00AM | | 12:02PM | 1:00PM | | 4:59PM | 8.0 | 8.0 | 24.0 |
| Thu 4/09 | CDME OnSite Banked- Regular | 8.0 | | | | | | | | | |
| | | | 8:02AM | | 11:59AM | 1:01PM | | 5:02PM | 8.0 | 8.0 | 32.0 |
| Fri 4/10 | CDME OnSite Banked- Regular | 8.0 | | | | | | | | | |
| | | | 8:01AM | | 12:01PM | 1:03PM | | 5:01PM | 8.0 | 8.0 | 40.0 |
| Sat 4/11 | CDME OnSite Banked- Overtime | 6.0 | | | | | | | | | |
| | | | 12:03PM | | 6:01PM | | | | 6.0 | 6.0 | 46.0 |

Totals Accruals HC Accrual Adj Audits

All All

| Location | Job | Account | Pay Code | Amount |
|----------|-----|--|------------------------------|--------|
| | | ./SPATA9999/000/000000/000000/20020145 | Regular | 40.0 |
| | | ./SPATA9999/000/000000/000000/20020145 | Overtime | 6.0 |
| | | ./SPATA9999/000/000000/000000/20020145 | CDME OnSite Banked- Regular | 40.0 |
| | | ./SPATA9999/000/000000/000000/20020145 | CDME OnSite Banked- Overtime | 6.0 |

The 40 hours of regular will be paid as regular and the 4 hours of overtime will be paid at the overtime rate 1.5. The Manager or TIM Administrator added the 'CDME OnSite Banked- Regular' pay code and hours in the timecard for the regular shifts worked onsite and the 'CDME OnSite Banked- Overtime' pay code and hours for the overtime shift worked onsite.

| Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift |
|----------|------------------------------|--------|---------|----------|---------|---------|----------|--------|-------|
| Mon 4/06 | CDME OnSite Banked- Regular | 8.0 | | | | | | | |
| | | | 8:01AM | | 12:01PM | 12:59PM | | 5:01PM | 8.0 |
| Tue 4/07 | CDME OnSite Banked- Regular | 8.0 | | | | | | | |
| | | | 7:59AM | | 11:58AM | 1:02PM | | 5:04PM | 8.0 |
| Wed 4/08 | CDME OnSite Banked- Regular | 8.0 | | | | | | | |
| | | | 8:00AM | | 12:02PM | 1:00PM | | 4:59PM | 8.0 |
| Thu 4/09 | CDME OnSite Banked- Regular | 8.0 | | | | | | | |
| | | | 8:02AM | | 11:59AM | 1:01PM | | 5:02PM | 8.0 |
| Fri 4/10 | CDME OnSite Banked- Regular | 8.0 | | | | | | | |
| | | | 8:01AM | | 12:01PM | 1:03PM | | 5:01PM | 8.0 |
| Sat 4/11 | CDME OnSite Banked- Overtime | 6.0 | | | | | | | |
| | | | 12:03PM | | 6:01PM | | | | 6.0 |

Totals Accruals HC Accrual Adj Audits

| Accrual Code | Accrual Available Balance |
|---------------------------------|---------------------------|
| Adverse Weather Cond II Expired | 0.0 |
| Adverse Weather Cond II Qwed | 0.0 |
| Adverse Weather Cond II Repaid | 0.0 |
| Awarded PTO | 0.0 |
| Bonus | 40.0 |
| Bonus 2017 No Payout | 24.0 |
| Bonus 2018 No Payout | 40.0 |
| CDME OnSite Banked | 24.5 |
| CDME OnSite Banked Expired | 0.0 |

The 40 hours of 'CDME OnSite Banked- Regular' were added to the 'CDME OnSite Banked' accrual at the .5 rate, so 20 hours (40 hours x .5 rate) were added to the bank. The 6 hours of 'CDME OnSite Banked-Overtime' were added at the .75 rate, so 4.5 hours were added to the bank. This gave the employee 24.5 hours in their 'CDME OnSite Banked' accrual.

NOTE- Do **NOT** remove any of the employee's hours worked. They must remain in the timecard, so they will be sent to payroll to be paid.

SHRA Exempt and EHRA Non-Faculty Permanent CDME Onsite Compensatory Time Premiums

- SHRA exempt and EHRA permanent employees in TIM will continue to be paid on auto-pay.
- SHRA exempt and EHRA non-faculty permanent employees who are designated CDME onsite primary or secondary will receive a premium for their regular (.5) hours worked onsite, up to 40 hours per week. The 'CDME OnSite Banked' and 'CDME OnSite Banked Expired' accruals have been added in TIM to all qualifying Exempt CDME designated onsite primary or secondary employees.
- The new pay code, 'CDME OnSite Banked- Regular' (.50) has been added in TIM to bank the premium regular hours worked onsite into the employee's 'CDME OnSite Banked' accrual, up to 40 hours regular per week. The CDME Overtime pay code should **not** be entered in an Exempt employee's timecard.
- CDME pay codes are available to **only** Managers and TIM Administrators in TIM to ensure they are used correctly, and they appear at the end of the pay code list in the timecard.
- **NOTE-** Mandatory employees who work on Friday's Spring Holiday on April 10th will receive holiday pay, if eligible, but will **not** receive any onsite compensatory premiums. TIM Administrators will enter Holiday Premium on Friday for those employees and not CDME OnSite Banked pay codes.

Hours worked onsite by SHRA exempt or EHRA non-faculty designated CDME onsite employee

| Pay Code | Mon 3/30 | Tue 3/31 | Wed 4/01 | Thu 4/02 | Fri 4/03 |
|-----------------------------|----------|----------|----------|----------|----------|
| Hours Worked | | | 4.0 | 4.0 | |
| CDME OnSite Banked- Regular | | | 4.0 | 4.0 | |
| <Enter Pay Code> | | | | | |
| Daily Total | | | 4.0 | 4.0 | |

Totals Accruals HC Accrual Adj Audits

| Accrual Code | Accrual Available Balance |
|---------------------------------|---------------------------|
| Adverse Weather Cond II Expired | 0.0 |
| Adverse Weather Cond II Owed | 0.0 |
| Adverse Weather Cond II Repaid | 0.0 |
| Awarded PTO | 0.0 |
| Bonus | 40.0 |
| Bonus 2017 No Payout | 24.0 |
| Bonus 2018 No Payout | 40.0 |
| CDME OnSite Banked | 4.0 |
| CDME OnSite Banked Expired | 0.0 |

CDME OnSite Banked Accruals and Pay Codes

- The 'CDME OnSite Banked' and 'CDME OnSite Banked Expired' accruals for CDME designated **onsite** primary and secondary employees were made effective in TIM as of April 1, 2020. If a qualifying employee is designated as CDME onsite in ConnectCarolina by April 10th, they will have their 'CDME OnSite Banked' accruals effective as of April 1st. Employees designated CDME onsite in ConnectCarolina after April 10th will have their 'CDME OnSite Banked' accruals effective as of the date the change is received in TIM.
- CDME pay codes are available to **only** Managers and TIM Administrators in TIM to ensure they are used correctly, and they appear at the end of the pay code list in the timecard.
- The new 'CDME OnSite Banked Taken' pay code is added to the timecard by the Manager or TIM Administrator when the employee wants to use their hours for leave taken.
- 'CDME OnSite Banked' hours expire in 12 months if not used. The expired hours to be paid out are entered in the employee's timecard by the TIM Administrator with the new pay code, 'CDME OnSite Banked Exp Payout' and hours. Only TIM Administrators have access to expired payout pay codes.
- CDME OnSite Banked hours are to be paid out at termination using the new 'Applied Termination CDME Banked' pay code. Only TIM Administrators have access to Applied Termination pay codes in TIM. **Note-** The Applied Termination CDME pay code is an exception, it appears in the pay code list alphabetically with other Applied Termination pay codes.

TIM Timecard Entries, Approvals, and Sign Off

- **All** hours worked and leave hours taken if applicable, must be recorded in Non-Exempt employee timecards March 30 – April 12th before the sign off deadline, 5:00 p.m. on Tuesday, April 14th, in order for them to be paid for their hours.
- CDME onsite premiums for hours worked from April 1 – April 12th should also be entered in timecards by the sign off deadline, 5:00 p.m. on Tuesday, April 14th.
- Employees and Managers should continue to approve their timecards according to the approval deadlines determined by the department if possible. Approval deadlines may be adjusted by the department if needed.
- The TIM Administrator sign off deadlines have not changed, 5:00 p.m. on the Tuesday after the biweekly pay period ends and on the 15th of the month for the previous month for EHRA employees.

For Additional Guidance

- Please review to the updated 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 ‘