COVID-19 and TIM Update, May 12th

Special Leave Provision Extended

- Employees may continue to be granted paid administrative leave for reasons such as their duties cannot be performed remotely, they have childcare needs (and are no longer eligible for FFCRA leave benefits) or have eldercare needs due to COVID-19 related facility closings.

Administrative Absence in TIM

- Paid administrative leave hours are recorded in TIM using the "**Administrative Absence**" pay code for qualifying reasons. 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.

- **ALL employees are expected to record Administrative Absence leave if qualified**. The University is reporting all Administrative Absence hours taken to the UNC System Office. The amount of leave reported could impact University funding, so it is important that ALL employees report any such leave taken.

- EHRA Temporary employees including Graduate Students, Postdocs, and 9-Month Faculty have been granted access in TIM to record their Administrative Absence Leave hours.

- Administrative Absence hours taken by **all EHRA employees** from March 16 through April 30, must be entered in their timecards by the monthly sign off deadline at **5 p.m. on May 15th** to ensure proper reporting.

Employees Working Remotely or Onsite

- SHRA non-exempt permanent, temporary, and student employees working remotely, including mandatory remote and onsite employees, should continue to capture or enter their times in and out worked in their timecards to ensure they are paid correctly. Employees should enter their leave hours taken for hours not worked and that do not qualify for paid administrative leave.

Mandatory Onsite Premiums, April 1 – May 10, 2020

- **Effective April 1 through May 10th**, a CDME designated onsite primary or secondary employee may receive mandatory onsite premium for hours worked onsite if they meet the eligibility criteria. For clarification on who is eligible, please review the HR COVID FAQ, https://hr.unc.edu/employees/covid19-faqs/ or consult your HR representative.

- **From May 1st – May 10th**, CDME OnSite Banked hours will continue to be provided at the .5 rate for **up to 40 hours per week** for Exempt employees and now for **Non-Exempt** employees as well. For example, if a SHRA Non-Exempt employee worked over 40 hours onsite as of Saturday, May 2nd, CDME OnSite Banked- Overtime will not be entered in TIM on that day.

- Please refer to the Mandatory Onsite Premiums section in "COVID-19 and TIM Update, April 8" for more details, https://finance.unc.edu/news/2020/04/09/covid-19-and-tim-update-april-8/

- We previously communicated that CDME OnSite Banked- Overtime hours would be calculated at .75 rate in TIM. HR notified us that those banked hours would also be calculated at .5 rate. The rate was updated in TIM before the first CDME onsite banked hours were signed off, so all CDME OnSite Banked- Overtime hours entered in TIM were calculated at the .5 rate.

Find Employees with Administrative Absence or CDME OnSite Banked Hours in TIM

After you log into TIM, the Current Pay Period automatically appears. Change the time period to the Previous Pay Period by clicking on the drop down arrow or click on the calendar icon to select a specific range of dates. Then, click on the drop down arrow beside All Home and Transferred In and select the '**Emp- Admin Absence Hrs**' or '**Emp- CDME Banked Hrs**' hyperfind to find employees that have those hours within the time period selected.

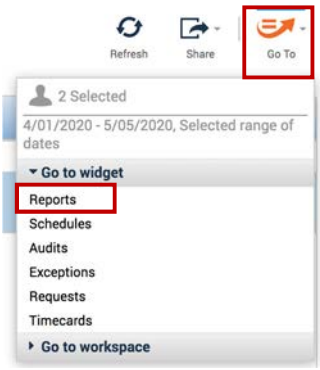
These hyperfinds will pull up all SHRA and EHRA employees that have Administrative Absence or CDME OnSite Banked- Regular or Overtime hours in their timecards within the time period selected. You can click on the Pay Rule column to list employees from EHRA to SHRA.

Employee type & TIM pay rule names-
EHRA Permanent- EPA EXEMPT FAC 12/9 (faculty), NF (non-faculty), and SO T1/2 (sr. officer)
EHRA Temporary- EPT-POS TEMP (graduate student, post doc)
SHRA Permanent- SPA EXEMPT, SPA NEX (non-exempt)
SHRA Student- STUDENT
SHRA Temporary- TEMP NEX

* You will need to use the 'Employee Information' genie to use a range of dates. There is currently an issue with selecting a range of dates in the 'Pay Period Close' genie.

Review Employees' Hours

Select the employees whose hours you want to review. Click on the Go To button and select Reports.



Select the Time Detail (Spreadsheet Export) report and click on Run Report. After exporting to Excel, sort by pay code to see the Administrative Absence or CDME OnSite Banked hours listed together. For more information about running reports, please refer to the Reports section starting on Page 168 in the TIM Manager and Administrator manual, https://finance.unc.edu/services/training/#pane-0-4

Federal Families First Coronavirus Response Act (FFCRA)

- The FFCRA provides benefits when an employee who is not exempted has work available but cannot work or telework due to COVID-19 circumstances. Please review the HR FFCRA page for detailed information https://hr.unc.edu/benefits/ffcra/.
- Employees must apply for FFCRA benefits.
- If an employee is approved for FFCRA the following pay codes have been added for use in TIM, Emergency Pd Sick Leave- Emp, Emergency Pd Sick Leave- Fam, and Emergency Family Medical Leave.

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 '**how to**' TIM questions, please email timsupport@unc.edu. TIM Support will not be able to answer questions about HR policy. Please contact HR for all policy related questions.