

# COVID-19 and TIM Update, June 3rd

## Special Leave Provision Changes Effective June 1

As communicated in the Formal Notice, the UNC System Office recently issued additional guidance that affects leave provisions effective June 1, 2020.

**Starting June 1, 2020, Paid Administrative Leave:** Employees are eligible for COVID-19 paid administrative leave at two-thirds of their pay for the period of scheduled time they are unavailable to work in the following circumstances:

### Employee cannot telework, '*Administrative Absence*' pay code in TIM

- The employee cannot telework because their position and duties cannot be performed remotely, and reasonable alternate remote work is not feasible or productive. '*Administrative Absence*' for two-thirds hours may be entered only for the scheduled hours they cannot telework and not to hours worked or hours where leave is used for other purposes.

### Employee has eldercare needs, '*AA – Elder Care*' pay code in TIM

- The employee cannot work because they have eldercare needs due to COVID-19-related facility closings. '*AA – Elder Care*' for two-thirds hours may be entered only for the scheduled hours they are unavailable due to providing elder care. This leave is provided equivalent to the same compensation rules and eligibility requirements applied to FFCRA for child care.

### Employee approved for FFCRA and supplement exceeds daily rate cap

- If an employee exceeds the FFCRA daily rate caps, paid administrative leave will be provided to bring the employee to two-thirds pay.

**One-Third Hours-** Permanent employees in these circumstances may enter leave hours taken in TIM for the remaining one-third hours per day.

- Employees may elect to **not** enter leave hours taken and therefore, will **not** be paid for the one-third amount. A Dock in Pay ePAR must be submitted for Exempt employees who elect not to use leave hours taken for the one-third amount.
- Starting June 1 through December 31, 2020, employees may use accrued sick, vacation, and bonus leave interchangeably, regardless of the reason for the absence. As a reminder, compensatory time must be used prior to the use of any other leave type.

## Full Time Employee who cannot Telework, Biweekly 25, 5/25 – 6/7 Timecard Example

		Date	Pay Code	Amount	In	Transfer	Out	In	Transf...	Out	Shift	Daily	Period
+	X	Mon 5/25	Administrative Absence	8.0								8.0	8.0
+	X	Tue 5/26	Administrative Absence	8.0								8.0	16.0
+	X	Wed 5/27	Administrative Absence	8.0								8.0	24.0
+	X	Thu 5/28	Administrative Absence	8.0								8.0	32.0
+	X	Fri 5/29	Administrative Absence	8.0								8.0	40.0
+	X	Sat 5/30											40.0
+	X	Sun 5/31											40.0
+	X	Mon 6/01	Administrative Absence	5.3									
+	X		Vacation	2.7								8.0	48.0
+	X	Tue 6/02	Administrative Absence	5.3									
+	X		Vacation	2.7								8.0	56.0
+	X	Wed 6/03	Administrative Absence	5.3									
+	X		Vacation	2.7								8.0	64.0
+	X	Thu 6/04	Administrative Absence	5.3									
+	X		Vacation	2.7								8.0	72.0
+	X	Fri 6/05	Administrative Absence	5.3									
+	X		Vacation	2.7								8.0	80.0

  

Totals				Accruals	HC Accrual Adj	Audits
All		All				
Location	Job	Account	Pay Code	Amount		
		.../SPATA9999/000/000000/000000/20020145	Administrative Absence	66.5		
		.../SPATA9999/000/000000/000000/20020145	Vacation	13.5		

## TIM FFCRA Calculator Enhancements

The TIM FFCRA calculator is being enhanced to assist TIM Administrators with determining the two-thirds and one-third hours for a part-time employee or for an employee who worked on a day with a two-thirds provision- Administrative Absence, AA – Elder Care, or FFCRA. It will also show the amount to enter in an ePAR Dock in Pay for Exempt employees who elect to not use their leave hours for the one-third amount. The enhanced TIM FFCRA calculator will be sent out to TIM Administrators soon.

## Federal Families First Coronavirus Response Act (FFCRA)

- FFCRA provides benefits when an employee who is not exempted has work available but cannot work or telework due to COVID-19 circumstances. FFCRA benefits started May 1<sup>st</sup>. Please review the HR FFCRA page for detailed information <https://hr.unc.edu/benefits/ffcra/>.
- Employees must apply for and be approved for FFCRA benefits **before** FFCRA pay codes are entered in TIM.

## Employees Working Remotely or Onsite

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

## 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 review the HR FFCRA page, <https://hr.unc.edu/benefits/ffcra/> for detailed information about the Federal Families First Coronavirus Response Act (FFCRA).
- Please contact your HR Officer or you can email [hr@unc.edu](mailto: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](mailto:timsupport@unc.edu). TIM Support will not be able to answer questions about HR policy. Please contact HR for all policy related questions.