

TIM Administrator Updates, January 15, 2021

FFCRA and Administrative Absence, Expired Effective 12/31/2020

As communicated in the “Updated Work & Leave Provisions” Formal Notice from OHR-
FFCRA provisions expired on 12/31/2020.

Therefore, the following FFCRA may **not** be used in employee’s timecards in TIM **after 12/31/2020**.

- EPSL 1-3 - Paid Lve or EPSL 1-3 - Unpaid or Rpt
- EPSL 4 - Paid Lve or EPSL 4 - Unpaid or Rpt
- EPSL 5 - Paid Lve or EPSL 5 - Unpaid or Rpt
- Expanded FMLA - Paid Lve or Expanded FMLA - Unpaid or Rpt

The following Administrative Absence pay codes also expired on 12/31/2020 and may **not** be used in employee’s timecards.

- AA - Elder Care
- AA - EPSL 1-3 Exhausted
- Administrative Absence

ACTION REQUIRED- Hours assigned to any of these pay codes in timecards after 12/31/2020 must be reassigned to another pay code or removed!

New Lookup, “Expired COVID-19 Pay Codes”

A new hyperfind lookup, ‘Expired COVID-19 Pay Codes’ has been added in TIM. It will find employees who have hours assigned to any of these expired pay codes in their timecards for the selected time period.

To find employees who have hours assigned after 12/31/2020, please select the ‘Current Pay Period’ or for SHRA employees next week, select the ‘Previous Pay Period,’ rather than a range of dates. If you are using a range of dates, you should also run a Time Detail Report to find all of the dates and hours.

Note- Employees who have FFCRA historical corrections with historical dates before 12/31/2020 may also appear in the list. Historical dates on 12/31/2020 or earlier are okay and do not need to be adjusted.

Please refer to the TIM Managers and TIM Administrators Manual for instructions on using hyperfinds and running reports, <https://finance.unc.edu/services/training/#pane-0-4>

COVID-19 TIM Pay Codes Effective after 12/31/2020

- The new **COVID-19 Paid Administrative Leave** policy for permanent employees became effective on 1/1/2021. A new pay code, "COVID-19 PAL", has been added in TIM.
 - The "COVID-19 PAL" pay code may be used **only** when approved by OHR Benefits and Leave Administration.
- **COVID-19 Shared Leave** Bank has been extended through Mar. 31, 2021. The "CD-19 Leave" pay codes are still in TIM.
 - The "CD-19 Leave" pay codes may be used **only** when approved by OHR Benefits and Leave Administration.
- Permanent employees were granted 80 hours or a prorated amount based on FTE percentage of **Community Service Leave COVID** on 1/4/2021 (1/1 - 1/3 were not qualifying days). The previous CSL COVID hours granted in 2020 expired on 12/31/2020.
 - The "Community Service Leave COVID" pay code may still be used in TIM for qualifying hours until Mar. 31, 2021.

For detailed information about these policies, please review the COVID-19 Leave Information webpage, <https://hr.unc.edu/benefits/covid-leave/>

Annual Vacation Rollover to Sick, Effective Jan. 1

Vacation hours **over** a SHRA or EHRA permanent employee's Vacation Balance Limit rolled over into their Sick accrual automatically on January 1, 2021. The rollover happens automatically in TIM every Jan. 1st.

For example, on 12/31/2020 a Full Time employee has 250 hours Vacation and 80 hours Sick. On 1/1/2021, 10 hours were removed from Vacation (leaving 240 hours balance) and added to their Sick accrual balance (balance increased to 90 hours).

The Vacation limit is based on the employee's FTE percentage:

- Full Time 100%: 240 hours
- Part Time 80%: 192 hours
- Part Time 75%: 180 hours
- Part Time 50%: 120 hours

Annual Bonus 2018 Rollover Adjustments, Effective 1/1/2021

The 'Bonus 2018 No Payout' hours granted in 2018 included a provision that affects employees who have a Vacation rollover **and** took Bonus 2018 Taken hours in the previous calendar year. The hours rolled over from Vacation to Sick must be reduced by the Bonus 2018 Taken amount and that amount returned to the Bonus 2018 No Payout balance. Employees who did not use any Bonus 2018 hours in 2020 or did not have a Vacation rollover amount will not be impacted by this provision.

- Impacted **SHRA** employees will have their Sick and Bonus 2018 No Payout accrual balance adjustments effective on 1/1/2021 imported this week into TIM and will appear by 5 p.m. on **Sunday, January 17.**
- Impacted **EHRA** employees will have their Sick and Bonus 2018 No Payout accrual balance adjustments effective on 1/1/2021 imported next week into TIM and will appear by 5 p.m. on **Friday, January 22.**

As usual, the December **EHRA** timecard sign off deadline is today, Friday, **January 15, 2021 at 5pm.** Sign off will be applied by Payroll to any unsigned off timecards after the deadline. This will sign off all dates in the previous calendar year, 2020. Any timecard edits after the sign off deadline will need to be made using historical corrections.

Bonus 2018 Rollover Adjustment Example

A Full Time employee had 10 hours rollover from Vacation to Sick **and** took 8 hours of Bonus 2018 No Payout hours in 2020. On 1/1/2021, 10 hours were automatically removed from Vacation and added to their Sick balance. Later on 1/1/2021, 8 hours were removed from the rollover amount in the Sick balance and returned to the Bonus 2018 No Payout accrual.

12/31/2020

Vacation- 250 hours

Sick- 80 hours

Bonus 2018 No Payout- 0 hours

1/1/2021

Vacation- 240 hours (10 hours removed for rollover)

Sick- 82 hours (10 hours added for rollover, then 8 hours removed for Bonus 2018 taken in 2020)

Bonus 2018 No Payout- 8 hours (8 hours Bonus 2018 taken in 2020 returned)

After the adjustments have been imported into TIM, you will be able to run an Accrual Detail Report from 12/31/2020 to 1/1/2021 and review both the accrual adjustments and the balances.