Finance and Administration Updates

Friday, April 24th, 2020
10:30 AM Meeting
Zoom Only
Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:30 AM
- Meeting location: IG Greer room 224
- Delivery method: face to face and view/listen only on Zoom
- Material availability:
  - *Finance and Administration Updates* Google Drive
  - Controller’s Office website after the meeting: https://controller.appstate.edu/news-and-updates
- Contacts: Yifan Zhou, McKenzie Harris (topic requests) and Cynthia Lowrance (Zoom and Google Drive)
Meeting Agenda

- COVID-19 Payroll Updates - Tracy Greene
- COVID-19 Controller’s Office General Updates - David Jamison
- Q&A (Time Permitting)
Payroll Updates-Paid Administrative Leave

- What is Paid Administrative Leave? Leave to ensure that all employees are accurately compensated under COVID-19 special time and leave provisions, and to comply with required COVID-19 reporting
- When did it start? Began March 16, 2020
- Criteria from Human Resources on Eligibility (for questions on eligibility contact Human Resources)
  - You were not directed to report to work on campus and you could not telework because your job duties cannot be performed remotely.
  - You were unable to work because of childcare or eldercare needs due to a COVID-19-related school, childcare, eldercare or other facility closure.
  - You were sick specifically with symptoms of a cold, flu or COVID-19, or were caring for someone with these specific symptoms.
New Codes for COVID-19 Reporting

ELP: Time during which COVID-19 paid administrative leave applies
TRG: Time spent Teleworking
ETC: Time required to work on campus beginning April 1 (COVID-19 compensatory time for mandatory SHRA employees)
ETW: (Emergency Time Worked) Time required to work on campus beginning April 1 (COVID-19 compensatory time for mandatory EHRA employees)
ETO: For reporting when accrued ETC and ETW compensatory time is taken off
EXW: Time required to work on campus for non-student temporary employees ONLY. This will calculate a ½ time addition to the employee’s regular rate of pay for the on-campus, mandatory hours.
Payroll Updates-Reporting Hours SHRA Non-Exempt

- All **teleworking hours beginning March 16**, should be recorded under earn code **TRG**.
- Hours worked **on campus** should be recorded as normal hours under the **REG** earn code.
- Hours required to be worked on-campus beginning April 1, should be recorded under **REG** earn code. **In addition**, the same hours should also be recorded under earn code **ETC**.
- All time for which Paid Administrative Leave applies (see criteria in Human Resources Guidance) beginning March 16 should be recorded under earn code **ELP**.
Payroll Updates-Reporting Hours SHRA Exempt

- All **teleworking hours** beginning March 16, should be recorded under code **TRG**.
- On the timesheet no code should be entered for time worked on campus between March 16 and March 31.
- **On campus required hours** worked beginning April 1, record under code **ETC** if you are eligible for the COVID-19 Compensatory Time.
- All time when **Paid Administrative Leave** applies beginning March 16 record under earn code **ELP**.
- If you work remotely but do not complete an 8-hour day, record **time teleworking** as **TRG** and the **remaining hours** as **ELP** or other appropriate leave. A combination of this time should not exceed 8 hours for a given day (should not exceed a total of 40 hours in a given week).
- If your position is not eligible to receive COVID-19 compensatory time, you will not use the ETC code. You will only code teleworking (TRG), Paid Administrative Leave (ELP) and any personal leave (e.g., sick leave or vacation) taken on your timesheet.
Payroll Updates-Reporting Hours EHRA

- All teleworking hours beginning April 1, should be recorded on your leave report under code TRG (should not exceed a total of 40 hours in a given week).
- On campus required hours worked beginning April 1, record under Emergency Time Worked (ETW) if you are eligible for the COVID-19 Compensatory Time.
- All time when Paid Administrative Leave applies beginning April 1 record under earn code ELP.
- If you work remotely but do not complete an 8-hour day, record time teleworking as TRG and the remaining hours as ELP or other appropriate leave. A combination of this time should not exceed 8 hours for a given day (should not exceed a total of 40 hours in a given week).
- If your position is not eligible to receive COVID-19 compensatory time, you will not use Emergency Time Worked (ETW). You will only code teleworking (TRG), Paid Administrative Leave (ELP) and any personal leave (e.g., sick leave or vacation) taken on your timesheet.
Payroll Updates-Reporting Hours Semi-Monthly

- Only Non-Student Temporary are required to report telework hours.
- All teleworking hours beginning April 1, should be recorded under code TRG.
- New Earn Codes for Non-Student Temporary Employees:
  - TRG: Time spent Teleworking
  - EXW: Time required to work on campus
- While working remotely during April, all teleworking hours should be recorded under the earn code TRG.
- For work required to be performed on campus during April, hours should be recorded under Non-Student Regular Hours and also recorded under the earn code EXW. This will calculate a ½ time addition to the employee’s regular rate of pay for the on-campus, mandatory hours.
- Paid Administrative Leave will be calculated and uploaded by the Payroll Office and Business Systems.
Payroll Updates-COVID-19 Compensatory Time

- COVID-19 Compensatory Time applies to employees who are designated as mandatory employees (required by their supervisor to report to work on campus).

- On campus required hours worked beginning April 1, 2020 through April 30, 2020.

- During this period, mandatory employees will be awarded ½ hour of compensatory time for each hour of work required to be performed on campus. This includes mandatory employees who are subject to overtime (FLSA Non-Exempt) and those who are FLSA Exempt. Employees not eligible per UNC System guidelines are found on the Human Resources website.

- Record hours worked on campus under REG and under code ETC if you are eligible for the COVID-19 Compensatory Time.

- If you are unsure of whether the compensatory time applies to you, speak with your direct supervisor and consult with the Office of Human Resources as necessary.
Payroll Updates-Resources for COVID-19

- Human Resources Website: https://hr.appstate.edu/covid-19-coronavirus
  - What can be found?
    - Who is eligible?
    - Guidelines for SHRA, EHRA, & SM employees
    - New Earn Codes
    - When it started.
COVID-19 Controller’s Office Updates

- https://controller.appstate.edu/
- CAMPUS JOURNAL ENTRIES
- TRAVEL PROCEDURES
- INSTRUCTIONS FOR ONLINE EXPENSE REIMBURSEMENTS
- DELIVERY OF SUPPLIES, MATERIALS, AND EQUIPMENT
Questions?
Thank You for Attending
We hope to see you at the next meeting in May!