

Timesheet Guidance During COVID19

Employee Situation for Exempt Staff and Faculty	Timesheet Recording
No work allowed on-site/cannot telework	Record admin leave*
Working/Teleworking full day	Record duty days as normal
Working/Teleworking but due to limited work available cannot telework full day	Record duty days and admin leave* for hours cannot work
Working/Teleworking but cannot work full day due to closed daycare/school	Record duty days and sick leave*; add notes to timesheet that sick leave is due to daycare/school closure and send request to HR Director for hours cannot work
Not working due to requested day off	Record approved leave type as normal (annual, sick, personal)
Employee Situation for Nonexempt Staff	Timesheet Recording
No work allowed on-site/cannot telework	Record admin leave*
Teleworking	Record time in and out on timesheet as normal
Teleworking/Working on-site but limited work available cannot work full day	Record time in and out on timesheet and also record admin leave*
Teleworking/Working on-site but cannot work full day due to closed daycare/school	Record duty days and sick leave*; add notes to timesheet that sick leave is due to daycare/school closure and send request to HR Director for hours cannot work
On-call for essential duties	Record time in and out on timesheet and also record admin leave* for regular work day
Not working due to requested day off	Record approved leave type as normal (annual, sick, personal)

*Supervisors need to change all Admin Leave to Admin Lv - COVID19 on timesheets; HR will change Sick Leave to Sick Leave - COVID19 after HR approval and additional leave added to leave bank

Notes: 1. Source of available funding remains the same regardless of work status or leave code used. There is no separate funding source for Admin Lv/Sick Lv COVID-19.

2. In general and in practice at other USM institutions, teleworking is considered a full duty day for purposes of timesheet reporting of Exempt Staff and Faculty during this COVID-19 situation as long as expected workload is completed.

3. Sick leave requests to HR Director is for Emergency Paid Sick Leave (EPSL) provided under the Families First Coronavirus Response Act and has a maximum of 10 days or 80 hours prorated on your FTE. Then employee would need to apply for Emergency Family Medical Leave. Contact Lisa Ross for details on this information.