



Office of Human Resources Management

COVID-19 Timesheet Guidance and Instructions For Faculty, Staff, and Students

Spring Break Holiday

Monday, March 16, 2020 and Tuesday, March 17, 2020 are designated as Spring Break holidays for Faculty and Staff. Employees who do not qualify for these paid holidays must code their timesheet with annual or personal leave. If no leave is available, the noted day(s) must be coded by supervisors as “Unpaid - Leave Without Pay”.

Monday, March 16, 2020 through Sunday, March 22, 2020 is the Spring Break observance for students. Online instruction began on March 23, 2020.

COVID-19 Mandates

When the COVID-19 mandates were issued, it is important to note that the USM Schools including UMES did not close down operations; the Universities began operating based on modified/altered work schedules. The modified/ altered work schedules began on March 13, 2020 and will continue until further notice.

The purpose of the modified/altered work schedules is to reduce the number of people physically present at any location and to insure that no more than 10 people gather at any given time. Additionally, the modified/altered work schedules allowed those who needed to be on campus, to practice social distancing by remaining at least 6 feet apart from colleagues/coworkers in offices or other spaces). These preventative practices have been employed to reduce the spread of the corona virus commonly known as COVID-19.

The modified/altered work schedule changes incorporated several different options for the various categories of employees at UMES. Some employees are:

1. Assigned to be on the campus each day or as needed to fulfill the responsibilities of the department.
2. Assigned to perform duties based on an alternative work schedule or work at a different location as needed to fulfill the responsibilities of the department.
3. Assigned to Telework (complete office/departmental duties at home).
4. Assigned to be on Administrative Leave (could not perform job duties from home).

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30665 Student Services Center Lane – Bird Hall
Princess Anne, Maryland 21853

Tel: (410) 651-6400 Fax: (410) 651-6500

What type of leave do I use?

Administrative Leave		
Leave Type	Description of Usage	Who is Eligible
<p>Administrative Leave (COVID-19)</p> <p>Job duties normally performed on campus cannot be performed from a home location (i.e. Driver, Painter, electrician, auto mechanic, etc.)</p>	<p>Employee is in a position that is not appropriate for telework.</p> <p>There is no work for employee to perform either off or onsite.</p> <p>Employee is unable to telework due to the necessity to care for a child or dependent adult.</p> <p>Graduate assistants, adjunct faculty and student employees who (1) do not earn leave and (2) who cannot accomplish their required duties via teleworking.</p>	<p>Non-Exempt – Regular, C2 & C1</p> <p>Exempt – Regular, C2, & C1</p> <p>Faculty – Regular</p> <p>Graduate Assistants</p> <p>Adjunct Faculty</p> <p>Students (Workship & Financial Aid)</p>
<p>Sick Leave, Excused Absence, and Family Medical Leave</p> <p><i>The noted policies are modified temporarily as the USM makes every attempt to protect employees due to COVID-19 circumstances</i></p>		
Leave Type	Description of Usage	Who is Eligible
<p>Sick Leave</p> <p>BOR VII-7.45 Policy on Sick and Safe Leave for Nonexempt and Exempt Staff Employees</p> <p>BOR II – 2.30 Policy on Sick and Safe Leave for Faculty Members</p> <p>BOR VII – 1.40 Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees</p>	<p>Employee’s or family member’s COVID-19 illness</p> <p>Employee’s need to self-isolate or be quarantined if not ill or injured, if employee is not able to telework from home</p> <p>Employee’s need to supervise a dependent child or dependent adult family member who needs supervision due to self-isolation, quarantine, or COVID-19-related school or daycare closure.</p> <p>Employee is sent home from the workplace due to concerning symptoms or suspected COVID-19 exposure based on established standards, if employee is not able to telework from home.</p>	<p>Exempt - Regular, C2 & C1</p> <p>Non-Exempt - Regular, C2 & C1</p> <p>Faculty</p> <p>Students (sick and safe leave accruals)</p>
Leave Type	Description of Usage	Who is Eligible
<p>Excused Absence</p>	<p>An excused absence will be granted to those employees who are required to physically report to work; but cannot because of one the situations listed below:</p>	<p>Non-Exempt – Regular, C2 & C1</p> <p>Exempt – Regular, C2, & C1</p>

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	<p>The employee is immuno-compromised</p> <p>The employee is over the age of 60.</p> <p>The employee has CDC-recognized underlying conditions.</p> <p>The employee is considered by CDC guidance to be high-risk regarding COVID-19 for other reasons not specifically stated in this document.</p> <p>Or</p> <p>The individual is a Graduate Assistant who is unable to perform their duties in person or via telework due to ...</p> <p>Employee's or family member's COVID-19 illness</p> <p>Employee's need to self-isolate or be quarantined if not ill or injured, if employee is not able to telework from home</p> <p>Employee's need to supervise a dependent child or dependent adult family member who needs supervision due to self-isolation, quarantine, or COVID-19-related school or daycare closure.</p> <p>Employee is sent home from the workplace due to concerning symptoms or suspected COVID-19 exposure based on established standards, if employee is not able to telework from home.</p> <p>Graduate assistants and student employees who...</p> <p>(1) do not earn sick leave;</p> <p>(2) are in positions that are not appropriate for telework; or</p> <p>(3) are unable to telework due to the necessity to care for a child or dependent adult, may be assigned temporarily to an alternative work location or schedule or granted an excused absence without any loss of pay.</p>	<p>Faculty – Regular</p> <p>Graduate Assistants</p> <p>Adjunct Faculty</p> <p>Students (Workshop & Financial Aid)</p>
<p align="center">Leave Type</p>	<p align="center">Description of Usage</p>	<p align="center">Who is Eligible</p>
<p>Family and Medical Leave</p>	<p>To accommodate practical limitations resulting from COVID-19 circumstances.</p> <p>FML will be applied as appropriate under existing policies.</p>	<p>All regular status employees</p>

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Pay Administration

Nonexempt employees' directed to report to their regular campus location will be paid regular wages for the shift that is worked on campus. In addition, those employees required to work on campus will be given the choice of receiving compensatory time or a cash equivalent payment in the amount of administrative leave granted to other employees who support that operation or work in the building or location (Premium Time). Legal requirements regarding overtime eligibility under the Fair Labor Standards Act (FLSA) shall apply.

Non-Exempt (Regular, Contingent 2, and Contingent 1) employees' teleworking will receive their regular salary for their shift for each workday.

Non-Exempt Employees (Regular and Contingent 2) required to report to the campus for duty must record time in, time out and lunch breaks accounting for the period of time worked on campus. Additionally, the "Administrative Leave code for COVID19" must be used to document 8 hours of administrative leave to properly calculate premium pay.

Non-Exempt Employees (Contingent 1) required to report to campus for duty must record time in, time out and lunch breaks accounting for the period of time worked on campus. No additional administrative leave (Premium Time) will be applied.

Exempt (Regular, Contingent 2, and Contingent 1) employees' teleworking or coming to the campus intermittently will receive their regular salary.

Faculty teleworking or coming to the campus intermittently will receive their regular salary.

Adjunct Faculty working remotely or coming to the campus intermittently will receive payment according to the terms of their contract.

Students (Financial Aid/Workstudy) Only students working on Federal Financial Aid, receiving Federal funds, will receive payment for the remainder of the semester.

Students (Workshop) – No hours should be recorded on student timesheets related to campus worksites as no students can physically work on campus. Work exceptions (non-campus work sites) must be sent to asmanuel@umes.edu for approval. Please explain what duties are needed to be performed and the impact on your department if those duties are not performed.

Timesheet Completion

Exempt Employees assigned to telework should complete their duty day timesheet in the normal manner.

Non-Exempt Employees assigned to telework should document time in, time out and lunch breaks in the normal manner.

Non-Exempt Employees - required to report to the campus for duty must record time in, time out and lunch breaks accounting for the period of time worked on campus. Additionally, the "Administrative Leave code for COVID19 must be used to document 8 hours of administrative leave to properly calculate premium pay.

Exempt and Non-Exempt Employees (Regular and Contingent II) and **Faculty** (Regular) who have not been assigned to complete any telework duties, must use the designated "Administrative Leave code for COVID19". The code is accessible by utilizing the drop down menu as noted on timesheets.



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Admin Lv - COVID19

Contingent I Employees assigned to telework should complete their timesheet based on hours worked – time in, time out and lunch breaks if applicable.

Contingent I Employees not assigned to complete any telework duties will receive payment for their normal work hours per their contract.

Graduate Assistants not assigned any telework duties will receive payment for their normal work hours per their contract. The Form VII must be completed for each month of employment. Administrative Leave must be inserted on the timesheet during the qualified COVID19 events. Each departmental Administrative Assistant is responsible for maintaining the forms for the department.

Graduate Assistants assigned to telework duties will receive payment for their normal work hours per their contract. The Form VII must be completed for each month of employment. Duty Days must be inserted on the timesheet for telework during the COVID19 events. Each departmental Administrative Assistant is responsible for maintaining the forms for the department.

Students (Federal Financial Aid) must insert their normal time in and time out utilizing approved, scheduled hours prior to the COVID-19 events.

Payroll Check Distribution

In preparation for changing events, **all employees receiving paper payroll checks must review their current payroll address to ensure that it is correct.** If the address is not correct, please correct your address utilizing the W4 form link below.

https://www.marylandtaxes.gov/statepayroll/Static_Files/Employee_W4/2020_Federal_Form_W-4.pdf

Although **the exact date has not been determined at this time**, all employees receiving paper payroll checks will receive them in the mail. Employees will be notified when the mandated mailing of payroll checks will take place. Once the mandate is in place, payroll checks will not be available for employee

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pickup from the Office of Human Resources. For convenience, employees (faculty, staff, and students) receiving paper payroll checks, are encouraged to enroll in direct deposit with an agency of choice utilizing the link below:

https://www.marylandtaxes.gov/statepayroll/Static_Files/Direct_Deposit_Form.pdf

Please note the following information needed to complete the linked forms.

Name of Employing Agency: University of Maryland Eastern Shore
Agency Code: 360225

Supervisors

It is the responsibility of supervisors to ensure that timesheets are completed accurately with the correct coding for the work status of the employee before electronically signing the timesheets.

Office of Human Resources Contacts

If you have questions or concerns, please feel free to contact one of the persons listed below for assistance:

Ms. Shenethia Manuel – asmanuel@umes.edu
Ms. Patricia Mapp – pamapp@umes.edu
Ms. Cheryl Marshall – cmmarshall@umes.edu
Ms. Gertrude Hairston – gjhairston@umes.edu

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