

Ciaravola,Dell Rae

From: Hr_timeclockplus <hr_timeclockplus-bounces@lists.colostate.edu> on behalf of HR IS <hr_is@Mail.Colostate.edu>
Sent: Friday, March 27, 2020 2:22 PM
Subject: Reporting Paid Time Off During COVID-19 Pandemic



CSU Colleagues,

Human Resources has developed a new pay code in TimeClock Plus and would like to clarify how supervisors and departments should be reporting time for their employees related to Covid-19. **Hours created on either of the following pay codes will be paid to the employee.**

The new pay code, called “Admin Leave – Pandemic,” should be used for employees who are unable to work remotely or have no work available. The pay code can only be entered on an employee time record by supervisors or the Department HR role.

The existing “Admin Leave” job code should be used for employee absences related to the employee who has symptoms, a diagnosis, or has been asked to self-quarantine related to COVID-19.

Employees who cannot work from home or for which there is no work available should receive their regularly scheduled hours in the form of “Admin Leave – Pandemic” entries. If they do not have a regular schedule, their average hours over bi-weekly pay periods this semester should be used instead. A Select Statement report (under Processes and Reports) has been created in Oracle to provide the average hours worked since January, called “Average Spring 2020 Hours.” **Note: this is the average for the two-week pay period, not just a single week.**

A screenshot of an Oracle 'Submit Request' dialog box. The main window is titled 'Submit Request' and has a 'Run this Request' section with a 'Copy' button. Below this, there are input fields for 'Name' (containing 'CSU - Select Statement Export') and 'Operating Unit'. A 'Parameters' sub-dialog box is open, showing several fields: 'Select Statement' (containing 'Average Spring 2020 Hours 1'), 'Select Statement (> 2000)' (containing 'Average Spring 2020 Hours 2'), 'Email' (containing 'cam.ram@colostate.edu'), 'Email Subject Line' (containing 'Average Hours'), and 'Send Output as Attachment' (set to 'Yes').

For bi-weekly employees, hours can be entered in bulk (not day-by-day) on the last day of the pay period. Select the “Time sheet entry” checkbox when you add the segment in order to enter more than 24 hours:

Add



Feedback

Segment Length: 65:00

Individual is clocked in

Time sheet entry

Missed in punch

Missed out punch

Time in 3/27/2020 9:00 AM

Hours 65:00

Job Code 17 - Admin Leave – Pander

Project << NONE >> Select

Rate 0.00

Note

Days 1

Custom

Extra

Cancel

Save

For all entries, please be sure to approve the entries immediately after creating them. They are not approved automatically upon creation.

All supervisors and/or HR liaisons designated to approve hours in TimeClock Plus are required to do so in a timely manner by the TCP approval due date published in the payroll calendar at <http://www.hrs.colostate.edu/hr-liaisons/payroll-processing.html>. **There will be a deviation to our established payroll protocols during COVID-19 remote work operations to allow any hours or exceptions in TimeClock Plus to be paid regardless of approval status.** This does not alleviate approvers from making every best effort to ensure time entries are correct to mitigate after the fact adjustments. Our collaborative partnership will confirm employees are paid correctly

Please note that if you use the Exception Filter in Reports or Group Hours to identify unapproved hours, you should now check the “Required for close week” checkbox instead of the “Required for payroll exports and reports” checkbox:

Exception Filter

Required for close week

Required for payroll exports and reports

Should you have questions please contact HRIS Support at HR_IS@mail.colostate.edu.

Sincerely,
Human Resources