

## TIME RECORDING CODES (TRC)

This temporary practice begins on Wednesday, March 18, 2020 and will remain in effect until the end of the spring semester, unless it is determined additional modifications are needed.

Our goal is to have as many employees working remotely as possible. Each supervisor will determine if the job duties will allow remote work. Because this is not a change in HR official policy, but merely emergency practices, HR approval is not needed. The supervisor is responsible for the approval of work from home practices, the accurate recording of time worked, and ensuring the employee is completing assignments.

### 1. Exempt Employees (paid monthly)

- a. Essential employees working on campus will receive compensatory time, 1 to 1 hours worked (*i.e. if work 8 hours, receive 8 hours comp time*). The compensatory time is not vacation time, will not be added to the employee's vacation bank, is not considered "accrued" and will not be paid out if the employee terminates. **TRC Code EMGWK**
- b. For all other exempt employees, the TRC Code will default to REG and the employees will receive regular pay for their standard work schedule. **TRC Code REG** (*no action needed*)

### 2. Non-Exempt (paid bi-monthly)

- a. Essential employees working on campus will receive one- and one-half times pay for their hours worked. **TRC Code EMGWK for normally scheduled work hours (e.g. 7.5 or 8), then add an additional row, and TRC Code OPTM and enter the number of hours actually worked on campus.**
- b. For all other non-exempt employees the TRC Code will default to REG and the employees will receive regular pay for their standard work schedule. **TRC Code REG** (*no action needed*)

### 3. Overtime

- a. For employees working on campus, overtime hours must be pre-approved in writing by the supervisor.
- b. For employees working off campus, overtime hours must be pre-approved in writing by Vice President of Human Resources, Carolyn Gregory.
- c. Review the [HR Overtime Procedure](#) with any questions.

### 4. Employees not working because sick or caregiving

- a. All employees (exempt or non-exempt) who are sick with COVID-19, self-isolating due to potential exposure, or who are caregiving due to school or daycare closures due to COVID-19. **TRC Code USEMG**