HR Operations Coronavirus COVID-19 Information

Payroll

- Updated COVID-19 Sick Leave Usage Guidance - Pandemic Leave
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- Power Outage After April 10
- Power Outage Pay Directive - Time Entry Guidelines
- How to Enter Time - Hourly Time Reporting Codes updated with new POWER code
- 0570.00 Earnings Codes updated with new Power Outage Pay
- Send your Supervisor a Request for Furlough
- 0750.00 Benefits Repayment Options during Furlough
- COVID-19 Full Pay for Regular Employees
- Time worked outside the State of Maine should be reported via this form to be reported and taxed accordingly.
- COVID-19: Expect Changes in Paper Paycheck Distribution

Benefits

- Send your Supervisor a Request for Furlough
- 0750.00 Benefits Repayment Options during Furlough
- Families First Coronavirus Response Act (FFCRA)
  - Apply for FFCRA
  - Time Entered to Support FFCRA Paid Leave; Payroll will enter time for employees approved for paid FFCRA leave
  - 0570.00 Earnings Codes
  - Intermittent Tracking Form for Salaried Employees; must be completed and submitted to payroll for irregular intermittent leaves.
- COVID-19 Updates to Flexible Spending Accounts

- Time entered on Timesheet should represent actual hours worked: How to Enter Time - Student
- Time worked outside the State of Maine should be reported via this form to be reported and taxed accordingly.
- Payments to make a "whole" paycheck will be calculated by payroll and added to paychecks dated: 4/10, 4/24 & 5/8; payments will be limited to Financial Aid balance if pay is funded by work study.

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