**HR Operations Coronavirus COVID-19 Information**

**Payroll**

- COVID Pandemic Leave - effective January 1, 2021
- Hourly Time Entry when Campus Location Moves to Remote Learning and Working
- Updated COVID-19 Sick Leave Usage Guidance - Pandemic Leave
- Updated COVID-19 Sick Leave Usage Guidance

- 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

- Furlough Information
- Send your Supervisor a Request for Furlough
- 0750.00 Benefits Repayment Options during Furlough
- Intermittent Tracking Form for Salaried Employees; must be completed and submitted to payroll for irregular intermittent furlough.

- 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.

- Time worked outside the State of Maine should be reported via this form to be reported and taxed accordingly.

- 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