HR Operations Coronavirus COVID-19 Information

Important Updates

• For new information and guidance, please visit the For Employees page on the Together for Maine website.

Work and Pay Guidance for UMS Employees

• For important updates on the University of Maine System response to the COVID-19 pandemic and its impact upon employees, please visit the Human Resources Portal.

Payroll

• COVID Leave effective October 1, 2021
• FFCRA Benefits and the American Rescue Plan Act of 2021
• COVID Time Reporting for getting Vaccinated
• 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
• 0580.50 Time Reporting Codes updated with new POWER code
• 0570.00 Earnings Codes updated with new Power Outage Pay

Benefits

• FFCRA Benefits and the American Rescue Plan Act of 2021
• Families First Coronavirus Response Act (FFCRA)
  • Apply for FFCRA
  • Time Entry to Support FFCRA Paid Leave for Vaccinations
  • Intermittent Tracking Form for Salaried Employees; must be completed and submitted to payroll for irregular intermittent leaves.
• Send your Supervisor a Request for Furlough
• 0705.22 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

• Furlough Information
• Send your Supervisor a Request for Furlough
• 0705.22 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: Expect Changes in Paper Paycheck Distribution