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.

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
- 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.

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

- Time entered on Timesheet should represent actual hours worked: How to Enter Time - Student
- Time worked outside the State of Maine should be reported as any other work location.
- 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.

- 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