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

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 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