

**UTAH VALLEY UNIVERSITY**

**COVID-19 Guidance for Nonexempt Full-Time and Part-Time Staff and Student Employees**

Effective 3-16-2020

.....

While UVU is operating at Yellow Level for COVID-19, part-time and student employees are expected to report to work.

**Category 2**

If these operational changes impact a nonexempt full-time, part-time or student employee’s work duties, the employee’s supervisor shall

- Identify a substitute work schedule OR
- Identify alternative work in the department OR
- Consult with other leaders to identify a temporary work assignment

Non-exempt Full-time employees that are Category 2 and working remotely submit regular hours through TIMS. If the work available to do remotely does not involve 8 hours a day, they still submit 8 hours of work in TIMS per day because they are being “engaged to wait” according to the DOL definition.

**Category 3**

If no alternative work assignment is available and the employee is available to work, the employee’s supervisor shall

- Pay the employee for the average number of hours worked per week in February 2020, not to exceed
  - 28 hours in a week for **part-time and student employees**
  - 20 hours in a week for **international student employees**
  - 40 hours a week for full-time **non-exempt employees**
- If a part-time or student employee is unwilling to take alternative work assignment, is no longer available to work, or is unwilling to work, **please submit a terminating ePAF.**
- If a non-exempt employee is unwilling to take an alternative work assignment, or is unwilling to work, the employee must submit leave for time not worked.
- If a non-exempt employee is no longer available to work, please submit a terminating ePAF.

**TIME ENTRY (effective March 16, 2020)**

- Hours worked by nonexempt full-time and part-time and student employees will continue to be recorded (clock in and clock out) through TIMS.
- Hours not worked but to be paid should be added by the employee or their supervisor in the [management side of TIMS.](#)
  - *Supervisors:* Use the Add Time button in the Detail Time Report, under Reports/Tools. The COVID-19 checkbox should be used when adding hours not worked but to be paid during the COVID-19 situation.
  - *Employees:* Use the Add Time button in MyTime. The COVID-19 checkbox should be used when adding hours not worked but to be paid during the COVID-19 situation.

If you have any other concerns regarding part-time and student employee pay, please contact payroll at x8841 or [payroll@uvu.edu](mailto:payroll@uvu.edu).

## Temporary COVID-19 Changes to the Time Information Management System (TIMS)

**U.V.U. T.I.M.S. <<<<TEST>>>>**  
TIME INFORMATION MANAGEMENT SYSTEM

HELP Logged in as (100)

MyTime MyLeave MyCertify Logout

Previous From: 03/16/2020 To: 03/16/2020 Go Add New

**Edit Time** Close

Edit Time Entry for  
A99271-01 (HR Representative - Human Resources)

03/16/2020 Clocked In 08 : 50 am

Clocked Out 01 : 50 pm

COVID-19 Subsidized Hours

Reason:

Save Delete Cancel

- Time entries are flagged COVID-19 using a check box.
- Time added by the supervisor or employee can be marked COVID-19.
- Existing time entries can be edited to mark them COVID-19.
- Time entries marked COVID-19 by an employee require approval by the supervisor.

**U.V.U. T.I.M.S. <<<<TEST>>>>**  
TIME INFORMATION MANAGEMENT SYSTEM

HELP Logged in as (1000)

MyLeave Actions Reports/Tools Logout

**Detail Time Report**

Previous All Employees From: 03/16/2020 To: 03/16/2020 Go Print

Possible Time Error Awaiting Approval Deletion Request Adjustment Declined Adjustment Approved Other Department Time No Job Set

Time Clock History for All Employees From 03/16/2020 to 03/16/2020		
15940 (100)		
Clock In Date and Time	Clock Out Date and Time	Total Time Clocked In
Mon 03/16/2020 at 08:50 am Manual Entry	Mon 03/16/2020 at 01:50 pm Manual Entry	05 Hours and 00 Minutes 620001 A99271 01 Flag = COVID-19
Mon 03/16 Total:		5 Hrs 00 Mins (5 hrs)
Week Total:		5 Hrs 00 Mins (5 hrs)
Period Total:		5 Hrs 00 Mins (5 hrs)
21530 (102)		
Clock In Date and Time	Clock Out Date and Time	Total Time Clocked In
Mon 03/16/2020 at 07:53 am Manual Entry	Mon 03/16/2020 at 01:53 pm Manual Entry	06 Hours and 00 Minutes 620001 A97980 00 Flag = COVID-19
Mon 03/16/2020 at 02:49 pm Manual Entry	Mon 03/16/2020 at 05:20 pm Manual Entry	02 Hours and 31 Minutes 620001 A97980 00
Mon 03/16 Total:		8 Hrs 31 Mins (8.52 hrs)
Week Total:		8 Hrs 31 Mins (8.52 hrs)
Period Total:		8 Hrs 31 Mins (8.52 hrs)

- COVID-19 flagged time entries are easy to identify.
- Campus wide reports can be pulled showing hours flagged as COVID-19.
- Payroll payment totals can be calculated from hours Flagged as COVID-19.