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Matthew Revitt <matthew.revitt@maine.edu>

COVID-19 Pay Guidance

1 message

University of Maine System Human Resources <umshr@maine.edu>

Fri, Mar 20, 2020 at 10:14 AM

Reply-To: umshr@maine.edu

To: matthew.revitt@maine.edu



Full pay through April 4 without need to take leave!

Per the Chancellor's message, employees are asked to continue to work remotely if possible or as part of our reduced on campus operations. Special Time Reporting Codes have been established for regular part-time and full-time hourly and salaried employees **beginning March 15** through April 4, 2020 for any time away from your regular work schedule for the following reasons:

- Employee is not currently ill but has been advised by a health care professional or per UMS guidance to self-quarantine or is asked to leave the workplace by their supervisor due to indications of illness
- Employee is not currently ill but needs to be away from work due to family member's or dependent's illness or self-quarantine requirements
- Employee is not currently ill but needs to be away from work to care for child(ren) due to school or daycare closure
- Employee needs to tend to matters related to COVID-19

Information on time reporting details are provided below:

Hourly Employees: <https://gojira.its.maine.edu/confluence/display/HumanRes/How+to+Enter+Time+-+Hourly+COVID>

Salaried Employees: <https://gojira.its.maine.edu/confluence/display/HumanRes/How+to+Enter+Time+-+Salaried>

UMA Employees Guidance on Administrative Leave on Monday, 3/16/20:

<https://gojira.its.maine.edu/confluence/display/HumanRes/How+to+Enter+Time+-+Hourly+Administrative+Leave>

Questions? Please contact your Payroll Center at payroll@maine.edu or 207-581-9104.

Your University of Maine System Human Resources Team



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