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3-20-2020

## Coronavirus Community Updates\_UMS Employee Leave Update, March 20

University of Maine

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# Novel Coronavirus Community Updates

Home Remote teaching Remote learning FAQs Latest updates Workplace guidelines Travel guidelines

## Frequently Asked Questions

[VIEW ALL FAQS](#)

## Resources and updates

Remote teaching resources from CITL

Remote learning resources from UMaine Online

Tools for remote work, teaching and learning from UMS Information Technology

U.S. Centers for Disease Control and Prevention Coronavirus Disease information

Maine Centers for Disease Control and Prevention Coronavirus Response

Maine Emergency Management Agency

Latest announcements from Maine Governor's Office

University of Maine System Information and updates regarding Coronavirus

Innovation partnership for COVID-19 response

### UMS work and pay guidance, April 3

Published: April 04, 2020

### UMS news release on employee income, benefit stability, April 3

Published: April 03, 2020

### Updated FAQs, April 3

Published: April 03, 2020

### UMS Chancellor Malloy's update, April 3

Published: April 03, 2020

### UMS-IT Zoom security update, April 2

Published: April 03, 2020

## UMS employee leave update, March 20

March 20, 2020 | [Coronavirus, UMS](#)

Special Time Reporting Codes have been established for regular part-time and full-time hourly and salaried employees:

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: [How to Enter Time – Hourly COVID](#)

Salaried Employees: [How to Enter Time – Salaried](#)

[UMA Employees Guidance on Administrative Leave on Monday, 3/16/20](#)

Questions? Please contact your Payroll Center at [payroll@maine.edu](mailto:payroll@maine.edu) or 207.581.9104.

