Coronavirus Community Updates_UMS Employee Leave Update, March 20
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 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

UMS Employees Guidance on Administrative Leave on Monday, 3/16/20

Questions? Please contact your Payroll Center at payroll@maine.edu or 207.581.9104.