



MEMORANDUM

To: All Bi-Weekly Student and Temporary Employees and Supervisors
From: N.C. A&T State University, Division of Human Resources
Date: March 27, 2020
RE: Tracking Administrative Paid Leave for Bi-Weekly Employees (Students and Temporary Employees)

Beginning March 16, employees who are not able to work due to one of the following reasons are eligible to receive Administrative Paid Leave.

- Quarantined
- Sick/caring for dependent due to cold, flu, COVID-19 symptoms
- Employee is high risk for COVID-19 or is a caregiver to someone who is high risk
- Employee must care for parent, child or spouse due to child/elder care or school closing
- Employee cannot perform duties remotely

Bi-weekly student and temporary employees on paid administrative Leave should report ***Emerg Lv Student/Temp (hrly)*** on your timesheets for any hours you would have been scheduled to work prior to changes mandated by our COVID19 response. This same process will be used every two weeks until the end of the semester for students, but may be extended longer for temporary employees.

In no case should an excess of 20 hours be reported for students or 40 hours be reported for non-student temporary employees in a single work week where ***Emerg Lv Student/Temp (hrly)*** is used. In the example below, the employee worked regular hours the first week. During the second week, the employee was not able to work remotely and reported the scheduled hours as ***Emerg Lv Student/Temp (hrly)***.

Time Sheet Period:
Submit By Date:

Mar 16,2020 to Mar 29,2020
 Apr 01,2020 by 01:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 16,2020	Tuesday Mar 17,2020	Wednesday Mar 18,2020	Thursday Mar 19,2020	Friday Mar 20,2020	Saturday Mar 21,2020	Sunday Mar 22,2020	
Regular Student	1		0	20		4	4	4	4	4	Enter Hours	Enter Hours
Emerg Lv Student/Temp (hrly)	1		0	20	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			40			4	4	4	4	4	0	0
Total Units:				0	0	0	0	0	0	0	0	0

Time Sheet Period:
Submit By Date:

Mar 16,2020 to Mar 29,2020
 Apr 01,2020 by 01:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Mar 23,2020	Tuesday Mar 24,2020	Wednesday Mar 25,2020	Thursday Mar 26,2020	Friday Mar 27,2020	Saturday Mar 28,2020	Sunday Mar 29,2020	
Regular Student	1		0	20	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	
Emerg Lv Student/Temp (hrly)	1		0	20	4	4	4	4	4	4	Enter Hours	Enter Hours
Total Hours:			40		4	4	4	4	4	4	0	0
Total Units:				0	0	0	0	0	0	0	0	0

For questions, please contact hr.benefits@ncat.edu.