Schools – COVID19 overview and FAQs for timekeepers

Overview for employee groups

Teachers/Licensed Staff
Teachers will receive COVID19 - Admin leave up to their regular schedule for each week of the closure.

- After the pay period closes, timekeepers will apply the COVID19 - Admin leave pay code to employee timecards.
- Employees do not need to approve their timecards during the closure period.

10/11/12-month employees who are not working
10/11/12-month employees who are not working will receive COVID19 - Admin leave pay code up to their regular schedule for each week of the closure.

- After the pay period closes, timekeepers will apply the COVID19 - Admin leave pay code to employee timecards.
- Employees do not need to approve their timecards during the closure period.

10/11/12-month non-exempt employees who are required to report to work at a building
10/11/12-month non-exempt hourly employees who are reporting to work at a building based on being told they must work by their supervisors will get essential personnel pay.

- Employees log their time worked each day.
- After the pay period closes, timekeepers will apply the “essential personnel” work rule to time worked in the building.
- If the employee does not work their full schedule for the week, on the following Monday the timekeeper will apply enough COVID19 - Admin leave to get the employee up to the scheduled hours for the week, so that no employee is required to use leave during the closure.
- Employees approve their timecard once the essential personnel work rule has been applied.

10/11/12-month non-exempt employees who work from home
10/11/12-month non-exempt hourly employees who work from home do not receive essential personnel pay.

- Employees log their time worked each day.
- If the employee does not work their full schedule for the week, on the following Monday the timekeeper will apply enough COVID19 - Admin leave to get the employee up to the scheduled hours for the week, so that no employee is required to use leave during the closure.
- No overtime during this period should be necessary. If a need for overtime exists it must be pre-approved by the supervisor.
- Employees approve their timecard after any timekeeper adjustments have been completed.
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10/11/12-month exempt employees who work from home or at a building
10/11/12-month exempt employees do not receive essential personnel pay, whether they are reporting to work at a building or working remotely/at home.
  - Employees approve their timecard on the normal schedule.

Frequently-asked questions

*What if a non-exempt employee worked last week and didn’t log their time?*
The employee should submit information about time worked to their supervisor/timekeeper, so that their timecard can be updated.

*What if I worked in building on Monday, March 16 or Tuesday, March 17? Do I get essential personnel pay?*
Because the buildings were open, those days are not considered essential personnel. That provision starts applying on Wednesday, March 18.

*What if an employee has an already-approved leave request for a doctor’s appointment that had to be cancelled?*
If the employee can access Kronos, they can [cancel their leave request](#). Once the supervisor approves the cancellation, the leave is removed from the timecard.
If the employee cannot access Kronos, the supervisor/timekeeper can [remove or otherwise modify the leave request from the employee’s schedule](#).