Pandemic Added Compensation

Mandatory Employees Required to Work On-site

April 2, 2020

Contents

Pandemic Added Compensation
Mandatory Employees Required to Work On-site

Overview

The configuration changes in this document provide a mechanism for permanent mandatory employees to track hours required to work on campus. Additional configuration changes will be subsequently released to complete the setup for pandemic compensation payout and pandemic comp time accrual. Enhanced leave interfaces will also be released to support these changes.

These configuration changes do not support any additional compensation paid to temporary employees.

Eligibility

SHRA and EHRA mandatory permanent employees will receive added compensation for hours required to be worked at a designated University worksite other than their personal residence, and only for those specific dates and times that such on-site work is required; off-site (teleworking) hours will not be subject to these added special compensation provisions.

FLSA non-exempt mandatory employees will receive 1.5 times their hourly pay rate for all hours worked on-site. Those employees who work in excess of 40 hours per work week will also receive overtime compensatory time off at 1.5 hours for each hour worked over 40, per federal overtime rules.

FLSA exempt mandatory employees will receive 1.5 times their hourly pay rate for up to 40 hours worked on-site in a work week

The following positions, even if designated mandatory, are excluded from these special compensation provisions:

- Tier I senior academic and administrative officers,
- Tier II senior academic and administrative officers,
- Faculty,
- Physicians,
- Directors and deputy directors of major institution-wide or school-wide functions and centers, department heads, division heads, research and academic department administrators, clinical and academic department administrators, clinical division administrators, and coaches and athletic administrators.

As the special pay provisions are not intended to be applied to executive or leadership positions, the institution shall have the discretion to exclude other highly compensated individuals who exercise leadership responsibilities of a designated department, division, or unit of the University who are not otherwise indicated above by classification or title.

The institution shall have the discretion to award added compensation or equivalent compensatory time resulting from COVID-19 as a lump sum payment, as a series of payments, as paid leave, or in any combination, within 12 months of the date of accrual. COVID-19 compensatory time is paid out based on the employee's hourly rate of pay

These special compensation provisions will be subject to re-review as of April 30, 2020 taking into account continuing developments regarding COVID-19 and the availability of funds.

Source: Special Provisions for Mandatory Employees (rev 3/26/2020) distributed by UNC System Office Human Resources

Directions to employees

Employees that are designated Mandatory during this Pandemic and required to work on-site should enter hours worked on-site on the leave sheet. Suggested guidance for these employees:

FLSA Exempt employees (salaried) – On the leave sheet, enter hours worked on campus, not to exceed 40 hours in one week (pro-rated for part-time) in the row, *Pandemic Mandatory Onsite Work.* Enter any additional leave taken as you normally would. The *Pandemic Mandatory Onsite Work* hours should be entered for time worked on campus on or after April 1. (PWPEXMP)

FLSA Non-exempt employees- Enter all hours worked and leave taken as you normally would. Additionally, enter hours worked on-site on or after April 1, in the row *Pandemic Mandatory Onsite Work*. (PWPSMRT and PWPLAWT)

Directions to leave administrators and payroll

The Pandemic Added Compensation can be paid or accrued as compensatory time at the discretion of the chancellor. A leave bucket will be established to hold any earned pandemic comp time and a payout code will be established for future payouts. If a campus is paying out Pandemic Added Compensation, a payout code will be created to use for payouts. All payout codes and accruals will need to be handled manually. Additional directions will be forthcoming.

The leave interface reports will include a grid detailing *Pandemic Mandatory Onsite Work* hours entered by the employee.

Phased implementation

Additional configuration requirements will be released in the next week to support tracking and payout *Pandemic Mandatory Onsite Work*.

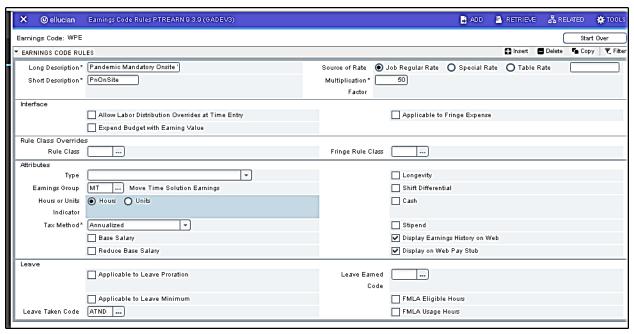| *Date*	*Change*
4/2/2020	Initial distribution. Directions on configuring PTREARN WPE, *Pandemic Mandatory Onsite Work,* and PTRECLS, Eligible Earnings WPE
TBD	Additional configuration changes will be distributed

PTREARN Create Earn Code WPE

☐ PTREARN, enter new earn code WPE. The system will generate a warning message, "*WARNING* Earn Code not found, add assumed", click GO to set up new earn code.

PTREARN Field	Earn Code WPE Value
Earnings Code Rules	
Long description	Pandemic Mandatory Onsite Work
Short description	PnOnSite
Source of rate	Job Regular Rate
Multiplication factor	50
Interface	
Allow labor distribution overrides at time entry	<leave blank>
Expend budget with earning value	<leave blank>
Applicable to fringe expense	<leave blank>
Rule class overrides	
Rule class	<leave blank>
Fringe rule class	<leave blank>
Attributes	
Type	(NONE)
Earnings group	MT Move Time Solution Earnings
Hours or units	Hours
Tax method	Annualized
Base salary	<leave blank>
Reduce base salary	<leave blank>
Longevity	<leave blank>
Shift differential	<leave blank>
Cash	<leave blank>
Stipend	<leave blank>
Display earnings history on web	✓ (check) the box
Display on web pay stub	✓ (check) the box
Leave	
Applicable to leave proration	<leave blank>
Applicable to leave minimum	<leave blank>
Leave taken code	ATND
Leave earned code	<leave blank>
FMLA eligible hours	<leave blank>
FLMA usage hours	<leave blank>

SAVE

☐ Regulatory information. No changes

☐ Labor distribution overrides. Coordinate with finance

Earnings Code Rules PTREARN 9.3.9 (GADEV3)

ADD   RETRIEVE   RELATED   TOOLS

Earnings Code: WPE

Start Over

EARNINGS CODE RULES

Insert   Delete   Copy   Filter

Long Description*	Pandemic Mandatory Onsite '
Short Description*	PnOnSite

Source of Rate   ● Job Regular Rate   ○ Special Rate   ○ Table Rate

Multiplication* Factor   50

Interface

☐ Allow Labor Distribution Overrides at Time Entry

☐ Expend Budget with Earning Value

☐ Applicable to Fringe Expense

Rule Class Overrides

Rule Class [...]   Fringe Rule Class [...]

Attributes

Type [▼]

Earnings Group [MT] [...] Move Time Solution Earnings

Hours or Units Indicator   ● Hours   ○ Units

Tax Method* [Annualized ▼]

☐ Base Salary

☐ Reduce Base Salary

☐ Longevity

☐ Shift Differential

☐ Cash

☐ Stipend

☑ Display Earnings History on Web

☑ Display on Web Pay Stub

Leave

☐ Applicable to Leave Proration

☐ Applicable to Leave Minimum

Leave Taken Code [ATND] [...]

Leave Earned Code [...]

☐ FMLA Eligible Hours

☐ FMLA Usage Hours

PTREARN WPE

PTRECLS Eligible Earnings WPE

For employee classes; EHRA Non Faculty (EN), Law Enforcement (LE), SHRA Exempt (SE), and SHRA Non Exempt (SN) add earn code WPE (*Pandemic Mandatory Onsite Work*) to eligible earnings.

Setting up the sequence numbers and approver's indicator on WPE makes the leave available to employees on their leave sheets.

☐ PTRECLS > Eligible Earnings

- PTRECLS, enter Eclass (EN, LE, SE and SN)
- Eligible Earnings > Insert
- Enter Earn Code WPE, *Pandemic Mandatory Onsite Work*
- Assign a Time Entry Sequence.
    - *Time Entry Sequence* number is campus discretion. This number controls the order on the PHAHOUR timesheets.
- Assign a Time Sheet Print Sequence.
    - *Time Sheet Print Sequence* number is based on campus discretion. When entered, this will show on employee leave sheet.
- ✓ (check) Approvers Indicator
- SAVE

PTRCALN, Leave Report Start Date

The opening leave entry for employees reports was delayed for SB09 and MN04 to April 6. Once this setup is completed, the Employee Leave Entry Start Date can be moved up to allow leave entry. (PTRCALN > Tools > Leave Report Rules).

Complete changes by April 3, 2020

Notify aebrown@northcarolina.edu and your SSC Payroll Analyst when completed.

Table Updates

The below tables and fields were updated with the setup of the new Special Annual Leave Bonus 2.

Table	Field	Report Key Field
PTRLEAV	PTRLEAV_CODE	
PTRLEAV	PTRLEAV_SHORT_DESC	
PTRLEAV	PTRLEAV_LONG_DESC	
PTRLEAV	PTRLEAV_ACTIVITY_DATE	
PTREARN	PTREARN_CODE	WPE
PTREARN	PTREARN_LONG_DESC	WPE
PTREARN	PTREARN_SHORT_DESC	WPE
PTREARN	PTREARN_RATE_IND	WPE
PTREARN	PTREARN_MULT_FACTOR	WPE
PTREARN	PTREARN_TYPE_IND	WPE
PTREARN	PTREARN_ERGR_CODE	WPE
PTREARN	PTREARN_UNIT_IND	WPE
PTREARN	PTREARN_TAX_METHOD_IND	WPE
PTREARN	PTREARN_BASE_SAL_IND	WPE
PTREARN	PTREARN_EXCEPTION_IND	WPE
PTREARN	PTREARN_CASH_IND	WPE
PTREARN	PTREARN_WEB_DISP_IND	WPE
PTREARN	PTREARN_DISP_WEB_PAYSTUB_IND	WPE
PTREARN	PTREARN_LEAV_CODE_TAKEN	WPE
PTREARN	PTREARN_LEAV_PRORATION_IND	WPE
PTREARN	PTREARN_LEAV_MINIMUM_IND	WPE
PTREARN	PTREARN_LEAV_CODE_TAKEN	WPE
PTREARN	PTREARN_ACTIVITY_DATE	WPE
PTREERN	PTREERN_EARN_CODE	WPE
PTREERN	PTREERN_REDUCE_REG_PAY_IND	WPE
PTREERN	PTREERN_TS_ENTRY_SEQ	WPE
PTREERN	PTREERN_TS_PRINT_SEQ	WPE
PTREERN	PTREERN_ATND_IND	WPE
PTREERN	PTREERN_REDUCE_REG_PAY_IND	WPE
PTREERN	PTREERN_EA_APPROVERS_IND	WPE
PTREERN	PTREERN_ACTIVITY_DATE	WPE
PTRPERN	PTRPERN_EARN_CODE	

Table	Field	Report Key Field
PTRLVAS	PTRLVAS_LCAT_CODE	
PTRLVAS	PTRLVAS_LEAV_CODE	
PTRLVAS	PTRLVAS_FREQ_IND	
PTRLVAS	PTRLVAS_BASE_DATE	
PTRLVAS	PTRLVAS_ANN_DAY	
PTRLVAS	PTRLVAS_ROLL_MONTH	
PTRLVAS	PTRLVAS_ROLL_DAY	
PTRLVAS	PTRLVAS_BANK_IND	
PTRLVAS	PTRLVAS_WEEK1_IND	
PTRLVAS	PTRLVAS_WEEK2_IND	
PTRLVAS	PTRLVAS_WEEK3_IND	
PTRLVAS	PTRLVAS_WEEK4_IND	
PTRLVAS	PTRLVAS_WEEK5_IND	
PTRLVAS	PTRLVAS_ACTIVITY_DATE	
PTRLVAC	PTRLVAC_LCAT_CODE	
PTRLVAC	PTRLVAC_LEAV_CODE	
PTRLVAC	PTRLVAC_YEAR	
PTRLVAC	PTRLVAC_MONTH	
PTRLVAC	PTRLVAC_ACCRUAL_HRS	
PTRLVAC	PTRLVAC_MAX_LIMIT_HRS	
PTRLVAC	PTRLVAC_ROLL_MAX_HRS	
PTRLVAC	PTRLVAC_ACTIVITY_DATE	
PTRLVPR	PTRLVPR_LCAT_CODE	
PTRLVPR	PTRLVPR_LEAV_CODE	
PTRLVPR	PTRLVPR_SEQ_NO	
PTRLVPR	PTRLVPR_LEAV_CODE_NEXT	
PTRLVPR	PTRLVPR_EARN_CODE	
PTRLVPR	PTRLVPR_ACTIVITY_DATE	