

Timesheet Clarification & Recording Time

COVID19

Virginia Galdieri <vgaldier@ramapo.edu>

Thu, Mar 26, 10:02
PM

Dear Colleagues:

Below are directions for the proper recording of your time during the last two weeks. Please keep in mind, this is uncharted territory and there are no absolutes here. We are tracking the impact of COVID-19 and we asked that you record as best you can, the hours that you've been able to work and those hours that you were unable to work (see various reasons below). For those who have already submitted their time, please contact Michele Bachmann at mbachma3@ramapo.edu

TIMESHEET CLARIFICATION

HOURLY EMPLOYEES

Please be advised all hourly employees should enter your standard bi-weekly hours that you normally work in a pay period. If you were unable to work as a result of the COVID-19 situation, please follow the use of codes as noted below. For actual hours worked, continue to charge the codes as you normally would.

COVID-19 CODES

As previously communicated, HR developed new codes to record time due to COVID-19. We are adding a third code to clarify the lost time more accurately. Outlined below are the three codes with an explanation:

Code SCV: Should be used by an employee who lost work hours because of their **own health condition** related to COVID-19. Meaning, you were symptomatic, you were confirmed positive for the virus, or you self-quarantined because of possible exposure.

Code SCF: Should be used by an employee who lost work hours due to the **care of family member's health condition** related to COVID-19; or due to your dependent's **school or day care center closing** due to COVID-19.

Code SCL: Should be used for **all other lost time**, such as for time while working remotely that you could not perform all aspects of your job. In this instance the hours that you were unable to perform work should be coded to SCL. For example, if you worked 2 hours during the day but the remaining 5 you were unable to work because of limitations with technology or access, you will charge SCL for 5 hours for that day.

Looking forward,
Virginia

Virginia A. Galdieri

Assistant Vice President for

Human Resources & Employee Relations

Ramapo College of NJ

vgaldier@ramapo.edu

www.ramapo.edu

(201) 684-7505 (office)

(201) 684-7508 (fax)

(908) 399-9315 (mobile)