

As we approach our first web time entry since the implementation of the COVID-19 emergency order, please follow the instructions listed below. This is a time of unique circumstances. We are trying to collect the information necessary for both payroll processing and any possible emergency reimbursement for which Rowan may be eligible in the future.

#### **Full-time and Permanent Part Time Employees (Includes Graduate Assistants)**

- If you are working onsite or if you are working remotely for greater than 2 hours per day, input your hours as you would regular work time. The 2 hour time is a guide to differentiate between de minimis work such as checking email and a full remote work load.
- If you do not have a remote work assignment which requires you to work more than 2 hours, please input your scheduled hours (i.e. 7 per day) as Pay Code HE. The HE code will provide documentation for Rowan for possible submission for federal or state subsidies. You will receive the same compensation as you would if you input regular hours.
- If you have received a medical waiver for yourself or for the care of a family member, please input your scheduled hours as HE.
- If you are unable to access web time entry through Banner, please direct questions to [payrollservices@rowan.edu](mailto:payrollservices@rowan.edu).

#### **Hourly Part-time Employees:**

- Input the actual hours worked either remotely or onsite.
- You may utilize any hours you have accrued under the NJ Earned Sick Leave Law. You may input only accrued hours and only the number of hours that will bring you to your regularly scheduled hour. The maximum number of hours that may be used is 40 per year.
- If your hours have been reduced, you may be eligible for unemployment compensation. You can find information regarding eligibility at [www.nj.gov/labor](http://www.nj.gov/labor)

#### **Student Employees:**

- If you worked hours, you should input the actual hours worked.
- You may utilize any hours you have accrued under the NJ Earned Sick Leave Law for any hours you missed the week of March 23-March 27<sup>th</sup>. You may not utilize sick leave for hours missed during the week of spring break.
- Student wages are not eligible for unemployment since you have not been required to contribute to unemployment through a payroll deduction. If you have worked at any other employers, you may be eligible for unemployment for those wages. You can secure additional information at [www.nj.gov/labor](http://www.nj.gov/labor)
- Please check with Career Planning for a list of employers who are currently hiring.

#### **Federal Work Study Employees:**

- If you worked FWS hours in this pay period, input the actual hours worked.
- Under the guidance of the Department of Education, students are eligible to receive pay through the Federal Work Study program for hours that were not worked in a time of disaster. We have confirmed that the COVID-19 pandemic qualifies under this provision.
- Financial Aid is working with your supervisor to determine your projected hours for which you are eligible to be paid under this provision. You will receive an email later next week with the number of hours for which you are authorized to be paid per pay period going forward.