

COVID-19 Temporary Payroll Guidance

EMPLOYEE SCENARIO	REGULAR NONEXEMPT STAFF	REGULAR EXEMPT STAFF	CONTINGENT I	CONTINGENT II	FACULTY	ADJUNCTS
<u>FSU in operation</u> Employee is teleworking -or- Assigned an alternate work location or schedule	Normal scheduled hours worked will be recorded on timesheet.	Record Duty Day on timesheet.	Actual hours worked will be recorded on timesheet. Employee will be paid the greater of their actual time or their average pay. *(See below)	<u>Nonexempt Contingent II</u> – Record normal work schedule for the day. <u>Exempt Contingent II</u> – record Duty Day .	Record Duty Day on timesheet.	Record Duty Day on timesheet.
<u>FSU in operation</u> Employee is directed to report to campus – essential status.	Employee will be paid as usual in addition to Administrative Leave (455WK) . Any overtime will apply.	Record Duty Day on timesheet.	Actual hours worked will be recorded on timesheet. Employee will be paid the greater of their actual time or their average pay. *(See below)	<u>Nonexempt Contingent II-</u> Employee will be paid as usual in addition to Administrative Leave (455WK) . Any overtime will apply. <u>Exempt Contingent II</u> – Record Duty Day .		
<u>FSU in operation</u> Employee cannot telework Employee is not directed to report to campus	Record Administrative Leave (455CL) on timesheet.	Record Administrative Leave (455CL) on timesheet if unable to work on that day.	No timesheet should be submitted if the employee is not actually working or teleworking. Employee will be paid the greater of their actual time or their average pay. *(See below)	<u>Nonexempt Contingent II</u> Record Administrative Leave (455CL) on timesheet. <u>Exempt Contingent II -</u> Record Administrative Leave (455CL) on timesheet		

* Payroll will automatically pay based on the average number of hours the employee worked daily over the life of their current contract for Contingent I employees. The average payment for Contingent I employees will be paid until one of the following:

- The normal contract expiration date has been reached
- Contract funds are exhausted
- Frostburg State University returns to normal operations

Note: 455WK and 455CL are existing payroll codes being retrofitted for the COVID-19 circumstances.

- If applicable, Administrative Leave started on 3/26/2020. (Administrative leave does not apply to Contingent 1 employees)

-Employees on previously approved or scheduled leave, continue to follow normal FSU policy and procedures.

-Contact Lee Ann Nightingale at lnightingale@frostburg.edu or leave a message at 301-687-4398 regarding absences related to COVID-19.