

Employee Time Reporting Information

DATE: March 24, 2020

TO: All NJM Employees

FROM: Wanda Smith, HR Director

RE: Time Reporting

Most of our employees have experienced work schedule modifications and remote working arrangements due to the COVID-19 pandemic. We appreciate your flexibility during this unprecedented time. Following are guidelines for time reporting during this time.

Regular full-time employees will be paid for scheduled hours unless they are on a leave of absence (i.e. short-term disability, long-term disability, family leave, etc.) or utilizing Paid Time Off, Paid Sick Leave or Compensatory Time. Time entry for these exceptions should still be entered into Workday as usual.

Exempt employees will be paid for regularly scheduled hours without any time entry, as is the usual process.

Non-Exempt Employees

Regular Full and Part-time Non-Exempt employees will receive pay for their regularly scheduled work hours barring any exceptions for other time off as previously mentioned. Workday will generate pay for standard hours without the need for employee time entry or supervisory approval in Workday. Please note that daily time entry capabilities in Workday were disabled as of March 22, 2020.

Should Non-Exempt employees work overtime (additional straight time up to 40.0 hours/week or time beyond 40.0 hours/week), Supervisors will coordinate the reporting of that time with the Payroll department.

Part-Time Interns and Student Workers will receive pay for scheduled hours through April 3, 2020 barring any exceptions for other time off as previously mentioned. There is no time entry requirement in Workday.

Please remember that workweeks run from Sunday through Saturday. Should you have a situation that was not described above, please contact your supervisor.