



# Guidelines for Processing COVID-19 Payments to Temporary Employees

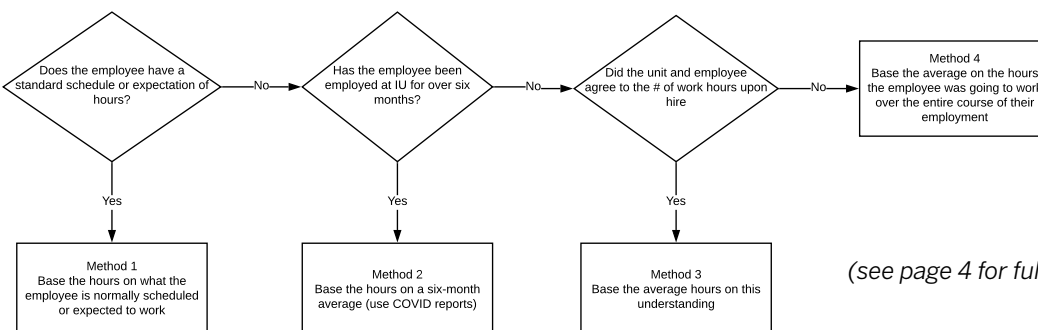
*As of March 31, 2020*

**Below are important guidelines for determining COVID-19 related pay for Temporary employees during the period March 23 – June 30, 2020.**

1. All Temporary employees (Student Temporary (HS), Work-Study (WSU), Regular Temporary (HR), and Temporary with Retirement (HP)) **who meet the THREE criteria below are eligible for these payments:**
  - a. Have an active Temporary job in HRMS, AND
  - b. Have worked hours at IU in the last 6 months, AND
  - c. Were scheduled to work or there was a mutual understanding between the department and the employee regarding work hours for some or all of the time between March 23 and June 30, 2020.

Note that Staff or Academic benefits-eligible employees who have a secondary Temporary job are NOT eligible for this additional payment.

2. Per policy, payments are to be made **ONLY** for the period of **March 23, 2020 until the EARLIEST** of the following dates:
  - a. The date the employee was expected to end employment (for many Temporary employees, this is the end of the 2020 Spring semester), OR
  - b. The end of the COVID-19 policy, as determined by the President of the university, OR
  - c. The end of the academic year (June 30, 2020).
3. For Temporary employees actively telecommuting or working on campus during this time:
  - a. Hours telecommuting should continue to be paid at normal pay rates.
  - b. Scheduled hours that the employee is unable to work as a result of COVID related reasons are to be coded on the timesheet using the appropriate COVID leave code in section 5.
  - c. If the employee is identified as an On-Campus Essential (OCE) employee, COVID-19 premium pay (earn code **PEP**) should be applied to all **hours worked ON CAMPUS on or after March 25, 2020**.
4. Hours to be paid for time scheduled or reasonably expected to be worked, but could not be worked for COVID-19 related reasons should be calculated using the method denoted by the included Temporary Employee Pay Decision Tree. This decision tree is generally based on the guidelines provided for Paid Sick Leave in the Families First Coronavirus Response Act.



(see page 4 for full size image)

5. COVID-19 related absent hours for Temporary employees should be recorded using the appropriate leave codes below.

**\*\*Additional guidance will be provided to units who have employees who are paid via flat rates of pay.**

Leave Code	Use for These Absences
<b>CQT:</b> COVID Quarantine/Sick Temp	Employee or someone they are caring for has a COVID-19 related illness or is quarantined or in self-isolation.
<b>CFT:</b> COVID Childcare Temporary	Unable to work due to a need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
<b>CVT:</b> COVID Temp Non-Working Hours	<ul style="list-style-type: none"> <li>• Unable to work due to lack of work available</li> <li>• Unable to work because work cannot be completed remotely</li> <li>• Chooses to not work due to being <a href="#">at higher risk for severe illness</a> or are caring for others who are at higher risk</li> </ul>

6. For employees who were expected to work in multiple jobs after March 22, 2020, each job should be paid separately based on the decision flow chart above (section 4) using the employee’s current rate of pay for the job.
7. Method 2: Using the COVID-19 Average Hours Report (IUIE – “COVID Labor Ledger Report”)
- Using the decision tree included here (section 4), **hours paid should NOT be based on this report** for Temporary employees who have either:
    - An agreed upon work schedule/hours expected to be worked (use Method 1 from decision tree), OR
    - Have been employed by Indiana University for less than 6 months (use Method 3 or Method 4 from decision tree).
  - The report includes ALL Temporary employees who are currently active in HRMS who worked during the period of September 21, 2019 through March 21, 2020.  
**Pay should ONLY be given to those who were EXPECTED TO WORK some portion of the period of March 23 – June 30, 2020**
  - The report excludes Temporary employees who terminated prior to February 22, 2020. In the event that there are jobs that were terminated after that date who should receive COVID payments, contact the IU HR Transaction Processing team at HREDOCS@iu.edu (with the employee’s university ID, name, department, and job record number(s)) so the job record(s) can be re-activated and payment processing can occur.
  - See the “COVID Payroll Processor Details” document for additional details regarding this new report.
8. Pay for these hours is to be recorded via normal payroll procedures and timelines. See the “COVID Payroll Processor Details” document for additional details regarding applying the time to the timesheet.

9. Documentation must be retained for each employee receiving these payments for reference in the event of future audits. Documentation for each employee should include the hours to be paid as well as the method used for determining those hours.
10. Additional information regarding Work-Study student employees (salary plan WSU):
  - a. Work-Study students should continue to be paid as they were in the past and are eligible for the COVID-19 leave codes if the 3 criteria above are met.
  - b. Some Federal Work Study (FWS) employees have been working hours that will lead them to exceed their FWS award (limit of earnings) before the end of spring semester. If you planned to continue to employ them through the end of the term with the same schedule, check with your campus financial aid office to see if the student's FWS limit can be increased so that IU can continue to pay them with the federal subsidy.

# Decision Tree

