Non-Closure Emergency Leave – Time Reporting Codes

Dear Georgia Tech Managers and Supervisors,

We appreciate your understanding and patience as we communicate new decisions resulting from the global challenge of this health crisis. We recognize there is significant change happening on campus, and thank you for your ability to adjust and adapt to these quickly evolving realities.

On March 26 we shared a message to Georgia Tech employees regarding the implementation of Non-Closure Emergency Leave for 30 days effective March 30, 2020 through May 2, 2020. Today, we want to provide details on how time should be reported for eligible employees.

Please note: Non-Closure Emergency Leave is not related to the Families First Coronavirus Response Act that contains provisions for Emergency Paid Sick Leave. We will provide more information and instructions on Families First Coronavirus Response Act soon.

**Action Required**

Effective March 30, 2020, managers and supervisors must use Manager Self-Service (MSS) in OneUSG Connect for eligible employees receiving Non-Closure Emergency Leave to ensure timely and accurate pay. The applicable time reporting codes are listed below and should be used where appropriate through May 2, 2020.

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**Eligibility for Non-Closure Emergency Leave**

- Employees **eligible** for Leave with Pay include regular full-time and regular part-time employees (exempt/salaried and non-exempt/hourly) who:
  - are not able to perform their regular duties through telework or other remote and flexible work arrangements, and
  - are not working as required employees in enabling the Institute to sustain essential on-campus services and operations.

- Employees **not eligible** for Leave with Pay include the following:
  - Temporary employees
  - Student employees, and
  - Rehired retirees

Remember, employees not eligible for Non-Closure Emergency Leave are still permitted and encouraged to perform their regular duties through telework or other remote and flexible work arrangements. Federal Work Study students will continue to receive their applicable financial aid for student employment during an emergency in accordance with Department of Education guidance.
Applicable Time Reporting Codes
Effective March 30, 2020, managers must update time using Manager Self-Service in OneUSG Connect for eligible employees receiving Non-Closure Emergency Leave with the following Time Reporting Codes (TRC):

- **00NSP** (MNTH Non-Closure Emer Leave) for eligible exempt workers (paid monthly)
- **00NHP** (BIWKNon-Closure Emer Leave) for eligible non-exempt workers (paid bi-weekly)

Note: Code will appear on pay statements as “NSP (Non-Closure Emergency Payment)” and be expensed at the unit level.

Units closed due to COVID (such as the CRC) prior to March 30, 2020, may use the new Emergency leave code starting March 20, 2020. If your department closed prior to March 30 due to coronavirus concerns, please work with your HR representative who will engage with GTHR.

Guidance and examples on Reporting Non-Closure Emergency Paid Leave can be found on the OneUSG Connect website at:

- [https://www.usg.edu/assets/oneusg/documents/OneUSG_Connect_MSS_Job_Aid_Non-Closure_Emergency_Guidance.pdf](https://www.usg.edu/assets/oneusg/documents/OneUSG_Connect_MSS_Job_Aid_Non-Closure_Emergency_Guidance.pdf)

Additional guidance can be found on the new ServiceNow Knowledge Base Portal at:

- [https://usg.service-now.com/kb_view.do?sysparm_article=USGKB0011334](https://usg.service-now.com/kb_view.do?sysparm_article=USGKB0011334)

Reminder
As a reminder, all time for the biweekly pay period beginning March 22 and ending April 4 must be entered, reviewed and approved by manager or delegate no later than April 6 at 10 a.m. to ensure timely and accurate pay.

Please Note: It is best practice is to submit, review, and approve time daily in OneUSG Connect.

Frequently Asked Questions

1. **Is there a form?**
   A form is not required. Non-Closure Leave is enabled in OneUSG Connect Manager Self-Service (MSS) by selecting the “Report/Approve Time” option in Team Time

2. **If an employee is sick, should they report Non-Closure Emergency Leave?**
   No, Non-Closure Emergency Leave is only to be used for employees unable to telework and are not performing required on-campus services and operations. Sick Leave Accrual should be used for sick time.

3. **If an employee is on leave will they be locked out of time reporting in OneUSG Connect?**
4. How do we report time for salaried and hourly employees who are Non-Closure Emergency Leave ineligible and who were unable to work during the period 3/16 – 3/30, prior to the Non-Closure Emergency Leave?
   Accrued leave should be used for this time period.

5. How do we manage retired-but-working (RBW) employees who cannot perform their duties?
   RBWs as well as temporary and student employees are not eligible for Non-Closure Emergency Leave.

6. Can employees receive a combination of partial pay and partial Non-Closure Emergency Leave pay?
   Yes.

7. If an employee has to be terminated due to this situation, and we wish to rehire them after we return to normal operations, will Critical Hire Justification process be necessary?
   Yes, all positions will be subject to the Critical Hire Process.

8. Will employees receiving Non-Closure Emergency Leave continue to accrue leave?
   Yes.

9. Will employees receiving Non-Closure Emergency Leave pay continue to receive retirement service credits and contribute to their retirement plans or will it be prorated?
   Non-Closure Emergency Leave pay will be subject to retirement contributions.

For questions, visit the HR portal in services.gatech.edu where you can access knowledge materials, submit requests, and report incidents directly.