

Dear Supervisors,

In addition to the information that was communicated to all faculty and staff today, following is additional important information regarding HR-related process and procedures that need your attention during this COVID-19 event. **PLEASE TAKE A MOMENT TO READ ALL INFORMATION AND TAKE ACTION AS APPROPRIATE.**

### **Employee Pay**

As you know, employees received information today regarding time reporting in Wingspan. The HR and Payroll offices are committed to ensuring that employees are paid accurately and on time. WE NEED YOUR HELP! This is a hectic time for all of us, but it is important that we all do our part to ensure that employees continue to be paid to the extent possible. You may need to prompt employees to submit timesheets and leave reports by the submission deadline dates; and you may need to make a special effort to remember to approve timesheets and leave reports. Please log into Wingspan, note those employees within your approval hierarchy whose timesheets or leave reports have not been opened, contact them, and ask them to submit their forms. **All regular employees must continue to submit either a timesheet or leave report during the time the university is closed.**

For those of you who may have exempt (salaried) temporary employees in your area, please confirm that those employees are continuing to work. It is possible to allow exempt temporary employees to make up work at a later date, but under the circumstances, it may not be feasible given the uncertainty of the duration of this COVID-19 event. If the work assigned to exempt (salaried) temps cannot continue while the university is closed, or the work cannot be made up later, the assignment needs to be cancelled via a termination ePAF to end the assignment. Otherwise, the employee will continue to be paid. State law does not allow us to pay an employee if no work is performed.

### **Employees Working from Home**

During the week of March 16 through March 20, the university allowed employees to work whose job responsibilities were considered to be essential to the functions that needed to continue during that week. **Beginning March 23 and until the university resumes normal operations, or until further notice, supervisors are encouraged to assign work from home opportunities to as many employees as possible, including temporary employees.** Please see the Temporary and Emergency Telecommuting/Remote Employment Guidelines [\[insert link\]](#). Supervisors are encouraged to be creative in assigning work opportunities to employees. Perhaps now is a great time to review training manuals, complete online training programs, create or update documentation regarding job responsibilities and processes, or similar work. Keeping as many employees in paid status as possible will alleviate much of the stress that this COVID-19 event is causing. However, **it is important to remember that we cannot authorize to pay an employee who is not working.** Supervisors are strongly encouraged to regularly keep in touch with employees through conference calls, group emails, or similar platforms. If employees are experiencing high levels of stress, please remind them that the services of the Employee Assistance Program are available to them. Check the HR website for additional information regarding the EAP.

### **Temporary Non-exempt (hourly) Employees**

We have no mechanism to pay temporary, non-exempt (hourly) employees who are not working. We are deeply concerned about the financial impact this will have on this group of employees. As noted in the communication that went to all employees today, these employees are strongly encouraged to contact the South Carolina Department of Employment and Workforce for information about the possibility of unemployment benefits. Winthrop does not make decisions regarding unemployment benefits.

### **EPMS Performance Appraisals**

HR is seeking additional guidance about the possibility of extending the deadline date for the submission of EPMS performance appraisals beyond the current March 31, 2020, deadline. While we understand that other priorities may have taken precedence during these unusual circumstances, please know that a submission past the March 31 deadline date may affect your ability to initiate a substandard performance process during the April 2020 - March 2021 reporting year. We will let you know what we hear about extending the deadline as soon as we know something. Performance appraisal meetings may take place in a phone conversation. Please consider using this time to complete the performance appraisal process.

### **Other**

Employees who have HR-related questions should email [HRHelp@winthrop.edu](mailto:HRHelp@winthrop.edu). As you can imagine, we are receiving a high volume of inquiries, and we will respond as soon as possible. During the COVID-19 event, the HR staff, while working remotely, will continue to provide services to the campus community related to pay, benefits, the EPMS process, regulatory reporting, and other employee and supervisory needs as they arise. Until further notice, requests to post vacant positions, processes related to hiring, and consideration for salary actions for current employees will be reviewed on a case-by-case basis and must be approved by the president.