

**Texas Tech University**  
**Payroll Guidance for Employees during Phase III of the Operational Guidelines**

**What is Non-Work Pandemic Leave (NWPD)?**

Non-work Pandemic Leave is a new leave code created in response to Phase III of the Operational Phases guidelines. In Phase III, the University remains open for essential operations. As many employees as possible should work remotely while limiting our on-campus presence. The goal is to have all employees working who are not on campus. However, not all job functions can be completed remotely. In these cases, supervisors should consider assigning special projects or temporarily reassigning job functions to assist others.

If an employee is not able to complete their job functions remotely, and their presence is not required on campus, non-exempt employees will report NWPD on their timesheet to cover the hours that they did not work. NWPD is a paid status and does not reduce an employee's sick or vacation leave accruals. An employee on NWPD must remain immediately available to complete assignments or tasks as directed and to report to campus if needed. NWPD should be reported based on the employee's FTE and in no case will it result in more than 40 hours in an FLSA workweek.

Non-Work Pandemic Leave may also be used to supplement hours for the FLSA workweek. For instance, an employee working remotely who only has enough work to account for 30 hours of work in the FLSA week may report up to 10 hours of NWPD to reach a total of 40 hours. Employees who become ill and are unable to work or wish to be on vacation (with prior approval from their supervisor) will report sick or vacation leave as appropriate. NWPD will not be used to account for more than a total of 40 hours per FLSA workweek.

**Employees working from a remote location**

Nonexempt employees using Web Time Entry working in a remote location will use the normal process for reporting hours worked in Web Time Entry.

Nonexempt employees using TimeClock Plus working in a remote location will use the webclock application to report hours in TimeClock Plus. Information on how to use these applications can be found on the Payroll and Tax Services website <http://www.depts.ttu.edu/payroll/payroll-areas/time-clock-plus/employees.php>.

Exempt employees working from a remote location will report leave as normal using Web Leave Reporting.

**Employees not reporting to their regular duty site and not working from a remote location**

Nonexempt employees who are not able to work from a remote location, but are not working at the regular duty site will report Non-Work Pandemic leave (NWPD) as needed to make up a full workweek for your FTE.

## **Employees working some hours from a remote location, but not enough to equal their full workweek**

Ideally, supervisors and managers should find work for all employees to complete while working remotely such as special projects, even if it is for another area or department. At the very minimum, this would be a great time to ensure that all required compliance trainings (EEO, Title IX, etc.) are current. Realizing this leave may outlast projects in some situations, employees will still be paid for now. For those employees who are nonexempt, we are asking that they report actual hours worked in their normal reporting manner and then report nonwork hours using the NWPD (non-work pandemic) leave code.

### **Guidance on Student Workers**

Student workers who work regularly scheduled shift with a department, but do not have an opportunity to work remotely and will not be considered essential staff should report the number of hours they are regularly scheduled to work as Non-work Pandemic Leave (NWPD) in the Web Time Entry system or in the TimeClock Plus system. Managers and supervisors need to assist their students with this leave entry as they are aware of the number of hours each student works per week.

Student workers who are either working remotely or working at the university will continue to report actual hours worked through their normal process using the hours worked option available in WebTime Entry. If the department is using TimeClock Plus, students working remotely can use the WebClock available on the Payroll and Tax Tab in Raiderlink. If students are working on campus, the normal process will be followed.

### **Supervisors and Managers**

Supervisors and Managers shall carefully review and approve each employee's reported work and leave hours. Instructions on how to review reported work hours can be found on the Payroll and Tax Services [website](#). Supervisors should have documentation ready for any Non-Work Pandemic (NWP) leave reported by your employees. Documentation should include the reason for the NWP usage, for example, during Phase III of the operational guidelines, only 4 Tradespersons were needed during the 2-week period of remote work approval. All other Tradespersons were not to be on campus.