

March 20, 2020

Overview of Remote Work – Managing and Reporting Time

Beginning Monday, March 16, FIU temporarily transitioned to a Remote Work/Work from Home Program. This model allows a significant number of employees to work remotely until at least April 4th, as we are fully operational to support the academic enterprise. This decision was an important action to create a work environment with fewer people working on campus while continuing to serve our university community.

Campus Access

By changing to a remote-work model and limiting gatherings, FIU campuses provide greater social distancing. Additionally, the campuses are open only to students, faculty and staff having an urgent need to access or retrieve study or work material. Campuses remain closed for the public and visitors.

Employees Requesting Leave

Just as in normal work schedules, if a benefit-earning employee is unable to work due to a family care emergency, the employee may use **accrued leave** or **leave without pay** to account for time away from work, with supervisory approval.

Reporting Hours for Non-Exempt (Hourly) Employees

Employees should only report hours worked. All hours worked must be recorded in PantherSoft Time & Labor, including any hours worked in excess of 40 hours in a workweek. All overtime (OT) must be authorized by the immediate supervisor prior to the employee working the hours.

Compensatory leave may be earned in lieu of OT pay for non-exempt benefit employees. This is also accrued at the rate of one and one-half times the number of hours worked in excess of 40 hours in a workweek. Compensatory leave must be used within 180 days of its accrual or it will be paid out in the following available pay period.

Exempt (Salaried) Employees

Employees in exempt positions are paid the same amount every workweek regardless of the hours they work. Employees are required to record leave time for any hours they are not working within their normal work schedule. This leave may be for a full workday and/or a partial workday. These hours must be recorded in PantherSoft Time & Labor. All employees are still required to submit time worked through the normal payroll process by the appropriate deadlines.

Supervisors

Supervisors are expected to direct and manage employees, their work assignments, and schedules to ensure the university remains fully operational. During this unusual time, it is imperative that supervisors work with each member of their team to confirm the remote work assignment, provide guidance for remote work, and set expectations.

Those who supervise on-campus employees are encouraged to review the options for increasing social distancing recommended by the [Florida Department of Health](#) and the [Center for Disease Control](#).

Supervisors of employees in roles that do not traditionally accommodate remote work are expected to assign other work, projects or professional development that can be performed remotely. The Division of Human Resources will assist in identifying alternative work assignments for these employees.

Those who supervise Student Assistants have an important role in ensuring the continuity of student jobs and work experience gained. If their normal duties are unable to be carried out, or if there are equipment needs, alternative assignments may be provided. Additional information regarding alternative duties and career-readiness development will be provided in the near future. This unique situation may offer valuable experience through this unprecedented transition.

Employee Expectations

All employees, on-site and working remotely, will fulfill all normal duties and work hours, to the degree possible.

Employees in non-benefits earning or special categories, such as temporary and student employees, are also expected to work remotely during this time period, wherever possible. All employees are to remain connected to secured systems during working hours and follow all university policies related to access, data security, and data confidentiality. Employees should contact the Division of Information Technology at 305-348-2284 for technology related questions.

We must be diligent in our compliance responsibilities as well as adhere to federal and state laws, regulations, policies and procedures for audit purposes. If you have any questions regarding to this information, you may contact the Division of Human Resources at 305-348-2181. Please continue to visit fiu.edu/coronavirus and FAQs for updates. Thank you for your cooperation and attention to this important matter.