



**Employee Timecard Approval Updates** - going forward beginning with the fall 2020 semester

All hourly employees **must clock in and out** of Empower whether working on campus or remotely. If hours are not recorded in Empower correctly, you will not be paid in a timely manner.

Please use the following guidelines for recording time appropriately:

- All hourly employees (including student employees) - working remotely from home – must record their time in Empower - **by first signing into the FortiClient VPN then to Empower to clock in and out remotely from their computer.**
- For hourly employees that are **unable to work and unable to telework from home** due to reasons related to COVID-19, which include:
  1. Subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
  2. Has been advised by a health care provider to self-quarantine related to COVID-19.
  3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
  4. Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).

Your supervisor will need to enter the **special code** “university business” and the hours normally worked in the time column (not clock punches) in Empower. A comment will also need to be added to the detail view in Empower to read “**FFCRA leave**”. For more information about Employee Paid Leave Rights under the FFCRA, click [here](#).

- If you continue to work from home, then the hours are recorded as usual by clocking in and out of Empower using the FortiClient VPN remotely on your computer.
- Overtime for hourly employees (over 40 hours in a week) should not be permitted during this time period unless approved in advance by your supervisor.
- Hourly employees working from home should continue to record exception time (vacation, sick and personal leave).

If you have any questions, please email [payroll@kent.edu](mailto:payroll@kent.edu) or leave a voicemail at 330-672-8640 and someone will respond as soon as possible.