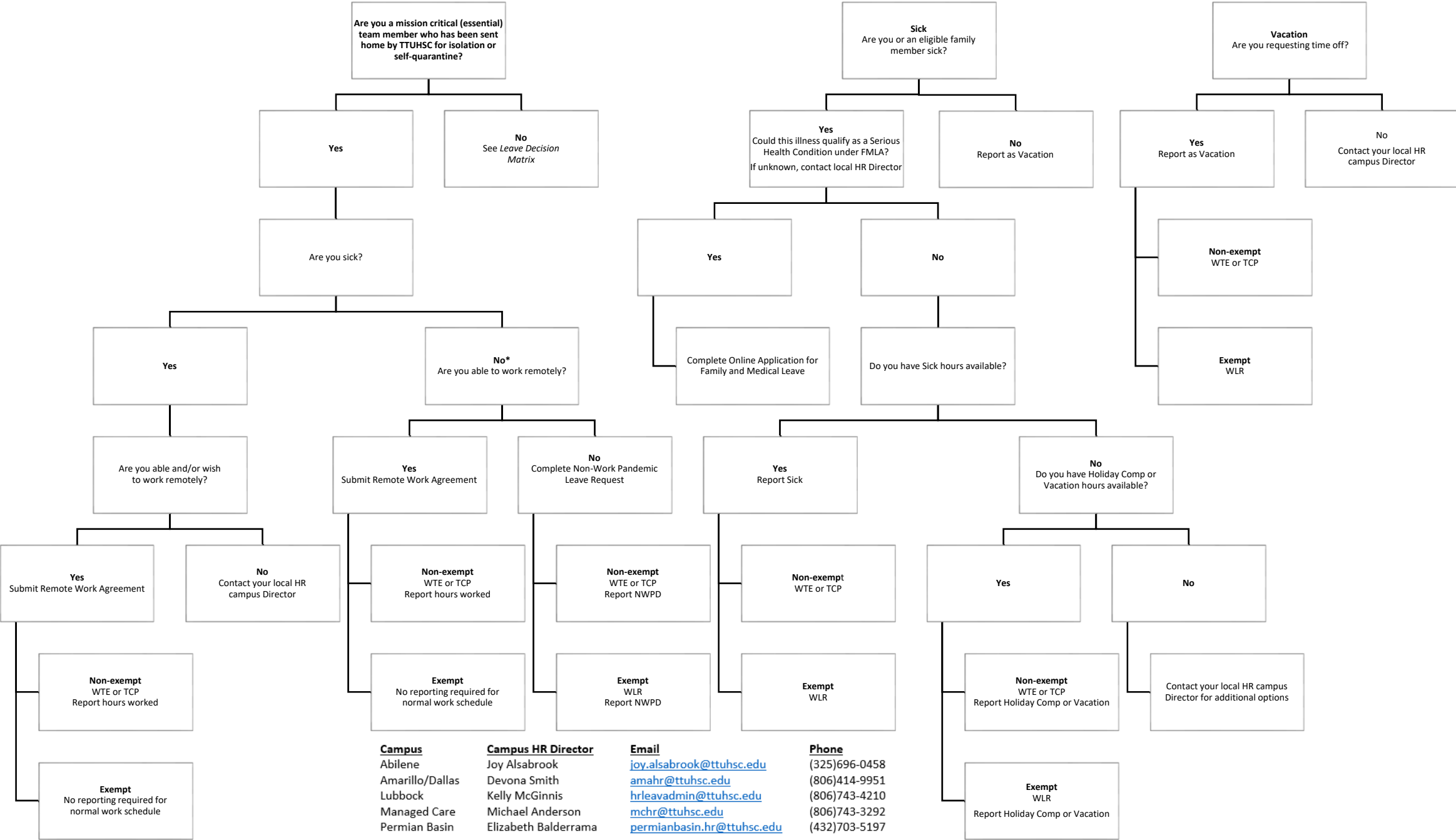


Texas Tech University Health Sciences Center  
Mission Critical (Essential) Team Member Isolation or Quarantine Decision Matrix



\*If you become sick while working from home, begin reporting as Sick leave.

### **Glossary of Terms:**

**Mission Critical (Essential):** Minimum number of people needed to continue our mission essential functions.

**Remote Working Agreement:** <https://www.ttuhs.edu/coronavirus/hr.aspx> - Located in COVID-19 TEAM MEMBER GUIDE section.

**Non-Work Pandemic Leave Request:** <https://www.ttuhs.edu/coronavirus/hr.aspx> - Located in COVID-19 TEAM MEMBER GUIDE section. This form is only to be completed by team members claiming NWPD.

**Non-Exempt:** Team members that are paid on an hourly basis. Hours worked and leave are reported using WTE or TCP.

**Exempt:** Team members that are paid on a salary basis. Leave hours are reported using WLR.

### **Time Reporting Methods:**

**WTE – Web Time Entry:** *Non-exempt* team members use WTE to report hours worked and leave time taken. WTE is accessed from the Employee tab on WebRaider by selecting the My Timesheet (Non-Exempt Employees Only) link in the My Texas Tech Information section.

**TCP – TimeClock Plus:** *Non-exempt* team members using TCP now have the option to clock in and out using the WebClock feature online from your home.

Instructions from Payroll on WebClock operations: <https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/employees.php>

WebClock direct link: <https://tcp7.texastech.edu/SsoPlatform/app/webclock/index.html#/EmployeeLogOn>

Instructional guide: <https://www.depts.ttu.edu/payroll/payroll-areas/timeclock-plus/documents/v7-webclock-guide.pdf>

**WLR – Web Leave Reporting:** *Exempt* team members use WLR to report leave time taken. WLR is accessed from the Employee tab on WebRaider by selecting the My Leave Reports (Exempt Employees Only) link in the My Texas Tech Information section.

### **Leave Types Addressed in this Guidance:**

**NWPD - Non-Work Pandemic Leave:** This is an institutional leave type established to provide paid leave to team members who are unable to work from home because their job cannot be performed remotely. If work becomes available, team members are expected to work remotely.

**Sick:** Leave type used for reporting sick leave. Notify supervisor using departmental leave reporting procedures. Enter Sick hours using your time reporting method.

**Vacation:** Leave type used for personal time off. Request time-off using departmental leave request procedures. Report Vacation hours using your time reporting method.

**Holiday Comp:** Leave type used for personal time off. Request time-off using departmental leave request procedures. Report Vacation hours using your time reporting method.