Remote Working at Home:	**Non-Work Pandemic Leave:**	**Hybrid – Part Remote Work and Part Non-Work Pandemic Leave:**	**Serious Health Conditions and Other FMLA related situations:**
Employee will do the work required as directed by the supervisor.	**Non-Exempt Employees:** Report as Non-work Pandemic Leave on WTE or TCP using leave code NWPD	**Non-Exempt Employees:** Report as Hours Worked on WTE or through TCP. Report as Non-work Pandemic Leave on WTE or TCP using leave code NWPD	**Currently on FMLA or Intermittent FMLA:** Continue to follow the FMLA restrictions and guidelines already provided to you Intermittent users will still need to report leave usage to your supervisor and submit the Intermittent Leave Tracking sheet monthly.
Non-Exempt Employees: Report as Hours Worked on Web-Time Entry (WTE) timesheet.			
For Employees on TimeClockPlus (TCP): Clock in and out using the WebClock feature from your home computer or device. Speak with your supervisor if you have any questions Instructions from Payroll on Web Clock operations go here: https://www.depts.ttu.edu/payroll/payroll-areas/time-clock-plus/employees.php Web Clock direct link: https://tcp7.texastech.edu/SsoPlatform/app/webclock/index.html#/EmployeeLogOn Instructional guide: https://www.depts.ttu.edu/payroll/payroll-areas/time-clock-plus/documents/v7-webclock-guide.pdf	**Sick:** Contact your supervisor in the manner they have directed you. Do not work from home that day Report sick leave as normal on WTE or TCP	**Sick:** Contact your supervisor in the manner they have directed you. Do not work from home that day Report sick leave as normal on WTE or TCP	**New Serious Health Condition for employee or family member:** Go to the Family and Medical Leave Act list on the HR website at: https://hscweb.ttuhsc.edu/human-resources/leave.aspx Click on the Online Application for Family and Medical Leave and submit the request online Watch your email for forms and additional instructions Contact local HR office with any questions.
	Vacation: Request time-off as normal with your supervisor. Report the hours as normal vacation or holiday comp on WTE or TCP	**Vacation:** Request time-off as normal with your supervisor. Report the hours as normal vacation or holiday comp on WTE or TCP	
Sick: Contact your supervisor in the manner they have directed you. Do not work from home that day Report sick leave as normal on WTE or TCP	**Exempt Employees:** Report as Non-work Pandemic Leave on WLR using leave code NWPD	**Exempt Employees:** No need to report hours worked. Report Non-work Pandemic Leave on WLR using leave code NWPD	
Vacation: Request time-off as normal with your supervisor. Report the hours as normal vacation or holiday comp on WTE or TCP	**Sick:** Notify supervisor in the manner they have directed you. Do not work from home that day Report sick leave as normal on Web Leave Report (WLR)	**Sick:** Notify supervisor in the manner they have directed you. Do not work from home that day Report sick leave as normal on Web Leave Report (WLR)	
Exempt Employees: **Sick:** Notify supervisor in the manner they have directed you. Do not work from home that day Report sick leave as normal on Web Leave Report (WLR)	**Vacation:** Request time-off as normal with your supervisor. Report the hours as normal vacation or holiday comp on WLR	**Vacation:** Request time-off as normal with your supervisor. Report the hours as normal vacation or holiday comp on WLR	
Vacation: Request time-off as normal with your supervisor. Report the hours as normal vacation or holiday comp on WLR			