



ALERT NOTICE

Business Office

Issued: April 2, 2020 Number: 2020-35

Work From Home (WFH) Activity Reports During College Closure

Employees working from home during the College closure due to COVID-19 must complete and submit Work From Home (WFH) Activity Reports.

The WFH Activity Reports must be completed by full-time and part-time non-exempt employees (excluding Federal and State Work-Study Students) and non-faculty exempt employees (including Program Chairs). Faculty are not required to complete a WFH Activity Report.

WFH Activity Report – Full-Time and Part-Time Non-Exempt Employees (excluding Federal and State Work-Study Students)

Full-Time and Part-Time Non-Exempt Employees (excluding Federal and State Work-Study Students) must list the tasks performed from home on the report on a daily basis. The daily work hours may vary by employee, as approved by the supervisor. Employees may revise the daily work hours (8:00am-5:00pm) on the form to reflect their normal 40 hour workweek schedule, as applicable. The total hours worked from home should not exceed 40 hours in one week, however, if the total hours worked from home did exceed 40 hours, the employee must disclose such on the activity report.

WFH Activity Report – Non-Faculty Exempt Employees (including Program Chairs)

Non-Faculty Exempt Employees (including Program Chairs) must list the tasks performed from home on the report on a daily basis.

WFH Activity Report - Submission

The employee must complete the Work From Home Activity Report on a daily basis and must submit (email) it to their immediate supervisor on a weekly basis (by the Monday following the end of the work week). The immediate supervisor must sign the report and submit (email) it to the Office of Human Resources on a weekly basis. The signature may be in typed form on the signature line.

The forms are available on-line on the College's Coronavirus Update webpage or in the following links.

WFH Activity Report – Full-Time and Part-Time Non-Exempt Employees (excluding Federal and State Work-Study Students):

<https://www.southtexascollege.edu/emergency/2-WFH-AR---Non-Exempt-Staff.xlsx>

WFH Activity Report – Non-Faculty Exempt Employees (including Program Chairs):

<https://www.southtexascollege.edu/emergency/2-WFH-AR-Non-Faculty-Exempt-Staff-and-Program-Chairs.xlsx>

The instruction for completing the WFH Activity Reports may also be found on the bottom section of each report.

For additional assistance, please contact the Office of Human Resources at hr_administrators@southtexascollege.edu.