Reporting symptoms

Any employee who has tested positive, believes they may have COVID-19, or is returning from international travel should contact the Occupational Health Program (OHP) using the email address or phone number listed below.

Employees who test negative for COVID-19 should not return to on-campus work until 72 hours have passed without symptoms and at least 10 days have passed since the onset of symptoms regardless of a negative test result. Employees should practice self-isolation during this time.

If an employee is experiencing symptoms of COVID-19, they should report their symptoms to OHP regardless if they have been yet been tested for COVID-19.

Contact OHP: (512) 471-4647 or healthpoint.ohp@austin.utexas.edu.

Timekeeping and COVID-19

Resources

- Families First Coronavirus Response Act (FFCRA) Paid Leave
- HR: Employee Leave - Coronavirus Resources for Employees
- Timekeeping Guidelines by time period:
  - May 16-31, 2020
  - May 1-15, 2020
  - April 1-30, 2020
  - March 16-30, 2020
  - March 13-15, 2020

Resources

- Exempt vs. non-exempt employee - AskUs
- Fair Labor Standards Act (FLSA) classification and overtime
- Family and Medical Leave Act (FMLA)
  - FMLA overview
  - FML online request for employees
  - FML - entering absence in Workday for approved hours
  - FML - removing unused hours - AskUs
- Flexible Work Arrangements and telework
- Handbook of Operating Procedures (HOP) - Human Resource policies
- Leave and time off
  - Leave and time off - descriptions of types of leave
  - Leave and time off for faculty
  - Leave payouts for separating employees
  - Leave policies - HOP
- Paydays and Payroll deadlines
- President’s Exemplary Service Award
- State Compensatory Time and Overtime
- Time Off and Leave - central HR
- Time Off balances - how to view in Workday
- Time sheet procedures in Workday - HR
- Transferring state service
- Vacation time off eligibility, and accruals for full-time employees by length of state service
- Work schedule (HOP 5-2110)
- Workday
  - Workday - “Getting Started With Workday Timesheets” (DOCX) for all employees
  - Workday - time and absence training for Timekeepers and Absence Partners
  - Workday - timesheet training and FAQs for all employees

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.