



Date: April 1, 2020

RE: Time and Effort Report

Dear Colleagues:

We hope you are doing well and staying safe. As we transition into this temporary new-normal time, we ask that you continue to work with your supervisor and Vice-Chancellor on your remote work assignments. To document your work assignments, all staff working remotely should complete the attached time and effort report. Please submit your weekly report by 5:00 PM, Monday of the following week. The report should be submitted to your supervisor for review and approval. Once approved, the supervisor should submit a copy to the Human Resources Department at hrforms@uapb.edu.

In addition to your efforts to document our work assignments, this is also an opportune time to prepare for the fall. Please look for communications from Mrs. Smith regarding virtual professional development workshops for the campus. Employees are expected to complete the workshops in the specified time frame.

Lastly, we have received several queries about the protocol for employees who self-quarantined themselves because of direct or indirect exposure to COVID-19 and later returned to the office. The attached workplace guidance is intended to give supervisors and employee's direction on an employee's return to work. This guidance is not intended to address all situations. Employees and supervisors with questions should contact the Office of Human Resources.

Warmest regards,

Janet P. Broiles
Chief of Staff

University of Arkansas at Pine Bluff