

Remote Time Entry FAQ's

Exempt Employees

Why are we reporting remote time entry now?

- **Why are we changing to remote time reporting?**
 - Columbus State Community College is legally required to withhold local taxes based on where associates work. In March 2020, in response to the pandemic, Ohio issued a Temporary Order requiring employers to continue to withhold local taxes based on associates' office location. The order expired December 31, 2021 and companies now are expected to change local Ohio tax withholdings to reflect associates' current workplaces.
- **Is this the "new normal" going forward, regardless of the pandemic situation?**
 - As long as people are working remote, yes. Or until we have a new system or unless legislation changes something.
- **When does this new process begin?**
 - January 1, 2022

Who is required to report remote time?

- **Who is required to report time worked remotely?**
 - All full time exempt and non-exempt employees, part time and student non-exempt employees and full-time faculty.
- **If the employee lives in Columbus, do they need to do report remote work?**
 - All remote employees need to follow the process, so that we can correctly report the number of hours people are spending working at home, should it come up for audit, and to ensure that the correct living location is taxed (just because your address is Columbus or Delaware, for example, doesn't necessarily mean that you are in Columbus or Delaware for taxing purposes.
- **Does this apply to bargaining unit members?**
 - Yes, we are all subject Ohio Tax Code and Laws
- **Will full time faculty who teach partly remote and partly on campus have to report this? Or will it be automatically determined based on their course section numbers?**

Full time faculty will need to report their remote work on the time entry form. Overload contracts for web based and live online courses will be adjusted by the payroll team.

How is remote time entry reported for exempt staff and FT faculty?

- **How is remote time entry reported?**
 - Remote time should be entered in a summary of hours worked. For exempt employees, move the 8 hours under the hours worked column to the "Other

Time Hours” column, then select the remote earnings code for the “Other Time Types” column.

- **Is there going to be a training for staff?**
 - Instruction guides and virtual training will be available online.
 - <https://www.csc.c.edu/employee/hr/payroll/time-entry.shtml>
- **Will you be sending instructions out campus wide?**
 - Instructions are available at:
<https://www.csc.c.edu/employee/hr/payroll/time-entry.shtml>
- **If we work each day on campus, we will make no changes or submit this form, correct?**
 - Correct, no entry is necessary.
- **What if you work half day at office and rest remote?**
 - Updated guidance is to report the hours according to where you were actually working, so you would split the hours.
- **The way I'm understanding this is that the 8 hours each day will be auto filled when they go into their time entry, correct?**
 - Yes. If the employee is working remote, they will remove the 8 hours for that day and then enter 8 hours in “Other Time Hours” and then select the remote time type from the drop-down menu under “Other Time Types”.
- **We come to campus for meetings. Are we supposed to put half remote/half office on these days?**
 - Yes, updated guidance is that you should split the hours if you worked part of the day remote and part of the day on campus.
- **Will time-entry for exempt employees require supervisor approval upon submission?**
 - Supervisor approval will not be required for exempt time entry.
 - Exempt employees should **not** mark the “complete” box on the time entry form.
 - No action is needed by the supervisor.
- **What about leaving campus for meetings with external partners? If we go out to a high school as part of our workday, for example, how should we enter that?**
 - If the day is a day scheduled on campus, no entry is necessary.
- **Since the 8 hours are auto-populating M-F for FT Exempt employees, if we have staff who work weekends, should they be fixing that part of their timecards to reflect the actual day/times they're working each week?**
 - Exempt employees will only be reporting hours to be taxed in the correct jurisdiction. The requirement is for the correct number of days/hours to be taxed to the correct jurisdiction. The schedule does not need to be adjusted.
- **What happens if there is a conflict between annual, sick, other time hours? Should these hours be entered both in the form as well as submission to 'leaverequest' email?**
 - Exempt employees will need to complete the eLeave request.
 - For vacation and sick hours, move the 8 hours into the “Other Time Hours” and select Remote in the “Other Time Types” menu if this is the majority of your day.

- **With these changes, the pay dates/time entry/approvals will it impact the way exempt employees will receive pay? Or will it stay the way it is?**
 - It will not affect the exempt employees pay other than the taxing jurisdictions.
- **What will happen if I fail to submit daily time entry on time? Will my paycheck be affected? Will everything be automatically "submitted" via the default if I am a full-time employee?**
 - For exempt employees pay will not be affected, but taxing jurisdiction may be affected, if the time entry is not updated. If it is not completed on time, it is the employee's responsibility to "make it right" with the taxing authorities that are affected. We would suggest putting an appointment on your calendar on the 15th and the last day of the month. It shouldn't take any more than 15 minutes, and it reminds you to complete the required reporting. We cannot go back and change it.

What if an exempt employee is working remote only?

- **Can the time entry for exempt employees working FT remote be automatically changed so they only do time entry for the days they are on campus?**
 - Yes. There is a form available at:
 - <https://www.csc.edu/employee/hr/pdf/Remote%20Tax%20Form.pdf>
 - This form is not retroactive.
- **Is there a deadline for any form submissions needed given this is effective 1/1/22?**
 - Forms can be submitted at any time. Please allow up to one full pay period to have the set up changed.
 - Forms are not retroactive.
- **Can default status be updated throughout the year if remote working status changes?**
 - Yes. They should notify payroll if they want the default changed to their campus/RLC location.
- **For full-time employees who are 100% remote in Spring but then will begin returning to a hybrid model in Summer, will they need to complete the form again for summer, or just use a paysheet?**
 - They should notify payroll if they want the default changed to their campus/RLC location.

Other

- **If we pay estimated taxes each year, should we contact our city tax office with a heads up? Is there anything the college provides ahead of time or just when the w2 comes out?**
 - The W2 is the notification. Contacting your local jurisdictions in this situation is encouraged.

- **If we have a full-time, exempt, employee who will be working fully remote from home, but will be conducting business travel (overnight) for a day or two/week, will they still need to designate these hours as "remote" time v. on campus?**
 - They should report these hours as remote for college purposes. Consulting with a tax preparer in this situation may be helpful to the employee for their own records.
- **Is the W2 going to reflect two lines for local tax purposes?**
 - Yes
- **What is the impact on individual income tax reporting for 2022? Can you provide suggestions for how to do reporting, and include items such as deductions employees might be able to take because of working remotely?**
 - Employees should seek tax advice from their tax preparer.