



COVID-19 WORKING @ HOME TOOLS AND TIPS

Staff Directory and Organizational Chart via Pingboard

Make sure you've registered for online account access.

- If you haven't created your online account, it's easy to do by visiting [Pingboard.com](https://pingboard.com).
- Download the Pingboard mobile app on iOS or Android for easy, on-the-go access to your account including reviewing recent transactions and making payments.

Voicemail Greeting

If you would like to change your office voicemail message from home, follow these steps:

- Dial your office telephone from any landline or cell phone
- When you hear your recorded message begin, **Press ***
- You will be asked to enter your four digit **extension**
- You will be asked to enter your **Passcode** followed by **#**
- **Press 4** for personal options
- **Press 1** to change your personal greeting
- Follow the prompts from there

Away/Out of Office Message

Add an out of office message. Below is sample language:

Thank you for your email. PAFA is temporarily closed beginning March 14 until further notice due to the public health threat posed by COVID-19.

I am working remotely. Your message is important and I will respond as soon as possible. Stay safe and healthy.

Managing Projects and Work Assignments

The following online collaborations tools are recommended to stay organized, keep projects on track, and teams connected:

- [Slack](#), mostly a communication tool with a chat feature.
- [Trello](#), a project management tool with a task management features.
- [Asana](#), a project management tool with task management capabilities.
- [Basecamp](#), a project management tool with some advanced features.

Virtual Meetings

Virtualize your team meetings with Google Hangouts, or Zoom. To participate in a virtual meeting, you need an Internet connection, audio (from computer speakers, microphone, or via cellphone), and a webcam.

- [Google Hangouts](#), free with G-Suite, and up to 25 people can participate
- [Zoom](#), PAFA has a Zoom account; contact IT for support

1:1s and Check-ins

Supervisors are strongly encouraged to commit to weekly 1:1s or check-ins with their teams. The more staff and supervisors are able to communicate, the better they will be able to work together to accomplish goals, develop skills, and give/receive feedback, particularly while working remotely during the closure. Please use the template below from © The Management Center for discussion points and conversation starters that supervisors could use to make the most of check-ins with their teams.

Check-in Meeting Agenda [Template]

1. Key updates – following up on last week’s top priorities
2. Items for your input
3. Learning

	One success	One area for improvement
Self-reflection from staff member		
Feedback from manager		

4. Something you (the manager) can do to better support me in my work is...
5. On back burner / not getting to yet (FYI)
6. What else is on your (the manager’s) list?
7. Next steps / repeat-back

Timecards

In normal circumstances employees who clock in/out (hourly) can only do so while on campus. This restriction has temporarily been lifted and you can now enter your time from home in the manner you normally enter time.

Hourly and salary employees with PTO –You will have to enter your time off as “Emergency” the same way you do bad weather or other Paid time off. Time should be rounded to the quarter hour.

Hourly employees without PTO – You now have an option called Time Off, click that option, in the upper left hand corner click “Request Time Off”, the type “Emergency” should be selected and the date range and hours per day completed. Time should be rounded to the quarter hour.

If you have any questions on completing your timesheet please contact Laura Warnecke 215-972-2000.

The screenshot shows the 'Time Off Accruals' interface. A modal window titled 'Time Off Request' is open, displaying 'Step 1 - Select a Type:'. The 'Type' dropdown menu is set to 'Emergency', and the 'Current Balance' is 0h 00m. Below this, 'Step 2 - Choose When:' shows a date range from 03/17/2020 to 03/17/2020, with a start time of 08:00 AM and 0 hours per day. The 'Include Weekends' checkbox is unchecked. 'Step 3 - Submit the Request:' includes a text area for 'Notes' and 'Cancel' and 'Submit' buttons.

This screenshot shows the same 'Time Off Request' form, but with the 'Type' dropdown menu open. The menu lists several options: Emergency (highlighted in blue), Bereavement, Jury Duty, Sick, Vacation, Holiday, and Floating Holiday. The background interface shows a list of balances for various leave types, with dates set to 01/01.