

**Pittsburg State University  
Human Resource Services**

*Michele Sexton sent the following message to HOURLY No-Benefits Unclassified and HOURLY No-Benefits USS Employee and Line Managers of these employees on 4/27/2020.*

**Subject:** Time Card Reporting for Pay Period 4/19 – 5/2/2020: Hourly No-Benefits Unclassified Employee and Hourly No-benefits USS Employees

*You are receiving this message because you are an hourly (non-exempt) no-benefits unclassified employee, an hourly (non-exempt) no-benefits USS employee or you are a Line Manager of one of these employees. **As we know all too well, new information is available each day that can affect decisions. We want to make time card reporting as easy as possible but realize that new information could change how we thought we would do things. With that in mind, the plan as of now is to send you instructions EACH PAY PERIOD on what needs to be done to complete time cards for that specific pay period. This message is for Pay Period 4/19 – 5/2/2020 only. Note that the time cards for this pay period are going to look different as we have switched to the mobile responsive layout. Please start your time card as soon as possible so that there is time to help you if needed before the time card approval deadline on Monday, 5/4/2020 @ 3:00 pm.***

1. Hourly (non-exempt) no-benefits unclassified or USS employees **who DO or DO NOT work pay period 4/19 – 5/2/2020**: Use REGULAR time type for the hours worked each day and/or the number of hours that would have been reported had campus facilities not closed for this pay period.
2. Hourly (non-exempt) no-benefits unclassified or USS employees who are unable to work because of a COVID-19 related reason (illness of self or other or childcare/school closing) should complete a COVID-19 Leave Request Form (form is attached) and submit to [payroll@pittstate.edu](mailto:payroll@pittstate.edu) or mail to PSU Human Resource Services, 1701 S Broadway, Pittsburg, KS 66762. See <https://www.pittstate.edu/hr/files/documents/covid-19-hr-information.html> for additional information on COVID-19 Leave.
3. These instructions are for hourly (non-exempt) no-benefits unclassified or USS employees for pay period for pay period 4/19 – 5/29/2020 only. We will send a new message for time card reporting for the next pay period.

As always, let us know if you have questions or need more.

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Michele