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 06/10/2020.

Subject: Time Card Reporting for Pay Period 5/31 –6/13/2020: 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 <u>or</u> you are a Line Manager of one of these employees. ==**This message is for Pay Period 5/31 – 6/13/2020 only. Watch for information on important changes for time reporting for the next pay period starting 6/14/2020 in Abby Fern's 6/11/2020 Daily Update email.**==

Note that time cards have been changed to the mobile responsive layout and look different. There are job aids to help: https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html

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, 6/15/2020 @ 3:00 pm.

1. Hourly (non-exempt) no-benefits unclassified or USS employees **who DO or DO NOT work pay period 5/31 - 6/13/2020**: 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 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.

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

payroll@pittstate.edu
Lori Dreiling - ldreiling@pittstate.edu
Debbie Amershek – damershek@pittstate.edu
Jamie Clayton – jclayton@pittstate.edu