

**Pittsburg State University  
Human Resource Services**

*Lori Scott Dreiling sent the following message to HOURLY No-Benefits Unclassified and HOURLY No-Benefits USS Employee and Line Managers of these employees on 06/18/2020.*

**Subject:** Time Card Reporting for Pay Period 6-14-20 to 6-27-20 Hourly no-benefits Unclassified 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.

This message is for pay period 6-14-20 to 6-27-20 and for pay periods going forward. **Regular time reporting resumed on 6-14-20.** Only report regular time if you actually worked hours.

There will no longer be time card reminders issued as reporting has returned to normal.

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, 6-29-20 at 3:00 P.M.

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

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Thank you!