

**Pittsburg State University
Human Resource Services**

Lori Scott Dreiling sent the following message to HOURLY Benefits-Eligible Unclassified and HOURLY Benefits-Eligible USS Employees 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 Benefits-Eligible Unclassified and USS Employees

You are receiving this message because you are an hourly (non-exempt) benefits-eligible Unclassified employee or 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.** Administrative leave will no longer be used. Use the appropriate accrued leave time type (vacation leave, sick leave, comp time, Discretionary Day) as needed to cover any hours not worked.

Additionally, 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!