

**Pittsburg State University
Human Resource Services**

Michele Sexton sent the following message to HOURLY Unclassified and USS Employees with Benefits and Line Managers of these employees on 3/27/2020.

Subject: Time Card Reporting for Pay Period 3/21 – 4/4/2020: Hourly Unclassified and USS, Benefits-Eligible Employees

*You are receiving this message because you are an hourly (non-exempt), benefits-eligible unclassified employee, an hourly (non-exempt) benefits-eligible 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 3/21 – 4/4/2020 only.***

1. Hourly (non-exempt) benefits-eligible unclassified employees and hourly (non-exempt) benefits-eligible USS employees **who DO work pay period 3/21 – 4/4/2020**: Use REGULAR time type for the hours worked each day.
2. Hourly (non-exempt) benefits-eligible unclassified employees and hourly (non-exempt) benefits-eligible USS employees **who DO NOT work pay period 3/21 – 4/4/2020**: Use ADMIN LEAVE time type for the hours not worked each day. ADMIN LEAVE time type is paid leave that does not reduce accrued leave balances (e.g. vacation leave, sick leave, comp time leave, discretionary day).
3. SHIFT DIFFERENTIAL time type is used when the hourly employee is working hours eligible for shift differential. SHIFT DIFFERENTIAL is NOT used with hours reported as ADMIN LEAVE.
4. Hourly (non-exempt) benefits-eligible unclassified employees and hourly (non-exempt) benefits-eligible USS employees who work some but not all regularly scheduled hours will use both REGULAR and ADMIN LEAVE time types on the time card for pay period 3/21 – 4/4/2020.
5. Total REGULAR and or ADMIN LEAVE hours should not exceed the total number of regularly scheduled hours.
6. Hourly (non-exempt) benefits-eligible unclassified employees and hourly (non-exempt) benefits-eligible USS employees who had already scheduled vacation leave, sick leave, comp time used or a discretionary day will NOT report these time types for pay period 3/21 – 4/4/2020. See #2, above.
7. These instructions are hourly (non-exempt) benefits-eligible unclassified employees and hourly (non-exempt) benefits-eligible USS employees for pay period for pay period 3/21 – 4/4/2020 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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