

**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 4/27/2020.

Subject: Time Card Reporting for Pay Period 4/19 – 5/2/2020: Hourly Unclassified and USS, Benefits-Eligible Employees

*You are receiving this message because you are an hourly (non-exempt), benefits-eligible unclassified or 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) benefits-eligible unclassified or USS employees **who DO work pay period 4/19– 5/2/2020:** Use **Regular** time type for the hours worked each day.
2. Hourly (non-exempt) benefits-eligible unclassified or USS employees **who DO NOT work pay period 4/19 – 5/2/2020:** 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. Hourly (non-exempt) benefits-eligible 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.
4. **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 or accrued leave**.
5. 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 4/19 – 5/2/2020. The **appropriate accrued leave time type** (Vacation Leave, Sick Leave, Discretionary Day, Comp Time Used) will also be used if needed.
6. Total Regular, Admin Leave or accrued leave should not exceed the total number of regularly scheduled hours.
7. Hourly (non-exempt) benefits-eligible unclassified or USS employees who use vacation leave, sick leave, comp time used or a discretionary day for a non-COVID-19 related absence **will report** these time types for pay period 4/19 – 5/2/2020. Examples: 1) vacation leave, discretionary day or comp time used should be reported if the employee takes time off from

work to take care of personal business; 2) sick leave should be reported if the employee is sick with non-COVID related illness and unable to work.

8. These instructions are hourly (non-exempt) benefits-eligible unclassified and USS employees for pay period for pay period 4/19 – 5/2/2020 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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