

**Pittsburg State University  
Human Resource Services**

*Michele Sexton sent the following message to LINE MANAGERS OF STUDENT EMPLOYEES, GRADUATE ADMINISTRATIVE ASSISTANTS AND GRADUATE RESEARCH ASSISTANTS on 05/26/2020.*

**Subject:** Time Card Reporting for Pay Period Starting 5/17/2020: Student Employees, Graduate Administrative Assistants and/or Graduate Research Assistants

*You are receiving this message because you are a Line Manager of a Student Employee, Graduate Administrative Assistant and/or Graduate Research Assistant.*

Effective with pay period starting 5/17/2020, student employees, graduate administrative assistants and/or graduate research assistants **will need to complete and submit for approval time cards ONLY to report hours actually worked.** Please check time cards submitted to you for approval and verify that the student employee GAA or GRA actually performed work for the hours submitted. Do not approve a time card reporting hours not worked.

If any of your direct report student employees, GAA or GRA's will no longer work, please complete an Employee Change Request form found on GUS Cloud > Others > My Dashboard > Line Manager & Administrator Dashboard > Employee Change Request - Direct Reports. Send to payroll@pittstate.edu so that the employee's employment can be ended.

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

[payroll@pittstate.edu](mailto:payroll@pittstate.edu)

Lori Dreiling - ldreiling@pittstate.edu

Debbie Amershek – [damershek@pittstate.edu](mailto:damershek@pittstate.edu)

Jamie Clayton – [jclayton@pittstate.edu](mailto:jclayton@pittstate.edu)