

**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 3/24/2020.

Subject: Time Card Information for Line Managers of Student Employees, Graduate Administrative Assistants and 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. **Please review this information and take immediate steps to notify all of your direct reports who are student employees, graduate administrative assistants and graduate research assistants.** HRS is not sending this information directly to these employees.*

We are still working on time card information for other employees. We will send it as soon as it is ready.

Line Managers should contact each of their student employees, graduate administrative assistants and graduate research assistants **immediately** and communicate the following information:

1. Line Managers should contact each student employee, graduate administrative assistant and graduate research assistant and tell them the number of hours to report. This should be **the amount of time the student employee, graduate administrative assistant or graduate research assistant would have worked each week if PSU were operating normally (or the amount of time actually worked if it is greater).**
2. In a limited number of cases, student employees, graduate administrative assistants and graduate research assistants will continue working remotely or on campus. Each line manager should contact student employees, graduate administrative assistants and graduate research assistants to communicate any opportunity to continue working.
3. Pay periods impacted start 3/21/2020 through 5/16/2020.
4. Hourly student employees, graduate administrative assistants and graduate research assistants must complete and submit time cards for line manager approval for each pay period through the end of the Spring 2020 semester. Encourage your student employee, graduate administrative assistant or graduate research assistant to complete each time card for EVERY PAY PERIOD through 5/16/20 AND SUBMIT FOR LINE MANAGER APPROVAL NOW. They do not need to wait for the pay period to submit the time card for line manager approval. Note that employees will be paid for the hours for each pay period on the scheduled paycheck date for that pay period provided the time card was approved by the approval deadline.

IMPORTANT MESSAGE FOR LINE MANAGERS:

1. It is your responsibility to ensure hours paid to student employees, graduate administrative assistants and graduate research assistants are reasonable and do not exceed budgeted amounts. Please work with your department admin, department head or other appropriate individual as needed.
2. HRS needs your help more than ever to get this done. Use the Time Card Status report found on GUS Cloud Line Managers and Administrators Dashboard and follow up ASAP with employees who have not submitted a time card by the approval deadline.

Michele