

**Pittsburg State University  
Human Resource Services**

*Michele Sexton sent the following message to SALARIED 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: Salaried Unclassified and USS, Benefits-Eligible Employees

*You are receiving this message because you are a salaried (exempt) benefits-eligible unclassified employee who earns vacation leave, a salaried (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. If you are a salaried (exempt) unclassified employee with benefits or a salaried (exempt) USS employee with benefits, no special reporting is required for pay period 3/21 – 4/4/2020 whether you are working remotely or are not working.
2. Salaried (exempt) unclassified employees with benefits and salaried (exempt) USS employees with benefits do not need to use accrued leave if you are not working during this pay period.
3. These instructions are for salaried (exempt) unclassified with benefits and salaried (exempt) USS employees with benefits for pay period 3/21 – 4/4/2020 only. We will send a new message for time card reporting for the next pay period.
4. Salaried (exempt) unclassified employees with benefits and salaried (exempt) USS employees with benefits should keep track of the days you are NOT working on your outlook calendar or other calendar in case we need to report on this activity. You will be advised IF reporting is needed so for now, just be prepared.

As always, let us know if you have questions or need more. We are here to help!

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