

**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 4/27/2020.

Subject: Time Card Reporting for Pay Period 4/19 – 5/2/2020: 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 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. Salaried (exempt) unclassified and USS employees with benefits will complete a time card to report use of accrued leave (e.g. vacation leave, sick leave, discretionary day, comp time used) when you are not working for a non-COVID-19 related absence. Examples of non-COVID-19 related absences: 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 an illness not related to COVID-19 and unable to work.
2. Salaried (exempt) unclassified and USS employees with benefits 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.
3. These instructions are for salaried (exempt) unclassified and USS employees with benefits 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. We are here to help!

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