

**Pittsburg State University  
Human Resource Services**

*Michele Sexton sent the following message to SALARIED Unclassified USS Employees with Benefits and Line Managers of these employees on 06/10/2020.*

**Subject:** Time Card Reporting for Pay Period 5/31 –6/13/2020: 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. **This message is for Pay Period 5/31 – 6/13/2020 only. Watch for information on important changes for time reporting for the next pay period starting 6/14/2020 in Abby Fern's 6/11/2020 Daily Update email.***

**Note that time cards have been changed to the mobile responsive layout and look different. There are job aids to help: <https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html>**

**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, 6/15/2020 @ 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](mailto: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.

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

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

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