To: Biweekly Payroll Employees and Supervisors

Biweekly timesheet process during COVID-19. **Deadline is 9:00 am the Friday prior to Pay Period Ending dates.** Reminder emails will be sent each pay period.

1. **Biweekly employees**: Please send your timesheet electronically either scanned, saved as PDF, or completed in the excel spreadsheet to your supervisor.

2. **Supervisors**: Please review and forward timesheet with email approval **to only the emails below**: (be sure and hit “Forward” to keep the attachment) **It is important to send to only these emails to avoid confusion.**
   - vcarr@utsi.edu
   - hr@utsi.edu

3. If you are unable to complete an electronic timesheet, please contact your supervisor. Your supervisor can then approve and email your hours (and account number to charge if applicable) to Vicki Carr – vcarr@utsi.edu and hr@utsi.edu. HR will need the timesheet within the next couple of weeks to reconcile. If need assistance with this process, please contact Vicki at vcarr@utsi.edu or Pam at pledford@utsi.edu.

4. **Supervisors** – For employees who do not have internet access, please check on them to be sure they are okay, ask for their hours, and forward this information to vcarr@utsi.edu and hr@utsi.edu. HR will need the timesheet within the next couple of weeks to reconcile. If need assistance with this process, please contact Vicki at vcarr@utsi.edu or Pam at pledford@utsi.edu.

**How to code your timesheet:**

**RG** – Regular hours - If you are working at home or on campus or on call, work hours are recorded as usual with the code RG, i.e. - If you are doing online training courses at home, those hours will count as work hours.

**AL/SL** – Annual leave/Sick leave - If you are taking Annual leave or Sick leave, record as such.

**HL** – Holiday Leave, record as such.

**UAC** - Unscheduled Administrative Closing - Effective immediately, regular employees who are unable to work due to no fault of their own (functions/duties cannot be accomplished on campus or remotely) must record the hours they are not working as Unscheduled Administrative Closing (UAC) which is paid leave.

---**COVID-19 (if working on COVID-19 related issues):**
The COVID-19 hours are not paid hours. This information will be used to track the number of hours that employees have spent working on COVID-19 related issues. Please record these hours on a separate line on the timesheet with the code COVID-19.

If you have questions on how to record your hours, please contact your supervisor.

If you have questions or concerns regarding the biweekly payroll process, please email Vicki Carr at vcarr@utsi.edu AND Pam Ledford at pledford@utsi.edu or leave a message at 931-393-7504. Thank you for your assistance in getting the payroll process completed during these crazy times. Take care and wash your hands and don’t touch your face!