To: Monthly Staff Payroll Employees and Supervisors

Monthly timesheet process during COVID-19. **Deadline is the last paid day of each month.** Reminder emails will be sent each month.

1. **Monthly paid employees:** Please send your timesheet electronically either scanned or completed in the excel spreadsheet to your supervisor.

2. **Supervisors:** Please review and forward timesheet and 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.
   a. vcarr@utsi.edu
   b. 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 leave hours and hours that you have worked on COVID-19 related issues to Vicki Carr – vcarr@utsi.edu and copy hr@utsi.edu. HR will need the timesheet within the next couple of weeks to reconcile.

**How to code your timesheet:**

*Work Hours:* If you usually enter your work hours on your monthly timesheet and you are working at home or on campus or on call, work hours are recorded as usual with the account number to charge in the column under Acct/Leave.

*AL/SL/HL:* If you are taking Annual leave or Sick leave or there is a holiday, 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. It 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!