To: Graduate Research Assistants (Monthly) and Supervisors

GRA monthly timesheet process during COVID-19. Deadline is the last paid day of each month. Reminder emails will be sent each month. If questions or concerns, please email timesheet@utsi.edu.

***EMAIL APPROVED TIMESHEET TO timesheet@utsi.edu***

INSTRUCTIONS:

1. **GRA's**: Please carefully complete and email your Excel timesheet to your supervisor for approval (Go to step 2) OR complete your timesheet, print out, have the supervisor sign, and then scan and email to timesheet@utsi.edu. Please be aware that it is your responsibility to get supervisory approval on your timesheet.

2. **Supervisors**: Please review timesheet and HIT FORWARD so the timesheet will be attached and email your approval ALONG with the timesheet to timesheet@utsi.edu OR you may return your approval to the GRA and direct them to forward their timesheet with your approval to timesheet@utsi.edu

3. Whichever way your department decides to provide an Approved Timesheet to the timesheet@utsi.edu email box is fine. Please be sure the timesheet received is legible and approved by the supervisor.

The purpose of this new process is to have a central location for approved timesheets to be emailed in the event the time entry and/or time approval personnel are unable to perform their duties. In this event, other designated personnel will be able to access the timesheets. The new process will also reduce traffic in the hallways and lessen the chance of contaminated paperwork being touched by multiple employees.

**REMINDER- COVID-19 (EMG) hours** – Please remember if you have worked on COVID-19 related issues, please record these hours on a separate line on your timesheet with the code COVID-19 (EMG). Using this code will allow UTSI to track the number of hours worked on COVID-19 issues. Please keep a description of the activity that you are working on that is COVID-19 related. The Business Office may need this information for their report.

**COVID-19 INFORMATION**

♦ **UTSI COVID-19 Self-Isolation Form** - For UT Space Institute employees and students who are absent for reasons related to COVID-19. This form must be completed by the affected employee/student or the affected employee’s supervisor/advisor as soon as possible. The form gives university staff the information needed to respond appropriately and to find out if you qualify for the FFCRA paid leave. If need assistance, please contact the UTSI Human Resources office at hr@utsi.edu or phone 931-393-7226. Click following link for Self-Isolation Form: https://www.utsi.edu/wp-content/uploads/2020/08/Self-Isolation-Form-Rev.07.31.2020.pdf

♦ The Families First Coronavirus Response Act requires certain employers to provide their employees with up to two weeks paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 if the employee is unable to work, including unable to telework. These provisions will apply from April 1, 2020, through December 31, 2020. Poster: Employee Rights Under the Families First Coronavirus Response Act (PDF) - If you think you might qualify, please contact the UTSI HR office at hr@utsi.edu or call 931-393-7226.

♦ **COVID-19 Guidance**: Check out the following UTSI websites for COVID-19 guidance that includes interactive self-observation questionnaires and a link to training:
  - UTSI COVID-19 website includes “UTSI Return to Work Plan, interactive self-observation questionnaires, and a link to required training”: https://www.utsi.edu/covid-19-info-updates/
  - UTSI HR COVID-19 website includes guidance for UTSI employees regarding various resources and support - https://www.utsi.edu/covid-19-guidance-for-ut-space-institute-employees/

♦ **State resources**: COVID-19 Information and Resources for Tennesseans - https://covid19.tn.gov/


If questions, please let us know.

10/01/2020