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 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.**

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**COVID-19 INFORMATION**

- **UTSI COVID-19 Self-Isolation Form**
  All self-isolating faculty, staff, and students must complete the online self-isolation (SI) form. If unable to, the supervisor or advisor must complete the form.

  **Link to electronic form (ONLINE SUBMISSION):** https://www.utsi.edu/utsi-human-resources/utsi-self-isolation-form/

  The form gives university staff the necessary information to respond appropriately. If need assistance, please contact the UTSI HR office at 931-393-7226 or hr@utsi.edu.

- **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.

07/13/2021