From:	Edwards, Susan A
To:	LIBNEWS-L@LISTSERV.ILLINOIS.EDU
Subject:	COVID-19: Bi-Weekly Timesheet Processing
Date:	Tuesday, March 31, 2020 3:20:37 PM
Attachments:	image007.png
	image008.png
	image009.png
	image010.png

On March 22, Chancellor Jones released a statement in regards to COVID-19 Pandemic Pay. Based on this guidance, hourly employees* will be paid for the duration of their hourly appointment, or the end of the spring semester (May 15, 2020)—whichever is earlier. This email provides instructions on how to submit bi-weekly timesheets.

*Hourly employees include undergrad students, grad hourly, academic hourly, and extra help.

Please note there are different instructions for hours that were worked, and hours that could not be worked. Detailed instructions are provided below.

Civil Service employees do not need to do anything differently in reporting their time.

1. FOR HOURLY EMPLOYEES*

To the extent possible, all hourly employees should be encouraged to work remotely.

In situations where an hourly employee is only able to complete a portion of their regularly assigned duties remotely, **actual hours worked should be reported, as normal with the regular pay code**. **Unworked hours will be paid, and should be reported with a code of EAO = Excused Absence Other.**

In situations where hourly employees are not able to work remotely, please select the correct reporting schedule below, and the unworked hours should be reported as **EAO**. These employees will be paid at the hourly rate assigned to their job.

- Hourly employees who began the spring semester with a set work schedule for a pre-determined number of hours per week should continue to report the same number of hours on their timesheet.

- Hourly employees who did not begin the spring semester with a set work schedule will be paid **an average number of hours reported for pay period 1 through pay period 6**. *Example: Employee worked BW1: 22 hours, BW2: 17 hours, BW3: 14 hours, BW4: 20 hours, BW5: 8 hours, BW6: 16 hours. 97 total hours divided by 6 pay periods = 16.166 hours. Time should be rounded to one decimal place; in this example, 16.2 hours (reported as 8.1 hours per week).*

I have a report of every hourly employee's time reported for BW1-BW6. This report provides the average number of hours for the six pay periods. Please contact me (sae@illinois.edu) if you need to know this figure for your hourly employees. You will need to provide the employee name(s), timesheet ORG code, unit name and name of supervisor**.** One email per department is preferred but for units with multiple supervisors, each may send in a request. **I expect a significant number of units will use the average hours method, so please be patient. I will respond as quickly as possible to emails in the order received.**

Students with Federal Work Study (FWS) should continue to report their time (regular work or EAO) on the FWS position. Reminder, please be sure earnings (hours paid) do not exceed the student's FWS award.

Hourly employees paid on non-state funds should continue to complete the same timesheet. If required, these wages can be transferred to other sources of funds. Please keep track of these employees. Together, we will work through any necessary changes.

Anyone unable to submit their online timesheet will need to call their supervisor to report time. Please tell your supervisors which hours you were able to work and which hours you were unable to work. The supervisor should then email BHRSC@library.illinois.edu to report the time, following the guidelines provided above. Please use the subject line "Timesheet for (employee name)." In the body of the message, please include your unit name or ORG code. Theresa Appiah or Brenda Brown will complete the employee's online time sheet and submit it for supervisor approval.

If you have questions, consider replying to all so that others with the same question will be able to wait for and benefit from my response. I realize there will be exceptions and special situations. Questions will be answered to the best of my knowledge at the time. Keep in mind, there may be different answers to questions in the future as new or updated information becomes available.

We will do our best to assist everyone in processing these unusual timesheets. Given the complexity in processing them, please start submitting as soon as you have the necessary information to do so. *Do not wait until Friday or Monday*.

2. <u>FOR CIVIL SERVICE EMPLOYEES, BOTH EXEMPT & NON-EXEMPT</u>

If you are working your regular number of hours per week, complete your timesheet as you normally would. If you have been sick or taken time off you will need to report benefit usage. Shift differential should continue to be reported as normal.

I realize there is a lot of information in this email and I strongly encourage you to start working on timesheets as soon as possible so that my team and I are able to respond to questions and requests for information. Again, you can contact me directly at sae@illinois.edu or if you believe others will have the same question as you, please reply-all to this message.

Thank you,

Susan

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