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**To:** [LIBNEWS-L@LISTSERV.ILLINOIS.EDU](mailto:LIBNEWS-L@LISTSERV.ILLINOIS.EDU)  
**Subject:** COVID-19: Bi-Weekly Timesheet Processing  
**Date:** Wednesday, April 15, 2020 8:15:29 AM  
**Attachments:** [image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)

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It is time once again to submit bi-weekly timesheets. Please carefully read this entire message. The previous timesheet processing was accomplished with amazing cooperation and we are hoping for the same response this time. Let's give ourselves a virtual standing ovation for a (complex) job well done!

**CIVIL SERVICE EMPLOYEES, BOTH EXEMPT & NON-EXEMPT:**

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.

***Timesheets are due by Friday, April 17, at 10:00a.m.***

**IMPORTANT REMINDER: Use your Floating Holidays by June 30, 2020 or you will lose them.**

**HOURLY EMPLOYEES:**

The guidelines have not changed from the previous pay period but are included here for reference. **There is a change in hours reported for hourly employees unable to work remotely, as indicated below in red.**

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 should be reported as Excused Absence with Pay.

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 Excused Absence with Pay. 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 reported on the previous timesheet(s) for BW8.**
- Hourly employees who did not begin the spring semester with a set work schedule will be paid **the same number of hours reported on the previous timesheet(s) for BW8.**
- Previous timesheets are available by pay period in the Banner Self-Service Application.
- **Hourly timesheets should now be submitted and approved for those unable to work remotely. Please do not wait until Friday.** (Many have

already been submitted and approved!)

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](mailto: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 timesheet and submit it for supervisor approval.

If you have questions, you can contact me directly at [sae@illinois.edu](mailto:sae@illinois.edu) or if you believe others will have the same question as you, please reply-all to this message.

Thank you,

Susan

**SUSAN A EDWARDS**

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