

From: [Edwards, Susan A](#)
To: LIBNEWS-L@LISTSERV.ILLINOIS.EDU
Subject: RE: COVID-19: Bi-Weekly Timesheet Processing
Date: Monday, April 6, 2020 9:59:35 AM
Attachments: [image004.png](#)
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[image006.png](#)
[image007.png](#)
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[image009.png](#)
[image010.png](#)

From the [COVID-19 Pay Continuation Protocol](#):

Employees in hourly, contingent positions, such as student hourly, grad hourly, extra help or academic hourly employees, will be paid in accordance with the number of hours/week that would have been expected to be performed during the effective period of this policy as determined by expectations prior to March 15, 2020. The duration of this continuation of pay will be determined by the original intent of the appointment. For example, student appointments will expire with the standard May 15, 2020 end date.

All other hourly appointments will continue to be paid until the appointment ends or the Chancellor terminates the pay continuation or the Illinois governor's stay-at-home order ends, whichever comes first.

Please continue to ask questions if you need additional clarification.

Thank you,

Susan

SUSAN A EDWARDS

INTERIM DIR OF BUSINESS & FISCAL OPERATIONS

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From: Hagen, Kara Marie Krumdick <kkrumdick@illinois.edu>
Sent: Wednesday, April 1, 2020 1:57 PM
To: LIBNEWS-L@LISTSERV.ILLINOIS.EDU; Edwards, Susan A <sae@illinois.edu>
Subject: Re: COVID-19: Bi-Weekly Timesheet Processing

With remote work being extended until at least April 30, we cannot assume we will be back on campus by May 15. Will you address how this will affect our hourly employees whose end-dates otherwise would be long after May 15? Is there any plan for hourly employment and pay past this date? This is a current concern for our hourly employees as they need to be planning now for what is quickly becoming the near future.

Thanks for any further clarification

Kara

From: Edwards, Susan A <sae@illinois.edu>
Sent: Tuesday, March 31, 2020 3:20 PM
To: LIBNEWS-L@LISTSERV.ILLINOIS.EDU <LIBNEWS-L@LISTSERV.ILLINOIS.EDU>
Subject: COVID-19: Bi-Weekly Timesheet Processing

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. FOR 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.

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

SUSAN A EDWARDS

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