



Information for Time Recording for 03/31/2020 Payroll



 *Please see this important message from Human Resources/Payroll*

We appreciate that there is a lot of information as we navigate through this unusual time. Please review the information carefully and reference the “Frequently Asked Questions.”

Hourly, Non-Exempt Employees

In the event the University has an opportunity to recover funds related to COVID-19, we are requesting employees to distinguish between regular scheduled hours and administrative hours. Hourly employees should record actual hours worked plus administrative leave to equal your total normal scheduled working hours.

For example, if you work, either on campus while practicing social distancing or at home, for 3 hours then you will record 3 hours as “Regular Scheduled Hours” and 5 hours as “Administrative,” if your normal schedule is 8 hours a day.

Administrative leave does not count towards the 40 hours required before you are eligible for overtime.

If telecommuting is not an option, all employees who are unable to work, including to care for a dependent and to self-quarantine, should record all hours as administrative leave. At this time, employees who feel ill should remain home and use the appropriate leave, first day illness and major medical leave. Adjustments may be made with passage of “The Families First Coronavirus Response Act.”

Salary, Exempt Employees

Salary, exempt employees working any portion of the day are not required to enter Administrative leave. If a position cannot be performed remotely or an operation has been suspended completely, the employee must enter 8 hours of administrative leave each day.

Paper Timesheet Delivery Options

A locked drop box outside the door of the HR office at JAC-Central (8 AM – 5 PM) is available for timesheets that are normally delivered to HR for time entry/approval. The timesheet deadline is noon on March 25th.

There is also a box in the Vice Chancellor of Administration and Finance office (216 Lyceum) and timesheets dropped off at the Lyceum must be dropped off by 4 PM on March 24th.

Timesheets containing the appropriate signatures may be sent via e-mail to timesheets@olemiss.edu. The timesheet deadline is noon on March 25th.

Paper Timesheet for Employees Working Remotely

If you have students/employees (who don't normally utilize ESS on myOleMiss) working remotely, they are allowed to e-mail their timesheet to their supervisor. If the student/employee doesn't have access to print and sign their timesheet before it is e-mailed to the supervisor, they will need to have the following disclaimer in their e-mail: *I certify that by submitting this email with the attached timesheet the hours I am submitting on this timesheet are true and accurate.*

The supervisor can then print and sign the timesheet (including the email with disclaimer, for timesheets without a signature), so it can be entered by the time administrator within the department or delivered to HR, if you normally do so.

Payroll is Mission Critical

Payroll administration is mission critical and time administrators must be available to enter the time just as with any other payroll cycle. If a time administrator does not have access to enter payroll while working remotely or on administrative leave, the time administrators must be allowed to return to campus while working under safe conditions, including clean surfaces and social distancing. **It is the department's responsibility to ensure coverage for this function and redundancy, if needed.** Consideration should be given to time administrators who have any underlying illness or condition (e.g., a compromised immune system) that puts the employee at an increased risk for contracting COVID-19, any employee who self-quarantines after travel from a high-risk country, and cannot telecommute, and any employee who needs to provide childcare or other forms of dependent care.

Please visit our website, <https://hr.olemiss.edu/>, for updates and to view the Frequently Asked Questions.

Questions? E-mail payroll@olemiss.edu.

payroll@olemiss.edu