

## HR/Payroll Processing Frequently Asked Questions

**1. *How will student employee hours be entered for the time periods students will be paid through April 10?***

Payroll will use the hours students worked for the two weeks prior to spring break (2/23-3/7) as the base for hours to be added. Managers will not need to add or approve the hours.

**2. *What if a student employee worked remotely for more hours than those loaded by Payroll?***

This should only occur in exception situations with prior approval from your divisional vice president. Please add any additional hours to the timecard beyond what was loaded by Payroll.

**3. *What if a student employee appealed the amount loaded by Payroll?***

Payroll will add the amounts of all approved appeals to the timecard.

**4. *Should my staff or I continue to use the leave code COVID 19?***

The L19 COVID 19 Leave code should be utilized for Full-Time Faculty/Staff that are NOT WORKING remotely and are still being paid. Continue to utilize this code until April 10<sup>th</sup>, 2020. On April 11, two new FMLA codes will be available to use for COVID leave reasons. Discontinue using the L19 COVID 19 leave code after April 11. Further instructions will follow as they become available.

**5. *How will part-time employee hours be entered for the time periods they are being paid through April 10?***

Payroll will use the hours part-time employees worked for the two weeks prior to spring break (2/23-3/7) as the base for hours to be added. Managers will not need to add or approve the hours.

**6. *What if a part-time employee worked remotely for more hours than those loaded by Payroll?***

Please add any additional hours to the timecard beyond what was loaded by Payroll.

**7. *Do I need to use leave time if I am not able to work remotely through April 10?***

Please use COVID 19 leave time for full-time faculty and staff that are not working remotely.

**8. *Do I need to report time in TimeClock Plus for full-time faculty and staff working remotely?***

No reporting is necessary in TimeClock Plus for full-time faculty and staff working remotely.

**9. *If an employee took vacation through April 10, do they need to report the vacation time?***

If an employee took vacation through April 9, they need to report the time they used.

***10. If an employee canceled their prescheduled vacation, do they still need to report the vacation time?***

If an employee did not take their prescheduled vacation and worked remotely or on campus performing a critical function during a scheduled vacation, they should contact their supervisor to delete the vacation time from TimeClock Plus.

***11. How do I report FMLA leave for an employee?***

Please contact Human Resources at 231-591-2150 for instructions on how to handle FMLA leave reporting

***12. Do I need to do anything in TimeClock Plus for the Good Friday holiday?***

Payroll will enter the Good Friday holiday for all eligible employees.