

INFORMATION FOR YOU

We are in the midst of an unprecedented time, and decisions and policies are being made each hour. Many questions are being asked about reporting time, and also the new time reporting codes of C-19 and CV19. We are currently waiting for guidance from campus Human Resources on using those codes, but can offer the following guidance for the timesheets you are completing **for pay period ending March 21:**

- Through March 16, there are no changes. If you were not able to work, you should report time off as usual.
- Starting March 17, if you were absent/unable to work in order to care for an immediate family member due to closures of school, day care, or other provider, you may use up to 30 days of sick leave in addition to the other paid time off codes (personal, vacation, and comp. time used-hourly paid only).
- The C19 and CV19 codes are used starting March 17 to report time you are borrowing against future vacation accruals, and in very rare situations. Do not use unless you contact Diane Dews (dewsd@missouri.edu) in advance. If you believe you may need to use this type of leave.
- If you believe you have any other special situation including if you may not have access to enter or approve, please contact Diane Dews directly. (dewsd@missouri.edu)

READ CAREFULLY AND PLEASE UNDERSTAND THIS IS CRITICAL TO COMPLY –

- **Bi-weekly timesheets** – it is the responsibility of the employee to complete timesheets on time. If timesheets are not completed accurately and on time, the employee may not receive their pay accurately or timely. It will be very difficult to impossible to go back and adjust with payroll/HR employees working remotely.
- **Exempt/monthly paid leave** – report leave time accurately and on time.
- **Supervisors/time approvers** – it is your responsibility to review and approve timesheets per deadlines. If you do not have reminders on your outlook, it is critical you do that now. Do not expect to use email reminders from payroll staff as your method to remember. You are risking your employees not getting paid accurately or timely.

More information will be coming soon regarding additional situations and time reporting going forward.