Instructions for Timesheet Reporting for
April Semi-Monthly Payroll (Student and Non-Student Temporary Employees)

To ensure that all employees are accurately compensated under COVID-19 special time and leave provisions, and to comply with required COVID-19 reporting, please follow the instructions below when completing April timesheets.

Generally, the time entry process for student and non-student temporary employees for April semi-monthly payrolls will be the same as we used for March 16 through March 31. Those instructions are posted [here](#).

As they did for that period, student and non-student temporary employees will enter only their actual hours worked during April through their regular time reporting systems. Applicable Paid Administrative Leave will be calculated and uploaded by the Payroll Office and Business Systems.

However, beginning April 1, we are required to separately track work that is required to be performed on campus versus teleworking. This applies only to non-student temporary employees. Student employees will record hours worked for April just as they did for March 16 through 31. For time worked in April, non-student temporary employees will need to use new earn codes when reporting their actual hours as described below.

Student Employees

- For all work performed during April, work hours should be recorded under their regular time codes.
- Paid Administrative Leave will be calculated and uploaded by the Payroll Office and Business Systems.

New Earn Codes for Non-Student Temporary Employees

TRG: Time spent Teleworking

EXW: Time required to work on campus

Non-Student Temporary Employees

- While working remotely during April, all teleworking hours should be recorded under the earn code TRG.
- For work required to be performed on campus during April, hours should be recorded under Non-Student Regular Hours and also recorded under the earn code EXW. This will calculate a ½ time addition to the employee's regular rate of pay for the on-campus, mandatory hours.
- Paid Administrative Leave will be calculated and uploaded by the Payroll Office and Business Systems.