

MEMORANDUM

To: All Managers
From: Beatrice Bates-District Manager, Payroll
Date: May 14, 2020
Re: Hourly time keeping for the period of April 16,2020 thru May 15, 2020

Hours will continue to be reported through HEET same as last period. ***The total number of hours are required*** for the current period, 04-16-2020 thru 05-15-2020. **Timesheets must be approved and submitted by Thursday, May 21, 2020.**

All Approvers (and Reviewers if needed) are required to assign the appropriate number of total hours for hourly staff for this pay period (or through the end of their current contract, which ever ends first).

Reviewers and Approvers, will have access to all their assigned employees as well as budgets. Only post the total number of hours in the section below, click on Update Distributed Hours then Approve Timesheet.

Hours Breakdown by Position for
Approve Timesheet

Job Description	Position	Employee Class	Fund-Org-Acct-Prog-Actv-Loc (FOAPAL)	Fisc Year	Pay Rate	Regular Hours	Sick Hours	Total Pay
Hrly- Clerical/Secretarial	1370CS00	Adult Hourly (HE)	11200-1370-23100-6720-0000-N	2020	\$13.00	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>	\$0.00

Update Distributed Hours

In most cases these will not reflect actual hours worked, therefore there is no need to create calendar entries. The total hours will be all that is required during this period.

For this time period, hourly employees are not required to report hours in HEET in order for you to submit and approve a timesheet for them. **For those Hourly Employees reporting in HEET, they will be locked out and unable to make changes as of Monday, May 18, 2020.** On this day, Approvers and Reviewers will be able to post and update any currently active hourly employees.

Refer to the attached “FAQ’s for HEET timesheets” for more details.

Please keep in mind, we will not require daily in and out reporting and therefore all categorical budgeting or tracking information should be maintained on campus.