

MEMORANDUM

To: All Managers
From: Beatrice Bates-District Manager, Payroll
Date: April 6, 2020
Re: Hourly time keeping for the period of March 16, 2020 thru April 15, 2020

Due to the current COVID 19 crisis, the District is permitting continued payment for hourly employees currently hired with a TEA or Professional Expert agreement though their current contract.

Hours will continue to be reported through HEET however, *only the total number of hours* are required to be reported to be paid for current period, 03-16-2020 thru 04-15-2020.

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 in HEET.

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	0	0	\$0.00

In most cases these entries 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.

Refer to the attached “FAQ’s for HEET Approvers/Reviewers” for more details.

Please keep in mind, Payroll will not require daily in and out reporting and therefore all categorical budgeting or tracking information should be maintained on campus for audit and record keeping purposes.

FAQ's for HEET Approvers/Reviewers

What Hours Should be Reported?

You can report any hours the employee was already scheduled to work during this time period (or through the end of their contract, whichever ends first). The intention is to try to honor the scheduled times that were already assigned and established. **Do not exceed the limit on the total hours per week; that limitation must still to be followed.**

My Hourly Did Actually Work Some During this Time, can I report that?

Yes, you have 2 options:

1. Have the hourly enter in the hours worked as usual in HEET on the days they worked them.
2. OR you can include those hours when you go in to report and approve their total time to be paid.

If they worked some hours that are different than their original schedule, do they get paid on top of their scheduled time?

It depends. If they actually worked all their scheduled hours plus additional hours, then you would report all the hours.

To start with, the time reported should be their total scheduled time. If their total hours actually worked is more than their total originally scheduled time, you would report that higher total.

Here are some Scenarios:

	Scenario A	Scenario B	Scenario C
Scheduled to Work	18 hours	18 hours	18 hours
Actually Worked	0 hours	12 hours	20 hours
What Should be Reported in HEET?	18 hours	18 hours	20 hours

Should I Have All my Hourly Employees Enter all their Actual and Scheduled Time in HEET now?

You can, if you prefer. The HEET system will be open to employees to enter time until end of day April 15. On April 16, the system will be locked to employees and then only open to Approvers and Reviewers for the current March 16 – April 15 timesheet.

What if my Employees Don't Enter the Correct Total Time?

For this timesheet, you will be able to directly adjust the reported total time without having to reject the timesheet. As a reviewer or approver, you will not be required to create daily time entries. Please ensure that employees stay within the applicable weekly limits on hours consistent with their employee class.

Can I Still Have the Reviewer Do this First?

Yes, the routing of the timesheets will follow the same order as usual.

Why are there so many employees and positions listed now?

Usually, the only timesheets available to you are the ones previously already started by your employees. In order to allow you to submit time on behalf of all employees who were scheduled to work during this time, this list is comprised of all the active hourly and TEA employees and positions assigned to you during this time period.