

The University of Maine

DigitalCommons@UMaine

---

Office of Human Resources

University of Maine System Communications

---

3-24-2020

## UMS\_HR\_Special COVID-19 Time Entry Reminder - Salaried Employees Emails

University of Maine

Follow this and additional works at: [https://digitalcommons.library.umaine.edu/c19\\_hr](https://digitalcommons.library.umaine.edu/c19_hr)



Part of the [Higher Education Commons](#), [History Commons](#), and the [Medicine and Health Sciences Commons](#)

---

### Repository Citation

University of Maine, "UMS\_HR\_Special COVID-19 Time Entry Reminder - Salaried Employees Emails" (2020). *Office of Human Resources*. 10.

[https://digitalcommons.library.umaine.edu/c19\\_hr/10](https://digitalcommons.library.umaine.edu/c19_hr/10)

This Email is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in Office of Human Resources by an authorized administrator of DigitalCommons@UMaine. For more information, please contact [um.library.technical.services@maine.edu](mailto:um.library.technical.services@maine.edu).



Matthew Revitt &lt;matthew.revitt@maine.edu&gt;

---

## SPECIAL COVID-19 Time Entry Reminder - Salaried Employees

1 message

University Services Payroll &lt;payroll@maine.edu&gt;

Tue, Mar 24, 2020 at 10:39 AM

Reply-To: Payroll List &lt;PAYROLL-EMPLOYEES@lists.maine.edu&gt;

To: PAYROLL-EMPLOYEES@lists.maine.edu

**Faculty and Salaried Employees:** This is a courtesy reminder that any and all time not worked this pay period (ending 3/31) must be entered as COVID-19, sick/disability leave or vacation/annual leave by the end of the day, March 24th.

**Salaried employees not able to work due to the COVID-19 situation March 15th through April 4th will continue to be paid their regular salary. For reporting purposes, hours not worked should be reported as COVDS - COVID Leave Salaried. Tracking COVID-19 related costs will be important should the university be able to seek reimbursement from federal and state agencies at a later date.**

COVID-19 Specific Payroll Resources:

- [Reporting Salaried Time Not Worked Due to COVID-19](#)
- [Paper Paycheck Distribution Changes](#)
- [Direct Deposit](#) is strongly encouraged for continuity of pay.

**Time Approvers:** This is a courtesy reminder that the deadline for time approval for the March monthly payroll is Wednesday, March 25th to ensure accurate and up-to-date leave balances and COVID-19 reporting.

Resources:

- [MaineStreet Approve Time Link](#)
- [Payroll schedules](#)
- [Training tools and resources](#)

If you have any questions, please let us know.

### Payroll Center

**Send us Feedback:** <https://www.surveymonkey.com/r/us-payroll>



Payroll Schedule: <https://gojira.its.maine.edu/confluence/display/HumanRes/1010.00+Payroll+Schedule>

Time Entry/Holiday Entry Guides: <https://gojira.its.maine.edu/confluence/display/HumanRes/How+to+Enter+Time+Guides>

*University Services: Office of Human Resources*

65 Texas Avenue, Bangor ME 04401

Tel: (207) 581-9104

Fax: (207) 561-3456

Email: [payroll@maine.edu](mailto:payroll@maine.edu)

Confidentiality Notice: This email and any attachments are intended only for the individual(s) named in the text of the message and may contain confidential information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient, any use of this e-mail and/or attachments is strictly prohibited.

---

To unsubscribe from the PAYROLL-EMPLOYEES list, click the following link:  
<http://lists.maine.edu/cgi-bin/wa?TICKET=NzM3NTM4IG1hdHRoZXcucmV2aXR0QE1BSU5FLkVEVSBQQVIST0xMLUVNUEXPWUVFUy3dkxhJ0EUt&c=SIGNOFF>