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SPECIAL COVID-19 Time Entry Reminder - Salaried Employees

3 messages

University Services Payroll <payroll@maine.edu>

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Reply-To: Payroll List <PAYROLL-EMPLOYEES@lists.maine.edu>

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 4/30) must be entered as COVID-19, sick/disability leave or vacation/annual leave by the end of the day, **today**.

COVID-19 Specific Payroll Resources:

- [3/15-4/4: Reporting Salaried Time Not Worked Due to COVID-19](#) 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.
- [Time Entered to Support FFCRA Paid Leave](#); Payroll will enter time for employees approved for paid FFCRA leave
- [Power Outage After April 10](#)
- [Intermittent Tracking Form for Salaried Employees](#); must be completed and submitted to payroll for irregular intermittent leave or furlough.
- [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 April monthly payroll is Friday, April 24th to ensure accurate and up-to-date leave balances and COVID-19 reporting.

Resources:

- [COVID-19 Resources](#)
- [MaineStreet Approve Time Link](#)
- [Payroll schedule](#)
- [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>