



Matthew Revitt <matthew.revitt@maine.edu>

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## NEW INFORMATION - Time Entry Reminder - Salaried Employees

4 messages

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University Services Payroll <payroll@maine.edu>

Thu, May 21, 2020 at 1:05 PM

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 5/31) must be entered 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 May monthly payroll is Friday, May 22nd 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](#)

**UPDATED PAY GUIDANCE: In conjunction with the University of Maine System operations updates posted [For Employees](#) and [For Everyone](#) on the [Public Health Advisory](#) page recently, prior pay guidance requiring the use of 50% sick time and 50% vacation time is no longer in effect and is updated as follows:**

<https://gojira.its.maine.edu/confluence/display/HumanRes/2020/05/07/Updated+COVID-19+Sick+Leave+Usage+Guidance>

If you have any questions, please let us know.

**Payroll Center**

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