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## Time Entry Reminder - Salaried Employees

2 messages

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University Services Payroll <payroll@maine.edu>

Tue, Jun 23, 2020 at 9:18 AM

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 6/30) must be entered on timesheets by the end of the day **today**.

**Time Approvers:** This is a courtesy reminder that the deadline for time approval for the June monthly payroll is tomorrow, Wednesday, June 24th. Please make sure to approve all positive and negative time.

**Any and all time not approved by the deadline will be approved by the Payroll staff in order to ensure accurate and up-to-date leave balances for salaried employees.**

Resources:

- [COVID-19 Resources](#)
- [MaineStreet Approve Time Link](#)
- [Payroll schedule](#)
- [Training tools and resources](#)

COVID-19 Specific Payroll Resources:

- [COVID-19 Sick Leave Usage Guidance](#)
- [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.

We appreciate your cooperation and 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>