

Timesheet Submission for Pay Period March 16 – 31, 2020

Type of Employee	Employee Action Required	Approver Action Required
Work Study	NONE – Remaining hours will be automatically paid based on Financial Aid approved hours to work per week.	NONE
Part-time	Enter time into ACES>WTE: <ul style="list-style-type: none"> • Regular hours that you were scheduled to work • Sick hours if you were ill and unable to work Employees that do not submit hours totaling at least as much as the average of their 3/15/20 & 2/28/20 paychecks will have their hours increased to this average, not to exceed 19 hours a week.	Approve hours scheduled to work *Colleges will be sent a list of part-time employees with the average hours that will be paid (if not submitted in WTE).
Full-time Classified/Hourly	Enter time into ACES>WTE: <ul style="list-style-type: none"> • Regular hours that you were scheduled to work • Sick hours if you were ill and unable to work • Any other paid leave that you may have taken 	Approve hours scheduled to work
Administrators and Professional	Enter exception time only (this means any leave time taken)	Approve timesheet
CE Instructors	Complete timesheet with hours you worked and submit to Department Timekeeper	Department Timekeeper enters time and Approver approves timesheet

IMPORTANT

Employees should not be short of their regularly scheduled hours due to **COVID-19**. *(the start of remote-working)

An employee out sick or missing work for another reason related to COVID-19 should:

- **Staff:**
 - **Part-time Employees** - should enter sick hours in ACES > WTE.
 - Although part-time employees do not accrue sick leave, sick leave will be allowed for part-time employees that were unable to work due to being sick during this time.
 - Employees that do not submit hours totaling at least as much as the average of their 3/15/20 & 2/28/20 paychecks will have their hours increased to this average, not to exceed 19 hours a week.
 - **Full-time employees** – should enter sick leave for this time in ACES > WTE.
 - As needed, sick leave balance will be allowed to automatically go into the negative (sick leave will be advanced so no pay is lost).
- **Full-time Faculty and Adjuncts:**
 - **Full-time Faculty** - should report sick leave to the department as usual. Department Timekeeper should enter this into DTE for Faculty. As needed, sick leave balances will be allowed to automatically go into the negative (sick leave will be advanced so no pay is lost).
 - **Adjunct Faculty** - should report being sick and not being able work as usual. Absences related to COVID-19 will continue to be paid regular time.

- **Substitutes** – If a substitute is needed for one of the above situations, the department should complete a sub pay form and provide a FOAP for instructor payment. Pay will not be docked to cover a substitute if related to COVID-19 issues. Sub pay forms should be completed and sent to dst-bannerpayroll@alamo.edu .
- A wage document should be completed to document instructor changes and to pay new instructors taking over a class. Wage documents should be sent to hr-flac@alamo.edu .

If you have a new part-time employee that was not paid on 3/15 or 2/28, please have them input their scheduled hours in WTE. You will need to approve hours once they are submitted.

If you are having challenges entering hours into WTE, please contact payroll for assistance at dst-bannerpayroll@alamo.edu.