

In order to meet our commitment to hold university assistants and students harmless for their Southern jobs, for the balance of the spring semester, we have developed a procedure that both pays them for time worked and ensures that a minimum number of hours, based on individual work history, are paid each period. You have an important role in making this happen and we appreciate your support for these emergency procedures.

Students and UAs have been instructed to submit timesheets only for actual hours worked, using the payroll codes REGTC and TCC19, by the end of the day on Thursday, 4/9.

Here are the steps for supervisors. Thank you, in advance, for following the steps and timelines below. Both are crucial for timely and appropriate payments to our UAs and students.

***Individual work history / average historical hours:***

The revised analysis of historical hours is based on actual work hours between 1/31 and 3/12. A list of UAs and students will be sent to you, under separate cover, on Thursday. If you approve university assistants and students in multiple job types, you will receive multiple lists. If you see individuals on your list who do not work in your area or are missing people, please contact Loren Loomis Hubbell at [loomishubbl1@southernct.edu](mailto:loomishubbl1@southernct.edu).

***For those UAs and students on paper timesheets:***

1. In each pay period your *UAs and students will enter the hours that they actually worked*. These should be coded as REGTC with an override code of TCC19.
2. When you approve those hours, you will need to compare the total actually worked to the list provided. If the individual has worked more than the average, great. No adjustment is required. If the individual has worked less than the average, please enter sufficient hours to bring them up to the total hours on the list. Clearly mark the hours you have added with the code LOPD and the override code NEC19.
3. If your employee has not worked and has not submitted a time sheet, please create and approve a paper timesheet using the hours on the list and the codes LOPD and NEC19.
4. *Send approved timesheets to Kommaly, as you normally would, before the close of business on Monday, 4/13. Because of the Friday holiday our processing times are extremely tight and we may not be able to process late time sheets. Please adhere to the Monday deadline!*

***For those UAs and student using electronic time entry:***

1. For a tutorial on how to enter hours when the UA or student has not worked, or when you need to adjust the timesheet for additional hours unworked, please see the end of this document.
2. In each pay period your *UAs and students will enter the hours that they actually worked*. These should be coded as REGTC with an override code of TCC19.

3. When you approve those hours, you will need to compare the total actually worked to the list provided. If the individual has worked more than the average, great. No adjustment is required. If the individual has worked less than the average or not at all, please enter sufficient hours to bring them up to the total hours on the list. Use the code LOPD and the override code NEC19 for those additional hours. Remember it takes 24 hours before you can approve any hours that you have entered.
4. **Because of the tight timeframe for processing, and because of the 24 hour delay from entry to approval, we request that these steps be done on Friday, 4/10. On Monday, 4/13, approvals can be completed for those timesheets that were adjusted online.** *Without adherence to this timeline your UAs and students may not get paid in a timely manner for this pay period.*

**Optional additional reading** for those who want more detail on how the calculation works – here are three student examples.

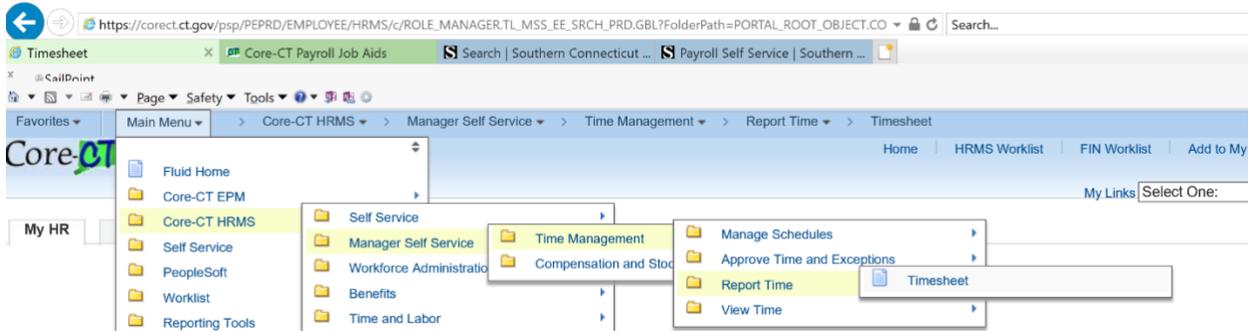
1. Student A has worked an average of 25 hours per pay period. They actually worked 29 hours in the pay period ending 3/26. Student A puts 29 hours in the timesheet. The supervisor approves the actual hours worked. No further adjustment is needed. Total hours paid equal 29.
2. Student B has worked an average of 25 hours per pay period. They actually worked 20 hours in the pay period ending 3/26. Student B puts 20 hours in his timesheet. The supervisor approves the actual hours worked and adds 5 hours as LOPD with override code NEC19. Total hours paid equal 25.
3. Student C has worked an average of 25 hours per pay period. They are unable to work due to the shut down. Student C does not enter any hours for the pay period. Student C's supervisor enters 25 hours as LOPD with override code NEC19. Total hours paid equal 25.

**Average historical work hours have been recalculated based on hours worked between 1/31 and 3/12.** Adjustments were made so that UAs and students were not penalized for jobs that just started and may only have had one pay check in this time.

**Tutorial: How to enter or adjust electronic timesheets for UAs and students.**

Here are the steps for supervisors to enter time for UAs and students who are not working and who are on self service. The same method works for timesheet adjustments.

In CORE CT the supervisor will use the following navigation steps to navigate to the timesheet :



Click on 'Timesheet'

The system will display Timesheet Summary page.

Report Time

### Timesheet Summary

**Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value	
Time Reporter Group		<input type="text"/>	<input type="button" value="Get Employees"/>
Employee ID		<input type="text"/>	<input type="button" value="Clear Criteria"/>
Empl Record		<input type="text"/>	<input type="button" value="Save Criteria"/>
Last Name		<input type="text"/>	
First Name		<input type="text"/>	
Department	UNIVS	<input type="text"/>	

**Change View**

View By:   Show Schedule Information

Date:

**Employees For Beata Winiarski, Totals From 03/18/2020 - 03/24/2020** Personalize | Find | 1 of 1

Employee ID	Empl Record	Last Name	First Name	Job Title	Hourly Rate	Reported Hours	Scheduled Hours	Exception	Taskgroup ID	Location Description
0		Last Name			0.000000	0.000000	0.000000			

- [Approve Reported Time](#)
- [Manager Self Service](#)
- [Time Management](#)

Enter the individual's Core-CT ID (on your list) and click 'Get Employees' button

Report Time  
**Timesheet Summary**

**Employee Selection**

Selection Criterion	Set ID	Selection Criterion Value
Time Reporter Group		<input type="text"/>
Employee ID		348714
Empl Record		<input type="text"/>
Last Name		<input type="text"/>
First Name		<input type="text"/>
Department	UNIVS	<input type="text"/>

The system will display the employment information in the lower section of the screen

**Change View**

View By Week  Show Schedule Information  
 Date 03/24/2020

**Employees For Beata Winiarski, Totals From 03/20/2020 - 03/26/2020** Personalize | Find | 1 of 1

Employee ID	Empl Record	Last Name	First Name	Job Title	Hourly Rate	Reported Hours	Scheduled Hours	Exception	Taskgroup ID	Location Description
348714	0	Caban	Jaydon	UnivStudentWorker	11.000000	0.00	0.00		BOR77700G	Mailroom Staff

Click on the last name. The system will pull the timesheet based on the current date. You can change the date to make sure you are pulling the correct timesheet for the correct pay period.

The system then displays the timesheet

**Timesheet**

**Jaydon Caban** Employee ID 348714  
 UnivStudentWorker Empl Record 0  
 Actions Time Source Schedule Information Earliest Change Date 12/24/2019

**Time Period**

View By Week    
 \*Date 03/13/2020

From Friday 03/13/2020 to Thursday 03/26/2020

	Fri 3/13	Sat 3/14	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Total	Time Reporting Code	Description
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>																

Enter the hours and Time Reporting Code associated with the hours and click the 'Submit' button. For hours paid but not worked, the code is LOPD with an override code of NEC19.

The day after you submit time for a student you can go back into core and approve the timesheet in the normal fashion.