**Payroll Update**

During the 14-day window from March 17 – March 30, all full-time, part-time and limited-hour employees will be paid their regularly-scheduled hours/wage. For salaried employees, this wage is based on your salary. For hourly staff employees, this wage is based on your regularly-scheduled hours per pay during this period. Assistant Coaches, who generally have a more variable schedule, should report typical hours as well. Hourly employees unsure of regularly-scheduled hours may contact the Payroll Office at payroll@messiah.edu. Temporary employees and student employees will be paid only for hours actually worked.

Hourly staff employees should report and submit their **regularly-scheduled** hours for this period via the normal online time reporting process. Employees will generally report “Regular” hours beginning on March 17. Actual hours worked and/or sick, vacation and personal time should be reported on March 15 and 16. Supervisors will approve via the normal process as well.

Temporary and student employees should report and submit their **actual** hours via the normal time reporting process. Supervisors will be asked to approve via the normal online process as well.

If you have any payroll-related questions, please contact the Payroll Office at payroll@messiah.edu.

**FAQs — Payroll Reporting (March 17 – 30th)**

1. I am an hourly staff employee who is not typically scheduled for spring break? Will I now be receiving pay?
   a. Employees will only be paid for time that they are typically scheduled for a given week.
2. I am classified as an Employee Providing Essential Services. How do I report my time during this period?
   a. The College is not closed but rather remote at the moment. Therefore the policies for employees providing essential services during a closure do not currently apply.
3. I am not classified as an Employee Providing Essential Services but am required to report to work during this period. How do I report my time?
   a. The College is not closed but rather remote at the moment. Therefore the policies for employees providing essential services during a closure do not currently apply.
4. I am typically scheduled to work during this time but there is no work available for me to do remotely. Am I required to use vacation, sick or personal time in order to be paid?
   a. No, if you are regularly scheduled to work March 17 through March 30, you will report “Regular” hours just as if you worked.
5. I am scheduled to work on-campus or remotely and am now sick and unable to work. How do I record this time?
   a. Employees will not need to report sick time during the period of March 17 through March 30.
6. I am an hourly staff employee. If I am being paid my wages whether I can work remotely or not, do I need to report any time online?
   a. Yes, please report the hours that you would typically be scheduled for these weeks using the same online time reporting method you use currently.
7. I am an administrative employee that completes monthly leave reports. How do I report my time during this period?
a. Employees will report actual leave usage from March 1 through March 16. For March 17 through March 30, no leave time will need to be reported.

8. I do not have internet access to submit my hours remotely for payment. What do I do?
   a. Employees may use various devices (e.g., computer, tablet, or cell phone) to submit hours. In the event that you do not have any of these available for use while off campus, please contact your supervisor to set up the ability to provide the information by phone. Your supervisor will work with the Payroll Office to enter hours on your behalf.

9. I do not have internet access to approve my employees’ hours remotely for payment. What do I do?
   a. Supervisors may use various devices (e.g., computer, tablet, or cell phone) to approve hours. In the event that you do not have any of these available for use while off campus, please contact the Payroll Office at x.2903. The Payroll Office will work with both the employee and the supervisor to facilitate an arrangement to ensure wages are paid.

10. Will there be any change to how I receive any pay that I am due?
    a. Direct deposits will continue to arrive on the normal pay schedule. Non-student employees without direct deposit will continue to have the paycheck mailed home. Student employees without direct deposit will have the paycheck mailed to the student’s current campus or home address, as appropriate.

11. Will there be any delay in pay if I do not have direct deposit?
    a. Currently there is no anticipation of any delay. Should the College need to further reduce access to campus, a delay should be anticipated. Payroll will provide a further update on issuance of physical paychecks at that time.