Payroll Update for Mar 31-Apr 11 (Staff) or April 15 (Administrators)

Payroll is providing this update for the period of March 31 – April 11 (staff employees) and March 31 – April 15 (administrative employees). During this time, we will continue to have all full-time, part-time and limited-hour employees 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 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 through the current pay period of March 29-April 11th. Supervisors will approve via the normal process as well.

Temporary 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 Mar 31-Apr 11 (Staff) or April 15 (Administrators)

1. 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.
2. 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.
3. 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 during this time, you will report “Regular” hours just as if you worked.
4. 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 this period.
5. 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.
6. 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 April 15, no leave time will need to be reported.
7. 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.

8. 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.

9. 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.

10. 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.