**Student Employee Timesheet Instructions – COVID-19**

Some changes have been made to student timesheets. The requirement to enter “time in and time out” has been removed. Student employees will now see two options (as indicated below) to enter their time.

*If you started your timesheet before the emergency leave option [Emerg Lv Student/Temp (hrly)] was added, you will need to restart your timesheet and re-enter your time per the below instructions. Hint: The “Restart” button is next to the “Submit for Approval” button on your timesheet. We apologize for the inconvenience. For questions about completing your timesheet, please contact payroll@unca.edu*

1. Access your current timesheet via OnePort.
2. If you actually worked any hours during this timeframe (either on campus or remotely), record hours for those days under “Regular Student.”
3. For any hours that you were scheduled to work, but did not get to work because of COVID-19, please record those scheduled hours under “Emerg Lv Student/Temp (hrly).” Please remember, you will be paid for these hours; this new time reporting feature is only being put in place to allow necessary tracking.
4. Total hours of leave and time worked should not exceed the regular schedule.

Supervisors will need to sign off on timesheets indicating approval that the hours submitted reflect normally scheduled work times.

**Example:**

- Taylor is a student employee who typically works 10 hours per week
- Taylor worked 4 hours in the office on Monday, March 16
- Taylor is regularly scheduled to work 2 hours on Wednesday, March 18 and 4 hours on Friday, March 20.
- Taylor would record leave as follows:
  - Regular Student – 4 hours on Monday, March 16
  - Emerg Lv Student/Temp (hrly) – 2 hours on Wednesday, March 18 and 4 hours on Friday, March 20.
- Taylor will be paid for the total 10 hours scheduled.

**IMPORTANT NOTE:** Normal timesheet deadlines still apply. All student employees, and their supervisors, must complete timesheets by the normal approval deadline. In order to receive pay during this time, late timesheets will not be accepted due to processing related issues at this time.