Temporary Employee Timesheet Instructions – COVID-19

Slight changes have been made to temporary employee timesheets in how time is recorded. The requirement to enter “time in and time out” has been removed. Temporary employees will now see two options (as indicated below) when completing their timesheets.

*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 Hourly.”
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:**

- Avery is a temporary employee who typically works 40 hours per week
- Taylor worked 8 hours in the office on Monday, March 16 and 8 hours in the office on Tuesday, March 17
- Taylor is regularly scheduled to work 8 hours Wednesday-Friday, March 18-20.
- Taylor would record leave as follows:
  - Regular Hourly – 8 hours on Monday, March 16 and 8 hours on Tuesday, March 17
  - Emerg Lv Student/Temp (hrly) – 8 hours for each day on Wednesday, Thursday, and Friday, March 18-20.
- Taylor will be paid for the total 40 hours for the week of March 16-20 as scheduled.

**IMPORTANT NOTE:** Normal timesheet deadlines still apply. All temporary 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.
Temporary Employees Paid Monthly

- For temporary employees paid on a monthly basis, the employee will not need to complete a timesheet.
- Supervisors of temporary monthly employees have already submitted paperwork for payment in March to HR as part of the normal process.