

In order to expedite payment for our hourly employees amidst the stay at home and social distancing orders, payroll has devised a simple and efficient process to collect hours from departments that will takes the place of the individual timesheets normally required. Keep in mind departments will be responsible for maintaining their own records for hours worked.

We are asking that all departments do the following.

1. Identify the key contacts in your departments that will be communicating with employees and collecting paperwork whether that is in person or virtually.
2. Reach out to your employees to gather total hours for each pay period.
3. Visit our web site to download and save the appropriate Excel workbook that pertains to your specific group of employees. (You may be downloading multiple forms) <https://hraps.humboldt.edu/payroll-forms>

### Job Class Specific Excel Sheets

#### Covid19 Payroll Submittal

- Covid19 Hourly Payroll Submittal Instructions
- Intermittent Hourly & Shift Pay - Covid19
- ISA & ISA Work Study - Covid19
- Regular & Off Campus Work Study - Covid19
- Student Assistant - Covid19
- Overtime, Shift & Emergency Pay Submittal Instructions
- Shift Pay Units 2,5,7 & 9
- Shift Pay Unit 6
- Emergency Pay Units 2,5,7,9
- Emergency Pay Unit 6

Please take extra care when downloading and submitting the excel sheets. For example, Student Assistants are a class code of 1870 and have an account code of 601303. These fields have been hardcoded in each sheet to minimize error.

ACCOUNT	FUND	DEPT ID #	PROGRAM	CLASS	PROJ
601303					
DEPARTMENT NAME					
HSU ID NUMBER	INITIALS First & Middle	LAST NAME	CLASS	SERIAL	Worked Time
			1870		

4. When filling out the excel sheets keep in mind the following:

As a general reminder, these forms are being used **in lieu** of the traditional time sheets. They will function almost identical to our payroll headers. Please use the same logic you applied to those in this circumstance.

- If at all possible list employees alphabetically by last name.
- Make sure to thoroughly fill out your Chatfield strings.
- Double check employee ID's, first & middle Initials and spelling of the last name.

Beginning in April the tracking of CPAL or Paid Administrative Leave for all student classification is now available via the spreadsheets. These hours must be tracked and coded separately. You will see below that we have now included a column for this. Please enter all hours actually worked via on campus or telecommuting in the "Worked Time" and any granted hours in the "Paid Admin Leave" column. Together these two columns should comprise the total hours.

HSU ID NUMBER	INITIALS First & Middle	LAST NAME	CLASS	SERIAL	Worked Time	Paid Admin Leave	TOTAL HOURS	SALARY RATE	GROSS
1234-56798	AB	TEST	1870		40	40	80.0	15.50	\$1,240.00

The Intermittent Hourly sheet is formatted to help track all of the different types of PTO and pay. We have included an additional column for emergency pay. These are hours worked on campus as opposed to telecommuting. The form will automatically total the entries of A thru E to comprise the total hours.  
**Note:** Additional emergency pay premiums will be calculated and paid separately based on what you have filled out here.

HSU ID NUMBER	INITIALS First & Middle	LAST NAME	CLASS	SERIAL	A B C D E					TOTAL HOURS	SALARY RATE	GROSS
					Vac	Sick	PH	Telecommute Hrs	Emergency Hrs			
1234-56789	AB	TEST	2010		4	4	2	25.0	10.0	45.0	18.50	\$832.50

- Once you have completed the forms you will send them via e-mail to your appropriate administrator (signer) for written approval. These individuals will be the ones that must submit the forms via e-mail to the [payroll@humboldt.edu](mailto:payroll@humboldt.edu) with your completed worksheets attached. Subject line must include your department number to expedite distribution among our staff. The following statement must be included the e-mail.

**I CERTIFY:** A) The hours reported above are authorized and correct. B.) The work was performed satisfactorily. C.) Sufficient funds are available for payment of these vouchers. D.) My signature authorization card is on file in the Contracts, Procurement and Risk share drive.

We would like to ask that you route your e-mails with a subject title that includes employee type and your department number. (See Example Below) Due to the nature of working remotely and the fact that our staff each has an area of expertise we need a quick and easy way to route what forms need to go to which payroll technician. We also ask that you please **do not** convert the excel sheets into a PDF, Google Sheets or any other file type if at all possible.

