

## Human Resources Department Guidelines

Human resources will be teleworking and available through email and telephone. Please call or email anytime during regular work hours and we will respond as soon as possible. Our main line is 342-5140 for general questions. Here are a few reminders:

### Payroll

- Continue to submit and approve time sheets based on our published deadlines
- If an employee does not submit a time sheet electronically, then the employee should fill out the normal “paper” time sheet form, which can be found on our [payroll website](#), and route electronically for approvals. The supervisor should send the email approval to HR at [jeiones@ulm.edu](mailto:jeiones@ulm.edu).
- If the supervisor does not approve a time sheet electronically, then the supervisor should send an email to HR at [jeiones@ulm.edu](mailto:jeiones@ulm.edu) approving the time sheet that was submitted by the employee.
- If annual leave requests were not approved through web time entry, then the employee should email the supervisor for approval and send to HR at [jeiones@ulm.edu](mailto:jeiones@ulm.edu).
- If a Payroll Action Forms (PAF’s) needs to be submitted, then route the PAF through your normal process electronically for approval. The Budget Office will send any PAF’s electronically to HR.

### Student Worker Time Sheets

03 and 04 student workers should have the opportunity to telework if available. If a student cannot telework, then they are still eligible to get paid their regular scheduled hours.

- Students need to fill out their electronic time sheet as if they were working their normal schedule.
- Students need to put “COVID-19 online instruction” in the comments section.
- If a student forgets to do an electronic time sheet, then follow the payroll guidance above for submitting a paper time sheet.
- Please note – students will not get paid if a time sheet is not submitted.

### Hiring

- We will continue to post positions and process applications for any current open positions.
- Employment offers will only be made for faculty who will be starting next academic year.
- All other employment offers will be put on hold. Exceptions can be made on a case by case basis and must be approved from your Vice President.