



Memorandum

TO: USG Staff
FROM: The Office of Human Resources
DATE: September 02, 2021
SUBJECT: TIMESHEET UPDATE

Dear Colleagues,

As a result of the state reporting guidelines, an update to the timesheet has been rolled out on pay period 5, starting 08/29/21. The updated timesheet now includes a telework section for regular and contingent II, Exempt and Non-exempt Staff. This update allows salaried staff to check a box on days they telework. If an employee has worked any portion of the day on campus, the telework checkbox would remain unchecked.

Exempt employees should continue using the "duty day" check box on the days they work. Non-exempt employees should continue to record time-in and time-out to record time worked for the day. Employees who do not telework can leave the telework checkboxes unchecked and do not need to complete this section. Hourly employees and faculty will see no changes to their timesheets.

Please note, telework reporting will not impact an employee's leave balances or pay.

Should you have any questions, please contact the [Office of Human Resources](#).

Regards,

Nitshu

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