

**TIMESHEET REPORTING - 03/15/2020 TO 03/28/2020**

Please share the information below with any non-exempt Research Foundation employees that you may supervise of who work on your sponsored projects. For hourly employees reporting time during this period, each employee should report the number of daily hours as they are routinely scheduled to work. Hours for which you are unable to work due to the partial closure or reduced schedule are to be reported as “Holiday” hours on your timesheet. Continue to charge hours to specific projects based upon your current pay assignments/authorizations. Your specific work schedule will need to be coordinated with your direct supervisor or project director.

We are currently working in a partial shut-down situation with reduced working hours in most situations. Below is an example of time reporting. The employee actually worked 11 hours on Project #123456-000 and 6 hours on Project #456789-000. The regular work schedule for this employee is 40 hours per week. The hours not worked due to the reduced schedule were 23 hours for the week. These hours are recorded on the appropriate day as “Holiday” hours.

WEEK 1		3/15/20	← Start Date				End Date →	03/21/20			
		Sun	M	T	W	TH	F	Sa	Regular Hours	O/T Hours	Total Hours
Use cells F12-J12 for paid or unpaid leave											
Project #1:	IN		8:00 AM		8:00 AM	9:00 AM					
#123456-000	OUT		12:00 PM		10:00 AM	10:00 AM					
	IN		1:00 PM								
	OUT		5:00 PM								
Per Day Subtotal P1		0.00	8.00	0.00	2.00	1.00	0.00	0.00	11.00	0.00	11.00
Project #2:	IN					10:00 AM	10:00 AM				
#456789-000	OUT					1:00 PM	1:00 PM				
	IN										
	OUT										
Per Day Subtotal P2		0.00	0.00	0.00	0.00	3.00	3.00	0.00	6.00	0.00	6.00
Total Hours Worked Wk 1		0.00	8.00	0.00	2.00	4.00	3.00	0.00	17.00	0.00	17.00
Annual Leave			0.00	0.00	0.00	0.00	0.00				
Sick Leave			0.00	0.00	0.00	0.00	0.00				
Holiday			0.00	8.00	6.00	4.00	5.00				

The above employees pay assignment is 60% to Project #123456-000 and 40% to Project #456789-000. The employee time summary for the one-week period would be as follows:

Project	Regular Hours	Holiday Hours	Total Hours	Percent of Total
123456-000	11.00	13.00	24.00	60.00%
456789-000	6.00	10.00	16.00	40.00%
<b>Total</b>	<b>17.00</b>	<b>23.00</b>	<b>40.00</b>	<b>100.00%</b>

Should the current situation progress to a point of a full shut-down that requires employees not report to work, those few essential employees that may be required to be on site to care for animals, labs, fish etc. would be compensated for time worked plus suspended time awarded to other employees. In the above example the employee would be compensated for 57 hours at the regular hourly (not over-time) rate