Payroll and COVID-19

Some regular full, part-time and limited term non-exempt, hourly employees may experience a reduction in the number of hours worked as a result of the University moving to modified work schedules in certain areas. For the pay periods March 15, 2020 to March 28, 2020 and March 29, 2020 to April 11, 2020, the University will pay regular full, part-time and limited term non-exempt, hourly employees based on their regularly scheduled hours if their work hours are reduced as a result of the move to a modified work schedule. The University will evaluate work schedules for future pay periods closer to those dates.

Reporting Hours Worked and Leave Time during COVID-19: Web Time Entry

Employees are expected to report time worked and leave time on their BannerWeb timesheets as normal. It is extremely important that you submit your hours on your BannerWeb Timesheet by the scheduled deadlines.

Two new earning codes have been created for reporting during the COVID-19 event:

Balance of Schedule Hours (BOS): With a reduced work schedule, you will enter the difference between the total hours of your normal biweekly schedule and the total hours actually worked as BOS hours.

Example: John is normally scheduled for 77.5 hours in a payroll period.

Week One- John works 15.50 hours = 15.50 REG hours
Week Two– John works 23.25 hours = 23.25 REG hours
Normal schedule hrs. not worked = 38.75 BOS hours
Total Hours Paid = 77.50 hours

Special Paid Leave (SPL): Additionally, full and part-time employees who accrue leave (>1,000 hours per year) may receive up to 15 days of additional paid leave to be used for COVID-19 related situations like illness, quarantine, isolation or family care need. This is a one-time allowance of additional paid leave in response to the COVID-19 crisis. If you are absent due to a COVID-19 related situation, you can select the Special Paid Leave earn code on your Web Time Entry timesheet to report those hours.

Distribution of Checks

The check processing schedule will remain the same with checks dated every other Friday.

- Direct deposits will be processed on a normal schedule. Direct Deposit stubs will not be mailed; your paycheck stub information is available in BannerWeb Employee Self-Service. To
view your paystub, login in to Banner, select Employee > Employee Self-Service > All Pay Stubs.

- Physical checks will be mailed to the permanent address on record in Banner. They will be mailed on Thursdays.

Employees who wish to elect direct deposit, can do so through Banner Self-Service. Detailed instructions can be found here.

Questions

- For questions about entering hours on your timesheet, please email payroll@richmond.edu.
- For questions about leave codes, please email urhr@richmond.edu.