

To: Hourly employees who reside in Indiana

As a resident of Indiana and an employee of the University of Louisville, this communication is to guide how to report your time for this current pay period, Friday 3/13 to Thursday 3/26 pay period, with respect to the COVID-19 remote work and Indiana's Stay-at-Home Order.

As an hourly employee who resides in Indiana I had the following work experience this pay period:

- a) Worked remotely this full pay period
 - Record your regular hours worked as normal

- b) Worked partially on campus and partially from home for a full pay period
 - Record your time worked on campus as normal. In addition, if you worked on campus Wednesday, 3/25 or Thursday, 3/26 please put a note on your timesheet in the comment section that you are an Indiana employee who worked on campus.
 - You will be compensated at one and a half times your hourly rate for time worked on campus on Wednesday, 3/25 or Thursday, 3/26

- c) Worked partially on campus and was unable to work from home for part of the pay period
 - Record your time worked on campus as normal. In addition, if you worked on campus Wednesday, 3/25 or Thursday, 3/26 please put a note on your timesheet in the comment section that you are an Indiana employee who worked on campus.
 - You will be compensated at one and a half times your hourly rate for time worked on campus on Wednesday, 3/25 or Thursday, 3/26
 - For your regularly scheduled time that you were not working remotely or on campus please process as noted below:
 - Friday 3/13 to Tuesday, 3/22 work with your supervisor to report your time appropriately for your situation
 - Monday, 3/23 to Tuesday, 3/24 will handle as follows
 - If you qualify for [Emergency Paid Sick Leave](#) on these days you need to [apply for the EPSL](#) and make a notation on your timesheet so your timekeeper can appropriately process your time.
 - Wednesday, 3/25 to Thursday, 3/26 will be handled as follows
 - If you apply for [Emergency Paid Sick Leave](#) then you will record the unworked time as Sick (SCK) time. Based on the Indiana Stay-at-Home order residents of Indiana qualify for the Emergency Paid Sick Leave. Note on your timesheet that you have [applied for the EPSL](#)

We hope this message finds you safe and well. Currently we know that our communities are facing a great deal of uncertainty and concern surrounding the Novel Coronavirus pandemic; we want you to know that the Business Operations team is here to help answer any questions or concerns.

For more information on UofL's response to COVID-19 please visit <https://louisville.edu/coronavirus>.

Please contact Business Operations via email at businessops@louisville.edu, by phone at 502-852-7549, or in a [live chat](#).

Kindest Regards and well wishes for staying safe and well,
Business Operations in partnership with HR and Payroll



Here are some helpful Quick Start guides:

- [Timesheet Quick Start Guide for Staff](#)
- [Timesheet Quick Start Guide for Students and Temporaries](#)
- [Timesheet Quick Start Guide for Supervisors](#)
- [Timesheet Quick Start Guide for Timekeepers](#)