



Payroll Services would like to provide guidance regarding the reporting of hours worked and paid time off during this time of disruption in our normal working structure. Time entry and approval deadlines remain the same as the Sunday preceding the paycheck date. Hours submitted or approved after the deadline may not be included in that Friday's payroll.

Exempt employees will continue to be paid as usual with no change to time reporting. Exempt staff are still required to report paid time off such as sick, accrued vacation, or floating holidays for time not worked.

Full-time hourly staff will continue reporting hours worked on their timesheet and reporting paid time off for scheduled time off from work such as accrued sick, vacation, and floating holiday, as usual. However, hours not worked as a result of reduced scheduling due to COVID-19 precautions should be reported on their timesheet as ECH – Emergency Closure.

Part-time hourly staff will continue reporting hours worked on their timesheet and reporting paid time off for scheduled time off from work, such as accrued sick time, as usual. However, hours not worked as a result of a reduced scheduling due to COVID-19 precautions should be reported on their timesheet as ECH – Emergency Closure. Note that part-time webclock employees will need their supervisor to enter the ECH – Emergency Closure time.

Hourly student employees will continue reporting hours worked on their timesheet and reporting paid time off such as accrued sick time, as usual. Note that student webclock employees will need their supervisor to enter any requested sick time. If students have the opportunity to continue working, managers must continue to oversee their work, timesheets, student schedules, and payroll approvals.

For additional information regarding time reporting, please review the university's Time Reporting Policy and Time Reporting Guidelines. To contact payroll, please send a message to [payroll@depaul.edu](mailto:payroll@depaul.edu) with your name, DePaul ID number, and a detailed message.

We appreciate your cooperation and continued patience as we work to maintain Payroll's usual processing practices and deadlines.