

—SPS ALERT—

SPECIAL ALERT 138: HR, Time and Payroll Support Staff

Release date: 3/16/2020

Please see the attached information regarding Contractual employee time entry, the FAQs and the scenarios that were discussed with your HR Directors.

Please note that the Time Entry instructions are for **Contractual employees ONLY**. We will send out additional instructions for State Reg and Temporary employees by Wednesday.

Also note, Contractual employees that have an **additional job** and are working at the worksite have a **two step process** to enter time. They enter the COVID time code, then the COVID Additional Job ONLY code for the same hours.

The FAQs and Scenarios are for other general timekeeping/pay questions.

Thank you for your assistance.

- [ELEVATED LEVEL II SCENARIOS FINAL.docx](#)
 - [FAQs for timesheet entry FINAL.docx](#)
 - [Contractual Time Entry.pdf](#)
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