University of South Alabama  
Limited On-Campus Operations Model  
Timekeeping and Reporting Requirements

**Purpose** - to reduce on-campus workforce as much as possible and still keep University operations functioning. It is the intent of the University that, to the extent possible, all employees are to work at home during the duration of the crisis.

**Employee responsibilities:**
- Employees that must physically work on campus will be identified by the supervisor of each area and approved by the Vice-President. These positions will be for those functions that are essential and that either can only be performed on campus OR are required to maintain minimum University services. A supervisor may wish to rotate employees needed to keep certain offices open and to minimize how often individuals are present on campus.
- All on-campus schedules must be approved by their supervisor in writing, in advance.
- Each employee will be required to reasonably and practically comply with all applicable policies and procedures as outlined in the Staff Employee Handbook.
- Timekeeping requirements during the duration of the crisis are described below.

**Supervisor responsibilities:**
- Determine a specific mode of communication to correspond with the employee regarding completion of work assignments, meeting notifications, conference calls, etc.
- Determine the employee’s requirements as to how essential job functions are performed, how and how often the employee’s performance is to be measured, and other specifics regarding his or her communication and interface with the supervisor and co-workers.
- Ensure that all employees submit time in an accurate manner.
- Approve the time submitted by each employee.
- Ensure that the employee has a good understanding of the manner and frequency by which work assignments will be completed and reported to the supervisor.

**Timekeeping requirements:**
- **Hourly Employees**- If you are working during the closure, work time will be reported as regular time on your timesheet. If you are not working you should record time as Other Admin Leave-Closing, Vacation, FML, Military and/or Sick. Since PAWS can be accessed from home, ALL employees are still required to complete and submit their time sheets by the established payroll deadlines. If you do not have access from home, please contact your supervisor to make alternative arrangements. Also, approvers are still required to approve by established deadlines.
- **Salaried employees**- Leave is reported if you do not work for any day in the time period. Please report leave as appropriate for the day: Other Admin Leave-Closing, Vacation, FML, Military and/or Sick.
- Payroll calendars with deadline information are available on the payroll website [https://www.southalabama.edu/departments/financial-affairs/payroll/calendar.html](https://www.southalabama.edu/departments/financial-affairs/payroll/calendar.html).
- Please see the Payroll and/or Human Resources websites at [https://southalabama.edu/payroll](https://southalabama.edu/payroll) and/or [https://southalabama.edu/hr](https://southalabama.edu/hr) for additional information and FAQ’s.