

Important Human Resources and Payroll Information - 8/25/2020

With the start of the school year, all staff are expected to be working in the building or remotely at the start of their identified work year. Contact Human Resources if you are unable to work and would like to request a leave or an accommodation. Forms and additional information can be found on the Human Resources website, www.isd622.org/hr and click on COVID Employee Resources

Pay beginning August 24, 2020:

Because not all hourly staff will have access to TrueTime, beginning the week of August 24, 2020 the following procedures are in place:

- **Salaried staff** will be paid as usual (sick/vacation/personal time must be utilized if you are not working on any given day)
- **Hourly staff paid via True Time electronic time sheets***
 - Paid for normally scheduled hours (sick/vacation/personal time must be utilized if you are not working on any given day)
 - No clocking in and out or manual entry is required
 - Payroll will be generated based on hours scheduled. If you have worked more than your regularly scheduled hours submit additional time on a paper timesheet
- **Hourly staff paid with paper time sheets***
 - Complete paper time sheets for hours actually worked
 - Submit paper time sheets to your supervisor as directed by your supervisor
 - Irregular and occasional assignments not regularly scheduled and not worked will not be paid (i.e. test proctors, CE lifeguards and water safety instructors, ticket takers, building supervisors, homeless tutors, arena supervisors)

*If your regularly scheduled work year begins on the first day of school (paras, EAs, Bus Monitors, etc.), you will be paid for your normally scheduled hours beginning August 31. If you work during the week of August 24, you must complete paper timesheets and submit them to your Supervisor on August 28. AVID tutors will be paid based on schedules established by the AVID Program.

All staff

- Please be regularly checking your district email for updates and information from your principal/supervisor
- This guidance is subject to change at any time.