

Payroll for Part-Time Employees

We understand that the implementation of paying part-time employees 24 hours during the last pay period (4/2/20 check date) created confusion. The intent of the College was to compensate part-time employees (that received a paycheck in either of the March payrolls) 24 hours in an effort to help many part-time employees maintain hours, however, we understand that some part-time employees did in fact work more than 24 hours during this most recent pay period. Please see below for more information regarding part-time employees (and disregard the 4/3/20 Tribune notice regarding payroll for part-time employees):

Part-time employees that are still working:

- Your next time sheet should only include the ***hours worked*** during the pay period 3/27/20 – 4/9/20. As always, supervisor approved electronic (web-time entry) time sheets are due to payroll by Thursdays (of the week that precedes the pay check) at noon. You will be paid for the hours as submitted on your time sheet and you must continue to submit time sheets in the future.

Part-time employees that are no longer working (these employees will be paid through 3/31/20):

- Your next time sheet should only include the ***hours scheduled*** during the pay period 3/27/20 – 3/31/20. As always, supervisor approved electronic (web-time entry) time sheets are due to payroll by Thursdays (of the week that precedes the pay check) at noon. You will be paid for the hours as submitted on your time sheet. The supervisors of these employees will need to ensure their part-time employees are made aware that in order to be paid a time sheet must be submitted.

Part-time employees that were paid 24 hours on 4/2/20 but worked more than 24 hours:

- If you reported your actual hours on the last time sheet (3/13/20 – 3/26/20) there is no need to do anything as these hours will be captured by Payroll and added to your 4/16/20 pay check.
- If you underreported your actual hours on your last time sheet, you must contact your supervisor to let them know. The supervisor must contact Deb Oliver in payroll (doliver@monroecc.edu) in order to add these hours to your 4/16/20 pay check.

We thank you for your patience and please do not hesitate to reach out to the payroll department if you have any questions.

Debbie Oliver
Payroll Director