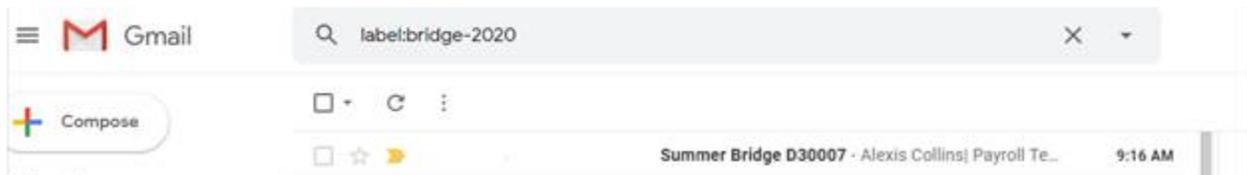


Submission

All excel sheets containing employee time must be submitted to the general payroll e-mail by the appropriate administrator authorized to sign for those specific funds.

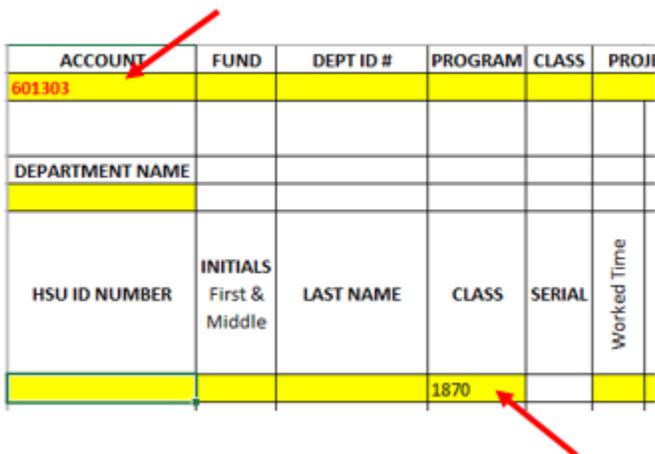
We would like to ask that you route your e-mails with a subject title that includes employee type and your department number. (See Example Below) Due to the nature of working remotely and the fact that our staff each has an area of expertise we need a quick and easy way to route what forms need to go to which payroll technician. We also ask that you please **do not** convert the excel sheets into a PDF, Google Sheets or any other form than what's been provided.



Job Class Specific Excel Sheets

Please take extra care when downloading and submitting the excel sheets. For example, Student Assistants are a class code of 1870 and have an account code of 601303. These fields have been hardcoded in each sheet to minimize error. Excel sheets can be found in the job specific title on our web page.

<https://hraps.humboldt.edu/payroll-forms>



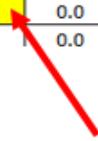
ACCOUNT	FUND	DEPT ID #	PROGRAM	CLASS	PROJ
601303					
DEPARTMENT NAME					
HSU ID NUMBER	INITIALS First & Middle	LAST NAME	CLASS	SERIAL	Worked Time
			1870		

Covid Related Leave

An additional feature on the sheets is the tracking of any Covid related Leave for student classification. These hours must be tracked and coded separately. You will see below that we have now included a column for this. Please enter all hours actually worked via on campus or telecommuting in the "Worked Time" and any granted hours in the "Covid Related Leave" column. Together these two columns should comprise the total hours. For information on what qualifies a student to claim these hours for pay, please visit the HR website below.

<https://hraps.humboldt.edu/human-resources-covid-19-faqs>

ACCOUNT	FUND	DEPT ID #	PROGRAM	CLASS	PROJECT				
601303									
								PAY PERIOD	
DEPARTMENT NAME									
HSU ID NUMBER	INITIALS First & Middle	LAST NAME	CLASS	SERIAL	Worked Time	Covid Related Leave	TOTAL HOURS	SALARY RATE	GROSS
			1870				0.0		\$0.00
			1870				0.0		\$0.00



As a general reminder, these forms are being used **in lieu** of the traditional time sheets. They will function almost identical to our payroll headers. Please use the same logic you applied to those in this circumstance.

- If at all possible list employees alphabetically by last name.
- Make sure to thoroughly fill out your Chatfield strings.
- Double check employee ID's, first & middle Initials and spelling of the last name.
- Route to the appropriate administrator for approvals making sure they include the approval verbiage
- Please remind administrators to include the attachments. 😊

As always please feel free to contact our office via e-mail payroll@humboldt.edu for any questions, concerns or clarification.