

Foundation Managers and Staff,

Thank you for all for your efforts in ensuring a seamless payroll process this week given the uncertainties that we are all facing at this time. I realize that there are a number of communications originating from a variety of on campus sources; some of which may or may not pertain to you. Please do continue to read all information circulated in an effort to stay informed. However, as Foundation employees I encourage you to diligently review the communication source and evaluate its applicability to you and your team to limit confusion. Any matters related to telecommuting, administrative leaves, medical leaves, benefits, timekeeping and payroll impacting Foundation employees during this transitional period, will originate from the Foundation Executive Director, Director of Human Resources & Payroll and/or the Human Resources Generalist.

With that, I'd like to provide guidance regarding the Foundation's timekeeping requirements for managers with employees who may be telecommuting or on paid Administrative Leave.

As a reminder, the campus has shifted operations to a more remote work environment to reduce the number of employees on campus with the intention of minimizing exposure risks through the semester. Therefore, all employees (Full time, Part time and Student Assistants) should be telecommuting, unless their position requires them to be on campus. A telecommute acknowledgment form must be on file with Foundation Human Resources for telecommuting employees by Wednesday, April 1, 2020.

Employees (Full time, Part time and Student Assistants) whose positions don't allow for remote work, and are not require to be on campus should be placed on paid Administrative Leave after consultation with the supervisor, Principle Investigator and/or Dean to determine fiscal feasibility as this solution may not be an option for your department. Please note, it is estimated that students place on paid Administrative Leave should continue to be paid through April 4<sup>th</sup>. After which time, more guidance will be provided on the subject. Hence, the guidance currently circulating from the Chancellor's Office regarding 128 hours of pay for students does not apply to Foundation student employees.

During this time, the accuracy of timekeeping and payroll is extremely important. Please review the information below for the appropriate timekeeping method by employee type.

- Employees working remotely are responsible for keeping track of hours worked for the purpose of completing electronic timecards every pay period. Salaried employees are required to continue entering all hours in worked in Paychex Flex (using either a Laptop or the Paychex mobile application). Managers must also track telecommuting hours on the timecard by typing "Telecommuting" in the manager's note section of the timecard for each week.
- Managers should coordinate with telecommuting hourly employees to determine the best method for tracking hours and completing electronic timecards. Hourly employees who work remotely may clock in and out through Paychex Flex (using either a Laptop or the Paychex mobile application), or managers may opt to enter the scheduled hours into Paychex on behalf of the employee to minimize errors and missed punches. Managers have the ultimate responsibility to ensure all hours worked are entered and approved prior to the timecard deadline. As a reminder, hourly employees are still expected to take a 30-minute meal break, which should be reflected on the timecard. Managers must also track telecommuting hours on the timecard by typing "Telecommuting" in the manager's note section of the timecard for each week.
- For employees placed on paid Administrative Leave, including students, managers must log in to Paychex and enter the employee's standard schedule into the timecard and approve every pay period based on the timecard deadline, with no exceptions. For example, if the employee typically worked 20 hours per week pre COVID-19, the employee should receive 20 hours of Administrative Leave pay each week. If the employee's standard schedule and hours fluctuates, please use the average weekly hours

worked in the month of January and February (pre COVID-19) as a baseline for determining weekly hours. This method should only be used for Full time partially benefitted, part time and student employees. In the case of a full time, fully benefitted employee, a full 40 hours should be entered into the timecard each week. Employees on paid Administrative Leave will be paid at their current rate of pay. Managers must also track administrative leave hours on the timecard by typing “Administrative Leave or AL” in the manager’s note section of the timecard for each week.

- Additional employment employees should continue to use the paper timesheet to track hours worked. Due to limited Foundation operations, we will accept paper timesheet submissions via email to [Dmanzano@csudh.edu](mailto:Dmanzano@csudh.edu) , along with the email approval from the authorized signer.
- Employees (salaried or hourly) working on more than on account number, along with their manager are responsible for ensuring time worked is allocated appropriately at the timecard level. Foundation HR and Payroll will not move time worked from one account number to another, as we are not authorized to do so. For the accuracy of sponsored program reports, managers must ensure time is placed correctly before approving the timecard, with no exceptions. During this time of limited operations creating payroll transfers is not a timely or efficient method for allocating time worked.

Again, thank you all for your efforts and your patience as we make the necessary changes to accommodate the ever changing environment. Managers please share the above information with your staff that may not have access to this email.

Be well and stay healthy.

Best Wishes,

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