

Payroll Guidelines for Hourly Professional Staff Members and their Managers

This document outlines the time sheet submission process for UNE's hourly professional staff members who have been approved to work remotely. There will be a combination of different situations with professional staff and/or their managers working remotely. *We understand this process will not account for all situations so please contact your manager, the Payroll Office or Human Resources with any questions or assistance.*

If the staff member is on-site as the end of the pay period nears and if the manager will be on site at UNE, then the staff member would provide the manager with the hard copy time sheet and the manager will scan the approved timesheet to the payroll@une.edu mailbox as usual.

However, when the staff member or manager are not on-site then the time sheet submission process will be as follows:

- The staff member will email the completed time sheet with all hours in/out for the days worked in the two-week pay period as well as leave time reported in accordance with UNE policies. The emailed time sheet to the manager is the staff members "signature" of the accuracy of the hours reported.
- The manager will review the time sheet, and upon their approval, forward the email from the staff member with the same time sheet attached to payroll@une.edu. The emailed time sheet from the manager is the manager's approval for the hours to pay.

It is important that time sheets are sent in one of the following ways by both staff members and their managers:

- Using only UNE email addresses from the staff member to their manager and from the manager to payroll@une.edu. (Do not use personal emails.) UNE email can be accessed while on-site at UNE or if working remotely through either the UNE VPN method or via www.une.edu, Employees tab, select UNE Email and enter your UNE login information.
- Using UNE on-site printer scanners to send the time sheets to payroll@une.edu.

Time sheets (in Word and Excel formats) can be found attached to this email, by contacting the Payroll Office, and as noted below:

- At U-Online, Employee Services, HR/Payroll Downloadable Forms and Policies, Downloadable Forms.
- On the UNE network at V:\UNEDocs\Payroll\Staff Time Sheets\.

The time sheets are due to Payroll, the same as in the past, by noon on the Monday immediately after the pay period ends. The payroll schedule is included on U-Online and the V drive folder noted above.

We appreciate your flexibility with the new processes as we all adapt. The goal is the same to ensure your pay is accurate, complete and timely processed.

Feel free to contact one of us in the Payroll Office at the general mailbox at payroll@une.edu or as follows:

Debbie Pepin, Payroll Specialist, dsharpepepin@une.edu, 602-2235
Rosanne Bingham, Payroll Specialist, rbingham2@une.edu, 602-2343
Cathy Cyr, Payroll Information Specialist, ccyr5@une.edu, 602-2534
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