TO: University of Rhode Island community

FROM: Sharon B. Bell, Controller

DATE: November 1, 2012 – REVISION #2

RE: Procedure for Timecard Reporting for October 29-30, 2012

The Governor shut down state offices for a Rhode Island State of Emergency for the period Monday, October 29, 2012 at 7:00am through Tuesday, October 30, 2012 at 4:30pm

Employees will charge one of the following:

**Essential Employees** - Any hours physically worked during the above period will report hours worked on their timecard.

**Non-Essential Employees** - Any hours not worked during the above period, related to an employee’s regular schedule, should be reported as Administrative Leave. If non essential employees reported to work, hours should be reported as Administrative Leave. Administrative leave will be paid out at straight time.

If an employee was scheduled for vacation or out on sick leave, time should be reported as vacation or sick time.

Department Head, Directors, Managers, who approve timecards for essential employees, must send a list of employee names to URI Payroll Office by **Monday, November 5, 2012**.

See memo from Anne Marie Coleman dated November 1, 2012 regarding TIME REPORTING FOR HURRICANE SANDY.

Thank you for your assistance.