

Time Reporting Guidelines

Please read the following important time reporting update!

Remote work

For employees who work remotely, supervisors/managers will continue to review and approve each employee's reported work and leave hours. The expectation is that anyone working remotely is reachable, available, and/or demonstrating work outcomes during their normal work schedule hours. These individuals are asked to carefully review the [Guide To Working Remotely](#), and complete the [Telecommuting Request Form](#) with approval by his/her supervisor. Please email a copy to Human.Resources@msutexas.edu.

Reporting hours for Non-Exempt employees (Benefit Eligible)

Payroll will enter a standard eight hours per day for all non-exempt benefit eligible employees for the foreseeable future. Supervisors will continue to approve these hours through TimeClock Plus. If certain essential personnel such as the Police Department are required to work more than the standard 40 hours during the week for proper coverage, the supervisor/manager can add the overtime hours or the employee may clock in/out as normal.

Reporting absence for all Benefit Eligible Employees

If a benefit eligible employee is unavailable to work and needs to request sick or vacation leave, a time request should be submitted through the normal approval process. Illnesses related to the pandemic and those employees required to self-quarantine will have their time recorded as "Leave-Other."

Hourly Employees (Students and Temporary Part-Time)

Students and temporary part-time employees that continue to work on campus should clock in/out using the normal process. If they are working off-campus, they should email their supervisor/manager the hours worked and the supervisor/manager will enter the hours in TimeClock Plus.