DATE: March 17, 2020
TO: BCO Directors (Via Email)
     Principals (Via Principals Weekly)
     Payroll Secretaries (Via Email)
FROM: Francine Perkins-Colón
SUBJECT: Timekeeping Entry Information

In an effort to maintain a proper timekeeping audit trail and ensure that employees are properly paid, we are providing information below to facilitate this:

- Payroll secretaries / timekeepers must process all timekeeping entries for annual QBank, Per Diem, and Per Session employees for the period up to and including March 13, 2020 by close of business Thursday March 20, 2020.

- For the period from March 16, 2020 through March 31, 2020 annual employees will receive their recurring gross and any absences for this period (sick, COVID, etc.) must be recorded at a later date.

- Service for EBank employees will be anticipated by the system for the period from 3/4/2020 through 3/17/2020 which closes on 3/24/2020. If they have sick, COVID absences, etc., those entries will have to be made at a later date.

- Beginning with the first payroll with a timekeeping close date on or after April 1, 2020, we expect the payroll secretaries / timekeepers to update the system with all prior period adjustments and all timekeeping events going. Forward.

FPC: mw

C: Maria Conklin
   Len Rubino
   Kevin Monrose
   A Karasoula