**Instructions for Completing Timesheets for March to April 2020**

In response to COVID-19, the University has implemented a different process for recording hours in the payroll system. Please use the attached timesheet to record **actual hours worked** AND/*OR* **hours missed** between March and April. Please ensure that you have selected the appropriate situation(s) at the top of the timesheet and entered applicable the date range(s) from the dropdown menu.

**Non-Appointed Employee Self-Declaration Form**

If you have been diagnosed with COVID-19 or have been required to self-isolate for any reason related to COVID-19 (eg. travel, possible exposure, etc), please complete a [Non-Appointed Employee Self-Declaration form](https://uthrprod.service-now.com/sp?id=sc_cat_item&sys_id=796ca9c51bef0410d57786e9cd4bcb03&sysparm_category=6205466cdb753f0052e7f8f339961937). This will help the university to track COVID-19-related absences.

**Timesheet Example**

*Jane Smith returned to Ontario from a trip to Paris on March 8 and was required to self-isolate for 14 days. Assuming Jane usually works 6 hours per week,* ***Jane missed 12 hours of work during her isolation******period*** *because she could not perform her work duties remotely. On March 23,* ***she worked four hours on-site*** *in a research lab, helping to prepare for a lab shutdown.* ***Jane missed another 20 hours of work between March 24 and April 17 because Jane could not perform any of her duties remotely****.*

*Jane would complete the form as follows:*

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Hours Missed Due to Self-Isolation



Hours Missed

“Well” and could not work remotely

Actual Hours Worked

On-Site