Date: March 13, 2020

To: Student Employees

From: Brian K. Powell, VP | CHRO

Subject: How to Report Student Time

In response to the COVID-19 coronavirus outbreak and effective March 12, 2020, the University announced that all Chapman classes will move online temporarily. Students are encouraged to return home and take classes remotely. Campus offices remain open until further notice.

G-Ship students (GRA, GTA, GWA, and GCA) will continue working. Students who can work remotely (offsite/off campus) may do so with the approval of their supervisor. All other student employment is suspended temporarily, effective March 12, 2020 and until further notice.

Student employees who cannot work will be compensated for their regularly scheduled hours. As a student, you are responsible for reporting your hours each payroll cycle. Attached are the instructions for you to follow (how to report student time).

For questions regarding student employment, please contact Student Employment at studemp@chapman.edu in the Office of Human Resources.

For pay or timesheet related inquiries, please contact the Payroll Department in Financial Services at payroll@chapman.edu.

For graduate assistantship (G-Ship) related inquiries, please contact the Graduate Education Team in the Provost’s Office at graded@chapman.edu.

As the situation evolves in California and across the nation, new information will be available on the Coronavirus webpage. Please check this website regularly to remain up to date about campus developments.
Reporting Student Time Each Pay Cycle
Students who are not working (e.g., those not in G-Shps and those not working remotely) must continue to record their time using a new Time Reporting code: 089-Student University Closure.

If you do not report your time, you will not get paid.

Log into My.Chapman.edu > Go to My Timesheet > Navigate to your schedule days of work

1. Select the Time Reporting Code (TRC) 089-Student University Closure
   a. Do not enter the “In” and “Out” punches
2. Enter the number of hours you were scheduled to work in the Quantity column
3. Once you have completed all your entries click “Submit”

All student without direct deposit your checks will be mailed to the address on file. If your address is not current or incorrect, please update your information within Employee Self-Service.