**Parish Template for Remote Work Payroll Sheet**

***Payroll for Hourly & Non-Exempt Employees During Governor Ever’s ‘Safer at Home’ 2020***

* (Enter Parish Name) is grateful for the hard work and dedication from its employees and during these unprecedented times will continue to pay each hourly employee according to the scheduled hours they would have worked if our parish was open.
* Each employee has been given direction on how to fill these hours to the best of their ability remotely or with scheduled work from the office.
* These hours are based on average work weeks and letter of hires, and then recalculated to hours per day for processing. For those of you that are based on a stipend wage or a 40 hour work week, your hours/days would continue to follow those schedules and include any weekend work.
* Pay days included will be up through Wednesday, June 10th.
* The pay dates will still remain the 15th and last business day of each month, however, the payroll days have been adjusted for processing with our payroll company, ADP. (Adjust to the parish’s specific payroll frequency)
* Please sign the bottom of the schedule below and return in the pre-addressed stamped envelope to complete the payroll process.
* If you have any concerns over your hours listed, or have any other questions, please contact (Enter Contact Person’s Name) at (Enter Contact Number).

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Average hours a week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to average hours a day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(The dates below may have to be adjusted to meet your specific pay periods)

Payday: March 31st Scheduled office days would have been on time cards turned in before March 20th.

Payday: April 15th (14) Scheduled office days: March 23,24,25,26,27,30,31 April 1,2,3,6,7,8,9.

Payday: April 30th (9) Scheduled office days following Easter: April 14,15,16,17,20,21,22,23,24

Payday: May 15th (10) Scheduled office days: April 27,28,29,30 May 1,4,5,6,7,8

Payday: May 29th (10) Scheduled office days: May 11,12,13,14,15,18,19,20,21,22

Payday: June 15th (11) Scheduled office days following Memorial Day: May 26,27,28,29, June 1,2,3,4,8,9,10

Signature of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_