Payroll and Sick Time

Payroll:

Timesheets are to be submitted into payroll for the two-week current period you have worked.

Example: If timesheets are due on Thurs, July 18, 2019 the two-week period would be from Sunday July 7th through Saturday July 13th and Sunday July 14th through Saturday July 20th.

Timesheets are to be sent electronically to Sptime@umassmed.edu on or before 10am on the following dates for 2019/2020

2019 Dates
July 3 & 18
August 1, 15 & 29
September 12 & 26
October 10 & 24
November 7 & 21
December 5 & 19

2020 Dates
January 2, 16 & 30
February 13 & 27
March 12 & 26
April 9 & 23
May 7 & 21
June 4 & 18

The above dates are subject to change due to vacation time and sick time for the payroll coordinator. You will be notified by email of any changes to the above due dates. It is your responsibility to check your emails for any changes to the above dates.

Sick Time:

In the case of illness, where an SP must cancel a scheduled session due to being sick, the SP must follow replacement protocols for SP shift swaps and drops. Calling out sick on the day of the event you will be paid the number of hours you were scheduled to work at the project rate. Travel is not included for sick time.

Reporting sick time on your timesheets must be in the current payroll period and indicate the event that you were scheduled to work.

As per diem employees of UMass, SPs are entitled to earn 2 minutes of sick time for every one hour worked. This sick time will be accrued over time, and will carry over from year to year, no more than a maximum of 40 hours. An SP can view their accrued sick time totals found on their pay stub on HR Direct (https://www.umassmed.edu/hr/hrdirect/)

Sick time may be used for appointments with a licensed medical or dental professional which cannot reasonably be scheduled outside of normal working hours for purposes of treatment and that you were scheduled to work but had to cancel due to a medical appointment.

It is understood that illness occurs unexpectedly, however we remind SPs that when scheduled to work, the faculty and students are relying on your presence at the project. Whenever possible the Event Manager schedules backup SPs, but that is not always logistically possible.