

Office of Faculty Affairs and Development

Subject: FW: ISA, TA, and GA Employees' (Unit 11) March 2020 Electronic Timesheet Submission

From: Office of Faculty Affairs and Development

Sent: Wednesday, March 25, 2020 4:42 PM

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Dear Unit 11 Colleagues,

You are receiving this email communication because our records indicate that you have a Winter 2020 appointment as a Unit 11 employee. If you receive this email and do not have a Winter 2020 appointment, please disregard this email.

We are writing to inform you that, considering the COVID-19 situation and the temporary suspension of all non-essential on-campus operations, please submit your March 2020 timesheet, which from our understanding is due tomorrow, using one of the following options if you have not already submitted it:

- a. Fill out your timesheet form, date it, sign it using a wet signature, and scan and email it to the designated individual to whom you normally submit your timesheet; or
- b. Fill out your timesheet form, date it, sign it by typing “/s/” and then your name in the signature block (for example “/s/ Lark Winner” would appear in typeface in the signature block), and convert to PDF or scan the document and email it to the designated individual to whom you normally submit your timesheet.

Again, if you have not already submitted your timesheet, please defer to using one of the options listed above instead of submitting your timesheet in hard copy form, as we want you to remain safe and comply with the statewide restrictions that have limited access to campus to stop the spread of COVID-19.

For those of you who have a Spring 2020 appointment, as stated in the email we sent yesterday evening, beginning the Spring 2020 quarter, all timesheets for Unit 11 employees will be submitted electronically via Adobe Sign. Dates and times for online training courses on this new process will be available during the week of March 30, 2020, and a pre-recorded online training course may also be available. We anticipate that we will be able to send you a list and/or link for the training courses for the Adobe Sign training and process for Unit 11 employees by the close of business this Friday, March 27, 2020.

Thank you all for your hard work and flexibility during these challenging times.

Seval Yildirim
Associate Provost for Faculty Affairs and Development
Field Representative at California

Lark Winner
Vice President UAW Local 4123 and