

Subject: Update: HACC's Preparation for the Coronavirus - March 24, 2020
Date: Tuesday, March 24, 2020 6:56:55 PM

Good evening, colleagues!

Our first week of 100% remote instruction and learning is underway! Thank you for lending a helping hand where needed during this truly historic time for the College. It has been heartening for me and members of the Cabinet to witness the strong network of support that you provide for each other and our students. #HACCProud.

Please note the following important announcements:

- HACC's five campuses will NOT re-open in April.
- The five campuses will remain closed through May 17. They are tentatively scheduled to re-open on May 18.
- Students will continue to receive remote instruction and services through May 17.
- Most employees will continue to work remotely through May 17.
- The information above is tentative and subject to change.
- The Commencement ceremony scheduled for [May](#) is canceled. Students who were scheduled to graduate in May will be invited to participate in the Commencement ceremony scheduled for December 2020.

These decisions were made to ensure we continue to keep you safe.

Earlier today, the leaders of the four constituency groups attended the daily Cabinet meeting and shared updates and recommendations that we will implement to make this time go even more smoothly for employees and students.

Please remember to [remain mindful of your personal health](#) and well being while dedicating additional time and energy to others. It is important for all of us to pace ourselves and do our best to stay healthy.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania's Community College

1. What do I do if my user account is locked, and I cannot log in to the myHACC portal?

If your user account is locked due to a few failed login attempts, please wait 10 minutes and it will unlock automatically. If you continue to have issues, please contact the Support Center at 717-780-2570.

2. Are students going to have to pay more out of pocket and/or take loans out in order to cover the remote learning? Or is financial aid still able to cover these expenses?

Students will not incur additional costs as the result of the move to remote instruction. Financial aid will cover expenses. Tuition and course fees are the same for on-campus and online.

3. How do I submit a timesheet if I don't have access to the internet?

Employees or student workers who are unable to submit their timesheets online should contact their supervisor immediately to let them know. Your supervisor will work with you to identify alternative solutions.

4. As a supervisor, how can I ensure my employees and student workers are paid accurately and timely?

As we prepare for the next payroll cycle, we need all supervisors' assistance to ensure everyone gets their paycheck. Some employees and student workers may not have access to the internet and may not be able to submit their timesheet online. It is essential that all employees and student workers submit a timesheet in order to be paid.

All supervisors are expected to follow the process below:

- Please contact your employees and student workers to confirm whether or not they have access to submit a timesheet online.
- If they do not have the ability to submit a timesheet online, please notify payroll@hacc.edu by 4 p.m. on March 26.
- The payroll office will manually create a timesheet in Banner.
- The supervisor will access the timesheet to make any modifications on the employee's behalf and submit the timesheet on March 30.
- The supervisor will approve the timesheet no later than March 31.

It is important to note that supervisors who complete timesheets on behalf of employees and student workers must follow the pay practices that have been communicated in [previous FAQs](#). A guide for completing timesheets will soon be available to all employees.

Gratefully yours.