D.C. DEPARTMENT OF HUMAN RESOURCES

Personnel Time Tracking for COVID-19

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Time Reporting for COVID-19 Response Related Work

The COVID-19 pandemic is an unprecedented event in the District which requires an increased response from the workforce at large. On March 11, 2020, the Mayor declared both a state of emergency and a public health emergency allowing the District Government to request federal reimbursement for COVID-19 preparedness and response efforts.

To ensure the District is in compliance with the regulations for requesting federal reimbursement, DCHR, in collaboration with the Office of the Chief Technology Officer (OCTO), the Office of Payroll and Retirement Services (OPRS), and the Homeland Security and Emergency Service Agency (HSEMA) has activated a task coding feature in PeopleSoft to track all hours worked in support of the COVID-19 pandemic.

For employees supporting any aspect of COVID-19 operations, the guidelines below must be followed when entering time in PeopleSoft:

- Use the new "Task" field to record all time worked in support of COVID-19.

- All hours related to COVID-19 activities must be justified in the comments section. The justification must include a detailed description of the specific activity.

We cannot express the importance of capturing and accounting for this information in a timely manner. Further, it is equally important that there is a proper accounting of all time worked. Therefore, employees must make retroactive changes to their timesheets dating back to when they first began supporting the COVID-19 pandemic. To do this successfully, Peoplesoft will allow for retroactive timesheet changes to the pay period beginning January 5, 2020. Also, employees must save a copy of their original timesheet prior to making any retroactive changes and provide a copy to their manager for audit purposes. Please note, the total number of hours reported on the updated timesheet must match the total number of hours reported on the original timesheet as employees have already been paid for these hours. Changes to the total number of hours reported on the updated timesheet may result in pay issues. Employees should contact their agency's Quality Assurance Liaison (QAL) or Timekeeper if they need to adjust the total number of hours reported to avoid any

discrepancies in pay. Moving forward, employees are expected to complete weekly updates to their timesheets every Friday while also adhering to their agency's timesheet submission deadlines until the end of the declared state of emergency. Please refer to the attached guidance and video to begin tracking your time.

Managers and Supervisors

Managers and supervisors must approve all retroactive timesheet changes to ensure these updates are properly reflected in Peoplesoft. Managers and supervisors must reference the employee's original timesheet before approving the updated timesheet. Please note, the total number of hours reported on the updated timesheet should match the total number of hours reported on the original timesheet, as the employee has already been paid for these hours. When approving timesheets, PLEASE DO NOT MASS APPROVE. Each employee's timesheet should be reviewed and approved individually. Changes to the total number of hours reported on the updated timesheet may result in pay issues. If an employee needs to adjust the original hours reported, they should contact their agency's QAL or Timekeeper to avoid any discrepancies in pay.

Quality Assurance Liaisons and Timekeepers

To ensure there is a proper accounting of all activities and costs related to the COVID-19 emergency, employees have been asked to make retroactive changes to their timesheet. As you know, when changes are made to an employee's timesheet, payable time must be approved in order for the change to be reflected. Payable time generally populates within 24-48 hours of the approval of retroactive adjustments made to an employee's timesheet. You can approve the payable time for your agency by clicking on the following in Peoplesoft: Manager Self-Service>>>Time Management>>>Approve Time and Exceptions>>>Payable Time. You will then need to adjust the date and click on "Get Employees" (COVID-19 Operations began on January 14, 2020). From this screen, you will approve payable time as normal. Please note, the total number of hours of the updated timesheet should match the total number of hours previously submitted as the employee has already been paid for these hours. In some rare instances, an employee may need to adjust the original hours reported. Please assist employees and managers in doing so to avoid any discrepancies in pay.

Should you have any questions related to task tracking, please send an email to: eoc.finadsec@dc.gov and ensure that "COVID 19 Task Tracking" is in the subject line for routing purposes.

Should you have any questions related to payroll and timesheet submission/approval related to COVID-19, please send an email to: covid19payroll@dc.gov and ensure that "COVID 19 Timesheet Tracking" is in the subject line for routing purposes.