HOW TO REPORT COVID-19 RESPONSE TIME USING THE TASK FIELD

Directions

- Report <u>all time</u> worked – you may work all day on the COVID-19 response, or your time may be split between regularly assigned duties.

- Use the Reporting Code you usually use to track overtime when reporting more than 40 hours per week.

- This code will vary between Non-union and Union employees, among others. Discuss with your Manager or HR Specialist any questions about how you currently report overtime.

STEP 1 Use a separate row from regularly assigned hours for hours spent on activities related preparation and/or response to COVID-19.

STEP 2 A new column titled 'TASK' is now available for reporting these hours.

For time that was spent on COVID-19 activities, enter the code **"COVID"** in the row of related hours.

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STEP 2 ALTERNATE

The code can also be added by clicking on the Look-up icon under the Task column. When the Look-up method is used, the user will be given the single available option of "COVID-19."

Click on COVID

Note: For Non-Union Employee's with overtime, your timesheet will look like this:

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STEP 3   Because time spent on the COVID-19 response will be tracked by day and has reporting requirements - you will need to add a comment which details the tasks you worked on related to COVID-19.

From Sunday 03/01/2020 to Saturday 03/14/2020 ⑦

	Sun 3/1	Mon 3/2	Tue 3/3	Wed 3/4	Thu 3/5	Fri 3/6	Sat 3/7	Sun 3/8	Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Total	Time Reporting Code		Task		Combination Code
		8.00	8.00	8.00	8.00	8.00			8.00	4.00			8.00		60.00	Regular Pay - REG	⌄		🔍	
				4.00	4.00				4.00	4.00	8.00	8.00			32.00	Regular Pay - REG	⌄	COVID	🔍	

[Save for Later]   [Submit]

Reported Time Status | Leave / Compensatory Time | Exceptions | Payable Time

Reported Time Status

⊞ 🔍   1-10 of 10 ⌄

Select	Date	Reported Status	Total	TRC	Description	Add Comments
☐	03/02/2020	Needs Approval	8.00	REG	Regular Pay	💬
☐	03/03/2020	Needs Approval	8.00	REG	Regular Pay	💬
☐	03/04/2020	Needs Approval	8.00	REG	Regular Pay	💬
☐	03/05/2020	Needs Approval	12.00	REG	Regular Pay	💬
☐	03/06/2020	Needs Approval	12.00	REG	Regular Pay	💬
☐	03/09/2020	Needs Approval	12.00	REG	Regular Pay	💬
☐	03/10/2020	Needs Approval	8.00	REG	Regular Pay	💬
☐	03/11/2020	Needs Approval	8.00	REG	Regular Pay	💬
☐	03/12/2020	Needs Approval	8.00	REG	Regular Pay	💬
☐	03/13/2020	Needs Approval	8.00	REG	Regular Pay	💬

Find the time you worked on COVID and click the comment bubble under the "Add Comments" column.

Comments related to time entered for 03/05/2020

⊞ 🔍 |◁ ◁ 1-1 of 1 ▼ ▷ ▷| | View All

	Date	User ID	DateTime Created	Source	Comment
1	03/05/2020		03/17/2020 9:47AM	Time Reporting	COVID-19 Incident Management Tasks: - Monitored data response dashboard and coordinated response - 2 hours - Deployed resources for DOH response request - 1 hour - Managed overhead logistics for DCPS incident - 1 hour

[Add Comment]

[OK]   [Cancel]   [Apply]

The text entered on the note can be as long as desired. Submit by either clicking on "OK" or "Apply."

"OK" will take you back to the Timesheet page, and "Apply" keeps you on the Comments page. Once you click "OK "or "Apply" you will not be able to edit or update a comment.

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You can add further information by clicking the 'Add Comment' button.

Press "OK" again.

STEP 4

Back on the timesheet page click **"Submit"** and your time has been submitted!