



INSTRUCTIONS FOR TIME REPORTING HOURLY EMPLOYEES (NON-EXEMPT)

As of January 24, 2020, the City may be eligible for reimbursement of costs associated with our emergency response activities to the **COVID-19 pandemic**. Costs that may be eligible for reimbursement include labor, material, equipment use, and procured services related to the emergency. This communication provides instructions for capturing and reporting labor hours for employees that normally report time through the City’s payroll/timekeeping system (PeopleSoft).

Time Reporting for Hourly Employees (Non-Exempt) during the COVID-19 pandemic

Employees need to record their time spent on any COVID-19 related activities using PeopleSoft Self Service. In order to track costs for reimbursement, employees should (1) account for all work hours spent on COVID-19 activities using REG Time Reporting Code (TRC) for hours worked within your normal schedule, or OTP (Overtime Pay) for hours in excess of the 40 hour work week, (2) select the Override Reason Code **COVID** only for those REG or OTP hours that qualify for reimbursement, and (3) enter comments detailing the work performed.

- Scheduled Hours:** Employees need to complete their timesheet using TRC (Time Reporting Codes), plus the Override Reason Code: **COVID (use for emergency measures exclusively for COVID-19 Event)** as shown in the timesheet example below.

From Sunday 03/15/2020 to Saturday 03/21/2020								Total Hours	Time Reporting Code	Time Validated	Override Reason	Task	Comments
Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21							
	6.00	8.00	8.00	8.00	8.00		38.00	REG - Regular Pay	<input checked="" type="checkbox"/>				
	0.50						0.50	OTP - Overtime Pay 1.5	<input checked="" type="checkbox"/>	COVID		8:30-9 AM CONF CALL	
	2.00						2.00	REG - Regular Pay	<input checked="" type="checkbox"/>	COVID		8-10 AM EOC TEAM MTG	

- Comments:** Employees should enter the following information in the comments section.
 - Hours worked in 15-minute increments, including start/end times for each COVID-19 activity
 - General brief description of task/work performed (i.e., meetings, prep for meetings with internal pandemic team, completing pandemic response matrix, continuity of operations plan, internal planning efforts related to how the City/Departments would respond to varying levels of COVID-19 event, etc.).

Employees are required to enter the following information in the comments section whenever a COVID-19 Override Reason code is used. See example below:

Date	Hours	Comments (Note: Maximum of 20 characters)
Sun, 3/8	0	
Mon, 3/9	1.0	8-9 am EOC team mtg.

Supervisors: Review employees’ timesheets and make any corrections prior to approving. Verify correct TRC codes are being used.