

Timekeeping Instructions and FAQs For Benefited, Non-Exempt (Hourly) Employees March 17, 2020 Until Further Notice

Essential and Non-Essential Employees Who are Continuing to Work

1. Essential employees who continue to work should code their time as they ordinarily would as per their respective MOAs.
 - For employees who continue to perform their regular duties, no activity ID is required and the timecard should be completed as normal.
 - Any COVID-19 related work should be coded to activity ID = XX-9022, where XX is your department (see below for a list of department codes).
2. Non-essential employees who are able to perform their duties remotely from home should also code their time as they ordinarily would as per their respective MOA.
 - For employees who continue to perform their regular duties, no activity ID is required and the timecard should be completed as normal.
 - Any COVID-19 related work should be coded to activity ID = XX-9022, where XX is your department (see below for a list of department codes).
 - **Overtime pay is not likely to be a common occurrence and any hourly employee who believes overtime is necessary or appropriate while working remotely should first obtain approval from a supervisor prior to working any additional time.**

Employees Who Are Not Working Due to COVID-19

3. Employees who are not working for one of the following reasons will be paid administrative leave until further notice:
 - Employee performs non-essential services that cannot be performed from home
 - Employee is unable to work due to their own illness or being designated as “high risk” as defined by the CDC and cannot work remotely from home
 - Employee has been sent home to self-quarantine due to a potential exposure and cannot work remotely
 - Employee is home caring for another person who has tested positive or is otherwise ill
 - Employee is unable to work due to a school closure and who cannot work remotely

Time will be coded as follows:

- Full-time, part-time, part-time unbenefited, interns, and Temp-U employees should have “ADM” entered on their timecards for the number of hours per day that they were scheduled to have worked and to activity ID = XX-9029, where XX is the department (see below for a list of department codes).
 - **Timekeepers will be inputting administrative leave for employees. Employees do not have the ability to input administrative leave themselves.**
- Rehired retirees will not be paid during this time as they already receive a pension benefit.

Time Reporting for Non-Exempt (Hourly) Employees for the [COVID-19 Event](#)

For time reporting, employees need to record their time using the CSJ Express Time Entry System via eWay. In order to track costs for reimbursement, employees are required to: (1) select an Activity ID and (2) enter comments detailing the location, start and end times, and work performed.

1. **Activity:** Employees need to complete their timesheet using the TRC (Time Recording Codes), Account Code, and Project (if applicable) that they normally use, **plus the following Activity ID.** Each employee should see three Activity ID's related to emergency with the first two digits (XX) representing the department code.

- XX-9021 - Debris Removal (do not use for COVID-19 Event)
- **XX-9022** - for Emergency Measures (use for work related to the COVID-19 Event)
- **XX-9029** - for Employees Not Required to Report to Work (use for employees who are not working due to the COVID-19 Event for one of the reasons listed on page 1)

Pay Period #7 2020-03-08 - 2020-03-21 Week of 2020-03-08 to 2020-03-14 Week #1 Week #2 Copy Prior Week Into This Week

*TRC	Account Code	Description	Project	Phase	Activity	Sun 03/08	Mon 03/09	Tue 03/10	Wed 03/11	Thu 03/12	Fri 03/13	Sat 03/14	Total	Cmt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>

2. **Employees Not Required to Report to Work:** Timekeepers for employees who are not working due to the COVID-19 Event need to enter the hours the employee was scheduled to work with the “ADM” TRC and the XX-9029 Activity ID. If the employee has already entered “REG”, the timekeeper will need to change the time recorded from “REG” to “ADM”. The timekeeper or employee should use the comments section to enter the reason the employee is not working.

Pay Period #8 2020-03-22 - 2020-04-04 Week of 2020-03-22 to 2020-03-28 Week #1 Week #2 Copy Prior Week Into This Week

*TRC	Account Code	Description	Project	Phase	Activity	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Fri 03/27	Sat 03/28	Total	Cmt
REG-Regular	001-000015	PAYROLL SERVICES-PM	<input type="text"/>	<input type="text"/>	49-9029	<input type="text"/>	8.00	8.00	8.00	8.00	8.00	<input type="text"/>	40.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	<input type="text"/>

3. **Comments:** The following information is required to be entered in the comments section if the employee is performing work related to the COVID-19 Event.

- Hours Worked in 15-minute increments (enter start and end times for each location/activity)
- Location(s) (enter facility name or address)
- Provide general description of task/work performed (i.e. meetings and prep for meetings with the internal pandemic team, essential employee survey, completing pandemic response matrix, continuity of operations plan, internal planning efforts related to how the City/Departments would respond to varying levels of a COVID-19 Event, etc.)

Comments for REG-Regular - 001-000015 - 49-9022

Hours	Comment
Sun - 03/08 0.00	<input type="text"/>
Mon - 03/09 4.00	9am - 10am: Meeting with the internal Pandemic Team at City Hall 10am - 11am: Worked on a Continuity of Operations plan at City Hall 11am - 12pm: Departmental planning meeting for COVID-19 pandemic response

If the employee is not working due to the COVID-19 Event, they should enter the reason they are not working in the comments section.

Mileage Reimbursement for Personal Vehicle Use

Mileage reimbursement for use of personal vehicles should be recorded using the MLE TRC. The same instructions for selection of Activity ID and Comments apply to mileage reimbursement. Employees who receive a vehicle allowance in accordance with City Policy Manual §1.8.4 *Vehicle Allowance Policy* (“Policy”) should refer to the Policy for mileage reimbursement eligibility.

If you have any questions regarding time reporting or mileage reimbursement transactions, please contact Damian Beatty, Finance Department – Payroll, at (408) 535-7029.

List of Department Codes:

ID	Department
39	Independent Police Auditor
40	City Council
41	City Manager
42	City-wide GL Control
43	Information Technology
44	Attorney
45	Clerk
46	Auditor
48	Human Resources
49	Finance
50	Police
51	Transportation
54	Fire
56	Housing
57	Public Works
58	PBCE
59	Public Works
60	Office of Economic Development
64	PRNS
67	Convention/Arts/Entertainment
72	Library
76	Environmental Services
77	Retirement Services
78	Community Energy Department
80	Airport
88	Contract Employees

**COVID Timekeeping FAQs
For Benefited, Non-Exempt (Hourly) Employees
March 17, 2020 through Until Further Notice**

- 1. Is the City going to continue paying shift differential even while people are on administrative leave?**

Yes

- 2. Is the City going to continue paying bilingual pay even while people are on admin leave?**

Yes

- 3. Is the City going to pay higher class pay while people are on administrative leave?**

No

- 4. Should administrative leave (ADM) be coded for people who are working?**

It depends.

If an employee worked 40 hours or more, **no**, there is no need to code administrative leave. If an employee was unable to work at all, code 40 hours of administrative leave. If an employee worked a portion of their scheduled number of hours, but not all of them, code enough administrative leave to make the employee whole.

The purpose of administrative leave is to supplement when someone was unable to work for one of the following reasons provided in the [COVID-19 Guidelines – Stage 5](#), briefly summarized below as:

- Non-Essential Employees Sent Home
- Employees Unable to Work Due to Own Illness or High Risk Status
- Employees Exposed to COVID-19
- Employees with Family Members Requiring Care
- Employees Affected by School Closures

- 5. Do I code overtime if I have a combination of administrative leave and worked hours that exceed 40 in the week?**

Admin leave should only be used as a supplement for those who are not working 40 hours (or more) in a work week, so there is no reason to code more than 40 hours of any time unless the employee actually works in excess of 40 hours in a given week.

- 6. Are employees who have been redeployed to different assignments still entitled to administrative leave?**

Employees who are working should be paid for the time that they worked. If they work fewer hours than they would normally have been scheduled, administrative leave will be

used to make the employee whole. For example, a full-time employee is deployed for an assignment that requires them to work 25 hours per week. The employee should be paid 25 REG and 15 ADM.

7. For holidays, should I code HOL or ADM (hourly employees)?

Use the normal Holiday Timekeeping Guidelines; however, OVT should be used instead of CMJ for those who are performing COVID-related activities.

Benefited employees who are not working should code HOL for the number of hours they are normally scheduled to work on that day.

Unbenefited employees who are not working should code ADM according to the COVID-19 Guidance – Stage 5.

8. How should I code overtime that I work during this time?

Overtime eligibility is determined by the individual MOA, but for employees eligible for overtime should code OVT instead of CMJ for all overtime hours that are related to COVID activities.

You need to select Activity ID XX-9022 for any hours spent working on the COVID-19 event and enter comments containing the start and end times, location, and duties performed.

9. If I coded ADM, do I also need to select an Activity ID and enter comments?

Yes. The XX-9029 Activity ID should be selected and comments that describe the reason you are not working should be entered.

10. What should I code on my timecard if I am working? What if I am working from home?

REG. Record time as per your MOA, whether working from home or onsite.

You need to select Activity ID XX-9022 for any hours spent working on the COVID-19 event and enter comments containing the start and end times, location, and duties performed.

No Activity ID or comments are required if you are performing your normal duties.