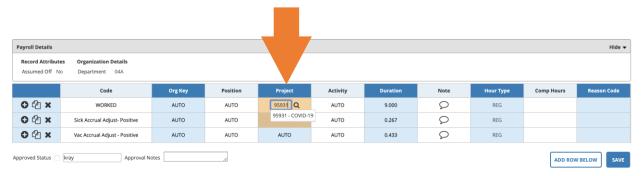
How to code your time for COVID-19

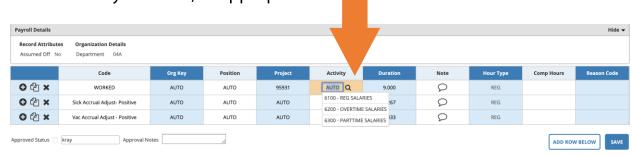


If you worked an entire day on COVID-19 ...

1. Select code 95931 – COVID-19 in the "Project" column



2. Select Reg Salaries, Overtime Salaries or Parttime Salaries under the "Activity" column, as appropriate.



3. In the "Notes" column, add the location and duties performed. For example: EOC/answered phones, citywide/set up tents, city hall/meeting coordination





How to code your time for COVID-19



4. Press SAVE and confirm that your "WORKED" line is updated.

If you worked a partial day on COVID-19 ...

Add a new row to your time card.



- 2. Add the amount of COVID-19 time to the new row and follow the steps above.
- 3. Change the hours worked under the existing row.