

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

The screenshot shows a payroll details table with columns: Code, Org Key, Position, Project, Activity, Duration, Note, Hour Type, Comp Hours, and Reason Code. The 'Project' column for the first row is highlighted with an orange arrow pointing to the value '95931'.

Code	Org Key	Position	Project	Activity	Duration	Note	Hour Type	Comp Hours	Reason Code
WORKED	AUTO	AUTO	95931	AUTO	9.000		REG		
Sick Accrual Adjust - Positive	AUTO	AUTO	AUTO	AUTO	0.267		REG		
Vac Accrual Adjust - Positive	AUTO	AUTO	AUTO	AUTO	0.433		REG		

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

The screenshot shows the same payroll details table, but now the 'Activity' column for the first row is highlighted with an orange arrow pointing to the value '6100 - REG SALARIES'.

Code	Org Key	Position	Project	Activity	Duration	Note	Hour Type	Comp Hours	Reason Code
WORKED	AUTO	AUTO	95931	6100 - REG SALARIES	9.000		REG		
Sick Accrual Adjust - Positive	AUTO	AUTO	AUTO	6200 - OVERTIME SALARIES	0.267		REG		
Vac Accrual Adjust - Positive	AUTO	AUTO	AUTO	6300 - PARTTIME SALARIES	0.433		REG		

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

The screenshot shows the payroll details table with the 'Note' column for the first row highlighted by an orange arrow. The note contains the text: 'City wide/Setup hand washing stations'.

Code	Org Key	Position	Project	Activity	Duration	Note	Hour Type	Comp Hours	Reason Code
WORKED	AUTO	AUTO	95931	AUTO	9.000	City wide/Setup hand washing stations	REG		
Sick Accrual Adjust - Positive	AUTO	AUTO	AUTO	AUTO	0.267		REG		
Vac Accrual Adjust - Positive	AUTO	AUTO	AUTO	AUTO	0.433		REG		



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

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


1. Add a new row to your time card.

Payroll Details Hide ▾

Record Attributes Organization Details
Assumed Off No Department 04A

	Code	Org Key	Position	Project	Activity	Duration	Note	Hour Type	Comp Hours	Reason Code
	WORKED	AUTO	AUTO	95931	6100	3.250		REG		
	Sick Accrual Adjust - Positive	AUTO	AUTO	AUTO	AUTO	0.267		REG		
	Vac Accrual Adjust - Positive	AUTO	AUTO	AUTO	AUTO	0.433		REG		
	WORKED	AUTO	AUTO	AUTO	AUTO	5.750		REG		

Approved Status Approval Notes



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.