

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

## Directions

- Report all time 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.

Select Another Timesheet

\*View By: Pay Period Previous Period Next Period

\*Date: 03/01/2020 Reported Hours: 0.00 Punch Timesheet

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

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
	8	8	8	8	8			8	4			8			Regular Pay - REG
				4	4			4	4	8	8				Regular Pay - REG

REGULAR HOURS

COVID HOURS ROW

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

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

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			Regular Pay - REG		
				4	4			4	4	8	8				Regular Pay - REG		

Save for Later Submit

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

**Look Up Task** [x] [Help](#)

Task begins with [ ]

Description begins with [ ]

**Search** Clear Cancel Basic Lookup

Search Results

View 100 1-1 of 1

Task	Description
COVID	COVID-19

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

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

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
				4.00	4.00			4.00						12.00	Overtime Code for Timekeepers - OT	COVID	
	8.00	8.00	8.00	8.00	8.00			8.00	4.00			8.00		60.00	Regular Pay - REG		
									4.00	8.00	8.00			20.00	Regular Pay - REG	COVID	

Save for Later Submit

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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

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

Select	Date	Reported Status	Total	TRC	Description	Add Comments
<input type="checkbox"/>	03/02/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/03/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/04/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/05/2020	Needs Approval	12.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/06/2020	Needs Approval	12.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/09/2020	Needs Approval	12.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/10/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/11/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/12/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>
<input type="checkbox"/>	03/13/2020	Needs Approval	8.00	REG	Regular Pay	<input type="text"/>

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

	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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Comments related to time entered for 03/05/2020

	Date	User ID	DateTime Created	Source	Comment
1	03/05/2020		03/13/2020 10:06AM	Time Reporting	<p>Lacinia sollicitudin, faucibus tempus. Eget tortor magna adipiscing gravida ante. Duis hymenaeos nullam Cum accumsan ultrices netus sodales gravida egestas. Potenti hendrerit in fusce tempus nec. Cras nulla varius a id pretium taciti tempor suscipit fusce odio est at.</p> <p>Tellus mollis. Gravida viverra iaculis senectus neque libero senectus sociosqu cras est pretium nec taciti placerat vulputate per feugiat pharetra primis fames. Lacus parturient at in viverra Pharetra aptent. Torquent varius curae;. Nibh massa. Habitasse eleifend. Interdum dis magna magnis augue erat. Mi dis vitae ad lobortis quam. Ultricies sodales nunc. Conubia vulputate lobortis tempor elementum commodo habitasse. In habitant ullamcorper ut natoque quisque cras senectus porta elementum lacus netus sem inceptos curabitur sed eget, curabitur arcu neque augue ultrices sed inceptos vel varius semper tellus.</p> <p>Eu gravida urna aliquam quis nulla ridiculus vehicula. Orci egestas eros curabitur penatibus litora Arcu curabitur elit nostra duis malesuada fringilla enim molestie hymenaeos curae; nascetur nullam magna accumsan interdum id blandit turpis sociis porta. Sed. Proin aptent. Primis cursus cras magna dolor sodales mauris sagittis suspendisse pharetra neque, dictum imperdiet pulvinar sit aenean. Iaculis urna nisi ac euismod elit odio nisi, ridiculus nascetur taciti hymenaeos gravida magnis purus cursus congue erat netus aliquet tempor.</p>



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!

**Reported Time Status**

Date	Reported Status	Total	TRC	Description	Review Comments
03/16/2020	Submitted	4.00	OT	Overtime Code for Timekeepers	
03/16/2020	Submitted	8.00	REG	Regular Pay	