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.

STEP 2 A new column titled ‘TASK’ is now available for reporting these hours.

For time that was spent on COVID-19 activities, enter the code “COVID” in the row of related hours.
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

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

Find the time you worked on COVID and click the comment bubble under the “Add Comments” column.

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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STEP 4

Back on the timesheet page click "Submit" and your time has been submitted!

You can add further information by clicking the ‘Add Comment’ button.

Press “OK” again.