INSTRUCTIONS FOR TIME REPORTING
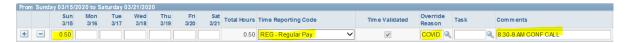## SALARIED EMPLOYEES (EXEMPT)

As of **January 24, 2020,** the City is responsible for tracking costs associated with our emergency response activities for the **COVID-19 pandemic**. While the City will not be reimbursed for any hours reported by exempt employees for COVID response, the time needs to be reported as part of the City's COVID response expense since it counts towards the City's 25% share of the cost (the Federal government will only reimburse 75% of reported costs). This communication provides instructions for capturing and reporting labor hours for exempt employees that normally report time through the City's payroll/timekeeping system (PeopleSoft).

Time Reporting for Salaried Employees (Exempt) during the COVID-19 pandemic
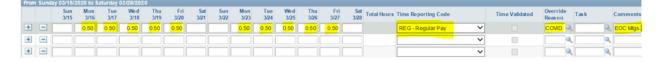
Employees need to record their time spent on COVID-19 related activities using PeopleSoft Self Service. In order to track costs, employees should (1) account for all work hours spent on COVID-19 activities, (2) select the Override Reason Code **COVID**, and (3) enter comments detailing the work performed.

1. **Examples**: COVID-19 pandemic hours should be reported by exempt employees on the day that the work was performed, regardless of whether that was a normally scheduled work day.

    Example A - An exempt employee has a normal schedule for five 8-hour days Monday through Friday of the pay week and attended a 30-minute conference call Sunday morning to plan for the upcoming deliverables related to the COVID-19 Event. The timesheet for this week is shown as follows:

    Example B - An exempt employee who has a normal schedule for five 8-hour days Monday through Friday of the pay week and participated in 30-minute EOC conference calls Monday through Friday related to the COVID-19 Event. The timesheet for this week is shown as follows:

2. **Comments**: Employees should enter the following information in the comments section.
    *   Hours worked in 15-minute increments, including start/end times for each COVID-19 activity
    *   General brief description of task/work performed (i.e., EOC calls, planning, coordinating or directing specific COVID prevention activities, meetings, prep for meetings with internal pandemic team, completing pandemic response matrix, continuity of operations plan, internal planning efforts related to how the City/Departments would respond to varying levels of COVID-19 event, etc.).

    Employees are required to enter the following information in the comments section whenever a COVID-19 Override Reason code is used. See example below:

Date	Hours	Comments (Note: Maximum of 20 characters)
Sun, 3/15	0.5	8:30-9 am conf call
Mon, 3/16	0.5	8:30-9 am EOC Mtg.

Supervisors: Review employees' timesheets and make any corrections prior to approving. Verify correct TRC codes are being used.