

## Time Entry During COVID-19

If your working hours, activities or location have changed due to COVID-19, use the charts below to determine how to record your time on your timesheet

### Work-Related & Telework Situations

Type of Work	Employee/Hours Type	Time Code to Use	Emergency Event ID to Use	Timesheet Comment Needed?
You are working on emergency or disaster response (incident planning, monitoring, prep, logistics) <b>OR</b> on vaccine related activities, <b>regardless of work location (telework or on-site)</b> . All Emergency Response hours should be entered even if they exceed your scheduled hours.	Exempt, or Non-exempt working during non- shift diff eligible business hours.	1100 Emergency Response	300320-PM 2020 COVID-19-PROTECTMEAS <b>OR</b> 300440-PM 2021 COVID-19VACCINES-PROTECT MEAS	Yes comment should explain what you were working on
	Non-exempt working during shift-diff eligible business hours.	1101 Emerg Resp w/Shift Diff	300320-PM 2020 COVID-19-PROTECTMEAS <b>OR</b> 300440-PM 2021 COVID-19VACCINES-PROTECT MEAS	Yes comment should explain what you were working on
	Exempt, or Non-exempt working during non- shift diff eligible business hours.	1100 Emergency Response	300320-RD 2020 COVID-19-REASSIGNMENT OF DUTIES <b>OR</b> 300440-RD 2021 COVID-19VACCINES- REASSIGNMENT OF DUTIES	Yes comment should explain what you were working on
	Non-exempt working during shift-diff eligible business hours.	1101 Emerg Resp w/Shift Diff	300320-RD 2020 COVID-19-REASSIGNMENT OF DUTIES <b>OR</b> 300440-RD 2021 COVID-19VACCINES- REASSIGNMENT OF DUTIES	Yes comment should explain what you were working on
You have been placed in 'On Call' status to potentially respond to COVID-19 events.	Non-exempt	1020 On Call Pay	300320-PM 2020 COVID-19-PROTECTMEAS	Yes comment should explain what you were working on
You are 'On Call' and have been called in to respond to COVID-19 events. You are teleworking.	Non-exempt	1030 Call Back Pay	300320-PM 2020 COVID-19-PROTECTMEAS	Yes comment should explain what you were working on
	Exempt, or Non-exempt working during normal business hours.	1090 Teleworking Hours	N/A	No
You are working at your normal location like usual.	Non-exempt working during shift-diff eligible business hours.	1091 Teleworking Hours w/Shift Diff	N/A	No
	Exempt (if required by your department's reporting policy) and non-exempt	1000 Hours Worked (or whatever code you would normally use)	N/A	No

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If your working hours, activities or location have changed due to COVID-19, use the charts below to determine how to record your time on your timesheet  
**Leave Related Situations**

Reason for Leave	Employee/Hours Type	Time Code to Use	Emergency Event ID to Use	Timesheet Comment Needed?
<p>In compliance with your department's approval process:</p> <ul style="list-style-type: none"> <li>You are subject to or advised to self-quarantine</li> <li>You are experiencing symptoms of COVID-19 and are seeking medical attention</li> </ul>	Exempt or non-exempt	<b>2021</b> COVID-19 Employee Sick-Paid	N/A	No
<p>In compliance with your department's approval process:</p> <ul style="list-style-type: none"> <li>You are caring for a family member that has been advised to self-quarantine</li> <li>You are caring for a family member that is experiencing symptoms of COVID-19 and seeking medical attention</li> <li>You are caring for a minor child because their school or place of care is closed</li> </ul>	Exempt or non-exempt	<b>2022</b> COVID-19 Family Sick-Paid	N/A	No
<p>In compliance with your department's approval process:</p> <ul style="list-style-type: none"> <li>You are obtaining a COVID-19 vaccination</li> <li>You are experiencing a reaction to a COVID-19 vaccination</li> </ul> <p>You have been granted the use of Administrative Leave as part of the declared COVID-19 emergency event</p>	Exempt or non-exempt	<b>2023</b> COVID-19 Vaccine	N/A	No
<p>You have been authorized by HRMD to be out on Worker's Comp as a result of COVID-19</p>	Exempt or non-exempt	<b>1140</b> Administrative Leave-Paid <b>2070</b> Worker's Comp Paid	<b>300320-AL</b> 2020 COVID-19-ADMINISTRATIVE LEAVE <b>300320-WC</b> 2020 COVID-19 WORKERS COMP	Yes Comment should state "COVID19 Approved Leave" No