

Instructions on Timesheet Entry and Hours Codes

The following applies to full-time and part-time employees:

1. Did you perform **essential and/or non-essential functions** this pay period?
 - a. If **yes**, please select the Regular Time hours code in eTimesheets

JOB *	HOURS CODE *	SHIFT	PROJECT	SAT 14	SUN 15	MON 16	TUE 17
41-245-01 - FINAN	001 - Regular Tim						
41-245-01 - FINANCE MANAGER	Regular Time Full-time Medicare					9.0000	9.0000
41-245-01 - FINANCE MANAGER	Track hours only not billed		COVID		2.0000	3.0000	3.0000
TOTAL					2.0000	12.0000	12.0000

- b. If **no**, please select the Paid Admin Leave hours code in eTimesheets. **Do not** select a “project” when using Paid Admin Leave.

JOB *	HOURS CODE *	SHIFT	PROJECT	SAT 14	SUN 15	MON 16	TUE 17
41-245-01 - FINAN	179 - Paid Admin						
41-245-01 - FINANCE MANAGER	Regular Time Full-time Medicare					9.0000	9.0000
41-245-01 - FINANCE MANAGER	Track hours only not billed		COVID		2.0000	3.0000	3.0000
TOTAL					2.0000	12.0000	12.0000

2. If you performed an **essential and/or non-essential function** this pay period, did your work **directly relate to the COVID-19 virus**? If yes, please remember to **TRACK** your hours using **COVID** project under the project drop-down box

03/14/2020 - 03/27/2020 STATUS: AVAILABLE 88.0000 HOURS TOTAL

MAR 14, 2020 NEXT WEEK

JOB *	HOURS CODE *	SHIFT	PROJECT	SAT 14	SUN 15	MON 16	TUE 17
+ ADD NEW ENTRY							
41-245-01 - FINANCE MANAGER	Regular Time Full-time Medicare					9.0000	9.0000
41-245-01 - FINANCE MANAGER	Track hours only not billed		COVID		2.0000	3.0000	3.0000
TOTAL					2.0000	12.0000	12.0000

Please remember that after you load your schedule into eTimesheets, you will have to **“ADD NEW ENTRY”** in order to select and use **“Paid Admin Leave.”**

If you are eligible for **overtime**, please enter into your timesheet as you have done in the past.

All timesheets must be submitted by 5pm Thursday and Supervisors must approve by the end of Friday (subsequent to pay period end).