

COVID-19 or other Emergency Tracking of Hours Worked

I. Who should Enter?

All employees both full time and part time have been given access to the Project Code, COVID-19. However, only those directly working on COVID-19 related responses should be tracking hours. This includes but is not limited to:

- COVID-19 Meetings
- Drafting correspondence for staff and/or residents regarding COVID-19
- Drafting plans for response for staff and/or residents regarding COVID-19
- Participating in the Emergency Operations Center, if activated
- Working as a Disaster Service Worker (DSW)

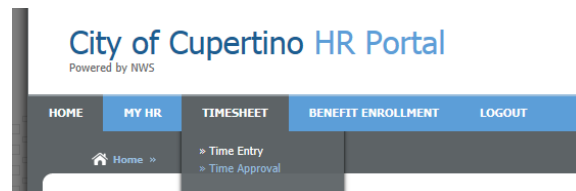
If you are uncertain if a task you are working on should be tracked, please contact your immediate supervisor for guidance.

II. How to enter in etimesheets?

The process for tracking staff time is the same for **hourly** and **salary** staff. Fore COVID-19 tracking it is also **required** that you describe what specific item you were working on utilizing the comments field in etimesheets.

a. Entering Hours Code and Project

- i. Logon to the HR Portals www.cupertino.org/hrportal.
- ii. Navigate to TIMESHEET>TIME ENTRY.



- iii. Click "LOAD SCHEDULE" if you have a standard schedule (in this example the employee work an AWS schedule with the first Friday of the payperiod off).
- iv. Click Save.
- v. Click Add New Entry.
- vi. Select your job.
- vii. For hours code enter **TRACK**.
- viii. For the PROJECT select **COVID-19**

- ix. These will be included to your regular hours and will result in total hours exceeding 36, 40, 44, for the pay week. This is okay – just be sure you have entered all your 001, leave hours and special pay hours correctly for the pay period before entering hours for projects.
- x. Click Apply.
- xi. Click Save.

0 - 03/13/2020 STATUS: AVAILABLE 108.0000 HOURS TOTAL PRINT

SUMMARY INFORMATION expand

FEB 29, 2020 NEXT WEEK LOAD SCHEDULE

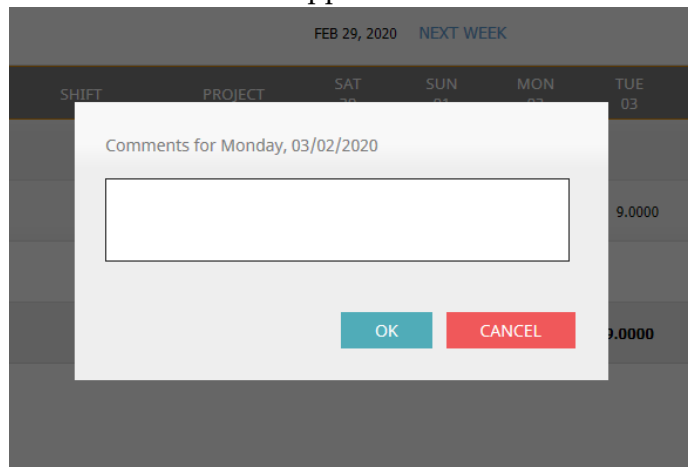
JOB	HOURS CODE	SHIFT	PROJECT	SAT 29	SUN 01	MON 02	TUE 03	WED 04	THU 05	FRI 06	TOTAL	DELETE
+ ADD NEW ENTRY												
40-101-01 - DIRECTOR OF ADMIN SERVICES	Regular Time Full-time Medicare					9.0000	9.0000	9.0000	9.0000		36.0000	✗
40-101-01 - DIRECTOR OF ADMIN SERVICES	Track hours only not billed		COVID								0.0000	✗
TOTAL						9.0000	9.0000	9.0000	9.0000		36.0000	

* Required Field

SAVE SUBMIT

[PAY PERIOD HISTORY](#)

- xii. Note: You will notice total hours for the week are 46 not 36 from the original schedule. This is okay because 10 are just tracking your hours to the project.
- b. Entering Comments
 - i. Select the day for which you want to enter comments by click on the hours for that day
 - ii. Click the "C" key
 - iii. A comments box will appear



- iv. Breakdown by hours spent on task with a brief description. For example, if you spent 4 hours on COVID-19 on one day and 2 hours were spent on meetings and 2 hours drafting correspondence you comment might be “EOC Meeting 2 hours Employee Comms 2 hours”.
- v. You will know your comment has been saved because a blue box will appear around that day’s hours.

JOB *	HOURS CODE *	SHIFT	PROJECT	SAT 07	SUN 08	MON 09	TUE 10	WED 11	THU 12	FRI 13	TOTAL	DELETE
+ ADD NEW ENTRY												
40-101-01 - DIRECTOR OF ADMIN SERVICES	Regular Time Full-time Medicare					9.0000	9.0000	9.0000	9.0000	8.0000	44.0000	✗
40-101-01 - DIRECTOR OF ADMIN SERVICES	Track hours only not billed		COVID			4	4.0000	3.0000	2.0000	1.0000	14.0000	✗
TOTAL						13.0000	13.0000	12.0000	11.0000	9.0000	58.0000	

* Required Field

- vi. Do this for all the necessary days.
- c. Finishing and submitting your timecard
 - i. Enter any additional hours you need for the pay period and save.
 - ii. Click submit when you are ready to submit your timesheet to your supervisor.

III. Procedure and Reporting

The Administrative Services Department is responsible for granting access and reporting on COVID-19 hours tracking. Including updating this guide.

- a. Reporting (Sample reports are attached)
 - i. The Director of Administrative Services will prepare a report for Executive Team staff and/or Emergency Operations Chiefs on a biweekly basis (aligned with payroll calendar)
 - 1. Showing all hours and comments.
 - 2. Calculated costs including salary and benefits for hours tracked