

# Time and Labor Timekeeper Guide for COVID-19

- ❖ Tracking disaster related work hours as a result of COVID-19 (All Classified and Bi-weekly Unclassified Employees)
- ❖ Tracking disaster leave in conjunction with the use of Sick, Annual and/or Special Leave as a result of COVID-19 (Leave Earning Classified and Bi-weekly Unclassified Positions Only)

## Classified & Bi-weekly Unclassified Employees

- ❖ **Working remotely** – How to track work time related to COVID-19
  - Work time spent on COVID-19 related duties must be recorded for each day (if applicable)
  - WDT (Worked Disaster Tracking) – Code for tracking COVID-19 related work

		Date	Day	Xfer	In	Out		TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Comment Code
+	-	03/23/20	Mon					WDT	2.00						
+	-	03/23/20	Mon	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	9.00					
+	-	03/24/20	Tue					WDT	2.00						
+	-	03/24/20	Tue	<input type="checkbox"/>	8:00AM	4:30PM	<input type="checkbox"/> 25		8.00	17.00					
+	-	03/25/20	Wed					WDT	2.00						
+	-	03/25/20	Wed	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	26.00					
+	-	03/26/20	Thu					WDT	2.00						
+	-	03/26/20	Thu	<input type="checkbox"/>	8:00AM	4:30PM	<input type="checkbox"/> 25		8.00	34.00					
+	-	03/27/20	Fri					WDT	2.00						
+	-	03/27/20	Fri	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	43.00					
+	-	03/28/20	Sat	<input type="checkbox"/>			<input type="checkbox"/> 25								
+	-	03/29/20	Sun	<input type="checkbox"/>			<input type="checkbox"/> 25								
+	-	03/30/20	Mon					WDT	3.00						
+	-	03/30/20	Mon	<input type="checkbox"/>	8:00AM	4:30PM	<input type="checkbox"/> 25		8.00	51.00					
+	-	03/31/20	Tue					WDT	2.00						
+	-	03/31/20	Tue	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	60.00					
+	-	04/01/20	Wed					WDT	2.00						
+	-	04/01/20	Wed	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	69.00					
+	-	04/02/20	Thu					WDT	2.00						
+	-	04/02/20	Thu	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	78.00					
+	-	04/03/20	Fri					WDT	3.00						
+	-	04/03/20	Fri	<input type="checkbox"/>	8:00AM	5:30PM	<input type="checkbox"/> 25		9.00	87.00					

### Steps on how to add a Worked Disaster Tracking - WDT entry:

1. Click the + sign on the applicable day(s) that work related to COVID-19 needs to be tracked
2. On the added row(s), enter WDT in the TRC field and then the number of hours worked on COVID-19 in the hours field
3. Once all entries are made, make sure you click Save.

## Beginning March 10, 2020

- ❖ **Not at work to care for himself/herself due to a positive diagnosis of COVID-19** – Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.
- ❖ **Not at work to care for a spouse/domestic partner or dependent child(ren) residing in his/her household who has been positively diagnosed with COVID-19** – Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

**LDT (Leave Disaster Tracking)** – Code for tracking sick and/or annual leave taken due to COVID-19

- LDT code is for tracking purposes only and does not deduct from sick or annual leave accruals

**LDS (Leave Disaster Special)** – Code for special leave once leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

- LDS code is for tracking purposes, in addition to, payable leave.

		03/18/20	Wed				LBS	8.00	64.30					
		03/18/20	Wed				LDT	8.00						
		03/19/20	Thu				LBS	8.00	72.30					
		03/19/20	Thu				LDT	8.00						

### Steps on how to add a Leave Disaster Tracking - LDT entry:

*(LDT entry is in addition to the LAN (Annual Leave) and/or LBS (Sick Leave) entry – as shown above)*

1. Click the + sign on the applicable day(s) that sick and/or annual leave is taken due to the COVID-19 reason above
2. On the added row(s), enter LDT in the TRC field and then the number of hours of COVID-19 related leave hours in the hours field
3. Once all entries are made, make sure you click Save.

		03/20/20	Fri				LDS	8.00	80.30					
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### Steps on how to add a Leave Disaster Special - LDS entry:

#### Full Day Entry:

1. On the applicable date(s) row, enter LDS in the TRC field and then the number of hours in the hours field
2. Once all entries are made, make sure you click Save.

#### Partial Day Entry:

1. Click the + sign on the applicable day(s) that LDS is needed in addition to partial worked hours or partial leave entry
2. On the added row(s), enter LDS in the TRC field and then the number of partial hours in the hours field
3. Once all entries are made, make sure you click Save.

## Beginning March 13, 2020

- ❖ **Not at work because the employee has a high-risk immunological disorder(s) and needs to avoid exposure to COVID-19** - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

**LDT (Leave Disaster Tracking)** – Code for tracking sick and/or annual leave taken due to COVID-19

- LDT code is for tracking purposes only and does not deduct from sick or annual leave accruals

**LDS (Leave Disaster Special)** – Code for special leave once leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

- LDS code is for tracking purposes, in addition to, payable leave.

<input type="checkbox"/>	<input type="checkbox"/>	03/18/20	Wed				LBS	8.00	64.30					
<input type="checkbox"/>	<input type="checkbox"/>	03/18/20	Wed				LDT	8.00						
<input type="checkbox"/>	<input type="checkbox"/>	03/19/20	Thu				LBS	8.00	72.30					
<input type="checkbox"/>	<input type="checkbox"/>	03/19/20	Thu				LDT	8.00						

### Steps on how to add a Leave Disaster Tracking - LDT entry:

*(LDT entry is in addition to the LAN (Annual Leave) and/or LBS (Sick Leave) entry – as shown above)*

1. Click the + sign on the applicable day(s) that sick and/or annual leave is taken due to the COVID-19 reason above
2. On the added row(s), enter LDT in the TRC field and then the number of hours of COVID-19 related leave hours in the hours field
3. Once all entries are made, make sure you click Save.

<input type="checkbox"/>	<input type="checkbox"/>	03/20/20	Fri				LDS	8.00	80.30					
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### Steps on how to add a Leave Disaster Special - LDS entry:

#### Full Day Entry:

1. On the applicable date(s) row, enter LDS in the TRC field and then the number of hours in the hours field
2. Once all entries are made, make sure you click Save.

#### Partial Day Entry:

1. Click the + sign on the applicable day(s) that LDS is needed in addition to partial worked hours or partial leave entry
2. On the added row(s), enter LDS in the TRC field and then the number of partial hours in the hours field
3. Once all entries are made, make sure you click Save.

## Beginning March 16, 2020

- ❖ **Not at work to care for dependent child(ren) residing in his/her household due to a school closure related to COVID-19** – Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

**LDT (Leave Disaster Tracking)** – Code for tracking sick and/or annual leave taken due to COVID-19

- LDT code is for tracking purposes only and does not deduct from sick or annual leave accruals

**LDS (Leave Disaster Special)** – Code for special leave once leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

- LDS code is for tracking purposes, in addition to, payable leave.

		03/18/20	Wed				LBS	8.00	64.30					
		03/18/20	Wed				LDT	8.00						
		03/19/20	Thu				LBS	8.00	72.30					
		03/19/20	Thu				LDT	8.00						

### Steps on how to add a Leave Disaster Tracking - LDT entry:

*(LDT entry is in addition to the LAN (Annual Leave) and/or LBS (Sick Leave) entry – as shown above)*

1. Click the + sign on the applicable day(s) that sick and/or annual leave is taken due to the COVID-19 reason above
2. On the added row(s), enter LDT in the TRC field and then the number of hours of COVID-19 related leave hours in the hours field
3. Once all entries are made, make sure you click Save.

		03/20/20	Fri				LDS	8.00	80.30					
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### Steps on how to add a Leave Disaster Special - LDS entry:

#### Full Day Entry:

1. On the applicable date(s) row, enter LDS in the TRC field and then the number of hours in the hours field
2. Once all entries are made, make sure you click Save.

#### Partial Day Entry:

1. Click the + sign on the applicable day(s) that LDS is needed in addition to partial worked hours or partial leave entry
2. On the added row(s), enter LDS in the TRC field and then the number of partial hours in the hours field
3. Once all entries are made, make sure you click Save.

## Beginning March 18, 2020

- ❖ **Not at work because the employee needs to care for a spouse/domestic partner, or dependent child that has a high-risk immunological disorder(s) and needs to avoid exposure to COVID-19** - Sick leave, then Annual leave. When all leave has been exhausted, then Special leave will be granted.

**LDT (Leave Disaster Tracking)** – Code for tracking sick and/or annual leave taken due to COVID-19

- LDT code is for tracking purposes only and does not deduct from sick or annual leave accruals

**LDS (Leave Disaster Special)** – Code for special leave once leave accruals have been exhausted or for leave earning employees who do not have leave balances (i.e. recent new hires/rehires)

- LDS code is for tracking purposes, in addition to, payable leave.

		03/18/20	Wed					LBS	8.00	64.30								
		03/18/20	Wed					LDT	8.00									
		03/19/20	Thu					LBS	8.00	72.30								
		03/19/20	Thu					LDT	8.00									

### Steps on how to add a Leave Disaster Tracking - LDT entry:

*(LDT entry is in addition to the LAN (Annual Leave) and/or LBS (Sick Leave) entry – as shown above)*

1. Click the + sign on the applicable day(s) that sick and/or annual leave is taken due to the COVID-19 reason above
2. On the added row(s), enter LDT in the TRC field and then the number of hours of COVID-19 related leave hours in the hours field
3. Once all entries are made, make sure you click Save.

		03/20/20	Fri					LDS	8.00	80.30								
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### Steps on how to add a Leave Disaster Special - LDS entry:

#### Full Day Entry:

1. On the applicable date(s) row, enter LDS in the TRC field and then the number of hours in the hours field
2. Once all entries are made, make sure you click Save.

#### Partial Day Entry:

1. Click the + sign on the applicable day(s) that LDS is needed in addition to partial worked hours or partial leave entry
2. On the added row(s), enter LDS in the TRC field and then the number of partial hours in the hours field
3. Once all entries are made, make sure you click Save.