

# —SPS ALERT—

## Alert 139: HR, Timekeeping, Payroll

### URGENT ALERT:COVID 19 Follow Up

*Release date: 3/18/2020*

Please do not send this email directly to employees--please edit the information to meet your employee needs and their current understanding of their work status.

Timekeepers: please run the **COVID 19 Work Hours** report to determine if your contractual employees are using the correct COVID-19 time entry codes.

You should check that employees with additional jobs are using two codes and two rows for each entry; and that employees without additional jobs only have the correct COVID row.

Contractuals that are working **at the worksite** should use these COVID Time Entry Codes

- COVID-19 (Contract) for employees that **do not** have contractual additional jobs, **and** are working at the worksite
- COVID-19 **and** COVID-19 (Contract) Additional Job ONLY Added (**both codes, two entry rows per day**) for contractuals that have a contractual job as their additional job **and** are working at the worksite

#### **Administrative Leave for Contractuals:**

If you have contractual employees that **cannot telework and are at home not working**, they should be using the COVID-19 Admin Leave for Contract (Timesheet) Time Off.

We have attached the time entry for contractuals that are **working at their work site**---all other contractuals that are teleworking should complete timesheets as usual, with the regular time entry code that is defaulted in the timesheet.

Thank you

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