



Sent: Tuesday, March 24, 2020 11:38 AM

Subject: Timesheet Entries and Approvals for Pay Period Ending March 26th

TIMESHEET ENTRIES AND APPROVALS

This is in reference to the critical need for timesheet entry and approval. We understand that many employees are either absent from work or teleworking but we need to ensure that the payroll process and deadlines are still adhered to. In order for our Payroll department to properly process the payroll, we need everyone's cooperation. We are asking each manager/supervisor to be sure that all timesheets are entered and approved by the close of business Monday, March 30th.

Please follow the below timesheet coding guidelines for timesheet entry, as applicable

- **Telework:** REGTC, used in conjunction with override reason code TCC19. Must have an approved telework approval on file.
- **Authorized Paid Leave Pursuant to 5-248(a):** LOPD, used in conjunction with override reason code PDC19. Must have an approved leave on file.
- **Personal Illness (when not using leave pursuant to 5-248(a)):** Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19.
- **Caregiver of a family member who is sick with COVID-19 (when not teleworking or using leave pursuant to 5-248(a)):** Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19. Must have an approved leave on file.
- **School, Daycare or Transportation closure (when not teleworking or when not using leave pursuant to 5-248(a)):** Appropriate leave code, used in conjunction with override reason code BCC19. Must have an approved leave on file.
- **Employees performing emergency duties directly related to the Department's COVID-19 response Effective 3/13/2020,** Employees performing emergency duties directly related to the Department's COVID-19 response should code their time to the overhead payroll combo code for their unit (DeptID) that contains the Chartfield#1 value of 124137. Please refer an email from Michelle Armetta on Thursday, March 19, 2020 8:02 AM for specific instructions.

We greatly appreciate everyone's understanding during this difficult time and if you have any questions, please reach out to your payroll representative.