

Illustrated Guide to COVID-19 Time Entry in Peoplesoft

Table of Contents:

- [General Instructions for Coding Time, Page 1](#)
- [Instructions for Coding ALL Time with a Project Code, Page 2](#)
- [Instructions for Coding INTERMITTENT Time with a Project code, Page 4](#)
- [When to use COVID-19 Project Codes, Page 5](#)
- [When to use COVID-19 Related Absence Codes, Page 5](#)
- [General Instructions for timekeepers in coding time for staff that do not have access to VPN, Page 6](#)

General Instructions for Coding Time

If you have any questions about the information in this guide, please contact your department timekeeper for clarification.

Working your regular shift on-site:

- Code your regular time
- Use COVID-19 project codes if work is related to COVID response

Working your regular shift using remote work and or alternative work schedule arrangement:

- Code your regular time
- Use COVID-19 project codes if work is related to COVID response

Stationed at home and available during your regular shift for immediate response by phone and/or available to report to work within one hour:

- Code regular time for your entire regular shift. If unable to respond during a part of your shift follow the coding directions below.
- Use COVID-19 project codes if work is related to COVID response

Stationed at home and unable to respond to a call immediately or an assignment within one hour, that may be completed at home or onsite within CDC guidelines:

- Code time to sick, vacation, leave without pay or combination of the three
- Please use reason code, "COVID-19 related" if appropriate

If you have requested Emergency Paid Sick Leave (EPSL) or Emergency FMLA (EFMLA) you will be given instructions for how to code your time from the Benefits Team.

Instructions for Coding Time with a Project Code

Step-by-Step: Before you start, you will need the work unit specific combo-code for entry of the following which your timekeeper can provide for you. Please note the examples below use the “fluid” timesheet. If you use the “classic” timesheet there is no Time Detail icon. For classic timesheet users scroll to the right to find the Combination Code field.

Follow the steps below if the entirety of your workload is tied to COVID-19 related activities.

1. Sign in to your Peoplesoft access and pull up time entry as you normally would.

gend Submit

ed time on or after 03/29/2020 is for a future period.

Day Summary	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details	Comments
Sunday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Monday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Tuesday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Wednesday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Thursday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Friday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

2. Enter hours worked per day and code the hours REG for the time reporting code either by hours or by total hours. (see below for examples)

Day Summary	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details	Comments
Sunday Reported 0.00 /Scheduled 10.0	8:00:00AM	<input type="text"/>	12:00:00PM	REG - Regular W	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
	1:00:00PM	<input type="text"/>	5:00:00PM	REG - Regular W	<input type="text"/>	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
Monday Reported 0.00 /Scheduled 10.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	REG - Regular W	8.00	<input type="text" value="REG - Regular W"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

3. Select Time Details icon which is two fields right of the time reporting code field you were in at the end of step two. Click on the Select Time Details option which brings up the time details fields.

Time Details



4. Under combination code, enter the number provided to you by your timekeeper and hit tab to move to business unit where you will enter COE01 (it may auto-populate for you). Now click the DONE button in the upper righthand corner of the Time Details Box.

Cancel
Time Details
Done

Rule Element 2

Job Code

Combination Code

Business Unit COE Business Unit

Unpaid Reason

5. Click submit. And start again for the next line from step 2.

COE Pay Period - Sun/Sat BIWk
Scheduled 140.00 | Reported 0.00

[View Legend](#)
Reported time on or after 03/29/2020 is for a future period.

Day Summary	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details	Comments
29 Mar <div style="background-color: red; width: 100%; height: 2px; margin-bottom: 5px;"></div> Sunday Reported 0.00 / Scheduled 10.00	8:00:00AM		12:00:00PM	REG - Regular Work				
	1:00:00PM		5:00:00PM	REG - Regular Work				
30 Mar <div style="background-color: red; width: 100%; height: 2px; margin-bottom: 5px;"></div> Monday Reported 0.00 / Scheduled 10.00				REG - Regular Work	8.00			

- When all the lines are completed, hit submit in the upper righthand corner of the timesheet and you may now sign out of the application.

Follow the steps below if only a portion of your hours are dedicated to COVID-19 related activities

- Sign in to your Peoplesoft access and pull up time entry as you normally would.
- Enter hours worked per day and code the hours REG for the time reporting code. *Please make a separate entry line for the amount of time that was COVID-19 related activities. Below is an example of both entry options.

Day Summary	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details	Comments
29 Mar Sunday Reported 0.00 /Scheduled 10.00	8:00:00AM		10:00:00AM	REG - Regular Work				
	10:00:00AM		12:00:00PM	REG - Regular Work				
	1:00:00PM		5:00:00PM	REG - Regular Work				
30 Mar Monday Reported 0.00 /Scheduled 10.00				REG - Regular Work	6.00			
				REG - Regular Work	2.00			

- Select Time Details icon which is two fields right of the time reporting code field you were in at the end of step two. (*For the COVID-19 line only) Click on the Select Time Details option which brings up the time details fields.

Time Details



- Under combination code, enter the number provided to you by your timekeeper and hit tab to move to business unit where you will enter COE01 (it may auto-populate for you). Now click the DONE button in the upper righthand corner of the Time Details Box.

- Click submit. And start again for the next line from step 2.

Day Summary	In	Transfer	Out	Time Reporting Code	Quantity	Quick Fill	Time Details	Comments
29 Mar Sunday Reported 0.00 /Scheduled 10.00	8:00:00AM		10:00:00AM	REG - Regular Work				
	10:00:00AM		12:00:00PM	REG - Regular Work				
	1:00:00PM		5:00:00PM	REG - Regular Work				
30 Mar Monday Reported 0.00 /Scheduled 10.00				REG - Regular Work	6.00			
				REG - Regular Work	2.00			

- When all the lines are completed, hit submit in the upper righthand corner of the timesheet and you may now sign out of the application.

When to use COVID-19 Project Codes:

Time spent on tasks or meetings that you **would not normally do** were it not for COVID should be coded to the appropriate project code. For example: drafting a temporary guide or procedure for your work team due to COVID, time listening to the weekly COVID update meetings, serving in a role at the EOC.

When to use COVID-19 Related Absence Codes:

If you are coding vacation, sick or leave without pay please select “COVID-19 Related” as the reason code in PeopleSoft unless the request for time is unrelated to COVID.

If you are taking leave without pay, please select “COVID-19 ABS” in the unpaid reason column of your timesheet as appropriate.

General Instructions for timekeepers in coding time for staff that do not have access to VPN.

Given the current circumstances the City is offering a modification that will allow for Timekeepers to simplify how they report time for staff that do not have access to PeopleSoft. **This modification is only for Timekeepers that are entering time on behalf of staff that do not have access to VPN.** Please note that despite this change in how we record the time employees should still ensure they take the required rest and meal periods as required by [law](#).

Timekeepers may choose to leave the In/Transfer/Out punch fields blank. Instead, simply select a TRC (i.e. REG) and enter the total hours for the day into the Quantity field. See the screen shots below for the existing method and the ‘temporary covid-19 solution.’

to 04/11/2020 ?

EXISTING METHOD - WITH IN/OUT PUNCHES

Day	Date	Reported Status	In	Transfer	Out	Punch Total	Time Reporting Code	Quantity	Rule Element 2
Sun	3/29	New							
Mon	3/30	New	8:00:00AM		12:00:00PM		REG - Regular Work		
		New	1:00:00PM		5:00:00PM		REG - Regular Work		

to 04/11/2020 ?

TEMPORARY SOLUTION - WITHOUT PUNCHES

Day	Date	Reported Status	In	Transfer	Out	Punch Total	Time Reporting Code	Quantity	Rule Element 2
Sun	3/29	New							
Mon	3/30	New	Leave blank				REG - Regular Work	8.00	