

Please forward this email AND discuss proper COVID-19 timesheet coding with all staff.

Dear PAR Contacts, Managers, and Supervisors:

As you know, the City of Sacramento is under an emergency declaration in response to COVID-19.

As part of the required documentation during the disaster, staff activity is logged and tracked so the City can seek reimbursement from FEMA for the time and expenses spent on COVID-19 response activities.

To make the activity-tracking as simple as possible, the following program codes have been added to eCAPS to allow you to log your emergency response activities directly on your timesheet.

- ❖ Use **REGULAR** code on your timesheet if you are working from home or at the office, doing your regular duties, on your regular scheduled tasks.
- ❖ Add an additional line for the *program code* “**COVID**” to record hours *only if* you are asked to do any **additional tasks** or **different duties** *directly related* to the COVID-19 Emergency Response. (*See the attached instructions for adding a program code to your timesheet.)
*****If you use the program code COVID, you must also add Comments to track your COVID-19 related activities and assignments.**
Examples:
“Additional Cleaning & Sanitation Assignment for Parks for COVID-19”
“Special Safety Meeting for COVID-19 Resource Coordination”
“FEMA Guidance Training for COVID-19 Public Assistance”
- ❖ Use Emergency Paid Sick Leave codes, if approved by HR Leave Administration, or your own Leave Balances when you **are NOT working** due to COVID-19 illness or related absence.
- ❖ **For Exempt (non-hourly) employees:** In addition to coding your eCAPS timesheet, we ask you to record any **extra** hours, using the following link. **Please use the following link to record any & all COVID-19-related work activities performed outside of normal business hours (weekends, nights, etc.):**
<https://forms.cityofsacramento.org/f/COVIDTT>

The COVID program code and Activity Comments section is the way that we will log all emergency response activity to submit to FEMA. Please follow the instructions included in the attached COVID-19 Timesheet Setup Guide to establish your correct coding.

Please be sure to log hours and comments for any COVID-19 activities, meetings, or work dating back to **March 5th, 2020**, the date of the local emergency declaration from Sacramento County.

PAR Contacts and Supervisors are asked to audit timesheets and make sure there are Comments recorded on any day that COVID program hours were logged.

Following the end of the pay period, you may be contacted if there is any missing information in the “Comments” section or if the COVID code is used incorrectly.

Audits will be done at the end of each pay period to ensure accuracy of documentation. In addition, staff is performing audits for time reported as of March 5, and will reach out to Department PAR Contacts for assistance in making corrections to timesheets due to the use of the COVID program code or if comments were not added to track work directly related to the COVID-19 Emergency Response.

We appreciate your diligence in correcting timesheets where necessary to help ensure the City’s ability to receive reimbursement from FEMA.

If you have any questions, please reach out to OEM@cityofsacramento.org.

City Manager’s Office
 Emergency Management
 City of Sacramento

		Week 1 of 2						
		Scheduled 40 Reported 8.0						
*Time Reporting Code	Quick Fill/Time Details	Saturday 11	Sunday 12	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
		Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
REG - Regular				7.50				
REG - Regular	COVID			0.50				
	Comments							

PAR CONTACTS AND SUPERVISORS: Please forward this email AND discuss proper COVID-19 emergency timesheet coding with all staff.

Quick Fill Feature

If you use reoccurring Project/Program/Activity codes, you can use the Quick Fill Feature on your timesheet. This will allow you to set the Project/Program/Activity codes once and have it populated to your timesheet automatically.

HOW TO ADD A LINE FOR "COVID" PROGRAM CODE ON YOUR TIMESHEET

Select the "Setup Quick-Fill" in the drop down on the left of the timesheet.

The screenshot shows the 'Enter Time' page for an IT Supervisor. The left navigation menu includes options like 'Enter Time', 'Time Summary', 'View Exceptions', 'Setup Quick-Fill', 'Weekly Time', 'Request Absence', 'Cancel Absences', 'View Requests', 'View Leave Balances', and 'Donate Leave'. The main area displays the date range '14 March - 27 March 2020' and a weekly grid for 'Week 1 of 2'. The grid shows scheduled hours for each day from Saturday to Friday, with 'Scheduled 8' and 'Reported 0' for most days. A red arrow points to the 'Setup Quick-Fill' option in the left menu.

Click Add

The screenshot shows the 'Setup Quick-Fill' page. The left navigation menu is the same as in the previous screenshot, but 'Setup Quick-Fill' is now highlighted. The main area has a table with columns for 'Name', 'Details', and 'Status'. A red arrow points to a green 'Add' button in the top right corner of the main area.

Provide any Name to identify this Quick-Fill and Click on the hourglass for searching the program code.

Quick-Fill - Details

*Name COVID *Taskgroup SAC_TASK Sacramento Taskgroup

Project ID Project ID PC Business Unit SACTO City of Sacramento

Activity Activity

Program CD Class FLD

Click on Search Criteria, then provide the Program code and Hit search

Lookup

Search for: Program CD

▼ Search Criteria Show Operators

Program CD (begins with) Covid

Description (begins with)

Search Clear

▼ Search Results

Only the first 300 results can be displayed.

Program CD	Description
0010	TOT and other unrestricted rev
0020	STBID revenue
0030	Sports Commission

Review the Program CD and select the codes for your program.

Lookup

Search for: Program CD

▼ Search Criteria Show Operators

Program CD (begins with) COVID

Description (begins with)

Search Clear

▼ Search Results

1 row

Program CD	Description
COVID	COVID-19

Review and Save

CancelQuick-Fill - DetailsSave

*Name

Project ID

Program CD COVID-19

*Taskgroup Sacramento Taskgroup

PC Business Unit City of Sacramento

Activity

Class FLD

Once the Quick Fill Feature has been set up, you will be able to use the drop-down menu on the timesheet to select the code each week.

Week 1 of 2								
Scheduled 40 Reported 8.0								
*Time Reporting Code	Quick Fill/Time Details	Saturday 11	Sunday 12	Monday 13	Tuesday 14	Wednesday 15	Thursday 16	Friday 17
		Scheduled 0 Reported 0	Scheduled 0 Reported 0	Scheduled 8 Reported 8.0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0	Scheduled 8 Reported 0
REG - Regular	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REG - Regular	<input type="text" value="COVID"/>	<input type="text"/>	<input type="text"/>	0.50	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Comments	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>