

State of Connecticut - Department of Children and Families

TEMPORARY COVID-19 ELECTRONIC TIMESHEET

DATE: From _____ To _____

EMPLOYEE ID #:	LOCATION:
LAST NAME:	FIRST NAME:

Week 1								Week 2								TIME REPORTING CODE	REASON CODE
SHIFT	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thu.			

The employee agrees that his/her electronic signature appearing on this timesheet is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility.

Employee Signature:	Date:	Supervisor Signature:	Date:
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Time Reporting Code	Reason Code	Explanation
LOPD	PDC19	Authorized paid leave (<i>first 14 calendar days</i>) <ul style="list-style-type: none"> ▪ Employee is sick with COVID-19 or COVID-19 symptoms ▪ Employee is caring for a sick family member with COVID-19 or COVID-19 symptoms and is not teleworking ▪ Employee is self-monitoring and not teleworking ▪ Employee is home due to childcare issues and is not teleworking ▪ Employee is home due to eldercare issues and is not teleworking
Appropriate Sick Leave Code	SCV19	Employee is sick with COVID-19 or COVID-19 symptoms - <i>after first 14 calendar days</i> .
Appropriate Leave Code	SFC19	Employee is caring for a sick family member with COVID-19 or COVID-19 symptoms and is not teleworking - <i>after first 14 calendar days</i> .
Appropriate Sick Leave or Other Code	SFC19	Employee is caring for a sick family member with COVID-19 or COVID-19 symptoms - <i>after first 14 calendar days</i> .

Time Reporting Code	Reason Code	Explanation
Appropriate Leave Code	PDC19	Employee is self-monitoring and not teleworking - <i>after first 14 calendar days</i> .
Appropriate Leave Code	BCC19	Employee is: <ul style="list-style-type: none"> ▪ Home due to childcare issues and is not teleworking - <i>after first 14 calendar days</i> ; or ▪ Home due to eldercare issues and is not teleworking - <i>after first 14 calendar days</i> .
REGTC	TCC19	Employee is: <ul style="list-style-type: none"> ▪ Teleworking; or ▪ Self-monitoring and teleworking; or ▪ Home due to childcare issues and is teleworking; or ▪ Home due to eldercare issues and is teleworking.
LWWTR	NEC19	Employee is at home because the area office is closed and there is no work the employee can perform from home.
LOPD	NEC19	Employee is part of a rotational schedule and cannot telework when not at work.