

TIMESHEET ENTRIES

Level 1 Constant Essential - Must physically report to work outside of their home to perform job duties

Employee is Working	Employee isn't working due to COVID-19
Employee should continue to use Time Reporting Codes of REG, OVT, OT, etc. for all hours worked	First 14 calendar days, Authorized Paid Leave: Use LOPD, in conjunction with override reason code PDC19.
Please note: If working overtime related to COVID-19, you should use the override reason code of OTC19.	If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Personal Illness: Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19.
	If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Caregiver of a family member who is sick with COVID-19 (and when not teleworking): Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19.
	If need for leave pursuant to 5-248(a) exceeds 14 calendar days due to School, Daycare or Transportation closure (and when not teleworking): Use appropriate leave code, in conjunction with override reason code BCC19.

Level 1 Intermittent - Not teleworking full-time, must physically report to work outside of their home when needed.

Employee is Working	Employee unavailable to work due to COVID-19 or is working intermittently
<p>Working Outside of Home: Use Time Reporting Codes of REG, OVT, OT, etc. for all hours worked outside of the home.</p>	<p>First 14 calendar days, Authorized Paid Leave; or based on level designation when not working due to intermittent schedule: LOPD, used in conjunction with override reason code PDC19.</p>
<p>Please note: If the employee is working overtime related to COVID-19, use the override reason code of OTC19.</p>	<p>If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Personal Illness: Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19.</p>
<p><u>Telework</u>: REGTC, used in conjunction with override reason code TCC19.</p>	<p>If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Caregiver of a family member who is sick with COVID-19 (and when not teleworking): Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19.</p>
	<p>If need for leave pursuant to 5-248(a) exceeds 14 calendar days due to School, Daycare or Transportation closure (and when not teleworking): Appropriate leave code, used in conjunction with override reason code BCC19.</p>

Level 2 Constant (Essential and Non-Essential): Can perform their duties at home and no reasonable likelihood that they would need to physically report to work outside of their home (approved telework with State issued laptop/equipment):

OR

Level 2 Constant (Essential and Non-Essential): Job duties that can be performed via telework, who have suitable personal device and provided remote access to their work computer but not required to work outside of their home:

Employee is Working	Employee isn't working due to COVID-19
<u>Telework</u> : REGTC, used in conjunction with override reason code TCC19.	First 14 calendar days, Authorized Paid Leave: LOPD, used in conjunction with override reason code PDC19
Please note: If you was teleworking prior to the COVID-19 pandemic, the previously scheduled telework hours/days should NOT be coded with the override reason code TCC19.	If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Personal Illness: Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SCV19
	If need for leave pursuant to 5-248(a) exceeds 14 calendar days, for Caregiver of a family member who is sick with COVID-19 (and when not teleworking): Appropriate sick leave code and other accrual codes as necessary, used in conjunction with override reason code SFC19
	If need for leave pursuant to 5-248(a) exceeds 14 calendar days due to School, Daycare or Transportation closure (and when not teleworking): Appropriate leave code, used in conjunction with override reason code BCC19

Level 2 Constant (Non-Essential): Not in the above categories. Unable to telework due to nature of job duties, lack of equipment, nature of job, etc. Job Duties do not require working outside their home.

Employee isn't working due to COVID-19

Authorized Paid Leave: LOPD, used in conjunction with override reason code NEC19
