

**Timesheet Question and Answer (Q&A) for Executive Branch Employees
During the State of Emergency to Respond to COVID-19**

Version 2

Issued on: March 31, 2020

In effect starting: March 29, 2020

Valid through: May 4, 2020

NOTE: This revised Timesheet Q&A (Version 2) replaces the original Q&A issued on March 17, 2020. The answers below should be used to fill out timesheets between March 29 and May 4. *Significant changes and additions to the original Q&A are shown below in italics.*

NOTE: Some of the answers below may not apply to you if you are an emergency employee. Contact agency HR if you are an emergency employee and need further guidance.

Please read the following questions and answers carefully to understand how to enter your time between March 29 and May 4, 2020.

1. What time code do I use if I am working at my regular assigned work location?

Enter your time as you would for a normal day.

2. What time code do I use if I am taking pre-approved vacation, personal or comp time?

VAC - If you were scheduled to take a vacation day.

PER - If you were scheduled to take a personal day.

CMT - If you were scheduled to take a comp day.

3. What time code do I use if I work from home, performing either my regular work functions or an alternative work assignment provided by my manager?

TEL – You are teleworking (also known as telecommuting or working from home).

4. What time code do I use if I don't report to work due to an existing medical condition or other reason I communicate to my manager?

SIC – If you have an existing medical condition.

VAC, PER or CMT – If you have another reason you communicated to your manager.

5. What time code do I use if, for a given day, I am directed to be at home waiting for technology to perform my regular assigned functions, an alternative work assignment or waiting to return to the workplace?

SKE – You are not yet able to telework or return to the workplace. You are waiting for technology to perform your regular work functions or an alternative work assignment provided by your manager.

6. What time code do I use if I am instructed by my agency to stay home in the event of an office closure for cleaning related to COVID-19?

TEL – If you telework.

SKE – If you are not yet able to telework due to a lack of technology to perform your regular work functions or an alternative work assignment.

7. What time code do I use if I work at my regular work location some hours and then telework for the remaining hours?

REG – For the hours that you are at your regular work location.

TEL – For the hours that you telework.

8. What time code do I use if I work at my regular work location some hours and then I am at home waiting for technology to perform my regular work functions or an alternative work assignment?

REG – For the hours that you are at your regular work location.

SKE – For the hours you are unable to telework.

9. What time code do I use if I work from home (telework) a portion of the day and take time off for the remainder of the day?

TEL – for the hours that you telework. You are only authorized to use TEL for hours worked remotely. Any hours not worked remotely should be reported with the appropriate leave codes:

VAC – If you are using vacation time.

PER – If you are using personal time.

CMT – If you are using comp time.

SIC – If you are sick.

SIF – If you are caring for a sick family member.

10. What time code do I use if my child’s daycare/school is closed and because of this I am unable to work at my regular assigned work location?

TEL – If you telework. Regular restrictions on providing care to dependents while teleworking have been temporarily waived. Employees in this situation with the ability to telework will be expected to telework.

VAC - If you take a vacation day.

PER - If you take a personal day.

CMT - If you take a comp day.

SKE – If you are not yet able to telework due to a lack of technology to perform your regular work functions or an alternative work assignment.

11. What time code do I use if I am a contractor and I work from home (telework)?

TELC – For the hours you telework. This is the new telework time code for contractors.

12. What time code do I use if I have tested positive or am a presumptive positive case of COVID-19?

TEL - If you telework.

SKE – If you are not yet able to telework due to a lack of technology to perform your regular work functions or an alternative work assignment.

SIC - If you are sick and do not work.

13. What time code do I use if I am caring for a family member who has tested positive or is a presumptive positive case of COVID-19?

TEL - If you telework.

SIF - If you are caring for a family member and do not work.

14. What time code do I use if I do not have any symptoms, but I am quarantined because of contact with someone who has tested positive or is a presumptive positive case of COVID-19?

TEL - If you telework.

SKE – If you are not yet able to telework due to a lack of technology to perform your regular work functions or an alternative work assignment.

SIC - If you do not work.

15. What time code do I use if I am sent home by my manager or other authorized agency employee because I am showing symptoms related to COVID-19?

TEL - If you telework.

SKE – If you are not yet able to telework due to a lack of technology to perform your regular work functions or an alternative work assignment.

SIC - If you are sick and do not work.

16. What time code do I use if I am an emergency employee and I am sick, quarantined, or caring for a family member for reasons related to COVID-19?

SIC - If you are sick and do not work.

SIF - If you are caring for a family member and do not work.

17. What should I do if I need to use the sick (SIC) or vacation (VAC) codes for one of the situations listed above, but I don't have any sick or vacation time left?

You should reach out to your agency HR department to request an advancement of sick or vacation time. You may be eligible to receive an advancement of up to 10 sick or vacation days to care for yourself or others for issues related to COVID-19.

Be aware that these are advancements, not grants, of sick and vacation time. Agency HR will subtract future sick or vacation days as you earn them to balance out any sick or vacation advancements that you use during this time period.

18. I am not an emergency employee. I am also not an employee who has been designated by my agency as performing a core function that has to be done on-site. Can I continue to work at my regular work location if I want to do so?

No. You may not work at your regular location during this period unless you are an emergency employee or unless your agency has designated you as an employee who must continue to work on-site to perform a core function that cannot be done remotely.

Agencies may make temporary and brief exceptions on a case-by-case basis to ensure continuity of core functions (for instance, if an employee needs to come into an office to have their laptop fixed or replaced).

19. I am an emergency employee or an employee who is required to report to work on-site to support core functions. I have a child or other dependent I need to care for, but my typical care arrangement (such as school or childcare center) is not available. An alternative arrangement (such as care provided by a friend or family member) is also not available. What should I do?

You may be eligible for emergency childcare coordinated by the Department of Early Education and Care (EEC). Please visit the following website to learn more:

https://eeclead.force.com/apex/EEC_ChildCareEmergencyProcedure

Please note that if you are unable to secure care, you may not bring your dependent with you to your work location. If you are unable to secure dependent care to be able to report to work, you should stay at home and use the appropriate leave code:

VAC - If you take a vacation day.

PER - If you take a personal day.

CMT - If you take a comp day.

Codes and descriptions:

REG: Regular time

SIC: Sick Time Paid Normal

SIF: Sick in Family (Paid)

TEL: Telework – Paid

VAC: Vacation Leave – Paid

PER: Personal Leave – Paid

SKE: Non-Weather Emergency Paid Leave

CMT: Comp time used – Paid

REC: Regular time (contractors)

TELC: *Telework (contractors)*