

INFORMATIONAL CIRCULAR NO.: 20-P-031

DATE: March 17, 2020

SUBJECT: Addition of Earnings Code for COVID-19 Related Tasks

EFFECTIVE DATE: March 8, 2020

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APPROVAL:

SUMMARY: Addition of Earnings Code 'CVD' for COVID-19 Tasks

On March 12, 2020, Governor Kelly declared an emergency in response to the growing novel coronavirus (COVID-19) outbreak in Kansas. As a result, agencies will be preparing for and responding to numerous issues, questions, and tasks related to COVID-19.

Therefore, a new earnings code has been added to SHARP effective March 8, 2020 to administer the tracking of time worked on COVID-19 related tasks. Agencies should also refer to the Governor's memorandum issued March 13, 2020 on COVID-19 Operational and Workplace Guidance for instructions regarding the recording of administrative leave for other scenarios related to COVID-19.

The following new earnings code is eligible to be used starting with the pay period beginning March 8, 2020 through March 21, 2020 paid April 3, 2020.

<u>Earnings Code</u>	<u>Description</u>	<u>Short Description</u>	<u>Effective Date</u>
CVD	COVID-19 Tasks	COVID-19	03/08/2020

SHARP agencies: The Office of Personnel Services has created the CVTSK (COVID-19 Task) Time Reporting Code (TRC) and has mapped the CVTSK TRC to the CVD earnings code effective March 8, 2020. The CVTSK TRC is now visible in Time and Labor drop down lists.

The Office of Accounts and Reports, Payroll Systems Team, is responsible for adding the new earnings code in the SHARP system. Regents' institutions are responsible for implementing the new earnings code in their payroll systems.

JG:NTR:ewb