

Detailed Guidance for Use of New Taskgroup COVIDTSK to Track COVID-19 Overtime and/or Regular Hours Worked

Step 1: Agencies should instruct employees to report COVID-19 related hours (OTP, etc.) by changing the Taskgroup to COVIDTSK.

Please see the below example of reporting time to track the COVID hours worked. Agencies already utilizing the CVTSK Time Reporting Code (TRC) should continue to report the hours worked that are applicable to COVID-19 tasks. For overtime hours, employees should be instructed to use the OTP Time Reporting Code and update the Task Group to COVIDTSK, which will allow the agency to track COVID-19 related OTP hours and dollars. The new COVIDTSK Taskgroup will pull the employee funding from the Department Budget Table. **NOTE:** The new COVIDTSK Taskgroup will work with any TRC so it can be used to track COVID-19 related hours using the REG TRC if an agency has elected to not use the CVTSK TRC as well as Shift, etc.

Timesheet

Business Systems Analyst Employee ID
Empl Record 0
Earliest Change Date 03/22/2020

Actions ▾

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/22/2020 [BY] [↻]

Reported Hours 96.0000

From Sunday 03/22/2020 to Saturday 04/04/2020

Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Fri 4/3	Sat 4/4	Total	Time Reporting Code	Taskgroup
	14.0000	8.0000	16.0000	2.0000				8.0000	12.0000	7.0000	10.0000	3.0000		80.0000	CVTSK - COVID-19 Tasks	173NONTASK
				6.0000	6.0000							4.0000		16.0000	OTP - Overtime	COVIDTSK

Step 2: Agencies must generate the Payable Time Extract (KTL109) in SHARP every payroll period and use the information to identify the COVID-19 payroll related expenditures and complete a SMART GL journal entry to move the expenditures to the new program code.

Agencies already running the KTL109 report should continue to do so. Agencies not currently running this report will need to make sure it is being generated every pay period. This report should be saved as a consolidated spreadsheet/document.

To prepare the correcting SMART GL Journal Entry, agencies will use this document to identify which employee gross payroll expenditures are COVID-19 related and required to be moved to the new program code. **Agencies must also calculate the employer share of payroll expenditures by applying the percentage ratio of COVID-19 gross wage/total wages for the biweekly payroll period to the reportable employer taxes and fringes (i.e. 22.4 % of gross wages are COVID-19 related so 22.4% of the reportable employer charges for that payroll period must also be moved to the new program code).**

**In this example, all hours are COVID related, based on the TRC=CVTSK, and the TaskGroup=COVIDTSK.

	EMPLID	EMPL_RCD	DUR	TRC	TL_QUANTIT	TASKGROUP	EST_GROSS
1	K000000000	0	3/23/2020	CVTSK	14.00	173NONTASK	\$ 408.49
1	K000000000	0	3/24/2020	CVTSK	8.00	173NONTASK	\$ 233.43
1	K000000000	0	3/25/2020	CVTSK	16.00	173NONTASK	\$ 466.85
1	K000000000	0	3/26/2020	CVTSK	2.00	173NONTASK	\$ 58.36
1	K000000000	0	3/27/2020	OTP	6.00	COVIDTSK	\$ 262.60
1	K000000000	0	3/30/2020	CVTSK	8.00	173NONTASK	\$ 233.43
1	K000000000	0	3/31/2020	CVTSK	12.00	173NONTASK	\$ 350.14
1	K000000000	0	4/1/2020	CVTSK	7.00	173NONTASK	\$ 204.25
0	K000000000	0	4/2/2020	CVTSK	10.00	173NONTASK	\$ 291.78
1	K000000000	0	4/3/2020	CVTSK	3.00	173NONTASK	\$ 87.53
2	K000000000	0	4/3/2020	OTP	4.00	COVIDTSK	\$ 175.07

NOTE: If only the overtime hours in this example were COVID-19 related, the employee would report 80 hours of REG with the default Taskgroup of 173NONTASK and 16 hours of OTP and update the default Taskgroup to COVIDTSK on the timesheet