

Contractual with a Contractual
Primary Job

Enter Time Worked at normal workplace (not teleworking)

The screenshot displays a time entry system interface. At the top left, it shows 'Total Hours 16' and 'Week Mar 11 - 17, 2020'. On the right, a weekly summary shows: Wed 8, Thu 0, Fri 0, Sat 0, Sun 0, Mon 8, Tue 0. A search results dropdown is open on the left, titled 'Search Results (3)'. It lists three options: 'COVID-19 (Contract)' (selected), 'COVID-19 (Contract) Additional JOB Only Added', and 'COVID-19 Admin Leave for Contract (Timesheet) Time Off'. Below the dropdown, the search term 'covid' is visible, and a filter 'COVID-19 (Contract)' is applied. The main table has columns: In, Out, Out Reason, Quantity, Unit, Worktags, Comment, Status, and Attachments. The first row shows an entry from 08:00 AM to 04:00 PM with 'Out' as the reason, 8 Hours quantity, and 'Not Submitted' status. The second row shows an entry with 0 Hours quantity and 'Not Submitted' status.

In	Out	Out Reason	Quantity	Unit	Worktags	Comment	Status	Attachments
08:00 AM	04:00 PM	Out	8	Hours			Not Submitted	
		Out	0	Hours			Not Submitted	

Enter hours actually worked using the COVID-19 (Contract) time entry code

Enter Time Worked at normal workplace (not telework)

Mar 11 - 17, 2020

IMPORTANT: You'll lose the time you just entered if you leave this page without saving.

Daily Totals

Wednesday	8
Thursday	0
Friday	0
Saturday	0
Sunday	0
Monday	8
Tuesday	0
Total Hours	16

Week Totals

Regular Hours	16
Overtime	0
Comp Earned	0
Shift Differential	0
Emergency	0
Time Off Taken	8
Total Paid Hours	24

Today < > Mar 11 - 17, 2020

Wed 3/11
Hours: 8

Pay date
02/19/2020 - 03/03/2020

COVID-19 (Regular Contract) added
8
 Not Submitted

7 AM

8 AM COVID-19 (Contract)
8:00am - 4:00pm
8 Hours
 Not Submitted

9 AM

10 AM

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

6 PM

The system will automatically add the extra hours credited for working during the Elevated Level II time period.

Workers with a Contractual Additional Job

Enter Time Worked at normal workplace (not telework)

Total Hours 72

Week Mar 11 - 17, 2020

Wed 8 Thu 16 Fri 16 Sat 0 Sun 0 Mon 16 Tue 16

Previous Week

Next Week

The screenshot shows a time entry system interface. On the left, a search results dropdown is open, displaying three items: "COVID-19 (Contract)" (selected), "COVID-19 (Contract) Additional JOB Only Added", and "COVID-19 Admin Leave for Contract (Timesheet) Time Off". Below the dropdown is a search input field containing "covid" and a list of search results, including "COVID-19 (Contract)".

The main table displays time entries with the following columns: In, Out, Out Reason, Quantity, Unit, Position, Worktags, Comment, Status, and At. The table contains one entry with the following data:

In	Out	Out Reason	Quantity	Unit	Position	Worktags	Comment	Status	At
08:00 AM	04:00 PM	Out	8	Hours	113852 Contractual Hourly (+)			Approved	

Enter hours actually worked using the COVID-19 (Contract) time entry code

Also ensure you select the correct position

Enter Time Worked at normal workplace (not telework) 2nd Step for additional job only

Total Hours 80
Week Mar 11 - 17, 2020

Wed 16 Thu 16 Fri 16 Sat 0 Sun 0 Mon 16 Tue 16

Previous Week Next Week

Search Results (3)

- COVID-19 (Contract) Additional JOB Only Added
- COVID-19 (Contract) COVID-19 Admin Leave for Contract (Timesheet) Time Off
- covid

Off Reason	In	Out	Out Reason	Quantity	Unit	Position	Worktags	Comment	Status	At
				8	Hours	037925 MSP Trooper I/C			Not Submitted	
	08:00 AM	04:00 PM	Out	8	Hours	113852 Contractual Hourly (+)			Approved	

You must also manually add an additional time block to record the additional hours credited for working during the Elevated Level II.

Use the COVID-19 (Contract) Additional Added and record the total hours that match the hours actually worked.

Also ensure you select the correct position for this work time.