

—SPS ALERT—

Special Alert 142: HR, Time and Payroll Support Staff

Release Date: Sunday, 3-22-2020

END TO COVID-19 PREMIUM PAY

The premium pay for all designated emergency essential and mission critical personnel will cease at 11:59 PM on Sunday, March 22, 2020. This change does not alter the fact that all employees who can work at home should continue to work at home and all non-essential employees who cannot telework should remain at home on COVID-19 administrative leave.

This does mean that employees will use a combination of COVID-19 time entry codes and regular time entry codes depending on when and where the work hours were completed. The premium pay codes are only in effect from **Friday, March 13, 2020 to Sunday, March 22, 2020**. The COVID-19 time entry code should not be used after March 22, 2020.

The following instructions cover both the COVID Premium Pay timeframe and the regular work dates in this pay period for State Regular, Temporary and Contractual employees:

- Wednesday, March 11-12: Regular Pay Period with regular time entry for work time, regardless of location;
- Friday, March 13-Sunday, March 22: COVID 19 Work Entry Dates for non-telework work time, and regular time entry for teleworkers; and,
- Monday, March 23-24 Regular Pay Period Dates with regular time entry for work time, regardless of location.

Please make sure employees with the various work hours complete the time entry and time off codes as follows:

EMPLOYEES TELEWORKING

Employees that have been teleworking since March 13, or for intermittent work hours remotely since that date, will complete their timesheets as usual, using the regular time entry codes for these telework hours. The worktag – Remote Work Location – Remote Work Location: Teleworking should be used for all telework hours

Employees that are teleworking will continue to use the usual time entry codes and time off codes.

These employees must **not** use the COVID-19 Time Entry or Time Off codes. This will create an overpayment situation and the employee will be required to repay the overpayment or additional hours that are credited.

EMPLOYEES NOT WORKING at Worksites and NOT

Teleworking:

Employees that are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave with the Time Off code called **COVID-19 Admin Leave Time Off**.

The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked. This leave does not have to be granted by the timekeeper before use.

EMERGENCY ESSENTIAL or MISSION CRITICAL EMPLOYEES WORKING AT WORK SITES:

Employees that are **Emergency Essential or Mission Critical and must report to the work site** will use the Time Entry code called **COVID-19 for any work hours on Friday, March 13, 12:00AM to Sunday, March 22, 11:59PM ONLY**.

These employees will use their usual time entry codes for dates of March 11-12, and starting again on Monday, March 23, 12:00AM. The COVID-19 code will no longer be used after Sunday, March 22, 2020.

ADDITIONAL EMPLOYEE TYPES:

For the following employees, these instructions are for hours worked between Friday, March 13, 12:00AM and Sunday, March 22, 11:59PM **ONLY**. Beginning on Monday, March 23, 12:00AM, employees will return to using their regular time entry codes and processes.

MSP/DNR POLICE AND MILITARY AIRPORT FIREFIGHTERS:

Employees who are **Emergency Essential or Mission Critical and must report to the work site because there is no ability to perform job duties remotely** will complete SPS Timesheets as usual but also add the worktag, **COVID-19 Activities** for all time entries. These employees will record hours as total hours using the appropriate time entry codes (regular, overtime, comp Time Earned COE, Comp Time Earned Exempt) and the PCA: COVID-19 Activities Worktag.

Example: An employee scheduled to work 8 hours (8AM – 4:30PM) hours will be credited with working 16 hours and would enter time as:

Regular Time Entry: 8AM – 4:30PM with **Worktag: PAC, COVID-19 Activities**

Example: An employee scheduled to work 10 hours (8AM – 6:30PM) hours would be credited with working 20 hours and would enter time as:

- Regular Time Entry: 8AM – 4:30PM with **Worktag: PAC, COVID-19 Activities**
 - IF Overtime enter 12 hours as Overtime with **Worktag: PAC, COVID-19 Activities**
 - IF Non-Exempt and COE Comp Enter 12 hours as Comp Time Earned COE with **Worktag: PAC, COVID-19 Activities**
 - IF Exempt and Reg Comp Enter 12 hours as Comp Time
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Exempt with **Worktag PAC, COVID-19 Activities**
Non-Exempt employees with hours that are not worked or worked hours that are not overtime will have these hours paid as Straight time. These hours will be entered as total hours using a new time entry code: **COVID-19 MSP/NRP Straight Non-Exempt**

Example: An employee scheduled for 8 hours and works 10 hours. The employee gets credited for working 10 hours. 8 for regular hours, 2 for overtime hours and 10 at straight rate and would enter time as:

- Regular: 8 am – 4 pm.
- Overtime: 4 pm – 6 pm
- **COVID-19 MSP/NRP Straight Non-Exempt: 10 hours**
- IF Exempt and Reg Comp Enter 12 hours as Comp Time Exempt with **Worktag PAC, COVID-19 Activities**

COMPRESSED WORK WEEK/MODIFIED SCHEDULE, PART-TIME, 24/7 EXEMPT EMPLOYEES:

Employees who are **Emergency Essential or Mission Critical and must report to the work site because there is no ability to perform job duties remotely** will record regular work hours using a new Time Entry code called **COVID-19 (Exempt)**. These employees will enter Compensatory Time using a new Time Entry Code **COVID-19 Compressed Comp Time Earned** as a total number of hours (not in/out times). This is a total of regular work hours that exceeds daily schedule and hours that are added due to working at the workplace during Elevated II Status.

Example: An employee scheduled to work 10 hours (8 am – 6:30 pm) hours, but who works 12 hours would be credited with working 24 hours and would enter time as:

- COVID-19 (Exempt): 8 am – 6:30 pm, and on the next line, enter
- **COVID-19 Compressed Comp Time Earned: 14 hours** (this is the 2 extra hours worked in the 12 hour day, plus the 12 hours of comp time for working during this emergency)

CASH IN LIEU OF COMP TIME EMPLOYEES

(This is an exception granted by DBM for Specific Exempt/Comp Time Employees and is not common):

Employees who are **Emergency Essential or Mission Critical and must report to the work site because there is no ability to perform job duties remotely** will record regular work hours using a new Time Entry code called **COVID-19 (Exempt)**. These employees will enter overtime using a new Time Entry Code **COVID-19 Cash in Lieu of Comp** as a total number of hours (not in/out times). This is a total of regular work hours that exceeds daily schedule and hours that are added due to working at the workplace during Elevated II Status.

Example: An employee scheduled to work 8 hours (8AM – 4:30PM), but who actually works 10 hours would be credited with working 20 hours and would enter time as:

- COVID-19 (Exempt): 8AM – 4:30PM, and, on the next line enter
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- **COVID-19 Cash in Lieu of Comp: 12 hours** (this is the 2 extra hours worked in the 10 hour day, plus the 10 hours of comp time for working at the worksite during this emergency)

EMPLOYEES CALLED TO STATE ACTIVE DUTY (SAD):

Any employees (State Regular, Temporary or Contractual) who are called to State Active Duty under the Governor's Executive Order are entitled to full pay and will not use their Military Leave (15 Days). These employees should use the Administrative Leave code appropriate for their employee type: *COVID-19 Admin Leave for Regular (Timesheet) Time Off; COVID-19 Admin Leave for Temp (Timesheet) Time Off; or, COVID-19 Admin Leave for Contract (Timesheet) Time Off.*

These employees will continue to be on this administrative leave for the duration of the State Active Duty.

REMINDERS:

- Please remember that teleworking is required if the work can be completed by employees remotely.
 - COVID-19 Administrative Leave should be a last resort. This is a good time for agencies to have employees develop procedures for their job duties or office procedures, if they do not already exist or take additional training needed for their jobs. Please be creative in finding meaningful work for your employees to make telework feasible.
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