

—SPS ALERT—

SPS Alert 238: New Worktag for Key Bridge Collapse-FEMA

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As agencies start to respond to this State of Emergency, employees will have work that is related to this incident. This new worktag should be used by employees that are involved in related work.

Employees are to document all related work under this worktag, and **to ask their agency for further instructions and details.**

As shown below, employees can select the **Key Bridge Collapse – FEMA** worktag **by typing "Key FEMA" in the worktag box on the timesheet row.** **This is a short cut to get to the correct worktag.** This worktag must be used for related work for your agency.

This does not impact employee pay or overtime. This is a reporting tool for agencies, to keep track of all hours worked on related work.

Employees are able to use more than one worktag if necessary, depending on their needs (for example: from different worktag types, Key Bridge Collapse – FEMA, Telework, or other agency specific worktags). Employees can do this by entering each worktag, one at a time, on the work hours row as needed.

Please share this information with the appropriate staff as needed.

