FAQs FOR TIMESHEET ENTRY

1. ***I am a non-essential Regular/Temporary/Contractual employee working from home, how do I code my timesheet?***
   Completion of the timesheet will be with regular in and out time with breaks for meals when taken just as you would from your normal work location. You will then go to the Worktag and select Remote Work Location – Remote Work Location Home. If you elect to use leave and it is approved, leave must be entered to replace work time. All overtime and/or compensatory time must be approved by the Supervisor before being earned and entered on the timesheet. If you are working on an assignment dedicated to the COVID response or prep, the COVID-19 Activities worktag should be added to the specific times dedicated to the assignment allowing for tracking and reporting.
   These employees will be paid for regular work time and leave time, as well as approved overtime based upon regular pay rates.
   These employees should have an Interim Telework Agreement in place and a tangible work product for each day worked. Telework days may be flexible based upon the needs and requirements of the Agency and the employee.

2. ***I have been identified as an Emergency Essential or Mission Critical Regular/ Temporary/ Contractual Employee and I am required by my Supervisor to work from my State employment work site, how do I enter my time?***
   Regular employees will enter their time using the COVID-19 (Regular Exempt) or COVID-19 (Regular Non-Exempt) from the time entry drop down using the in and out and meal times as appropriate.
   Temporary employees will enter their time using the COVID COVID-19 Temp Time Entry Code from the time entry drop down using the in and out and meal times as appropriate.
   Contractual employees will enter their time using the COVID-19 Contract Time Entry Code from the time entry drop down using the in and out and meal times as appropriate.
   These employees will be credited with one (1) additional hour for every hour actually worked and will receive the appropriate overtime or compensatory time based on the total hours credited.
   All additional overtime/compensatory time must be approved by following normal procedures for your Agency prior to working and entry on the timesheet.

3. *I am a shift eligible employee, will I have additional shift earned when working as an Emergency Essential /Mission Critical Level II status shift?*
No, the shift is only applied to the physical work time, not the premium hours added to the shift.

4. *I am on an approved alternate /compressed work schedule, do I need to take additional steps to enter my time while working an Emergency Essential/ Mission Critical shift?*
No, you will enter your time as COVID-19 (Regular Exempt) or COVID-19 (Regular Non-Exempt) from the time entry drop down using the in and out and meal times as appropriate.

5. *I have a position that is not telework eligible and I have not been identified as Emergency Essential or Mission Critical, how do I code my timesheet?*
These employees will be eligible for paid leave by using the Time Off codes below from the Time Off drop down on the timesheet. These employees will not have to use their own leave for this purpose. If the employee is on an already established and approved form of leave, the granted leave will continue as approved.
Regular employees—Use the **COVID-19 Reg/Temp Time Off Code**, in time entry drop down list
Temporary employees--- Use the **COVID-19 Reg/Temp Time Off Code** in time entry drop down list
Contractual employees--- Use the **COVID-19 Contract Time Off Code** in time entry drop down list

6. *What happens if I would like to or need to use leave during this period of Level II status?*
All call in procedures still apply as well as requests for leave. These employees, regardless of Level II identified status, will receive their leave time at their standard rate of pay.

7. *Can I combine my day with work time whether it is Telework, Emergency Essential/ Mission Critical, Administrative Leave or use of my own leave?*
Yes, based upon the needs of the Agency and/or the needs of the employee, any of the above methods of entering time can be combined successfully in a pay period.

8. *As a Manager/ Supervisor/Appointing Authority, how do I approve the use of COVID-19 Administrative Leave?*
It is advised that Agencies include in their approval of COVID-19 Administrative Leave this email disclaimer.

While on paid administrative leave, you must be available at your home address and telephone number during normal business hours should it be necessary for representatives of this office to contact you for information regarding your work location status. Please monitor the DBM website https://dbm.maryland.gov/pages/default.aspx, for the most up to date information during this elevated Level II event. If you are unable to comply with this requirement, you must use your own leave in lieu of the COVID -19 Administrative Leave. All leave requests must be approved through the normal procedures established by your Agency. All contact information must be up to date in Workday. If you need assistance in updating your contact information, please contact your Agency HR Officer. You may contact me at the number below with any additional questions.