

# —SPS ALERT—

## SPS Alert 161: COVID-19 Response Pay, SPS Time Entry Information and Job Aid

*Release date: 9/15/2020*

### **COVID-19 Response Pay differential of \$3.13 ended on Tuesday, September 8, 2020.**

Employees working in 24/7 operations within the Departments of Health, Juvenile Services, and Public Safety and Correctional Services (DPSCS), as well as all sworn police officers and State firefighters will be eligible to receive Elevated COVID-19 Response Pay if they are required to work in designated quarantine areas.

### **ALL EMPLOYEES NOT WORKING IN QUARANTINE AREAS SHOULD BEGIN USING REGULAR TIME ENTRY CODES STARTING ON WEDNESDAY, SEPT. 9<sup>th</sup>.**

Employees who are required to work in designated quarantine areas will receive Elevated COVID-19 Response Pay of \$5.13 per hour for each hour actually worked in the quarantine area.

### **Time Entry Instructions:**

#### **24/7 Operations Employees**

Employees who have been identified as eligible for this elevated response pay **while working in a quarantine area** will use the following time entry code, which will be populated based on their FLSA status:

- Time Entry Code: **COVID-19 Regular Non Exempt**
- Time Entry Code: **COVID-19 Regular Exempt**

**AND**

The employees will select the worktag for all hours worked in the quarantine area:

- Holiday/Other Premium worktag group: **COVID-19 Response Pay Level 2**

This is the same process that employees have been using since the start of the Elevated COVID Response Pay. Employees will select the **time entry code for all hours worked and the worktag for COVID-19 Response Pay Level 2**. Employees who take time off will continue to use the appropriate Time Off code (Annual, Personal, Sick, etc.) for any off hours and will not get the Elevated Response Pay for time off hours. The Elevated Response Pay will be \$5.13 per hour for any work hours recorded with this time entry code **AND** the worktag.

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**Compressed & Modified Work Schedule / Part Time / 24-7  
Compensatory Time Earned**

Exempt employees in these categories will enter earned compensatory time as they do now. To receive Elevated COVID-19 Response Pay for hours worked in a designated quarantine area, employees must use the **COVID-19 Comp Time Earned - Compressed Sched/Part Time/24-7** time entry code to record the in/out hours of Compensatory Time earned.

**Cash in Lieu of Comp**

Exempt employees who are authorized to receive cash payment in lieu of Compensatory Time will enter this time in the same manner they do now. To receive Elevated COVID-19 Response Pay for hours worked, employees must use the **COVID-19 Cash in Lieu of Comp Exempt** time entry code to record in/out time of Cash in Lieu of Comp hours.

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