Applying Essential Personnel pay during COVID19 closure

These directions document how to apply essential personnel pay in the following scenarios:

1. The employee is required to work at a location, and the employee works up to their regular schedule for the week.
   - Essential personnel pay is applied to all time worked.

2. The employee is required to work at a location, but does not work up to their regular schedule for the week.
   - Essential personal pay is applied to all time worked.
   - COVID19 – Admin Leave is applied to balance hours for the week.

3. The employee is required to work at a location for part of the week, completes additional work remotely/at home, and the employee works up to their regular schedule for the week.
   - Essential personnel pay is applied to time worked at a location.
   - Regular pay is applied to time worked remotely/at home.

4. The employee is required to work at a location for part of the week, completes additional work remotely/at home, but does not work up to their regular schedule for the week.
   - Essential personnel pay is applied to time worked at a location.
   - Regular pay is applied to time worked remotely/at home.
   - COVID19 – Admin Leave is applied to balance hours for the week.

Note: The below directions assume that the employee logs time as usual. If for some reason the employee was unable to log their time, the supervisor/timekeeper should enter the time on the timecard and then proceed with these directions.

Scenario 1: The employee is required to work at a location, and the employee works up to their regular schedule for the week.

- The timekeeper-supervisor applies the Essential Personnel work rule to all time worked.

1. Open the employee’s timecard and navigate to the correct pay period.
2. For the first block of time worked under essential personnel conditions, click on the blank cell in the Transfer column and select Search... from the dropdown menu.
3. When the Transfer window opens, click on the Work Rule header.
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4. Scroll through the list of work rules to find **Essential Personnel**. Click once to select it; now the work rule will appear at the top of the window, as shown in the screenshot below.

5. Click on the **Apply** command to close the Transfer window.
6. The Essential Personnel work rule now appears in the Transfer column for that time.

7. Click on the **Calculate Totals** command; the system will process the work rule and add an Essential Personnel line to the **Totals** tab with the appropriate amount of time.

**Note**: Once you have applied the Essential Personnel work rule once, it will appear in the dropdown menu when you click on a cell in the Transfer column, which makes the process of applying Essential Personnel pay much faster.

8. If you need to apply the Essential Personnel work rule to additional time, click to select it from the dropdown menu for each block of time, then click on the **Calculate Totals** command when it has been applied to all shifts worked under essential personnel conditions.
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9. Review data on the **Totals** tab to make sure you have applied the Essential Personnel work rule correctly. In the screenshot shown below, the employee worked their regular schedule and received Essential Personnel pay for all time worked.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat 3/7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sun 3/8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mon 3/9</td>
<td>7:15AM-1:45PM</td>
<td>7:10AM</td>
<td>1:20PM</td>
<td></td>
<td>Essential Personnel</td>
<td>0.50</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 3/10</td>
<td>7:15AM-1:45PM</td>
<td>7:12AM</td>
<td>1:16PM</td>
<td></td>
<td>Essential Personnel</td>
<td>0.50</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 3/11</td>
<td>7:15AM-1:45PM</td>
<td>7:10AM</td>
<td>1:19PM</td>
<td></td>
<td>Essential Personnel</td>
<td>0.50</td>
<td>0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Click on the **Save** command to save all changes to the timecard.

Scenario 2: The employee is required to work at a location, but does not work up to their regular schedule for the week.

- Essential personal pay is applied to all time worked.
- COVID19 – Admin Leave is applied to balance hours for the week and reverse shortfall.

**Note:** Because COVID19 - Admin Leave is intended to keep employees whole for the week, it should not be applied until after the pay period has closed for any non-exempt employees who are logging time worked.

- If an employee logs time during the pay period, but does not work up to their normal schedule, the shortfall process will run at the end of the pay period.
- Once pay period close has triggered shortfall, you can apply the appropriate amount of COVID19 – Admin Leave to reverse the shortfall and keep the employee whole for the pay period.

1. Open the employee’s timecard and navigate to the correct pay period.
2. For the first block of time worked under essential personnel conditions, click on the blank cell in the Transfer column and select **Search...** from the dropdown menu.
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3. When the Transfer window opens, click on the Work Rule header.
4. Scroll through the list of work rules to find Essential Personnel. Click once to select it; now the work rule will appear at the top of the window, as shown in the screenshot below.

5. Click on the Apply command to close the Transfer window.
6. The Essential Personnel work rule now appears in the Transfer column for that time.

7. Click on the Calculate Totals command; the system will process the work rule and add an Essential Personnel line to the Totals tab with the appropriate amount of time.

Note: Once you have applied the Essential Personnel work rule once, it will appear in the dropdown menu when you click on a cell in the Transfer column, which makes the process of applying Essential Personnel pay much faster.

8. If you need to apply the Essential Personnel work rule to additional time, click to select it from the dropdown menu for each block of time, then click on the Calculate Totals.
Applying Essential Personnel pay during COVID19 closure

1. Review data on the Totals tab to make sure you have applied the Essential Personnel work rule correctly.

2. Any shortfall on the timecard must be reversed out using the COVID19 – Admin Leave code.

3. Click on the plus sign to the left of the last day in the work week to add a new line.

4. On the new blank line, click into the Pay Code cell and select COVID19 – Admin Leave from the dropdown menu.

5. In the Amount column, enter the amount of time needed to reverse the shortfall.

6. Click on the Calculate Totals command. Once the system has processed the pay code, the shortfall disappears and is replaced by the COVID19 – Admin Leave.

7. Review data on the Totals tab to make sure the employee’s time and leave have calculated correctly. Click on the Save command to finalize changes to the timecard.

Because the employee didn’t work a full week, the system charges shortfall.
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16. The employee now has 30 total hours for the week, with 18 hours of Essential Personnel pay and 12 hours of COVID19 – Admin Leave.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Period</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/9/21</td>
<td></td>
<td></td>
<td>7:15AM</td>
<td>12PM</td>
<td>Essential</td>
<td>12:00</td>
<td>6:00</td>
<td>6:00</td>
<td></td>
</tr>
<tr>
<td>Mon 3/9</td>
<td></td>
<td></td>
<td>7:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 3/10</td>
<td></td>
<td></td>
<td>7:15AM</td>
<td>12PM</td>
<td>Essential</td>
<td>12:00</td>
<td>6:00</td>
<td>6:00</td>
<td></td>
</tr>
<tr>
<td>Wed 3/11</td>
<td></td>
<td></td>
<td>7:15AM</td>
<td>12PM</td>
<td>Essential</td>
<td>12:00</td>
<td>6:00</td>
<td>6:00</td>
<td></td>
</tr>
<tr>
<td>Thu 3/12</td>
<td></td>
<td></td>
<td>7:15AM</td>
<td>12PM</td>
<td>COVID19-Admin</td>
<td>12:00</td>
<td>6:00</td>
<td></td>
<td>18:00</td>
</tr>
</tbody>
</table>

Scenario 3: The employee is required to work at a location for part of the week, completes additional work remotely/at home, and works up to their regular schedule for the week.

- Essential personnel pay is applied to time worked at a location.
- Regular pay is applied to time worked remotely/at home.

**Note:** the employee should log in/out for time worked under essential personnel conditions and time worked remotely/at home.

If the employee forgets to log in/out to create separate shifts, the timekeeper will need to add a line for that day and add punches that separate the time. See step 4 for more information.

1. Open the list of employees on the Manage My Department page.
2. Right-click on the employee’s name to bring up a pop-up window that identifies the employee’s pay rule. Make a note of that information for use in step 12.

3. Click on the X in the upper-right corner to close that summary window.
4. Open the employee’s timecard and navigate to the correct pay period. Review the employee’s logged time to be certain that time worked is divided into separate shifts so that essential personnel pay can be applied to the correct blocks of time.

This is the relevant information that identifies the employee’s pay rule. In this case, the employee is a regular Schools non-exempt employee who works 6 hours per day.
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- In the sample timecard below, the employee logged separate shifts on Monday, Tuesday, and Wednesday. If the employee’s time on Thursday and Friday was a combination of worked time under essential personnel conditions and worked time from home/remotely, punches need to be added to separate the time out, as shown in the second screenshot.
  - Click on the plus sign to the left of the date to add a line.
  - Add additional punches as necessary to separate the time into shifts.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 3/16</td>
<td>7:15AM-1:45PM</td>
<td>7:12AM</td>
<td>10:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tue 3/17</td>
<td>7:15AM-1:45PM</td>
<td>7:45AM</td>
<td>11:30AM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wed 3/18</td>
<td>7:15AM-1:45PM</td>
<td>7:30AM</td>
<td>12:15PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thu 3/19</td>
<td>7:15AM-1:45PM</td>
<td>6:55AM</td>
<td>3:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fri 3/20</td>
<td>7:15AM-1:45PM</td>
<td>6:56AM</td>
<td>2:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The employee’s time on Monday, Tuesday, Wednesday is separate shifts and can be paid at the appropriate rates.

The employee’s time on Thursday and Friday is a single block of time that cannot be paid at different rates until it is separated into different shifts.

The employee’s time on Thursday and Friday has now been broken out into separate shifts.

5. For the first block of time worked under essential personnel conditions, click on the blank cell in the Transfer column and select Search... from the dropdown menu.

6. When the Transfer window opens, click on the Work Rule header.
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7. Scroll through the list of work rules to find Essential Personnel. Click once to select it; now the work rule will appear at the top of the window, as shown in the screenshot below.

8. Click on the Apply command to close the Transfer window.
9. The Essential Personnel work rule now appears in the Transfer column for that time.

10. Click on the Calculate Totals command; the system will process the work rule and add an Essential Personnel line to the Totals tab with the appropriate amount of time.

Note: Once you have applied the Essential Personnel work rule once, it will appear in the dropdown menu when you click on a cell in the Transfer column, which makes the process of applying Essential Personnel pay much faster.

11. If you need to apply the Essential Personnel work rule to additional time, click to select it from the dropdown menu for each block of time, then click on the Calculate Totals.
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command when it has been applied to all shifts worked under essential personnel conditions.

12. Any shifts worked from home/remotely must be identified as such by applying the employee’s default pay rule, which you identified in step 2. To apply the regular pay rule, click on the Transfer column for the first block of time worked from home/remotely and select Search from the dropdown menu.

   **Note:** if you skip this step, all of the employee’s time worked will be paid as Essential Personnel pay.

13. When the Transfer window opens, click on the **Work Rule** header.

14. Scroll through the list of work rules to find the employee’s default pay rule identified in step 2, **which may include WR at the end, as shown below**. Click once to select it; now the work rule will appear at the top of the window, as shown in the screenshot below.

15. Click on the **Apply** command to close the Transfer window and return to the timecard.

16. Repeat steps 12-15 as necessary to identify all time worked from home/remotely.

17. Click on the **Calculate Totals** command.
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18. Review information on the timecard and the **Totals** tab to verify that the time worked from home/remotely is not being included in the Essential Personnel line.

19. Once you have verified that all data is correct, click on the **Save** command to save your changes.

Scenario 4: The employee is required to work at a location for part of the week, completes additional work remotely/at home, but does not work up to their regular schedule for the week.

- Essential personnel pay is applied to time worked at a location.
- Regular pay is applied to time worked remotely/at home.
- COVID19 – Admin Leave is applied to balance hours for the week.

**Notes:**
- The employee should log in/out for time worked under essential personnel conditions and time worked remotely/at home.
  - If the employee forgets to log in/out to create separate shifts, the timekeeper will need to add a line for that day and add punches that separate the time. See step 4 for more information.
- Because COVID19 - Admin Leave is intended to keep employees whole for the week, it should not be applied until after the pay period has closed for any non-exempt employees who are logging time worked.
  - If an employee logs time during the pay period, but does not work up to their normal schedule, the shortfall process will run at the end of the pay period.
  - Once pay period close has triggered shortfall, you can apply the appropriate amount of COVID19 – Admin Leave to reverse the shortfall and keep the employee whole for the pay period.
Applying Essential Personnel pay during COVID19 closure

1. Open the list of employees on the Manage My Department page.
2. Right-click on the employee’s name to bring up a pop-up window that identifies the employee’s pay rule. Make a note of that information for use in step 12.

3. Click on the X in the upper-right corner to close that summary window.
4. Open the employee’s timecard and navigate to the correct pay period. Review the employee’s logged time to be certain that time worked is divided into separate shifts so that essential personnel pay can be applied to the correct blocks of time.
   - In the sample timecard below, the employee logged separate shifts on Monday, Tuesday, and Wednesday. If the employee’s time on Thursday and Friday was a combination of worked time under essential personnel conditions and worked time from home/remote, punches need to be added to separate the time out, as shown in the second screenshot.
     - Click on the plus sign to the left of the date to add a line.
     - Add additional punches as necessary to separate the time into shifts.

5. For the first block of time worked under essential personnel conditions, click on the blank cell in the Transfer column and select Search... from the dropdown menu.
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6. When the Transfer window opens, click on the Work Rule header.
7. Scroll through the list of work rules to find Essential Personnel. Click once to select it; now the work rule will appear at the top of the window, as shown in the screenshot below.

Open the list of work rules by clicking on the Work Rule header.

8. Click on the Apply command to close the Transfer window.
9. The Essential Personnel work rule now appears in the Transfer column for that time.

10. Click on the Calculate Totals command; the system will process the work rule and add an Essential Personnel line to the Totals tab with the appropriate amount of time.

Note: Once you have applied the Essential Personnel work rule once, it will appear in the dropdown menu when you click on a cell in the Transfer column, which makes the process of applying Essential Personnel pay much faster.

11. If you need to apply the Essential Personnel work rule to additional time, click to select it from the dropdown menu for each block of time, then click on the Calculate Totals.
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command when it has been applied to all shifts worked under essential personnel conditions.

12. Any shifts worked from home/remotely must be identified as such by applying the employee’s default pay rule, which you identified in step 2. To apply the regular pay rule, click on the **Transfer** column for the first block of time worked from home/remotely and select **Search** from the dropdown menu.

*Note*: if you skip this step, all of the employee’s time worked will be paid as Essential Personnel pay.

13. When the Transfer window opens, click on the **Work Rule** header, if necessary, and scroll through the list of work rules to find the employee’s default pay rule identified in step 2, *which may include WR at the end, as shown below*. Click once to select it; now the work rule will appear at the top of the window, as shown in the screenshot below.

14. Click on the **Apply** command to close the Transfer window and return to the timecard.

15. Repeat steps 12-15 as necessary to identify all time worked from home/remotely.

16. Click on the **Calculate Totals** command.

17. Review information on the timecard and the **Totals** tab to verify that the time worked from home/remotely is not being included in the Essential Personnel line.
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18. Any shortfall on the timecard must be reversed out using the COVID19 – Admin Leave code.

<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
<th>In</th>
<th>Out</th>
<th>Transfer</th>
<th>Pay Code</th>
<th>Amount</th>
<th>Shift</th>
<th>Daily</th>
<th>Part</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/14</td>
<td>Sat</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/15</td>
<td>Sun</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/16</td>
<td>Mon</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/17</td>
<td>Tue</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/18</td>
<td>Wed</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/19</td>
<td>Thu</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/20</td>
<td>Fri</td>
<td>6:00AM</td>
<td>1:00PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19. Click on the plus sign to the left of the last day in the work week to add a new line.
20. On the new blank line, click into the Pay Code cell and select COVID19 – Admin Leave from the dropdown menu.
21. In the Amount column, enter the amount of time needed to reverse the shortfall.

<table>
<thead>
<tr>
<th>Pay Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID19-Admi...</td>
<td>6.15</td>
</tr>
</tbody>
</table>

22. Click on the Calculate Totals command. Once the system has processed the pay code, the shortfall disappears and is replaced by the COVID19 – Admin Leave.

At this point, the employee is still being charged shortfall because they didn’t work up to their regular schedule for the week.
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23. Review data on the **Totals** tab to make sure the employee’s time and leave have calculated correctly. Click on the **Save** command to finalize changes to the timecard.

The employee receives Essential Personnel pay for time worked in a location, base pay for time worked at home/remotely, and enough COVID19 – Admin Leave to reverse shortfall and keep the employee whole.