Maryland

MDH OfcOfHumanResources -MDH- <mdh.ofcofhumanresources@maryland.gov>

Elevated Level II Status: Instructions for submitting timesheets
1 message

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Bcc: MDH DL Everyone in DHMH <DLEveryoneinDHMH_MDH@maryland.gov>

Attention MDH Employees:

Please find below instructions for entering time on timesheets while the State is operating on Elevated Level II status.   This information pertains to State contractual, temporary and regular employees working in the office, working remotely or on administrative leave.

 Note: The new Time Entry Codes will be available for Contractual employees starting on Monday, March 16, 2020. The new Time Entry Codes for Regular and Temporary employees are still being created and will be available on or before Wednesday, March 18, 2020.

Elevated Level II SPS Workday Timekeeping Instructions:

For State Contractual Employees:

SPS Workday Time Entry for contractual employees for Elevated Level II status:

1.   Employees who are able to **work remotely** will complete timesheets as usual, but also will use the "remote work" worktags as appropriate.

2.   Employees who are **Emergency Essential or Mission Critical and must report to the work site because their duties cannot be performed remotely** will use a new Time Entry code called *COVID-19 (Contract).* The timesheet will need to be saved, submitted and approved in order to be given credit for this time worked.

3.   Employees who are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave---Time Off Code called *COVID-19 Admin Leave for Contract (Timesheet) Time Off*. The timesheet will need to be saved, submitted and approved in order to be given credit for this time off.

For State Temporary Employees:

SPS Workday Time Entry for Temporary employees for Elevated Level II status:

1.   Employees who are able to **work remotely** will completed timesheets as usual, but will also use the "**remote work**" worktags as appropriate.

2.   Employees who are **Emergency Essential or Mission Critical and must report to the work site** will use a new Time Entry code called *COVID-19 (Temp).* The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked.

3.   Employees who are **not Emergency Essential or Mission Critical but cannot perform their jobs remotely**, will be on a paid administrative leave with a new Time Off code called *COVID-19 Admin Leave for Reg/TE (Timesheet) Time Off*. The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked.

For State Regular Employees:

SPS Workday Time Entry for State Regular Employees for Elevated Level II status:

1.   Employees who can **work remotely** will complete timesheets as usual, but also will use the **"remote work"** worktags as appropriate.

2.   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 use a new Time Entry code called COVID-19 (Exempt) or COVID-19 (Non-Exempt).

3.   Employees who are **not Emergency Essential or Mission Critical, but cannot perform their jobs remotely** will be on a paid administrative leave and will use COVID-19 Admin Leave for Reg/TE(Timesheet) Time Off.

For timesheet changes and corrections, please submit the attached *Workday Timesheet Change Form* to your assigned timekeeper electronically. Signatures may be obtained at a later date.

Below you will find definitions and other clarifying information pertaining to some of the terminology mentioned above.

Emergency Essential/Mission Critical - An employee whose duties are of such a nature as to require the employee to report for work or remain at the worksite to continue agency operations during an emergency situation. The appointing authority may

excuse emergency essential/mission-critical employees from duty, or require their presence, as circumstances and conditions warrant, to maintain minimum staffing requirements for the affected facility/facilities.

Exempt - Exempt employees include classifications that are compensated with compensatory time at a straight time rate with a minimum of 30 minutes over an 8 hour workday.

Non-Exempt - Non-exempt positions are classifications that are paid at an overtime rate of time and 1/2, for all hours worked over 40 hours in a week. Non-exempt employees also have the option to receive compensatory time at time and 1/2 rate.

Worktags

1. Use of the COVID-19 Worktag - (found in the Worktag dropdown under PCA) - This worktag will allow tracking and reporting of work hours related to approved COVID-19 preparations and activities. This worktag should only be used by staff involved with specific COVID-19 related work and activities that are directly related to the State response to COVID-19 (only when the time may be reimbursed). In the comments field, please indicate that the employee is working remotely.

2. Use of the Telework Worktag - (found in the Worktag dropdown under Remote Work Locations) for employees working remotely on non-COVID-19 projects.

Please share this information with others, as appropriate, to ensure proper timesheet submissions. Contact your local Payroll Office with any questions. Thank you.

WorkDay Timekeeping Change Form Revised August 2019.pdf
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