

CORRECTIONS HAVE BEEN MADE TO CLARIFY THIS INFORMATION. ALSO, AN ADDITIONAL CATEGORY HAS BEEN ADDED FOR COMPRESSED WORK SCHEDULE EMPLOYEES. PLEASE CONTACT YOUR LOCAL PAYROLL OFFICE WITH ANY QUESTIONS.

Attention MDH Employees:

Below are instructions for timesheet submissions for State Regular employees, Temporary employees and teleworking employees. All of the timesheet codes discussed below should be loaded in Workday by next week.

FOR EMPLOYEES TELEWORKING:

Employees will complete their timesheets as usual, using the regular time entry codes as they normally do for work time and time off.

- Employees who are teleworking must not use the COVID-19 Time Entry or Time Off codes. This will create an overpayment situation and the employee will be required to repay the overpayment or additional hours that are credited.
- Use of the “Teleworking” worktag - (found in the Worktag dropdown under Remote Work Locations] for employees working remotely on non-COVID-19 projects.

FOR TEMPORARY EMPLOYEES:

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

- Employees who are able to work remotely will complete SPS timesheets as usual.
- Use the “Teleworking” worktag - (found in the Worktag dropdown under Remote Work Locations] for employees working remotely on non-COVID-19 projects.
- 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.
- 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 Temp (Timesheet) Time Off**. This administrative leave does not have to be granted by the timekeeper before use.

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:

- Employees who can **work remotely** will complete SPS timesheets as usual.
- Use the “Teleworking” Worktag - (found in the Worktag dropdown under Remote Work Locations) for employees working remotely on non-COVID-19 projects.
- 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)**.
- Employees who are **not Emergency Essential or Mission Critical, but cannot perform their jobs remotely** will be on a paid administrative leave--
- **COVID-19 Admin Leave for Regular (Timesheet) Time Off**. This leave does not have to be granted by the timekeeper before use.

The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked.

FOR COMPRESSED WORK WEEK/MODIFIED SCHEDULE, PART TIME, 24/7 EXEMPT EMPLOYEES:

Employees who can **work remotely** will complete SPS timesheets as usual, but also will use the “remote work” worktags as appropriate as determined by your agency.

- 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 record regular work hours using a new Time Entry code called **COVID-19 (Exempt)**. These employees will enter Compensatory Time using a new Time Entry Code **COVID-19 Compressed Comp Time Earned** as a total number of hours (not in/out times). This is a total of regular work hours that exceeds daily schedule and hours that are added due to working at the workplace during Elevated II Status.
- **Example:** Employee scheduled to work 10 hours (8 am – 6:30 pm) hours, but works 12. Employee is credited with working 24 hours and would enter time as:

COVID-19 (Exempt): 8 am – 6:30 pm

COVID-19 Compressed Comp Time Earned: 14 hours (this is the 2 extra hours worked in the 12 hour day, plus the 12 hours of comp time for working during this emergency)

- Employees who are **not Emergency Essential or Mission Critical, but cannot perform their jobs remotely** will be on a paid administrative leave--
- *COVID-19 Admin Leave for Regular (Timesheet) Time Off*, for their regular compressed scheduled hours.

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.

Please contact your local payroll office with any questions. Thank you.