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

COVID-19 Worktag

MDH OfcOfHumanResources -MDH- <mdh.ofcofhumanresources@maryland.gov>   Thu, Mar 12, 2020 at 3:51 PM
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Attention: Facility HR Directors, Local Health Department HR Directors, Headquarters HR Liaisons

There is a "worktag" available in the timesheet in Workday that 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.

Please share this information only with units and/or employees with a need for this worktag. This worktag can be found under the worktag column on the timesheet. Only the hours designated and worked on COVID-19 activities should be tagged. Additional rows should be used for non-COVID-19 activities.

Instructions for entering time on the timesheet for COVID-19 activities are outlined below. There is also a link to a video that demonstrates the process. In this example, the employee's day begins at 8:00 am and ends at 4:30 pm. But, from 2:00 pm to 4:30 pm, the day was devoted to COVID-19 activities.

To ensure that the proper worktag is entered, follow the steps below:

1. First, select the date applicable on timesheet to record COVID-19.
2. Go to the "**In**" column and enter **start time** for the day.
3. Go to the "**Out**" column and enter **out time** for lunch (Reason - Meal).
4. On the next line, enter time back from lunch in the "**In**" column.
5. In the "**Out**" column enter **work time completed before start of Coronavirus work**.
6. Click on the plus sign + to add a row.
7. Go to the "**In**" column enter start time for **COVID-19** (Ex: 2:00 pm).
8. Go to the "**Out**" column and enter an end time for **COVID-19** worked (Ex: 4:30 pm).
9. Using the gray bar, scroll over to the "**Worktags**" column and type "**COVID**" and enter. "**PCA: COVID-19 Activities**" will appear in the box.

   OR

10. Using the gray bar, scroll over to the "**Worktags**" column and click on the hash mark.

Look for "**PCA**", click on it and scroll through the **PCA** list until you find "**PCA: COVID-19 Activities**" and click on it to select it.

11. The comment field is optional; however, you are encouraged to enter something in that field.

12. Click on the plus sign + to add another row to complete remaining work time for the day.

Link to the demonstration video:

https://drive.google.com/file/d/1QtaszsyHGOvjXZwtYmtwr8fspy7v0rzm/view?usp=sharing

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📄 **COVID-19 Worktag -Memo 031220.pdf**
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