# *—SPS ALERT—*

## SPS Alert 140: HR, Time and Payroll Support Staff

**Time Entry Information for State Regular and Temporary Employees**

Please do not send this email directly to employees-- please edit the information to meet your employee needs and their current understanding of their work status. Agencies should notify employees of these instructions as soon as possible before the end of the Regular pay period on Tuesday, March 24th.

The new Time Entry Codes will not be available until noon today, giving agencies time to get some instruction out to employees before they start using the codes.

**EMPLOYEES TELEWORKING:**
Employees will complete their timesheets as usual, using the regular time entry codes as they do always for work time and time off.  Employees that 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.

The following information is by employee type:

**For Temporary Employees:**

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

Employees that are able to **work remotely** will completed SPS timesheets as usual, but will also use the "remote work" worktags as appropriate as determined by your agency.

Employees that 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 that 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*. The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked. This leave does not have to be granted by the timekeeper before use.

## 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, 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 use a new Time Entry code called COVID-19 (Exempt) or COVID-19 (Non-Exempt).  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--- *COVID-19 Admin Leave for Regular (Timesheet) Time Off*. The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked. This leave does not have to be granted by the timekeeper before use.

## Employees Called to State Active Duty (SAD):

Any employee, State Regular, Temporary or Contractual, who are called to State Active Duty under the Governor's Executive Order are entitled to full pay and will not use their Military Leave (15 Days).  These employees should use the Administrative Leave code appropriate for their employee type---*COVID-19 Admin Leave for Regular (Timesheet) Time Off*, *COVID-19 Admin Leave for Temp (Timesheet) Time Off, or COVID-19 Admin Leave for Contract (Timesheet) Time Off.*

## MSP/DNR Police and Military Airport Firefighters:

Time Entry Information **for Maryland State Police,**

**Department of Natural Resources Police and Military Airport Firefighters ONLY**. These are employees who enter all hours manually.

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

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 complete SPS Timesheets as usual but also add the worktag, COVID-19 Activities for all time entries. These employees will record hours as total hours using the appropriate time entry codes (regular, overtime, comp Time Earned COE, Comp Time Earned Exempt) and the PCA: COVID-19 Activities Worktag.

**Example:** Employee scheduled to work 8 hours (8 am – 4:30 pm) hours. Employee is credited with working 16 hours and would enter time as:

Regular Time Entry: 8 am – 4:30 pm with Worktag: PAC, COVID-19 Activities

**Example:** Employee scheduled to work 10 hours (8 am – 6:30 pm) hours. Employee is credited with working 20 hours and would enter time as:

Regular Time Entry: 8 am – 4:30 pm with Worktag: PAC, COVID-19 Activities
IF Overtime enter 12 hours as Overtime with Worktag: PAC, COVID-19 Activities

IF Non-Exempt and COE Comp Enter 12 hours as Comp Time Earned COE with Worktag: PAC, COVID-19 Activities

IF Exempt and Reg Comp Enter 12 hours as Comp Time Exempt with Worktag PAC, COVID-19 Activities


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*. The timesheet will need to be saved, submitted and approved, in order to be given credit for this time worked. This leave does not have to be granted by the timekeeper before use.

## 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*.

## Cash in Lieu of Comp Time 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 overtime using a new Time Entry Code COVID-19 Cash in Lieu of Comp 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 8 hours (8 am – 4:30 pm), but works 10 hours. Employee is credited with working 20 hours and would enter time as:

COVID-19 (Exempt): 8 am – 4:30 pm
COVID-19 Cash in Lieu of Comp: 12 hours (this is the 2 extra hours worked in the 10 hour day, plus the 10 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 scheduled hours*.

**Reminder:**

Please remember that teleworking is required if the work can be completed by employees remotely.

COVID-19 Administrative Leave should be a last resort. This is a good time for agencies to have employees develop procedures for their job duties or office procedures, if they do not already exist or take additional training needed for their jobs. Please be creative in finding meaningful work for your employees to make telework feasible.

**NOTICE from CPB**

**Forms submission during COVID-19:**

CPB is temporarily relaxing form submission requirements until the mandatory telework policy is rescinded.

**Forms W4/MW507/D4/WV IT 104:**

Forms submitted by **New Hires** may be submitted as a scanned copy via secured email from State agencies using the following email address:

CPBOPS@marylandtaxes.gov

Current employees can and should continue to submit changes using POSC application on CPB website.

**Direct Deposit Form:**

Direct Deposit forms may be submitted as a scanned copy via secured email from State agencies using the following email address:

CPBOPS@marylandtaxes.gov