—SPS ALERT—

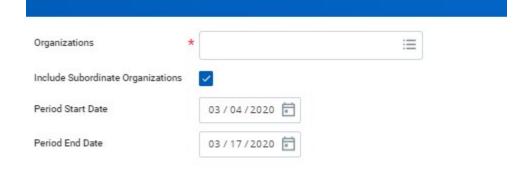## Special Alert 143: HR, Time and Payroll Support Staff

Release Date: Tuesday, 3-24-2020

There are two reports available for reporting COVID-19 Work Hours, see below. Please have timekeepers and payroll partners run the report starting today and through tomorrow into the payroll process to look for employees that should not be using the COVID-19 time entry codes.

REMINDERS:

- If the report screen asks to notify you later, please do click that button and name your report. This will allow more staff to run these reports at the same time, without system issues.

- When running the report for Regular payroll, you should include Temporary employees, as they are paid under the same pay group.

- The report will capture employees in all phases of the timekeeping process, un-submitted, submitted and approved and will help troubleshoot outstanding issues.

- The calculation tag will help to determine the appropriate use of COVID-19 application from the time entry code.

- Please keep in mind the approved time frames for use of COVID-19 premium pay – 12:00AM Friday, March 13, 2020 through 11:59 PM Sunday, March 22, 2020. No COVID-19 time entry should be used outside of these dates.

COVID -19 Work Hours (Contractual Only) - reports only hours for **contractual employees** by organization and pay period

COVID -19 Work Hours (Contractual Only) (Actions)

Organizations	* [☰]
Include Subordinate Organizations	☑
Period Start Date	03 / 04 / 2020 📅
Period End Date	03 / 17 / 2020 📅

COVID -19 Work Hours - NEW (All Employee Types) -
reports data for all employee types (based on selection) by
organization and pay period

COVID -19 Work Hours - NEW (All Employee Typ

Instructions	MUST INCLUDE AT LEAST ONE EMPLOYEE TYPE
Organizations	* [☰]
Include Subordinate Organizations	☑
Period Start Date	MM / DD / YYYY 📅
Period End Date	MM / DD / YYYY 📅
Include Regular Employees?	☐
Include Temporary Employees?	☐
Include Contractual Employees?	☐