

ITD FAQ – Timesheets

Effective 4/5/2020

UPDATED Q: What are my options related to Novel Coronavirus (COVID-19)?

A: Telecommuting or working in the field/office should be utilized wherever possible in lieu of taking leave. If you don't have 40 hours of assigned work please speak with your supervisor.

Effective April 1, 2020 there are new programs in place that individuals may be eligible for under certain COVID-19 related situations. If you or your family member(s) are under a healthcare provider's directive to quarantine or you are experiencing school or daycare closures related to COVID-19 please speak with your HR Representative about program eligibility requirements.

NEW Q: How do I code my timesheet related to Novel Coronavirus (COVID-19)?

A: See examples below.

Examples (see Appendix B for sample timesheet screenshots):

1. You are able to telecommute full time for 40 hours. You would code your timesheets 40 hours **REG** with **CVR** in the *Reporting* field.
2. You worked 32 hours Monday through Thursday from home. Code 32 hours **REG** with **CVR** in the *Reporting* field and 8 hours of accrued leave (VAC, SIC, CPT) on Friday.
3. You worked 24 hours Monday through Wednesday in the office or in the field and took 8 hours Vacation/Comp leave on Thursday. Code 24 hours **REG** (no **CVR**), 8 hours **VAC/CPT** and 8 hours of any of accrued leave on Friday.
4. On Monday morning you were not able to work due to a non-COVID-19 illness. You felt better on Wednesday and were able to resume working from home and had 24 hours Wednesday through Friday. Code 16 hours **SIC** for Monday and Tuesday and 24 hours **REG** with **CVR** in the *Reporting* field for Wednesday through Friday.

UPDATED Q: How many hours of CVT (Admin Leave) can I code during the stay-home order?

A: Originally, at the time of the Stay-at-Home you were approved up to 80 hours **CVT** (Admin Leave) authorized by the Division of Human Resources (DHR) for each individual that was not able to work. At this time, **CVT** (Admin Leave) is only available as a final option (once all accrued leave and other options are exhausted).

UPDATED Q: If I am sick (not related to COVID-19) how should I code my time?

A: You should code time as **SIC** per normal leave policies unless you are being treated by a healthcare provider related to COVID-19 and provide documentation.

Q: If I decide to go on vacation and won't be working, do I need to code my time as VAC?

A: Yes, you should code time per normal leave policies (**VAC** or **CPT**).

UPDATED Q: What if I am concerned with working at this time (telecommuting or reporting physically to work)?

A: If you decide to stay home to self-isolate (not under a healthcare provider's directive) and choose not to work, you may use any of your accrued leave (**SIC**, **VAC**, or **CPT**).

UPDATED Q: If I am on FMLA or workers' compensation and currently using my accrued leave, do I need to code anything differently on my timesheet?

A: FMLA and workers' compensation is still being processed per the normal procedures (regardless of COVID-19). Please contact your HR Representative for further guidance.

Q: If I enter my time in TAMS, can I enter the CVR (Telecommuting) code in TAMS?

A: No, this needs to be added in **Advantage** once TAMS has rolled over (Sunday at midnight). Please reference *CVR Code Instructions* provided under the **Timesheet I Telecommuting Access** tab on <https://itd.idaho.gov/employee/>.

UPDATED Q: If I enter my time in TAMS, can I enter any of the COVID-19 related timesheet codes in TAMS?

A: No, you should not use any COVID-19 related timesheet codes in TAMS.

UPDATED Q: Can an employee request donated leave?

A: Yes, an employee may request donated leave in accordance with the Leave Donation Policy. Additionally, employees can now temporarily donate vacation (VAC) or sick (SIC).

Q: Will I be covered under workers' compensation if I contract COVID-19 from a co-worker?

A: Anytime you believe you have acquired an illness at work, either you or your supervisor should complete and submit the First Report of Injury. The State Insurance Fund will review your claim and determine whether workers' compensation applies.

UPDATED Q: If I am currently being tested for COVID-19 should I notify ITD?

A: Yes, the health and well-being of every ITD employee, their families and the community remains our highest priority. In order to maintain confidentiality of medically related information, please contact your HR Representative with this information. ITD needs to ensure workspaces are properly sanitized and safe for employees upon their return. Also, if you are under a healthcare provider's directive to self-quarantine while being tested, please speak to an HR representative for eligible programs.

Q: Is Advanced Sick Leave still an option?

A: Yes, if you have exhausted Sick and Comp leave accruals, please contact your HR Representative for more information.

UPDATED Q: Can we go over 40 hours (overtime) on our timesheets if we have CVR

(Telecommuting) coded? A: Code all hours worked as **REG (CVR** in the *Reporting* field if telecommuting) and check with your supervisor for authorization for more than 40 hours per normal procedures.

UPDATED Q: Can I work from home while caring for children or others?

A: General restrictions related to caring for young children or other persons while telecommuting during the COVID-19 situation have been waived. Under this exception, a telecommuting employee would be expected to account for work and non-work hours and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for children or sick family members). You may be eligible for programs if you are unable to work some or all hours while caring for children under the age of 18 due to school or daycare closures related to COVID-19. Please speak with your HR representative for more information.

Q: If I code to a Labor Distribution Profile code (LDPR) and I am working from home what LDPR code should I use?

A: If you normally use a LDPR code on your timesheet please refer to the crosswalks in Appendix A for what code to use. The LDPR code listed under “CVR WORK FROM HOME LDPR CODE” column already has the **CVR** coding built in to the LDPR code so you don’t need to add any other reference to **CVR** on that timesheet line.

Note: For LDPR code users please follow the changes noted below in Appendix A; all other employees please disregard.

APPENDIX A

LDPR Codes

Aeronautics

STANDARD LDPR CODE	CVR WORK FROM HOME LDPR CODE
AERO1	AEROC

DMV

STANDARD LDPR CODE	CVR WORK FROM HOME LDPR CODE
CCC	CCCC
DAMOD	DAMOC
DSALS	DSALC
DSHO	DSHOC
I1D1	I1D1C
I1D2	I1D2V
I1D3	I1D3C
I1D4	I1D4C
I1D5	I1D5C
I1D6	I1D6V
IPC	IPCC
MCP	MCPC
MCS1	MCS1C
MCS3	MCS3C
POE1	POE1C
POE2	POE2C
POE4	POE4C
POE5	POE5C
POE6	POE6C
POEA1	POAC1
POEA2	POAC2
POEA3	POAC3
POEA4	POAC4
POEA6	POAC6
POEHQ	POEHC
PPMS	PPMSC
QAQC	QAQCC
S11	S11C
S12	S12C
S13	S13C
S14	S14C
S15	S15C
S16	S16C
STP15	STP1C

HWYS AND FP@A

STANDARD LDPR CODE	CVR WORK FROM HOME LDPR CODE
AMPRT	AMPCT
AMSPR	AMSPC
CRSH	CRSHC
FARS	FARSC
FPA	FPAC
FPA25	FPA2C
FPA60	FPA6C
FPA70	FPA7C
FPA80	FPA8C
FWD	FWDC
FWDT	FWCT
GIS	GISC
GIST	GISCT
HPMS	HPMSC
ITDPT	ITDPC
MSFRT	MSFRC
P5310	P531C
PSPRT	PSPCT
PSSPR	PSSPC
RDDA	RDDAC
RDDC	RDDCC
RESRM	RESRC
SKID	SKIDC
SKIDT	SKICT
VIDEO	VIDEC
VIDTO	VIDCT

APPENDIX B

1. You are able to telecommute full time for 40 hours. You would code your timesheets 40 hours **REG** with **CVR** in the *Reporting* field.

Event	Choose Accounting	Details	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10	Sat 04/11								
✓ 1 REG	Use Entered Accounting			08:00	08:00	09:00	07:00	08:00									
Major Program: <input type="text"/>			Program: <input type="text"/>			Phase: <input type="text"/>			Activity: <input type="text"/>			Task: <input type="text"/>			Sub A <input type="text"/>		
Location: <input type="text"/>			Reporting: CVR														
			Total Hours :			00:00	8:00	8:00	9:00	7:00	8:00	00:00					

2. You worked 32 hours Monday through Thursday from home. Code 32 hours **REG** with **CVR** in the *Reporting* field and 8 hours of accrued leave (VAC, SIC, CPT) on Friday.

Event	Choose Accounting	Details	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10	Sat 04/11								
1 REG	Use Entered Accounting			08:00	08:00	09:00	07:00	00:00									
Major Program: <input type="text"/>			Program: <input type="text"/>			Phase: <input type="text"/>			Activity: <input type="text"/>			Task: <input type="text"/>			Sub A <input type="text"/>		
Location: <input type="text"/>			Reporting: CVR														
✓ 2 CPT	Use Default Accounting							08:00									
			Total Hours :			00:00	8:00	8:00	9:00	7:00	8:00	00:00					

3. You worked 24 hours Monday through Wednesday in the office or in the field and took 8 hours Vacation/Comp leave on Thursday. Code 24 hours **REG** (no **CVR**), 8 hours **VAC/CPT** and 8 hours of any of accrued leave on Friday.

Event	Choose Accounting	Details	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10	Sat 04/11
1 REG	Use Default Accounting			08:00	08:00	08:00	00:00	00:00	
2 VAC	Use Default Accounting						08:00	00:00	
3 SIC	Use Default Accounting							08:00	
Total Hours :			00:00	8:00	8:00	8:00	8:00	8:00	00:00

4. On Monday morning you were not able to work due to illness (COVID-19 or not). You felt better on Wednesday and were able to resume working from home and had 24 hours Wednesday through Friday. Code 16 hours **SIC** for Monday and Tuesday and 24 hours **REG** with **CVR** in the *Reporting* field for Wednesday through Friday.

Event	Choose Accounting	Details	Sun 04/05	Mon 04/06	Tue 04/07	Wed 04/08	Thu 04/09	Fri 04/10	Sat 04/11
3 SIC	Use Default Accounting			08:00	08:00			00:00	
4 REG	Use Entered Accounting					08:00	08:00	08:00	
Major Program: <input type="text"/> Program: <input type="text"/> Phase: <input type="text"/> Activity: <input type="text"/> Task: <input type="text"/> Sub: <input type="text"/>									
Location: <input type="text"/> Reporting: CVR									
Total Hours :			00:00	8:00	8:00	8:00	8:00	8:00	00:00