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**From:** HERTZ Chaim  
**Sent:** Friday, March 27, 2020 2:38 PM  
**Subject:** COVID-19 Update No. 14 - Time Card & Payroll Guide for COVID-19  
**Attachments:** HR COVID-19 FAQ's (03.27.2020).pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Everyone,

The information below is intended to answer some of the more common questions that HR's has received related to payroll and COVID-19. I've also attached an updated HR FAQ related to COVID-19. We will continue to update the FAQ and post it on the [City's COVID-19 Information Page](#).

## **Effective: 3/15/2020 until the end of the COVID-19 response period**

### **SEIU, AFSCME, NON-Union Coding Time Card:**

- 1) Regular shift worked on site or remotely:
  - Code your time as you normally would for the week (usually 40 hours) and any overtime as appropriate for non-exempt employees.
  
- 2) Regular shift worked on site or remotely on an alternative schedule:
  - Code the time you worked on the days you worked totaling your normal work week total (usually 40 hours) and any overtime as appropriate for non-exempt employees.
  
- 3) Employees stationed remotely who are available to work, respond immediately to emails/phone calls and available to report to work within one hour:
  - Code your time as you normally would for your normal shift. If you become unavailable during your shift, code to your accrued leave.
  
- 4) Employees stationed remotely who are unable work, respond immediately to emails/phone calls and not available to report to work within one hour:
  - Code your time to your accrued leave per normal policy/contract language.

### **COVID-19 Project Code:**

- Add and code an additional line(s) to xxx-xxxxx-xxxx-P51055 if you have been instructed to use the COVID-19 project number for COVID-19 response or support.
- Include notes in the employee comments describing the work related to COVID-19

- If the project code is unavailable on your time card in the account code field or in the project append field, contact your department admin to have them add it to your profile.

Guidance on when to use the P51055 COVID-19 project code:

- Working in the EOC.
- Working on something you would not have otherwise worked on if it was not for the COVID-19 crisis and your supervisor instructs you to use the project code.

Some examples from Finance of time that could be appropriate to code to P51055:

IT time setting up 'Log me in' accounts and troubleshooting problems, all staff time related to setting up a functioning work-at-home office, any time spent in meetings addressing Covid-19 issues, DPW operations time sanitizing work spaces, working in a role in the EOC or in support of the EOC, etc.. Again, ask yourself if this is work I would be doing if not for Covid-19, check with your supervisor who can then check with Finance.

### **Payroll Checks & Direct Deposit:**

Paydays will remain the same.

- Direct deposits will happen as usual.
- Paper Paychecks:
  - HR will have limited hours to pick checks up in person on payday Friday- an email will be sent to all employees who will have a paper check with specific instructions.
  - Checks that are not picked up on Friday will be mailed.

### **Families First Coronavirus Response Act: Employee Paid Leave (effective after 4/1/2020)**

Refer to the Administrative Regulations for information on the COVID-19 FMLA/OFLA paid leaves available. To request COVID-19 protected/paid leave, complete the form request form and send it to Human Resources for review.

Sincerely,

Chaim Hertz  
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