

Date: March 18, 2020
To: All Staff
From: Kristi McCaulou, Deputy Finance Director
Emily Taub, Human Resources Manager
Subject: Next Phase of Staffing to be Implemented, effective 3/19/2020 – Payroll

The City's Finance Department will process payroll in accordance with the City's Workplace Policy Emergency Designation. Below is guidance on how to treat employee time entry in Eden. Please reach out to one of us with any specific situations not covered. To track COVID-19 related labor, Senior Staff should refer to the Covid-19 Expenditure Tracking Process sent by Finance Director Logan on March 18, 2020. Project number covid-19.920.050 should be used for Force Account labor and project number covid-19.925.050 should be used for Direct Administrative labor.

Scenario I

Full-time employee, Jane, is scheduled to work eight (8) hours each day. She works eight (8) hours on Thursday, March 19 and calls in sick Friday, March 20. The time entry in Eden should be:

Thursday, March 19 – 8 Hours of Regular
Friday, March 20 – 8 Hours of Sick

Scenario II

Full-time employee, Jane, is scheduled to work eight (8) hours each day. She works eight (8) hours on Thursday, March 19 and has a scheduled vacation starting Friday, March 20 for one week. The time entry in Eden should be:

Thursday, March 19 – 8 Hours of Regular
Friday, March 20 – 8 Hours of Vacation
Monday, March 23 – 8 Hours of Vacation
Tuesday, March 24 – 8 Hours of Vacation
Wednesday, March 25 – 8 Hours of Vacation
Thursday, March 26 – 8 Hours of Vacation

Scenario III

Full-time employee, Jane, is scheduled to work eight (8) hours each day. She works eight (8) hours on Thursday, March 19 and only has enough work to keep her busy for 6 hours on Friday, March 20. The time entry in Eden should be:

Thursday, March 19 – 8 Hours of Regular
Friday, March 20 – 6 Hours of Regular
Friday, March 20 – 2 Hours of Leave with Pay (Hour Type = lwp)



Scenario IV

Full-time employee, Jane, is scheduled to work two days the week of March 23 eight (8) hours each day, but does not have work available the other three days. She works eight (8) hours on Monday, March 23, and eight (8) hours on Wednesday, March 25, but does not work at all on Tuesday, March 24, Thursday, March 26 or Friday, March 27. The time entry in Eden should be:

- Monday, March 23 – 8 Hours of Regular
- Tuesday, March 24 – 8 Hours of Leave with Pay (Hour Type = lwp)
- Wednesday, March 25 – 8 Hours of Regular
- Thursday, March 26 – 8 Hours of Leave with Pay (Hour Type = lwp)
- Friday, March 27 – 8 Hours of Leave with Pay (Hour Type = lwp)

Please note the time entry in Eden is the same whether or not Jane works from the City or works remotely.

Scenario V

Part-time employee, Jack, is scheduled to work four (4) hours each day. He works four (4) hours on Thursday, March 19 and calls in sick Friday, March 20. The time entry in Eden should be:

- Thursday, March 19 – 4 Hours of Regular
- Friday, March 20 – 0 Hours

Scenario VI

Part-time employee, Jack, is scheduled to work four (4) hours each day. He works four (4) hours on Thursday, March 19 and has a scheduled vacation starting Friday, March 20 for one week. The time entry in Eden should be:

- Thursday, March 19 – 4 Hours of Regular
- Friday, March 20 – 0 Hours
- Monday, March 23 – 0 Hours
- Tuesday, March 24 – 0 Hours
- Wednesday, March 25 – 0 Hours
- Thursday, March 26 – 0 Hours

Scenario VII

Part-time employee, Jack, is scheduled to work four (4) hours each day. He works four (4) hours on Thursday, March 19 and only has enough work to keep him busy for 2 hours on Friday, March 20. The time entry in Eden should be:

- Thursday, March 19 – 4 Hours of Regular
- Friday, March 20 – 2 Hours of Regular
- Friday, March 20 – 2 Hours of Leave with Pay (Hour Type = lwp)



Scenario VIII

Part-time employee, Jack, is asked not to report to work. His time card should reflect the average hours of the last 12 completed pay periods per pay period for 14 calendar days as determined by the City Manager. Senior and Executive Management staff, please refer to COVID-19 Workplace Policy – Payroll for part-time employees memo sent March 17, 2020, however please note that the average hours of the last 12 completed pay periods will now be used in place of the last 6 completed pay periods. Hour type entered in Eden should be Leave with Pay (lwp).

If you have any questions or need additional information, please contact one of us at kmccaulou@cityhpil.com or etaub@cityhpil.com.

cc: Ghida S. Neukirch, City Manager
Julie Logan, Finance Director
Meriyen Hernandez, Sr. Finance and Customer Service Specialist