COVID-19 Timekeeping Instructions

Updated: March 30, 2020

COVID-19 Hours Tracking

Use the following timekeeping processes for tracking work you do supporting Aspirus' response to COVID-19.

While expenses will still be charged to departments, tracking hours will help Aspirus understand why actual productivity and expenses differ from what was expected.

Hourly Staff

Where to track worked hours dedicated to COVID-19:

- **Badge reader** ([how-to guide](#))
  or
- **Kronos** using the timestamp feature ([how-to guide](#))

Track your worked hours when you:

- Staff an Alternative Screening Site.
- Staff the COVID-19 Call Center.
- Perform visitor or staff screenings at entrances.
- Provide direct inpatient care to a presumptive or confirmed COVID-19 patient.
- Perform duties you would not be doing if not for COVID-19.

Exempt Staff

Where to track worked hours dedicated to COVID-19:

- [HICS252 Time Tracking (Survey Monkey)](#) – submit the survey for each day you have work related to COVID-19.

Already completed the HICS 252 on paper? Please enter the information into the Survey Monkey or submit the paper forms to the Finance Chief at your business unit.

See next page for:
- **Time-Off Hours**
- **Kronos How-To Guides for Timekeepers**

COVID-19 Time-Off Hours

Use the following codes for tracking your time off work related to COVID-19.

All Staff (hourly and exempt)

Where to track time off work related to COVID-19:

- **Kronos** ([how-to guide](#))

General Time-Off Pay Codes:

- Time off for <u>non-illness-related reasons</u> related to COVID-19

  - PTO COVID19 – paid
  - No Balance COVID19 – unpaid

- Time off when <u>ill with COVID-19 or have symptoms of COVID-19</u>

  - PTO Sick COVID19 – paid
  - No Balance Sick COVID19 – unpaid

- Time off (paid) <u>due to a confirmed at-work exposure to COVID-19</u> (must be confirmed by Employee Health or Infection Prevention)

  - Off Work Paid COVID

See the **COVID-19 Kronos Pay Codes Matrix*** for:
- Specific pay codes.
- When to use these codes.
- Which codes count toward PTO accruals.
* Posted under the Timekeeping Instructions header.

FOR TIMEKEEPERS: Kronos How-To Guides

- [Operational Tracking Transfers](#)
- [Operational Tracking Genies](#)