



**FISCAL SERVICES DEPARTMENT  
MEMORANDUM**

**TO:** Department Directors, Supervisors  
**FROM:** Sherah Richard, Accounting Manager  
**SUBJECT:** COVID Timesheet Reporting  
**DATE:** **April 9, 2020**

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I know that emails and memos have been flying around like confetti. To over-use the tagline....this is a very fluid situation we are in. As a result, please read this memo as it will supersede timesheet-related memos that have come before.....

**THIS IS FOR THE TIME PERIOD 4/06/2020 AND FORWARD**

Effective this pay period beginning 4/06/2020, all Kent County employees will need to complete a timesheet in ESS. For Hourly staff, you will see only a slight change to your process. For MPP staff, this will be new for most of you.

As you are aware, there is need to track Payroll for various reasons due to the COVID crisis (i.e. working directly on COVID-related tasks, working onsite, etc.). That tracking will need to be done via A360 in the Employee Self Service (ESS) module. I have attached a sample timesheet that shows the possible codes that would be utilized by both UAW and MPP staff. It is more detailed than what will normally be used, but wanted to illustrate some different variables.

Payroll will track the following items using the listed pay codes:

1. Taking any paid time off - using codes like VLUSD (vacation), PLUSD (personal), DLUSD (doctor), etc.
2. Physically working onsite in a County Bldg. – using pay code REQOS (required onsite)
  - a. REQOS will temporarily replace the REG code only
  - b. Continue to use OT as you normally would
3. Working from home due to federal, state and local mandates – using pay code WRKHM (working from home)
  - a. WRKHM will temporarily replace the REG code only
  - b. Continue to use OT as you normally would
4. Salaried employees should not enter more than 80 hours per pay period

This will allow the County to accomplish the following:

1. Simplifying the approval process for paid time off
2. Tracking the onsite working hours that will qualify for the special compensation vacation hours.
3. The impact of working from home during the COVID crisis.

I have attached a link to the Create Timesheet instructions that are available on the A360 website. I am also available for staff training if anyone has additional questions. We have been having quite a bit of success using video chat and screen shares on Microsoft Teams application. Thank you for your continued patience during this difficult time.

[https://www.accesskent.com/a360/pdf/ESS/T\\_Create\\_timesheet.pdf](https://www.accesskent.com/a360/pdf/ESS/T_Create_timesheet.pdf)

Thanks,  
Sherah

# EMPLOYEE TIME SHEET

Employee Name (last name, first name) \_\_\_\_\_

Employee Number \_\_\_\_\_

For Pay Period:

4/6/2020 to 4/19/2020

| Event   | Accounting Overrides | Week One  |       |       |       |       |      |      | Week Two   |       |       |       |       |      |      | Total Hours |
|---------|----------------------|---|-------|-------|-------|-------|------|------|--|-------|-------|-------|-------|------|------|-------------|
|         |                      | Mon   | Tue   | Wed   | Thu   | Fri   | Sat  | Sun  | Mon  | Tue   | Wed   | Thu   | Fri   | Sat  | Sun  |             |
|         |                      | 4/6   | 4/7   | 4/8   | 4/9   | 4/10  | 4/11 | 4/12 | 4/13   | 4/14  | 4/15  | 4/16  | 4/17  | 4/18 | 4/19 |             |
| REQOS   |                      | 08:00   |       | 08:00 |       |       |      |      | 08:00  |       | 08:00 |       |       |      |      | 32:00       |
| WRKHM   |                      |   | 08:00 |       |       |       |      |      |  | 08:00 |       | 08:00 | 08:00 |      |      | 32:00       |
| PLUSD   |                      |   |       |       | 08:00 |       |      |      |  |       |       |       |       |      |      | 8:00        |
| CVDPD   |                      |   |       |       |       | 08:00 |      |      |  |       |       |       |       |      |      | 8:00        |
|         |                      | <b>Week 1</b><br>Monday and Wednesday - worked onsite in the Bldg.<br>Tuesday - worked from home<br>Thursday - took a personal day<br>Friday - Took part in HR Professional Development |       |       |       |       |      |      | <b>Week 2</b><br>Monday and Wednesday - worked onsite in the Bldg.<br>Tuesday - worked from home<br>Thursday - worked from home<br>Friday - worked from home |       |       |       |       |      |      |             |
| Totals: |                      | 8:00  | 8:00  | 8:00  | 8:00  | 8:00  |      |      | 8:00   | 8:00  | 8:00  | 8:00  | 8:00  |      |      | 80:00       |

**This completed form is due to your supervisor by noon on Monday following the pay period end.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**This approved form must be submitted to payroll by 5:00 pm on Monday following the pay period end.**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date