

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: MARCH 26, 2020 1330 HOURS

NUMBER: OR 20-12

SUBJECT: COVID-19 PAYROLL PROCEDURES

COST CENTER: 1914001101

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 1.18

Employees shall use Internal Order (IO) Code **16000036** for **all productive time related to COVID-19** by entering the IO in the “Cost Object” field on their timecard. This consists of time associated with anything employees would not have done if COVID-19 did not exist. When using the IO, employees shall briefly explain in the *comments* field of the time card what task you worked on related to COVID-19. Note, comments can be added to Individual timecard entries in SAP by hovering the mouse over the hours box and pressing the right mouse button.

If you have been directed to be home and use Administrative Leave due to COVID-19, please use Absence Code 1045 on your timecard.

Examples of working time associated with COVID-19 include, but are not limited to:

1. Motors providing security at mobile medical pods at SDCCU stadium.
2. Security post located at the Crown Plaza at 2270 Hotel Circle North.
3. Securing beach parking lots.
4. Post shift vehicle and equipment decontamination.
5. All EOC and DOC operations.

COVID-19 Overtime:

1. Enter IO 16000036 on timecard in SAP for any overtime worked.
2. Ensure IO 16000036 goes in the “Other” section of the overtime slip.
3. Explanation of overtime - Note your unit number and specific COVID-19 related tasks being performed on **overtime slip and comments section on timecard in SAP**.
4. **Employees must select COVID-19 related overtime as Pay. Employees can NOT take COVID-19 related overtime as Comp Time.**

COVID-19 Regular Working Time:

1. Enter IO 16000036 on timecard in SAP for any regular working time.
2. Explanation of regular working time - Note your unit number and specific COVID-19 related tasks being performed in the comments section on timecard in SAP.

Any additional questions should be directed to your Payroll Specialist or by calling the Payroll Unit's main line at (619) 531-2856.

Please read at squad conferences and give a copy to all personnel.