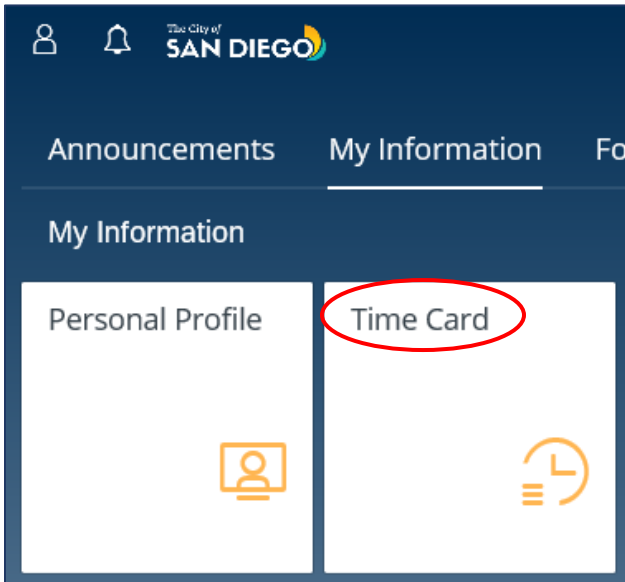


## SALARIED EMPLOYEE TIME CARD ENTRY FOR COVID-19


From the One-SD portal, click on the “Time Card” button under “My Information”.




On the time card entry screen:



- 1) Enter Att / Abs Type: “Regular Working Time” (0010)
- 2) Enter Cost Object: “16000036” (COVID 19)

↓ Load Favorite   ↑ Save Favorite		< April 4 - 17, 2020 >									
*Att / Abs Type	Cost Object	OT	Activity	Add-on	OCA #	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9
Work Schedule:						0.0	0.0	8.0	9.0	9.0	9.0
Non-Overtime Total:						0.0	0.0	4.0	0.0	0.0	0.0
Overtime Total:						0.0	0.0	0.0	0.0	0.0	0.0
☰ Regular Working Time	16000036							4.0			



Note: All boxes with a  are searchable.

Example: In the “Cost Object” box, you can type the word “covid” into the box and select the resulting type code (Option 1) or you can search by clicking  and typing the word “covid” to make your selection (Option 2).







Option 1

April 4 - 17, 2020									
Cost Object	OT	Activity	Add-on	OCA #	Sat 4/4	Sun 4/5	Mon 4/6		
					0.0	0.0	8.0		
					0.0	0.0	4.0		
					0.0	0.0	0.0		
covid 							4.0		
000016000036 - COVID 19 (Order)									

Option 2

Search		
covid  		
Code	Description	Type
000016000036	COVID 19	Order

3) Enter the COVID-19 related hours in the applicable date field(s) to the right

Load Favorite		Save Favorite		April 4 - 17, 2020									
*Att / Abs Type	Cost Object	OT	Activity	Add-on	OCA #	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Wk1	
Work Schedule:						0.0	0.0	8.0	9.0	9.0	9.0	44.0	
Non-Overtime Total:						0.0	0.0	4.0	0.0	0.0	0.0	4.0	
Overtime Total:						0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Regular Working Time 	16000036 							4.0				4.0	

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.

- 4) Right click on the hours entered (4.0 hours in this example) to open the “Comments” box. Add notes to include your unit number and a description of specific COVID-19 related tasks for each day.


*Att / Abs Type		Cost Object	OT	Activity	Add-on	OCA #	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Wk1
Work Schedule:							0.0	0.0	8.0	9.0	9.0	9.0	44.0
Non-Overtime Total:							0.0	0.0	4.0	0.0	0.0	0.0	4.0
Overtime Total:							0.0	0.0	0.0	0.0	0.0	0.0	0.0
Regular Working Time		16000036							4.0				4.0

Comments





61522 Special Detail (1186) at Parks and Beaches enforcing closures as Dog Beach and Sunset Cliffs - 20010012545

Close

*Note: The box will turn yellow after “Comments” have been entered. All hours referencing the COVID-19 IO must include comments.*

- 5) If an additional entry line is needed, click on the  button to the left of the “Att / Abs Type” box and select “+ Add Row” and complete as necessary.

*Att / Abs Type	Cost Object	OT	Activity	Add-on	OCA #
Regular Working Time	16000036				

-  Add Row
-  Add 5 Rows
-  Remove Row
-  Duplicate Row

6) To submit, click on the “Submit for Approval” button at the bottom right hand corner.

*Att / Abs Type	Cost Object	OT	Activity	Add-on	OCA #	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Wk1	Fri 4/10
Work Schedule:						0.0	0.0	8.0	9.0	9.0	9.0	44.0	9.0
Non-Overtime Total:						0.0	0.0	4.0	0.0	0.0	0.0	4.0	0.0
Overtime Total:						0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Regular Working Time	16000036							4.0				4.0	
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Help Print Status Check **Submit for Approval**

### ADDITIONAL NOTES FOR SALARIED EMPLOYEES

- Only the hours necessary for tracking purposes (in this case related to COVID-19) need to be entered.** Salaried employees do not need to enter all working hours on their timecards. The system automatically assumes 80 hours “Regular Working” time every pay period unless the employee enters otherwise (e.g. Annual Leave, Discretionary Leave, etc.).

As an example, if the employee is regularly scheduled for an 8.0 hour shift on Monday 4/6, but enters 4.0 hours as “Regular Working” referencing the COVID-19 IO 16000036 that same day, the system automatically assumes the remaining 4.0 hours as “Regular Working” without any additional entries necessary.

- Salaried employees are not eligible for overtime pay.** If you try entering overtime, the system will give you an error message and will not save.



*Att / Abs Type	Cost Object	OT	Activity	Add-on	OCA #	Sat 4/4	Sun 4/5	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Wk1	Fri 4/10	Sat 4/11
Work Schedule:						0.0	0.0	8.0	9.0	9.0	9.0	44.0	9.0	0.0
Non-Overtime Total:						0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Overtime Total:						0.0	0.0	4.0	0.0	0.0	0.0	4.0	0.0	0.0

☰ Overtime Premium	16000036							4.0				4.0		
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(1)



Salaried employees are not eligible for overtime.