

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: JANUARY 12, 2022 1500 HOURS

NUMBER: OR 22-01

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 all COVID-19 related tasks. When using the IO, employees shall briefly explain in the comments field of the timecard what task was 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.

The City now has [multiple ways](#), at or away from the office, to enter and approve timecards.

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

1. Steramist decontamination cleaning at Department facilities.
2. Communications backfill due to staffing shortages.
3. Divisional backfill due to staffing shortages.
4. Post shift vehicle and equipment decontamination.
5. Canine backfill minimum due to staffing shortages (three-dog minimum).
6. 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 the timecard in SAP.
4. Employees must select COVID-19 related overtime as Pay. Employees can NOT take COVID-19 related overtime as Comp Time.

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 your 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.

This order supersedes and replaces OR 20-12 and its revisions.

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