

Subject: Time recording due to COVID-19 – March 23, 2020
Date: Sunday, March 22, 2020 at 7:38:55 PM Pacific Daylight Time
From: ^WRPS General Delivery
Attachments: image003.png



March 22, 2020

For those who use TIS:

With direction for non-essential staff to not report to work on Monday, March 23, I wanted to reach out with information that will help you accurately record your time during the period of site or facility closure.

“COV” time may be recorded for scheduled shifts when an employee did not have a previously planned absence (PTB/PTX/Other Absence) or overtime.

Employees who are able to telework are expected to continue to do so and record time worked to TRW. Telework-capable employees whose assignments are impacted by the site declaration should first coordinate with their manager to determine if alternative work assignments are directed prior to using the “COV” code.

As a reminder, employees should use COA JN09 to capture all costs associated with coronavirus (COVID-19) planning, preparation, and supply chain related activities.

If you have other questions related to TIS, please contact ^Payroll Questions-TIS or reach out to:

- Dulcie Benbow (376-3176), Dulcie_L_Benbow@rl.gov
- Sharon Baasch (376-5844), Sharon_A_Baasch@rl.gov
- Melissa Dillard (376-5078), Melissa_A_Dillard@rl.gov
- Bonnie Nelson (376-3318), Bonnie_R_Nelson@rl.gov

For other questions related to ETVS, please contact ^ETVS or reach out to:

- Melissa Dillard (376-5078), Melissa_A_Dillard@rl.gov
- Dulcie Benbow (376-3176), Dulcie_L_Benbow@rl.gov

Thank you.