

**Subject:** Time recording for continued essential-operations phase  
**Date:** Tuesday, March 24, 2020 at 9:15:09 PM Pacific Daylight Time  
**From:** ^WRPS General Delivery  
**Attachments:** image002.png



March 24, 2020

As you have likely seen, a site-wide announcement was provided to all Hanford workers regarding a continued essential-operations phase. For WRPS workers and subcontractors, our time charging guidance remains the same.

For those who use TIS, "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 required to continue to do so and record time worked to TRW. Telework-capable employees whose assignments are impacted by the site declaration must coordinate with their manager to determine if alternative work assignments are directed. This must occur before the "COV" code is eligible for teleworker use.

As with any similar site status change, subcontractors and staff augmentation are not eligible to use the "COV" code. However, where remote work is allowed by contract terms and conditions or approved telework status, and supported by authorized scope, work should progress as normal.

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](mailto:Dulcie_L_Benbow@rl.gov)
- Sharon Baasch (376-5844), [Sharon\\_A\\_Baasch@rl.gov](mailto:Sharon_A_Baasch@rl.gov)
- Melissa Dillard (376-5078), [Melissa\\_A\\_Dillard@rl.gov](mailto:Melissa_A_Dillard@rl.gov)
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For other questions related to ETVS, please contact ^ETVS or reach out to:

- Melissa Dillard (376-5078), [Melissa\\_A\\_Dillard@rl.gov](mailto:Melissa_A_Dillard@rl.gov)
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Thank you.