

COVID-19 Related FAQs for WRPS Employees

1. I am approved to telework – how should I document my work in TIS?

To ensure record consistency for audit purposes, all employees who are able to telework are to use the “Save” function in TIS at the beginning and end of their shifts and record time worked to TRW.

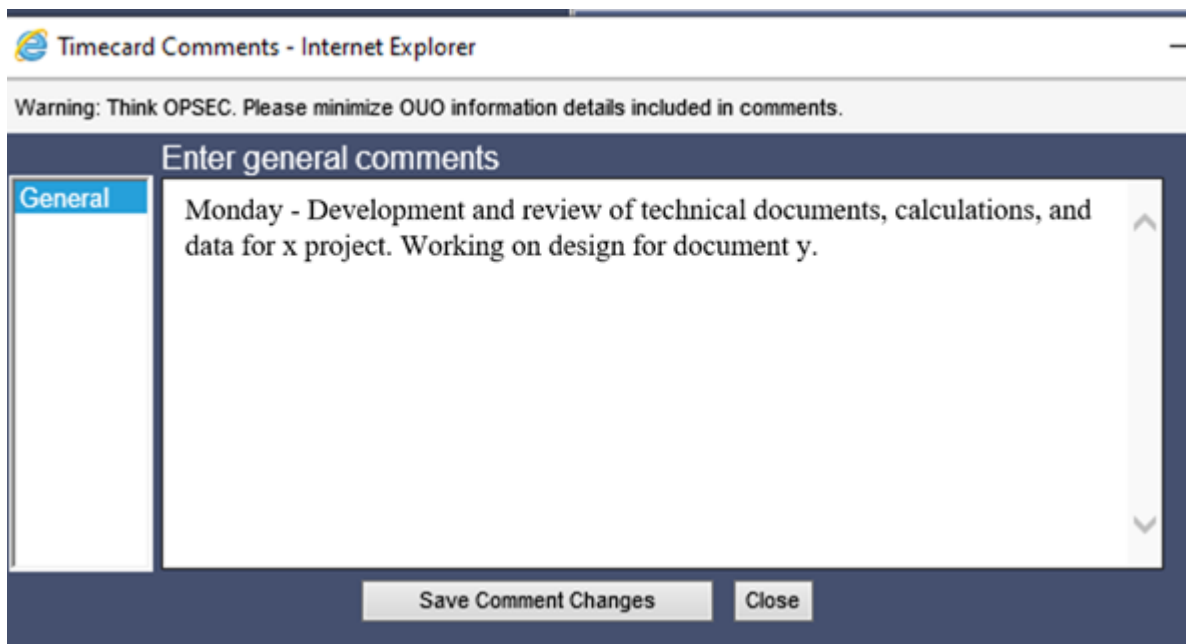
☺ To save the timecard, click the “Save” button.



If you are unable to save your TIS at the beginning/ending of your shift, please include a comment in TIS to explain the discrepancy.

In order to ensure documentation of work scope performed using the TRW code, populate the TIS comments box on daily work performed each day of the week, summarizing daily accomplishments in a succinct manner and pointing to specific tasks.

For example, the comments box for Monday may include statements on “development and review of technical documents, calculations, and data for x project” or “working on design for document y.”

A screenshot of a web browser window titled 'Timecard Comments - Internet Explorer'. A warning message at the top reads: 'Warning: Think OPSEC. Please minimize OOU information details included in comments.' Below the warning is a section titled 'Enter general comments'. On the left, there is a tab labeled 'General'. The main text area contains the following comment: 'Monday - Development and review of technical documents, calculations, and data for x project. Working on design for document y.' At the bottom of the form, there are two buttons: 'Save Comment Changes' and 'Close'.

2. I am an exempt employee – how do I record my time?

Time spent at telework should be coded to TRW, while time spent at your regular work location should be coded to RW. Total RW/TRW should total the number of hours in your regular shift.

Per procedure, exempt workers record work time in full-day increments. Exempt employees are expected to work their full shift. If an employee needs additional work, the employee should contact their manager for instruction.

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3. I am a salaried non-exempt employee approved to telework and I only work part of the day – how do I record my time?

As per procedure, non-exempt employees record actual time worked (nearest 1/10). For a planned absence you would use PTB, for an unplanned absence it would be PTU. All work time would be recorded to attendance code TRW (telework).

Non-exempt employees who do not have enough work scope to record a full day should contact their manager.

4. As specified in the Coronavirus Aid, Relief, and Economic Security Act (CARES), in what circumstances should the attendance code COV (coronavirus) be used?

- When directed to not report to work and you cannot telework.
- When directed by management if no telework is currently available.

5. What are some of the other attendance codes besides COV?

- When teleworking use TRW.
- When required to work on site use RW.
- When unable to perform work due to non-COVID illness or scheduled absence, use PTB or PTX.

6. In what instances do I report to the Hanford site?

When directed by your manager.

7. I am approved to telework and am required to report to my normal work location – would I be paid for my travel time?

Unless directed to report to their normal work location at the start of shift, employees would include travel time during their normal work hours as RW on their timesheet. However, in no cases will mileage be reimbursed (considered commute travel, per IRS).

8. I am returning from short-term disability – how does this impact me?

Employees should contact HPMC for hours of operation to set up time for return to work.

Contact Jennifer Downing at 376-0520 or April Foley at 376-1959 for guidance.

9. I am considered an essential or essential mission critical operations employee. Will I receive overtime or shift pay for reporting to work?

Overtime will be paid according to procedure. Generally there is no additional pay for reporting to work on a site closure day (other than FCD due to holiday). You will code your time to your normal charge codes and attendance codes.

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10. I am an essential or essential mission critical operations employee required to report to the Hanford site but am considered high risk for COVID-19. What do I do?

Discuss with your manager possible alternatives for your work scope.

11. I am an intern or temporary employee – how do I record my time?

TRW with an approved telework agreement.

Interns and temporary employees are not paid for site closures.

If no hours are worked in the week, the shift schedule should be changed to NOHRS.

12. I am an essential or essential mission critical operations employee (not able to telework) called into work but have no childcare for my children – what do I do?

If you need to care for a child younger than 18 years old because his/her school or daycare is closed, or his/her childcare provider is unavailable, discuss with your manager possible alternatives for your work scope.

13. Is COV included in the calculation of overtime?

No. Reference the applicable overtime procedure. Generally, absences are not included in the calculation of overtime.

Exempts will not be paid overtime when COV is used in the workweek.

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

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

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