



Kronos COVID-19 Guidelines

This serves as a guideline to supervisors and timekeepers on how to post various Kronos entries pertaining to COVID-19 related events.

Reason Code 997 – Pandemic Response

If staff have worked on COVID19 response efforts in one manner below, use the following Reasons Codes and applicable description below to track hours worked:

- **SHF COVID 19 211:** Used to track call-center hours worked at 2-1-1 San Diego
- **SHF COVID 19 DOC EOC:** Used when Department/Emergency Operations Center is activated
- **SHF COVID 19 Response:** Used to track all OT hours responding to COVID-19

COVID19 - Pay Codes – Regardless of the reason, employees using their leaves as a result of COVID 19 use the following pay codes and MUST include the time approver ID. See attached Kronos Matrix Sheet.

- VC0-COVID19 Sick Leave Other
- VC1-COVID19 Sick Lve Other Takn
- VC2-COVID19 Sick Leave Personal
- VC3-COVID19 Sick Lve Persnl Takn
- VC4-COVID19 Vacation
- VC5-COVID19 Vacation Taken
- VC6-COVID19 Floating Holiday
- VC7-COVID19 Floating Holiday Taken
- VC8-COVID19 Non-FLSA Comp
- VC9-COVID19 Non-FLSA Comp Taken
- V10-COVID19 FLSA Comp
- V11-COVID19 FLSA Comp Taken

Reason Code 997 – Telework

For employees who are approved to telework, Reason Code 997 – Pandemic Response, is the appropriate teleworking rule, and MUST include the time approver ID. See attached Kronos Desk aid on instructions how to post the teleworking rule.

Pandemic Advanced Credit Leave – If an employee has exhausted all leave balances and they need to take time off due to COVID19, they can request an advance of sick leave credit of up to 120 hours per fiscal year. They must submit a request form to Sheriff's MLU for review/approval. Once approved, the following pay codes will be used depending on the bargaining. This entry MUST include the time approver ID.

- PAC-Pandemic Advanced Credit

- PAT-Pandemic Advance Credit Taken

The use of these codes will cause the employee's sick leave balance to become negative in PeopleSoft. Since hours are on loan to the employee. Once the employee returns from leave and starts accruing sick leave, the credit for the new sick leave hours will reduce the negative amount before any positive hours are credited. See attached Pandemic Advance Credit Leave Bulletin.

Employees 65 years or older

For non-essential permanent employee's, 65 years or older who are not required to report to work and telework is not an option will be paid their regular time. The pay code **VCR** (COVID19 REG Paid Time Off) will be posted in Kronos **and** MUST include time approver ID.

Only payroll support will have access to this pay code so it is important to specify this pay code on the PR1 slip.

