

**Subject: Recording Emergency Response Work Activities for the 2019 Coronavirus (COVID-19) – Updated with additional Tasks for Labor Allocation**

Date: 05/15/2020

To: CityTime Users and Timekeepers

Step by Step Instructions for recording emergency response activities for the 2019 Coronavirus (COVID-19) on the Overtime Request Form and in Labor Allocation.

**Completing the Overtime Request Form (left navigation bar)**

All employees who are assigned to work Overtime on Emergency Response activities related to the **2019 Coronavirus (COVID-19)** should perform the following steps to record their overtime on the CityTime Overtime Request Form via the left navigation bar:

Step 1: Enter the specific date, time and compensation criteria for the overtime worked.

Step 2: Enter **EMRJ** in the Agency Specific Data Code field.

Step 3: Click “Submit”.

**1. Enter date, time and appropriate compensation criteria.**

**2. Enter Agency Specific Data code **EMRJ**.**  
*Depending on your agency, this field may be labeled differently.*

**3. Click Submit.**

**NOTE:** If you enter your *Overtime Request* from the left Navigation Bar, DO NOT record Project and Task. The Project and Task information should be entered **ONLY** on the Labor Allocation Tab of the Timesheet (refer to the Recording Labor Allocation section of this bulletin).

**Attention Timekeepers!**

When entering Overtime via Manual/Online Event Entry (OEE), be sure to enter **EMRJ** in the Agency Specific Data Code field.

## **Entering Labor Allocation Projects and Tasks**

All Employees who worked on emergency response-related activities **must** use the appropriate related EMRJ Project and Task(s) (listed below) on the Labor Allocation tab of the timesheet to allocate total hours worked for regular work and/or overtime (see instructions on page 3 of this bulletin).

**NOTE:** There is one Project for EMRJ. Each Task is defined as either Overtime-related or Non-overtime-related, by select NYC boroughs or outside of the NYC area. We have added the following tasks: Redeployment - Social Distancing, COVID19 Testing and Contact Tracing. (Refer to the OMB “Guidance on Tracking COVID-19 related activities in CityTime”, Dated May 13, 2020)

### **EMRJ Project:**

EMRJ COVID-19 RESPONSE/PLAN/MONITOR
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### **EMRJ Tasks (for each Project):**

Overtime EMRJ Bronx
Non-Overtime EMRJ Bronx
Overtime EMRJ Brooklyn
Non-Overtime EMRJ Brooklyn
Overtime EMRJ Manhattan
Non-Overtime EMRJ Manhattan
Overtime EMRJ Queens
Non-Overtime EMRJ Queens
Overtime EMRJ Staten Island
Non-Overtime EMRJ Staten Island
Overtime EMRJ Outside NYC
Non-Overtime EMRJ Outside NYC
Overtime EMRJ Redeployment – Social Distancing
Non-Overtime EMRJ Redeployment – Social Distancing
Overtime EMRJ COVID19 Testing
Non-Overtime EMRJ COVID19 Testing
Overtime EMRJ Contact Tracing
Non-Overtime EMRJ Contact Tracing

## Entering Labor Allocation Projects and Tasks

All Employees who worked on emergency response-related activities **must** use the appropriate related EMRJ Project and Task(s) (listed on page 2) on the Labor Allocation tab of the timesheet to allocate total hours worked for regular work and/or overtime (see instructions below).

### IFA Employees ONLY!

IFA Employees who worked on Emergency Response/Restoration activities must allocate that time to the new EMRJ Specific Project and Task on the Labor Allocation tab. **All non-emergency response** work should continue to be allocated to the relevant **IFA Projects and Tasks** for both regular time worked and overtime worked.

The first time a Labor Allocation User uses a new project, the user will need to setup the specific Project(s) and Tasks(s) and then allocate the appropriate hours.

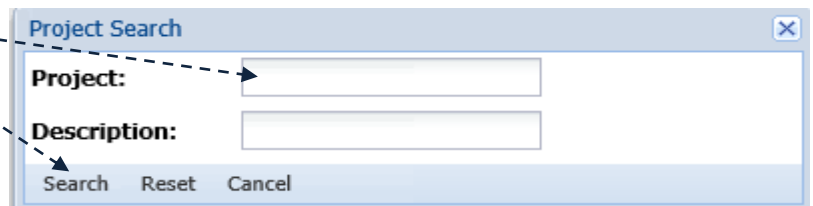
### Step A: Setting Up Labor Allocation

#### 1. Adding a Project to Labor Allocation (Repeat if you have multiple Projects):

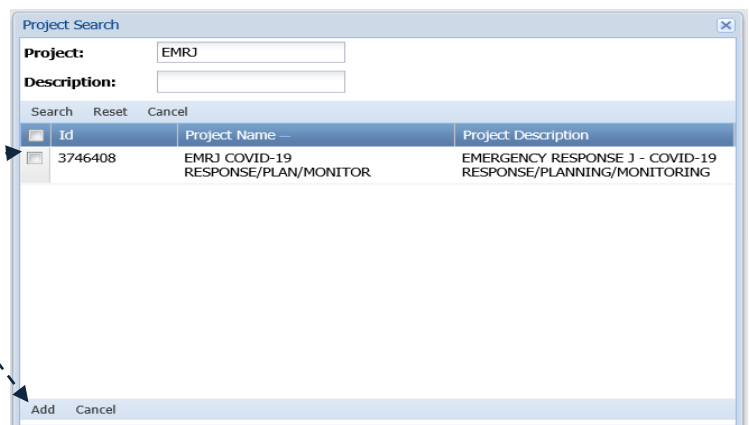
1. Go to your timesheet and click the **Labor Allocation** Tab and click on **Add Project**.



2. Enter Search Criteria **EMRJ** in the Project box, and click **Search**.

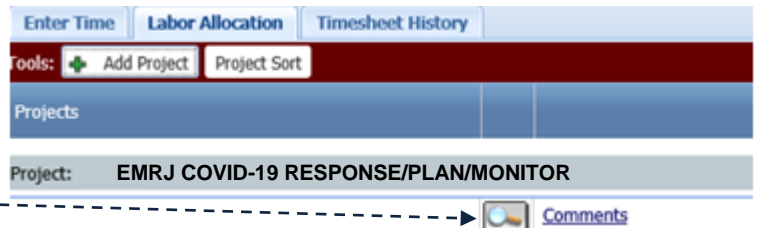


3. Select Project, e.g. **EMRJ COVID-19 RESPONSE/PLAN/MONITOR** and then click the **Add** button



**2. Adding a Task to a selected Project** *(Repeat these steps if you need to add multiple Tasks by clicking on "Add Row"):*

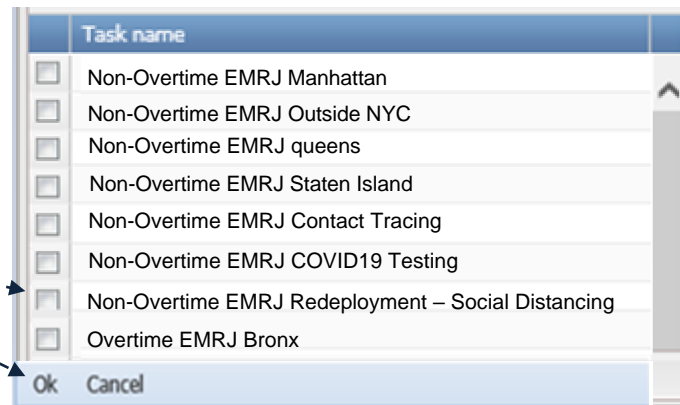
1. Under the Project you entered (e.g. **EMRJ COVID-19 RESPONSE/PLAN/MONITOR**) click the **Task Search Icon**



2. Type in the **Task name** if you know it (or leave it blank), and click **Search**.



3. Select the appropriate **Task**, e.g. **Non-Overtime EMRJ Redeployment – Social Distancing**, then click **OK**.



## STEP B: Allocating Your Hours

1. For regular hours worked, make sure the selected Task is a Non-Overtime task, e.g. **Non-Overtime EMRJ Redeployment - Social Distancing**.
2. Enter the **duration** of regular time worked on the specific task for each day, e.g. 07:00 hours.

3. If you worked overtime hours, make sure the selected Task is an Overtime task, e.g. **Overtime EMRJ Redeployment - Social Distancing**
4. Enter the **duration** of overtime hours and/or minutes worked on the specific task for each day, e.g. 03:00 hours.
5. Click **Save**.

**IMPORTANT!** You **MUST** use the Overtime Request form via the left Navigation Bar in CityTime in order to be compensated for the **APPROVED** Overtime associated with this work.