

**Subject: Recording Emergency Response Work Activities for Tropical Storm Isaias**

Date: 08/05/2020

To: CityTime Users and Timekeepers

## Step by Step Instructions for the Overtime Form and Labor Allocation

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

All employees who are assigned to work Overtime on Emergency Response activities related to **Tropical Storm Isaias** 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 **EMRK** in the Agency Specific Data Code field.

Step 3: Search for and then select the appropriate Project\*.

Step 4: Search for and then select the appropriate Task\*.

**\*NOTE:** See Page 2 for the list of all EMRK related Projects and associated Tasks. Each EMRK Project is classified by category, with a description of an activity. Each Task is defined as either Overtime-related or Non-overtime-related, by NYC borough or outside of the NYC area.

The screenshot shows the 'Enter Overtime' form with the following fields and callouts:

- Callout 1:** Points to the 'OT Time/Date' section, specifically the 'Start' and 'End' time pickers. Text: "1. Enter date, time and appropriate compensation criteria."
- Callout 2:** Points to the 'Agency Specific Data Code' field. Text: "2. Enter Agency Specific Data code **EMRK**. Depending on your agency, this field may be labeled differently."
- Callout 3:** Points to the 'Project' search field. Text: "3. Search for and then select the appropriate **Project**."
- Callout 4:** Points to the 'Task' search field. Text: "4. Search for and then select the appropriate **Task**."  
*NOTE: See page 2 for the list of EMRK Projects and Tasks.*
- Callout 5:** Points to the 'Submit' button at the bottom right. Text: "5. Click **Submit**."

Other visible form elements include: 'Name:', 'CityTime ID:', 'Title:', 'Req ID:', 'Status:', 'Voluntary/Involuntary' (with 'Voluntary' selected), 'Comp Type' (with 'Comp Time' selected), and buttons for 'Preview', 'Cancel', and 'Submit'.

**For step 3 on page 1, select the appropriate Project from below:**

EMRK CAT A DEBRIS REMOVAL
EMRK CAT B EMRG PROTECTIVE MEASURES
EMRK CAT C ROAD AND BRIDGES
EMRK CAT D WATER CONTROL FACILITIES
EMRK CAT E BUILDINGS AND EQUIPMENT
EMRK CAT F UTILITIES
EMRK CAT G PARKS, RECR FACILITIES & OTH

**For step 4 on page 1, select the appropriate Task from below:**

Overtime EMRK Bronx
Non-Overtime EMRK Bronx
Overtime EMRK Brooklyn
Non-Overtime EMRK Brooklyn
Overtime EMRK Manhattan
Non-Overtime EMRK Manhattan
Overtime EMRK Queens
Non-Overtime EMRK Queens
Overtime EMRK Staten Island
Non-Overtime EMRK Staten Island
Overtime EMRK Outside NYC
Non-Overtime EMRK Outside NYC

5. Click **Submit**.

### Attention Timekeepers!

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

## Entering Labor Allocation Projects and Tasks

All Employees (except IFA Employees) who worked on emergency response-related activities **must** use the appropriate EMRK related Project(s) and Task(s) (listed on page 2) on the Labor Allocation tab on 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 should continue to use the Labor Allocation tab to allocate **time worked** on the relevant **IFA Projects and Tasks** for allocating both regular time worked and overtime, even though each IFA-funded Agency will see new EMRK Specific Projects and new EMRK Tasks.

**NOTE:** For first time labor allocation Users, you **will need** to first select specific Project(s) and Tasks(s) and then allocate your hours.

### Step A: Setting Up Labor Allocation

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

**1.** Go to your Timesheet in CityTime and click the **Labor Allocation** tab.

**2.** Click **+Add Project**.

**3.** Enter search criteria (or leave it blank), then click **Search**.

**4.** Select the appropriate Project, e.g. **EMRK CAT B EMRG PROTECTIVE MEASURES**, and then click the **Add** button

Id	Project Name	Project Description
3089308	EMRK CAT A DEBRIES REMOVAL	EMERGENCY RESPONSE K - CATEGORY A DEBRIES REMOVAL
3089409	EMRK CAT B EMRG PROTECTIVE MEASURES	EMERGENCY RESPONSE K - CATEGORY B EMERGENCY
3089508	EMRK CAT C ROAD AND BRIDGES	EMERGENCY RESPONSE K - CATEGORY C ROAD AND BRIDGES
3089608	EMRK CAT D WATER CONTROL FACILITIES	EMERGENCY RESPONSE K - CATEGORY D WATER CONTROL
3089708	EMRK CAT E BUILDINGS AND EQUIPMENT	EMERGENCY RESPONSE K - CATEGORY E BUILDINGS AND EQUIPMENT

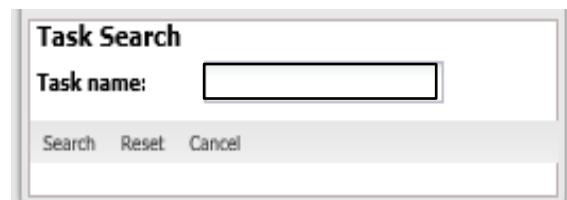
## Selecting Your Task(s) *(Repeat these steps if you need to add multiple Tasks):*

1. To add a Task to a Project Click **+Add Row**.

2. Click the Task search icon.

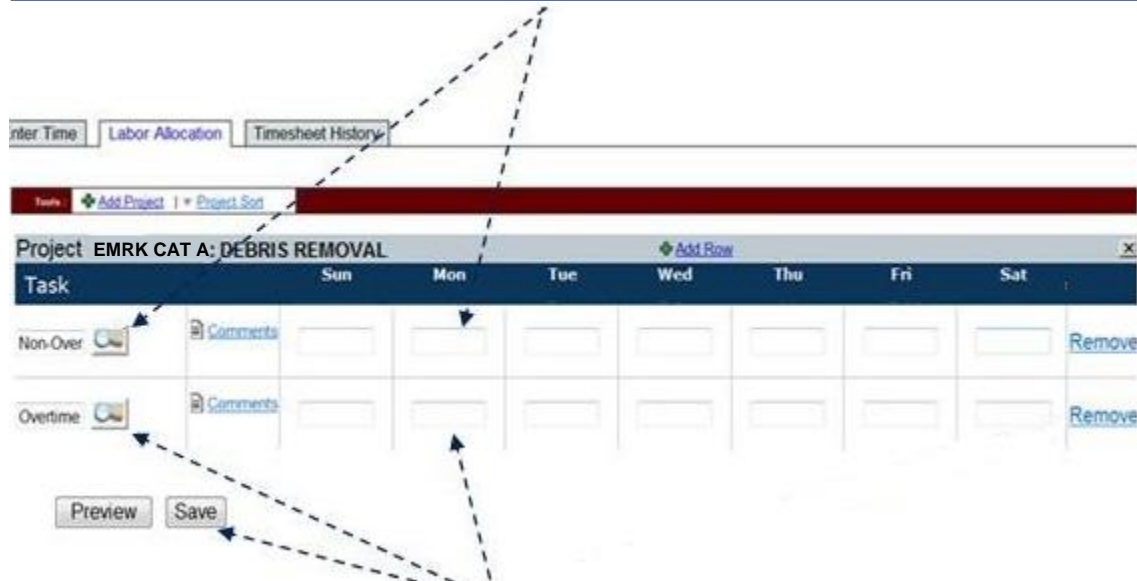
3. Type in the **Task name** if you know it (or leave it blank), and click **Search**.

4. Select the appropriate **Task**, e.g. **Non-Overtime EMRK Bronx**, 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 EMRK Brooklyn**.
2. Enter the **duration** of regular time worked on the specific task for each day, e.g. 07:00 hours.



Task	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Non-Over	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Remove

3. If you worked overtime hours, make sure the selected Task is an Overtime task, e.g. **Overtime EMRK Brooklyn**.
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.