Important Bulletin for CityTime Users and Timekeepers

UPDATED! Hurricane Sandy Work - Step by Step Instructions for the Overtime Form and Labor Allocation

Completing the Overtime Request Form (left navigation bar)

Starting Monday November 5, 2012, the **Agency Specific Data Code** field on the Overtime Request Form in CityTime will be available to **all** agencies.

All Employees who worked Overtime on Hurricane Sandy Emergency activities should perform the following steps to record their overtime on the CityTime Overtime Request Form via the left navigation bar:

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

2. Enter **EMR1** in the Agency Specific Data Code field.

3. You also need to input Project **EMR1 – Emergency Response 1** and select Task = **Overtime Emergency Response 1 work.**

> **3a.** Select Project = **EMR1-Emergency Response 1.**
>
> **3b.** Select Task = **Overtime Emergency Response 1 work.**

1. Enter date, time and compensation criteria.

2. Enter Agency Specific Data code **(EMR1).**
Depending on your agency, this field may be labeled differently.

4. Enter the relevant **Borough Code** where you worked overtime (e.g. BKLN, BX, MANH, QNS **or** SI).
See table on page 2.

Hurricane Sandy Work – Step by Step Instructions (cont'd.)

4. Refer to the table below. Then in the **Comments** field, enter the **Borough Code** where you worked overtime during Hurricane Sandy Emergency/Restoration activities:

Borough Code to Use	Borough Name
BKLN	Brooklyn
BX	Bronx
MANH	Manhattan
QNS	Queens
SI	Staten Island

5. Click **Submit.**

> **IMPORTANT!** You **MUST** use the Overtime Request form via the left Navigation bar in CityTime to receive proper compensation for Hurricane Sandy Overtime activities.

Attention Timekeepers!

When entering Overtime via Manual/Online Event Entry (OEE), be sure to enter **EMR1** in the Agency Specific Data Code field.

Also, you **must** use the **Comments** field to enter the **Borough Code** that identifies where the employee worked.

Click the **Comments** icon to open. Enter the relevant **Borough Code** where the employee worked overtime (e.g. BKLN, BX, MANH, QNS **or** SI).

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Hurricane Sandy Work – Step by Step Instructions (cont'd.)

Entering Labor Allocation Projects and Tasks

Also by Monday November 5, 2012, the Labor Allocation tab on the CityTime Timesheet will be enabled for **all** Employees.

All Employees (except IFA Employees) who worked on Hurricane Sandy Emergency activities **must** use the Labor Allocation tab on the timesheet to allocate total hours worked on the Project **EMR1-Emergency Response 1** and select the applicable Task(s) for regular work or overtime (see instructions below).

> **IFA Employees ONLY!**
> IFA Employees who worked on Hurricane Sandy Emergency/Restoration activities should continue to use the Labor Allocation tab to allocate **BOTH** regular **and/or** overtime hours worked on the relevant IFA Projects and Tasks that appear in CityTime. Each IFA-funded Agency will see five **new** IFA Projects regarding Hurricane Sandy, one project for each borough, e.g. Project = **SANDY- MANH (Agency), SANDY-QNS (Agency), SANDY-BX (Agency) etc.** You must use Task = **IFSP.**

For first time labor allocation Users, you **will need** to first set up the 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)* and click **Search**.

4. Select the correct Project **(EMR1 – Emergency Response 1)** and click the **Add** button.

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Hurricane Sandy Work – Step by Step Instructions (cont'd.)

Selecting Your Task(s) *(Repeat if you have multiple Tasks):*

1. To add more Tasks 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 your Task and click **OK**.

Select	Task Name
●	Non-Overtime Emergency Response 1 work
○	Overtime Emergency Response 1 work

STEP B: Allocating Your Hours

1. Click the **Labor Allocation** tab.

*Make sure the selected Task = **Non-Overtime Emergency Response 1 work.**

2. Enter the **duration** of regular time worked on the specific task for each day. E.g. 07:00 hours.

*Make sure the selected Task = **Overtime Emergency Response 1 work.**

3. Check/Select the **Overtime** box.

4. Enter the **duration** of overtime time worked on the specific task for each day. E.g. 03:00 hours.

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Hurricane Sandy Work – Step by Step Instructions (cont'd.)

STEP C: Enter Comments and Save

1. Click **Comments.** In **the Comments** field, enter the relevant **Borough Code** (BKLN, BX, MANH, QNS or SI).

2. Click **Save**.