

**BULLETIN** 

# Important Bulletin for CityTime Users and Timekeepers

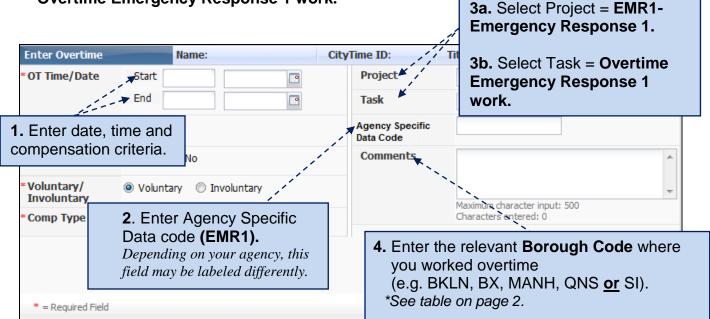


### **Completing the Overtime Request Form (left navigation bar)**

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

<u>All</u> 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.





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

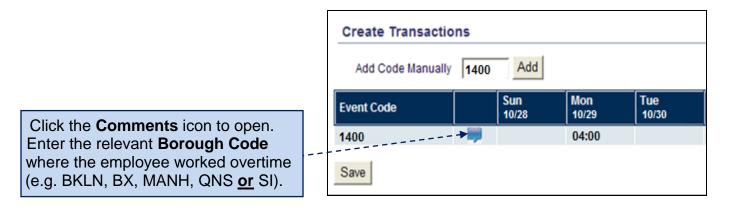
#### 5. Click Submit.

**IMPORTANT!** You <u>MUST</u> 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 <u>must</u> use the **Comments** field to enter the **Borough Code** that identifies where the employee worked.





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

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

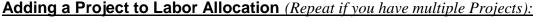
<u>All</u> Employees (except IFA Employees) who worked on Hurricane Sandy Emergency activities <u>must</u> use the Labor Allocation tab on the timesheet to allocate total hours worked on the Project **EMR1-Emergency Response 1** and select the applicable Task(s) for regular work or overtime (see instructions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

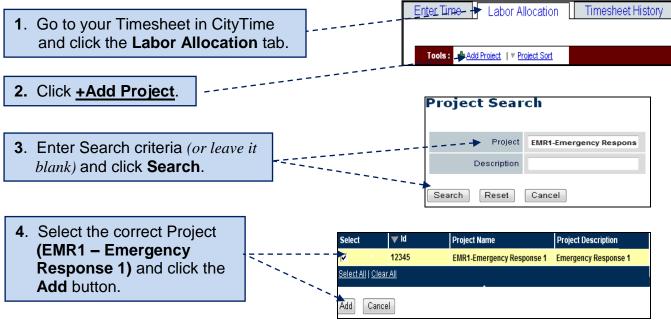
## IFA Employees ONLY!

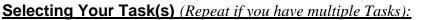
IFA Employees who worked on Hurricane Sandy Emergency/Restoration activities should continue to use the Labor Allocation tab to allocate **BOTH** regular <u>and/or</u> overtime hours worked on the relevant IFA Projects and Tasks that appear in CityTime. Each IFA-funded Agency will see five **new** IFA 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.

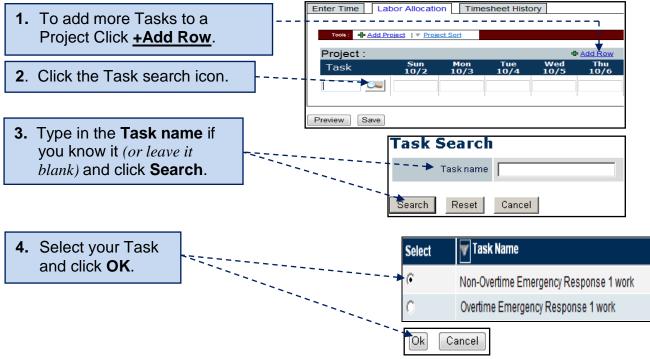
For <u>first time</u> labor allocation Users, you **will need** to first set up the specific Project(s) and Tasks(s) and then allocate your hours.

#### Step A: Setting Up Labor Allocation

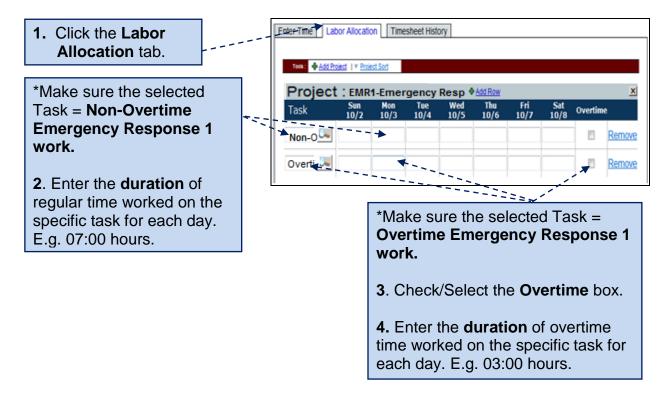








#### **STEP B: Allocating Your Hours**





#### **STEP C: Enter Comments and Save**

