

## 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**.

The screenshot shows the 'Enter Overtime' form in CityTime. The form includes fields for Name, CityTime ID, Title, OT Time/Date (Start and End), Project, Task, Agency Specific Data Code, and Comments. There are also radio buttons for Voluntary/Involuntary and a dropdown for Comp Type. A legend at the bottom left indicates that an asterisk (\*) denotes a required field.

Numbered callouts provide the following instructions:

- 1.** Enter date, time and compensation criteria.
- 2.** Enter Agency Specific Data code (**EMR1**).  
*Depending on your agency, this field may be labeled differently.*
- 3a.** Select Project = **EMR1- Emergency Response 1**.
- 3b.** Select Task = **Overtime Emergency Response 1 work**.
- 4.** Enter the relevant **Borough Code** where you worked overtime (e.g. BKLN, BX, MANH, QNS or SI).  
*\*See table on page 2.*

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## 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.

Select	▼ Id	Project Name	Project Description
<input checked="" type="checkbox"/>	12345	EMR1-Emergency Response 1	Emergency Response 1
Select All   Clear All			
Add Cancel			

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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**.

The screenshot shows the 'Labor Allocation' tab with a table for 'Project :'. The table has columns for days of the week (Sun 10/2 to Thu 10/6) and a 'Task' column. A '+Add Row' button is visible in the top right corner of the table area. A task search icon is located below the table header.

The 'Task Search' dialog box has a text input field for 'Task name' and three buttons: 'Search', 'Reset', and 'Cancel'.

The task selection list shows two options: 'Non-Overtime Emergency Response 1 work' and 'Overtime Emergency Response 1 work'. The first option is selected. There are 'Ok' and 'Cancel' buttons at the bottom.

### 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.

The screenshot shows the 'Labor Allocation' tab with a table for 'Project : EMR1-Emergency Resp'. The table has columns for days of the week (Sun 10/2 to Sat 10/8) and an 'Overtime' column. The 'Non-Overtime' task is selected, and the 'Overtime' task is also visible. There are 'Remove' buttons for each task.

\*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**.

The screenshot shows a web application interface for project management. At the top, there's a 'Tools' bar with '+ Add Project' and 'Project Sort'. Below it, the 'Project' is identified as 'EMR1 - Emergency Response 1'. A table with columns for 'Task', 'Sun 10/28', and 'Mon 10/29' is visible. In the 'Task' column, there's a 'Comments' link with a document icon. A dashed line from instruction 1 points to this link. Below the table, there are 'Preview' and 'Save' buttons. A dashed line from instruction 2 points to the 'Save' button.

Task	Sun 10/28	Mon 10/29
<input type="text"/>  <a href="#">Comments</a>	<input type="text"/>	<input type="text"/>

Preview [Save](#)