

Subject: Recording Work from a Remote Work Location in CityTime Labor Allocation

Date: February 10, 2021

To: CityTime Users

Commencing Sunday, 02/14/2021; employees working from a remote work location (e.g. 'home'), must track and record **all** hours using the new TELEWORK Labor Allocation Project as either Non-Overtime or Overtime (tasks) in CityTime. This process should occur weekly up to the last timesheet of the year (12/26/2021 – 01/01/2022).

Employees that are working from home and working on COVID-19 related projects must record **both** applicable task(s), of the COVID-19 project **and** applicable task(s) of the TELEWORK project (see 'Example 1' below). Any employees that are also recording other Projects must continue to report hours to those projects whenever applicable.

Employees who are set to validate their Timesheet hours to the Labor Allocation hours (Validate Labor Allocation Hours = True) are excluded from the recording Telework hours mandate and must continue to report COVID-19 hours and other Project(s) hours as applicable.

- Follow instructions below "To determine if you are set to Validate Labor Allocation Hours".
- Employees with Validate Labor Allocation Hours = True will receive a Labor Allocation validation error upon Timesheet submission if both Telework and COVID-19/other Project(s) are reported for the same hours causing the Labor Allocation hours to exceed the timesheet hours (see Figure 2: Labor Allocation validation error).



For recording COVID-19, refer to the CityTime bulletin, "Recording Emergency Response Work Activities for the 2019 Coronavirus (COVID-19) – Updated with additional Labor Allocation Tasks for Vaccination" issued 01/04/2021.

To determine if you are set to 'Validate Labor Allocation Hours':

- 1) Logon to CityTime
- 2) Under the CityTime Left Navigation bar click:
 - Employee Profile, Tab: Employment
- 3) If "Validate Labor Allocation Hours" is set to "True" (see Figure 1: Employee Profile, Tab: Employment – "Validate Labor Allocation Hours" setting), do NOT report TELEWORK and report COVID-19/other Project(s) hours only.
- 4) If "Validate Labor Allocation Hours" is set to "False", report hours for TELEWORK **and** COVID-19/other Project(s) as applicable.

Example 1: An employee who is required to track all TELEWORK and COVID-19 total daily worked hours would enter the following in Labor Allocation:

The employee worked a 10 hour day and would record as follows;

- **7 Non-Overtime hours of Telework of which 5 of these hours were COVID-19 work**
 - Record the TELEWORK Project task, Non-Overtime TELEWORK: 7 hours
 - Record the COVID-19 Projects' applicable Non-Overtime Task(s): 5 hours
- **3 Overtime hours of Telework of which none of these hours were COVID-19 work**
 - Record the TELEWORK Project task, Overtime TELEWORK: 3 hours



Most employees are set to Validate Labor Allocation Hours = False and therefore must report hours for TELEWORK and COVID-19 (see 'Example 1' above).

Figure 1: Employee Profile, Tab: Employment – “Validate Labor Allocation Hours” setting

The screenshot shows the 'My Employee Profile' page for 02/01/2021. The 'Employment' tab is selected. A red box highlights the 'Validate Labor Allocation Hours' field, which is set to 'True'. Other fields include CityTime ID, Employee Types (PMS), Empl ID, Agency, Agency Code, Agency Start Date (12/06/2004), Person ID, User Account Status (Active), Roles (Employee), Reports Users (No), Receive E-mail Reminders (Yes), Pay-To Type (Pay To Punch User Centric), Pay Class (A), Position/Exception Indicator (Exception), Payroll #, Payrule (CITYWIDE), Pay Rules Processings (Automated), Work Unit Code, Work Units (PUBLIC SAFETY IT PROGRAMS), Effective Date (03/07/2019), Expiration Date (12/31/9999), Workers Comp Indicator (No), Effective Date (07/01/2006), Expiration Date (12/31/9999), CityTime Active/Inactive Status (Active), and Effective Date (01/29/2006).

If an employee should NOT be recording TELEWORK due to their “Validate Labor Allocation Hours” set to “True”, the following error message will be displayed. The hours recorded for TELEWORK should be removed.

Figure 2: Labor Allocation validation error

The screenshot shows a 'Timesheet Preview' for dates 02/07/2021 - 02/13/2021. The 'Total Hours' for 'All Projects' is 14:00. A red box highlights an error message: 'JR-TS-2047- The total daily Labor Allocation hours must be equal to the total daily hours worked on the date(s): 02/08/2021(07:00), 02/09/2021(07:00), 02/10/2021,(07:00), 02/11/2021(07:00), 02/12/2021(07:00). JR-TS-58-48-2 The total weekly Labor Allocation hours (70:00) must be equal to the total weekly hours worked (35:00) as reported on the timesheet.'

Entering Labor Allocation Projects and Tasks

All Employees who are required to record TELWORK activities **must** use the appropriate related TELEWORK Project and Task(s) on the Labor Allocation tab of the timesheet to allocate total hours worked for regular work and/or overtime (see instructions below).

Project:

TELEWORK

Tasks:

Non-Overtime TELEWORK
Overtime TELEWORK

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 **TELEWORK** in the Project box, and click **Search**.

3. Select Project, e.g. **TELEWORK** 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"):*

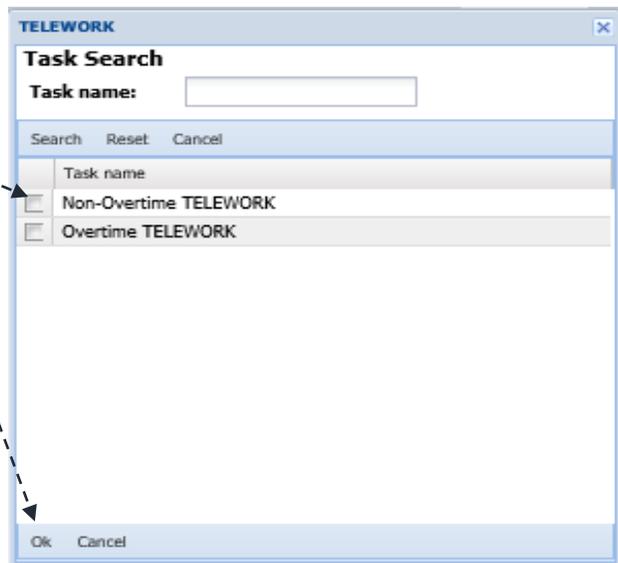
1. Under the Project you entered (e.g. **TELEWORK**)
Click the **Task Search Icon**



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 TELEWORK**, then click **OK**.



STEP B: Allocating Your Hours

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

		Sun 3/3	Mon 3/4	Tue 3/5	Wed 3/6	Thu 3/7	Fri 3/8	Sat 3/9
Project: TELEWORK								
Non-Overtime TELEWORK	Comm...		07:00					Remove
Overtime TELEWORK	Comm...		03:00					Remove

3. If you worked overtime hours, make sure the selected Task is the Overtime task, e.g. **Overtime TELEWORK**
4. Enter the **duration** of overtime hours and/or minutes worked 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.