



COVID-19 PAYROLL AND TIMEKEEPING FAQs

Human Resources Administration

April 2020

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TELEWORK

- **What does telework mean?**

Telework is working from a location other than your courthouse. Usually, telework is performed at your home. Telework can cover a variety of assignments, such as, but not limited to, document processing, mail sorting, answering phone calls, documenting processes, and attending online training.

- **I am now teleworking due to COVID-19. How do I code my timesheet?**

If you are teleworking and remain available for work provided by the Court, your time should be coded 099 – Regular Earnings with the appropriate reason code.

- **I was advised to self-quarantine by my doctor before teleworking became available. How do I code the time off?**

If you are available to telework during your period of self-quarantine, your time should be coded 099 – Regular Earnings.

- **Are there special codes for teleworking? How should I code my time when I am teleworking?**

Teleworking shifts should be coded 099 – Regular Earnings, with the appropriate Telework Reason Code. The Telework Reason Codes are:

| CODE | REASON |
|------|---|
| TQ1 | Telework Remote Operations (for employees who have been assigned to telework by management). |
| TQ2 | Telework Care of Family Member (for employees who are teleworking because they must care for a family member who is ill, or they have been impacted by a school or elder care closure). |
| TQ3 | Telework Self-Imposed Isolation (for employees who have opted to telework in order to self-quarantine due to COVID-19 concerns). |
| TQ4 | Telework Quarantine by Physician (for employees who have been directed to quarantine by a public health agency or healthcare provider). |

For Example:

The screenshot displays a timesheet interface with a grid of hours for various days (Mon 03/16 to Tue 03/31). The interface includes a header with 'Other Functions' and buttons like 'Copy Previous 099', 'Easy Fill', 'Leave Balance', 'Printer Friendly Version', 'Show Accounting Details', 'View Default Accounting', and 'Show/Hide First 7 Days'. Below the header, there are sections for 'Expand/Collapse COAs', 'Work Schedule', and 'Total Hours'. The 'Work Schedule' section shows a grid of hours for each day, with some cells highlighted in blue and yellow. The 'Total Hours' section shows a summary of hours for each day, with a total of 96.00 hours for the week. A red circle highlights the 'Reason' dropdown menu for event 099, which is set to 'TO1'.

- **I am a member of management. Am I also eligible to telework?**

Your Administrator or Director can best help you make a determination about when telework is most appropriate for the operation. You are encouraged to work with your department’s leadership to determine if telework or rotational work are available options to help increase social distancing in compliance with the Safer At Home orders issued by the state, county, and local governments.

ACCESSING MY TIMESHEET

- **I am teleworking and do not have VPN access. How do I submit my timesheet?**

In order to submit your timesheet through the “MyLACounty.gov” site, you must access the Court’s network. You can do this by downloading VPN or remotely connecting to your desktop Court computer. Instructions for ways to access the Court’s network and information on a range of other teleworking resources can be found in Attachment A. If you are unable to download VPN or remotely access your desktop PC, timekeeping proxy submitters and approvers of timesheets have been identified. The list of submitters and approvers has been provided to your management. If you require the assistance of a proxy, please contact your immediate supervisor to determine how your timesheet can be entered into e-HR or contact the Service Desk at ServiceDesk@lacourt.org or call 213-974-HELP (4357).

- **I am having trouble accessing/viewing my timesheet via Employee Self-Service (ESS). What should I do?**

If you are having difficulties viewing your timesheet once you have accessed "MyLACounty.gov," please make sure to clear your browser cache. Instructions for clearing your cache in Chrome or Internet Explorer can be found in Attachment A. If you require additional help, send your inquiry to the Service Desk at ServiceDesk@lacourt.org or call 213-974-HELP (4357).

- **What if no one is available to submit, approve, or amend my timesheet?**

All regular, full-time Court employees will receive their full base pay even if no timesheet is submitted for them. Employees who took leave during the pay period will be required to submit a time adjustment to correct the timesheet and account for the leave time used during the pay period. The adjustment will be reflected in the following pay period. If you have any trouble submitting, approving, or amending your timesheet, please send your inquiry to the Service Desk at ServiceDesk@lacourt.org or call 213-974-HELP (4357).

- **I am an hourly temporary employee. How will I be paid if I cannot submit my timesheet?**

In order for hourly employees to be paid, a timesheet must be entered and approved. You may access the Court’s network to enter your timesheet or contact your immediate supervisor to arrange for a proxy submitter

to enter work hours on your behalf. A list of proxies has been provided to your management team. If you are unable to arrange for your timesheet to be submitted via remote or through your immediate supervisor, please send your inquiry to the Service Desk at ServiceDesk@lacourt.org or call 213-974-HELP (4357).

WORKING AT A COURT LOCATION

- **UPDATE I have been ordered to report to work at my courthouse on a rotational basis. Will I be paid the time and a half special pay provision?**

Members of AFSCME Local 3302, 3302S, 575, 575B, 276, CFI, and non-represented positions covered by the Fair Labor Standards Act (FLSA) will be paid a time and a half special pay provision if they report, as directed by management, to work on-site at a courthouse.

The Court does not currently have a pay event code to post this additional half-time pay. Accordingly, the Court is working with the Auditor-Controller to create a timekeeping code for this pay event. The hours you work when called to physically report to a courthouse will be tracked daily and submitted to Payroll for processing. Straight time will continue to be paid as usual. The retroactive half-time payment will be issued by the Auditor-Controller once the new payroll code is established. We will continue to keep you updated on the status of our work to establish the new pay event code. We are targeting the May 30 pay day for the new code to be established and for you to see the new provision reflected in your pay.

For a list of affected classifications, see Attachment B.

- **Is this new time and a half special pay provision considered overtime?**

The new pay event is not overtime. Overtime is earned for work performed in excess of your regularly scheduled 40-hour workweek. The excess hours are considered overtime and are paid at a rate of time and a half. In the case of the new pay event, you will earn time and a half for each hour worked. The 40-hour threshold does not apply.

- **NEW I hold a classification that is eligible for time and half for worked performed at a Court location. I have been assigned overtime work beyond my normal 40-hour workweek. How will I be paid for the day?**

Any hours worked beyond your 40-hour work week are paid at time and a half as they always have been. The time and a half pay for hours worked on-site at management's direction will increase your base pay rate for that week, which is used to calculate the overtime rate for the overtime work. This will result in the overtime work being paid at a higher rate than normal.

- **Can I opt for compensatory time instead of time and a half pay?**

Members of AFSCME Local 3302, 3302S, 575, 575B, 276, CFI, and non-represented positions covered by the Fair Labor Standards Act (FLSA) may *not* accrue compensatory time in lieu of pay. For this pay event, affected employees will be *paid* for the hours worked.

- **I worked part of the day onsite and the other part of the day from home. Am I still eligible to receive the 1/2 pay for the hours I worked on-site.**

If you report, as directed management, to work on-site at a courthouse, the hours worked at the courthouse are earned as time and a half under the new pay event. The hours that you telework in that same day, will be earned at the straight time rate and are not covered by the new pay event.

- **I am a non-represented, non-management, FLSA-exempt employee and I have been required to work more than 40 hours in my regularly scheduled workweek due to COVID-19. How do I code the extra hours worked on my timesheet?**

If you are a non-represented, non-management, FLSA-exempt employee who has been called upon to work beyond your regular 40-hour workweek, you are eligible to receive compensatory time on an hour for hour basis. The additional hours should be coded 705 – Compensatory Time Earned.

For a list of affected classifications, see Attachment C.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

- **NEW I have been told by my doctor to self-quarantine pending the results of my COVID-19 test. I am unable to telework. What leave time can I use?**

Under the Families First Coronavirus Response Act (FFCRA) passed by Congress, as of April 1, 2020, all Court employees have been granted 80 hours of Emergency Paid Sick Leave (EPSL – Event Code 111) that may be used under the following circumstances:

- You are subject to a federal, state, or local quarantine or isolation order related to COVID-19
- You have been advised by a healthcare provider to self-quarantine related to COVID-19
- You are experiencing COVID-19 symptoms and seeking a medical diagnosis

This leave is paid out at your normal rate of pay, with a cap of \$511 per day and a total of \$5,110. The EPSL is available for use through December 31, 2020. These hours do not roll over nor are they eligible for payout.

You may utilize any of your own available leave time once the EPSL has been exhausted.

- **NEW I want to use Emergency Paid Sick Leave (EPSL). Do I need to file for FMLA?**

If you are available to telework, you do not need to use Emergency Paid Sick Leave; however, if you are unable to telework, you are eligible for EPSL. In addition, you do not need to file for FMLA in order to use Emergency Paid Sick Leave; however, you must meet the following criteria:

- You are subject to a federal, state, or local quarantine or isolation order related to COVID-19
- You have been advised by a healthcare provider to self-quarantine related to COVID-19
- You are experiencing COVID-19 symptoms and seeking a medical diagnosis

Further, if you wish to utilize EPSL should complete the [Families First Coronavirus Response Act \(FFCRA\) Leave Request form on SharePoint](#).

- **NEW I can't telework because my child's daycare has been closed due to COVID-19 and I have no one that can care for him. What leave time can I use?**

If you are available to telework, continue to code your timesheet 099 – regular earnings. However, if you are unable to telework, Under the FFCRA, employees in the following circumstances are eligible for EPSL (Event Code 111F):

- You are caring for an individual who is subject to either a local quarantine or isolation order, or who has been advised by a healthcare provider to self-quarantine.

- You are caring for your child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons
- You are experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

Using this leave will provide 80 hours of EPSL at **two-thirds** of their normal rate of pay, with a cap of \$200 per day, and \$2,000 total. Please note that employees are unable to supplement this leave with any other leave type in order to receive full pay.

You may utilize your own leave time once EPSL has been exhausted.

• **NEW I’ve exhausted my EPSL, but I need additional assistance beyond the 2 weeks. Can I apply for FMLA?**

If you have been employed by the Court for at least 30 days, the FMLA expansion (Event Code 079 with appropriate reason code) allows you to take up to 2 weeks of unpaid, and thereafter, 10 weeks of paid sick leave at two-thirds of your regular rate of pay if you are unable to work onsite or telework because you have a child who is under 18 years of age, and you need to care for them for one of the reasons listed below:

- Your child’s school or place of care has been closed due to COVID-19
- Your childcare provider is unavailable due to COVID-19

Please note that employees may use accrued leave time during the initial 2 weeks of unpaid expanded FMLA, including the EPSL, but may not use accrued leave time to supplement any of the expanded FMLA periods that provide partial pay.

Please contact your assigned analyst in the Disability and Leave Management Unit for more questions.

• **NEW I have already filed for FMLA for another reason. Will I receive an additional 12 weeks of FMLA related to COVID-19?**

You will not receive an additional 12 weeks of FMLA. The FFCRA FMLA expansion does not apply to employees who have already exhausted their FMLA leave in the current leave year. Employees who have used a portion of their FMLA leave may be eligible for a portion of the expanded leave.

• **NEW I have been approved to use EPSL and expanded FMLA. What event and reason codes should I use on my timesheet?**

The applicable codes are listed below:

| CATERGORY | EVENT CODE | REASON CODE | DESCRIPTION | TIMESHEET CODE DESCRIPTION | PAY STATUS |
|-----------------------|------------|-------------|-------------------------------------|----------------------------|--|
| EPSL (For yourself) | 111 | QCS | Emergency Sick Leave – Usage | Emer Sick Lv U | Provides regular pay for up to 80 hours, with \$511 per day and \$5,110 total maximums |
| EPSL (Family Members) | 111F | QCF | Emergency Sick Leave Family – Usage | Emer Sk Lv Fam | Provides 2/3 regular pay for up to 80 hours, with \$200 per day and \$2,000 total maximums |
| Expanded FMLA | 079 | 146: | Emergency | Emr Expnd - FMLA | Provides 2/3 pay, with |

| CATERGORY | EVENT CODE | REASON CODE | DESCRIPTION | TIMESHEET CODE DESCRIPTION | PAY STATUS |
|---------------------|------------|------------------------------------|---|----------------------------|--|
| related to COVID-19 | | Continuous 147: Intermittent | Expanded – Family Medical Leave – Usage | | \$200 per day and \$10,000 total maximums |

CODING MY TIMESHEET

- **My dependent child and/or elderly parent is required to stay home due to COVID-19 school and elder care facility closures. How do I code my timesheet?**

If you are available to telework even during non-traditional hours you will remain in paid status. Your time should be coded 099 – Regular Earnings with the applicable telework reason code mentioned in the table above.

- **I fall into a high-risk category, but I have been teleworking. How do I code my timesheet?**

If you are teleworking because you fall into a high-risk category as defined by the [Centers for Disease Control](#), your time should be coded 099 – Regular Earnings with the applicable telework reason code mentioned in the table above.

- **How do I code my timesheet if I do not want to telework? Do I get paid Administrative Leave?**

If you opt not to telework or you refuse a work assignment, you must use your own accrued leave to cover your time away from work. You are not eligible for administrative leave.

- **Am I eligible for Administrative Leave (Code 033)?**

With the Court’s shift to a largely telework model, Administrative Leave is no longer necessary. As long as you remain available and willing to work when called upon, your time should be coded 099 – Regular Earnings.

- **I have exhausted all my leave time and I do not want to return to work. Will I go without pay?**

If you have exhausted all your available accrued leave and have not made yourself available for work, either in a courthouse or via telework, you will convert to an unpaid status.

- **I do not want to make myself available for work and would rather not use my leave time. Can I go without pay?**

If you are unwilling or unable to work, either by reporting to your work location or via telework and you do not wish to use your accrued leave, you may take time off without pay. Please be advised that going without pay for a calendar month will require you to pay for your Court-sponsored medical benefits out-of-pocket.

- **I believe that I have been exposed to COVID-19 while at work. Am I eligible for Workers’ Compensation?**

If you believe that you have been exposed to COVID-19 while at work, inform your manager immediately. A Workers' Compensation packet will be provided to you as soon as possible. All Workers' Compensation claims are evaluated and decided upon by Sedgwick, the Court's third-party administrator.

- I am already on long term leave due to a condition that is unrelated to COVID-19. How do I code mytime?

You will continue to use your available leave as you had previously. There is no change to your time coding. Once you are released to return to work by your treating physician, you may request a telework agreement.

CODING MY TIMESHEET TO CAPTURE COVID-19 WORK FOR FEMA RECOVERY

- **NEW** How do I add the project code for COVID-19 related work or leave to my timesheet?

The project code for COVID-19 related work or leave is EM2001Z1. Below are instructions on how to add the code to your timesheet.

Step (1) Click on the Insert New Row button.

The screenshot shows a timesheet interface with a grid for entering hours by day. The 'Insert New Row' button is circled in red, and a red arrow points to it. The interface includes a grid for entering hours by day and a summary section at the bottom.

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|------------------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 099 | Use Entered Accounting | 88.00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 |
| 2 | 012 | Use Entered Accounting | 08:00 | | | | | | | | | | | | | | | | 08:00 |
| Total Hours : | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |
| Prime Earnings: | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |
| Prime + OT: | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |
| Schedule Hours : | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |

Step (2) A new row will appear. Enter the event code 099 for regular earnings or the event code for the leave type you are using in the event field for the newly inserted row.

The screenshot shows the timesheet interface with a new row (row 3) added. The event code '099' is entered in the event field, which is circled in red. A red arrow points to the event code field. The interface includes a grid for entering hours by day and a summary section at the bottom.

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|------------------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 099 | Use Entered Accounting | 88.00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 |
| 2 | 012 | Use Entered Accounting | 08:00 | | | | | | | | | | | | | | | | 08:00 |
| 3 | 099 | Use Entered Accounting | 00:00 | | | | | | | | | | | | | | | | |
| Total Hours : | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |
| Prime Earnings: | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |
| Prime + OT: | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |
| Schedule Hours : | | | | 96:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | 00:00 | 00:00 | 08:00 |

Step (3) Once event code has been entered, click on the green arrow next to the Project Field box and a new dialog box will open.

Other Functions ▾
 Copy Previous 099 Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show/Hide First 7 Days

Expand/Collapse COAs ☒

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|-------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 099 | Use Entered Accounting | 88.00 | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | | | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | | | 08:00 | |
| 2 | 012 | Use Entered Accounting | 08.00 | | | | | | | | | | | | | | | | 08:00 |
| 0 | 099 | Use Entered Accounting | 00.00 | | | | | | | | | | | | | | | | |

Unit: Project: Phase: Task Order: Location: Function: Activity:

Total Hours : 96.00
 Prime Earnings: 96.00
 Prime + OT: 96.00
 Schedule Hours : 96.00

Insert New Row Insert Copied Row Save Save and Close Validate Submit

3

Step (4) In the new dialog box, type into Department field: **SC**; and into Major Project field: **EM2001**. Next click on the “Enter” key on your computer keyboard and a new dialog box will open up.

Step (5) Click on the **select** button for SC – EM2001Z1 Admin Project.

Choose

Browse Clear

Department: SC Project:

Major Project: EM2001 Name:

| | Department | Project | Major Project | Name |
|--------|------------|----------|---------------|---------------|
| Select | SC | EM2001Z1 | EM2001 | ADMIN PROJECT |

Cancel First Previous Next Last

Step (6) In the new row you created, enter the number of hours spent on the corresponding day for efforts related to COVID-19.

Step (7) Adjust the number of hours in line 1 regular earning (099) so the total hours for the combined rows for the workday do not exceed total hours worked. For instance, if you worked 8 hours total and 4 were on COVID-19, you would reflect 4 hours in row 1 (below) and 4 hours in row 0 (below).

Other Functions ▾
 Copy Previous 099 Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show/Hide First 7 Days

Expand/Collapse COAs ☒

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|-------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 | 099 | Use Entered Accounting | 84.00 | 04:00 | 08:00 | 08:00 | 08:00 | 08:00 | | | 08:00 | 08:00 | 08:00 | 08:00 | 08:00 | | | 08:00 | |
| 2 | 012 | Use Entered Accounting | 08.00 | | | | | | | | | | | | | | | | 08:00 |
| 0 | 099 | Use Entered Accounting | 04.00 | | | | | | | | | | | | | | | | |

Unit: Project: Phase: Task Order: Location: Function: Activity:

Total Hours : 96.00
 Prime Earnings: 96.00
 Prime + OT: 96.00
 Schedule Hours : 96.00

Insert New Row Insert Copied Row Save Save and Close Validate Submit

Step (8) Validate and submit your timesheet.

Other Functions > Copy Previous 099 Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show/Hide First 7 Days

Expand/Collapse COAs <> Work Schedule <>

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|-----------------------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 099 | | Use Entered Accounting | 04.00 | 04.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 |
| 2 012 | | Use Entered Accounting | 08.00 | | | | | | | | | | | | | | | | 08.00 |
| -0 099 | | Use Entered Accounting | 04.00 | 04.00 | | | | | | | | | | | | | | | |
| Total Hours: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Prime Earnings: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Prime + OT: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Schedule Hours: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |

8

Insert New Row Insert Copied Row Save Save and Close Validate Submit

- NEW I worked overtime related to COVID-19. How do I code that on my timesheet?

Other Functions > Copy Previous 099 Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show/Hide First 7 Days

Expand/Collapse COAs <> Work Schedule <>

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|-----------------------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1 099 | | Use Entered Accounting | 04.00 | 04.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 |
| 2 012 | | Use Entered Accounting | 08.00 | | | | | | | | | | | | | | | | 08.00 |
| Total Hours: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Prime Earnings: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Prime + OT: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Schedule Hours: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |

1

Insert New Row Insert Copied Row Save Save and Close Validate Submit

Step (2) In the new row, under Event, type in 701.

Step (3) In the same row, under Reason Code, enter 108.

Step (4) In the line below 701, in the box for Project: type in EM2001Z1.

CGI ADVANTAGE ESS - Internet Explorer

employee self-service

Timesheets Time Information

Reason Code is required. (FH013)

Employee ID : 513705 Home Department : SC Assignment From : 07/19/2016 Submitted Date : Position Number : 20128381 Timesheet Accounting Adjustment :

Employee Name : MALDONADO, ANDRES Home Unit : 29047 Assignment To : 12/31/9999 Submitted By : Split Position : N Timesheet submitted by proxy :

Title : 9548/SR ACCTG TECH Union Local : SC-CIA/SC/3302 Pay Period Start Date : 03/16/2020 Reports To : Pay Location : 84204H Dept Specific ID : 842

Sub-title : A Appointment Id : Pay Period End Date : 03/31/2020 Supervisor Name : FLSA : Non-Exempt

Other Functions > Copy Previous 099 Easy Fill Leave Balance Printer Friendly Version Show Accounting Details View Default Accounting Show/Hide First 7 Days

Expand/Collapse COAs <> Work Schedule <>

| Event | Reason Code | Choose Accounting | Total Hours | Mon 03/16 | Tue 03/17 | Wed 03/18 | Thu 03/19 | Fri 03/20 | Sat 03/21 | Sun 03/22 | Mon 03/23 | Tue 03/24 | Wed 03/25 | Thu 03/26 | Fri 03/27 | Sat 03/28 | Sun 03/29 | Mon 03/30 | Tue 03/31 |
|-----------------------|-------------|------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 3 701 | 108 | Use Entered Accounting | 02.00 | 02.00 | | | | | | | | | | | | | | | |
| 1 099 | | Use Entered Accounting | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 |
| 2 012 | | Use Default Accounting | 08.00 | | | | | | | | | | | | | | | | 08.00 |
| Total Hours: 96.00 | | | | 10.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Prime Earnings: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Prime + OT: 96.00 | | | | 10.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |
| Schedule Hours: 96.00 | | | | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 | 08.00 | 08.00 | 08.00 | 00.00 | 00.00 | 08.00 | 08.00 |

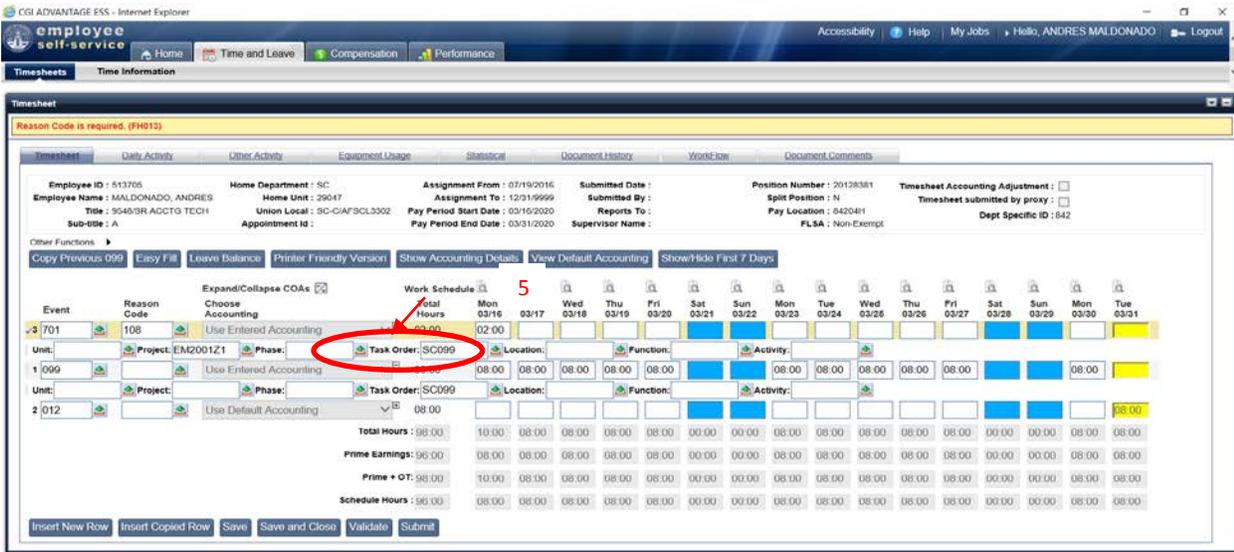
2

3

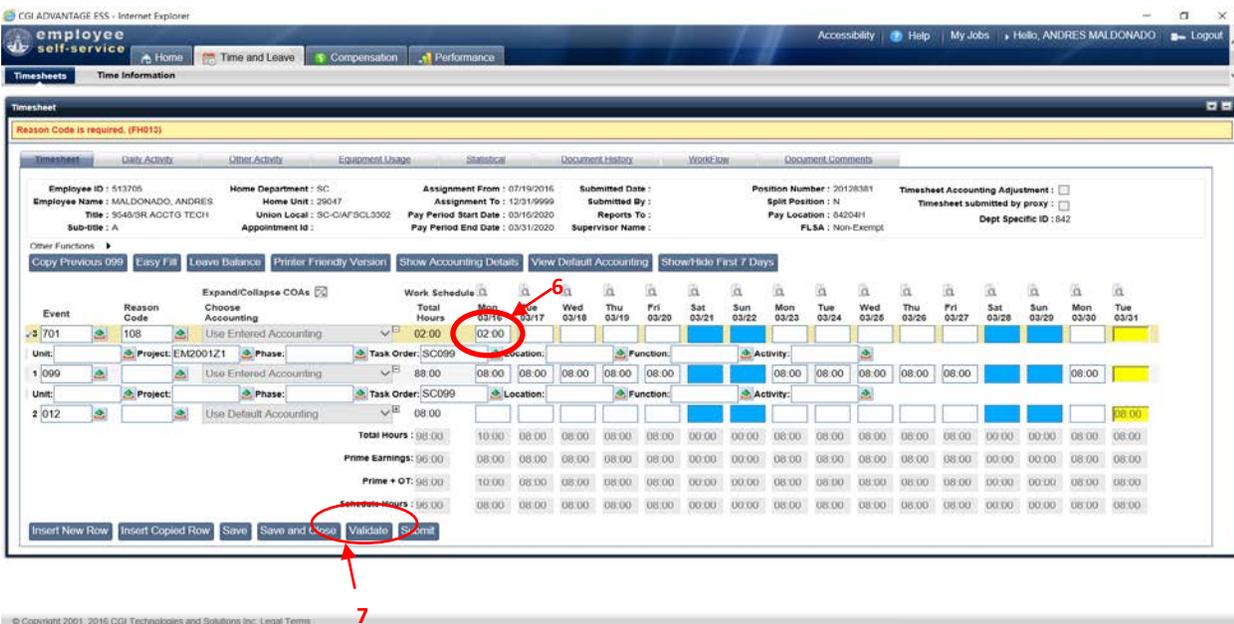
4

Insert New Row Insert Copied Row Save Save and Close Validate Submit

Step (5) In the same line, next to Task Order type in SC099.



Step (6) Enter the number of hours worked overtime (example 2hrs overtime for Monday 03/16).



Step (7) Validate and submit your timesheet.

UPDATING PAYROLL INFORMATION

- I do not have direct deposit. How will I receive my paper check?

As of the March 27, 2020 payday, all paper checks will be mailed to your mailing address on file. If you have changed your address and are scheduled to receive your paper check by mail, please notify Human Resources (HR) right away by contacting Payroll at AskPayroll@lacourt.org. Further, employees are strongly encouraged to enroll in direct deposit using an available form, which can be provided to you by e-mail and returned to HR

via court messenger.

- **How can I update my direct deposit information?**

Original paper forms and supporting documentation can be submitted via court messenger to the HR office in SMC Room 203. HR continues to receive and deliver these forms to the Los Angeles County Auditor-Controller's office for processing.

- **How can I change my tax status to Exempt?**

To file for Exempt tax status, you must complete the 2020 Form W-4 for Federal taxes and the 2020 Form DE-4 for State taxes. Ensure that all sections are complete. For the W-4, write the word "EXEMPT" below section 4c. For the DE-4, write the word "EXEMPT" in section 3. Send the original forms with penned signatures to the HR Office at SMC Room 203 via Court messenger.

- **NEW I am updating my tax status to something other than Exempt. Where can I send the forms? Are originals required?**

In this case, original forms are not required. The forms should be sent via email to AskPayroll@lacourt.org. The updates will be processed within one to two pay periods.

- **How can I have my employment verified, if needed?**

You may have your lender submit the verification form and authorization to Payroll at AskPayroll@lacourt.org. Payroll staff will complete the request and return the form to your lender within five business days.

- **Who can I contact regarding payroll questions?**

You may submit your questions to the Service Desk at ServiceDesk@lacourt.org. Please provide your employee number, a detailed description of the issue, and a number or email address where you can be reached. Payroll will respond within one to two business days.

ATTACHMENT A – TECHNOLOGY RESOURCES

Getting Setup

[Personal Device - PC Requirements](#)

[Personal Device - Checking for Windows 10 Updates](#)

[Secure Teleworking](#)

[How to Verify Multi-Factor Authentication \(MFA\)](#)

Access to Court Resources

[VPN Access](#)

[VPN - Installing on MACs](#)

[WebEx QRG](#)

[Jabber - Installation and Setup](#)

[Accessing Your Work PC Remotely](#)

CMS Court Applications

[CMS - Accessing JAI and JMOM](#)

[CMS - Accessing TCIS](#)

[CMS - Accessing Sustain](#)

[CMS - Accessing Odyssey \(All Litigations\)](#)

[CMS - Accessing TRIS Web](#)

[CMS - Accessing PRD](#)

Additional Resources and Information

[Telework Teams Site](#)

Clearing Your Cache

Go to the three-dot menu at the upper-right of Chrome to select Settings > Privacy and security > Clear browsing data or History > Browsing history or More tools > Clear browsing data. Or type: Chrome://settings/clearBrowserData" in the omnibar without the quotation marks.

Go to the gear icon at the upper-right of Internet Explorer > select Safety; in the fly-out menu, click the button under Delete Browsing History > Choose what to clear.

**If you did not find an answer to resolve your issue from the above information, please call the Service Desk at
213-974-HELP (4357) and connect to the next available CTS
Service Desk Analyst.**

Normal Hours: 7:30 am – 5:30 pm

ATTACHMENT B - CLASSIFICATIONS ELIGIBLE FOR TIME & A HALF PAY

Accounting Assistant
Accounting Technician
Administrative Assistant III
Applications Development Analyst I
Applications Development Analyst II
Applications Development Analyst III
Applications Development Analyst IV
Audio/Video Production Specialist
Audio/Video Production Supervisor
Business Systems Analyst I
Business Systems Analyst II
Business Systems Analyst III
Clerical Aide
Computer and Systems Support Analyst
Computer Operator
Computer Support Technician I
Computer Support Technician II
Courtroom Assistant
Courtroom Assistant Supervisor
Custodian
District Jury Coordinator
Exhibits Custodian
Facilities Services Assistant
Facilities Services Supervisor
Financial Evaluator
General Maintenance Supervisor
General Maintenance Worker
Graphic Artist
Human Resources Assistant
Human Resources Technician
Interpreter (Daily)
Interpreter (Hourly)
Interpreter (Regular)
Interpreter, American Sign Language (ASL) - Daily
Interpreter, American Sign Language (ASL) - Hourly
Interpreter, American Sign Language (ASL) - Regular
Judicial and Administrative Support I
Judicial and Administrative Support II
Judicial and Administrative Support III
Judicial Assistant
Judicial Assistant Trainee
Law Librarian Coordinator
Lead Computer Operator
Lead Custodian
Lead Mail Services Assistant
Lead Printer
Materials Assistant
Materials Supervisor
Network Communications Analyst

ATTACHMENT B - CLASSIFICATIONS ELIGIBLE FOR TIME & A HALF PAY

Network Communications Engineer
Paralegal
Payroll Technician II
Printer
Probate Examiner
Probate Investigator
Procurement Technician
Production Equipment Operator
Secretary
Senior Accounting Technician
Staff Development Specialist
Student Professional Worker
Student Worker
Supervising Court Interpreter
Systems & Networks Administrator I
Systems & Networks Administrator II
Warehouse Worker I
Warehouse Worker II

ATTACHMENT C - CLASSIFICATIONS ELIGIBLE FOR COMPENSATORY TIME

Accountant I
Accountant II
Accounting Operations Supervisor
Administrative Services Supervisor
Americans With Disabilities Act (ADA) Coordinator
Applications Development Analyst V
Applications Support Coordinator
Associate Self-Help Attorney
Auditing Supervisor
Auditor
Business Resources Analyst
Case Management System Training & Support Specialist
Community Relations Coordinator
Computer Support Supervisor
Database Administrator District
Financial Analyst Executive Assistant
Facilities Planner I
Facilities Planner II
*Family Court Services Specialist
Financial Analyst
Financial Systems Analyst Human
Resources Analyst Judicial Trial
Coordinator Management Analyst
Management Intern
Mental Health Hearing Referee Principal
Business Resources Analyst Principal
Financial Analyst
Principal Human Resources Analyst
Principal Management Analyst Principal
Procurement Analyst Probate Attorney
Procurement Analyst Program
Coordinator I Program
Coordinator II
Public Information Representative Self-
Help Attorney
Senior Accountant Senior
Auditor
Senior Business Resources Analyst Senior
Database Administrator Senior Executive
Assistant
Senior Financial Analyst
Senior Human Resources Analyst Senior
Judicial Assistant
Senior Management Analyst
Senior Network Communications Engineer Senior
Procurement Analyst
Supervising Financial Evaluator
Supervising Probate Examiner
*Systems & Network Administrator III

* Employees in these represented classifications will receive compensatory time at a rate of one and a half times their regular rate of pay for every hour they are required to physically work at a Court facility during the COVID-19 public health emergency.