

COVID-19 Sick Leave Reporting Guide for Supervisors and Payroll Clerks

Supervisors and payroll clerks,

Due to the COVID-19 pandemic, it has become important for Mendocino County to keep track of how the pandemic is affecting the County's workforce. **Information Services has developed a new system of reporting sick leave to help us track when employees call in sick and for what reason.**

Most importantly, there are no spreadsheets to fill out or compiling of information – it's all done in the WebApps Timesheet application!

Basically, supervisors (or Payroll clerks) will enter the sick leave for the employee for that day and will have to complete another step to log the reason for the employee calling in sick – again, only using the WebApps Timesheet application.

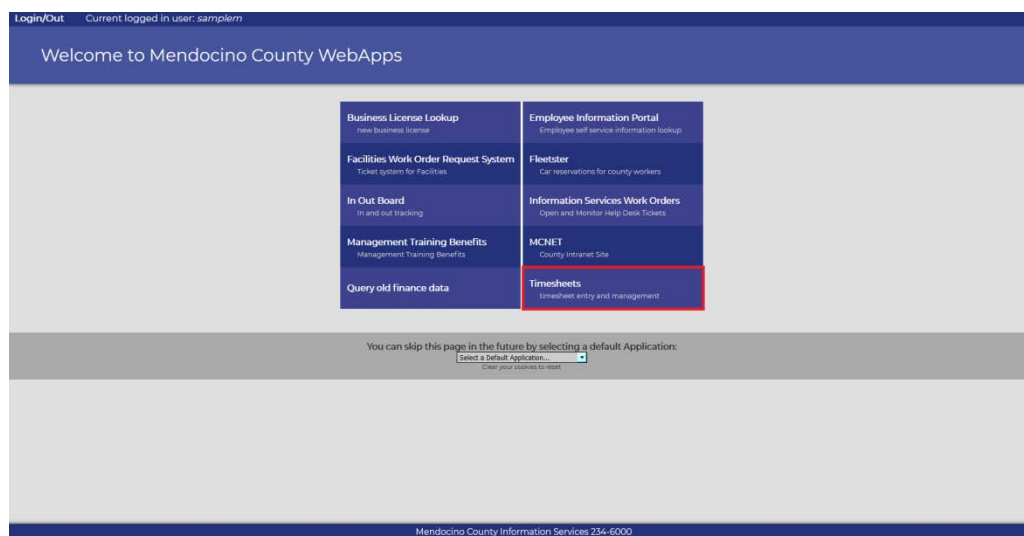
Below are the step-by-step instructions on how to report employees who call in sick or become sick during the work day.

Please note: this process must be done daily if you have sick employees.

For supervisors and payroll clerks

Once an employee has notified you that they will be out sick or out on FMLA (or if you already have employees who are presently out on sick leave or FMLA) and have collected the information from the five COVID-19 Sick Leave questions:

- 1.) Log into Webapps and select the Timesheets application.



- 2.) Select the Time Off Calendar from the menu at the top.

The screenshot shows the TIMESHEETS application interface. At the top, there is a navigation bar with the following links: Webapps, My Time Sheet, **Time Off Calendar** (highlighted with a red box), and Payroll Clerk. Below the navigation bar, there is a section for viewing as a Payroll Clerk. It includes a user name 'Madi Sample', a project ID 'PP820 : 04-04-2020', a status 'Status: Not Submitted', and a 'Submit Timesheet' button. Below this, there is a table showing time-off requests for a period from Sunday, March 22 to Saturday, March 28. The table has columns for days of the week and time-off amounts. The 'Totals' row shows a total of 43.50 hours.

Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Totals
22	23	24	25	26	27	28	29	30	31	01	02	03	04	
0	0	0	3.00	3.50	3.00	0	0	0	0	0	0	0	0	9.50
0	8.00	8.00	2.00	1.00	2.00	0	0	0	0	0	0	0	0	21.00
0	0	0	3.00	3.50	3.00	0	0	0	0	0	0	0	0	9.50
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
0	1.00	1.00	1.00	0.50	0	0	0	0	0	0	0	0	0	3.50
Totals														0.00 9.00 9.00 9.00 8.50 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 43.50

Contact administrator to add projects to your timesheet

- 3.) In the Time Off Calendar, click the drop-down menu, and select either “Direct Reports to [your name]” or your department’s name. Selecting “Direct Reports to” will populate the calendar with the time-off requests of your subordinates (if you’re a supervisor). Selecting your department’s name will populate the calendar with the time-off requests of everyone in your department.

The screenshot shows the TIMESHEETS application interface. At the top, there is a navigation bar with the following links: Webapps, My Time Sheet, **Time Off Calendar** (highlighted with a red box), and Payroll Clerk. Below the navigation bar, there is a section for viewing as a Payroll Clerk. It includes a user name 'Madi Sample', a project ID 'PP820 : 04-04-2020', a status 'Status: Not Submitted', and a 'Submit Timesheet' button. Below this, there is a table showing time-off requests for a period from Sunday, March 22 to Saturday, March 28. The table has columns for days of the week and time-off amounts. The 'Totals' row shows a total of 43.50 hours.

Time Off Calendar for Human Resources

If you are a supervisor, you will select "Direct Reports to [your name]" from the drop-down menu.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4.) Locate the current date. Click the bar at the top of the current date's square.

TIMESHEETS
Webapps My Time Sheet Time Off Calendar Payroll Clerk

Time Off Calendar for Human Resources

Mar 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5.) The Time Off Request Form should appear.

Time Off Request Form

Required Information

Employee : |

Date(s): 03/30/2020

Hours (per day) Total Hours:

Request Type :

Project(ot/cto only)

Additional Information (optional)

Leaving: :

Returning : :

Description :

FMLA? ☐ Flag this request as FMLA

COVID-19

Estimated Return Date

COVID-19 Related? ☐

6.) Click the Employee drop-down menu, and select the employee that is calling in sick.

The screenshot shows a 'Time Off Request Form' overlaid on a calendar. The form has a 'Required Information' section with the following fields: 'Employee' (a dropdown menu with a red box around it), 'Date(s)', 'Hours (per day)', 'Request Type', and 'Project(ot/cto only)'. Below this is an 'Additional Information' section with fields for 'Leaving', 'Returning', 'Description', 'FMLA?', 'Estimated Return Date', and 'COVID-19 Related?'. A 'Submit Request' button is at the bottom. The background calendar shows days from Thursday to Saturday.

7.) Make sure to check the employee's accruals, to see if they have enough to use for their chosen leave. NOTE: for COVID-19-related sick leave, an employee can use any accruals they have.

This screenshot shows the same 'Time Off Request Form' but with more details filled in. The 'Employee' dropdown is still highlighted with a red box, and a 'View Current Accruals' button is visible next to it. The 'Date(s)' field is now populated with '03/30/2020'. The 'Hours (per day)' field is empty, and the 'Total Hours' field is also empty. The 'Request Type' dropdown is set to 'Select Leave Type...'. The 'Additional Information' section includes 'Leaving' and 'Returning' date and time pickers, a 'Description' text area, and a checkbox for 'Flag this request as FMLA'. A 'COVID-19' section is added below, containing an 'Estimated Return Date' picker and a 'COVID-19 Related?' checkbox. At the bottom are 'Submit Request', 'Clear Form', and 'Cancel' buttons. The background calendar is visible.

8.) Enter the number of hours the employee is going to be out for that day.

The screenshot shows a calendar interface with a modal window titled "Time Off Request Form". The form is divided into sections: "Required Information", "Additional Information (optional)", and "COVID-19". In the "Required Information" section, the "Hours (per day)" field is highlighted with a red rectangle. The "Date(s)" field is set to "03/30/2020". The "Request Type" dropdown is set to "Select Leave Type...". The "Additional Information (optional)" section includes "Leaving:" and "Returning:" time pickers, a "Description" text area, and an "FMLA?" checkbox. The "COVID-19" section includes an "Estimated Return Date" picker, a "COVID-19 Related?" checkbox, and three buttons: "Submit Request", "Clear Form", and "Cancel".

Time Off Request Form
Required Information

Employee :
Date(s): 03/30/2020
Hours (per day) Total Hours: 0.00
Request Type : Select Leave Type...
Project(ot/cto only)

Additional Information (optional)

Leaving: ... : 00
Returning: ... : 00
Description :
FMLA? ☐ Flag this request as FMLA

COVID-19

Estimated Return Date
COVID-19 Related? ☐
Submit Request Clear Form Cancel

9.) Select the leave type. Again, if an employee is calling in sick, and it's COVID-19-related, it can be any of their accruals (e.g. vacation, personal leave, sick, etc.)

The screenshot shows the same "Time Off Request Form" modal window. In this view, the "Request Type" dropdown menu is highlighted with a red rectangle. The "Hours (per day)" field now contains the value "8.00", and the "Total Hours" is updated to "8.00". All other fields and the form structure remain the same as in the previous screenshot.

Time Off Request Form
Required Information

Employee :
Date(s): 03/30/2020
Hours (per day) 8.00 Total Hours: 8.00
Request Type : Select Leave Type...
Project(ot/cto only)

Additional Information (optional)

Leaving: ... : 00
Returning: ... : 00
Description :
FMLA? ☐ Flag this request as FMLA

COVID-19

Estimated Return Date
COVID-19 Related? ☐
Submit Request Clear Form Cancel

10.) Fill in the additional details if you'd like. If the employee is on or will be going on FMLA, click the box to the right of "FMLA?" to flag this leave as FMLA.

The screenshot shows a "Time Off Request Form" overlaid on a calendar. The form is divided into two main sections: "Required Information" and "Additional Information (optional)". The "Required Information" section includes fields for Employee (a dropdown menu), Date(s) (03/30/2020), Hours (per day) (8.00), Total Hours (8.00), Request Type (Sick (310)), and a checkbox for Project (ot/cto only). The "Additional Information (optional)" section includes fields for Leaving (dropdown), Returning (dropdown), and Description (text area). Below these sections is a checkbox for FMLA? with the text "Flag this request as FMLA". At the bottom, there is a "COVID-19" section with an "Estimated Return Date" field and a "COVID-19 Related?" checkbox. The form has three buttons at the bottom: "Submit Request", "Clear Form", and "Cancel".

11.) Bring your attention to the COVID-19 section of the form.

This screenshot is similar to the previous one, but with a red border highlighting the "COVID-19" section at the bottom of the form. Two red arrows point towards this section from the left and right sides. The "COVID-19" section includes an "Estimated Return Date" field and a "COVID-19 Related?" checkbox. The rest of the form, including the "Required Information" and "Additional Information (optional)" sections, remains the same as in the previous image.

- 12.) Click on the calendar icon to the right of the Estimated Return Date field. Pick the date the employee expects to return by.

Time Off Request Form
Required Information

Employee : |

Date(s): 03/30/2020

Hours (per day) 8.00 Total Hours: 8.00

Request Type : Sick (310)

Project(ot/cto only)

Additional Information (optional)

Leaving: ... : 00

Returning: ... : 00

Description :

FMLA? ☐ Flag this request as FMLA

COVID-19

Estimated Return Date

COVID-19 Related? ☐

- 13.) **No matter the reason for the employee going on sick leave or FMLA,** click the box to the right of "COVID-19 Related?"

Time Off Request Form
Required Information

Employee : |

Date(s): 03/30/2020

Hours (per day) 8.00 Total Hours: 8.00

Request Type : Sick (310)

Project(ot/cto only)

Additional Information (optional)

Leaving: ... : 00

Returning: ... : 00

Description :

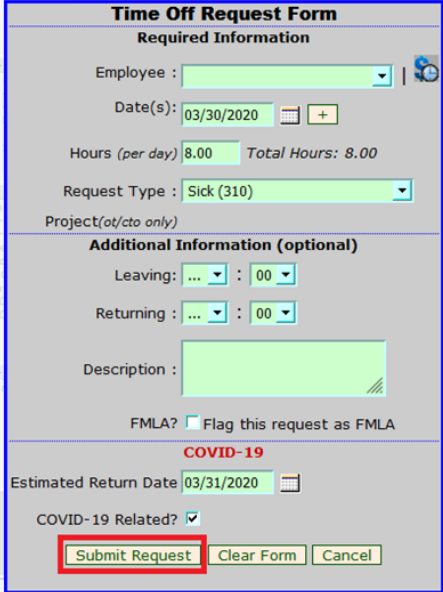
FMLA? ☐ Flag this request as FMLA

COVID-19

Estimated Return Date 03/31/2020

COVID-19 Related? ☒

14.) Click "Submit Request".



The image shows a "Time Off Request Form" overlaid on a calendar. The form is divided into sections: "Required Information" and "Additional Information (optional)".

Required Information

- Employee: [Dropdown menu]
- Date(s): 03/30/2020 [Calendar icon] [Add icon]
- Hours (per day): 8.00 Total Hours: 8.00
- Request Type: Sick (310) [Dropdown menu]
- Project(ot/cto only): [Text field]

Additional Information (optional)

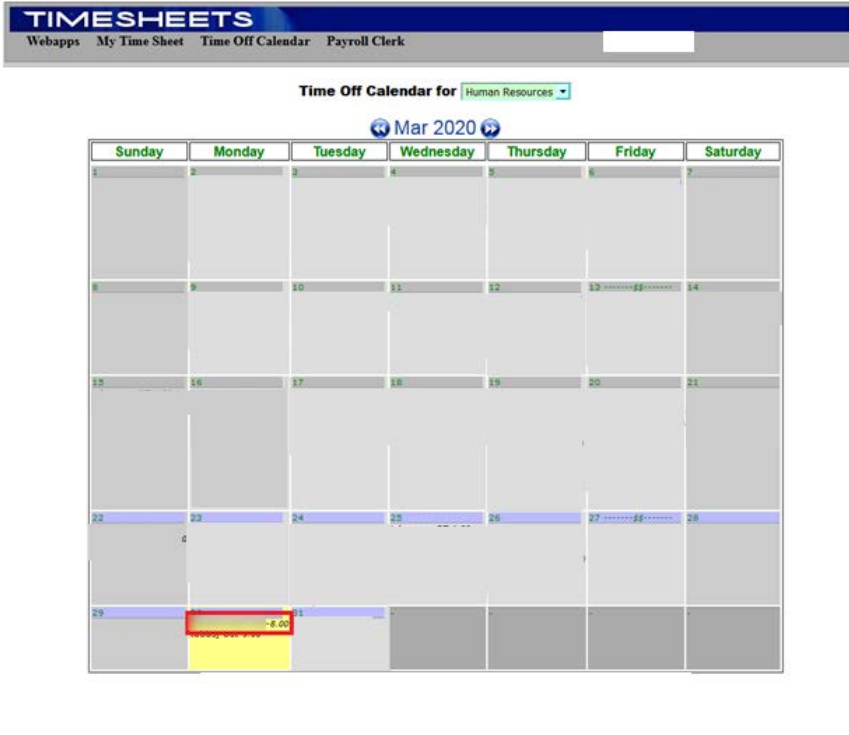
- Leaving: [Dropdown menu] : [Dropdown menu] 00
- Returning: [Dropdown menu] : [Dropdown menu] 00
- Description: [Text area]
- FMLA? ☐ Flag this request as FMLA

COVID-19

- Estimated Return Date: 03/31/2020 [Calendar icon]
- COVID-19 Related? ☒

Buttons: Submit Request (highlighted with a red box), Clear Form, Cancel

15.) The request should show up on the Time Off Calendar now.



The image shows the "TIMESHEETS" application interface. The top navigation bar includes "Webapps", "My Time Sheet", "Time Off Calendar", and "Payroll Clerk". The "Time Off Calendar" is selected, and the user is logged in as "Human Resources".

Time Off Calendar for Human Resources

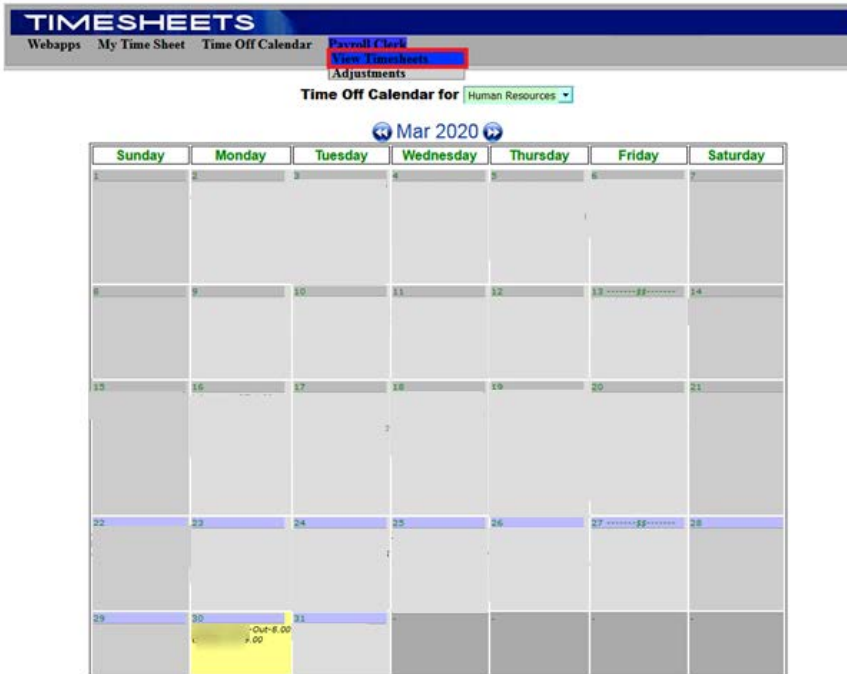
Mar 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

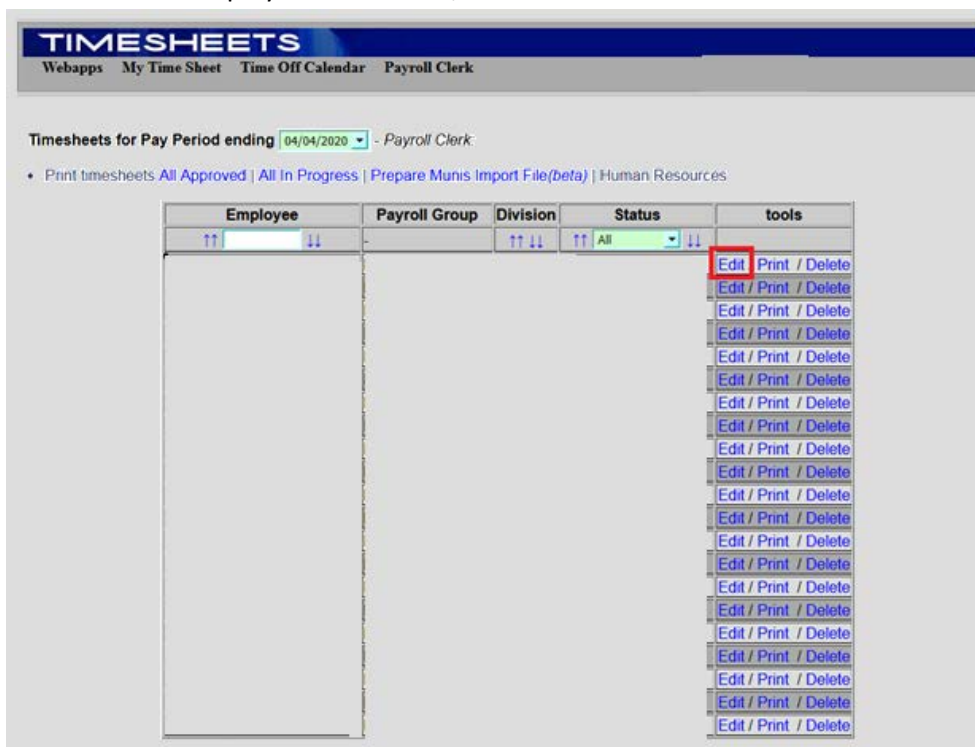
The calendar shows a request for 8.00 hours on Monday, March 30, 2020, highlighted with a red box.

[If you are a supervisor, click My Time Sheet on the top menu, locate your sick subordinate on the gray Reporting Employees field at the bottom of the page, and click View to the right of their name to view their timesheet. Then, skip to step 18.]

16.)Select “View Timesheets” from the “Payroll Clerk” drop-down on the top menu.



17.)Locate the sick employee’s timesheet, and select “Edit”.



18.) Locate the employee's pending Time Off Requests. Double-check to make sure the current date's request was entered correctly.

TIMESHEETS

Webapps My Time Sheet Time Off Calendar Payroll Clerk

Viewing As Payroll Clerk | Human Resources

PP820 : 04-04-2020

Status: Not Submitted

Submit Timesheet

	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Totals
N Program / Projects	22	23	24	25	26	27	28	29	30	31	01	02	03	04	
	9.00	3.00	4.00	6.00	1.50	0	0	0	4.50	0	0	0	0	0	0
	0	6.00	5.00	3.00	7.50	0	0	0	4.50	9.00	9.00	0	0	0	0
	3.00	0	0.75	0.50	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	8.00	0	0	0	0	0	0	8.00
Totals	12.00	9.00	9.75	9.50	9.00	0.00	0.00	0.00	17.00	9.00	9.00	9.00	0.00	0.00	

Add Project to this Timesheet.....
Add Clear

Pending Time Off / OT-CTO Requests (these must be approved by your supervisor before this timesheet can be approved.)

- 03-30-2020 - Sick Leave - 8.00 hours. provisionally approve [COVID-19 Questions](#)

19.) Notice there is now a link to "COVID-19 Questions" to the right of the request. Click the link.

TIMESHEETS

Webapps My Time Sheet Time Off Calendar Payroll Clerk

Viewing As Payroll Clerk | Human Resources

PP820 : 04-04-2020

Status: Not Submitted

Submit Timesheet

	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Totals
N Program / Projects	22	23	24	25	26	27	28	29	30	31	01	02	03	04	
	9.00	3.00	4.00	6.00	1.50	0	0	0	4.50	0	0	0	0	0	28.00
	0	6.00	5.00	3.00	7.50	0	0	0	4.50	9.00	9.00	9.00	0	0	53.00
	3.00	0	0.75	0.50	0	0	0	0	0	0	0	0	0	0	4.25
N MU-310-Sick Leave	0	0	0	0	0	0	0	0	8.00	0	0	0	0	0	8.00
Totals	12.00	9.00	9.75	9.50	9.00	0.00	0.00	0.00	17.00	9.00	9.00	9.00	0.00	0.00	

Add Project to this Timesheet.....
Add Clear

Pending Time Off / OT-CTO Requests (these must be approved by your supervisor before this timesheet can be approved.)

- 03-30-2020 - Sick Leave - 8.00 hours. provisionally approve [COVID-19 Questions](#)

20.) You will be brought to the COVID-19 Sick Leave Data questionnaire. There are five questions; these are the questions supervisors (or you) need to ask employees when they call in sick or they notify you that they are going on FMLA.

TIMESHEETS
Webapps My Time Sheet Time Off Calendar Payroll Clerk Madi Sample

COVID-19 Sick Leave Data
04/02/2020

1. ☐ Are you calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness off breath)?
If NO, go to #2. If YES, tell the employee it is recommended they contact their health care provider.

2. ☐ Are you calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?
If NO, go to #3.

3. ☐ Is the sick leave to care for a sick family member with COVID-19 symptoms?
If NO, go to #4

4. ☐ Are you calling in sick due to child care issues?
If NO, go to #5.

5. ☐ Is the sick leave for your own illness or to care for a sick family member **NOT** related to COVID-19 symptoms or diagnosis?

Save

21.) Click the box next to the answer that corresponds with the reason the employee called in sick. **If the employee answered “no” to the first four questions, click on the box next to question 5.**

TIMESHEETS
Webapps My Time Sheet Time Off Calendar Payroll Clerk Madi Sample

COVID-19 Sick Leave Data
04/02/2020

1. ☐ Are you calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness off breath)?
If NO, go to #2. If YES, tell the employee it is recommended they contact their health care provider.

2. ☐ Are you calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?
If NO, go to #3.

3. ☐ Is the sick leave to care for a sick family member with COVID-19 symptoms?
If NO, go to #4

4. ☐ Are you calling in sick due to child care issues?
If NO, go to #5.

5. ☒ Is the sick leave for your own illness or to care for a sick family member **NOT** related to COVID-19 symptoms or diagnosis?

Save

22.)Click "Save".

TIMESHEETS
Webapps My Time Sheet Time Off Calendar Payroll Clerk *Madi Sample*

COVID-19 Sick Leave Data
04/02/2020

1. ☐ Are you calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness off breath)?
If NO, go to #2. If YES, tell the employee it is recommended they contact their health care provider.

2. ☐ Are you calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?
If NO, go to #3.

3. ☐ Is the sick leave to care for a sick family member with COVID-19 symptoms?
If NO, go to #4

4. ☐ Are you calling in sick due to child care issues?
If NO, go to #5.

5. ☒ Is the sick leave for your own illness or to care for a sick family member **NOT** related to COVID-19 symptoms or diagnosis?

Save

23.)You will get a message telling you that your changes have been saved.

TIMESHEETS
Webapps My Time Sheet Time Off Calendar Payroll Clerk *Madi Sample*

COVID-19 Sick Leave Data
04/02/2020
Your changes have been saved.

1. ☐ Are you calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness off breath)?
If NO, go to #2. If YES, tell the employee it is recommended they contact their health care provider.

2. ☐ Are you calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?
If NO, go to #3.

3. ☐ Is the sick leave to care for a sick family member with COVID-19 symptoms?
If NO, go to #4

4. ☐ Are you calling in sick due to child care issues?
If NO, go to #5.

5. ☒ Is the sick leave for your own illness or to care for a sick family member **NOT** related to COVID-19 symptoms or diagnosis?

Save

24.) If you go back to the employee's timesheet, you'll notice the "COVID-19 Questions" link is still there. This is so you can go back and edit your answers, just in case. Note: only edit your questionnaire responses on the same day that the employee called in sick.

If, on a different day, the employee calls in for a different reason, you can indicate that reason on the new leave request. **Treat every day as an isolated incident.**

TIMESHEETS

Webapps My Time Sheet Time Off Calendar Payroll Clerk

Viewing As Payroll Clerk | Human Resources

PP820 : 04-04-2020 Status: Not Submitted [Submit Timesheet](#)

	Su	M	T	W	T	F	Sa	Su	M	T	W	T	F	Sa	Totals
N Program / Projects	22	23	24	25	26	27	28	29	30	31	01	02	03	04	
	9.00	3.00	4.00	6.00	1.50	0	0	0	4.50	0	0	0	0	0	28.00
	0	6.00	5.00	3.00	7.50	0	0	0	4.50	9.00	9.00	9.00	0	0	53.00
	3.00	0	0.75	0.50	0	0	0	0	0	0	0	0	0	0	4.25
N MU-310-Sick Leave	0	0	0	0	0	0	0	0	8.00	0	0	0	0	0	8.00
Totals	12.00	9.00	9.75	9.50	9.00	0.00	0.00	0.00	17.00	9.00	9.00	9.00	0.00	0.00	

Add Project to this Timesheet.....
Add Clear

Pending Time Off / OT-CTO Requests (these must be approved by your supervisor before this timesheet can be approved.)

- 03-30-2020 - Sick Leave - 8.00 hours. [provisionally approve](#) [COVID-19 Questions](#)

If you have any questions, please contact Human Resources at 707-234-6600 or hr@mendocinocounty.org.