

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

*** Updated 04/23/20**

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 leave and sick leave to help us track when employees take leave or 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 leave/sick leave for the employee for that day and will have to complete another step to log the reason for the employee taking leave/calling in sick – again, only using the WebApps Timesheet application. ***SUPERVISORS AND PAYROLL CLERKS WILL NOT BE ABLE TO APPROVE TIMESHEETS UNTIL THE QUESTIONNAIRE IS FILLED OUT.**

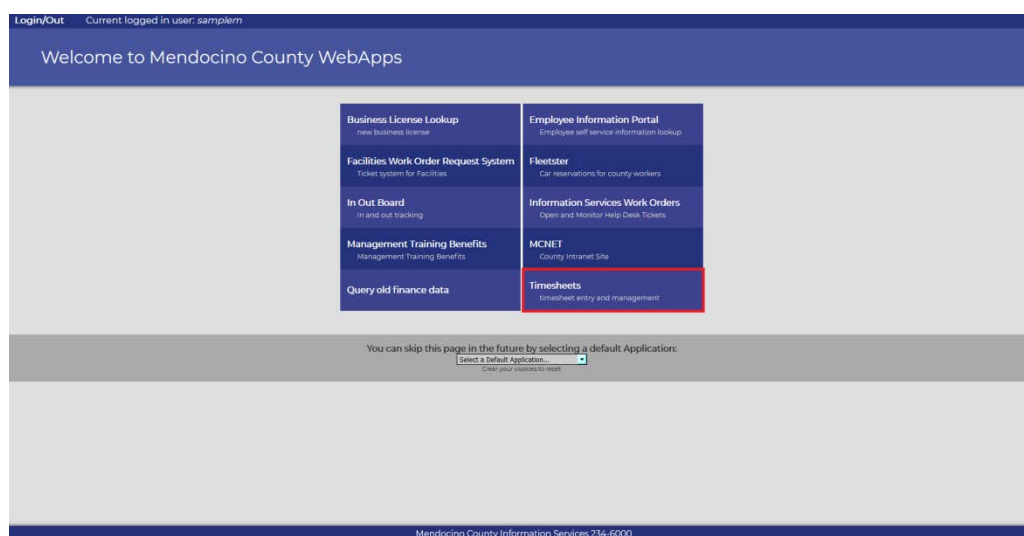
Below are the step-by-step instructions on how to report employees who take leave, call in sick, or become sick during the work day.

Please note: this process must be done daily if you have employees out on leave/sick leave.

For supervisors and payroll clerks

Once an employee has notified you that they will be on leave, out sick, or out on FMLA (or if you already have employees who are presently out on leave, sick leave, or FMLA) and have collected the information from the five COVID-19 Leave/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 sub-header area with the text "Viewing As Payroll Clerk". The main content area displays a timesheet for "Madi Sample" with the date "PP820 : 04-04-2020" and the status "Status: Not Submitted". A "Submit Timesheet" button is visible. The timesheet table shows hours for each day of the week (Su, M, T, W, T, F, Sa) and a "Totals" column. The data is as follows:

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

Below the table, there is a link: "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 sub-header area with the text "Viewing As Payroll Clerk". The main content area displays the "Time Off Calendar for" section. A dropdown menu is open, showing "Human Resources" selected. A callout box with a red border contains the text: "If you are a supervisor, you will select 'Direct Reports to [your name]' from the drop-down menu." The calendar grid shows days of the week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and dates (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 is currently empty.

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 : [dropdown] [clock icon]

Date(s): 03/30/2020 [calendar icon] [plus icon]

Hours (per day) [input] Total Hours: [input]

Request Type : Select Leave Type... [dropdown]

Project(ot/cto only) [input]

Additional Information (optional)

Leaving: [dropdown] : [dropdown]

Returning: [dropdown] : [dropdown]

Description : [text area]

FMLA? ☐ Flag this request as FMLA

COVID-19

Estimated Return Date [calendar icon]

COVID-19 Related? ☐

Submit Request Clear Form Cancel

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

The screenshot shows a calendar interface with tabs for Thursday, Friday, and Saturday. A 'Time Off Request Form' is overlaid on the calendar. The form has a 'Required Information' section with the following fields: 'Employee' (a drop-down 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.

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' as the previous one, but with more details filled in. The 'Employee' field is now a text box. The 'Date(s)' field is set to '03/30/2020'. The 'Hours (per day)' field is empty, and the 'Total Hours' field is also empty. The 'Request Type' field is set to 'Select Leave Type...'. The 'Project(ot/cto only)' field is empty. The 'Additional Information (optional)' section has 'Leaving:' and 'Returning:' fields set to '... : 00'. The 'Description' field is empty. The 'FMLA?' checkbox is checked, with the text 'Flag this request as FMLA'. The 'COVID-19' section has 'Estimated Return Date' set to '...' and 'COVID-19 Related?' checked. A 'View Current Accruals' button is highlighted with a red box. At the bottom, there are 'Submit Request', 'Clear Form', and 'Cancel' buttons.

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

The screenshot shows a 'Time Off Request Form' overlaid on a calendar. 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)' is set to 03/30/2020, and the 'Total Hours' is 0.00. The 'Request Type' is set to 'Select Leave Type...'. The 'Additional Information (optional)' section includes 'Leaving' and 'Returning' times, a 'Description' field, and a checkbox for 'Flag this request as FMLA'. The 'COVID-19' section includes an 'Estimated Return Date' and a checkbox for 'COVID-19 Related?'. At the bottom are buttons for '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' as before, but now the 'Request Type' dropdown menu is highlighted with a red rectangle. The 'Hours (per day)' is now 8.00, and the 'Total Hours' is 8.00. The 'Date(s)' is still 03/30/2020. The 'Additional Information (optional)' section and the 'COVID-19' section remain the same. The buttons at the bottom are 'Submit Request', 'Clear Form', and 'Cancel'.

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? ☐ Pick a date

- 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

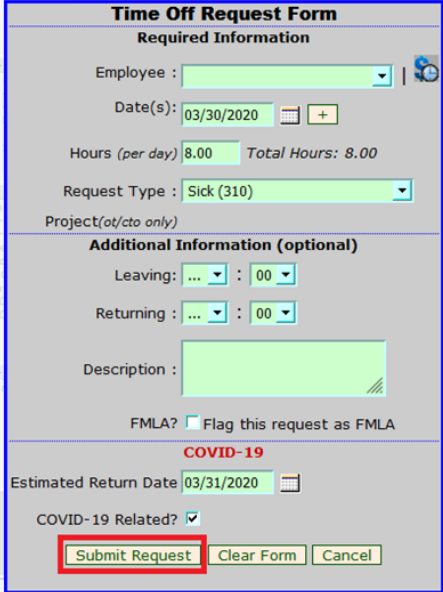
Estimated Return Date 03/31/2020

COVID-19 Related? ☐

***The box will no longer be available to click, as the questionnaire will be automatically attached to the leave request.**

The COVID-19 questionnaire is mandatory FOR ALL LEAVES.

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)

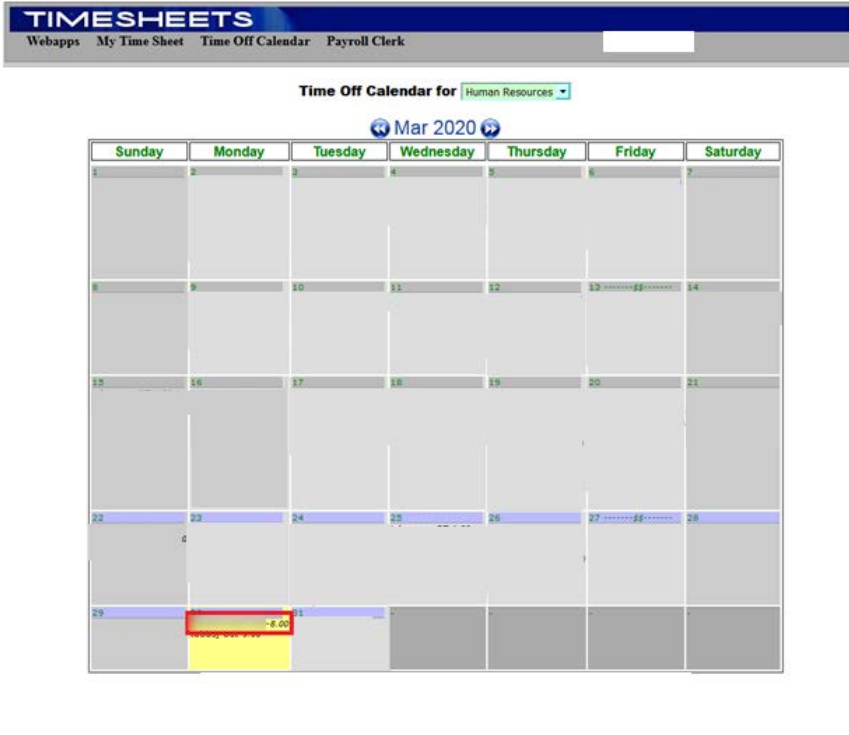
- Leaving: [Dropdown menu] : [Dropdown menu] 00
- Returning: [Dropdown menu] : [Dropdown menu] 00
- Description: [Text area]
- FMLA? ☐ Flag this request as FMLA

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

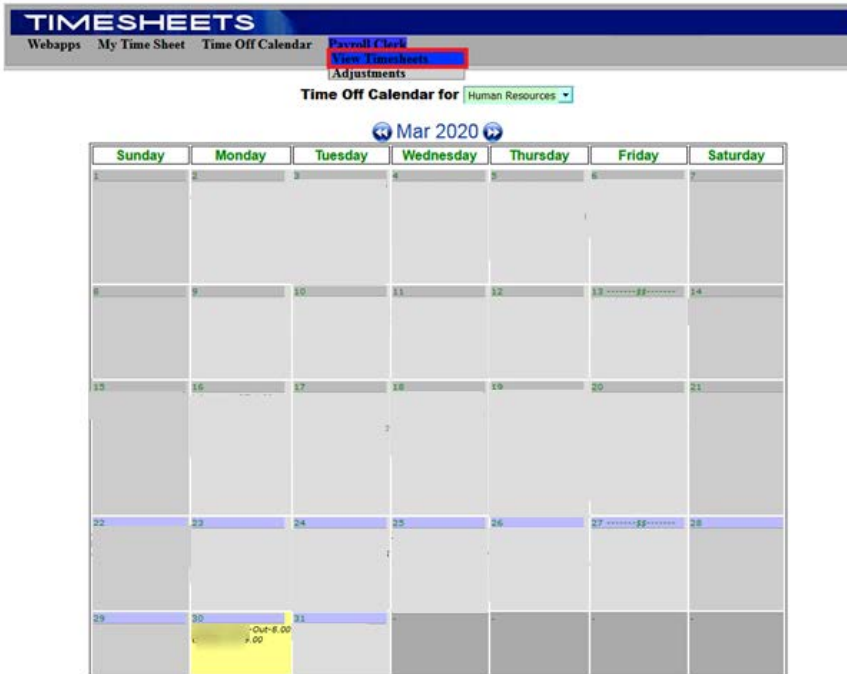
Mar 2020

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				

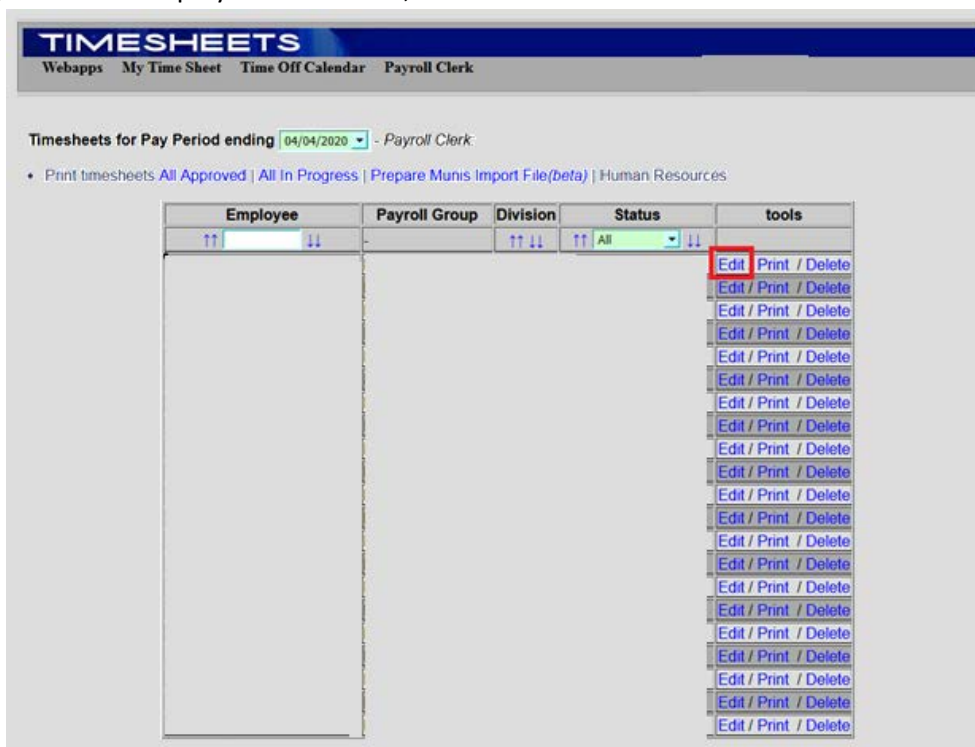
The calendar shows a request for 8.00 hours on Monday, March 30, 2020, highlighted with a red box.

[If you are a supervisor, click My Time Sheet on the top menu, locate your on leave/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 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	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](#)

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 take leave, call in sick, or notify you that they are going on FMLA.

TIMESHEETS
Webapps My Time Sheet Time Off Calendar Payroll Clerk Reports

COVID-19 Sick Leave Data
04/20/2020

1. ☐ Is the employee taking leave or calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness of breath)?

2. ☐ Is the employee taking leave or calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?

3. ☐ Is the employee taking leave or calling in sick to care for a sick family member with COVID-19 symptoms?

4. ☐ Is the employee taking leave or calling in sick due to child care issues due to COVID-19?

5. ☐ Is the employee taking leave or calling in sick for their 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 took leave/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 Reports

COVID-19 Sick Leave Data
04/20/2020

1. ☐ Is the employee taking leave or calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness of breath)?

2. ☐ Is the employee taking leave or calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?

3. ☐ Is the employee taking leave or calling in sick to care for a sick family member with COVID-19 symptoms?

4. ☐ Is the employee taking leave or calling in sick due to child care issues due to COVID-19?

5. ☒ Is the employee taking leave or calling in sick for their 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 Reports

COVID-19 Sick Leave Data

04/20/2020

- ☐ Is the employee taking leave or calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness of breath)?
- ☐ Is the employee taking leave or calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?
- ☐ Is the employee taking leave or calling in sick to care for a sick family member with COVID-19 symptoms?
- ☐ Is the employee taking leave or calling in sick due to child care issues due to COVID-19?
- ☒ Is the employee taking leave or calling in sick for their 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 Reports

COVID-19 Sick Leave Data

04/20/2020

Your changes have been saved.

- ☐ Is the employee taking leave or calling in sick for COVID-19 related symptoms - fever and respiratory symptoms (cough, sore throat, shortness of breath)?
- ☐ Is the employee taking leave or calling in sick for self-isolation reasons associated with State guidance for older adults and those who have elevated risk?
- ☐ Is the employee taking leave or calling in sick to care for a sick family member with COVID-19 symptoms?
- ☐ Is the employee taking leave or calling in sick due to child care issues due to COVID-19?
- ☒ Is the employee taking leave or calling in sick for their 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 "edit COVID-19 Questions" link is 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/takes leave 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**

***Again, employees' timesheets cannot be approved until the questionnaires are answered. Answer the questionnaires at the time the leaves are requested to limit congestion during Time Entry at the end of the pay period.**

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