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 <u>new system of reporting</u> leave and sick leave to help us track when employees take leave or call in sick and for what reason.**

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

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, <u>only using the WebApps Timesheet application.</u> *SUPERVISORS AND PAYROLL CLERKS WILL NOT BE ABLE TO APPROVE TIMESHEETS UNTIL THE QUESTIONNAIRE IS FILLED OUT.*
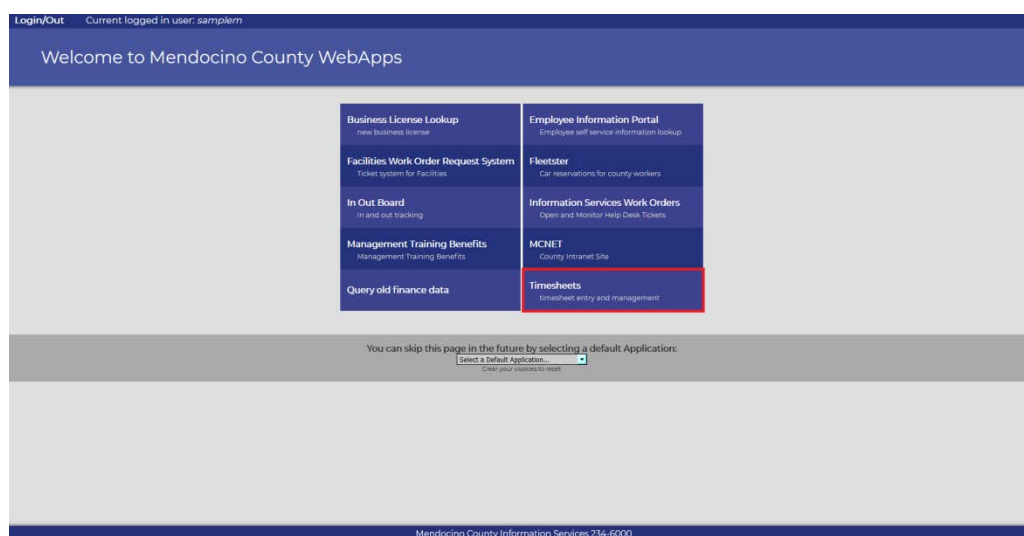
Below are the step-by-step instructions on how to report employees who take leave, call in sick, or become sick during the work day.

Please note: this process must be done <u>daily</u> 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.

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.

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

5.) The Time Off Request Form should appear.

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

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.

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

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.)

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.

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

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

13.) ~~No matter the reason for the employee going on sick leave or FMLA,~~ ~~click the box to the right of "COVID-19 Related?"~~
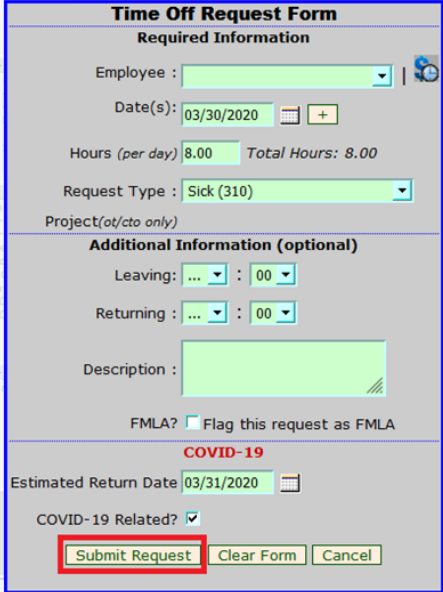
The box will no longer be available to click, as the questionnaire will be automatically attached to the leave request.

The COVID-19 questionnaire is mandatory FOR ALL LEAVES.

14.) Click "Submit Request".

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

[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.
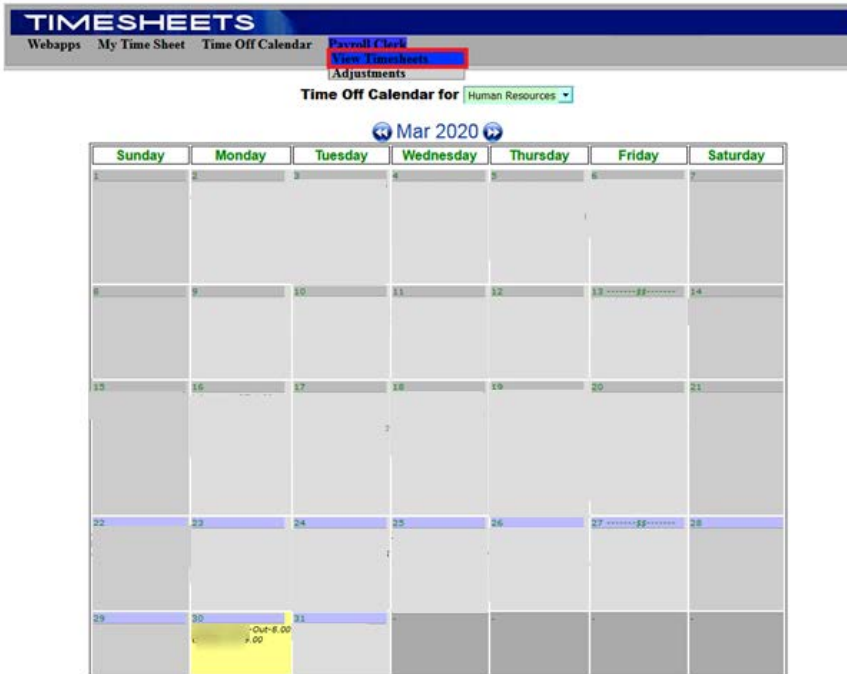
17.)Locate the employee's timesheet, and select "Edit".
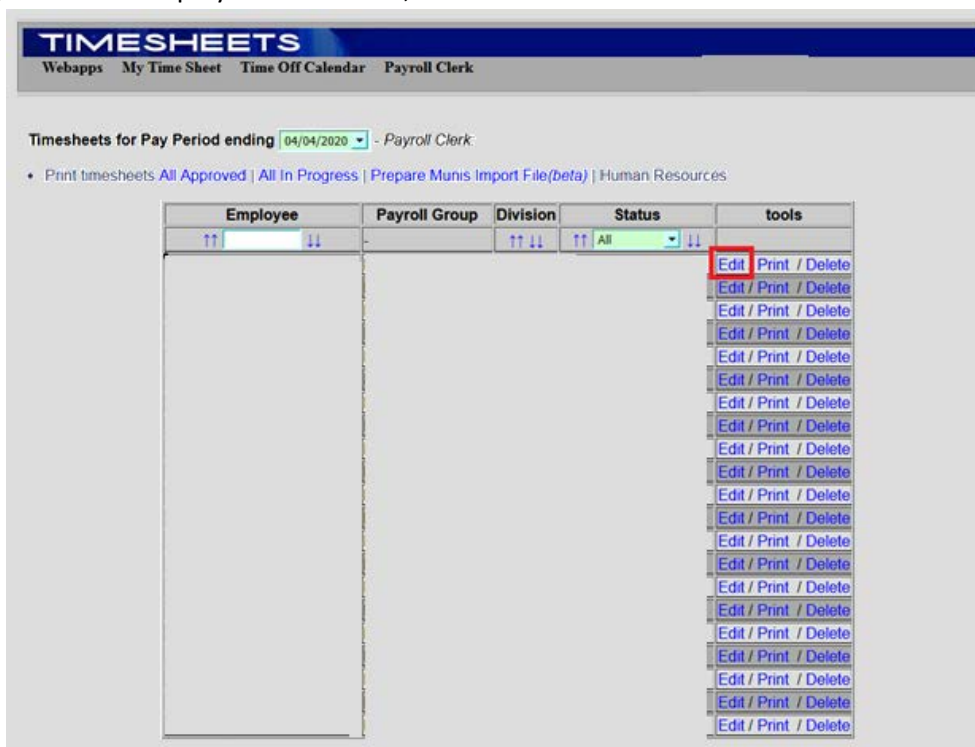
18.)Locate the employee's pending Time Off Requests. Double-check to make sure the current date's request was entered correctly.

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

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.

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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
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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)?
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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]

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.

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[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.

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.