

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.****

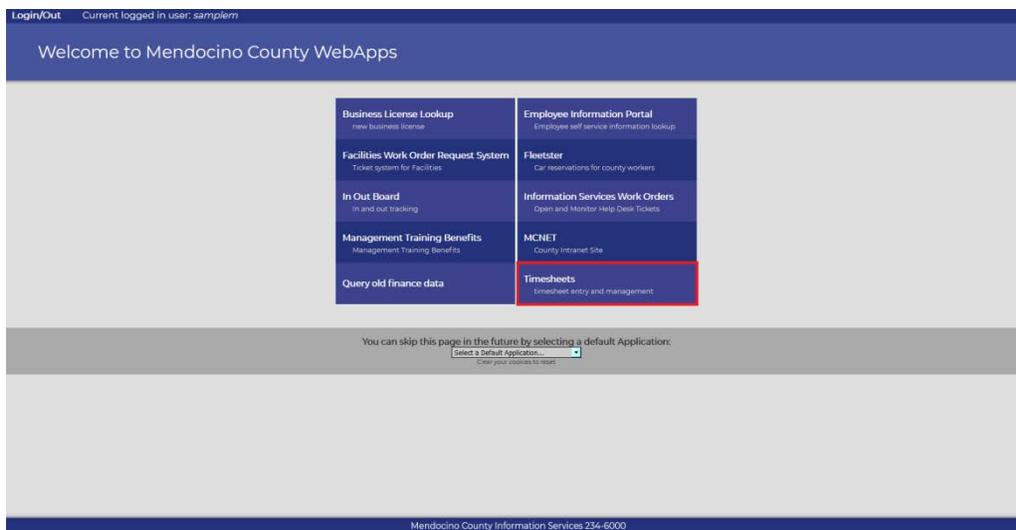
Below are the step-by-step instructions on how to report employees who take leave, call in sick, or become sick during the work day.

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.

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	43.50

Contact administrator to add projects to your timesheet

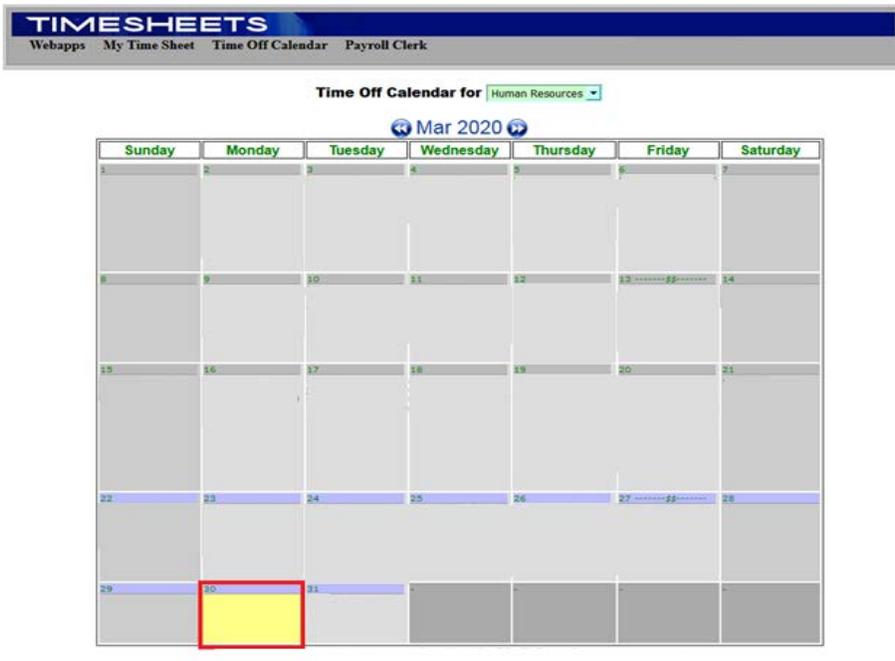
3.) In the Time Off Calendar, click the drop-down menu, and select either “Direct Reports to [your name]” or your department’s name. Selecting “Direct Reports to” will populate the calendar with the time-off requests of your subordinates (if you’re a supervisor). Selecting your department’s name will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

Time Off Calendar for

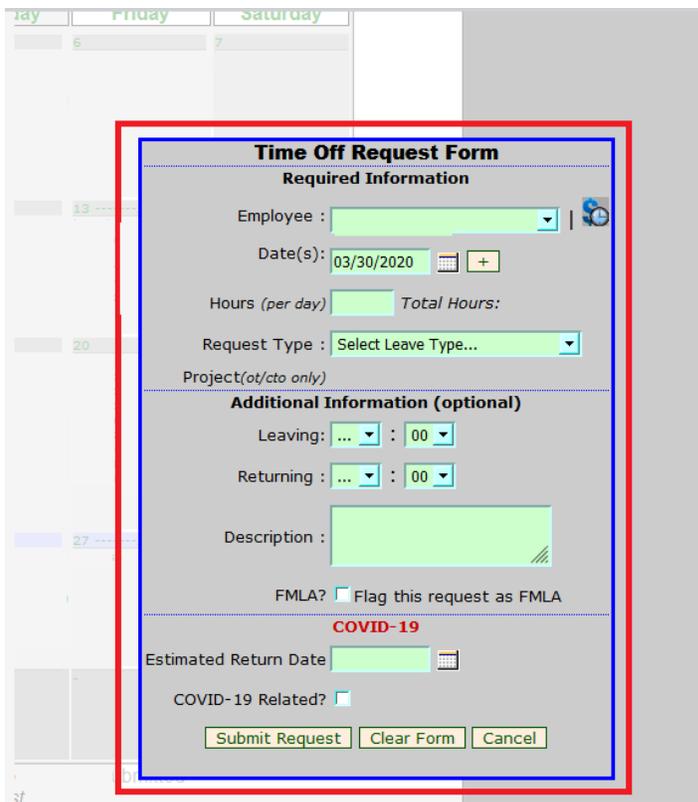
If you are a supervisor, you will select "Direct Reports to [your name]" from the drop-down menu.

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				

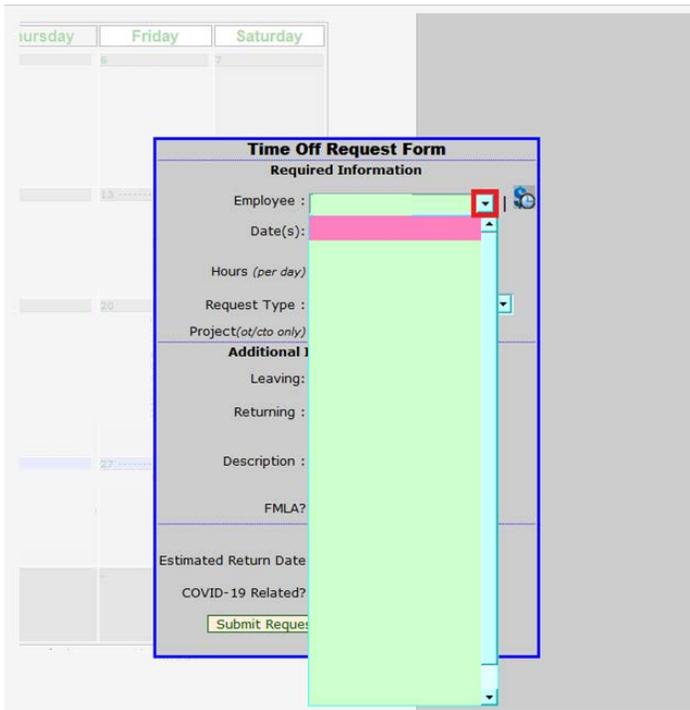
4.) Locate the current date. Click the bar at the top of the current date's square.



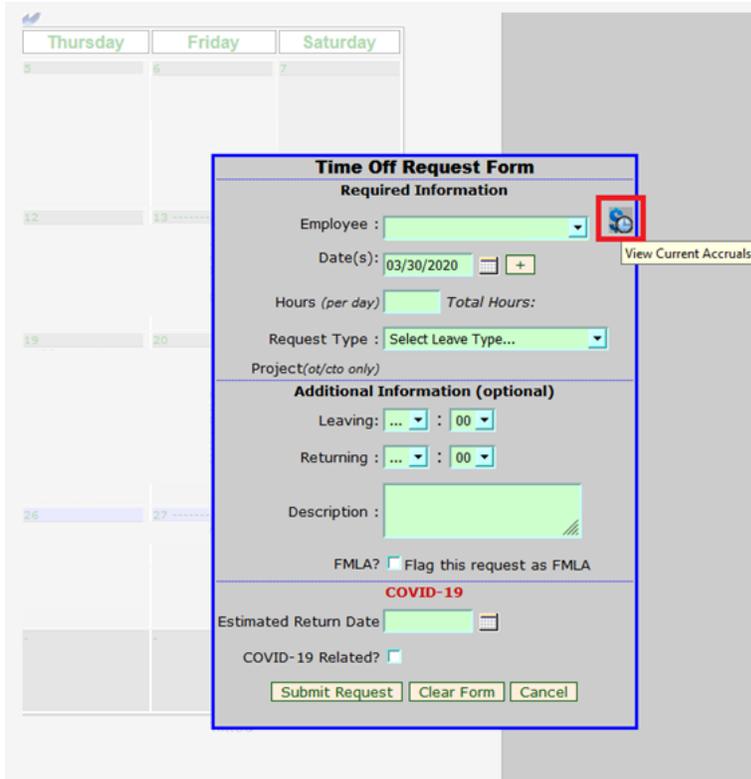
5.) The Time Off Request Form should appear.



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.

The screenshot shows a 'Time Off Request Form' overlaid on a calendar. The form is divided into several sections: 'Required Information', 'Additional Information (optional)', and 'COVID-19'. In the 'Required Information' section, the 'Hours (per day)' field is highlighted with a red box and contains the value '0.00'. The 'Total Hours' is also '0.00'. The 'Request Type' is set to 'Select Leave Type...'. The 'Additional Information (optional)' section includes 'Leaving' and 'Returning' times set to '00:00', a 'Description' text area, and an 'FMLA?' checkbox. The 'COVID-19' section has an 'Estimated Return Date' field and a 'COVID-19 Related?' checkbox. At the bottom are 'Submit Request', 'Clear Form', and 'Cancel' buttons.

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.)

This screenshot shows the same 'Time Off Request Form' but with '8.00' entered in the 'Hours (per day)' field, which is highlighted with a green box. The 'Total Hours' is now '8.00'. The 'Request Type' dropdown menu is highlighted with a red box and shows 'Select Leave Type...'. The 'Additional Information (optional)' and 'COVID-19' sections remain the same as in the previous screenshot.

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 three main sections:

- Required Information:** This section is enclosed in a blue border. It includes fields for "Employee" (a dropdown menu), "Date(s)" (03/30/2020), "Hours (per day)" (8.00) and "Total Hours: 8.00", and "Request Type" (Sick (310)).
- Additional Information (optional):** This section is enclosed in a red border. It includes "Leaving" and "Returning" time pickers (both set to :00), a "Description" text area, and a checkbox labeled "FMLA? Flag this request as FMLA".
- COVID-19 Section:** This section is located below the optional information and includes "Estimated Return Date" and "COVID-19 Related?" checkboxes.

At the bottom of the form are three buttons: "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 highlights the "COVID-19" section with a red border. Two red arrows point towards the "Estimated Return Date" and "COVID-19 Related?" fields, drawing attention to them.

The "COVID-19" section includes:

- COVID-19** (header)
- Estimated Return Date: [calendar icon]
- COVID-19 Related?:

The "Submit Request", "Clear Form", and "Cancel" buttons are also visible at the bottom.

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

The screenshot shows a 'Time Off Request Form' overlaid on a calendar. The form is divided into sections: 'Required Information' and 'Additional Information (optional)'. In the 'Required Information' section, the 'Estimated Return Date' field is highlighted with a red box and a calendar icon to its right. The form also includes fields for Employee, Date(s), Hours (per day), Total Hours, Request Type, and Project (ot/cto only). The 'Additional Information' section includes Leaving and Returning times, a Description field, and an FMLA checkbox. The 'COVID-19' section is also visible, with a 'COVID-19 Related?' checkbox and a 'Pick a date' button.

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

This screenshot is similar to the previous one, but the 'COVID-19 Related?' checkbox is now checked, and the 'Estimated Return Date' is set to 03/31/2020. The 'COVID-19' section is highlighted with a red box. The form also includes fields for Employee, Date(s), Hours (per day), Total Hours, Request Type, and Project (ot/cto only). The 'Additional Information' section includes Leaving and Returning times, a Description field, and an FMLA checkbox.

***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".

Time Off Request Form

Required Information

Employee : [dropdown] | [clock icon]

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

Hours (per day) 8.00 Total Hours: 8.00

Request Type : Sick (310) [dropdown]

Project(ot/cto only)

Additional Information (optional)

Leaving: [dropdown] : [dropdown] 00

Returning : [dropdown] : [dropdown] 00

Description : [text area]

FMLA? Flag this request as FMLA

COVID-19

Estimated Return Date 03/31/2020 [calendar icon]

COVID-19 Related?

Submit Request Clear Form Cancel

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

TIMESHEETS

Webapps My Time Sheet Time Off Calendar Payroll Clerk

Time Off Calendar for Human Resources [dropdown]

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				

-8.00

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

N Program / Projects	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	
	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

N Program / Projects	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	
	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

- 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?

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

- 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?

22.)Click "Save".

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.

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.

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.