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*Adam Greshin, Commissioner*

## MEMORANDUM

**TO:** All Business Managers, Budget Analysts, and VISION End Users

**CC:** Secretaries, Deputy Secretaries, Commissioners, Deputy Commissioners, and Exempt Department Heads

**FROM:** Adam Greshin, Commissioner of Finance & Management

**DATE:** March 25, 2020

**RE:** COVID-19 Cost Tracking; Guidance #3 - VTHR Time Reporting Code C-19 Paid Not Worked - CPNW

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The Department of Human Resources (DHR) has created a new Time Reporting Code (TRC) in VTHR and issued guidance<sup>1</sup> on the use of the new TRC related to COVID-19 paid leave for State employees. The new TRC is “C-19 Paid Not Worked – CPNW”.

Since there is now a discrete way in VTHR to track COVID-19 paid leave costs, the use of payroll combo codes that include the COVID-19 Class Code 81000 is not warranted. Employees can select their normal payroll task profiles or payroll combo codes when reporting hours using the new TRC “C-19 Paid Not Worked – CPNW”.

This guidance only relates to the use of the new TRC “C-19 Paid Not Worked – CPNW” when an employee is reporting hours while on COVID-19 paid leave.

The agreement to use COVID-19 Paid Leave is effective through an employee’s end of shift on April 5, 2020. Subsequent guidance will be issued for post April 5, 2020 use pursuant to circumstances at that time.

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<sup>1</sup> DHR Q&A Fact Sheet

<https://humanresources.vermont.gov/sites/humanresources/files/documents/Q%26A%20Fact%20Sheet%20final.pdf>

## Q&A

Q: How should I code my time if I'm eligible for paid leave related to the current agreement reached between the Administration and the VSEA and VTA related to COVID-19 Paid Leave?

A: The hours covered under COVID-19 paid leave need to be charged to time reporting code C-19 Paid Not Worked – CPNW. Please refer to DHR's guidance for general information on the use of COVID-19 Paid Leave (Time Reporting Code "CPNW").

Q: As a Business Manager, do I need to request new payroll combos that include the new Class Code 81000 COVID-19 for use with the new TRC "C-19 Paid Not Worked – CPNW"?

A: No, employees can select their normal payroll task profiles or payroll combo codes when reporting hours using the new TRC "C-19 Paid Not Worked – CPNW".

Q: As a Business Manager, I have already set up new payroll combos and task profiles that include the new Class Code 81000 COVID-19 to track employee costs related to COVID-19. Should I have employees on COVID-19 paid leave use these new payroll combos and task profiles that include the new Class Code 81000 COVID-19?

A: No, employees can select their normal payroll task profiles or payroll combo codes and report hours using the new TRC "C-19 Paid Not Worked – CPNW".

Q: As a Business Manager, I may want to set up new payroll combos and task profiles to track the new TRC "C-19 Paid Not Worked – CPNW" costs for specific department requirements. Can we use new payroll combos and task profiles to track the new TRC "C-19 Paid Not Worked – CPNW" costs if our department determines it is warranted?

A: Yes, you can set up new payroll combos and task profiles to track the new TRC "C-19 Paid Not Worked – CPNW" costs per specific department requirements, but the payroll combo codes should not include the new Class Code 81000 COVID-19.

Q: How will the costs related to employees on COVID-19 paid leave be tracked?

A: Employees on COVID-19 paid leave, should report their hours using the new TRC "C-19 Paid Not Worked – CPNW". This information will be captured in VTHR, and VTHR can be queried to retrieve the cost data.

Please address any chartfield questions to John Becker, Director of Statewide Reporting, at [john.becker@vermont.gov](mailto:john.becker@vermont.gov) or 802-828-0678 or the VISON Support Desk at [Vision.FinHelpdesk@vermont.gov](mailto:Vision.FinHelpdesk@vermont.gov) or 802-828-6700 option 2.