

## MEMORANDUM

**TO:** All Business Managers

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

**DATE:** March 27, 2020

**RE:** COVID-19 Cost Tracking; Guidance #4

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### Prior Memorandum:

In my first memo related to COVID-19 cost tracking dated March 12, 2020, we informed departments and agencies on use of a new Class Code 81000 – COVID-19 to be used to track costs. In addition, we asked for new payroll combo codes to be set up to include the new Class Code to allow the State to track COVID-19 payroll costs.

The new 81000 – COVID-19 Class Code will help the State track costs. However, it may not provide the granularity required when we request potential FEMA reimbursements for payroll costs. FEMA requires us to report payroll costs related to a “work activity” when completing a FEMA Project Worksheet to request reimbursement.

We need to capture more detail on how we account for payroll costs related to the COVID-19 response. We typically would accomplish this detailed cost tracking with a combination of chartfields used in payroll combo codes.

### What we ask of Departments:

We recommend departments or agencies continue to develop and use payroll combo codes that use the new 81000 – COVID-19 Class Code, and program or project codes that designate specific “work activity” if your department or agency currently uses these codes to track “work activity”. However, for some departments or agencies that have complex payroll accounting structures, setting up the multitude of potential payroll combo codes to cover all scenarios is proving to be a challenge in this rapidly developing COVID-19 response.

Departments or agencies that do not currently have in place payroll combo codes/task profiles that use the new 81000 – COVID-19 Class Code, and/or include a program or project code to designate a specific work activity for this pay period started on 3-15-2020, are instructed to use

the Comment field in VTHR to add this detail. Employees should track work activity related to the **planning, response and recovery operations** associated with COVID-19 by using the Comment field in VTHR when reporting their hours worked. Below is a picture showing the Comment field in VTHR:

From Sunday 03/15/2020 to Saturday 03/28/2020									
Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Sun 3/22	Mon 3/23	
	8.00	8.00	8.00	8.00	8.00			8.00	
Submit			Timesheet Change Notification						

  

Reported Time Status						
Date	Reported Status	Approval Monitor	Total TRC	Description		Comments
03/16/2020	Needs Approval	Approval Monitor	8.00 WORK	Hours Worked		
03/17/2020	Needs Approval	Approval Monitor	8.00 WORK	Hours Worked		
03/18/2020	Needs Approval	Approval Monitor	8.00 WORK	Hours Worked		
03/19/2020	Needs Approval	Approval Monitor	8.00 WORK	Hours Worked		

For hours worked that are related to COVID-19, employees can click on the Comment field, enter a basic comment to track COVID-19 work activity and click OK, as shown below. If you have specific payroll combo codes/task profiles established that designate specific work activities which include the COVID 19 Class code 81000, use of the Comment field isn't required.

Comments related to time entered for 03/17/2020				Personalize   Find   View All      	First  1 of 1  Last
User ID	DateTime Created	Source	Comment		
18703	03/26/2020 3:39PM	Reporting	COVID SEOC		

Add Comment

OK Cancel Apply

Comments for work activity should always begin with COVID, and then a basic description of the work activity the hours relate to. For example, **COVID SEOC or COVID Med Surge**

The comments should be basic and uniform to allow for categorizing and reporting on these work activity costs. Departments and agencies should make a list of the basic terms they want employees to use to report work activities.

**The most important detail we need is to be able to track employee hours worked on activity related to the planning, response and recovery operations down to the work activity level.**

At this time, we have only general guidance on what types of work activities may be eligible for FEMA reimbursement, or other potential federal reimbursement that might become available. To ensure the State maximizes the potential for federal reimbursement, all departments and agencies with employees working on activities related to COVID-19 planning, response and recovery operations need to be able to track employee work hours (regular and overtime) down to the work activity level.

**In Summary:**

Departments that have payroll combo codes set up using class code 81000 and programs and/or projects codes that indicate the “Work Activity”:

- Code hours worked and overtime hours worked with the appropriate combo code or task profiles that include class code 81000 and the correct program and/or project that indicates “work activity”.

Departments that have payroll combo codes set up with class code 81000 **but do not have programs and/or projects that indicate the “Work Activity”:**

- Code hours worked and overtime hours worked with the appropriate combo code that includes class code 81000.
- Enter a comment for the hours worked that begins with COVID **and** a “work activity” (see above for example).

Departments that have not been able to set up payroll combo codes with class code 81000 **should do so as soon as possible**, but in the meantime:

- Enter a comment for the hours worked that begins with COVID and a “work activity” (see above for example).

Thank you for your help ensuring the State is well set up for federal reimbursement. 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.

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