

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, Department of Finance & Management

DATE: April 13, 2020

RE: COVID-19 Cost Tracking; Guidance #6 - VTHR Time Reporting Codes for Paid Leave and Premium Pay

The Department of Human Resources (DHR) has created new Time Reporting Codes (TRCs) in VTHR and issued guidance¹ on their use related to COVID-19 for the Emergency Paid Sick Leave Act (EPSLA) and/or the Emergency Family Medical Leave Expansion Act (EFMLEA) and the enhancements/benefits provided by the State of Vermont.

With a discrete way in VTHR to track the COVID-19 Paid Leave and Premium Pay benefits, the use of payroll combo codes that include the COVID-19 Class Code 81000 is not required. Employees can select their normal payroll task profiles or payroll combo codes when reporting hours using the new TRCs.

This guidance only relates to the use of the new TRCs related to COVID-19 for the Emergency Paid Sick Leave Act (EPSLA) and/or the Emergency Family Medical Leave Expansion Act (EFMLEA) and the enhancements/benefits provided by the State of Vermont.

The agreement to use the new COVID-19 TRCs is effective April 6, 2020 through May 9, 2020. If required, subsequent guidance will be issued for post May 9, 2020 use pursuant to circumstances at that time.

¹ DHR Timesheet Coding Instructions

https://humanresources.vermont.gov/sites/humanresources/files/documents/Timesheet%20Coding%20Instructions_04_10-1400.pdf

Q&A

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 TRCs for paid leave and premium pay programs?

A: No, employees can select their normal payroll task profiles or payroll combo codes when reporting hours using the new TRCs for the paid leave and premium pay benefits.

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 reporting hours under these new TRCs for paid leave and premium pay use these new payroll combos and task profiles that include the new Class Code 81000 COVID-19?

A: (1) For employees reporting hours under the **COVID paid leave TRCs** they can select their normal payroll task profiles or payroll combo codes.

(2) For employees reporting hours under **COVID premium pay TRCs** they may use payroll combos and task profiles that include the new Class Code 81000 COVID-19 if they have already set them up.

Q: As a Business Manager, I may want to set up new payroll combos and task profiles to track the new TRC for paid leave and premium pay costs for specific department requirements. Can we use new payroll combos and task profiles to track the new TRC for paid leave and premium pay costs if our department determines it is warranted?

A: (1) Yes, you can set up new payroll combos and task profiles to track the new TRCs for **paid leave** costs per specific department requirements, but the payroll combo codes should not include the new Class Code 81000 COVID-19.

(2) Yes, you can set up new payroll combos and task profiles to track the new TRCs for **premium pay** costs per specific department requirements, the payroll combo codes may at the department's option include the new Class Code 81000 COVID-19.

Q: How will the costs related to employees on COVID-19 for paid leave and premium pay benefits be tracked?

A: Employees should report their hours using the new COVID TRCs for paid leave and premium pay as appropriate. 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 or 802-828-0678 or the VISON Support Desk at Vision.FinHelpdesk@vermont.gov or 802-828-6700 option 2.