COVID-19 Cost Tracking FAQ’s

Payroll Costs/Timesheets/Salary Tracking:

1. **Do you need every staff member (monthly or biweekly) to complete a timesheet?**

   The only hours that need to be reported are those for employees that are performing duties directly related to COVID-19 activities. This does not include tasks that normally fall within an employee’s normal job duties. For example, if a business support specialist places an order for COVID related items and their normal job duties include ordering supplies, this would not be considered a COVID related expense. If the same employee was asked to assist in passing out gloves and masks to departments on campus, this would be considered COVID-19 related and should be reported. Hours will need to be broken down between regular time and overtime. Only report hours that reflect a significant amount of the employee’s time (10% or 4 hours per week). We do not expect that there will be many payroll expenses that meet these criteria.

2. **One of our staff members worked at the COVID-19 call center. Do I need to report call center hours for the employee?**

   Hours worked at the call center are being reported by the Call Center’s leaders. There is no need for individual departments to report these hours.

3. **I am having a hard time defining COVID-19 support when it comes to salary tracking. For instance, we have counselors who continue to provide counseling to students, but now a common topic of discussion in their therapy sessions is anxiety related to COVID-19. Would that count or not count since counseling is a part of their job no matter the topic?**

   You should not report time because it is part of normal operations and their normal job responsibilities to counsel students.

4. **I have an employee that worked on COVID-19 related expenses every day this week. Do I need to enter each day on a separate online form?**

   No, each online form allows for up to 5 days of entries. You should report time once a week, making sure you submit all time worked by the 30th of each month.

5. **There is a question that says Percent Effort: For Monthly employees only. What does that mean? Do I still need to report hours for them?**

   When reporting time for monthly employees, you should estimate their percent of effort in addition to reporting their actual hours worked. The number of hours they submit divided by 40 will show their percent effort, i.e. a monthly employee worked 10 hours on COVID-19 related items that are outside of their normal job duties. 10 hours divided by 40 would equal 25% effort for the week.
6. **Do we have to include all employees who have spent time on COVID-19 activities?**

   Only include employees that are performing duties outside of their normal job duties and that are working a significant amount of time (around 10% or 4 hours per week), i.e. if an employee attends a COVID-19 related meeting for 1-2 hours in a week, do not report as this is less than 10%.

7. **Do I need to report time for both faculty and staff?**

   Only staff time should be reported.