


How to enter SFOTime during Shelter-In-Place Order

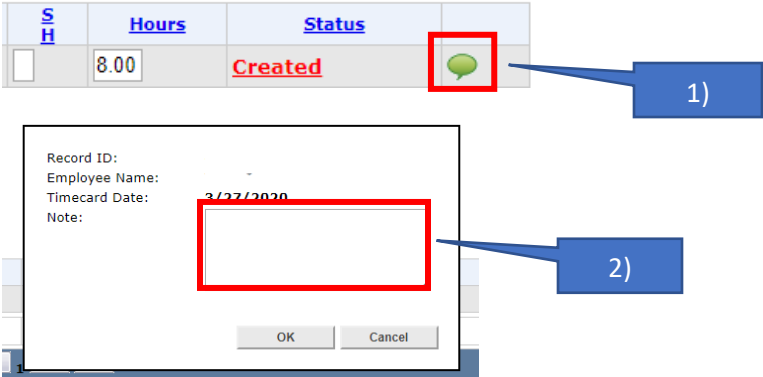
If you are reporting to work onsite as regularly scheduled, there are no changes to how you enter your time in SFOTime.

If you are working remotely and have access to the VPN, you may access [SFOTime](#) from [SFO Connect](#). If you do not have access to the VPN to enter your time, please work with your division timekeeper.

Due to the Shelter-In-Place Order, we are requiring that comments are included in your time entries if one of the following is applicable: **Temporary Telecommuting, Off Work due to COVID-19 related reason, Disaster Service Worker (DSW) Deployment, or Paid Furlough**. Please follow the instructions below.

When entering your time entry, you will see a green note icon on the far-right column. To enter comments into your timecard:

- 1) Click on the green  icon; and
- 2) Enter the appropriate comment as described in scenarios 1-4 below.



The screenshot shows a table with columns 'S H', 'Hours', and 'Status'. A row contains a checkbox, '8.00', and 'Created'. A green note icon in the far-right column is highlighted with a red box and a blue callout labeled '1)'. Below this is a modal window with fields for 'Record ID:', 'Employee Name:', 'Timecard Date: 3/27/2020', and a 'Note:' text area. The text area is highlighted with a red box and a blue callout labeled '2)'. 'OK' and 'Cancel' buttons are at the bottom of the modal.

Scenario 1: Temporary Telecommuting

Employee has an approved Temporary Telecommuting Agreement and is telecommuting:

- Enter WRK (work) in SFOTime and enter **Telecommute** in the comment box

Example:

Days	DATE	Prem 1	Prem 2	Prem 3
Mon	3/16/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Telecommute			
Tue	3/17/2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Telecommute			

Note: **“Telecommute”** comment is only required for the day(s) employee is telecommuting.

How to enter SFOtime during Shelter-In-Place Order

Scenario 2: Off Work due to COVID-19 related reason

Employee chooses to stay at home due to COVID-19 related reasons (i.e. sick, childcare, etc.)

- Enter accrued leave (e.g. sick pay, vacation, etc.) and enter **COVID-19** in the comment box

Example:

Days	DATE	Prem 1	Prem 2	Prem 3
Mon	3/16/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>
COVID-19				
Tue	3/17/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>
COVID-19				

Note: “**COVID-19**” comment is only required for the day(s) employee is off work due to COVID-19.

Scenario 3: Disaster Service Worker (DSW) Deployment

Employee is activated as DSW:

- Enter WRK (work) in SFOtime and enter **EOC Activated** in the comment box

Example:

Days	DATE	Prem 1	Prem 2	Prem 3
Mon	3/16/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>
EOC Activated				
Tue	3/17/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>
EOC Activated				

Note: “**EOC Activated**” comment is only required for the day(s) employee is off work due to Disaster Service Worker (DSW) Deployment.

Scenario 4: Paid Furlough

Employee qualifies to be on paid furlough:

- Enter WRK (work) in SFOtime and enter **Furlough** in the comment box

Example:

Days	DATE	Prem 1	Prem 2	Prem 3
Mon	3/16/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>
Furlough				
Tue	3/17/2020	<input type="text"/>	<input type="text"/>	<input type="text"/>
Furlough				

Note: “**Furlough**” comment is only required for the day(s) employee is off work due to Paid Furlough.

For questions, contact SFO Human Resources by email sfo.humanresourcesops@flysfo.com or phone 650.821.2000.