

# COVID-19 - How to enter SFOTime

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 a VPN, you may access [SFOTime](#) from [SFO Connect](#). Please work with your division timekeeper if you do not have a VPN to enter your time.

Based on updated guidance from the Controller’s Office, additional fields are required in your time entries for cost tracking purposes during the Public Health Pandemic.

Please follow the updated instructions if one of the following is applicable:

- **Temporary Telecommuting**
- **Paid Furlough**
- **City Wide EOC Activated**
- **Airport DOC Activated**
- **Working on COVID related Tasks**
- **Admin Leave for MEA Employees**

Please read options carefully and keep in mind not all activities are reimbursable from Federal Emergency Management Agency (FEMA). Therefore, select the closest option available from choices provided.

Additionally, the Department of Human Resources (DHR) implemented emergency leave and benefit policy changes effective April 1, 2020. More information on the summary of the policy changes is available [here](#). Please follow the instructions below for: **Additional City Covered Sick Pay**, **Emergency Sick Pay**, or **Emergency FMLA**.

For questions, contact SFO Human Resources by email [sfo.humanresourcesops@flysfo.com](mailto:sfo.humanresourcesops@flysfo.com) or phone 650.821.2000.

## Temporary Telecommuting **UPDATED**

Employee has an approved Temporary Telecommuting Agreement and is telecommuting:

- Enter **WRK** (work) in TC Code and check **Telecommute** box

Example:

Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	DS Work Code	DS Admin Cost Code	Acty	TC Code	FML	Telecommute	W P	O I	S H	Hours
Mon	5/18/2020				PERSN	PAY			ALL	WRK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.00
Mon	5/18/2020				PERSN	PAY			ALL	WRK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4.00

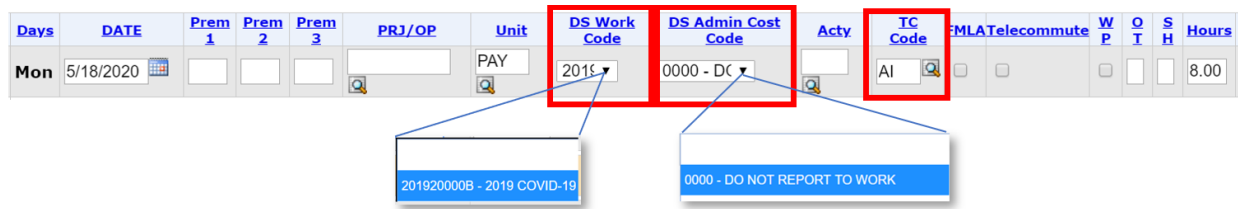
Notes: **“Telecommute”** check box is only required for the hours/day(s) employee is telecommuting.  
PRJ/OP: PERSN & Unit: PAY is used as an example only.

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## Paid Furlough **UPDATED**

Employee qualifies to be on paid furlough:

- Enter **AI** in TC Code
- Select **201920000B – 2019 COVID-19** from DS Work Code
- Select **0000 – DO NOT REPORT TO WORK** from DS Admin Cost Code

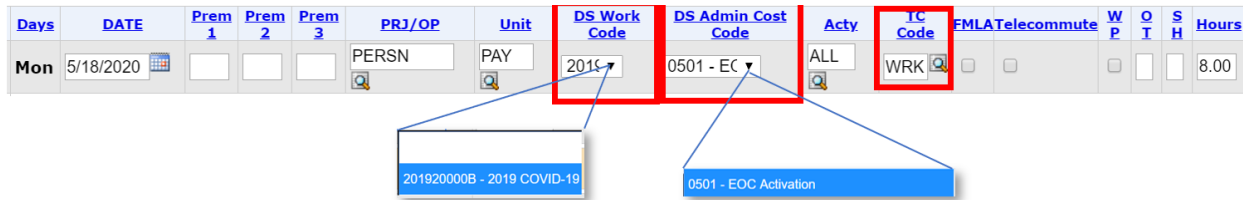


Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	DS Work Code	DS Admin Cost Code	Acty	TC Code	FMLA	Telecommute	W P	O T	S H	Hours
Mon	5/18/2020					PAY	2019	0000 - DC		AI						8.00

## Disaster Service Worker (DSW) Deployment **UPDATED**

Employee is activated as DSW:

- Enter **WRK** (work) in TC Code
- Select **201920000B – 2019 COVID-19** from DS Work Code
- Select **0501 – EOC Activation** from DS Admin Cost Code



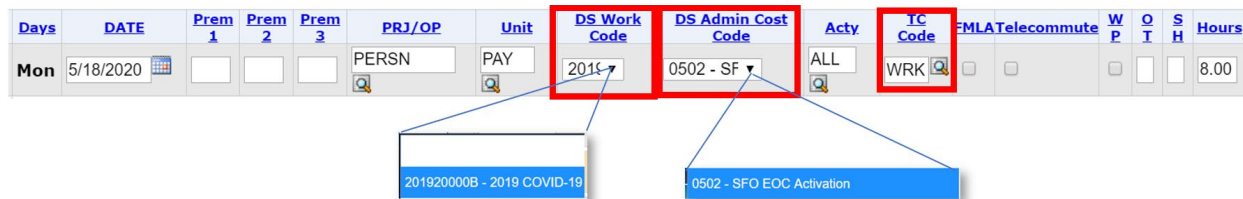
Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	DS Work Code	DS Admin Cost Code	Acty	TC Code	FMLA	Telecommute	W P	O T	S H	Hours
Mon	5/18/2020				PERSN	PAY	2019	0501 - EC	ALL	WRK						8.00

Note: Employees who are DSW Activated must complete a daily ICS214 Activity Log. The online form is available [here](#).

## AIR DOC Activated **UPDATED**

Employee is deployed to SFO EOC:

- Enter **WRK** (work) in TC Code
- Select **201920000B – 2019 COVID-19** from DS Work Code
- Select **0502 – SFO EOC Activation** from DS Admin Cost Code



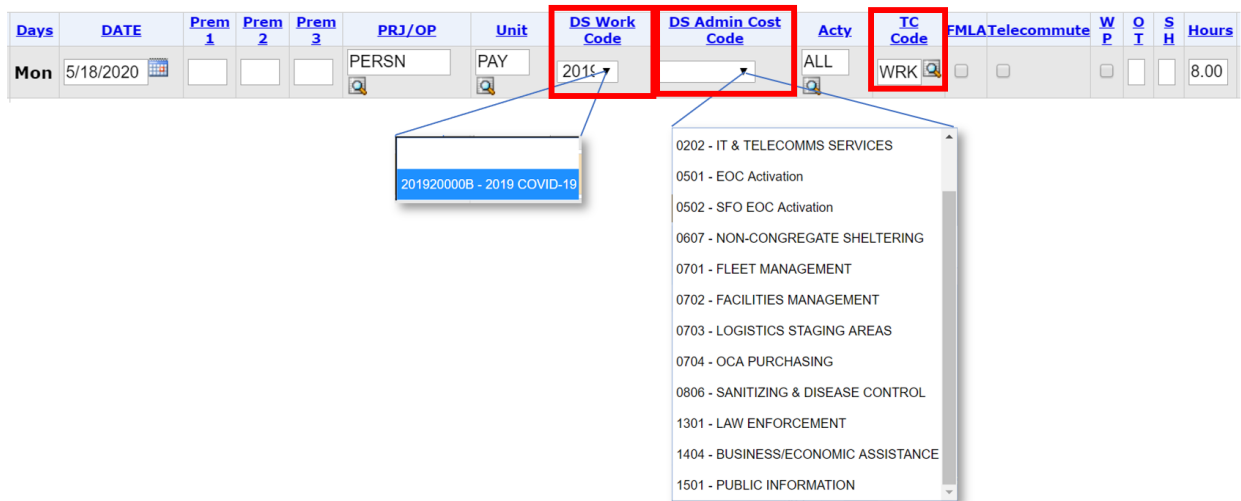
Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	DS Work Code	DS Admin Cost Code	Acty	TC Code	FMLA	Telecommute	W P	O T	S H	Hours
Mon	5/18/2020				PERSN	PAY	2019	0502 - SF	ALL	WRK						8.00

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## Working on COVID Related Tasks **UPDATED**

Employees who are not deployed to EOC or DOC but are working on COVID-19 related tasks:

- Enter **WRK** (work) in TC Code
- Select **201920000B – 2019 COVID-19** from DS Work Code
- Select **appropriate/closest option** from DS Admin Cost Code



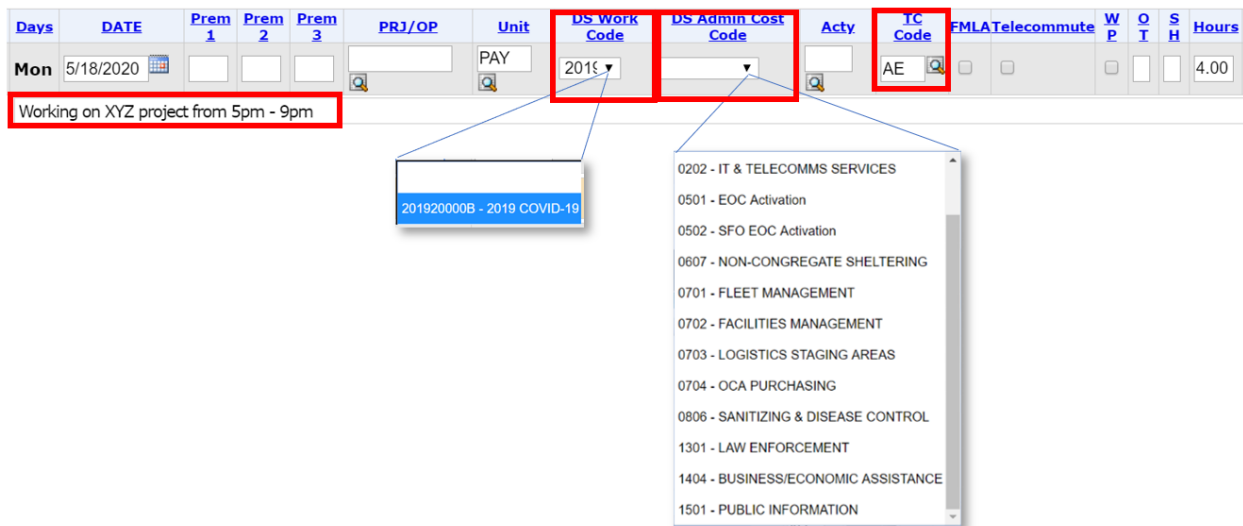
Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	DS Work Code	DS Admin Cost Code	Acty	TC Code	FMLA	Telecommute	W P	O T	S H	Hours
Mon	5/18/2020				PERSN	PAY	2019		ALL	WRK						8.00

Note: This is only for work directly related to COVID-19.

## Admin Leave for MEA employees only **UPDATED**

If employees covered by MEA are earning comp time due to COVID related tasks:

- Enter **AE** in TC Code and enter reason for overtime and time frame
- Select **201920000B – 2019 COVID-19** from DS Work Code
- Select **appropriate/closest option** from DS Admin Cost Code



Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	DS Work Code	DS Admin Cost Code	Acty	TC Code	FMLA	Telecommute	W P	O T	S H	Hours
Mon	5/18/2020				Working on XYZ project from 5pm - 9pm	PAY	2019			AE						4.00

Note: Admin Leave Earn (AE) is accrued at an "hour to hour" rate.

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## Additional City Covered Paid Sick Leave (COV)

Employee who wants to use Additional City Paid Sick Leave:

- Enter **COV** in TC Code and hours

Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	Acty	TC Code	FMLA	Mod Duty	W P	O T	S H	Hours
Wed	4/8/2020					MUE		COV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00

Note: COV hours may be used for any sick related reasons and for school closures. Your COV balance may be viewed on the SF Employee Portal at <https://sfgov.org/sfc/employee-gateway>.

## Emergency Sick Pay (ESP)

Employee using Emergency Sick Pay:

- Enter **ESP** in TC Code and hours

Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	Acty	TC Code	FMLA	Mod Duty	W P	O T	S H	Hours
Thu	4/9/2020					PMO		ESP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00

Note: Emergency Sick Pay application is available on the DHR website at <https://sfdhr.org/covid-19#sick>. Completed applications must be submitted to [sfo.humanresourcesops@flysfo.com](mailto:sfo.humanresourcesops@flysfo.com) for processing and approval prior to using ESP code.

## Emergency FMLA (ESF)

Employee using Emergency FMLA:

- Enter **ESF** in TC Code and hours

Days	DATE	Prem 1	Prem 2	Prem 3	PRJ/OP	Unit	Acty	TC Code	FMLA	Mod Duty	W P	O T	S H	Hours
Thu	4/9/2020					PMO		ESF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.00

Note: Emergency FMLA application is available on the DHR website at <https://sfdhr.org/covid-19#sick>. Completed applications must be submitted to [sfo.humanresourcesops@flysfo.com](mailto:sfo.humanresourcesops@flysfo.com) for review and approval prior to using ESF code.