

Revised: April 2, 2020

Subject: CHBWV Employee Time Reporting Instructions

**MANAGERS & SUPERVISORS: This email is being sent to both CHBWV email addresses and personal email addresses as provided by employees. Please communicate this message to employees who do not have access to their CHBWV account and/or did not provide a personal email address.**

This information is to provide direction on completing timesheets while we remain in the status of Essential Mission Critical level of in-person staffing at the site and AOC with the remainder of employees supporting the project through teleworking, as practicable.

This process differentiates between those with access to the CostPoint system versus those without access.

### **Employees WITH access to the CostPoint timekeeping system**

Complete your timesheet as you normally would by entering your time on a daily basis and signing your timesheet by 10:00 a.m. Monday mornings.

### **Employees WITHOUT access to the CostPoint timekeeping system**

Attached to this email is a Time Reporting worksheet that should be utilized to track your time on a daily basis for those that are unable to access the timekeeping system.

Each employee without access to the timekeeping system must report their time to their supervisor or manager no later than by COB Thursdays each week even if the entire week is being charged to the COV19 Weather & Safety leave. Supervisors or managers with access to the timekeeping system should enter each of their employees' time and obtain next level manager's approval of the employee's timesheets.

If a supervisor/manager does not have access to the timekeeping system, he or she should coordinate with another member of management who is identified as a backup to enter the employee's time or contact [Stephanie.Watson@chbwv.com](mailto:Stephanie.Watson@chbwv.com) for assistance with entering the employee's time.

### **Approving Timesheets**

Managers or supervisors with access to the CostPoint system will be expected to approve timesheets every Monday for those that have entered their information in the system. If a supervisor/manager is entering the time for their employee then the next level manager or other backup supervisor should approve the timesheets.

If a manager or supervisor does not have access to CostPoint please contact Laura Ortega 716-228-4538 who will approve in your place.

### **What charge numbers should be used?**

#### **Work Time**

Employees that are working at the WVDP or teleworking and performing their normal work activities should use their ***normal project charge number(s) for actual*** work performed. A list of project charge numbers is attached to this email.

### Training Time

Time spent completing site specific training requirements (including required annual training) while CHBWW remains in the status of performing Essential Mission Critical activities on-site, should be charged to the following code:

- WV01.40.00.05.00.00.04 COVID19 Addtnl Train Req

### Time Related to COVID19

**ATTENTION: Please note the following are revised charge numbers and can now be found under the Direct Charge numbers.**

If no work is performed, and the leave reason is associated with one of the COVID 19 categories then one of the following codes should be charged accordingly.

- WV01.40.00.05.00.00.01 COV19 Weather & Safety
  - unable to telework due to the nature of their job
  - teleworking but do not have enough work to cover a full day
- WV01.40.00.05.00.00.02 COV19 School Close
  - unable to work (telework) due to a need for leave to care for child under 18 years of age due to school or daycare closings
- WV01.40.00.05.00.00.03 COV19 Health Impact
  - Unable to work (telework) due to health conditions related to COVID 19 and that health condition is not determined to be a Total Disability eligible for Accident & Sickness Benefits or Salary Continuation under CHBWW's Welfare Benefits Plan or is caring for an individual who is subject to quarantine or self-quarantine due to concerns related to COVID-19.

### Leave time NOT related to COVID19

Leaves for other reasons such as ***Holiday (e.g. April 9 is a Holiday for the 4-10's schedule – please record the holiday based on your work schedule), illness for other than COVID 19 virus, vacation, personal leave, disability, etc.*** should be recorded in accordance with standard policies and procedures (e.g. use PTO, Unpaid Disability, Salary Continuance, etc.) and the Collective Bargaining Agreement.

If you should have any questions on the appropriate charge codes to record, please contact Toni Miller (hourly employees) at 570/560-0853 or Mary Wheeler (salaried employees) at 716/430-7120.

Sincerely,



Laura J. Ortega, Manager  
Accounting & Finance/Controller