



Coronavirus Disease (COVID-19) HRIS Codes - Excluded Employees

Updated: April 21, 2020

Only the codes that are applicable to you will be available in your timesheet drop-down list (i.e. REG6U or REG8U). Providing you select the proper time reporting code, the hours will process accordingly, regardless of the 4,6, or 8 at the end.

Exception time reporters who are working on Covid-19 assigned tasks can use the Covid-19 Regular code from the drop down menu in timesheet. Please remember that once you make changes in a day you must also ensure that your daily hours equal 7.5, 8 or 12 depending on your normal hours of work.

If your work tasks are related to Covid-19 or you have been reassigned to support the Covid-19 pandemic please use the following codes:

Time/Leave Entry Types	HRIS Timesheet Code
Regular Hours	COVID19 Regular 6E
	COVID19 Regular 8E
Sick	Sick Leave - Covid19
Special	Special Lve-Self Isoltation 4/6/8E
Overtime	COVID19 Overtime @ 1.5 Exclude
	COVID19 Overtime@ 2.0 Excluded
	COVID19 Overtime @ Regular EXC
LieuTime Payout	COVID19 LieuTime Payout 4/6/8E
	COVID19 Lieu Hours Earned
	COVID19 Lieu Hours Taken 6E
	COVID19 Lieu Hours Taken 8E
Responsibility Allowance	COVID19 Resp Allow 10%<=5 8D/E
	COVID19 Resp Allow 12%>5 4/6E
	COVID19 Resp Allow 12%>5 8D/E
Standby	COVID19 Stndby Wrkd 4/6/8E 1X Hrly Rt
	COVID19 Stndby Unwrk 4/6/8E 1.5X Hrly Rt
Shift/Weekend Premiums	COVID19 Even Shift Prem 4/6/8E
	COVID19 Shift Premium EXC
	COVID19 Weekend Prem 4/6/8E

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Time/Leave Entry Types	HRIS Timesheet Code
Call Back	COVID19 Callback @1.0 4E/6E/8E
	COVID19 Callback @ 1.5 4E/6E/8
	COVID19 Callback @ 2.0
	COVID19 Banked Call Back Taken 6E
	COVID19 Banked Call Back Taken 8E
	COVID19 Call Back Hrs Earned
	COVID19 Banked CB Pay Out 4E/6
Electronic Call Back	COVID19 Electronic Call Back 4
	COVID19 Elect Call Back Earn
	COVID19 Elec Call Back EXC
	COVID19 Elect Call Bk 1.5 EXE
	COVID19 Elect Call Bk 2.0 EXE
Rest Periods	COVID19 Rest Pd Cvr@1.5 4/6/8E
	COVID19 Rest Pd Cvr@2.0 4/6/8E
	COVID19 RestPd ECB Cober 4/6E
	COVID19 Resp Allow 10%<=5 4/6E
	COVID19 RestPeriod CB Cvr 4/6E
	COVID19 RestPeriod CB Cover 8E
	COVID19 RestPeriod ECB Cvr 8E
Committee/Conventions/Seminars	COVID19 Committee Work (HB) 8E
	COVID19 Comm Service (HB) 8E
	COVID19 Conv/Seminars (HB) 8E
Education	COVID19 Ed -Extramural (HB) 8E
	COVID19 Ed - Inservice (HB) 6E
	COVID19 Ed-Orientation (HB) 6E
	COVID19 Ed - Inservice (HB) 8E
	COVID19 Ed-Orientation (HB) 8E

Please see the FAQ section of the MyHR website for further information on time sheet entries
<https://my.hr.gov.nt.ca/employee-services/frequently-asked-questions>