



Coronavirus Disease (COVID-19) HRIS Codes - Senior Managers

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	Covid 19 Regular
Sick	Sick Leave - Covid19
Special	Special Lve-Self Isoltation
Responsibility Allowance	COVID19 Resp Allow 10%<=5
	COVID19 Resp Allow 12%>5
Committee/Conventions/Seminars	COVID19 Committee Work
	COVID19 Comm Service
	COVID19 Conv/Seminars
Education	COVID19 Ed - Extramural
	COVID19 Ed - Inservice
	COVID19 Ed - Orientation

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>