



## Coronavirus Disease (COVID-19)

Updated: April 21, 2020

### HRIS Codes - Union of Northern Workers Employees

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 8U
	COVID19 Regular 6U
Sick	Sick Leave - Covid19
Special	Special Lve-Self Isoltation 4/6/8U
Overtime	COVID19 Overtime 1.5 4/6/8U
	COVID19 Overtime @ 2.0 UNW
	COVID19 Overtime @ 1.0 4/6/8U
LieuTime Payout	COVID19 LieuTime Payout 4/6/8U
	COVID19 Lieu Hours Earned
	COVID19 Lieu Hours Taken 6U
	COVID19 Lieu Hours Taken 8U
Responsibility Allowance	COVID19 Resp Allow 10%<=5 8U
	COVID19 Resp Allow 12%> 5 8U
	COVID19 Resp Allow 10%<=5 4/6U
	COVID19 Resp Allow 12%>5 4/6U
Standby	COVID19 Stndby Wrkd 4/6/8U 1X Hrly Rt
	COVID19 Stndby Unwrk 4/6/8U 1.5X Hrly Rt
Shift/Weekend Premiums	COVID19 Even Shift Prem 4/6/8U
	COVID19 Shift Premium UNW
	COVID19 Weekend Prem 4/6/8U

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Time/Leave Entry Types	HRIS Timesheet Code
Call Back	COVID19 Callback @ 2.0
	COVID19 Banked Call Back Taken 6U
	COVID19 Call Back Hrs Earned
	COVID19 Callback @ 1.0 4U/6U/8
	COVID19 Callback @ 1.5 4U/6U/8
	COVID19 Banked C B Taken 8U
	COVID19 Banked CB Pay Out 4/6/8U
Electronic Call Back	COVID19 Electronic Call Back 4
	COVID19 Elect Call Back Earn
	COVID19 Elect Call Bk 1.5 UNW
	COVID19 Elect Call Bk 2.0 UNW
Rest Periods	COVID19 Rest Period OT 8U
	COVID19 Rest Period ECB 8U
	COVID19 Rest Period EMERG 8U
	COVID19 Addl Rest Pd EMERG 8U
	COVID19 RestPeriod CB Cover 8U
	COVID19 RestPerid ECB Cover 8U
	COVID19 RestPdCover@1.5 4/6/8U
	COVID19 RestPdCover@2.0 4/6/8U
	COVID19 RestPerid 1.01 CB 4/6U
	COVID19 Rest Period OT 4/6U
	COVID19 Rest Period ECB 4/6U
	COVID19 Rest Period EMERG 4/6U
	COVID19 Add Rest Pd EMERG 4/6U
	COVID19 Rest PeridCBCover 4/6U
COVID19 RestPdRel ECB Cov 4/6U	
Committee/Conventions/Seminars	COVID19 Committee Work (HB) 6U
	COVID19 Comm Service (HB) 6U
	COVID19 Conv/Seminars (HB) 6U
	COVID19 Committee Work (HB) 8U
	COVID19 Comm Service (HB) 8U
	COVID19 Conv/Seminars (HB) 8U
Education	COVID19 Ed -Extramural (HB) 6U
	COVID19 Ed - Inservice (HB) 6U
	COVID19 Ed-Orientation (HB) 6U
	COVID19 Ed -Extramural (HB) 8U
	COVID19 Ed - Inservice (HB) 8U
	COVID19 Ed-Orientation (HB) 8U

# COVID-19 HRIS Codes - Union of Northern Workers Employees

Time/Leave Entry Types	HRIS Timesheet Code
Relief Workers	COVID19 Gen Rlf 2@1.5 4/6/8U
	COVID19 Gen Rlf 2@ 2 4/6/8U
	COVID19 Gen Rlf 1@1.5 4/6/8U
	COVID19 Sick Rlf @ 2.0 4/6/8U
	COVID19 Gen Rlf 3 @ 2. 4/6/8U
	COVID19 Gen Rlf 1 @ 2. 4/6/8U
	COVID19 Heavy Wrk Rlf @1.5 UNW
	COVID19 General Rlf 3 @1.5 UNW
	COVID19 Heavy Wrk Rlf @ 2. UNW
	COVID19 Stat Rlf @ 1.5 4/6/8U
	COVID19 Stat Rlf @ 2 4/6/8U
	COVID19 Sick Rlf @ 1.5 4/6/8U
	COVID19 Vacation Rlf @ 1.5 UNW
	COVID19 Vacation Rlf @ 2.0 UNW
	COVID19 Vacation Rlf @ 1.0 UNW
	COVID19 General Rlf 2 @ 1.0 6U
	COVID19 General Relf @ 1.0 6U
	COVID19 Heavy Work Rlf @ 1. 6U
	COVID19 Mand Lve Rlf @ 1.HB 6U
	COVID19 Sick Relief @ 1.0 6U
	COVID19 Stat Relief @ 1.0 6U
	COVID19 Mand Lve Rlf @ 1.HB 8U
	COVID19 Mand Lve Rlf @1.5 HB
	COVID19 MandLve Rlf @ 2 HB
	COVID19 General Rlf 2 @ 1.0 8U
	COVID19 General Rlf 3 @ 1.0 8U
	COVID19 General Relf @ 1.0 8U
	COVID19 General Relf 3 @ 1. 8U
	COVID19 Heavy Work Rlf @ 1. 8U
	COVID19 Sick Relief @ 1.0 8U
COVID19 Stat Relief @ 1.0 8U	

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>