




Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

Date: October 19, 2020

To: Supervisor Jason Haas, Chairperson, Finance Committee

From: Margo Franklin, Chief Human Resources Officer 

Subject: Department of Human Resources (1140) Budget Referral Response Re: Receptionist Position Abolishment

On October 15, 2020, during the course of the Department of Human Resources (DHR) Budget (1140) hearing, Supervisor Moore Omokunde requested information regarding the abolishment of the receptionist position within the Department of Human Resources and data regarding the alternative employment options offered to said employee, as well as information regarding how diversity within DHR has improved or affected departmental operations.

The information below is the response to the Supervisor's request.

Information regarding the abolishment of the receptionist position within the Department of Human Resources and data regarding the alternative employment options offered to said employee Employee, BB, who occupied the Receptionist position, applied for the following positions at Milwaukee County:

Candidate	Requisition	Options
Employee BB	Vital Records Clerk (Register of Deeds) (req1891)	9/22/2020
Employee BB	Clerical Specialist (req1856)	8/13/2020
Employee BB	Admissions Representative (req1823)	6/15/2020

The Employee BB was offered the Admissions Representative position in July. She declined the offer due to it being a 3rd shift position and decided to continue her job search. I am happy to report, Employee BB interviewed for and was offered the Vital Records Clerk position. She accepted the position.

Information regarding how diversity within DHR has improved or affected departmental operations:

Diversity within HR: Having diverse senior HR leadership team affords us the opportunity to serve as a leadership model for other departments. The HR leadership team is reflective of the constituents Milwaukee County serves. Because we know first-hand how important it is for leadership to reflect the employee base, our leadership team can build a strong business case that supports racial and gender diversity representation as well as the importance of inclusivity. Several departments have contacted us about diversifying their candidate and applicant base as well as expressed a desire to hire and promote more women and people of color.

If you have any questions, please let me know.

CC: County Executive David Crowley
Mary Jo Meyers, Chief of Staff
Finance Committee
Kelly Bablitch, Milwaukee County Board of Supervisors Chief of Staff

Julie Landry, Director of Administrative Services
Joe Lamers, DAS-Director - PSB
Dan Laurila, DAS- Operating Budget Manager
Stephen Cady, Comptroller's Office
Janelle Jensen, Committee Clerk



Milwaukee County
Department of Human Resources
INTER-OFFICE COMMUNICATION

Date: October 19, 2020

To: Supervisor Jason Haas, Chairperson, Finance Committee

From: Margo Franklin, Chief Human Resources Officer

Subject: Department of Human Resources Budget (1140) Budget Referral Response Re: Risk Recognition Pay & Leadership Demographic Data

On October 15, 2020, during the course of the Department of Human Resources Budget (1140) hearing, Board Supervisors requested the following information:

- Information regarding how positions qualified for Risk Recognition Pay, and how rates of compensation were determined be provided to the County Board.
- Information regarding the race, ethnicity, and gender of persons in departmental leadership/management positions within Milwaukee County be provided to the County Board.

The information below is the response to the Supervisor's requests.

Information regarding how positions qualified for Risk Recognition Pay, and how rates of compensation were determined be provided to the County Board.

The Risk Recognition Pay (RRP) was implemented to address the risk some employees were incurring as a result of the public health crisis. The RRP awards pay based on job responsibilities; what an employee does in their position. It is tightly aligned with OSHA (<https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>) and CDC guidance, which focuses on whether an employee's specific job duties expose them to a High or Very High Level of Risk. Even a qualifying employee will probably move in and out of High or Very High Exposure Risk duties throughout the day. This is the best way of recognizing and compensating employees for performing duties which may put them at higher risk of COVID-19 exposure.

Included are the Risk Recognition Pay for High and Very High Risk Job Duties Administrative Order (Attachment 1) as well as the Frequently Asked Questions (FAQ) document (Attachment 2).

Information regarding the race, ethnicity, and gender of persons in departmental leadership/management positions within Milwaukee County be provided to the County Board.

Our current HRIS System, an older, highly customized version of Ceridian, does not provide for an easy way to positively identify all those who are managers/supervisors of people. Additionally, the existing titling at Milwaukee County allows for some with "manager" in their title to not have direct supervisory accountabilities. The Dayforce Ceridian timekeeping system does identify those who approve timekeeping, but not all those who approve timekeeping are direct supervisors either. As a result, we have pulled the best list that we can at this point as it is very representative of our manager/supervisor population, even though it may not be completely accurate. We will be exploring ways in our new, soon-to-be deployed HRIS system to better capture this population in its entirety with enhanced reporting abilities. We will also attempt to establish a new titling structure within the activities associated with our Compensation Transformation project that supports our abilities to identify direct supervisor/manager populations clearly by title.

Included is data pulled form Dayforce Ceridian of the manager/supervisor population separated by race and gender (Attachment 3).

If you have any questions, please let me know.

CC: County Executive David Crowley
Mary Jo Meyers, Chief of Staff
County Board of Supervisors
Kelly Bablitch, Milwaukee County Board of Supervisors Chief of Staff
Julie Landry, Director of Administrative Services
Joe Lamers, DAS-Director - Performance, Strategy, & Budget
Dan Laurila, DAS- Operating Budget Manager
Stephen Cady, Comptroller's Office
Janelle Jensen, Committee Clerk



Milwaukee County COVID-19 Risk Recognition Pay for High and Very High Risk Job Duties
Administrative Order 20-16v2

Version 1 Issued and Effective as of 12:01 a.m. on September 6, 2020

Version 2 Issued and Effective as of 12:01 a.m. on September 6, 2020

Milwaukee County recognizes that certain employees are likely to perform job duties that involve high or very high occupational exposure risks to COVID-19. Milwaukee County depends on these employees, who are facing high or very high levels of risk in their jobs during the pandemic, to ensure critical operations in essential departments continue uninterrupted. Accordingly, Milwaukee County will provide additional compensation in the form of Risk Recognition Pay (RRP) to employees for time spent performing job duties that fall into the High Exposure Risk or Very High Exposure Risk categories (see Section I for definitions).

RRP for eligible employees will begin at 12:01 a.m. on Sunday, September 6, 2020, and is expected to continue through the end of CARES funding, December 30, 2020. Risk Recognition Pay may be ended earlier at the discretion of the County Executive. **Version 2 of this Order replaces Version 1 and is back-dated to the original active date of 12:01 a.m. on Sunday, September 6, 2020. Version 2 is meant to clarify policy in version 1 with new or amended definitions and new qualifying duties for High Exposure Risk pay to address specific operational circumstances. Major changes to Version 2 are denoted in red.**

If you have questions about this, or any other Administrative Order or policy, please email: COVID-19@milwaukeecountywi.gov

I. Definitions

- **Close Contact:**^{1,2}
 - 1) Being within approximately 6 feet (2 meters) of a COVID-19 case for 15 minutes or more, regardless of whether individuals were wearing face masks;

OR

 - 2) Having direct contact with infectious secretions (sputum, serum, blood, and respiratory droplets)³ from an individual with a Confirmed Case of COVID-19.
- **Confirmed Case of COVID-19 (or “Confirmed Case”):**⁴ A positive COVID-19 laboratory test result.
- **Probable Case of COVID-19 (or “Probable Case”):**⁵ There are three (3) qualifying definitions for a Probable Case of COVID-19:
 - 1) A positive antigen test result; OR
 - 2) COVID-19 is listed as a cause of death on the death certificate, regardless of whether COVID-19 was confirmed by a laboratory test; OR

¹ <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>

² <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

³ <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf>

⁴ <https://wwwn.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/08/05/>

⁵ <https://wwwn.cdc.gov/nndss/conditions/coronavirus-disease-2019-covid-19/case-definition/2020/08/05/>

- 3) Individual has **been in close contact with a Confirmed or Probable Case of COVID-19** AND has:
- At least two (2) of the following symptoms that are new or different for the individual:
 - fever (measured or subjective),
 - chills,
 - rigors,
 - muscle aches,
 - headache,
 - sore throat,
 - nausea or vomiting,
 - diarrhea,
 - fatigue,
 - congestion or runny nose; **OR**
 - Any one (1) of the following new or different symptoms:
 - cough,
 - shortness of breath,
 - difficulty breathing,
 - loss of sense of taste or smell; **OR**
 - Severe respiratory illness with at least one (1) of the following:
 - Clinical or radiographic evidence of pneumonia,
 - Acute respiratory distress syndrome (ARDS).
- **High Exposure Risk** – Employees who come into **Close Contact with** an individual with a **Confirmed or Probable Case** of COVID-19.
 - **Very High Exposure Risk** – Employees conducting a **medical, postmortem, or laboratory procedure** on an individual with a **Confirmed or Probable Case** of COVID-19.

II. Eligibility to Receive COVID-19 Risk Recognition Pay

The eligibility of an employee to receive RRP will be much narrower in scope than that of the previous Premium Pandemic Pay Administrative Order (20-12v3). Eligibility for RRP will be determined by the level of exposure risk to COVID-19 associated with specific job duties, rather than by an employee's job title. As employees' job duties change or they perform different tasks during the course of their day, they may move from one exposure risk level to another and, therefore, may move in and out of eligibility to receive RRP. Leaders are expected to evaluate the risk of exposure of their employees' duties and approve RRP for employee time spent performing duties with a **high or very high exposure risk**, as set forth below⁶:

1. **High Exposure Risk Pay:** Below are the circumstances that qualify for High Exposure Risk Pay (see Section III for associated pay structure):
 - a. Time spent performing High Exposure Risk job duties.

⁶ Eligible roles are based on criteria from the Occupational Safety and Health Administration (OSHA) which identify high risk and very high risk exposure levels. <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>

- b. Time spent working in the following limited circumstances will also qualify for High Exposure Risk Pay. Some of these circumstances may already qualify in II.1.a, but are included here again for clarity:
 - i. Employees working in units designated for housing individuals with Confirmed or Probable Cases of COVID-19 at HOC, DHHS DYFS Juvenile Justice Center, and the jail.^{7,8}
 - ii. Employees working in the patient intake area (i.e., former access clinic space) at DHHS BHD when patients are present in the space,⁹ regardless of whether any patients have a Confirmed or Probable Case of COVID-19.
 - iii. Employees working on the intake process at the jail for time spent directly working with members of the community, such as fingerprinting, searches, scans, and escort time to the individual's housing unit, regardless of whether an individual has a Confirmed or Probable Case of COVID-19.¹⁰
 - iv. Psychologists or other healthcare professionals at BHD administering in-person care to a patient with a Confirmed or Probable Case of COVID-19 that does not otherwise qualify for Very High Exposure Risk Pay.
 - v. Time spent escorting or transporting individuals with a Confirmed or Probable Case of COVID-19 at HOC, DHHS DYFS Juvenile Justice Center, and the jail.

2. **Very High Exposure Risk** – Below are the circumstances that qualify for Very High Exposure Risk Pay (see Section III for associated pay structure):

- a. Time spent performing Very High Exposure Risk job duties. Examples include:
 - i. Employees at BHD and OEM who are administering COVID-19 testing.
 - ii. Medical Examiner employees conducting autopsy procedures on individuals with a Confirmed or Probable Case of COVID-19.
 - iii. Employees conducting CPR on individuals with a Confirmed or Probable Case of COVID-19.
- b. Time spent working in the following limited circumstance will also qualify for Very High Exposure Risk Pay.
 - i. Having direct contact with infectious secretions (sputum, serum, blood, and respiratory droplets) from an individual with a Confirmed or Probable Case of COVID-19 at HOC, DHHS DYFS Juvenile Justice Center, and the jail.

⁷ Note that time spent staffing housing units for people under quarantine that do not meet the definition of a Probable Case will **not** qualify for RRP.

⁸ The housing unit must be occupied by individuals with a Confirmed or Probable Case of COVID-19 at the time job duties were performed in order to qualify for High Exposure Risk pay. In other words, if the unit is empty or evacuated, time spent in the unit does not qualify for RRP.

⁹ If employees have downtime, meaning there are no patients presence in the intake area, they will **not** qualify for RRP for this time.

¹⁰ If employees have downtime, meaning there are not actively working with a member of the community to intake them into the jail, they will **not** qualify for RRP for this time.

Unless otherwise listed in Section II.1.b, Milwaukee County is giving RRP based on the level of risk at the time the job duties were performed. Central Payroll will not amend timecards to adjust RRP time because an individual was later found to have a Confirmed or Probable Case of COVID-19. Employees who learn they have had close contact with an individual in the workplace who later tests positive for COVID-19, such as a co-worker, would not qualify for RRP. Time spent performing qualifying job duties before the active date of this Order will not be back paid. RRP will start from this Order’s effective date, September 6, 2020.

III. COVID-19 Risk Recognition Pay Structure Levels

This section identifies the two levels of COVID-19 RRP based on the level of risk exposure. Pay structures are separated by FLSA and Non-FLSA positions.

COVID-19 RRP Structure (FLSA Eligible Positions)

Risk Level of Job Duties	RRP Amount
High Exposure Risk	\$2.00 per hour
Very High Exposure Risk	\$3.00 per hour

COVID-19 RRP Structure (Non-FLSA Positions)

Risk Level of Job Duties	RRP Amount
High Exposure Risk	\$80.00 per week – Prorated based on percentage of weekly work time spent performing high exposure risk duties: <ul style="list-style-type: none"> • 25% of week = \$20 • 50% of week = \$40 • 75% of week = \$60 • 100% of week = \$80
Very High Exposure Risk	\$100.00 per week – Prorated based on percentage of weekly work time spent performing very high exposure risk duties: <ul style="list-style-type: none"> • 25% of week = \$25 • 50% of week = \$50 • 75% of week = \$75 • 100% of week = \$100

IV. COVID-19 Risk Recognition Pay Processing

RRP is an unplanned and unbudgeted cost related to COVID-19. The costs will be charged to the department where the employee is assigned in the payroll system. Such charges will be monitored for reimbursement under Federal grants provided for COVID-19 expenses.

Eligible employees will apply the RRP to the portion of their bi-weekly time reporting via the Dayforce reporting process for the specific hours spent performing high or very high exposure risk duties. **Managers should only approve RRP for qualifying job duties.**

Employees may enter their time for RRP per the following:

- FLSA Non-Exempt (Hourly) Employees should report the amount of qualifying hours worked **per day** using the following:
 - High Exposure Risk Payroll Code: **High Risk Recognition Pay**
 - Very High Exposure Risk Payroll Code: **Very High Risk Recognition Pay**

- For FLSA Exempt (Salary) Employees:
 - High Exposure Risk Payroll Code: **High Risk Recognition Pay**

Qualifying employees should enter the percentage of qualifying time spent per hours in the employee's normal work week (this will typically be 40 hours):

- 25% of week = 0.25
- 50% of week = 0.50
- 75% of week = 0.75
- 100% of week = 1.00

- Very High Exposure Risk Payroll Code: **Very High Risk Recognition Pay**

Qualifying employees should enter the percentage of qualifying time spent per hours in the employee's normal work week (this will typically be 40 hours):

- 25% of week = 0.25
- 50% of week = 0.50
- 75% of week = 0.75
- 100% of week = 1.00

Risk Recognition Pay FAQ:

How should I talk to my employees who previously received Premium Pandemic Pay, but will be ineligible for Risk Recognition Pay (RRP)?

It is understandable that some employees who previously received Premium Pandemic Pay and will not be receiving Risk Recognition Pay will be frustrated. While we wish we could continue providing additional pay at the level of Premium Pandemic Pay, the County needs to spend its CARES money on the highest-need, highest-risk areas for our employees and the community. As we have learned more about the virus over the past several months, we have learned that certain job duties are not as risky for transmission as we thought when the pandemic first started. This is good news for our employees, as we want everyone to be in the least-risky work environment possible. There are employees who are still working in high-risk settings for the transmission of COVID-19 and we want to use our remaining CARES money to compensate these individuals appropriately for their service.

How does this order differ from the Premium Pandemic Pay order and what is it trying to accomplish?

The previous Premium Pandemic Pay (PPP) Order was drafted when we didn't know a lot about COVID-19. We wanted to address the risk some employees were incurring as a result of the public health crisis. The PPP awarded pandemic pay based on those job titles we identified as possibly having COVID-19 exposure risk. The new RRP focuses less on who you are and more on what you do. It is more tightly aligned with OSHA and CDC guidance, which focuses on whether an employee's specific job duties expose them to a High or Very High Level of Risk. Even a qualifying employee will probably move in and out of High or Very High Exposure Risk duties throughout the day. We understand this may add an administrative burden for time tracking but believe this is the best way of recognizing and compensating employees for performing duties which may put them at higher risk of COVID-19 exposure.

Who decided to implement RRP?

The Re-Opening Steering Committee (ROSC) is leading Milwaukee County's internal response to COVID-19 in order to mitigate operational and workplace risks and also oversees the development of Administrative Orders. Many administrative orders are developed in response to risks or needs flagged to the ROSC by department leaders, which was the case with the RRP Order. Leaders had taken great strides to mitigate risks in their work environments, but some employees are at heightened risk of exposure to COVID-19 because of the nature of the duties they perform and it was time to revisit additional compensation for these employees. After consulting with the budget office, human resources, public health experts, and the County Executive, the ROSC moved forward with the development of the RRP Order.

When did this go into effect? Can employees claim RRP for exposure prior to that date?

The Risk Recognition Pay Administrative Order and subsequent revised Order went into effect at 12:01 a.m. on Sunday, Sept. 6, 2020, and does not cover time worked prior to the effective date.

When does Risk Recognition Pay expire?

Risk Recognition Pay for eligible employees is expected to run through the end of CARES funding, December 30, 2020. The County Executive may end the Order earlier at his discretion.

What is a leader’s responsibility with regard to the administration of the Risk Recognition Pay Administrative Order?

Leaders should review the Risk Recognition Order and understand of definitions of “High Exposure Risk” and “Very High Exposure Risk” and whether they have employees who may be eligible to receive RRP.

They should review their employees’ timecards and, if the risk recognition code has been entered, verify the employee is eligible to receive RRP based on the job duties performed. By approving their employees’ timecards, they are verifying that they have validated their employees’ eligibility to receive RRP. For any questions about RRP eligibility, please email COVID-19@milwaukeecountywi.gov

What is the process for approval if an employee believes they are eligible for RRP?

If an employee believes they may be entitled to Risk Recognition Pay, they should contact their supervisor to discuss their eligibility and receive approval **before** they enter this payroll code into their timecard.

Is Risk Recognition Pay limited to a certain number of hours per week?

Risk Recognition Pay is limited to those hours an employee performs duties that result in a High or Very High Exposure Risk to COVID-19 as defined in the Order. Those hours could be one hour per week or 40 hours per week, depending on how much time an employee works a qualifying duty.

What are the increments of Risk Recognition Pay? For example, if I spend 2 hours and 10 minutes performing a High Exposure Risk job duty total for the work day, what should I enter on my timesheet?

If an employee spends a partial hour performing High or Very High Exposure Risk duties, they should round up to the nearest hour when entering their time. In the example above, the employee should round up from 2 hours and 10 minutes to 3 hours of High Exposure RRP. If an employee works 15 minutes performing High or Very High Risk duties, they should enter 1 hour of RRP.

Employees should round their time for the hours worked in a shift. For example, if an employee works 15 minutes performing a High Exposure Risk duty and later in the day spends another 15 minutes performing another High Exposure Risk duty, their time for the shift is 30 minutes, which they would round to 1 hour on their timecard.

Can I request to be assigned to work in specific areas / have specific duties so that I am eligible for RRP? Or can I request to *not* be assigned to work in specific areas / have specific duties in exchange for *not* receiving RRP?

An employee may discuss this with their supervisor; however, operational needs will determine assignments to duties with High or Very High Exposure Risk. Specific staffing decisions will ultimately be made by department management.

Doesn't the RRP policy incentivize employees to take on Higher Risk duties in order to get an increase in pay?

The best way to respond to exposure risks to COVID-19 is to mitigate or eliminate the risks. RRP is designed to compensate employees for risk that cannot be mitigated or eliminated because of the nature of the work being performed. Employees should never engage in duties that unnecessarily put them at a heightened risk of exposure to COVID-19.

Will there be any audit in place to ensure that only eligible employees and job duties are receiving RRP?

Yes, the Comptroller's Office and Human Resources, in collaboration with department leaders, have prepared a list of eligible high orgs, low orgs, and job titles that are likely to perform qualifying job duties. This list will be used to review timecards after manager approval to ensure only eligible time for High and Very High Exposure Risk duties performed are receiving RRP. Coding entered by employees not on this approved list will be removed by Central Payroll. If an employee or manager's time is removed and they believe it should qualify, they should work with Central Payroll and their HR Business Partner to determine eligibility and adjustments to the qualifying list to be made, as needed.

A Milwaukee County first responder conducts CPR on an individual Friday night and learned the person was COVID-19 positive the following Monday. Can the employee enter RRP in their timecard and at what level?

Yes, this employee would be eligible for Very High Risk Recognition pay **as long as the information was learned and coding was entered before the close of the pay period.** Administratively, timecards cannot be adjusted after the close of the pay period.

A Milwaukee County employee must physically restrain someone. Does the employee qualify for RRP for this time?

It depends. Restraining someone would qualify as close contact, but RRP will only be given if the person being restrained has a **known or probable case of COVID-19** (see definitions in Order). If the COVID status of the restrained individual is never found out, then the person is **not** a known or probable case and the time does not qualify for RRP.

If it is found out that the restrained individual has a known or probable case of COVID-19, the employee would qualify for Very High Exposure Risk pay for that time worked **as long as the information was learned and coding was entered before the close of the pay period.**

Administratively, timecards cannot be adjusted after the close of the pay period.

An individual in the custody or care of Milwaukee County claims they have COVID-19. If the employee is in Close Contact with this individual, do they qualify for RRP for the time spent with the individual?

No. A statement by an individual that they are COVID-19 positive would not, on its own, classify an individual as having a Known or Probable Case of COVID-19. If additional screening and testing is conducted and they were identified as a Known or Probable Case, the time working

in close contact with the individual would qualify for RRP and could be claimed **as long as the pay period was still open.**

Would a Milwaukee County Sheriff Deputy performing an OWA assessment to check for the odor of alcohol qualify for RRP?

Likely not, but it depends. If the individual being tested for alcohol is arrested, transported to the jail, **and is found to have a Known or Probable Case once tested for COVID-19**, the Deputy could claim RRP time for duties performed while in close contact with the individual (the time in this example would likely qualify as a mix of Very High and High Exposure Risk time depending on direct physical contact versus close proximity) **as long as the pay period was still open.**

A Milwaukee County Security Guard briefly interacts with a visitor to the courthouse who, the employee learns later, has tested positive for COVID-19. Does the Security Guard qualify for RRP?

No, the Security Guard's interaction with the visitor would **not** be considered close contact, which would require that the employee be within 6 feet of the COVID-positive individual for more than 15 minutes.

A Milwaukee County BHD employee works in the patient intake area and is recognized in the RRP Order as an area where they would be eligible to receive RRP. Would their entire 8 hour shift be coded as High Risk?

It depends on the amount of time there were community members in the intake area during the 8-hour period. Only when patients are present in the space, regardless of whether any patients have a Confirmed or Probable Case of COVID-19, would the hours of their work be eligible for RRP. Just because an employee is working in the area does not mean all of their time spent on shift will be RRP.

Is someone able to claim RRP pay if they find out they were in close contact with a co-worker or vendor who tested positive?

No. Employees who learn they have had close contact with a co-worker or vendor in the workplace who later tests positive for COVID-19 would not qualify for RRP. RRP is reserved for High or Very High Exposure Risk duties between employees and members of the public in which risk cannot be adequately mitigated.

A Milwaukee County Facilities Management employee is working on a plumbing system and has contact with waste water from a unit housing COVID-19 positive individuals. Would he be eligible to receive RRP?

No. CDC guidance says that contact with untreated wastewater is not a known vector for COVID-19 transmission (it is only a theoretical risk at this point in time). For that reason, this **would not** qualify for RRP.

How will we code RRP for payroll?

As employee's job duties change, or they perform different tasks during the course of their day, they may move from one COVID-19 Exposure Risk Level to another. Therefore, employees may move in and out of Risk Recognition Pay eligibility throughout the day and over time. Specific procedures for coding time, based on FLSA and non-FLSA status, can be found in the order.

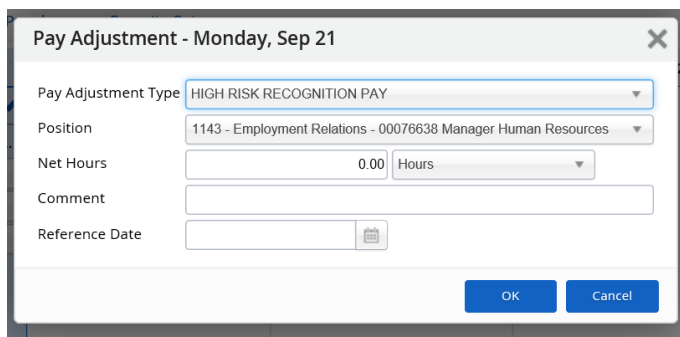
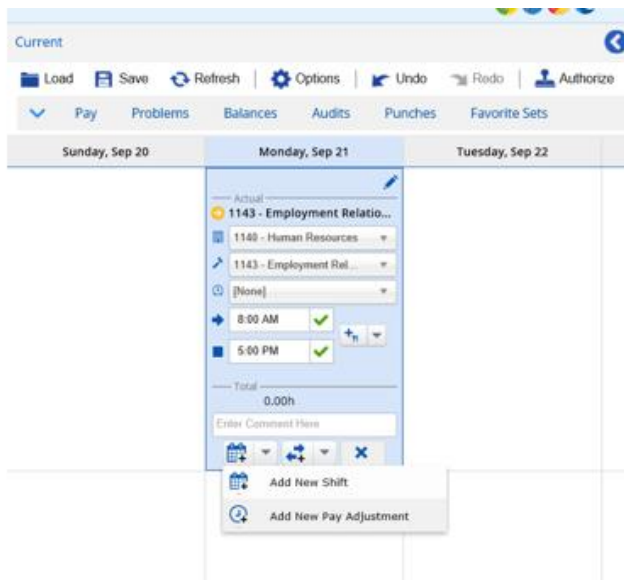
How will timecard coding be audited?

Leaders who approved timecards are being asked to do a mid-pay period audit to ensure appropriate coding is being utilized by employees. Central payroll will also be running reports. The Comptroller's Office and Human Resources, in collaboration with impacted departments, has prepared a list of eligible high orgs, low orgs and job titles that are likely to perform qualifying job duties. This list will be used to review timecards after manager approval to ensure only eligible time for High and Very High Exposure Risk duties performed are receiving RRP. Coding entered by employees not on this approved list will be removed by Central Payroll. If an employee or manager's time is removed and they believe it should qualify, they should work with Central Payroll and their HR Business Partner to determine eligibility and adjustments to the qualifying list will be made, as needed.

We have provided screen shots below to assist employees with how to enter RRP into their timecards:

Timecard Entry for Non FLSA Exempt Hourly Employees:

Click on "Enter Pay Adjustment" - select Pay Adjustment type and enter percentage of time spent in High or Very High Risk job duties



Timecard Entry for FLSA Exempt Hourly Employees:

Click on “Enter Pay Adjustment” - select Pay Adjustment type and enter percentage of time spent in High or Very High Risk job duties

The screenshot shows a form with the following fields:

- Pay Adjustment Type: HIGH RISK RECOGNITION PAY
- Position: 3757 - Central Payroll - 00004161 - Supervisor Payroll-
- Net Hours: 0.25 Hours
- Department: [None]
- Activity: [None]
- Function: [None]
- ReportingCategory: [None]
- JobCosting: [None]
- Comment: (empty text box)
- Reference Date: (calendar icon)

Buttons: OK, Cancel

Timecard Entry for ECP Employees or Exception Reporters:

From Arrow select Add Amount Pay Adjustment

The screenshot shows a timecard entry interface for the period September 13 - September 19, 2020. The interface includes a toolbar with options like Save, Refresh, Options, Undo Delete, Authorize All, Unauthorize All, Copy, and Print. Below the toolbar, there are tabs for Pay, Problems, Balances, and Favorite Sets. The main table displays the following data:

Date	Daily Total	Pay Code	Hours
13 Sunday	0.00		
14 Monday			8.00
15 Tuesday			8.00
16 Wednesday			8.00
17 Thursday			8.00
18 Friday			8.00
19 Saturday			

A context menu is open over the table, showing options: Add Row, Add Pay Adjustment, Add Amount Pay Adjustment, Copy Day, Paste Day, and Apply Favorite. The total hours for the period are 40.00.

Select High Risk Recognition Pay or Very High Risk Recognition Pay

Today September 13 - September 19, 2020

Save Refresh Options Undo Edit Pay Code Authorize All Unauthorize All Copy Print

Pay Problems Balances Favorite Sets

Date	Daily Total	Pay Code	Hours
13 Sunday	0.00		
+ x ▾			
14 Monday	8.00	HIGH RISK RECOGNITION PAY	\$0.00
15 Tuesday	8.00	BERV-Bereavement	8.00 1
16 Wednesday	8.00	CLOSE-Closure	8.00 1
17 Thursday	8.00	CRIT-Critical	8.00 1
18 Friday	8.00	DHDC-Dog Handler Expense	8.00 1
19 Saturday	0.00	Extra Day	8.00 1
		FFCRA EPSL Bank Healthcare Quar	8.00 1
		FFCRA EPSL Bank Care	
		FFCRA EPSL Bank FMLA Childcare	
		FFCRA EPSL Bank Symptoms	
		FFCRA EPSL COVID Quar	

Total Hours 40.00

Enter in Dollar (\$) amount for the week as shown in order

Today September 13 - September 19, 2020

Save Refresh Options Undo Edit Hours Authorize All Unauthorize All Copy Print

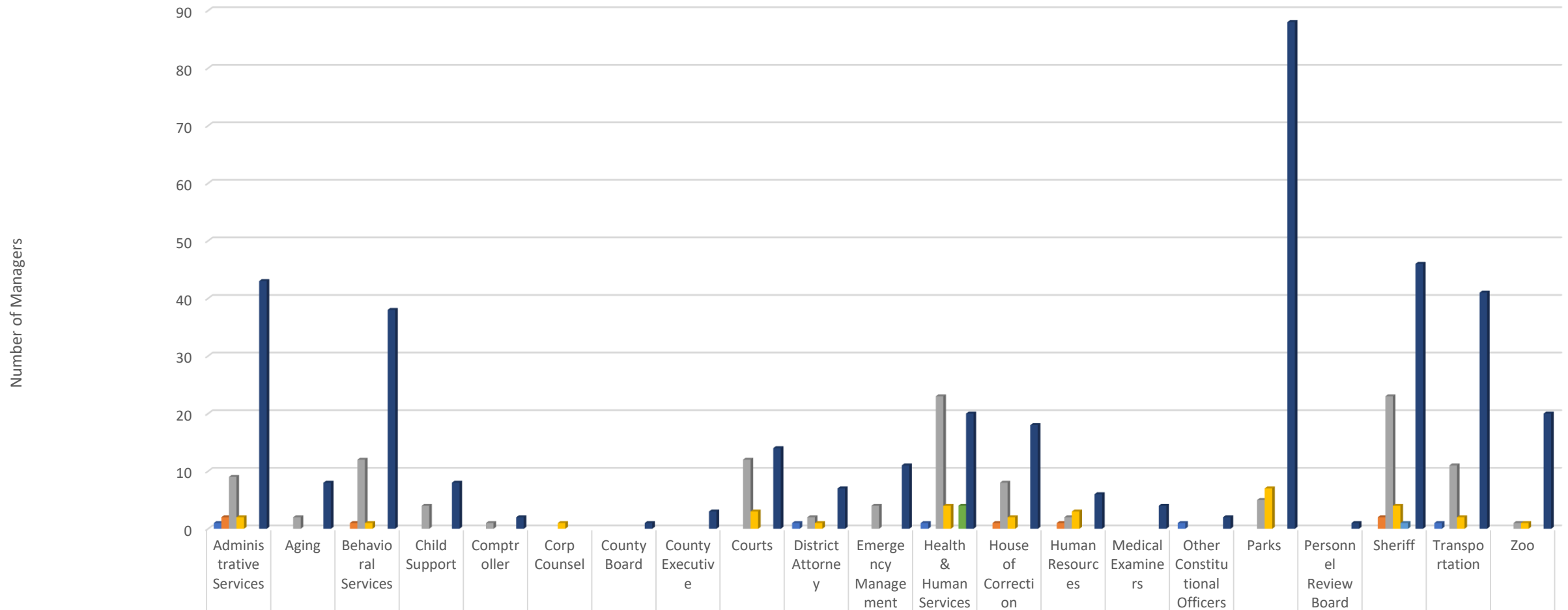
Pay Problems Balances Favorite Sets

Date	Daily Total	Pay Code	Hours
13 Sunday	0.00		
+ x ▾			
14 Monday	8.00	Regular	8.00 1
15 Tuesday	8.00	Regular	8.00 1
16 Wednesday	8.00	VAC-Vacation	8.00 1
17 Thursday	8.00	Regular	8.00 1
18 Friday	8.00	Regular	8.00 1
19 Saturday	0.00		

Total Hours 40.00 Total Amount \$40.00

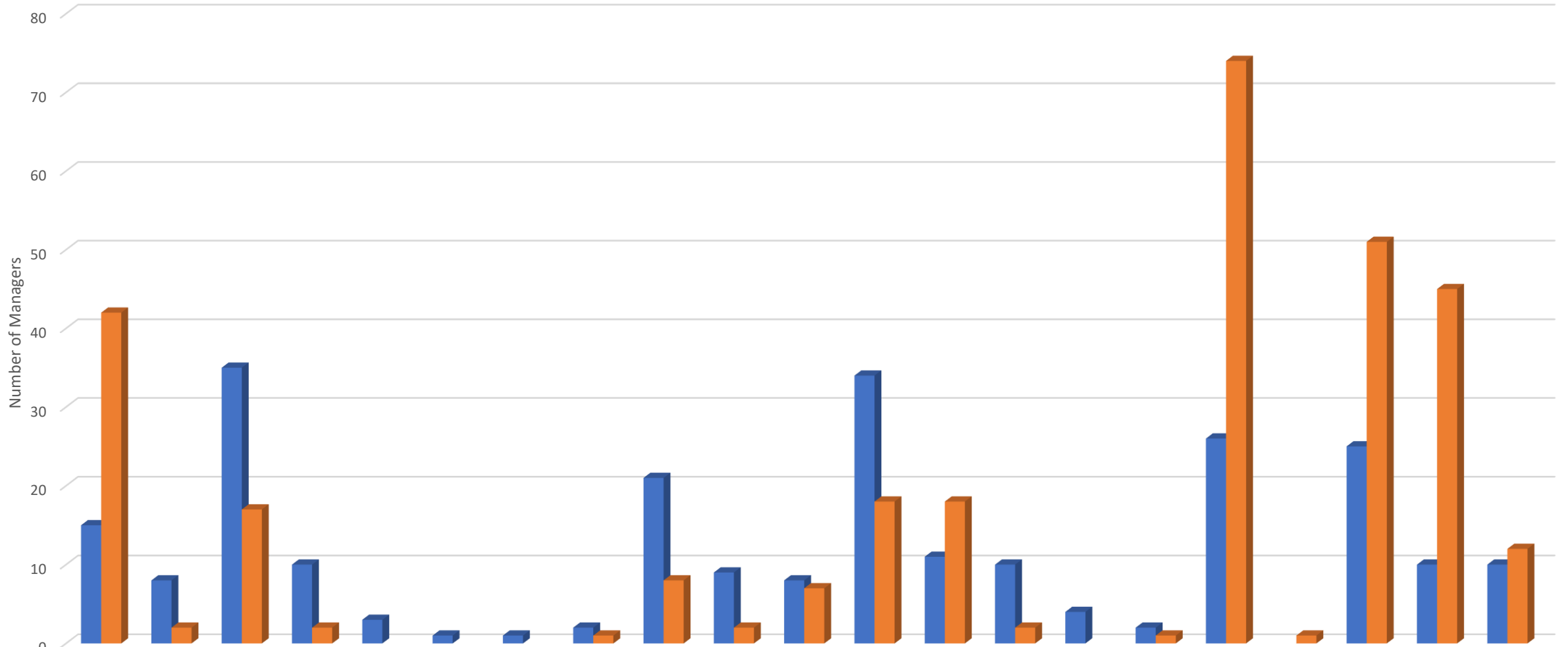
Click on Save Button

Manager by Race



	Administrative Services	Aging	Behavioral Services	Child Support	Comptroller	Corp Counsel	County Board	County Executive	Courts	District Attorney	Emergency Management	Health & Human Services	House of Correction	Human Resources	Medical Examiners	Other Constitutional Officers	Parks	Personnel Review Board	Sheriff	Transportation	Zoo
American Indian or Alaskan	1							1				1				1				1	
Asian	2		1										1	1					2		
Black or African American	9	2	12	4	1				12	2	4	23	8	2			5		23	11	1
Hispanic or Latino	2		1			1			3	1		4	2	3			7		4	2	1
Two or more races																			1		
Unknown												4									
White	43	8	38	8	2		1	3	14	7	11	20	18	6	4	2	88	1	46	41	20

Managers by Gender



F	15	8	35	10	3	1	1	2	21	9	8	34	11	10	4	2	26		25	10	10
M	42	2	17	2				1	8	2	7	18	18	2		1	74	1	51	45	12