

COVID-19 time entry for reimbursement of Covid Testing outside of work hours - Employee

Purpose	Reimburse non-vaccinated staff who are working on-site for required weekly testing
Timing/Information	Weekly or Bi-Weekly – Deadline for reporting time is pay day Friday
Navigation	Summit-Employee Home Page > Time Reporting by Pay Period tile > Timesheet

Step 1

Enter your timesheet and add a row: “+”

Select ‘485 – Covid Testing’ from the drop down

Enter time/unit, and select **Submit**

From Saturday 11/13/2021 to Friday 11/26/2021

Total: Time Reporting Code: 001 - Regular Worked | *Taskgroup: RC | Task Profile ID: | Assignment: | +

From Saturday 11/13/2021 to Friday 11/26/2021

Sat 11/13	Sun 11/14	Mon 11/15	Tue 11/16	Wed 11/17	Thu 11/18	Fri 11/19	Sat 11/20	Sun 11/21	Mon 11/22	Tue 11/23	Wed 11/24	Thu 11/25	Fri 11/26	Total Time Reporting Code
		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00	64.00 [001 - Regular Worked]
		1.00												2.00 [485 - Covid Testing]

Date	Reported Status	Total TRC	Description	Set Pts	Add Comments
11/15/2021	Submitted	8.00	Regular Worked	8.00	
11/16/2021	Submitted	1.00	Covid Testing	8.00	
11/16/2021	Submitted	8.00	Regular Worked	8.00	
11/17/2021	Submitted	8.00	Regular Worked	8.00	
11/18/2021	Submitted	8.00	Regular Worked	8.00	
11/19/2021	Submitted	8.00	Regular Worked	8.00	
11/21/2021	Submitted	1.00	Covid Testing	8.00	

Step 2

Verify time is ready for supervisor approval on **Payable Time** tab

Reported Time Status | Summary | Leave / Compensatory Time | Exceptions | Payable Time

Payable Time Viewing Option

By TRC and Status
 By TRC, Status and Day
 Show In Detail

View Full Detail

Payable Time

Date	TRC	Description	TRC Type	Payable Status	Quantity
11/15/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/15/2021	485	Covid Testing	Hours	Needs Approval	1.00
11/16/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/17/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/18/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/19/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/21/2021	485	Covid Testing	Hours	Needs Approval	1.00
11/22/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/23/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/24/2021	001	Regular Worked	Hours	Needs Approval	8.00
11/25/2021	332	Holiday Pay	Hours	Needs Approval	8.00
11/26/2021	332	Holiday Pay	Hours	Needs Approval	8.00

[Employee COVID-19 Proof of Vaccination and Testing](https://ramseynet.us/content/employee-covid-19-proof-vaccination-and-testing) (https://ramseynet.us/content/employee-covid-19-proof-vaccination-and-testing)

If you have any questions regarding this process, please contact your [Department HR/Payroll Contact](https://ramseynet.us/job-information-training-benefits/employee-resources/payroll/department-payroll-contact-list) (https://ramseynet.us/job-information-training-benefits/employee-resources/payroll/department-payroll-contact-list)