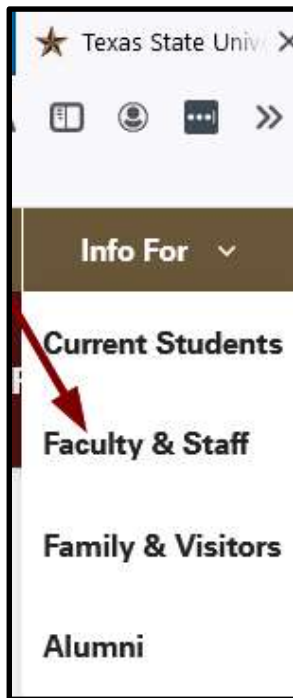


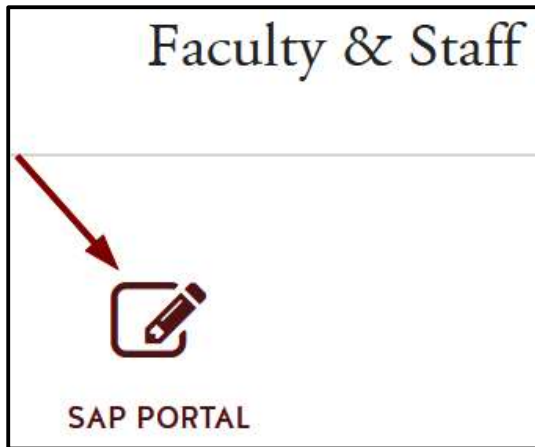
Instructions for Report COVID-19 Work Hours

Texas State University is required by federal and state agencies to report payroll hours and dollars associated with work directly related to COVID-19. To provide the reporting, employees need to record their COVID-19 work hours. These COVID-19 hours could have been worked as early as January 20th, 2020 and could continue until the University leadership determines the COVID-19 risks are eliminated or greatly diminished. **Multiple submissions hours can be recorded as this work is ongoing.** Your compliance will provide accurate reporting and support any reimbursement process with FEMA. **Please note you need to continue to use "Record Working Time" for entry into SAP for normal payroll purposes.**

Step1. Log onto the SAP Portal. Go to the Texas State Homepage. Click on Faculty & Staff.



Step 2. Click on SAP Portal.



Step 3. Enter credentials to login.

A screenshot of the Texas State login page. At the top is the "TEXAS STATE" logo with a five-pointed star. Below the logo are two input fields: "NetID" and "Password". To the right of the "NetID" field is a link that says "> Forgot your password?". To the right of the "Password" field is a link that says "> Activate your NetID". At the bottom is a dark red button labeled "Login".

Step 4. Click on the tile: "COVID-19 Report Hours Worked".



Step 5. Click the "Continue" button to complete the form for yourself.


Welcome Ms Boko Bobcat

Are you completing this form for yourself or on behalf of someone else?

I'm completing this form for myself.

 I'm completing this form on behalf of someone else.

Note the Previous Week and Next Week buttons to navigate during entry of hours.

 Record hours worked for COVID-19

Purpose

Texas State University is required by federal and state agencies to report payroll hours and dollars associated with work directly related to COVID-19. In their COVID-19 work hours. These COVID-19 hours could have been worked as early as January 20th, 2020 and could continue until the University lead greatly diminished. Please record your hours below. Multiple submissions hours can be recorded as this work is ongoing. Please note you need to con normal payroll purposes.

Employee Information

Name:	Ms Boko Bobcat	Texas State ID:	Employee Group:	Staff	
Job Title:	Assoc Dir, Core Systems	Department:	Core Systems	Division:	1200 I
Supervisor:	Ms Linda Lynx				

Calendar / Timesheet

April 2020
May 2020

Day	Date	Regular Hours	Extra Hours	Work Catego					
Su	Mo	Tu	We	Th	Fr	Sa			

Step 6. Enter the COVID-18 hours worked and select a category for the work performed using the drop-down selection.

< Previous Week		Next Week >		
Day	Date	Regular Hours	Extra Hours	Work Category
Sunday	05/03			
Monday	05/04		4	
Tuesday	05/05			
Wednesday	05/06			
Thursday	05/07			
Friday	05/08			
Saturday	05/09			
				<ul style="list-style-type: none"> Online course development Deep cleaning and/or disinfecting Regulatory and Non-Regulatory Reporting Software upgrades, installation and/or development Fabrication, develop and install Equipment's Hardware Deployments Transportation Delivery Logistics to implement social distancing Other

Step 7. Example of hours entered with category. Each entry can have a different work category.

< Previous Week		Next Week >		
Day	Date	Regular Hours	Extra Hours	Work Category
Sunday	04/05			
Monday	04/06	3.50		Deep cleaning and/or disinfecting
Tuesday	04/07	2.75		Transportation
Wednesday	04/08			
Thursday	04/09		1.00	Delivery
Friday	04/10	5.00		Logistics to implement social distancing
Saturday	04/11		8.00	Deep cleaning and/or disinfecting

Step 8. Enter any details of worked perform. Where (building) was the worked performed, specific incident that prompted the work, etc.

Click the box to acknowledge the hours worked were related to COVID-19. Click the “Check & Submit” button.

Details of Work Performed

Please enter details of work performed.

Acknowledgment

I acknowledge that I worked the hours reported and the hours worked were directly related to or a result of the COVID-19 pandemic.

✓ Check & Submit ✕ Cancel & Close Window

Step 9. Click “Yes” to save the form data.

⚠ Confirm Save ✕

Do you want to save the form?

Yes No

Step 10. Receive confirmation that COVID-19 work hours are saved.

Thank You!

Hours Worked for COVID-19 Saved!



Ms Boko Bobcat

End of work instruction for COVID-19 Report Hours Worked.