



State of New Jersey

OFFICE OF THE GOVERNOR

P.O. Box 001

TRENTON, NJ 08625-0001

PHILIP D. MURPHY
Governor

March 12, 2020

To all Directors of Administration and Chief Fiscal Officers:

Effective immediately, as part of the State's efforts to address COVID-19 and capture all time and expenses related to the efforts to prepare for and respond to the virus, the following directives should be followed related to personnel timekeeping procedures:

1. **For All Agencies Utilizing eCats.** Effective Wednesday, March 11, 2020, eCats will permit users to access the following Job Number and Activity codes to capture COVID-19 specific time:

Job Number: WORKCOVI

Activity: COVID

Employees should specifically note if any "overtime," if applicable, is earned as a result of COVID-19. For example, if an employee's typical daily schedule is 7 hours, but COVID-19 activities add 2 hours of overtime pay to that day, 7 hours should be noted under their normal reporting codes, with 2 hours noted for COVID-19 overtime activity.

2. **For all non-eCats Timekeeping Systems.** To the extent possible, personnel activity reports (timesheets) should specifically designate any hours dedicated to COVID-19 preparation and response activities on a given date, in addition to any time spent on other activities. Thus, timesheets should reflect the total daily activity for which each employee is compensated.

Employees should specifically note if any "overtime," if applicable, is earned as a result of COVID-19. For example, if an employee's typical daily schedule is 7 hours, but COVID-19 activities add 2 hours of overtime pay to that day, 7 hours should be noted under their normal reporting codes, with 2 hours noted for COVID-19 overtime activity.

All employees, regardless of the timekeeping system they use to record their time, should consult their supervisor to determine how COVID-19-related time is defined, and is to be used, in their particular agency. The Director of Human Resources of each Agency will be the final authority on the tasks applicable to the COVID timekeeping code.

These directives are effective until further notice. We thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Daniel J. Kelly".

Daniel J. Kelly,
Executive Director,
Governor's Office of Recovery & Rebuilding