

Time Reporting Scenarios for COVID-19 Response

Use these scenarios to code time for the COVID-19 response, as communicated by the Emergency Coordination Centre (ECC). The following scenarios are examples of when to use the major incident Time Reporting Codes (TRCs) **AFD**, **AFR** and **AFV**. The Financial Tracking column provides direction for when to use the Financial Tracking Spreadsheet.

A separate functional centre will NOT be set up for this event. Incremental costs will be coded to the functional centre of worked shift. The TRCs used to track time due to a disaster (AFD and AFR) are NOT to be recorded on the Financial Tracking Spreadsheets. Only the TRC AFV and the premium codes associated (shift and weekend premiums, overtime, call back, etc.) are to be tracked on the spreadsheet.

Questions regarding time coding should be directed to your HR or scheduling resources as appropriate. Questions regarding eligibility of certain costs, or related to the Financial Tracking Spreadsheet and process, should be directed to the Finance Representative identified by the AHS ECC or your BAS representative.

TRC Descriptions

TRC	Description	Financial Tracking
AFD - Major Incident LOA Paid	Used to code pay when an employee cannot work a shift due to a major event. This includes the period of income continuance and any additional Leave with Pay approved by the manager.	No costs to be tracked in the Financial Tracking Spreadsheet.
AFR - Major Incident - Redeployment	Used to code regular time for staff redeployed to support response/recovery efforts due to a major incident/event.	No costs to be tracked in the Financial Tracking Spreadsheet. A shift redistribution form may be needed.
AFV - Major Incident Backfill, Additional Hours	Used to code regular time for an employee who backfills a shift for an employee who cannot work that shift due to the major event.	Only shift differentials and premiums are to be coded on the Financial Tracking Spreadsheet.

DO NOT use these TRCs for any coding not related to the novel coronavirus (COVID-19) response, as use of these will be tracked for financial and reporting purposes during this major event.

The Scenarios Included are as follows:

[Scenario 1](#): Employee is **asymptomatic and not restricted from work**.

[Scenario 2](#): Employee is **asymptomatic and instructed to self-isolate** by either Health Link, Workplace Health and Safety (WHS), or Medical Officers of Health, or other government announcement.

[Scenario 3A](#): Employee is **symptomatic, workplace exposure suspected. Backfill required**.

[Scenario 3B](#): Employee is **symptomatic, workplace exposure not suspected. Backfill required**.

[Scenario 4](#): Employee is **redeployed to assist in another unit** during event. **Backfill required**.

[Scenario 5](#): Employee is **called in to assist in home unit** during event.

Additional Information for **Part-time and Casual Employees** Related to Pre-scheduled Additional Shifts: [Symptomatic](#) and [asymptomatic Management](#) and Non-Union [Exempt Employees \(NUEE\)](#): Use of Major Incident – Redeployment (AFR) and Overtime coding.

Time Coding Scenarios

On March 12, 2020, the Alberta Government advised that travel outside Canada is not recommended, at this time and that individuals returning to Canada will be required to self-isolate.

Scenario 1: Employee is asymptomatic and not restricted from work.

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Employee			
Employee continues to work with no change in conditions	Regular shift coding	Applicable coding for any shifts worked	No requirement to track on the Financial Tracking Spreadsheet

Scenario 2: Employee is asymptomatic and instructed to self-isolate by either Health Link, Workplace Health and Safety (WHS), or Medical Officers of Health, or other government announcement.

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Employee			
Employee is restricted from work	AFD - Major Incident LOA Paid	Employee is coded AFD while restricted from work	No requirement to track on the Financial Tracking Spreadsheet No shift premiums and differentials are coded for the individual
Backfill			
Backfill replaced employee in at regular rate	AFV - Major Incident - Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Applicable shift premiums and differentials are applied	Add shift premiums and differentials coded to the Financial Tracking Spreadsheet DO NOT track AFV coding
Backfill replaced employee at overtime rate	Overtime TRCs	Code the backfill employee applicable Overtime codes, i.e. A31 – Overtime Actual Hr Applicable shift premiums and differentials are applied	Add overtime coding and applicable shift premiums/differentials coded to the Financial Tracking Spreadsheet – ONLY if backfilling a regular scheduled shift, not a scheduled OT shift
Backfill is found from another unit	AFV - Major Incident - Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Hours are redistributed to department where shift worked Applicable shift premiums and differentials are applied	No requirement to track on the Financial Tracking Spreadsheet DO NOT track premiums and differentials

Scenario 3A: Employee is symptomatic, workplace exposure suspected. Backfill required.

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Employee			
Employee is symptomatic and workplace exposure suspected. WCB claim process will be initiated through MySafetyNet .	Applicable Sick Coding until advised by WHS	Employee is coded applicable sick coding. i.e. A15 SICK Time A0K Sick Time Under 30 Days	No requirement to track on the Financial Tracking Spreadsheet
Backfill			
Backfill replaced employee in at regular rate	AFV - Major Incident -Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Applicable shift premiums and differentials are applied	Add shift premiums and differentials coded to the Financial Tracking Spreadsheet DO NOT track AFV coding
Backfill replaced employee at overtime rate	Overtime TRCs	Code the backfill employee applicable Overtime codes, i.e. A31 – Overtime Actual Hr Applicable shift premiums and differentials are applied	Add overtime coding and applicable shift premiums/differentials coded to the Financial Tracking Spreadsheet – ONLY if backfilling a regular scheduled shift, not a scheduled OT shift
Backfill is found from another unit	AFV - Major Incident -Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Hours are redistributed to department where shift worked Applicable shift premiums and differentials are applied	No requirement to track on the Financial Tracking Spreadsheet

Scenario 3B: Employee is symptomatic. Backfill required. Workplace exposure not suspected.

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Employee			
Employee is symptomatic Workplace exposure not suspected	Sick Coding	Employee is coded applicable sick coding. i.e. A15 SICK Time A0K Sick Time Under 30 Days	No requirement to track on the Financial Tracking Spreadsheet
Backfill			
Backfill replaced employee at regular rate	AFV - Major Incident -Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Applicable shift premiums and differentials are applied	Add shift premiums and differentials coded to the Financial Tracking Spreadsheet DO NOT track AFV coding
Backfill replaced employee at overtime rate	Overtime TRCs	Code the backfill employee applicable overtime codes, i.e. A31 – Overtime Actual Hr Applicable shift premiums and differentials are applied	Add overtime coding to and applicable shift premiums/ differentials coded to the Financial Tracking Spreadsheet – ONLY if shift would normally be at regular rate
Backfill is found from another unit	AFV - Major Incident -Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Hours are redistributed to department where shift worked Applicable shift premiums and differentials are applied	No requirement to track on the Financial Tracking Spreadsheet

Scenario 4: Employee is redeployed to assist in another unit during event. Backfill required.

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Employee			
Employee is redeployed from another unit/site to provide assistance	AFR - Major Incident - Redeployment	Employee is coded AFR Applicable shift premiums and differentials are applied A shift redistribution form may be needed	No requirement to track on the Financial Tracking Spreadsheet
Backfill			
Backfill replaced employee in home unit at regular rate	AFV - Major Incident -Bkfill Addl Hr	Employee is coded AFV instead of other relief coding Applicable shift premiums and differentials are applied	Add shift premiums and differentials coded to the Financial Tracking Spreadsheet DO NOT track AFV coding

Scenario 5: Employee is called in to assist in home unit during event.

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Employee			
Employee is called in to provide additional staffing during the event at regular rate	AFV - Major Incident -Bkfill Addl Hr	Employee is coded AFV Applicable shift premiums and differentials are applied	Add shift premiums and differentials coded to the Financial Tracking Spreadsheet DO NOT track AFV coding
Employee is called in to provide additional staffing during the event at overtime rate	Overtime TRCs	Code the backfill employee applicable overtime codes, i.e. A31 – Overtime Actual Hr Applicable shift premiums and differentials are applied	Add overtime coding, shift premiums and differentials coded to the Financial Tracking Spreadsheet

Additional Information for Part-time and Casual Employees Related to Pre-scheduled Additional Shifts
Employee is Asymptomatic

If restricted from work as instructed by either Health Link, Workplace Health & Safety or Medical Officers of Health for the self-isolation period, part-time employees who are **asymptomatic** will be provided with paid leave and coded **AFD - Major Incident LOA Paid** for all regularly scheduled shifts. For part-time and casual employees who have been pre-scheduled for additional picked up shifts during the self-isolation period, these employees will also be provided with paid leave (AFD). This does not include shift premiums.

Scenario	TRC	Example
Part-time employee is regularly scheduled for Monday – Wednesday, and had a pick up shift scheduled on Thursday - all shifts are 7.75 hours.	AFD - Major Incident LOA Paid	<ul style="list-style-type: none"> Monday - Friday: AFD – 7.75 hours Thursday AFD – 7.75 hours
Casual employee has two shifts pre-scheduled for Friday and Saturday evening - all shifts are 7.75 hours.	AFD - Major Incident LOA Paid	<ul style="list-style-type: none"> Friday & Saturday: AFD – 7.75 hours (no shift premiums are coded)

Employee is Symptomatic

If a part-time employee becomes **symptomatic**, they will be coded paid sick leave for any regularly scheduled shifts as per their position FTE to the extent of their income continuance bank. For any additional picked up shifts that either a part-time or casual employee was already pre-scheduled to work but is unable due to becoming symptomatic, they **will not** be paid for these shifts. In accordance with collective agreement provisions, part-time and casual employees are not entitled to sick leave for additional picked up shifts they were pre-scheduled to work but unable due to illness.

Scenario	TRC	Example
Part-time employee is regularly scheduled Mon – Wed and had a pick up shift scheduled on Thursday. All shifts are 7.75 hours. Employee is symptomatic.	Applicable Sick TRC	<ul style="list-style-type: none"> Monday - Friday: Applicable Sick TRC (A15, A0K, etc.) - 7.75 hours Thursday No Coding
Casual employee has two shifts pre-scheduled for Friday and Saturday evening. All shifts are 7.75 hours. Employee is symptomatic.	No coding	No coding – not eligible for sick coding

Management and Non-Union Exempt Employees (NUEE)

For management and exempt employees in support functions, code time as **AFR - Major Incident – Redeployment** if:

- Their shift is worked in the Emergency Coordination Centre (ECC)
- Their daily role is worked primarily on the coronavirus response (i.e. HR manager or CPSM manager is at their desk and spending their day responding to requests or drafting documents related to the response).

If the employee responded to some questions related to the response BUT their day was not dedicated to the response, time will be coded as normal (i.e. a CPO is not working in the ECC but responding to questions or approving decisions related to the response).

Overtime hours

Overtime (OT) hours associated with this event should be identified as incremental. OT hours are to be coded as usual in payroll and added to the Financial Tracking Spreadsheet. Include all applicable shift premiums and differentials for hours worked at overtime by full time, part time, and casual staff who were assigned to the event. The applicable TRCs are:

- **A55 - OT At Straight Time** - 1X Basic Rate of Pay (Non-Pensionable)
- **A31 - Overtime** - 1.5X Basic Rate of Pay (Non-Pensionable)

Executives and Senior Leaders (CEO, SL3, SL2, SL1 and M5) employees are not eligible for overtime pay and are encouraged to flex time at a later date.

Management employees are eligible to be compensated at their basic hourly rate for hours worked greater than 44 hours in a week. **“Management” includes the Management (M) stream at M1 to M4.**

Scenario	TRC	Coding Instruction	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines
Management employee works 50.0 hours for the week	A55 - OT At Straight Time	<ul style="list-style-type: none"> • Regular pay code (AFR, AFV, A01, etc.) 38.75 hours • A55 – 11.25hours 	Any extra hours coded to A55 should be tracked on the Financial Tracking Spreadsheet

Exempt employees are eligible to be compensated at 1.5 times their basic rate of pay for hours in excess of eight hours on each work day or for hours in excess of 44 hours in a work week. **“Exempt employees” includes all T, P and C streams.**

Scenario	Coding for extra hours:	Example	Financial Tracking Spreadsheet tracking per the Financial Reporting Guidelines																																				
<p>NUEE employee’s regular schedule is Mon to Fri, 7.75 hours/day.</p> <p>They work 12 hours on one of the regular days.</p>	<p>A55 - OT At Straight Time</p> <p>A31 - Overtime</p>	<ul style="list-style-type: none"> Regular TRC* - 7.75 hours A55 - 0.25 hours A31 - 4.00 hours <p>* Regular TRC (AFR, AFV, A01, etc.)</p>	<p>Any extra hours coded to A55 or A31 should be tracked on the Financial Tracking Spreadsheet</p>																																				
<p>NUEE employee’s regular schedule is Mon to Fri, 7.75 hours/day.</p> <p>They work an additional 12 hours on Saturday (a non-regular day).</p>	<p>A55 - OT At Straight Time</p> <p>A31 - Overtime</p>	<ul style="list-style-type: none"> <u>Monday - Friday</u>: Regular TRC* - 7.75 hours <u>Saturday</u>: 12.00 additional hours <ul style="list-style-type: none"> A55 - 5.25 (for hours between 38.75 and 44 hours) A31 - 6.75 (for hours greater than 44) <p>* Regular TRC (AFR, AFV, A01, etc.)</p>	<p>Any extra hours coded to A55 or A31 should be tracked on the Financial Tracking Spreadsheet</p>																																				
<p>NUEE employee’s regular schedule is Mon to Fri, 7.75 hours/day.</p> <p>They work 10 hours each day including Saturday (a non-regular day) and have exceeded 44 hours in the week.</p>	<p>A55 - OT At Straight Time</p> <p>A31 - Overtime</p>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th>Day</th> <th>Reg. TRC*</th> <th>A55</th> <th>Overtime A31</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>7.75</td> <td>0.25</td> <td>2.00</td> </tr> <tr> <td>Tues</td> <td>7.75</td> <td>0.25</td> <td>2.00</td> </tr> <tr> <td>Wed</td> <td>7.75</td> <td>0.25</td> <td>2.00</td> </tr> <tr> <td>Thurs</td> <td>7.75</td> <td>0.25</td> <td>2.00</td> </tr> <tr> <td>Fri</td> <td>7.75</td> <td>0.25</td> <td>2.00</td> </tr> <tr> <td>Sat</td> <td></td> <td>4.00**</td> <td>6.00</td> </tr> <tr> <td>Totals</td> <td>38.75</td> <td>5.25</td> <td>16</td> </tr> <tr> <td></td> <td colspan="2">44</td> <td></td> </tr> </tbody> </table> <p>*Regular TRC (AFR, AFV, A01, etc.)</p> <p>**4.00 hours coded at A55 to reach the 44 hour week.</p>	Day	Reg. TRC*	A55	Overtime A31	Mon	7.75	0.25	2.00	Tues	7.75	0.25	2.00	Wed	7.75	0.25	2.00	Thurs	7.75	0.25	2.00	Fri	7.75	0.25	2.00	Sat		4.00**	6.00	Totals	38.75	5.25	16		44			<p>Any extra hours coded to A55 or A31 should be tracked on the Financial Tracking Spreadsheet</p>
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