GUIDANCE
COVID-19 Timesheet Reimbursement Codes

NYC Health+ HOSPITALS

Version 2 04/06/20	**Central Office Budget/Finance/FEMA Unit**	**Effective Date: 31 March 2020**	**Page 1 of 3**

Purpose	To provide guidance on proper timesheet reimbursement codes to be used for COVID-19 related activities for the purpose of FEMA reimbursement of NYC Health + Hospitals COVID-related expenses. The "Reimbursement Code" is used **in addition to** the regular timesheet payroll "Code" used for OT, Leave and other payroll codes.
Scope	This guidance applies to all employees.

COVID-19 Reimbursement Code Structure

	Reimbursement Code (4 Characters)		
First Digit (Required)	**Second Digit (Required)**	**Third Digit (Required)**	**Fourth Digit (Only if applicable)**
Facility Identifier Code (see facility code list)	COVID Identifier (constant)	COVID Effort (see COVID effort code list)	Location Code (see location code list)

Facility Identifier Codes (First digit):

Facility Identifier Codes	Where COVID Work Was Performed	Facility Identifier Codes	Where COVID Work Was Performed
A	Central Office	R	Kings County Hospital
B	Bellevue Hospital	S	Woodhull
D	North Central Bronx	V	Metropolitan
E	Bird S. Coler Hospital	W	Accountable Care Organization
F	Coney Island	X	Queens
G	Cumberland	Y	One City Health Central Services
H	Epic EMR	Z	Seaview
I	Elmhurst	2	Correctional Health Services
J	Lincoln	3	Enterprise IT Services
L	MetroPlus - HMO	4	East NY DTC
M	Henry J. Carter	5	Renaissance DTC
N	Gouverneur Healthcare Services	6	Morrisania NFCC
O	McKinney Nursing/Rehab Cent	7	Segundo Belvis NFCC
P	Harlem	8	Certified Home Health Agency
Q	Jacobi Medical Center	**9**	**Other** *(go to location code)*

COVID Identifier (Second digit):
COVID Effort Codes (Third digit):

COVID Identifier	COVID Effort Codes	COVID Effort Description
C	1	COVID Emergency Preparedness which can include, but is not limited to assisting COVID calls, temp setup, hosted COVID disaster preparedness training, and preparation of emergency plans
C	2	All General COVID effort duties (Facilities need to maintain records for COVID reassignments/redeployment)
C	3	Overtime related to NON-COVID activities, but resulting from COVID-related staff shortages.

Location Code (Fourth digit):

Location Codes	Location *(if different from Facility)*	Location Codes	Location *(if different from Facility)*
blank	leave blank if work is performed at facilities A-Z and 2-8 and not in a tent	T[1]	Tent/Community site/offsite emergency hub
Y	YMCA/Hotels	J	Javits
R	Roosevelt Island Medical Center	C	USNS 'Comfort' (Ship)
N	New NCB COVID Beds	K	Brooklyn Cruise Terminal
E	Billie Jean King Tennis Center		

COVID Infection Control Guidance:

For staff on OHS-approved leave using code 17 (Infection Control) please indicate facility code as well as the COVID identifier & COVID effort code 2.

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[1] Location code **T** is used when COVID activities are performed at a tent located on a hospital campus. It can also be used with Facility identifier code **9** if the tent is offsite. All other location codes should only be used in conjunction with Facility identifier code **9.**

Code Structure Examples	1. Central Office employee on OHS-approved quarantine, **payroll code 17 (Infection Control)**: Timesheet reimbursement code – **AC2**

Facility Identifier **(see facility code list)**	**COVID Identifier** **(constant)**	**COVID Effort** **(see COVID effort code list)**	**Location Code** **(see location code list)**
A	C	2	blank

A – Central Office
C – COVID19, COVID Identifier (constant)
2 – General COVID effort duties

2. Employee performing COVID emergency preparedness activities at the YMCA: Timesheet reimbursement code – **9C1Y**

Facility Identifier **(see facility code list)**	**COVID Identifier** **(constant)**	**COVID Effort** **(see COVID effort code list)**	**Location Code** **(see location code list)**
9	C	1	Y

9 – Other location
C – COVID19, COVID Identifier (constant)
1 – Emergency preparedness
Y – YMCA/Hotels

3. Employee performing general COVID activities at Bellevue: Timesheet reimbursement code – **BC2**

Facility Identifier **(see facility code list)**	**COVID Identifier** **(constant)**	**COVID Effort** **(see COVID effort code list)**	**Location Code** **(see location code list)**
B	C	2	blank

B – Bellevue
C – COVID19, COVID Identifier (constant)
2 – General COVID effort duties

4. Employee performing general COVID activities at a tent on Bellevue campus: Timesheet reimbursement code – **BC2T**

Facility Identifier **(see facility code list)**	**COVID Identifier** **(constant)**	**COVID Effort** **(see COVID effort code list)**	**Location Code** **(see location code list)**
B	C	2	T

B – Bellevue
C – COVID19, COVID Identifier (constant)
2 – General COVID effort duties
T – Tent/Community site/offsite emergency hub

5. Central Office employee is on leave for **childcare due to COVID closures** of schools and day cares, payroll code 02 (Annual Leave) or 49 (Unscheduled Annual Leave). Timesheet reimbursement code – **AC2**

Facility Identifier **(see facility code list)**	**COVID Identifier** **(constant)**	**COVID Effort** **(see COVID effort code list)**	**Location Code** **(see location code list)**
A	C	2	blank

A – Central Office
C – COVID19, COVID Identifier (constant)
2 – General COVID effort duties

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| **Timesheet Example** | **Example:** An Elmhurst employee completed the following COVID related duties during the week. Their regular shift is 9am to 5pm, and they work for the purchasing department. |

Day 1: Employee started at 9am and worked at Elmhurst emergency tent until their lunch hour at 1pm. After lunch, employee was sent to Queens Hospital Emergency medical tent and worked there until 6pm.

DATE	IN	OUT	CODE	REIMB.CODE
SUN. 04/05/20	0 9 0 0	1 4 0 0		I C 2 T
	1 4 0 0	1 7 0 0		X C 2 T
	1 7 0 0	1 8 0 0	2 9	X C 2 T

Day 2: Employee did a shift change and started working at Queens Hospital Call Center at 7am handling an influx of calls due to COVID crisis. Employee works at the call center until 9am and then helps with a patient transfer to RIMC and works at RIMC for the remainder of their shift.

MON. 04/06/20	0 7 0 0	0 9 0 0	1 3	X C 1
	0 9 0 0	1 5 0 0	1 3	9 C 2 R

Day 3: The Employee was reassigned to help out the Elmhurst Finance department doing normal day to day non-COVID finance transactions. The department staff had called out due to COVID crisis and needed staffing assistance. He worked from 9am to 6pm.

TUE. 04/07/20	0 9 0 0	1 7 0 0		
	1 7 0 0	1 8 0 0	2 9	I C 3

Day 4: Employee was reassigned to help the Elmhurst ED handling patient files due to increased COVID transactions and patients. Employee worked from 9am to 6pm.

WED. 04/08/20	0 9 0 0	1 7 0 0		I C 2
	1 7 0 0	1 8 0 0	2 9	I C 2

Day 5: Employee worked their regular shift at the purchasing department from 9am to 5pm. The other workers of his department were reassigned to COVID efforts and he had to work overtime until 6pm to complete the normal daily vital departmental transactions.

THU. 04/09/20	0 9 0 0	1 7 0 0		
	1 7 0 0	1 8 0 0	2 9	I C 3

COVID-19 Timesheet Reimbursement Coding
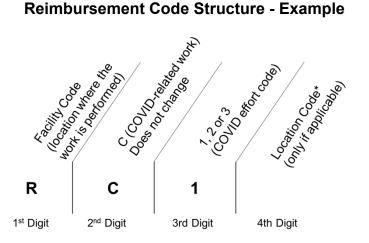
April 3, 2020

COVID-19 Related Work

- NYC Health + Hospitals is incurring exorbitant expenditures as we work to combat COVID-19.

- H+H needs to track the time that employees work on COVID-related activities so that we can seek reimbursement of COVID-related expenditures from FEMA.

- Time sheets are the primary supporting documentation in an audit to substantiate employees' COVID-related hours.

- Therefore, employees are being asked to input COVID reimbursement codes on their timesheets to record **all** of the time they spend working on COVID-19 activities.

- This will enable our internal systems to separate COVID PS costs from non-COVID costs.

- Required reports will be generated to display COVID work categories/reimbursement codes with the associated hours and salaries paid.
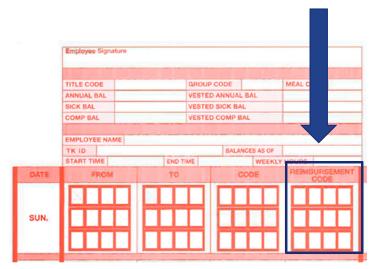
* See <u>COVID 19 Timekeeping Codes</u> in ESS for more details.

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New COVID Timesheet Reimbursement Codes

- The COVID-19 reimbursement code is added to the Reimbursement Code column on the timesheet. This code is separate from the regular codes used for timekeeping. Most staff will record a 3-digit code. However, there will be some cases where it will be a 4-digit code.

- See COVID 19 Timekeeping Codes on ESS for more details.

Reimbursement Code Structure - Example

R	C	1	
1st Digit	2nd Digit	3rd Digit	4th Digit

Facility Code (location where the work is performed)
C (COVID-related work) Does not change
1, 2 or 3 (COVID effort code)
Location Code* (only if applicable)

Locations specifically set up for the COVID emergency such as tents, hotels, RIMSC and other locations outlined in the guidance.

Manager Support Needed

Your Support is Needed

- Please inform your staff about the new COVID-19 reimbursement codes, there importance, and how they will support NYC Health + Hospitals in obtaining reimbursement from FEMA.

- Educate your staff on the proper usage of the COVID-19 reimbursement codes and ensure they know how to enter them in the Reimbursements section of the timesheet.

- Assist your staff in determining the correct reimbursement code for their work situation / hours.

- Reinforce the importance of coding **all** COVID hours appropriately and accurately in timesheets.

- Thank staff for their support in this important matter, with special consideration for the many competing priorities they are undertaking.

If You Need Assistance

- Review the COVID-19 Timesheet Reimbursement Codes Guidance document on Employee Self Service.

- Reach out to Payroll Shared Services if you have further questions:

   Payroll Shared Services (PRSS) Call Center. (646) 694-7777 | payrollinquiries@nychhc.org

Employee Support is also Needed

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Why is Proper COVID-19 Coding So Important?

- COVID-19 has had a profound impact on our healthcare system.

- With your help, we will be granted the FEMA funding we require so that we can continue to serve the needs of all NYC residents.

We Need Your Help to Make this Happen

1. Properly code your timesheet to capture the time you spend working on COVID-19 related work.

2. Reach out to your Manager if you have any questions on the proper code to use or how to enter it on your timesheet.

3. Refer to the Appendix and Guidance for a list of COVID-19 timesheet coding examples.

4. Thank you in advance for your support with this important effort. Proper coding helps to ensure we are accurately reimbursed by FEMA for the hard work that we are all doing.