Facility-level Timesheet Reimbursement Code Guidance

Applicable Time Period: For Timesheets Submitted December 10 Onward

Purpose	Timesheets with appropriate reimbursement codes will enable NYC Health + Hospitals to seek federal reimbursement for COVID-related personnel expenses. The **"Reimbursement Codes"** detailed in this guidance are used **to accompany** the regular timesheet **Time Reporting Code, or Payroll Codes** *(See Appendix I for a step-by-step instruction on entering reimbursement code in the electronic timesheet on PeopleSoft).* [1]

COVID-19 Reimbursement Code Structure	**First Digit (Required)**	**Second and Third Digits (Required)**	**Fourth Digit (Filled Out by Re-assigned Employees Only)**
	Facility Identifier Code (see facility code list)	C1, C2, C4, V1, V2 (see page 2 and 3 for detailed guidance)	T, Y/H, or O (see instruction on the fourth digit below)

First Digit (Facility Identifier)

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**	**Reassigned to tents, hotels, or community sites[2]**

Second and Third Digits (Types of COVID Work)	See next page **for updated instruction on proper usage of COVID Identifiers (C1, C2, C4, V1, V2)** for timesheets submitted Dec 10, 2020 onward.
Fourth Digit (For Re-assigned Staff Only)	For employees reassigned to temporary testing sites (tents, pop-up locations, and mobile units), enter **"T"** as the fourth digit. For employees reassigned to work at hotels, enter **"Y" or "H"**[3]. For all other COVID-related re-assignment, use **"O"**.
COVID Infection Control Guidance	For staff on OHS-approved leave due to contracting COVID, use **code 17 (Infection Control)** as the **Payroll Code**[4] in conjunction with proper COVID Reimbursement Code following above guidance. **See Example 7 on page 4**

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[1] For employees working on grant-funded COVID research related work, please DO NOT use COVID reimbursement code to avoid duplication of benefits.
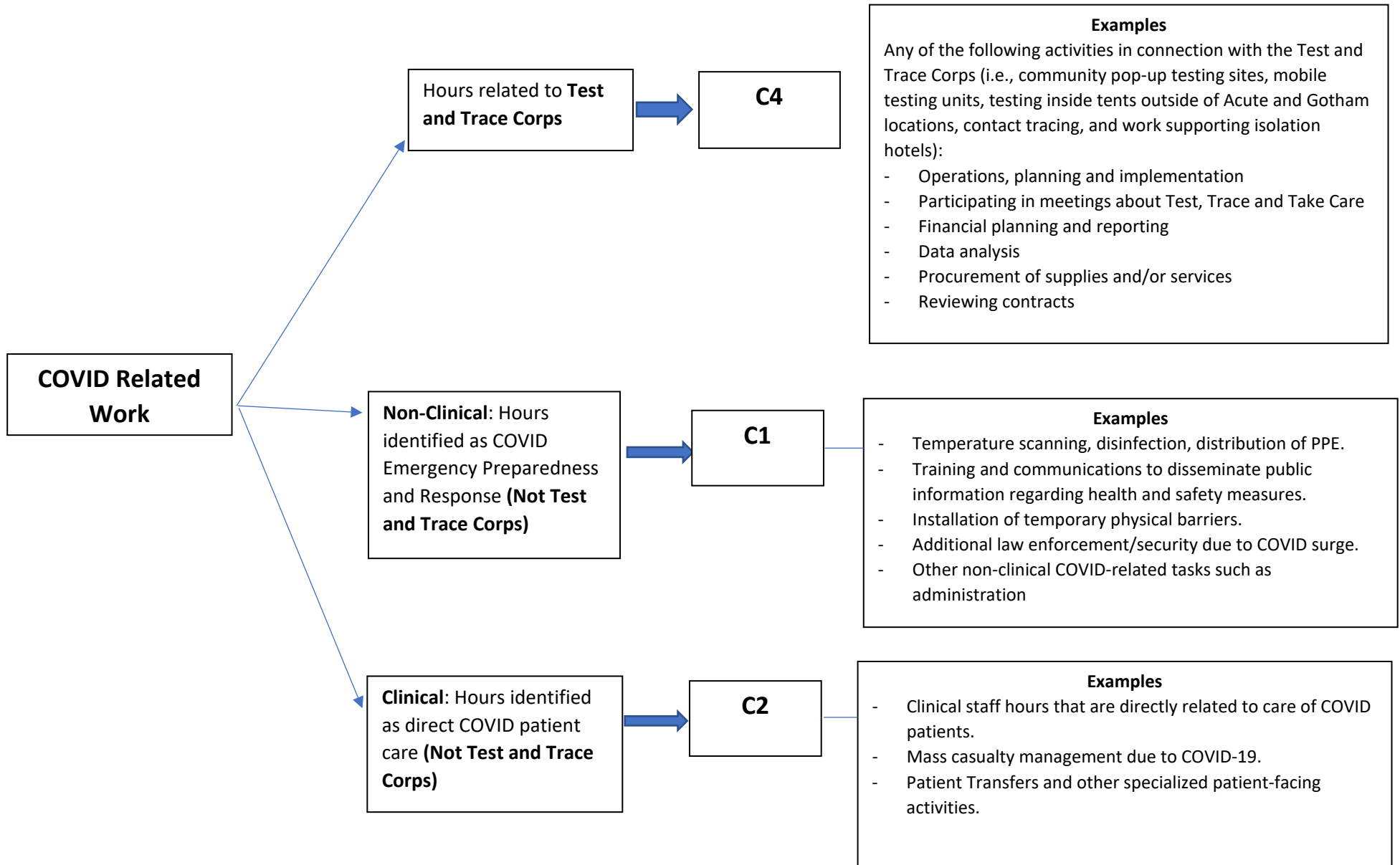
[2]If an employee from a H+H facility is temporarily reassigned to work at a H+H tent, community site, or Test and Trace pop-up location, use "9" as the facility code instead of the original facility where the employee belongs to.

[3] For employees working on COVID hotel programs, Y and H can be used interchangeably.

[4] To use Infection Control Code 17, the employee must have a COVID-19 positive result. It covers 14 calendar days, and can only be used once.
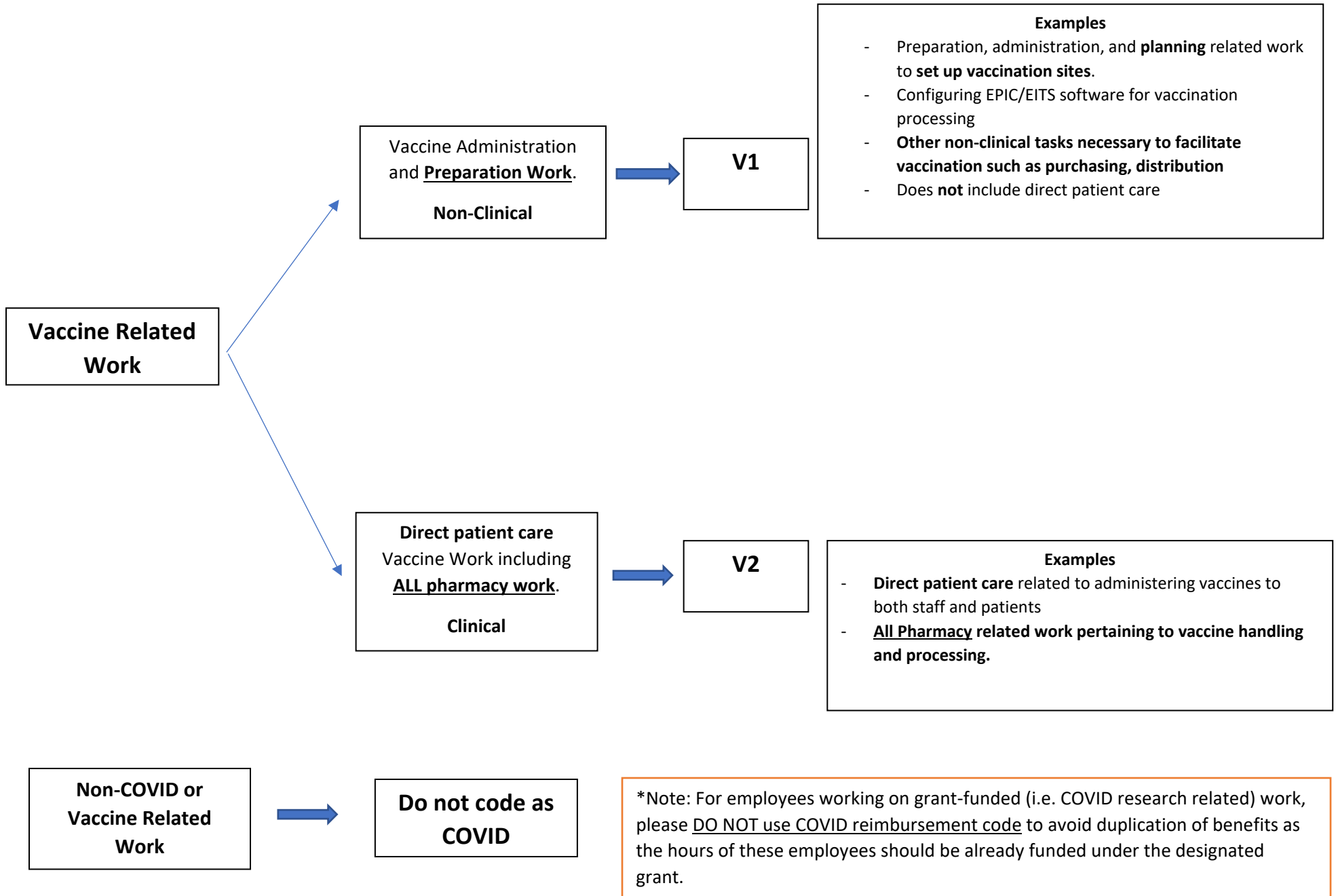
Facility-level Timesheet Reimbursement Code Guidance (Types of COVID Work)

Applicable Time Period: For Timesheets Submitted December 10, 2020 Onward

COVID Related Work

→ **Hours related to Test and Trace Corps** → **C4**

Examples

Any of the following activities in connection with the Test and Trace Corps (i.e., community pop-up testing sites, mobile testing units, testing inside tents outside of Acute and Gotham locations, contact tracing, and work supporting isolation hotels):

- Operations, planning and implementation
- Participating in meetings about Test, Trace and Take Care
- Financial planning and reporting
- Data analysis
- Procurement of supplies and/or services
- Reviewing contracts

→ **Non-Clinical**: Hours identified as COVID Emergency Preparedness and Response **(Not Test and Trace Corps)** → **C1**

Examples

- Temperature scanning, disinfection, distribution of PPE.
- Training and communications to disseminate public information regarding health and safety measures.
- Installation of temporary physical barriers.
- Additional law enforcement/security due to COVID surge.
- Other non-clinical COVID-related tasks such as administration

→ **Clinical**: Hours identified as direct COVID patient care **(Not Test and Trace Corps)** → **C2**

Examples

- Clinical staff hours that are directly related to care of COVID patients.
- Mass casualty management due to COVID-19.
- Patient Transfers and other specialized patient-facing activities.

Facility-level Timesheet Timekeeping Code Guidance (Types of Vaccine Work)

Applicable Time Period: For Timesheets Submitted December 10, 2020 Onward

Vaccine Related Work

Vaccine Administration and **Preparation Work**.

Non-Clinical

→ **V1**

Examples
- Preparation, administration, and **planning** related work to **set up vaccination sites**.
- Configuring EPIC/EITS software for vaccination processing
- **Other non-clinical tasks necessary to facilitate vaccination such as purchasing, distribution**
- Does **not** include direct patient care

Direct patient care
Vaccine Work including **ALL pharmacy work**.

Clinical

→ **V2**

Examples
- **Direct patient care** related to administering vaccines to both staff and patients
- **All Pharmacy** related work pertaining to vaccine handling and processing.

Non-COVID or Vaccine Related Work

→ **Do not code as COVID**

*Note: For employees working on grant-funded (i.e. COVID research related) work, please DO NOT use COVID reimbursement code to avoid duplication of benefits as the hours of these employees should be already funded under the designated grant.

COVID Code Structure Examples	1. An employee performs non-clinical COVID-related tasks, such as administration, at Elmhurst: Timesheet reimbursement code – **IC1**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
I	C1	Blank

I – Elmhurst
C – COVID19, COVID Identifier (constant)
1 – Emergency preparedness and Response
Blank – For Reassigned staff Only

2. Employee provides direct patient care for COVID patients at Bellevue: Timesheet reimbursement code – **BC2**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
B	C2	Blank

B – Bellevue
C – COVID19, COVID Identifier (constant)
2 – Hours identified as direct COVID patient care
Blank – For Reassigned staff Only

3. A reassigned employee works at a hotel for COVID patients: Timesheet reimbursement code – **9C4Y or 9C4H**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
9	C4	Y/H

9 – Other Locations
C – COVID19, COVID Identifier (constant)
4 – Hours related to Test and Trace Corps
H – For employees reassigned to temporary testing sites (tents, pop-up locations, and mobile units), enter "T" as the fourth digit. For employees reassigned to work at hotels, enter **"H"**. For all other COVID-related re-assignment, use **"O".**

4. A reassigned employee administers COVID tests at a community testing site: Timesheet reimbursement code – **9C4T**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
9	C4	T

9 – Other Locations
C – COVID19, COVID Identifier (constant)
4 – Hours related to Test and Trace Corps
T – For employees reassigned to temporary testing sites (tents, pop-up locations, and mobile units), enter "T" as the fourth digit. For employees reassigned to work at hotels, enter **"H"**. For all other COVID-related re-assignment, use **"O".**

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 – **Do not code as COVID**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
	Do not code as COVID	

6. 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. Worked from 9am to 6pm.
Timesheet reimbursement code – **Do not code as COVID**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
	Do not code as COVID	

7. An Elmhurst nurse who contracted COVID and has to self-quarantine: <mark>Use Payroll Infectious Control Code – 17 in conjunction with Reimbursement Code IC2.</mark>

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
I	C2	Blank

17 – Infectious Code Control (Payroll Code)
I – Elmhurst
C – COVID19, COVID Identifier (constant)
2 – Clinical: Hours identified as direct COVID patient care (Not Test and Trace Corps)
Blank – For Reassigned staff Only

8. Central Office employee works on administrative preparation for COVID vaccines. Timesheet Reimbursement code – **AV1**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
A	V1	Blank

A – Central Office
V – Vaccine Identifier
1 – Non-Clinical Vaccine Work

9. Lincoln inhouse nurse administers COVID vaccines to patients. Timesheet Reimbursement code- **JV2**

Facility Identifier (see facility code list)	COVID Identifier + Effort	Location Code (see location code list)
J	V2	Blank

J-- Lincoln
V – Vaccine Identifier
2 – Clinical Vaccine Administration

Appendix I: Facility-level Timesheet Reimbursement Code Guidance

How to Enter Reimbursement Code on PeopleSoft E-Timesheet

Step 1: Fill out timesheet as per usual. Then click "Timesheet Details" button (in red).

Day Summary		In	Out	Time Reporting Code	Time Details	Comments		
01 Nov	Sunday Reported 0.00					○	+	−
02 Nov	Monday Reported 0.00	9:00:00AM	5:00:00PM	00. REGULAR - REG		○	+	−

Step 2: Enter the 3 or 4-digit Reimbursement Code following the Guidance detailed in previous pages.

Cancel	**Time Details**		Done
Additional Time Reporting Code	🔍	Reimbursement Code	

_____

Example:

Day Summary		In	Out	Time Reporting Code	Time Details	Comments		
01 Nov	Sunday Reported 0.00					○	+	−
02 Nov	Monday Reported 0.00	9:00:00AM	5:00:00PM	00. REGULAR - REG		○	+	−

Cancel	**Time Details**		Done
Additional Time Reporting Code	🔍	Reimbursement Code	BC2

Facility Identifier (see facility code list)	**COVID Identifier + Effort**	**Location Code** (see location code list)
B	C2	Blank