

The chief cause of problems is solutions. ~ Eric Sevareid

Best of the Week’s Top Three Things to Know:

1. Use of COVID-19 Internal Order for Timesheet Entries

The COVID-19 internal order number (4G71-000-025) should be used to track ALL costs and activities associated with the novel coronavirus. Learn more about [Using the COVID-19 Internal Order](#).

- a. Insert 4G71-000-025 in the internal order column of the time sheet that corresponds with ALL (regular, paid overtime and comp time earned) hours worked related to the COVID-19 incident.
- b. Grant-funded personnel should NOT use the internal order code but rather [enter a note on the timesheet](#) with the corresponding hours.
- c. Do **NOT** code the internal order with any type of leave.

2. Employee Job Reassignment Request Form

Employees seeking support opportunities and/or additional work (perhaps due to a facility closure) should complete the [Job Reassignment Request by Employee](#) form.

- a. The employee should complete the form and submit to their Department HR Manager.
- b. Include all job-related skillsets when completing the form.
- c. Employees will not be matched to a position higher than their current grade.
- d. Department and HR Manager fields should reflect your current department HR Manager (not the department you would like to support).
- e. **Please note:** The form is best viewed in Internet Explorer, Adobe PDF or Foxit. If prompted: Check the box to "Add Current File to Privileged Location"; Click "OK." Additional guidance on [Opening Fillable PDF Files](#).
- f. Additionally, departments can request/offer support through your department HR Manager.

3. Development, Self-Care, and Support Resources

There are many things outside of our control, but the one thing we can control is our reaction to a situation. OD&T and the Benefits team remind employees of the following resources:

- a. [Organizational Development & Training](#)
- b. [Resiliency Resources](#)
- c. [LiveWell Newsletter Digest](#)
- d. [BurnAlong](#): This free app will soon feature virtual sessions with Employee Fitness Center instructors.
- e. [Employee Assistance Program](#)
- f. Health Plan Apps- Cigna: [Happify](#) and [iPrevail](#) • Kaiser: [MyStrength](#)
- g. Weight Watchers: [Members](#) receive a free 60-day trial to [Headspace](#)
- h. Mindfulness Series: [Listen to recordings](#) of the recent Mindfulness webinar series
- i. Additional Resources: Try free, external apps such as [Insight Timer](#)

Information and Resources:

- [Zoom Conferencing Information](#); [Teams Virtual World Resources](#)
- [Daily Top Three for Employees](#); [Coronavirus Information for Employees](#); [Coronavirus FAQs](#)
- [FFCRA chart](#) for specific scenarios of EFML, EPSL and L202.
- [Fact Sheet and FAQs – Pandemic Leave](#)
- [EFML Designation Notice and Rights Form](#) (For use with EFML due to school closures/child care.)
- [Pandemic Leave Employee Request Form](#); [FFCRA Employee Request Form](#)