

<Department Letterhead>

Aloha \_\_\_\_\_:

SUBJECT: Temporary Hazard Pay Collection

## 1. IMPORTANT NOTICE

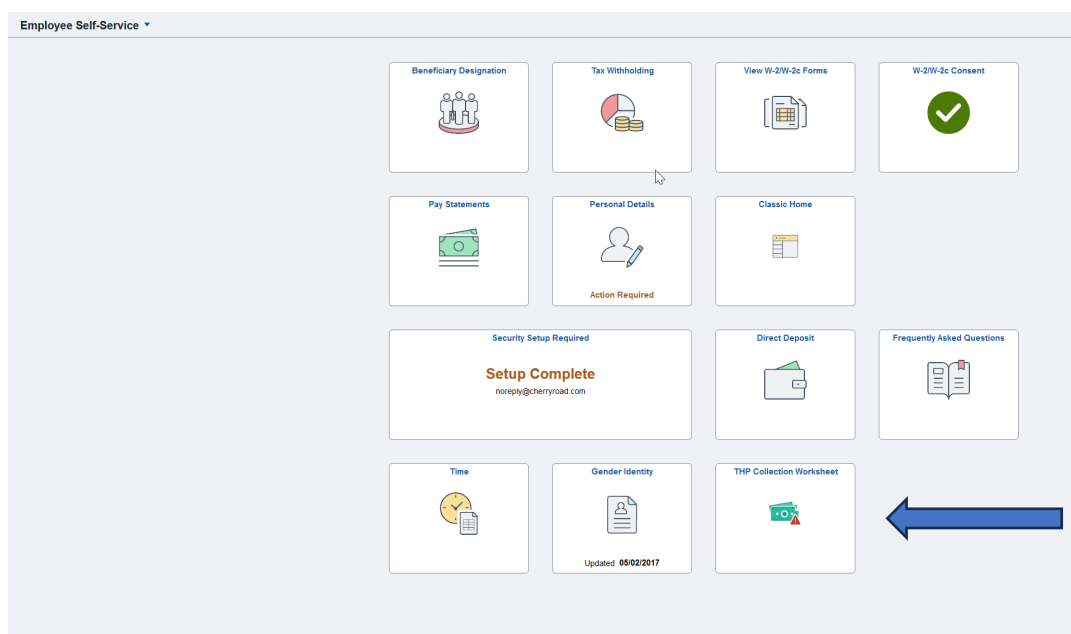
As a currently employed Executive Branch, civil service or exempt employee who was/is in BUs 2, 3, 4, 9, 13, or 14 (included and excluded); or EMCP employee in BUs 30, 31, 32, 35 and 37; who worked during the period of March 4, 2020 – March 25, 2022, you are receiving this notice.

The Department of Human Resources Development (DHRD) is collecting detailed information to project the potential impact of Temporary Hazard Pay (THP) during the period of former Governor Ige's Emergency Proclamations (March 4, 2020 – March 25, 2022). To obtain accurate data, each department is asked to ensure employees complete an individual THP Collection Worksheet (hereafter, "Worksheet") via HIP. Once complete, the Worksheet will provide DHRD an account of your daily work status for the applicable period.

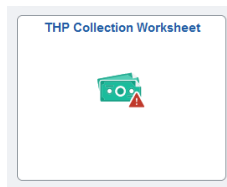
In addition, we have been advised by DHRD that the Worksheets may be considered in addressing the issue of THP during the period of former Governor Ige's Emergency Proclamations. As such, we strongly recommend you complete the Worksheet to capture your individual information as accurately and truthfully as possible, to the best of your knowledge.

## 2. THP COLLECTION WORKSHEET

➤ To access the Worksheet, go to HIP's Employee Self-Service Page:



- Click on the Tile, “THP Collection Worksheet”



- The Temporary Hazard Pay Collection Worksheet will open as shown below.

**Temporary Hazard Pay Collection Worksheet**

12345678 John Doe Department: 510185 AGS/ETS/EnterpriseSysBr

Row selection

| Date       | Day       | Std Work Day Hrs | Holiday Off | Leave Hrs. | Telework Hrs. | Central Worksite - Non-public | Public Contact | Type Contact | Check | OT - Telework | OT - Central Worksite - Non-public | OT - Public Contact | OT - Type Contact | OT Check |
|------------|-----------|------------------|-------------|------------|---------------|-------------------------------|----------------|--------------|-------|---------------|------------------------------------|---------------------|-------------------|----------|
| 03/04/2020 | Wednesday | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/05/2020 | Thursday  | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/06/2020 | Friday    | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/07/2020 | Saturday  | 0.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/08/2020 | Sunday    | 0.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/09/2020 | Monday    | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/10/2020 | Tuesday   | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/11/2020 | Wednesday | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/12/2020 | Thursday  | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 03/13/2020 | Friday    | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |

Save

- Click on the rows selection to progress to the next set of days.

### 3. INSTRUCTIONS TO COMPLETE THP COLLECTION WORKSHEET

Please complete the Worksheet as accurately and truthfully as possible, to the best of your knowledge. All information provided in the worksheet is subject to review and confirmation by your supervisor, administrator, and human resources.

**Warning: 30 minutes of inactivity will log you out of HIP and your work will not be saved. Please save often!**

|                  |  |
|------------------|--|
| Date             | Calendar date for each day of applicable period, March 4, 2020 – March 25, 2022. Weekends are displayed in red.  |
| Day              | Day of the week  |
| Std Work Day Hrs | Employee standard straight-time work hours – pre-populated with eight hours (full-time), based on a standard M – F workweek. Hours entered here must equal the hours in “Check” column.<br>Pre-populated hours will be generated for the entire duration of the eligible period (March 4, 2020-March 25, 2022). If you |

|  |   |
|--|---|
|  | began employment in an applicable HGEA BU during the eligible period, only enter work hours from that period.   |
|  | For employees that work other than M – F, change to reflect their work schedule.  |
|  | Hours must be changed if employee's normal straight-time hours are other than eight hours.  |
| <p><i>Columns for Holiday Off, Leave Hrs, Telework Hrs, Central Worksite – Non-public, and Public Contact: Total sum of hours entered must equal to hours entered in Columns for Std Work Day Hrs and Check.</i></p> <p>"Holiday Off" + "Leave Hrs" + "Telework Hrs" + "Central Worksite-Non-public" + "Public Contact" = "Std Work Day Hrs" and "Check" Columns</p> |   |
| Holiday Off  | Holiday Off- holidays from the date your department enrolled in HIP are pre-populated with eight hours in this column. Refer to <u>4.A</u> for your department's HIP start date. Any holidays that occurred before your HIP start date must be recorded. A list of State observed holidays (2020-2021) has been provided as <u>4.B</u> .  |
|  | For employees that work other than M – F, change to reflect the date holiday was observed, if different.  |
|  | For employees that work other than M – F and who are scheduled to work on a holiday, move the "8" into the designated column where employee worked, e.g., Public Contact.   |
| Leave Hrs.   | <p>Enter number of hours taken for any type of leave, paid or unpaid. This includes hours covered by workers' compensation and hours of compensatory time off (CTO) used.</p> <p>Note: Leave hours entered/approved via HIP should be pre-populated (see 4.C.i. below). However, leave hours that pre-date when HIP was implemented in your department must be recorded. Refer to <u>4.A</u> to see your department's start date. Refer to other documents such as Form 7 and G-1s to capture hours that pre-date HIP for data entry.</p> <p>Leave hours should be recorded by quarter hour increments e.g. 1 hour and 45 minutes = 1.75 hours.</p> |
| Telework Hrs.  | Enter number of straight-time hours employee worked remotely ("Telework"). Do not include overtime.   |
| Central Worksite – Non-public  | Enter number of hours employee worked at the regular central worksite.  |
|  | Do not include any partial periods where hours were reported in "Public Contact" and any overtime hours.  |
| Public Contact   | Enter number of straight time hours worked that included public contact. Do not include overtime.   |
|  | If entering hours in this field, please make a selection in the next field to indicate what type of public contact work was performed.  |

|               |  |  |
|---------------|--|--|
| Type Contact  | If hours are entered for “Public Contact”, select type of public contact from drop-down list.  |  |
|               | Public Contact is work that involves face-to-face interaction with individuals who are not State workers, i.e., “public.” Consultants, substitutes, contract workers, volunteers and students are not considered “public.” |  |
|               | If there were multiple types of public contact for the day, select the most prevalent type.  |  |
|               | Refer to the following examples to help determine type of public contact:  |  |
|               | Client Service w/public  | e.g., parole/probation officers, social workers, vocational rehabilitation   |
|               | Counter Service w/public   | e.g., tax collection, veteran services, permit application, housing, State ID, visitor information, licensing applications |
|               | Direct Inmate/Custody Care   | e.g., healthcare professionals, social workers, recreational specialists, educators, counselors, law enforcement           |
|               | Direct Patient Care  | e.g., healthcare professionals, contact tracers  |
|               | Home Visits w/public   | e.g., protective services, early intervention services, parole/probation officers, warrants                                |
|               | In-Person Meetings w/public  | e.g., convention center to assist unemployment insurance work, unions, hearings, court proceedings                         |
| Check         | Other  |  |
|               | Patrol   | e.g., law enforcement, parking   |
|               | Site Visits w/public   | e.g., facilities inspectors, investigators, engineers, disaster response, food safety inspections, care home inspections   |
|               | Work Travel  | e.g., inter-island, mainland or international work travel  |
|               | Formula driven – displays total sum of hours entered in Holiday Off, Leave Hrs, Telework Hrs, Central Worksite and Public Contact.   |  |
|               | Hours displayed in red means that the hours are not the same as Std Work Day Hrs. Total sum of hours must be the same as the Std Work Day Hrs.   |  |
|               |  |  |
|               |  |  |
|               |  |  |
|               |  |  |
| OT – Telework | Enter actual straight time hours of overtime worked while teleworking.   |  |

|                                    |  |
|------------------------------------|--|
|                                    | Do not include hours in “OT- Central Worksite – Non-Public” and “OT – Public Contact”.   |
| OT – Central Worksite – Non-Public | Enter actual straight time hours of overtime worked at the regular central worksite, regardless of whether employee was paid or selected compensatory time off |
|                                    | Do not include hours in (OT – Telework) and (OT – Public Contact).   |
| OT – Public Contact                | Enter actual straight time hours of overtime worked with public contact.   |
|                                    | Do not include any hours in (OT – Telework) and (OT- Central Worksite – Non-Public).   |
|                                    | If entering hours in this field, please be sure to make a selection in the next field to indicate what type of public contact work was performed.              |
| OT – Type Contact                  | See “Type Contact” above.  |
| OT Check                           | Formula driven – displays total sum of hours entered in OT- Telework, OT-Central Worksite – Non-public and OT-Public Contact.                                  |

#### 4. ATTACHED RESOURCES TO ASSIST IN COMPLETING THE WORKSHEET

To assist you in completing the Worksheet, please find attached the following information:

- A. HIP Start Date by Department (Attached).
- B. State observed holidays for calendar years 2020 – 2021 (Attached).
- C. Two separate lists of leaves taken during the applicable period that you can either use to confirm data prepopulated in the Worksheet or use to data enter into the Worksheet if missing.
  - i. Absence Report includes employee time off that was entered and approved in HIP Time & Leave. Although the leaves shown in this report should already be prepopulated in your Worksheet, you may use this list as a reference. Please make sure that all approved leaves have in fact been approved by your supervisor in HIP. This does not include CTO (Attached).
  - ii. Job Report includes leaves of absences without pay longer than 2 weeks that required HR transactions in the HIP and for which you should have received an EPAR. These leaves of absences may or may not have been pre-populated in your Worksheet. If missing, please enter into the Worksheet (Attached).
- D. CTO Report will include comp time earned and taken by employee. Comp time data will go back from the time your agency on-boarded with Time & Leave (Attached).

Note: When recording overtime (OT), it is recommended that you review copies of your Form D55 and insert actual hours worked. Also, you may check with your Departmental Human Resources Office to determine whether other reports are available to assist you.

In addition, you may use documents such as: Form 7, sign-in sheets, Form G-1s, and HIP's Time Summary to help you complete the Worksheet. Please work with your supervisor in obtaining applicable documents.

If you were employed in another department, please check with your current department human resources office to coordinate with your former department to ensure you have the proper documents necessary to complete the Worksheet.

Once your Worksheet is completed, click on the “grid action menu” icon located at the top left corner within the Worksheet, then click “download to excel”. A report called “ps.xls” will be in your computer’s download folder. Print a copy of your completed Worksheet and email your Worksheet to your supervisor and Departmental Human Resources Office at <DHRO to insert>.

Download to Excel

**Hazard Pay Collection Worksheet**

John Doe      Department: 510185      AGS/ETS/EnterpriseSysBr

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|    | Date       | Day       | Std Work Day Hrs | Holiday Off | Leave Hrs. | Telework Hrs. | Central Worksite - Non-public | Public Contact | Type Contact | Check | OT - Telework | OT - Central Worksite - Non-public | OT - Public Contact | OT - Type Contact | OT Check |
|----|------------|-----------|------------------|-------------|------------|---------------|-------------------------------|----------------|--------------|-------|---------------|------------------------------------|---------------------|-------------------|----------|
| 1  | 03/04/2020 | Wednesday | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 2  | 03/05/2020 | Thursday  | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 3  | 03/06/2020 | Friday    | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 4  | 03/07/2020 | Saturday  | 0.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 5  | 03/08/2020 | Sunday    | 0.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 6  | 03/09/2020 | Monday    | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 7  | 03/10/2020 | Tuesday   | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 8  | 03/11/2020 | Wednesday | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 9  | 03/12/2020 | Thursday  | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |
| 10 | 03/13/2020 | Friday    | 8.00             | 0.00        | 0.00       | 0.00          | 0.00                          | 0.00           |              |       | 0.00          | 0.00                               | 0.00                |                   |          |

The deadline to complete your Worksheet and notify your supervisor of completion is Friday, September 1, 2023. If you have any questions, please call your Departmental Human Resources Office at <DHRO to insert> or email at <DHRO to insert>.

Sincerely,

<Insert Department Director Name>

#### Attachments

- HIP Start Date by Department
- State observed holidays for calendar years 2020-2021
- Leave report labeled: DEPT\_Absence
- Leave report labeled: DEPT\_Job
- CTO report labeled: DEPT\_Comp