## COVID Hours Dashboard

The Controller’s Office has developed a dashboard for departments to use to track their COVID-19 incident work hours. The dashboard tracks COVID-19 labor hours recorded both in SF People and Pay and on the federal Incident Command System (ICS) 214 form (Activity Log). The dashboard allows departments to reconcile COVID-19 labor hours between 214 forms and SF People and Pay. Please see the [COVID Hours Dashboard](https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/11000051951-covid-hours-dashboard) article for more information on how to access and use the dashboard.

Who should be using the dashboard?

The primary audience of this dashboard are payroll staff who verify and process timesheets for employees working on COVID-19 activities. In addition, budgeting and administration staff that track labor hours spent on COVID-19 activities may also find this dashboard useful.

What information does the dashboard provide?

Once you have navigated to the dashboard, you will see four tabs at the top of your screen:

* *ICS 214 and* *Labor Hours Summary*
* *ICS 214 and Labor Hours Detail*
* *ICS 214 Entry Discrepancies*
* *ICS 214 Detailed Entries*

On the left of each tab is a filter sidebar, which you can use to filter the data on the tab by pay period, department, DSW ID, and other useful filter types.

Description of each tab

ICS 214 and Labor Hours Summary

Provides a count of 214 forms submitted for your department and a summary of labor hours related to COVID-19 from both 214 forms and SF People and Pay.

ICS 214 and Labor Hours Detail

Provides same information as the *ICS 214 and Labor Hours Summary* tab, at the individual employee level.

ICS 214 Entry Discrepancies

Provides, at an employee level, a reconciliation between COVID-19 labor hours tracked on your department’s 214 forms and those hours charged in SF People and Pay. It identifies discrepancies when data in the 214 form does not match the information in the payroll system. The reason for discrepancy is also displayed.

**ICS 214 Entry Discrepancies should be used as the primary reconciliation tool for departments to identify employees who need to submit a 214 form to correspond to the COVID-19 hours they entered in SF People and Pay.**

*ICS 214 Detailed Entries*

Includes the 214 form data as entered by staff that worked on COVID-19 activities through the online ICS 214 portal in the SF Employee Gateway.

Submission to Cost Recovery Team using this dashboard

**Reconciling the time of Disaster Service Workers (employees) submitted via 214 forms to their time in the payroll system is critical.**

For all online 214 form submissions for your department, obtain the data from the *ICS 214 Entry Discrepancies* dashboard. We recommend asking your departmental staff to submit time weekly. This will enable you to identify the discrepancies early and follow up with those who have time-reporting discrepancies.

By Friday after pay day, upload the following documentation, with the requested naming conventions, to the cost recovery ShareFile folder created for your department:

* All 214 forms submitted during the pay period. You can obtain this from the *ICS 214 Detailed Entries* dashboard. (*Filename: Dept\_PayPeriodEndDate\_ICS214 Detailed Entries)*
* Departmental PeopleSoft labor report showing COVID-19 time charged to your department. (Filename: *Dept\_PPEdate\_labor report*)
* Reconciliation listing any missing or excess 214 forms. (Filename: *Dept\_PPEdate\_reconciliation*)

If your department is submitting all 214 forms using the online 214 form you can upload the report from the *ICS 214 Entry Discrepancies* dashboard. However, if you have a combination of online, PDF, and paper 214 forms, please use the data from the dashboard as a starting point and reconcile the PDF and paper 214 forms.

The Cost Recovery Team requires supporting documentation from each department regarding its COVID-19 costs. Data from the 214 forms is a critical supporting element for departments’ labor costs.

When uploading to ShareFile:

* Upload the 214 and 211 forms and applicable reports for your department’s employees to the departmental pay period folder corresponding to when the work was performed.
* If you have edited or late 214 forms, upload them to the applicable pay period for which the form is dated and notify your department’s cost recovery liaison that the upload occurred.