

Time Keeping FAQ for General Lab Personnel, Emergency Operations Center, and Event Essential personnel who worked on the power shutdown and re-energization

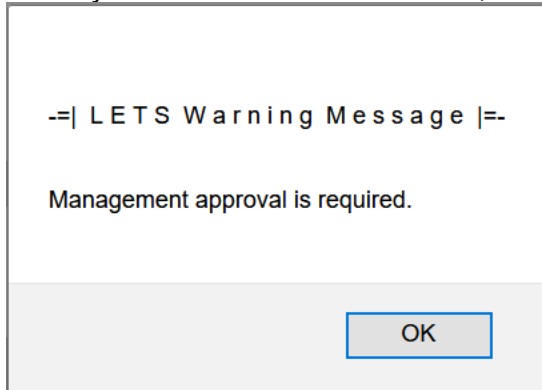
Q1: For General Lab personnel who were not part of the power shutdown and re-energization, how to I charge my time?

A1: Time Keeping guidance for General Lab personnel is as follows:

- Research and Operations personnel who were able to work productively during the event should charge their benefitting projects appropriately.
- Research and Operations personnel whose primary work location is the Lab’s main site who were unable to work due to the closure of the main site should charge their time to “Authorized Leave” in LETS (refer to Table 1).
- Research and Operations personnel whose primary work location was open during the event but who were unable to come to work for personal reasons, including illness, child care needs, or loss of home power, should charge the appropriate personal leave account (i.e. vacation or sick leave).
- Research activities that occur after re-energization is complete and the Lab’s main site has been reopened, including event cleanup activities, are considered to be part of normal business operations and should be charged to benefitting projects appropriately.
- Divisions/Areas may choose to open a Public Safety Power Shutoff (PSPS) activity in their organizational burden projects to support PSPS costs that they determine to be not directly attributable to specific research projects. Please contact your Resource Analyst for further assistance.

Table 1 “Authorized Leave” in LETS

When you select “Authorized Leave”, this screen will appear



Time for Period ending 10/31/2019

[Run Report](#) [Release](#)

■ Work Days in October: 23.00 / Time not Released

Earnings Type	Shift	Project ID	Activity ID	Work / Job Order Number (Optional)	October	Days	
Auth Leave	1	100002 Auth Leave	002 Authorized leave				Add

Enter the date and number of days and hit the add button.

Q2: For Emergency Operations Center (EOC) members and Event Essential Personnel involved with the power shutdown and re-energization, how do I charge my time?

A2. Time Keeping guidance for EOC and Event Essential personnel is as follows:

During the duration of this incident, if you were able to work on other benefitting projects as well, please pro rate your time accordingly.

ALD Research Areas

- EOC Team Members should charge EOC time to G&A PID 102068.006 (max 3.5 days)
- Essential research personnel who were onsite as part of the power ramp down and re-energization activities during the event, Oct. 8-13, should charge time to G&A PID 102068.006

Lab Directorate and Operations

- EOC Members should charge a new activity created within their respective Division's Project Structure (max 3.5 days)
- Facilities craft workers will charge their time to Work Order W0198904 which is tied to G&A PID 102068.006
- EHS, IT, Security and Fire essential personnel who were onsite as part of the power ramp down and reenergization activities during the event, Oct. 8-13, will charge a new activity created within their respective Division's Project Structure. Please contact your Resource Analyst for further assistance.