How to Enter ‘Essential Employee Augmentation’

We'd like to clarify some confusing and contradictory instructions we have given about using the new EEA "Essential Employee Augmentation" time reporting code.

EEA is used on both hourly and exception hourly time sheets to grant essential workers a $2-an-hour augmentation for the hours they work on site. To apply the augmentation correctly, the earnings code should always be listed with a corresponding REG line of pay. That includes exception hourly time sheets. The system will not automatically apply REG hours from the employee's work schedule once EEA has been added. Simply adding EEA to a date the employee is scheduled will override that date and no REG hours will be paid.

The EEA line should report the number of hours worked on site, while the REG line should report the total hours worked that day.

EXAMPLES:

Incorrect Exception Hourly Time Sheet
This employee will not be paid any REG hours. Another row must be added, and REG hours must be submitted for each day the employee is scheduled.

Correct Exception Hourly Time Sheet

For the past few weeks, Central Payroll has been running audits and correcting timecards centrally as much as possible to ensure employees were not being over- or underpaid. However, from now on, for any previous, current, and future pay periods, departments will be responsible for making sure REG hours are entered for every exception hourly employee when EEA is entered.