

Human Resources Branch Memorandum

SUBJECT: Time Reporting Instructions for Staff Performing COVID Testing or COVID Site Lead Functions	NUMBER: HRB 21-023
	DATE ISSUED: November 22, 2021
DISTRIBUTION: CDFW ALL	EXPIRES: Until Superseded

Action Required

Informational Only

Control Agency Directive

Purpose

The purpose of this memorandum is to provide time reporting instructions for California Department of Fish and Wildlife (CDFW) employees who have been assigned to perform weekly COVID Testing functions and/or take on lead responsibilities at the COVID Testing Sites.

NOTE – these instructions do not apply to employees subject to weekly COVID testing, only those administering the process.

Charge Codes

The following codes must be used for all actual time worked administering COVID Testing and/or performing leading functions at the COVID Testing Sites:

- a. Staff that are normally funded by a federal grant, reimbursement contract, bond funds, distributed admin, OSPAF, and/or mitigation accounts:
 - **Regular/Default Reporting Structure**
 - **PID: 36000010010072**
 - **Service Location: 91506**
- b. Staff that are normally funded by all other Special or General Fund should continue to use their normal coding with the **Service Location: 91506** until further notice.

Contact

For questions regarding COVID-19 Testing, please contact covidtesting@wildlife.ca.gov.