Texas A&M AgriLife Extension Service
COVID 19 Pandemic DAILY Time & Effort Activity Reporting

In efforts to capture the time and effort agency employees are contributing towards the COVID 19 Pandemic, the following guidance is provided as tool to assist with **DAILY** reporting as needed.

Reporting time period began March 23, 2020 and will continue until further notice.   Agents, Specialists, DAR, CLT, and ELT contributing to COVID 19 efforts should report.   Adm. Assistants and support staff my report under the appropriate CLT or ELT groups. County funded support staff should not report. Data is pulled from the Qualtrics database DAILY at 5 p.m. for System and State reporting. Please report hours daily prior to 5:00 p.m. Hours not submitted timely, impact this reporting.   Do not submit a report if hours did not occur. Retainment of your report is not required unless you wish to do so. Summarized or aggregated reports will not be provided to employees. Click on the link below:

Texas COVID 19 Pandemic Time Report

Q1- Enter Date - (only one)
Q2 - Name (John Doe)
Q3 - Select Job Title (use pull down menu)
Q4 - UIN (9 digit employee number)
Q5 - Slide bar to select hours

- Type of Activity (total hours should not exceed 24 hours in a day)
  Reporting can be related to internal and external audiences. Activities should be around the agency response to COVID 19 or the planning and implementation of activities and information that help citizens deal with the response to COVID 19.
  - Planning Meetings
  - Phone/On-line Conferences
  - Educational Events
  - Site Visits
  - Provide Extension Staff Development
  - Your Professional Development
  - Resource Development
  - Other

Q6 - Other Activity Narrative (complete only if indicated other activity in
Q7 - Activity Narrative (Description of the activities reported in Q5)
Q8 - Percent Time work at home or office for the week (Specialists only)
Q9 - Choose appropriate week from pull down menu (Specialists only)
Q10 - Certify by typing your name in the blank
Submit
(system will re-route user to the form again)