



MEMO

Date: April 8, 2020

To: Site Finance Manager
Community Financial Analysts
Community Managers of Facility
WRHA Corporate

From: Shelley Hopkins *Shelley* ↖
Chief Financial Officer

cc: Site CAOs and CFOs
Community Area Directors
Community Program Directors
WRHA Directors of Finance
WRHA Executive
Rebecca Neto
Carole Ohryn
Pat Younger

Subject: **COVID-19 (Coronavirus) Cost Tracking and Reporting – Payroll Hours Coding (Revised)**

Minor revision – table on page 2 – MHC Call Centre incremental hours

The following is an update to the memo sent on March 12th.

Cost centres have been created for tracking costs related to COVID-19; one for each SAP Business Area to allow each facility to track its own incremental costs. A small number of additional cost centres are being set up to track COVID-19 specific activity (e.g. COVID-19 specific nursing units, screening/testing sites). Contact WRHA Finance through your Finance Manager/Analyst or Colleen Lambert if you feel you need a specific COVID-19 cost centre.

See attached list for the COVID general and specific cost centre numbers.

Most costs will continue to be charged to the using department. However, based on criteria described below some costs may be eligible to be charged to the new COVID-19 cost centres.

This practice begins immediately and will continue until you are notified otherwise. If your area has already experienced a material level of employee re-assignments due to COVID-19 or employee absences, please adjust past time entries where possible.

Attention: Schedulers, Time Keepers and Org Chiefs – Hours Coding

- Worked hours – code to cost centre where the hours are worked (may be a full shift, partial shift or overtime), this will include department/inpatient unit specific COVID-19 cost centres
 - Hours worked in home cost centre – code to home cost centre
 - Employee re-assigned (within a site) to fulfill the duties of normal operations – code to the cost centre employee re-assigned to
 - Employee re-assigned (within a site) to incremental COVID-19 work. e.g. screening) - code hours to the specific COVID-19 cost centre
 - Employee re-deployed (to another site) – code to the cost centre employee re-deployed to

- Employee working in a COVID-19 inpatient unit – code hours to the specific COVID-19 inpatient cost centre number

- Benefit hours (e.g. sick absences) – code to the employee's home cost centre

- Exceptions:
 - COVID-19 testing & assessment off-site locations: code hours to the “COVID-19 Screening & Testing Location” Specific cost centre (e.g. COVID-19 MPI Bison Drive Through)
 - COVID-19 screening & testing Access Centre locations: code incremental hours to Business Area 102 (Community) “COVID-19 General” cost centre
 - Other areas:
 - Code Incremental hours worked due to COVID-19 to the to the Business Area (site) “COVID-19 General” cost centre for the following, (may be a full shift, partial shift or overtime):
 - Planning/Set Up – paid incremental hours worked related to planning and set up of COVID-19 operations
 - Support & Clinical Support services functions – incremental hours worked to support COVID-19 operational requirements only; **examples include but are not limited to:**
 - Allied Health, Pharmacy, Labs and other clinical support services: Incremental hours/staff required due to COVID-19 incremental work
 - Security: Incremental hours/staff required due to COVID-19 incremental work
 - Housekeeping: Incremental hours/staff required due to COVID-19 incremental work e.g. incremental beds and cleanings
 - Digital Health: Incremental hours/staff required due to COVID-19 incremental work
- Absence, Attendance and Reason Codes
 - No change to absence, attendance or relief codes
- Statistical Internal Order (SIO) Code
 - A SIO has been (S900048) to track employee absences in SAP related to COVID019. Communication on when and how to use this code has been sent to SAP Timekeepers and Org Chiefs under separate cover from Shared Health.
 - This SIO code may also be used to track other costs related to COVID-19

Please ensure this communication is shared with all pertinent staff within your site/department, including timekeepers. If you have any questions concerning the above information or whether a cost is incremental please do not hesitate to your Financial Analyst/Manager.

Payroll (Cost Centre) Coding Guideline Summary

		Charge (Code) to Cost Centre (CC)		
		COVID-19 General CC	COVID-19 Specific CC	Home or Assigned CC
Support Services	Additional support area staff required to support incremental workload due to COVID-19 e.g. housekeeping, security	Yes		
Emergency/Urgent Care	Emergency/Urgent Care Unit - COVID-19 - additional staffing levels	No		Yes
Inpatient	Existing inpatient unit	No		Yes
Inpatient	Existing inpatient unit re-purposed for non-COVID patients	No		Yes
Inpatient	Inpatient unit established for treatment of COVID-19 patients	No	Yes - COVID-19 Inpt Cost Ctr	
Screening & testing	Off Site Screening and testing sites - all hours		Yes - COVID-19 Community Screening Cost Ctr	
Screening & testing	Access Centers - hours spent screening and testing at Access Centres	Yes		
MHC	Call Centre - MHC location - regular hours	No		Yes
MHC	Call Centre - MHC location - incremental hours	Yes		

COVID-19 Cost Centres

Last Updated:

7-Apr-20

Subject to Change (Cost Centres may be added)

Business Area	Cost Centre Number	Cost Centre Name	Cost Centre Description	Signing Authority
101 - Corporate Operations	10100330	COVID-19	Incremental costs - Coronavirus	Lisa Benson
101 - Corporate Operations	10100331	COVID-19	Incremental costs - Provincial - Coronavirus	Shelley Hopkins
101 - Corporate Operations	10100332	COVID-19	Incremental costs - PCH Supplies - Coronavirus	Hana Forbes
102 - Community Health Services	10200505	COVID-19	Incremental costs - Coronavirus	Lisa Benson
102 - Community Health Services	10200506	COVID-19	Incremental costs - CHA Supplies - Coronavirus	Lisa Benson
102 - Community Health Services	10200508	COVID-19 MPI Bison Drive Thru	Incremental costs - Coronavirus	Lisa Benson
102 - Community Health Services	10200509	COVID-19 MPI Main Drive Thru	Incremental costs - Coronavirus	Lisa Benson
102 - Community Health Services	10200510	COVID-19 Centennial Pool Walk-In	Incremental costs - Coronavirus	Lisa Benson
102 - Community Health Services	10200511	COVID-19 Sergeant Prince Place Walk-In	Incremental costs - Coronavirus	Lisa Benson
102 - Community Health Services	10200512	COVID-19 Response Unit (CRU)	Incremental costs - Coronavirus	Lisa Benson
102 - Community Health Services	10200513	COVID-19 Thunderbird House	Incremental costs - Coronavirus	Lisa Benson
103 - Pan Am Clinic	10300056	COVID-19	Incremental costs - Coronavirus	Nicolette Coffin
104 - Health Sciences Centre	10400781	COVID-19	Incremental costs - Coronavirus	Jennifer Bjarnarson
104 - Health Sciences Centre	10400785	COVID-19	COVID-19 Unit D4	Jennifer Bjarnarson
104 - Health Sciences Centre	10400787	COVID-19	COVID-19 Unit MS3	Jennifer Bjarnarson
105 - St. Boniface General Hospital	10500565	COVID-19	Incremental costs - Coronavirus	Nicole Aminot
106 - Riverview Health Centre	10600134	COVID-19	Incremental costs - Coronavirus	Romeo Daley
107 - Victoria General Hospital	10700268	COVID-19	Incremental costs - Coronavirus	Brenda Catchpole
108 - Misericordia Health Centre	10800186	COVID-19	Incremental costs - Coronavirus	Jim Hill
109 - Concordia General Hospital	10900205	COVID-19	Incremental costs - Coronavirus	Ken Hiebert
110 - Deer Lodge Centre	11000183	COVID-19	Incremental costs - Coronavirus	Sue Lotocki
111 - Seven Oaks General Hospital	11100259	COVID-19	Incremental costs - Coronavirus	Donna Kenny
111 - Seven Oaks General Hospital	11100260	COVID-19 Inpatient Nursing Units	Designated Unit Costs for COVID-19 Patients	Donna Kenny
112 - MATC	11200055	COVID-19	Incremental costs - Coronavirus	Barb Finnbogason
113 - Grace General Hospital	11300156	COVID-19	Incremental costs - Coronavirus	Dan McGregor
113 - Grace General Hospital	TBA	COVID-19 2 South	COVID-19 2 South	Dan McGregor
113 - Grace General Hospital	TBA	COVID-19 5 South	COVID-19 5 South	Dan McGregor
113 - Grace General Hospital	TBA	COVID-19 PACU	COVID-19 PACU	Dan McGregor
113 - Grace General Hospital	TBA	COVID-19 SDC	COVID-19 SDC	Dan McGregor
114 - Churchill	11400103	COVID-19	Incremental costs - Coronavirus	Jason Klaincher
400 - River Park Gardens	40000050	COVID-19	Incremental costs - Coronavirus	Lisa Benson
401 - Concordia Place	40100041	COVID-19	Incremental costs - Coronavirus	Ken Hiebert
402 - Misericordia Place	40200053	COVID-19	Incremental costs - Coronavirus	Jim Hill
403 - Middlechurch Home of Winnipeg	40300040	COVID-19	Incremental costs - Coronavirus	Lisa Benson
801 - Nutrition & Food Services	80100007	COVID-19	Incremental costs - Coronavirus	Kathleen Richardson
802 - Laundries	80200006	COVID-19	Incremental costs - Coronavirus	Kathleen Richardson
804 - Digital Health	80400113	COVID - Digital Health	Incremental costs - Coronavirus	Perry Poulsen
806 - Shared Health	80600782	COVID-19	SH Unallocated - Coronavirus	Daniella Penner
806 - Shared Health	80600786	SH-MED-COVID-19	Incremental costs - Coronavirus	Lori Lafreniere
806 - Shared Health	80600787	COVID-19	Public Health Contact Centre - COVID-19	Lanette Siragusa
806 - Shared Health	80600788	COVID-19	SH Unall COVID-19 PPE Provincial Supplies	Glenn McLennan
806 - Shared Health	80600789	COVID-ER Response Services	Incremental costs - COVID - ER Response Services	Leah Jenkins
806 - Shared Health	80600790	COVID-Diagnostics	Incremental costs - Coronavirus	Ayn Wilcox
807 - Shared Health	80700077	PARIM-MED-COVID-19	Incremental costs - Coronavirus	Lori Lafreniere
900 - Medical Remuneration	91040087	HSC-COVID-19	HSC - Incremental costs - Coronavirus	Lori Lafreniere
900 - Medical Remuneration	99000082	WRHA-COVID-19	WRHA - Incremental costs - Coronavirus	Lori Lafreniere