

To HR, Org. Chiefs and Timekeepers:

UPDATE: Work Disruption Allowance Form (Redeployment due to COVID-19)

The [Work Disruption Allowance Form](#) has been updated with the following revisions:

- Clarified who is entitled to the allowance, including when the \$30 increase applies, and that multiple employees can be added to one form.
- Added requirement for Org Chief or HR approval before submitting the form.
- Added a new column for the number of redeployment work days that qualify for the \$30 allowance increase.
- Changed the Total Allowance field to automatically calculate the additional \$30 as part of the total amount.

Please review the form on [Insite](#) for detailed instructions.