Employee Self Service Job Aid:
COVID-19 Leave Entry for Healthcare Providers
& Emergency Responders

Overview

Employees who are designated as Healthcare Providers and Emergency Responders by their agency, who are unable to work due to COVID-19 have several options to cover their absence:

1. Use their own available leave including sick leave, vacation, personal holiday, earned legal holiday, compensatory time, and sabbatical to cover these absences.

2. Beginning April 1, 2020, the federal government released the Federal Emergency Paid Sick Leave (EPSL) program that provides eligible employees **up to 80 hours** of paid leave (**paid at your normal rate of pay, up to $511/day**) for their own COVID-19 related illness or quarantine so the employee doesn't have to use their own available leave.

   Healthcare Providers and Emergency Responders are eligible to use this leave in the following circumstances:

   - The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

   - The employee is experiencing flu-like or COVID-19 symptoms and is seeking a medical diagnosis or has been sent home or directed not to report to work.

Purpose of Job Aid

This job aid reviews the process to use the Federal Emergency Paid Sick Leave program after you have been authorized. You will use the **COVF1 Time Reporting Code** (TRC) on your Timesheet to enter leave under this program. The job aid explains how to use the TRC.

Availability of Federal Emergency Paid Sick Leave Time Reporting Codes

- Employees are eligible to start using Federal Emergency Paid Sick Leave for COVID-related absences starting April 1, 2020.

- Healthcare Providers and Emergency Responders do not automatically have access to their bank of Federal Emergency Paid Sick Leave hours. If the leave is needed, the employee should contact their local HR representative to complete an authorization form. Once the authorization is complete, the bank of hours will be available for use.

See the Employee Guide to Paid Leave Available due to COVID-10 Absences for eligibility requirements for the leave types that are available.
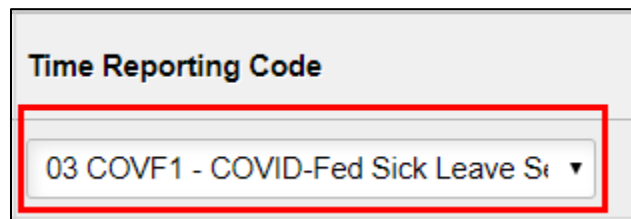
Timesheet Entry

Prior to any Timesheet entry: Contact your local HR office to complete an authorization form before entering anything on your timesheet. You will not be able to enter Federal Emergency Paid Sick Leave on your timesheet until the leave is authorized and the bank of hours is provided to you.

1. To use Federal Emergency Paid Sick Leave (EPSL), you will enter the COVF1 Time Reporing Code (TRC) directly on your **Timesheet**. Go to the **Employee Self Service** homepage and click on the **My Time** tile.
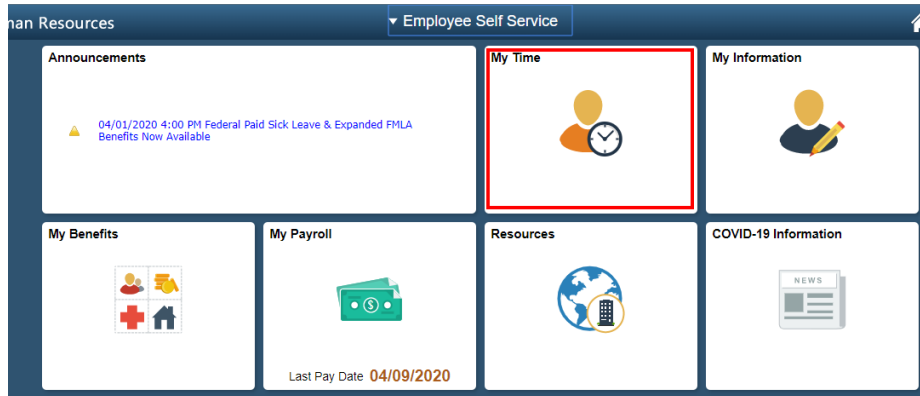
2. In the **My Time** tile, **Timesheet** should be the first option.

3. Select the **COVF1 Time Reporting Code** from the dropdown list for each day that you are using the COVID-19 Code and enter the total number of hours of COVID leave used for the day

Timesheet Examples

This person normally works 8 hours/day, Monday – Friday. This employee:

*   Worked 8 hours on Monday and Tuesday
*   Was sent home after 4 hours of work on Wednesday due to COVID-19 symptoms
*   Did not work on Thursday or Friday due to COVID-19

Elapsed Time Reporter Example

2/2020 to Saturday 04/18/2020 ⓘ							
Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total	Time Reporting Code
8.00	8.00	4.00					▼
		4.00	8.00	8.00			03 COVF1 - COVID-Fed Sick Leave S ▼
							▼

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Exception Time Reporter Example

	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Total	Time Reporting Code
un 12			4.00	8.00	8.00		20.00	03 COVF1 - COVID-Fed Sick Leave S∈ ▼
			4.00				4.00	01 REGLR - Regular Hours Worked ▼

4/12/2020 to Saturday 04/18/2020 ⑦

Note for Exception Time Reporters: If you use COVF1 for part of a day, you must also enter the number of hours worked for that same day. If you do not enter the number of hours worked on the same day, you will only be paid for the COVF1 hours entered.

Punch Time Reporter

020 to 04/18/2020 ⑦

Day	Date	Reported Status	Exception	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rul
Sun	4/12	New							▼		
Mon	4/13	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	▼		
Tue	4/14	Submitted		8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00	▼		
Wed	4/15	Submitted	⏰						09 COVF1 - COVID-Fed Sick Leave Self ▼	4.00	
		Submitted	⏰	8:00:00AM			12:00:00PM	4.00	▼		
Thu	4/16	Submitted	⏰						09 COVF1 - COVID-Fed Sick Leave Self ▼	8.00	
Fri	4/17	Submitted	⏰						09 COVF1 - COVID-Fed Sick Leave Self ▼	8.00	

4. Once all time and COVID leave is entered, click **Submit**. If everything was entered correctly, the following message will appear. Click **OK**.

> Rules have successfully been applied. (13504,1626)
>
> Press OK to refresh your timesheet with updated payable time.
>
> **OK**
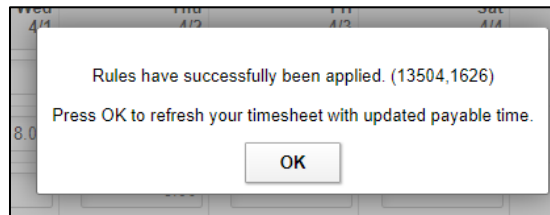
5. Click on the **Exceptions Tab** below the **Timesheet** to view total hours of COVID leave used as of that date.

| Reported Time Status | Summary | Absence | **Exceptions** | Payable Time | |

Exceptions ⑦

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation	C
04/16/2020	WITLX028	Timesheet	Unresolved	Low	4 hours of Federal COVID earnings used through 2020-04-16	
04/17/2020	WITLX028	Timesheet	Unresolved	Low	12 hours of Federal COVID earnings used through 2020-04-17	
04/18/2020	WITLX028	Timesheet	Unresolved	Low	20 hours of Federal COVID earnings used through 2020-04-18	

NOTE: Low exceptions are used to track the balance of the COVID leave type. A high exception occurs if either:

- Federal Emergency Paid Sick Leave have not been assigned to you yet; or

- You have used more than the number of hours allocated to you. You will need to adjust your timesheet to only enter the number of hours available to you.

If you are not authorized to use Federal Paid Emergency Sick Leave, the following exception will be listed:

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
04/17/2020	WITLX024	Timesheet	Unresolved	High	Not Authorized for COVF1 TRC

This type of error message will appear when you submit your timesheet and go over the allotted number of leave hours available:

> 1 unresolved High Severity exception(s) in the time period. Please review. (13504,83)
>
> Time will be not be paid with unresolved exceptions. Either the reported time must be corrected to abide by the violated rule, or - if applicable - the exception must be marked Allowed by manager.
>
> OK

Plus, you will see the High Exception on the **Exceptions Tab**:

04/17/2020	WITLX025	Timesheet	Unresolved	High	8 hours of COVF1 puts EE over the 80 hr Federal limit

6. Click on the **Payable Time Tab** below the **Timesheet** to view total hours paid for the week.

| Reported Time Status | Summary | Absence | Exceptions | Payable Time |

Payable Time Viewing Option
- ○ By TRC and Status
- ○ By TRC, Status and Day
- ● Show In Detail   View Full Detail

Payable Time ⑦

Date	TRC	Description	TRC Type	Payable Status	Quantity
04/13/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/14/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/15/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	4.00
04/16/2020	COVF1	COVID-Fed Sick Leave Self	Units	Needs Approval	4.00
04/17/2020	COVF1	COVID-Fed Sick Leave Self	Units	Needs Approval	8.00
04/18/2020	COVF1	COVID-Fed Sick Leave Self	Units	Needs Approval	8.00

How to Review COVID-19 Leave Usage

All Federal Emergency Paid Sick Leave taken and available is displayed in the **COVID-19 Information Tile** on the **Employee Self Service Homepage**.

COVID-19 Federal Administrative Paid Leave

Empl Record	Description	Job Code Description	Department	Date Covid Admin Leave Used.	Amount COVID Admin Leave Used
0	COVID-Fed Sick Leave Self	HUMAN RESOURCES PROG OFFICER	Benefits Admin & HRIS Mgmt	04/16/2020	4.000000
0	COVID-Fed Sick Leave Self	HUMAN RESOURCES PROG OFFICER	Benefits Admin & HRIS Mgmt	04/17/2020	8.000000
0	COVID-Fed Sick Leave Self	HUMAN RESOURCES PROG OFFICER	Benefits Admin & HRIS Mgmt	04/18/2020	8.000000

Total Leave Used

Description	Year to Date Amount Used	Available
COVID-19 Federal Emergency Paid Leave	20.000000	60.000000

Additional Resources

- Employee Guide to COVID-19 Leave Benefits

- Punch Time Reporting Job Aids

    - Punch Time Reporting

    - Punch Time - Task Profiles

    - Punch Time - Speed Types

- Elapsed Time Reporting Job Aids

    - Elapsed Time Reporting

    - Elapsed Time - Task Profiles

    - Elapsed Time - Speed Types

- Absence Management Job Aid