Employee Self Service Job Aid:

COVID-19 Leave Entry

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Overview

Employees 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 two new leave programs which employees can use instead of their own available leave. There are two parts:

   - **Federal Emergency Paid Sick Leave (EPSL)** - provides up to 80 hours of paid leave for five COVID-19 related reasons and is available to all employees other than elected officials with two key exceptions:

     o Employees identified as healthcare providers and emergency responders are only able to use EPSL for their own COVID-19 illness or quarantine.

     o Employees who are eligible to use the paid leave for childcare or to take care of a family member are paid 2/3 of their normal hourly rate (up to $200/day) for each hour of the paid leave. Employees can choose to supplement this reduced pay by adding their own available leave to their timesheet on the same day.

   - **Federal Expanded Family & Medical Leave (EFMLA)** – FMLA was temporarily expanded in scope to provide up to 12 weeks of expanded FMLA that may be unpaid the first two weeks and partially paid for any remaining eligible weeks for employees who are unable to work (or telework) in order to care for a son or daughter[1] whose school[2] or daycare has closed due to the COVID-19 pandemic.

     Please note that this is not an additional 12 weeks of FMLA – this just expands the reason that an employee can use FMLA and allows employees to use FMLA for childcare who aren't otherwise eligible under the FMLA.

     o The first 2 weeks of EFMLA is unpaid but employees are eligible to use Federal Emergency Paid Sick Leave or other leave during this 2-week period

     o After the first 2 weeks of EFMLA, employee will receive 2/3 of their hourly rate, up to $200/day. Employees may substitute available personal paid leave to receive full pay.

3. In order to ensure sick employees were out of the workplace, the State established a limited alternative for eligible employees without available leave – this is called "**State Paid Administrative Leave**." This leave was available to eligible employees from March 15 – May 11, 2020. This leave is no longer available for use for absences as of May 12, 2020, due to the expiration of Executive Order #72 – the declaration of the public health emergency related to the COVID-19 pandemic. Employees were required to use their own leave before accessing this leave type.

   Note: Effective April 1, 2020, State Paid Administrative Leave could not be used until the federal leave program is exhausted (see #2).

Purpose of Job Aid

This job aid reviews the process to use the Federal Emergency Paid Sick Leave and Expanded FMLA programs after you have been authorized. You will use Time Reporting Codes (TRCs) for Emergency Paid Sick Leave and enter an absence for EFMLA. The job aid explains how to use the applicable method to record the leave and how to supplement the EPSL with your own available leave if you want to do so.

If you are a Healthcare Provider or Emergency Responder, see the Employee Self Service Job Aid: COVID-19 Leave Entry Job Aid for Healthcare Providers & Emergency Responders instead of this job aid.

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[1] Son or daughter has the meaning given in the federal Family & Medical Leave Act (FMLA): a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence.

[2] School means an elementary or secondary school

Availability of Federal Emergency Paid Sick Leave Time Reporting Codes and EFMLA

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

- **Regular employees**: Employees who are not assigned as healthcare providers or emergency responders now have access to the new TRCs on their timesheet and will also see a bank of up to 80 hours of Federal Emergency Paid Sick Leave. Once authorized for EFMLA, employees will be able use the EFMLA absence reasons.

- **Healthcare providers and emergency responders**: After the EPSL authorization is complete, the TRC codes and the EPSL bank will be enabled for each employee to use. Healthcare providers and emergency responders are not eligible for EFMLA.

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

Federal Emergency Paid Sick Leave

The table below provides more detail about eligibility and information on each program along with the appropriate Time Reporting Code to use. State Paid Administrative Leave (which expired effective May 12, 2020) is addressed at the end of the document because the program could not be accessed until after Federal Emergency Paid Sick Leave was exhausted.

NOTE: *All employees requesting EPSL leave must contact their local HR representative to complete an authorization form.*

Federal Emergency Paid Sick Leave				
Time Reporting Code	**Description**	**Reason for Absence**	**Rate of Pay**	**Able to Supplement Pay Received**
COVF1	COVID-Fed Sick Leave Self	• You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You are a non-essential employee who was directed by your agency to not report to work and telework is not available You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	Regular rate of pay up to $511/day ($5,110 in total)	No - if your regular earnings exceed $511/day, you can NOT supplement earnings with state leave available
COVF4	COVID-Fed Sick Leave Child/Fam	• You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	2/3 of regular pay, up to $200/day ($2,000 in total)	Yes – can use state leave available (sick leave[3], vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings, up to your regular earnings
COVA	COVID-Hrs of Suppl Leave Used	This code must be used on any day that you use COVF4 to receive 2/3 of your earnings AND use state leave to supplement your earnings. The number of COVA hours entered must equal the number of hours of state leave that you use to supplement your earnings.		

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[3] As of March 15, 2020, you can now use sick leave when necessary to care for members of your immediate family for a variety of reasons including a state isolation order, illness, quarantine order, and the closure of school or daycare facilities.
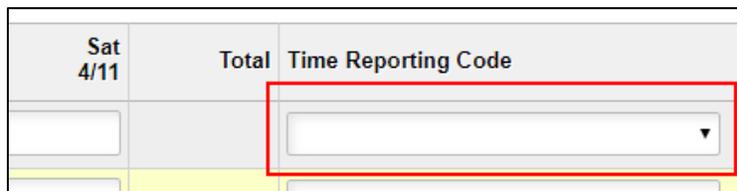
Emergency Paid Sick Leave (EPSL) Timesheet Entry

1. To use Federal Emergency Paid Leave (EPSL), you will enter the applicable 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 applicable **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
- Cared for their child all day on Wednesday (will receive 2/3 pay, up to $200)
- Worked for 4 hours on Thursday and cared for their child for 4 hours (will receive regular pay for 4 hours and 2/3 pay, up to $200 for the 4 hours while caring for child)
- On Friday, the employee has symptoms of COVID-19 (will receive full pay, up to $511)

Punch Time Reporter

Day	Date	Reported Status	Exception	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule
Sun	3/29	New									
Mon	3/30	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00			
Tue	3/31	Submitted		7:00:00AM	12:00:00PM	12:30:00PM	3:30:00PM	8.00			
Wed	4/1	Submitted	🕐						09 COVF4 - COVID-Fed Sick Leave Child ▼	8.00	
Thu	4/2	Submitted	🕐						09 COVF4 - COVID-Fed Sick Leave Child ▼	4.00	
		Submitted	🕐	8:00:00AM			12:00:00PM	4.00			
Fri	4/3	Submitted	🕐						09 COVF1 - COVID-Fed Sick Leave Self ▼	8.00	
Sat	4/4	New									

Elapsed Time Reporter Example

From Sunday 03/29/2020 to Saturday 04/04/2020 ⓘ								
Sun 3/29	**Mon 3/30**	**Tue 3/31**	**Wed 4/1**	**Thu 4/2**	**Fri 4/3**	**Sat 4/4**	**Total**	**Time Reporting Code**
	8.00	8.00		4.00			20.00	▾
					8.00		8.00	03 COVF1 - COVID-Fed Sick Leave S ▾
			8.00	4.00			12.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾

Exception Time Reporter Example

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	03 COVF1 - COVID-Fed Sick Leave S ▾
		8.00	4.00			12.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾
			4.00			4.00	01 REGLR - Regular Hours Worked ▾

Note for Exception Time Reporters: If you use COVF1 or COVF4 for part of a day, you must also enter the number of hours worked for the same day. If you do not enter the number of hours worked on the same day, you will only be paid for the COVID-related hours entered.

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. If COVF4 was used, there will also be a message indicating that you may be eligible to supplement your earnings with leave (see the How to Supplement Your Pay section for details).

Date	Exception ID	Exception Source	Status	Exception Severity	Explanation
04/01/2020	WITLX028	Timesheet	Unresolved	Low	8 hours of Federal COVID earnings used through 2020-04-01
04/01/2020	WITLX030	Timesheet	Unresolved	Calculates 2/3 Pay Received & Indicates Eligibility to Use Supplemental Leave	COVF4 Pays 137.83 on 2020-04-01, may supplement with leave.
04/02/2020	WITLX028	Timesheet	Unresolved	Low	12 hours of Federal COVID earnings used through 2020-04-02
04/02/2020	WITLX030	Timesheet	Unresolved	Low	COVF4 Pays 68.92 on 2020-04-02, may supplement with leave.
04/03/2020	WITLX028	Timesheet	Unresolved	Running Total of Federal Emergency Paid Sick Leave Used	20 hours of Federal COVID earnings used through 2020-04-03

NOTE: Low exceptions are used to track the balance of the COVID leave type and indicate what your earnings will be when you receive 2/3 of your pay (up to $200) when using the COVF4 Time Reporting Code. A high exception occurs if more than the allotted number of hours of the COVID leave type have been used and must be changed to another **Time Reporting Code** or it will **NOT** be paid.

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

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

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

Payable Time ⑦

Date	TRC	Description	TRC Type	Payable Status	Quantity
03/30/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
03/31/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	8.00
04/01/2020	COVF4	COVID-Fed Sick Leave Child/Fam	Units	Needs Approval	8.00
04/02/2020	COVF4	COVID-Fed Sick Leave Child/Fam	Units	Needs Approval	4.00
04/02/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	4.00
04/03/2020	COVF1	COVID-Fed Sick Leave Self	Units	Needs Approval	8.00

7. If you are entering State Paid Administrative Leave taken from March 15 – 28, 2020, you will follow the same steps but select one of the State Paid Administrative Leave Codes instead (COVS1, COVS2, COVS3). If you are eligible to use State Paid Administrative Leave from March 29 – May 11, 2020, your supervisor or payroll staff will have to make the entry on your behalf.
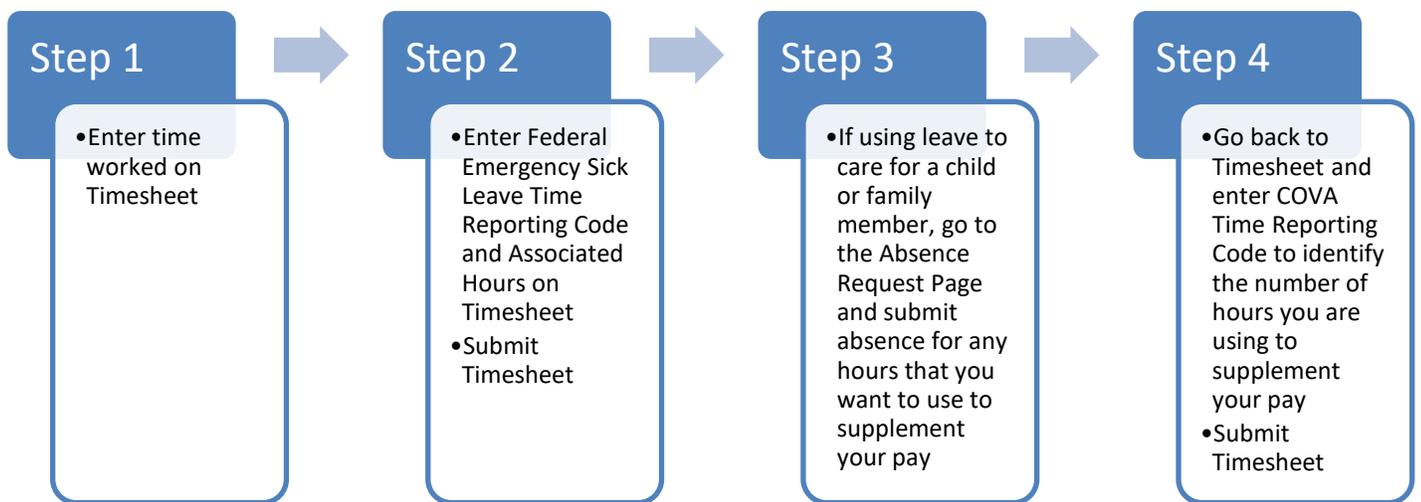
How to Supplement Pay

If you are using the **COVF4 (COVID-Fed Sick Leave Child/Fam)** Time Reporting Code (TRC) that pays you 2/3 of your regular pay, up to $200/day, you can also enter other available paid leave to supplement earnings, up to 100% of your regular earnings.

Note: Use the [Supplement Your Federal Emergency 2/3 Paid Sick Leave Calculator](#) to help you determine how much leave you need to use to receive your full daily earnings. Please note that due to rounding, calculations may differ by a few cents on your final paycheck.

Reminder: If you are using Federal Emergency Paid Sick Leave for your own COVID-related illness or quarantine, you use Time Reporting Code COVF1 (COVID-Fed Sick Leave Self) on your timesheet. You will receive your regular rate of earnings, up to $511/day. You cannot supplement your pay when using the COVF1 Time Reporting Code.

Order that Federal Emergency Sick Leave Should be Entered

Step 1	Step 2	Step 3	Step 4
•Enter time worked on Timesheet	•Enter Federal Emergency Sick Leave Time Reporting Code and Associated Hours on Timesheet •Submit Timesheet	•If using leave to care for a child or family member, go to the Absence Request Page and submit absence for any hours that you want to use to supplement your pay	•Go back to Timesheet and enter COVA Time Reporting Code to identify the number of hours you are using to supplement your pay •Submit Timesheet

Scenario 1: Using Federal Leave for All Normally Scheduled Hours + Using Paid Leave to Supplement Earnings to Regular Daily Pay

If you are using Federal Leave COVF4 for childcare for all your normally scheduled hours and want to supplement the 2/3 pay with other paid leave, you will do the following entry:

1. Select the COVF4 – COVID-Fed Sick Leave Child/Fam Time Reporting Code for the day.

2. **Enter the Quantity as the number of hours that you are regularly scheduled to work.**

Time Reporting Code	Quantity	Rule Element 1	Date
▼		🔍	4/5
09 COVF4 - COVID-Fed Sick Leave Chil ▼	8.00	🔍	4/6

3. Submit your timesheet to save your entry.

4. Use the [Supplement Your Federal Emergency 2/3 Paid Sick Leave Calculator](#) to help you determine how much leave you need to use to receive your full daily earnings. In this example, the person needs 2.67 hours of leave for the day to receive their full earnings.

5. Click on the **Request Absence link** at the bottom of the Timesheet Page to start the absence request process.

6. Enter the absence for day in which you are supplementing your earnings. You can use sick leave, vacation, personal holiday, earned legal holiday, sabbatical, or comp time to supplement your earnings. In this example, this person is using vacation.

*Start Date 04/06/2020	
End Date 04/06/2020	
Filter by Type Vacation	
*Absence Name Vacation	Current Balance 141.27 Hours**
Reason Vacation	
Partial Days All Days	
All Days Hours 2.67	
Duration 2.67 Hours	

7. Forecast Balance and Submit the absence.

8. Return to your **Timesheet.**

9. You will now see the federal leave and state paid leave on the same day on your Timesheet.

09 COVF4 - COVID-Fed Sick Leave Chilc ▼	8.00	🔍	4/6
VACTN - Paid Vacation Time Taken	2.67		4/6

10. You then must add a row to the same day and enter the COVA – COVID-Hrs of Suppl Leave Used Time Reporting Code and add the Quantity equal to the number of state paid leave hours used. **You must enter the COVA code because it identifies the number of hours of leave you are using to supplement your earnings.**

     In this example, enter 2.67 hours of COVA.

09 COVF4 - COVID-Fed Sick Leave Chilc ▼	8.00	🔍	4/6	+
VACTN - Paid Vacation Time Taken	2.67		4/6	+
09 COVA - COVID-Hrs of Suppl Leave Us ▼	2.67	🔍	4/6	+

11. Submit your Timesheet.

Scenario 2: Work Part of Day + Use Federal Leave for Remainder of Scheduled Hours + Use Paid Leave to Supplement Earnings

If you are working for part of your scheduled hours and are using Federal Leave COVF4 for childcare for the remainder of your scheduled hours, and want to supplement the pay received under the federal leave, you will do the following entry:

1. Enter hours worked on Timesheet for day.

2. Add a row to your Timesheet.

3. Select the COVF4 – COVID-Fed Sick Leave Child/Fam Time Reporting Code and enter the remaining of your regular scheduled hours for the day in the Quantity field.

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
					09 COVF4 - COVID-Fed Sick Leave Child/ ▾	4.00	🔍	4/7	✚
8:00:00AM			12:00:00PM	4.00	▾		🔍	4/7	✚

4. Submit your timesheet to save your entry.

5. Use the Supplement Your Leave Calculator to determine the number of leave hours you need to fully supplement your earnings for the day. You will enter both hours worked, and hours of federal leave used in the calculator. In this example, the person needs 1.34 hours of leave for the day to receive their full earnings.

6. Click on the **Request Absence link** at the bottom of the Timesheet Page to start the absence request process.

7. Enter the absence for day in which you are supplementing your earnings. You can use sick leave, vacation, personal holiday, earned legal holiday, sabbatical, or comp time to supplement your earnings. In this example, this person is using personal holiday.

Absence Detail ?

*Start Date	04/07/2020 📅
End Date	04/07/2020 📅
Filter by Type	Personal Holiday ▾
*Absence Name	Personal Holiday ▾
Reason	Personal Holiday ▾
Partial Days	All Days ▾
All Days Hours	1.34
Duration	1.34 Hours

Current Balance 36.00 Hours**

8. Forecast Balance and Submit the absence.

9. Return to your **Timesheet.**

10. You will now see hours worked, the federal leave and state paid leave on the same day on your **Timesheet.**

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date
					09 COVF4 - COVID-Fed Sick Leave Child/ ▾	4.00	🔍	4/7
8:00:00AM			12:00:00PM	4.00	▾		🔍	4/7
					PSHOL - Personal Holiday Hours Taken	1.34		4/7

12. You then must add a row to the same day and enter the COVA – COVID-Hrs of Suppl Leave Used Time Reporting Code and add the Quantity equal to the number of state paid leave hours used. **You must enter the COVA code because it identifies the number of hours of leave you are using to supplement your earnings.**

In this example, enter 1.34 hours of COVA.

First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	Rule Element 1	Date	
					09 COVF4 - COVID-Fed Sick Leave Child/ ▼	4.00	🔍	4/7	✚
8:00:00AM			12:00:00PM	4.00	▼		🔍	4/7	✚
					PSHOL - Personal Holiday Hours Taken	1.34		4/7	✚
					09 COVA - COVID-Hrs of Suppl Leave Use ▼	1.34	🔍	4/7	✚

13. Submit your Timesheet.

Scenario 3: On Vacation Part of Day + Use Federal Leave for Remainder of Scheduled Hours + Use Paid Leave to Supplement Earnings

If you are on vacation for part of your scheduled hours and are using Federal Leave COVF4 for childcare for the remainder of your scheduled hours, and want to supplement the pay received under the federal leave, you will do the following entry:

1. Determine the number of hours of vacation you will be using for the day but do NOT enter the absence yet. In this example, it's 4 hours of vacation.

2. Select the COVF4 – COVID-Fed Sick Leave Child/Fam Time Reporting Code for the day and enter the Quantity of the remainder of the hours that you are regular scheduled to work AFTER you account for your vacation hours. In this example, it's 4 hours.

Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code
4.00							03 COVF4 - COVID-Fed Sick Leave Cl ▼

3. Submit your Timesheet to save your entry.

4. Use the Supplement Your Leave Calculator to determine the number of leave hours you need to fully supplement your earnings for the day. You will enter your regular vacation hours in the Total Hours Worked During Day field and hours of federal leave used in the calculator. In this example, the person needs 1.34 hours of **additional leave** for the day to receive their full earnings. The total vacation used for the day will be 5.34 hours (4 hours of regular vacation + 1.34 hours of vacation to supplement earnings).

5. Click on the **Request Absence link** at the bottom of the Timesheet Page to start the absence request process.

6. Enter the absence for day in which you are supplementing your earnings. You can use sick leave, vacation, personal holiday, earned legal holiday, sabbatical, or comp time to supplement your earnings. In this example, this person is using vacation.

Absence Detail ⑦

*Start Date	04/06/2020 📅
End Date	04/06/2020 📅
Filter by Type	Vacation ▼
*Absence Name	Vacation ▼
Reason	Vacation ▼
Partial Days	All Days ▼
All Days Hours	5.34
Duration	5.34 Hours

Current Balance   163.35 Hours**

7. Forecast Balance and Submit the absence.

8. Return to your **Timesheet.**

9. You will now see vacation hours and the federal leave on the same day on your **Timesheet.**

	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code
	4.00						4.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾
	5.34						5.34	VACTN - Paid Vacation Time Taken

10. You then must add a row to the same day and enter the COVA – COVID-Hrs of Suppl Leave Used Time Reporting Code and <u>add the Quantity equal to the number of vacation hours you are using to supplement the federal leave</u>. **You must enter the COVA code because it identifies the number of hours of leave you are using to supplement your earnings.**

In this example, enter 1.34 hours of COVA.

	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code	Rule Element 1	
	4.00						4.00	03 COVF4 - COVID-Fed Sick Leave Cl ▾	🔍	+
	5.34						5.34	VACTN - Paid Vacation Time Taken		+
	1.34							03 COVA - COVID-Hrs of Suppl Leave ▾	🔍	+

11. Submit your timesheet.

How to Review COVID-19 Leave Usage

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

COVID-19 State Administrative Leave

Empl Record	Description	Job Code Description	Department	Date COVID Admin Leave Used	Amount COVID Admin Leave Used
0	COVID State Leave Nonessential	OPERATIONS PROGRAM ASSOCIATE	Administrative Support	03/30/2020	8.000000
0	COVID State Leave Nonessential	OPERATIONS PROGRAM ASSOCIATE	Administrative Support	03/31/2020	8.000000

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	OPERATIONS PROGRAM ASSOCIATE	Administrative Support	04/22/2020	8.000000
0	COVID-Fed Sick Leave Self	OPERATIONS PROGRAM ASSOCIATE	Administrative Support	04/23/2020	8.000000
0	COVID-Fed Sick Leave Child/Fam	OPERATIONS PROGRAM ASSOCIATE	Administrative Support	04/24/2020	8.000000

Total Leave Used

Description	Year to Date Amount Used	Available
COVID-19 State Administrative Leave	16.000000	64.000000
COVID-19 Federal Emergency Paid Leave	24.000000	56.000000

Supplementing Federal Emergency 2/3 Paid Sick Leave Q&A

1. **Can I supplement my earnings if I use Federal Emergency Paid Sick Leave for my illness or quarantine?**

   No. You will receive your regular earnings, up to $511/day

2. **Do I have to supplement my earnings if I use Federal Emergency Paid Sick Leave for child or family care?**

   No. You will receive 2/3 of your pay, up to $200 day. If you want to receive your full earnings, you can supplement other paid leave, up to your full daily earnings.

3. **Why do I have to enter the COVA – COVID-Hrs of Supplemental Leave Time Reporting Code when I use paid leave to supplement my earnings?**

   Given all the potential ways that Federal Emergency Paid Sick Leave and paid time can be used together, the code is needed to identify how many paid leave hours are used to supplement your earnings. It also ensures that you are not paid for more than your regularly scheduled hours.

4. **If I'm receiving 2/3 of my pay, can I supplement only a part of my earnings or do I have to supplement leave to my full regular daily earnings?**

   You do not have to use leave to supplement to your full daily earnings. You can partially supplement your earnings.

5. **Do I have to use Federal Emergency Paid Sick Leave when I'm eligible or can I choose to use other paid leave available to me?**

   You do not have to use Federal Emergency Sick Leave - you can choose to use other state paid leave instead.

6. **Can I take vacation (or use other state paid leave) for part of the day and Federal Emergency Paid Sick Leave for part of the day?**

   Yes. Normal leave request procedures should be followed. See Scenario 3 for information about how to enter this on your timesheet.

7. **Can I use more than one type of Federal Emergency Paid Sick Leave on the same day?**

   No. Only one type of Federal Emergency Paid Sick Leave can be used per day.

8. **I am an LTE and I'm using Federal Emergency Paid Sick Leave to care for my child. I don't have any paid leave to supplement the 2/3 pay that I am receiving. What are my options?**

   If you are an LTE or do not have any other leave available to supplement the 2/3 pay you are receiving, you will receive 2/3 of your earnings, up to $200/day.

Using State Paid Administrative Leave

State Paid Administrative Leave was available to eligible employees from March 15 – May 11, 2020. This leave can no longer be used for absences starting May 12, 2020. Only an employee's supervisor or agency payroll staff can enter this leave on behalf of the employee. Effective April 1, 2020, all Federal Emergency Paid Sick Leave must have been exhausted before an employee was eligible for any remaining State Paid Administrative Leave.

State Paid Administrative Leave *(This leave is no longer available for use as of May 12, 2020)*				
Time Reporting Code	**Description**	**Reason for Absence**	**When Available**	**Rate of Pay**
COVS1	COVID State Leave Child Care	You need to care for a son or daughter if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	Regular Rate of Pay
COVS2	COVID State Leave Self	• You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • You are experiencing flu-like or COVID-19 symptoms and are seeking a medical diagnosis or have been sent home or directed not to report to work	After Federal Emergency Paid Sick Leave and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	
COVS3	COVID State Leave Family	• You need to care for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 (this includes the Safer at Home Order) • You need to care for an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.	After Federal Emergency Paid Sick Leave, expanded FMLA and all other state leave available (sick leave, vacation, personal holiday, earned legal holiday, sabbatical, comp time) is exhausted	
COVN1	COVID State Non-Essential	You are a non-essential employee who was directed by your agency to not report to work and telework is not available	After Federal Emergency Paid Sick Leave is exhausted	

Expanded Family & Medical Leave (EFMLA)

Effective April 1, 2020, FMLA was temporarily expanded in scope to provide **up to 12 weeks** of expanded FMLA that may be unpaid the first two weeks and **partially paid** for an remaining eligible weeks for employees **who are unable to work (or telework)** in order to care for a son or daughter whose school or daycare has closed due to the COVID-19 pandemic. Please note that this is not an additional 12 weeks of FMLA – this just expands the reason that an employee can use FMLA.

The following employees are NOT eligible for the Emergency FMLA Expansion:
- Employees who have worked less than 30 days
- Healthcare providers and emergency responders as defined by their agency
- Elected officials and their high-level appointees who are normally excluded from FMLA

All other state employees who have **worked for at least 30 days** are eligible for these provisions.

Federal Expanded Family & Medical Leave (EFMLA)		
Benefits Available	**Rate of Pay**	**Able to Supplement Pay Received or Substitute Other Leave?**
First 2 weeks of expanded FMLA is **unpaid**	Unpaid Leave	Yes – can use Federal Emergency Paid Sick Leave benefits (2/3 of regular pay, up to $200/day) and supplement earnings with state leave available. **Note:** Not required to use Federal Emergency Paid Sick Leave during this 2-week period. You can also substitute available state leave.
Weeks 3 through 12 of expanded FMLA are partially paid	2/3 of regular rate of pay, up to $200/day ($10,000 in total)	Yes –can substitute with state paid leave available. **Note:** Leave substitution is not leave supplementation, as is allowed for employees using Emergency Paid Sick Leave at 2/3rd pay. Leave substitution replaces the EFMLA hours with personal leave at full pay and is not used to "top-off" paid EFMLA.

EFMLA Absence Types

Employees should contact their local HR office to request Expanded FMLA. Once the request is approved, employees will be able to use the EFMLA absences. There are 3 EFMLA absence types:

	Unpaid EFMLA	**Paid EFMLA**	**Paid EFMLA Substitution**
Absence Name in STAR	Family Leave Act	COVID-Fed Paid EFMLA	Family Leave Act
Absence Reason in STAR	Covid Unpaid EFMLA	Covid EFMLA – Child Care	Covid Paid EFMLA Substitution
Unpaid or Paid	Unpaid	Paid	Unpaid **Note:** While this code is unpaid, the employee will be paid through entry of personal paid leave
What Absence Does	Used to track first 2 weeks of unpaid EFMLA	Used to receive 2/3 pay, up to $200/day while covered by paid EFMLA	Used to track EFMLA hours when employee is substituting paid hours with personal paid leave
Absence Entry	• Entered by employee for current and future pay periods • Entered by payroll staff for prior pay periods or if paid leave is not used on the day covered by unpaid EFMLA	Typically entered by employee when leave taken	• Entered by employee for current and future pay periods • Entered by payroll staff for prior pay periods

Unpaid EFMLA Entry

The first 2 weeks of EFMLA is unpaid but you can use Federal Emergency Paid Sick Leave (EPSL) or other paid leave during this period. Even if using paid leave, you still need enter Covid Unpaid EFMLA on your timesheet to indicate how many hours are covered by Covid Unpaid EFMLA. If you need help entering unpaid EFMLA on your timesheet or you need to have it entered for prior pay periods, please contact your local payroll office for assistance.

1. Before entering Covid Unpaid EFMLA, enter all other time and paid leave for the day and submit your timesheet.

2. If you entered paid leave for the day, click on the Request Absence link at the bottom of the Timesheet or click on the Absence Request page in the My Time Tile in Employee Self Service. If you aren't using any paid leave for the day, contact your local payroll office to help you with Covid Unpaid EFMLA entry.

3. Enter the following:

    - Start and End Dates

    - Filter by Type = FMLA Federal/State

    - Absence Name = Family Leave Act

    - Reason = Covid Unpaid EFMLA

    - Enter any partial day information (if applicable)

4. Click on Calculate End Date or Duration

5. Click on Forecast Balance

6. If everything is entered correctly and you are using leave on the same day as the Covid Unpaid EFMLA, you will receive the following message.

    - If you are not using any other paid leave on the day, you will receive the following error message. You should contact your payroll office to help you with entry.

- If your local HR/payroll staff hasn't entered an FMLA entitlement for you, you will receive the following message and should contact your local HR/payroll office.

> An error occurred while constructing the customized forecasting message for Absence Take: WI_FMLA_TK. Please contact your system administrator.

7. Once you have successfully forecasted the balance, click the Submit button at the bottom of the page.

Below is an example of a timesheet for an employee covered by Covid Unpaid FMLA who is using several options available to receive pay during the first two weeks on unpaid EFMLA. This person works part of the day, uses Emergency Paid Sick Leave for part of the day and supplements their pay with personal holiday.

Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Total	Time Reporting Code
1.67						1.67	03 COVA - COVID-Hrs of Suppl Leave ▼
4.00						4.00	03 COVF4 - COVID-Fed Sick Leave Cl ▼
4.00						4.00	01 REGLR - Regular Hours Worked ▼
1.67						1.67	PSHOL - Personal Holiday Hours Taken
4.00						4.00	FMLA - Family Leave of Absence

Once the first 2 weeks of unpaid EFMLA is exhausted, partially paid EFMLA is available for use.

Paid EFMLA Entry

NOTE: *Paid EFMLA should only be entered after the first 2 weeks of unpaid EFMLA have been completed.*

1. Access your Timesheet by going to the My Time Tile on the Employee Self Service Landing Page

2. Click on the Absence Tab underneath your Timesheet. Click on the Add Absence Event button.

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

Absence Events ⓘ

Absence Take ‖▶

*Start Date	End Date	Absence Name	Reason

Add Absence Event

3. Enter the applicable Start and End Dates.

4. Enter Absence Name = COVID-Fed Paid EFMLA and Reason = COVID EFMLA – Child Care

Absence Take ‖▶

*Start Date	End Date	Absence Name	Reason
04/15/2020 📅	04/17/2020 📅	COVID-Fed Paid EI ▼	Covid EFMLA – Child (▼

5. Click on the Details Link to enter any partial day information (if applicable). Click Ok at the bottom of the page.

*Start Date	04/15/2020 📅	
End Date	04/17/2020 📅	
Filter by Type	All ▼	
*Absence Name	COVID-Fed Paid EFMLA ▼	
Reason	Covid EFMLA – Child Care ▼	
Partial Days	All Days ▼	
All Days Hours	4.00	
Duration	12.00	Hours
	Calculate End Date or Duration	

6. Once all information is entered, click the Forecast button.

Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast
12.00	Hours	Details	New	Approval Monitor	Employee Timesheet	☐	Forecast

7. If everything is entered correctly and you have available EFMLA hours, you will receive the following message:

Your request has been successfully validated! You may submit

Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

Note: If your agency hasn't authorized paid EFMLA for you, you will receive the following error message and should contact your local payroll office:

An error occurred while constructing the customized forecasting message for Absence Take: WI_PD_EFMLA_TK. Please contact your system administrator.

8. Submit your Timesheet. If everything is entered correctly, you will receive the following message:

Rules have successfully been applied. (13504,1626)

Press OK to refresh your timesheet with updated payable time.

OK

9. Enter any hours worked for the day or week and submit your Timesheet. For example, if you work 4 hours and use paid EFMLA for 4 hours per day, the timesheet would like this:

Elapsed Time Reporter

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	4.00		28.00	01 REGLR - Regular Hours Worked ▼
		4.00	4.00	4.00		12.00	COVM1 - COVID-Fed Expanded FMLA

Punch Time Reporter

Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity	R
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	8:00:00AM			12:00:00PM	4.00			
		Approved						COVM1 - COVID-Fed Expanded FMLA	4.00	
Thu	4/16	Submitted	8:00:00AM			12:00:00PM	4.00			
		Approved						COVM1 - COVID-Fed Expanded FMLA	4.00	
Fri	4/17	Submitted	8:00:00AM			12:00:00PM	4.00			
		Approved						COVM1 - COVID-Fed Expanded FMLA	4.00	

Note: You can also enter an EFMLA absence request directly on the Absence Request page in Employee Self Service. See the Absence Management Job Aid for full details.

Substituting Personal Paid Leave for Paid EFMLA

You may choose to substitute available personal paid leave for the paid EFMLA time taken. Substitution is not leave supplementation. Leave substitution is hour for hour, meaning that for each increment of EFMLA leave used, you may choose to use an equivalent increment of available personal paid leave at full pay. Even if using paid leave, you still need to enter Covid Paid EFMLA Substitution on your timesheet to indicate how many hours are covered by Covid EFMLA.

1. Before entering Covid Paid EFMLA Substitution, enter all other time and paid leave for the day and submit your timesheet.

2. If you entered paid leave for the day, click on the Request Absence link at the bottom of the Timesheet or click on the Absence Request page in the My Time Tile in Employee Self Service. If you aren't substituting any paid leave for the day, follow Paid EFMLA Entry instructions above.

3. Enter the following:

    - Start and End Dates

    - Filter by Type = FMLA Federal/State

    - Absence Name = Family Leave Act

    - Reason = Covid Paid EFMLA Substitution

- Enter any partial day information (if applicable)

4. Click on Calculate End Date or Duration

5. Click on Forecast Balance

6. If everything is entered correctly and you are using leave on the same day as the Covid Unpaid EFMLA, you will receive the following message.

> Your request has been successfully validated! You may submit
>
> Please be aware that forecasting validates against data currently in the system. If you are forecasting future leaves ensure you will not draw your balance in a way that might cause you to overdraw in the future.

- If you are not substituting any other paid leave on the day, you will receive the following error message. You should enter COVID-Fed Paid EFMLA using the Paid EFMLA Entry instructions above.

> You are ineligible to enter FMLA do to the following possible reasons:
> * Your absence is more than 30 days old
> * Your FMLA is not linked to another absence

7. Once you have successfully forecasted the balance, click the Submit button at the bottom of the page.

Below is an example of a timesheet for an employee covered by Covid EFMLA who is substituting their own leave for paid EFMLA leave. This person works part of the day and substitutes their paid EFMLA time with their vacation time.

	Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Total	Time Reporting Code
	4.00	4.00	4.00	4.00	4.00		20.00	01 REGLR - Regular Hours Worked
	4.00	4.00	4.00	4.00	4.00		20.00	VACTN - Paid Vacation Time Taken
	4.00	4.00	4.00	4.00	4.00		20.00	FMLA - Family Leave of Absence

The reason for the FMLA absence can be seen on the absence tab on the timesheet.

Absence Events ⑦

	Absence Take	Forecast Results	‖▶						
Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
☐	04/20/2020	04/24/2020	Vacation		20.00	Hours	Details	Approved	Approval Monitor
☐	04/20/2020	04/24/2020	Family Leave Act	Covid Paid EFMLA Substitution	20.00	Hours	Details	Approved	Approval Monitor

Below is an example of a timesheet for an employee covered by Covid EFMLA who is substituting their own leave for a portion of their paid EFMLA leave. This person is taking leave for the entire day but has chosen to substitute only half of the paid EFMLA leave with their vacation time.

Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Total	Time Reporting Code
4.00	4.00	4.00	4.00	4.00		20.00	VACTN - Paid Vacation Time Taken
4.00	4.00	4.00	4.00	4.00		20.00	FMLA - Family Leave of Absence
4.00	4.00	4.00	4.00	4.00		20.00	COVM1 - COVID-Fed Expanded FMLA

The reason for the FMLA absence can be seen on the absence tab on the timesheet.

Absence Events ⑦

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status
☐	05/04/2020	05/08/2020	Vacation		20.00	Hours	Details	Approved
☐	05/04/2020	05/08/2020	Family Leave Act	Covid Paid EFMLA Substitution	20.00	Hours	Details	Approved
☐	05/04/2020	05/08/2020	COVID-Fed Paid EFMLA	Covid EFMLA – Child Care	20.00	Hours	Details	Approved

Reviewing FMLA Balances

All EFMLA hours used (both unpaid and paid) count towards your total FMLA hours available for the year. You can review your remaining FMLA balance on the Absence Balances page in Employee Self Service (My Time Tile).

Absence Entitlement Balances   Personalize | ⧉
Current Balances

Entitlement Name	Balance as of 03/28/2020	From	To	Accrual Period
Sabbatical Leave Balance	238.00 Hours	01/01/2020	12/31/2020	Year to Date
Vacation Balance	163.29 Hours	01/01/2020	12/31/2020	Year to Date
Sick Balance	1762.28 Hours	01/01/2020	12/31/2020	Year to Date
Personal Holiday Balance	36.00 Hours	01/01/2020	12/31/2020	Year to Date
Legal Holiday Balance	56.00 Hours	01/01/2020	12/31/2020	Year to Date
FMLA Balance	464.00 Hours	01/01/2020	12/31/2020	Year to Date

FMLA balance information is NOT in the COVID-19 tile in Employee Self Service.

Additional Resources

- Employee Guide to COVID-19 Leave Benefits

- Supplement Your Federal Emergency 2/3 Paid Sick Leave Calculator

- Punch Time Reporting Job Aids

    o Punch Time Reporting

    o Punch Time - Task Profiles

    o Punch Time - Speed Types

- Elapsed Time Reporting Job Aids

    o Elapsed Time Reporting

    o Elapsed Time - Task Profiles

    o Elapsed Time - Speed Types

- Absence Management Job Aid