



Manager Self Service Job Aid: COVID-19 Leave Review, Entry and Approval



Several leave programs are available for eligible employees who are unable to work due to the COVID-19 pandemic:

- **Federal Emergency Paid Sick Leave (EPSL)** – effective April 1, 2020
 - Employees will first request authorization to use the EPSL by following the agency’s process to complete the EPSL form.
 - The Time Reporting codes (TRCs) to access this leave are available for use starting April 9, 2020 for all employees except Elected Officials, Healthcare Providers and Emergency Responders.
 - Healthcare Providers and Emergency Responders are only eligible if the absence is due to their own COVID illness or self-quarantine, so the TRCs are not automatically available for this group of employees. Once the employee completes the EPSL authorization form, the TRCs will be made available to them in STAR.
- **Federal 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 any 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.
 - 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.
 - After the first 2 weeks of EFMLA, employee will receive 2/3 of their hourly rate, up to \$200/day. Employees may substitute other paid leave when covered by partially paid EFMLA but cannot supplement this reduced pay.
- **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 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 cannot enter State Paid Administrative Leave on their timesheet for leave taken from March 29 – May 11, 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 be exhausted before an employee is eligible for any remaining State Paid Administrative Leave.

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 (EPSL)				
Time Reporting Code	Description	Reason for Absence	Rate of Pay	Able to Supplement Pay Received
COVF1	COVID-Fed Sick Leave Self	<ul style="list-style-type: none"> • 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 	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
		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		

Federal Emergency Paid Sick Leave (EPSL)				
Time Reporting Code	Description	Reason for Absence	Rate of Pay	Able to Supplement Pay Received
COVF4	COVID-Fed Sick Leave Child/Fam	<ul style="list-style-type: none"> 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. 	2/3 of regular pay, up to \$200/day (\$2,000 in total)	Yes – can use state leave available (sick leave ¹ , vacation, personal holiday, earned legal holiday, sabbatical, comp time) to supplement your earnings, up to your regular earnings
		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		
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.		

State Paid Administrative Leave <i>(This leave is no longer available for use as of May 12, 2020)</i>				
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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	

¹ 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.

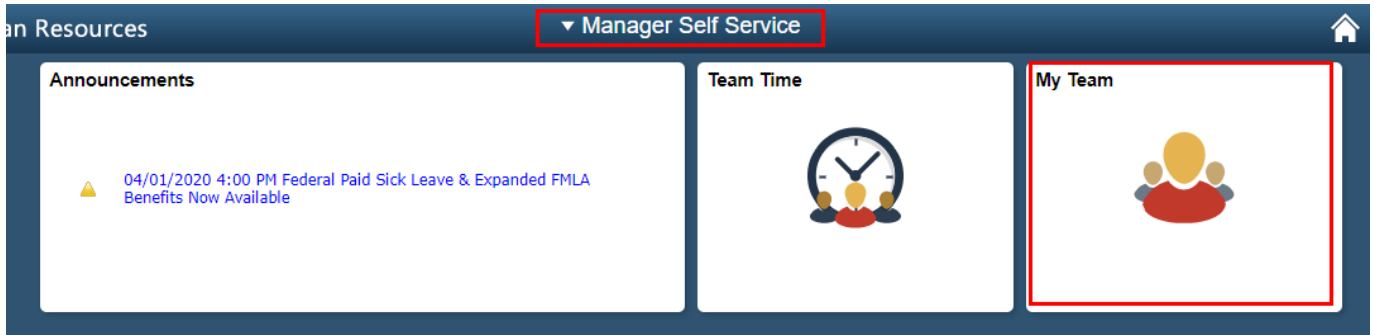
Federal Expanded Family & Medical Leave (EFMLA)		
Benefits Available	Rate of Pay	Able to Supplement Pay Received or Substitute Other Leave?
First 2 weeks of expanded FMLA is unpaid	Unpaid Leave	Yes – can use Federal Emergency Paid Sick Leave benefits (2/3 of regular pay, up to \$200/day) and supplement 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 available personal paid leave 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.

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

Reviewing EPSL and State Paid Admin Leave Available to Your Employees

1. Go to the **Manager Self Service Homepage** and click on the **My Team Tile**.



2. Click on the COVID-19 Tab at the top of the page to review the amount of COVID-19 leave that has been used by and is still available to your employees. Information for the Federal Emergency Paid Sick Leave and the State Paid Administrative Leave will be listed separately. EFMLA information is not available under the COVID-19 tab. See the EFMLA section of the job aid for details.


Note: If nothing is listed next to the employee for a specific leave type, the employee has not been identified as someone who is eligible for that leave type.

Summary	Compensation	Leave Balances	COVID-19
Name / Title		Balances	
	CHRISTOPHER WILSON CORR OFFICER		
	CHRISTOPHER WILSON CORR OFFICER	COVID-19 Fed Leave Used 24.00 Hours COVID-19 State Leave Used 16.00 Hours	COVID-19 Fed Leave Available 56.00 Hours COVID-19 State Leave Available 64.00 Hours View Fed Usage Details View State Usage Details
	CHRISTOPHER WILSON CORR OFFICER		

- Click on one of the blue hyperlinks to see how a specific employee has used their time under the Federal Emergency Sick Leave and State Paid Administrative Leave programs.

COVID-19 Fed Leave Used 24.00 Hours	COVID-19 Fed Leave Available 56.00 Hours
COVID-19 State Leave Used 16.00 Hours	COVID-19 State Leave Available 64.00 Hours
	View Fed Usage Details View State Usage Details

- On the usage details screen, you can see which type of leave was used in the Time Code column, as well as the date it was used and how many hours were used on that date. Below is an example of Federal Usage Details.

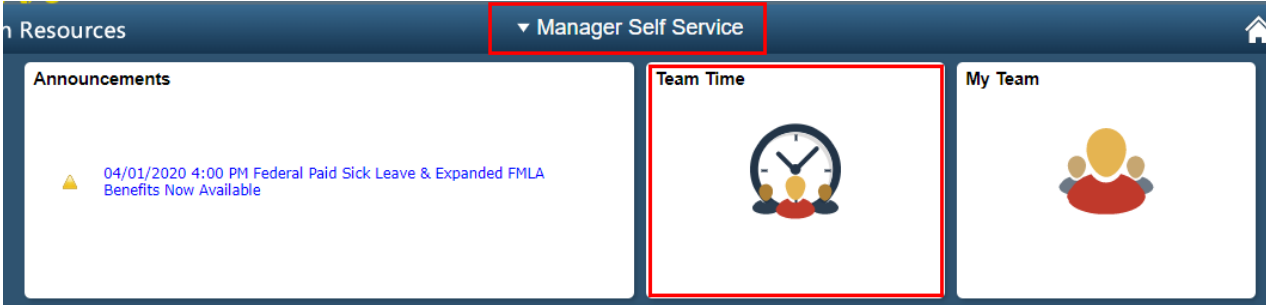
	CORR OFFICER				
COVID-19 Federal Administrative Paid Leave					
					3 rows
Rcd #	Time Code	Job Code Description	Department	Date Used	Hours Used
0	COVID-Fed Sick Leave Child/Fam	CORR OFFICER	TCI Taycheedah Correctional In	04/02/2020	8.000000
0	COVID-Fed Sick Leave Child/Fam	CORR OFFICER	TCI Taycheedah Correctional In	04/03/2020	8.000000
0	COVID-Fed Sick Leave Self	CORR OFFICER	TCI Taycheedah Correctional In	04/01/2020	8.000000

Entering EPSL or State Paid Admin Leave on Behalf of Your Employee

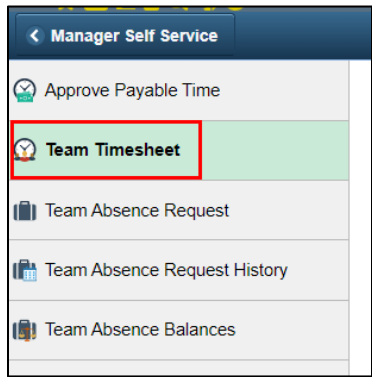
Employees were able to enter State Paid Administrative leave themselves for any absences from March 15 – 28, 2020. The option for employees to enter State Paid Administrative Leave on their timesheets was removed effective March 29, 2020. If the employee was eligible for State Paid Administrative Leave for absences from March 29 - May 11, 2020, either you or payroll staff need to enter the leave on the employee’s behalf. You may also enter Federal Emergency Sick Leave on behalf of the employee.

Reminder: As of May 12, 2020, State Paid Administrative Leave is no longer available for use. Also, effective April 1, 2020, employees were required to use all Federal Emergency Paid Sick Leave before they could use State Paid Administrative Leave. In addition, employees must have used all other state paid leave before using State Paid Administrative Leave unless they were a non-essential employee who was directed by the agency to not report to work and telework is not available.

- Go to the **Manager Self Service Homepage** and click on the **Team Time Tile**.



- Click **Team Timesheet** from the menu on the left-hand side of the page.



3. Click on the employee's name for whom you need to enter time

Example	Ima	100
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4. If you need to enter State Paid Administrative Leave for the employee, select the applicable Time Reporting Code (COVS1, COVS2, COVS3, or COVN1 – see definitions at start of document) and enter the number of missed regularly scheduled hours in the Quantity field.

Punch Time Reporter

Time Reporting Code	Quantity	Rule Element 1	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	4/5
10 COVS2 - COVID State Leave Self	8.00	<input type="text"/>	4/6

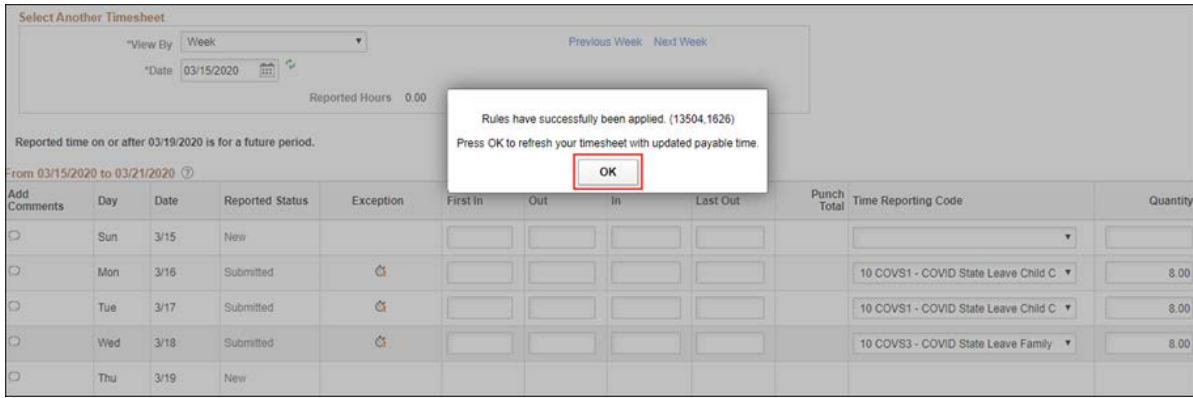
Elapsed Time Reporter

22/2020 to Saturday 03/28/2020								Total	Time Reporting Code
Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28				
8.0	8.0							01 REGLR - Regular Hours Worked	
		8.0	8.0	8.0				03 COVN1 - COVID St Leave Noness	

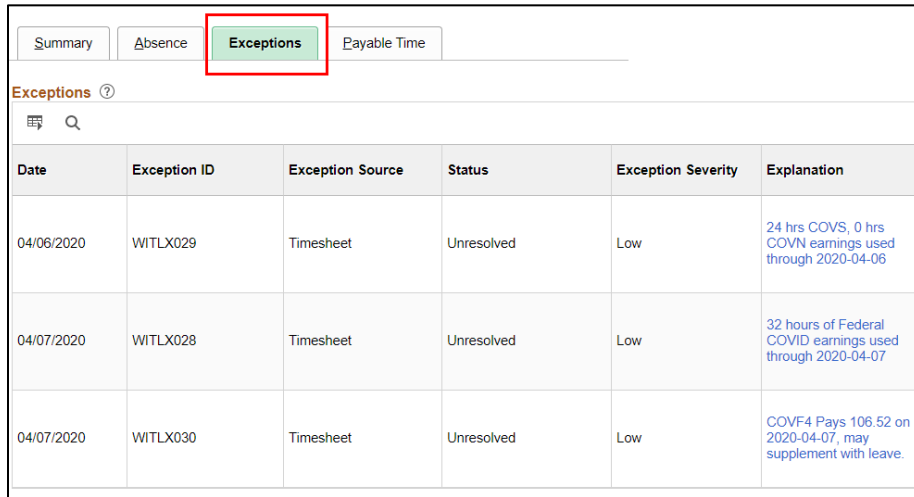
5. When all Time Reporting Codes and quantities are entered, click **Submit**.

From 04/05/2020 to 04/11/2020										
Add Comments	Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity
<input type="checkbox"/>	Sun	4/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Mon	4/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		10 COVS2 - COVID State Leave Self	8.00
<input type="checkbox"/>	Tue	4/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		09 COVF4 - COVID-Fed Sick Leave Chh	8.00
<input type="checkbox"/>	Wed	4/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Thu	4/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Fri	4/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Sat	4/11	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

- If everything is entered correctly, a message will appear confirming that rules have been applied successfully. Click OK.



- 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 the employee may be eligible to supplement their earnings with leave.



- Click on **Payable Time** at the bottom of **Timesheet** to view total hours paid for the week.



- If you need to enter Federal Emergency Sick Leave and need to supplement the employee’s earnings with other paid leave, see the [Employee Self Service Job Aid: COVID-19 Leave Entry](#). It explains all the Time Reporting Codes that must be entered on the timesheet.

Understanding How Federal Emergency Paid Sick Leave Looks on the Employee’s Timesheet

When an employee uses a COVID-related Time Reporting Code on their timesheet, the hours are not reflected in the Reported Hours at the top of the Timesheet. Hours that the employee works or uses other paid leave will be reflected in Reported Hours.

Reported Hours 29.35							Print Timesheet	
5/2020 to Saturday 04/11/2020 ?								
Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Total	Time Reporting Code	
0.92	0.59	0.84	1.00			3.35	03 COVA - COVID-Hrs of Suppl Leave ▼	
2.75	1.75	2.50	3.00			10.00	03 COVF4 - COVID-Fed Sick Leave Cl ▼	
1.00	0.50	0.50	0.50			2.50	01 REGLR - Regular Hours Worked ▼	
5.25	6.75	4.00	5.50			21.50	01 REGLR - Regular Hours Worked ▼	
		2.00				2.00	01 REGLR - Regular Hours Worked ▼	
0.92	0.59	0.84	1.00			3.35	SICK - Paid Sick Leave	

You will need to review the **Payable Time Tab** underneath the employee’s time sheet to see all the hours that will be paid to the employee.

04/06/2020	COVA	COVID-Hrs of Suppl Leave Used	Units	Needs Approval	-0.92
04/06/2020	COVF4	COVID-Fed Sick Leave Child/Fam	Units	Needs Approval	2.75
04/06/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	5.25
04/06/2020	REGLR	Regular Hours Worked	Hours	Needs Approval	1.00
04/07/2020	COVA	COVID-Hrs of Suppl Leave Used	Units	Needs Approval	-0.59
04/07/2020	COVF4	COVID-Fed Sick Leave Child/Fam	Units	Needs Approval	1.75

Note: If the employee uses the COVF4 Time Reporting Code (employee receives 2/3 of their pay, up to \$200/day) and uses paid leave to supplement their earnings, they need to use the COVA time reporting code to identify the number of leave hours they are using to supplement their pay for the day. Any COVA hours will appear as a negative in Payable Time.

Reviewing and Approving 2/3 Paid Federal Emergency Paid Sick Leave

When an employee uses Federal Emergency Paid Sick leave to care for a child or other family member (Time Reporting Code COVF4), the employee receives 2/3 of their pay, up to \$200/day. The employee can then use other paid leave (except for State Paid Administrative Leave) to supplement their earnings, up to their regular pay for the day.

Note: The employee is NOT required to supplement the 2/3 pay received. If they do supplement their pay, they are not required to supplement the 2/3 pay, all the way up to their regular earnings.

For full details about how the leave should be entered, see the [Employee Self Service Job Aid: COVID-19 Leave Entry](#).

In general, you should review the review the employee’s timesheet for the following:

- The total number of Federal Emergency Paid Sick Leave hours entered per day cannot exceed the total number of regularly scheduled hours for the day
- If the employee works and uses Federal Emergency Sick Leave in the same day, the total of the two cannot exceed the total number of regularly scheduled hours for the day
- If the employee is using other paid leave to supplement their earnings,
 - You can use the [Supplement Your Federal Emergency 2/3 Paid Sick Leave Calculator](#) to confirm that the employee did not use too many paid leave hours to supplement their pay (they can use fewer hours, but not more hours).
 - You should confirm that the employee used the COVA-COVID-Hrs of Suppl Leave Used Time Reporting Code on every day that paid leave was used to supplement earnings. Typically, the number of hours used should equal the number of hours of paid leave used.

Note: The employee does not use the COVA code if using paid leave NOT to supplement their 2/3 pay. See Scenario 3 of the [Employee Self Service Job Aid](#) for details.

09 COVF4 - COVID-Fed Sick Leave Child	8.00	Q	4/6	+
VACTN - Paid Vacation Time Taken	2.67		4/6	+
09 COVA - COVID-Hrs of Suppl Leave U:	2.67	Q	4/6	+

Expanded FMLA (EFMLA)

EFMLA Absence Types

Employees should contact their local HR office to request Expanded FMLA. Once the request is approved and the FMLA coordinator assigns the employee the applicable FMLA entitlement and absence take, the employee 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Entered by employee for current and future pay periods Entered by payroll staff for prior pay periods

Since EFMLA is submitted as an absence, you do not have to approve the absence on your employee’s timesheet, but you should review the timesheet for accuracy and confirm the employee is approved to use EFMLA on the days in which it is entered. Employees can work part of day and use EFMLA for part of the day, if approved. Employees may substitute all or a part of the paid EFMLA time with personal paid leave. The remaining EFMLA time will be paid at 2/3 rate of pay.

Below are examples of timesheets for employees who work part of a day and use EFMLA for part of the day.

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

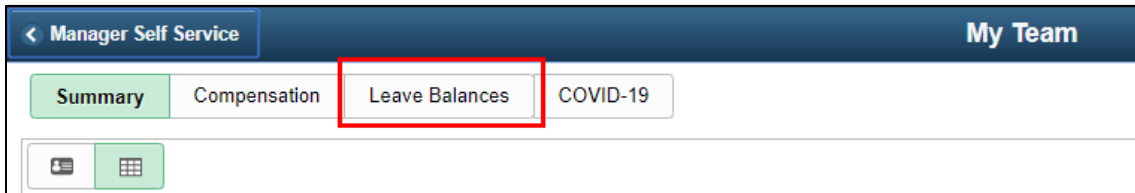
Day	Date	Reported Status	First In	Out	In	Last Out	Punch Total	Time Reporting Code	Quantity
Sun	4/12	New							
Mon	4/13	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		
Tue	4/14	Submitted	8:00:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.00		
Wed	4/15	Submitted	8:00:00AM			12:00:00PM	4.00		
		Approved						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

For detailed information about how to enter an absence on behalf of your employee, see the [Absence Management Job Aid](#).

You can also follow the steps outlined in the [Employee Self Service Job Aid: COVID-19 Leave Entry](#).

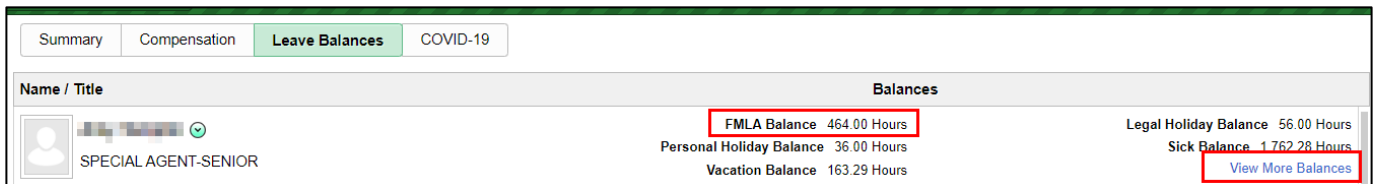
Reviewing FMLA Balances

1. Go to the My Team Tile in Manager Self Service
2. Click on the Leave Balances tab



3. If the employee has been given an FMLA entitlement, the FMLA balance will be listed to the right of the person’s name. You can also click on the View More Balances link to see all available leave balances. As a reminder, Federal Emergency Paid Sick Leave and State Paid Administrative Leave information is under the COVID-19 tab.

Note: The employee is NOT given a separate EFMLA balance. All EFMLA hours used are applied to the regular FMLA entitlement.



4. If you want to see the history of an employee’s leave requests, go to the Team Absence Request History page under the Team Time Tile.

Team Absence Request History

Instructions
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank. Click on the absence name link to view request details. Select edit button to modify or delete the request.

From 01/21/2020 Through 07/19/2020 Refresh

Absence Name	Status	Start Date	End Date	Duration
COVID-Fed Paid EFMLA	Approved	04/20/2020	04/22/2020	24 Hours
Family Leave Act	Approved	04/01/2020	04/03/2020	24 Hours

5. Click on the Absence Name to get more detail about the leave.
 - a. COVID-Fed Paid EFMLA is the 2/3 paid EFMLA
 - b. Family Leave Act – will need to click on the absence name to review the reason for FMLA. If it is to track the first 2 weeks of unpaid EFMLA, the reason listed should be Covid Unpaid EFMLA

Start Date 04/01/2020
End Date 04/03/2020
Absence Name Family Leave Act
Reason Covid Unpaid EFMLA
Partial Days None
Duration 24.00 Hours
Status Approved