FFCRA & the Integrated HR-Payroll System Webinar

June 5, 2020

Welcome!

The following conference call is presented in audio and video and is being recorded.

If you have questions regarding any part of the content,
please contact:

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FFCRA Recap

- FFCRA includes:
  - EPSLA - Emergency Paid Sick Leave Act
    - Up to 80 hrs paid sick leave
  - EFMLEA – Emergency FML Expansion Act
    - New FML reason – Childcare due to school or place of care closure for COVID-19 reasons
    - If placed on LOA status = LOA-FML-Childcare

- Eligibility:

ELIGIBILITY	
EPSLA	**EFMLEA**
Full Time	Full Time
Part Time (pro-rated)	Part Time (pro-rated)
Temporary	Temporary
	Must have worked for employer for at least 30 days prior to the request for leave
*Health care providers & emergency responders may be exempted by the employer	

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FFCRA Uses & Additional Benefits

- **EPSLA**

- 100%: Employee who is in:
  - Quarantine/isolation by Govt entity
  - Self-isolation by a health care provider
  - Has symptoms & seeking diagnosis
- 2/3: Employee caring for:
  - Dependent in quarantine/isolation or self-isolation
  - Dependent due to day care/school closure related to COVID-19

- **EFMLEA**

- 2/3: Employee caring for:
  - Dependent child due to day care/school closure related to COVID-19

- **Additional Benefits – non FFCRA**
  - Elder Care due to facility closure related to COVID-19
  - No Telework Available (No TLW)

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FFCRA at a Glance – OSHR chart

Scenario	EPSLA	EPSLA PAYRATE	EFMLEA	EFMLEA PAYRATE
Employee is experiencing symptoms similar to COVID-19 and is awaiting medical diagnosis	YES	100%	NO	0
Employee has been ordered to quarantine by a Federal, State or Local entity or advised by physician to self quarantine	YES	100%	NO	0
Employee is caring for an individual who has been ordered to quarantine by Federal, State or Local entity or advised by physician to self-quarantine due to health concerns over COVID-19	YES	2/3	NO	0
Employee has to remain home to care for their child who is out of school/daycare because of school daycare closings related to COVID-19 or becaue a care provider is unavialable for reasons due to COVID-19	YES	2/3	YES	2/3
Employees has used 80 hours of State of Emergency leave (4/1/2020 - 5/25/2020) because they have symptoms or has been ordered to quarantine or to care for an individual who has been ordered to quarantine by Federal, State, local authorities or health care provider	NO	0	NO	0
Employee has used 80 hours of State Emergency leave (4/1/2020 - 5/25/2020) for childcare due to school closings	NO	0	YES	2/3
Employee has used 80 hours of State of Emergency leave(4/1/2020 - 5/25/2020) due to telework not available and now has symptoms of COVID-19*	Yes	100%	NO	0
Employee has used 80 hours of State of Emergency leave(4/1/2020 - 5/25/2020) to care for parent whose elder care facility was closed and now needs to be out of work to care for child who is out of school due to school closed.*	YES	2/3	YES	2/3

If previously used *less than* 80 hrs, EE would have remaining hours to use as EPSLA

*If an employee has used the State of Emergency leave (9548) for a reason that is not covered under FFCRA such as eldercare or no telework available then the original 80 hours of FFCRA leave remain available for either employee illness (100%) or child care and care for an individual under quarantine (2/3).

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Delimiting A/A 9547 & 9548

- FFCRA A/A codes are replacing A/A 9547 & 9548.

- A/A codes 9547 & 9548 were delimited.
  - This was implemented in the system on 5/28/20.
  - Codes were available for use between 3/10/2020 - 5/25/2020.
  - These codes should no longer be used 5/26/20 & going forward.

- The option to record these codes is NO LONGER AVAILABLE through ESS in the ESS drop down menu.

- **Any retro time entries needed for A/A codes 9547/9548 prior to 5/26/2020 will need to be handled through:**
  - **Agency time administrators in CAT2 or**
  - **Via the HR/Payroll Mobile App (previously known as FIORI) -** The HR/Payroll Mobile App will allow employees to retroactively record delimited absences and also allows managers to approve these entries.

DELIMITING A/A 9547 & 9548, CONTINUED

- An Error message will appear for any manual attempts by a Time Administrator to code A/A 9547 & 9548 on 5/26/20 & after.

- NOTE: The codes are not included in the drop-down selection beginning the 1st full week after the delimit date of 5/25/20 but will show as an option for the overlap week.

Not included in the drop-down, but can be manually entered in A/A column

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FFCRA Absence codes – effective 5/26/20

Combined charts from 5/21/20 OSHR memo: Modifications to the HR-Payroll System Related to Communicable Disease Emergency & FFCRA

A/A	Name	Reason	Wage Type Appears on the Renumeration Statement	Leave Payout	Leave Supplement Options
9580	FFCRA Employee Care	FFCRA reasons 1, 2, 3	1388 FFCRA Employee Care	Up to 80 hours at 100%	N/A-
9581	FFCRA Family Care	FFCRA reasons 4 & 5 First 80 hours only (if planning to use *existing paid leave balances to supplement* or *if not supplementing leave*)	1386 FFCRA Family Care, along with applicable leave payout wage type if supplementing with leave	2/3rds Pay up to 80 hours	Supplement 1/3 of pay using bonus, vacation, compensatory or sick leave
9582	**FFCRA Fam/Care Leave Supp***	**FFCRA reason 4 & 5 First 80 hours only (if planning to use *CDE Care Leave w/make-up provision to supplement*)**	**1386 FFCRA Family Care along with 1381 – CDE Care Leave**	2/3rds Pay up to 80 hours	HR Payroll system will *automatically* supplement 1/3 of pay with CDE-Care leave. NOTE: CDE Care leave must be made up within 24 months
9583	FFCRA EFMLEA	FFCRA reason 5 remaining FML entitlement not to exceed 10 weeks (if planning to use *existing paid leave balances to supplement or if not supplementing leave*)	1389 FFCRA EFMLEA along with applicable leave payout wage type if supplementing with leave	2/3rds Pay up to 10 weeks not to exceed the employees remaining FML entitlement	Supplement 1/3 of pay using bonus, vacation, compensatory or sick leave
9584	**FFCRA EFMLEA w/Care Lv Supp***	**FFCRA reason 5 remaining FML entitlement not to exceed 10 weeks (if planning to use *CDE Care Leave w/make-up provision to supplement*)**	**1389 FFCRA EFMLEA along with 1381 – CDE Care Leave**	2/3rds Pay up to 10 weeks not to exceed the employees remaining FML entitlement	HR Payroll system will *automatically* supplement 1/3 of pay with CDE-Care leave. NOTE: CDE Care leave must be made up within 24 months

Correction! Original webinar did not have reason 4 listed under A/A 9582. It has been added to the ppt presentation here.

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FFCRA Absence codes – effective 5/26/20, continued

Combined charts from 5/21/20 OSHR memo: Modifications to the HR-Payroll System Related to Communicable Disease & FFCRA

A/A	Name	Reason	Wage Type Appears on the Renumeration Statement	Leave Payout······	Leave Supplement Options
9549 Temps are NOT eligible	CDE Care Leave	Employee is required to stay at home with a child because of the closure of a day care/eldercare facility or public/private school; Employee is ineligible for FFCRA	1394—CDE Care Leave	Leave paid at 100% but charged to the employees leave liability; Not covered under FFCRA;	N/A
9585	CDE Eldercare/ No TLW	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA. ¶ (if planning to use *existing paid leave balances to supplement* or *if not supplementing leave*)¶	1390 CDE Eldercare/No Telework along with ¶ applicable leave payout wage type if supplementing with leave	2/3rds Pay not to exceed the limits authorized in OSHR Employee Work and Emergency Leave Provisions	Supplement 1/3 of pay using bonus, vacation, compensatory or sick leave—¶
9586 Temps are NOT eligible	CDE Eldercare/ No TLW Care Supp*	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA.¶ (if planning to use *CDE Care Leave w/make-up provision to supplement*)¶	1390 CDE Eldercare/No Telework along with 1381 CDE Care Leave	2/3rds Pay not to exceed the limits authorized in OSHR Employee Work and Emergency Leave Provisions	HR-Payroll system will *automatically* supplement 1/3 of pay with CDE Care leave¶ ¶ NOTE: CDE Care leave must be made up within 24 months

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ANOTHER FFCRA A/A TOOL OPTION: SHOUT OUT TO DIT-HR!!

| A/A | FFCRA Emergency Paid Sick Leave (EPSL) (available April 1st to Dec 31st 2020) | | | FFCRA EFMLEA (Emergency FML Expansion Act for COVID Childcare) (available April 1st to Dec 31st 2020) | | COVID Childcare (Not covered under FFCRA) | Eldercare/ or Telework is Not an Option (Not covered under FFCRA) | |
	Leave Code Options for the first 80 hrs of EPSL (Emergency Paid Sick Leave)			Leave Code Options for (10) Weeks (400 hrs) of EFMLEA		Leave Code Option after (10) Weeks (400 hrs) EFMLEA/FMLA		
A/A	9580	9581	9582	9583	9584	9549	9585	9586
Name	FFCRA Employee Care	FFCRA Family Care	FFCRA Fam/Care Leave Supp	FFCRA EFMLEA	FFCRA EFMLEA w/ Care Lv Supp	CDE – Care Leave	CDE Eldercare/ No TLW (telework)	CDE Eldercare/ No TLW w/ CL (Care Leave)
FFCRA Reason	1, 2, 3	4 & 5	4 & 5	5	5	N/A	N/A	N/A
Leave Payout	100% for up to 80 hrs	2/3rds pay up to 80 hrs ().	2/3rds pay up to 80 hrs	2/3rds pay up to 10 weeks not to exceed remaining FML entitlement.	2/3rds pay up to 10 weeks not to exceed remaining FML entitlement	100% pay but charged to employee's leave liability.	2/3rds pay not to exceed the limits authorized in OSHR Employee Work & Emergency Leave Provisions (5/26 to Phase 3)	2/3rds pay not to exceed the limits authorized in OSHR Employee Work & Emergency Leave Provisions (5/26 to Phase 3)
Leave Supplement Options	N/A	EE can choose to supplement 1/3 of pay using personal leave. (This code is also used if employee does not supplement. Agency must create 416 to payout leave supplement).	HR Payroll systems automatically supplements 1/3 leave with CDE Care Leave. CDE Care leave must be made up within 24 mths.	EE can choose to supplement 1/3 of pay using personal leave. (This code is also used if employee does not supplement. Agency must create 416 to payout leave supplement).	HR Payroll systems automatically supplements 1/3 leave with CDE Care Leave. CDE Care leave must be made up within 24 mths.	HR Payroll systems automatically pays. CDE Care leave must be made up within 24 mths.	EE can choose to supplement 1/3 of pay using personal leave. (This code is also used if employee does not supplement. Agency must create 416 to payout leave supplement).	HR Payroll systems automatically supplements 1/3 leave with CDE Care Leave. CDE Care leave must be made up within 24 mths.

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QUESTIONS TO ASK WHEN TRYING TO DETERMINE WHAT CODES TO USE:

- What is the reason for the leave request?
    - EE subject to quarantine or isolation (Fed/State order/Health Provider)
    - EE sick/symptoms/exposure & seeking diagnosis
    - Dep sick/symptoms/exposure &/or subject to quarantine or isolate (Fed/State/Health Provider)
    - Cannot telework
    - Childcare issues due to COVID-19 closure
    - Eldercare issues due to COVID-19 closure

- Based on the leave request, which FFCRA Reason does it fall under? Refer to the FFCRA Employee Rights Poster.

- What benefits have been used prior to 5/26/20? And *for what reason*?
    - Review A/A 9548 & 9547 usage & reasons for use during 4/1/20-5/25/20 period.
    - OSHR provided an Excel template for documenting this:

	A	B	C	D	E	F	G	H	I	J	K
1	Agency	Org Unit#	Perm/Temp	PERNR	Last Name	First Name	Full Name	First Date of Absence - April 1 forward	Reason for 9548 Usage	# of Hours	EFMLEA Eligible
2	OSHR	123456	Perm	798123	Doe	Jane	Jane Doe	4/1/2020	COVID-19 Symptoms/Illness	40	YES
3	OSHR	123456	Temp	567398	Mouse	Mickey	Mickey Mouse	4/20/2020	Eldercare Issues	16	NO

- Is the EE eligible for FML (EFMLEA = worked for employer 30 days immediately prior to request)?

- Has any FML already been exhausted & what is the remaining balance?

- If applicable, does the EE want to supplement the 2/3 pay?

- If choosing to supplement the 2/3 pay, by what absence quota?
    - Accrued Leave = VL/SL/Comp/Q50-Bonus
    - CDE Care Leave – EEs have 24 months to make up this time
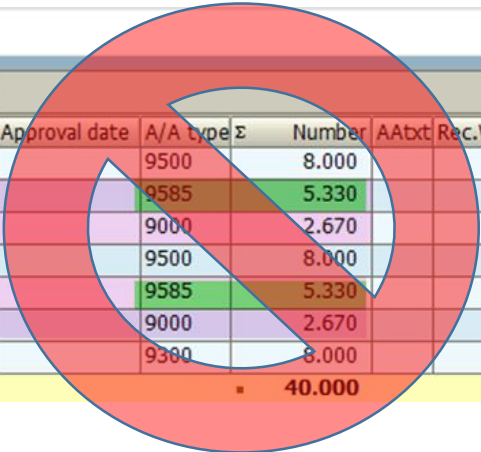
Policy Resources

- Agencies should consult with OSHR if they have questions regarding the appropriate absence type to use for the specific circumstance.

- Helpful Tools:
  - OSHR Provision #4 – Memo dated 5/19/20
  - OSHR Memo dated 5/21/20-Modifications to the HR-Payroll System
  - Emergency Paid Sick Leave Request Form
  - FFCRA at a Glance chart
  - OSHR Understanding FFCRA Webinar
  - FFCRA FAQs

THE 2/3 PAY

- At the point of time entry for the new A/A codes, Agencies **should NOT** calculate & enter 2/3 of the absence hours and 1/3 of the supplement hours.

- When payroll runs, the system will calculate the 2/3 wages in the background for payment.

THE 2/3 PAY

Display Working Times
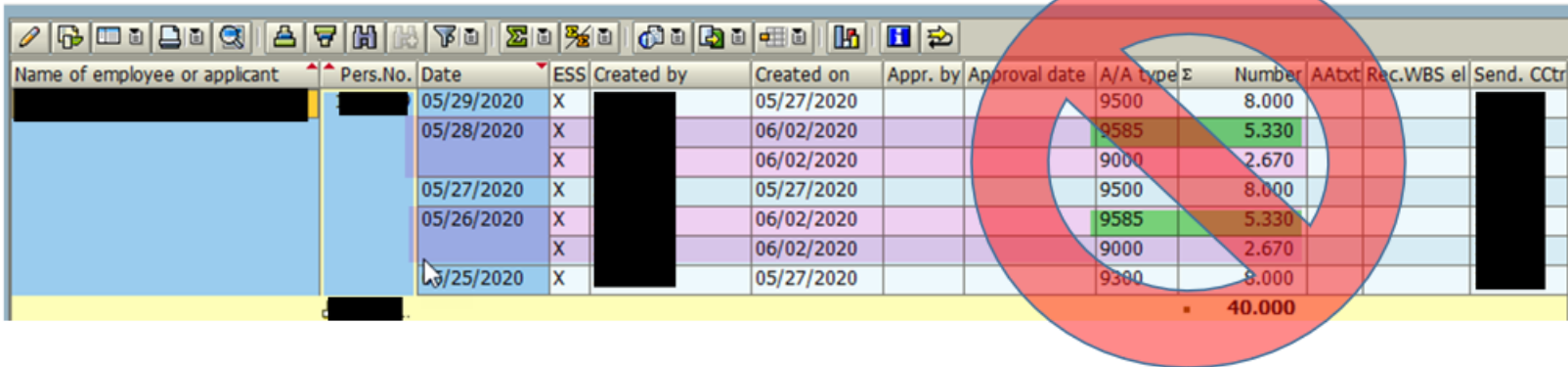
Name of employee or applicant	Pers.No.	Date	ESS	Created by	Created on	Appr. by	Approval date	A/A type Σ	Number	AAtxt	Rec.WBS el	Send. CCtr
		05/29/2020	X		05/27/2020			9500	8.000			
		05/28/2020	X		06/02/2020			9585	5.330			
			X		06/02/2020			9000	2.670			
		05/27/2020	X		05/27/2020			9500	8.000			
		05/26/2020	X		06/02/2020			9585	5.330			
			X		06/02/2020			9000	2.670			
		05/25/2020	X		05/27/2020			9500	8.000			
									40.000			

- In the above example, the EE was not working 2 full days on 5/26 & 5/28 due to Elder Care issues (9585).

- Time Entries should reflect 8 hrs of 9585 for both days.

- When payroll runs, the system will calculate the 2/3 wages for 16 hrs in the background for payment.
  - This is part of the Phase 2 logic that OSC will be implemented before the June payroll.

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Supplementing the 2/3 pay

- Employees will need to advise the Agency as to what leave option they want to use to supplement the 2/3 pay:

- Options for 1/3 supplement include:
  - *Supplement with CDE Care Leave – no additional action is required other than entering the correct A/A type*
  - *Supplement with accrued leave: Bonus (Q50), Vacation, Sick, or Compensatory Leave – requires the Agency to enter IT0416*

SUPPLEMENTING THE 2/3 PAY WITH CDE CARE LEAVE

- Codes for Supplementing 2/3 with CDE Care Leave:
  - 9582 – FFCRA Fam/Care Leave Supp (family sick/childcare)
  - 9584 – FFCRA EFMLEA w/ Care Leave Supp (childcare)
  - 9586 – CDE Eldercare/No TLW w/CL (elder care/No TLW)

- When these codes are used & payroll runs, the system will calculate the 2/3 wages for the hours indicated *AND* the 1/3 wages Care Leave supplement *AND* apply the 1/3 hours to the CDE Care Leave liability to be made up within 24 months.

- *No additional action is needed by the Agency!*

- *NOTES:*
  - *Temps are not eligible for CDE Care Leave: 9549, 9582, 9584, 9586*
  - *CDE Care Leave (A/A 9549) is not part of the FFCRA & pays at 100% to be made up within 24 months.*
  - *Please watch usage of all the CDE Care Leave A/A types to ensure employees are able to realistically make up the time!*
  - *AWL Leave Make-Up (A/A 9512) is being renamed and ZAWB & ZAWR recoupment options are being revised to incorporate CDE Care Leave.*

Correction! Original webinar did not have 'childcare' listed by A/A 9582. It has been added to the ppt presentation here.

Supplementing the 2/3 pay – with Accrued Leave

- Includes: bonus (Q50), vacation, sick or compensatory leave

- Codes for Supplementing 2/3 with accrued leave:
  - 9581 – FFCRA Family Care (family sick/childcare)
  - 9583 – FFCRA EFMLEA (childcare)
  - 9585 – CDE Eldercare/No TLW (elder care/No TLW)

- IF the employee is choosing to supplement the 2/3 pay with their own accrued leave, Agencies **SHOULD** calculate 1/3 of the total hours **for entry on the IT0416**.

- Agencies must create an IT0416 for the quota type to pay the 1/3 supplement.

- ***DO NOT*** enter bonus, vacation, sick, comp time (9100, 9000, or 9200) as time entry items in ESS or CAT2!

Correction! Original webinar did not have 'childcare' listed by A/A 9581. It has been added to the ppt presentation here.

Supplementing the 2/3 pay with Accrued Leave – IT0416 Creation

- **Example:**

- In the prior example, the EE was not working 2 full days on 5/26 & 5/28 due to 9585-CDE Eldercare/No Telework.

- Time Entries should reflect 8 hrs of 9585 for both days.

- When payroll runs, the system will calculate the 2/3 pay for the 16 hrs = 10.67 hrs to be paid.

- The Agency would calculate 1/3 of 16 hrs = 5.33 hrs for the accrued leave supplement.

- The Agency would enter 5.33 hrs for the appropriate Time Quota Type in the IT0416 to supplement the pay.

Supplementing the 2/3 pay with Accrued Leave – IT0416 Creation, continued

- There should be only one (1) IT0416 record to supplement with accrued leave **per pay period**.*
- **BiWeekly PP** - IT0416 should be dated on the last day of the pay period.
  - BiWK PP 0412 - IT0416 entries would be dated 5/29/2020.
  - BiWK PP 0413 – IT0416 entries would be dated 6/12/2020.
- **Monthly PP** - IT0416 should be dated the last day time has been entered/released/approved for that monthly payroll.
  - Agencies need to ensure they have captured and calculated the 1/3 amount for all applicable A/A hours up to that date.
  - It is recommended Agencies enter a comment in the IT0416 to identify the date range for the hours captured and entered for the IT0416.
- NOTES:
  - *An Agency may have more than (1) IT0416 for a pay period, as an employee may be supplementing with vacation leave for a portion of time & sick leave for a portion of time.
  - IT0416 is date driven, meaning if no vacation leave is available on 6/4 but earned 9.33 hrs. on 6/15, the system will not allow the IT0416 creation on 6/4 because there was no available balance on that date.

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Supplementing the 2/3 pay with Accrued Leave – IT0416 Creation, continued

- OSC is creating an IT0416 job aid to be distributed *soon* for managing the June payroll.

  - **1 – Establish a Time Entry cut-off for Monthly Payroll**
  - **2 – Use CATS_DA to report on leave taken**
  - **3 – Export report to Excel – identify total hours used per A/A type**
  - **4 – Key appropriate IT0416**
  - **5 – Agency Monitoring Reports**

EXAMPLE #1 - EE NEEDS TO BE ABSENT FOR CDE CHILDCARE NEEDS

- EE exhausted 80 hrs A/A 9548 (SOE) prior to 5/26 for COVID childcare reasons

- As of 5/26, EE is not eligible for EPSLA – previously exhausted 80 hrs.

Scenario	EPSLA	EPSLA PAYRATE	EFMLEA	EFMLEA PAYRATE
Employee has used 80 hours of State Emergency leave (4/1/2020 - 5/25/2020) for childcare due to school closings	NO	0	YES	2/3

- As of 5/26, with additional childcare needs, EE is eligible for EFMLEA:
  - A/A 9583 (FFCRA EFMLEA-childcare & supplement with accrued leave)
  - A/A 9584 (FFCRA EFMLEA-childcare & supplement with CDE Care Lve)

Example #1 - continued

- EE chose A/A 9583 to supplement with accrued leave
  - EE exhausts 32 hrs. A/A 9583 the week of 5/26 (Monday was a holiday)
  - EE chose to supplement with vacation leave

- Agency to create IT0416:
  - 32 x .6667 = 21.334 = 21.33 – calculation of the 2/3 pay
  - 32 x .3333 = 10.665 = 10.67 – calculation of the 1/3 supplement for IT0416

- Agency to enter IT0416 for 10.67 hrs of vacation leave

- Agency Considerations –
  - The above A/A exhaustion should not exceed 10 weeks.
  - After 10 weeks of the above A/A exhaustion, options would include:
    - CDE Care Leave A/A 9549 – all time to be paid back
    - Exhaust any applicable accrued leave
    - A/A 9400

EXAMPLE #2 – EE ABSENT DUE TO HAVING SYMPTOMS & SEEKING A DIAGNOSIS

- EE exhausted 64 hrs A/A 9548 (SOE) prior to 5/26 to self-quarantine due to having symptoms

- As of 5/26, EE IS eligible for EPSLA – previously exhausted 64 hrs and still has remaining 16 hrs (up to 80 hrs)
  - A/A 9580 (FFCRA Employee Care) at 100% for 2 days (16 hrs)
  - Remaining absences after meeting the 80 hrs max, would be coded to regular accrued leave or 9400
  - EE is NOT eligible for EFMLEA - the reason does not apply to EFMLEA

- Agency Considerations -
  - If the EE remains out sick and it turns into a hospitalization, regular FML may apply assuming the EE is eligible (12 months & 1040 hrs)
  - If the employee's *reason* for being absent changes, EE may be eligible for other benefits depending on the reason for being absent.

Example #3 – EE Previously absent due to no Telework & now sick

- EE had issues with no telework available since 4/1/20.

- As such, EE exhausted 162 hrs A/A 9548 (SOE) prior to 5/26.

- After 5/26, EE develops symptoms & is being quarantined/isolated by an appropriate official and seeking a diagnosis.

- NOTE: EE did NOT exhaust any A/A 9548 previously for COVID symptoms or childcare issues.

- EE IS eligible for EPSLA, as it has NOT been previously exhausted.

- EE IS eligible for:
    - A/A 9580 (FFCRA Employee Care) – will receive 100% pay up to 80 hrs.

- Agency Considerations:
    - After the 80 hrs EPSLA, EE can exhaust accrued leave or 9400.
    - The EE may be eligible for FML (not FFCRA EFMLEA), provided the FML entitlement is still available & the absence meets the eligibility definition (chronic or serious health condition).

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FFCRA- REPORTING

- Agencies are responsible for monitoring the use of these codes to ensure policy compliance.

- Reporting options for monitoring include:
  - PT_BAL00
  - CATS_DA – OSC is creating a variant to use with CATS_DA to capture absence codes for the supplement for the designated time period:

Variant name	Short Description	Environment	Protected	Created By	Created On
/DOT DMV	DOT DMV Temporary Solutions	A		████	10/11/2019
/DWS COVID 19	DWS COVID 19 Activity 2520	A			04/15/2020
/FFCRA 2/3 PAY	2/3 FFCRA Absence Hours	A			06/03/2020

  - Wage Type Reporter
  - B0213 – Time Quota Compensation Payouts
  - B0205 – Time Leveling Exceptions Report (Planned Time vs 2001/2002) –This report was modified to capture and summarize hours used for each code during the designated period and the report includes Org Units:

B0205: Time Leveling Exceptions Report (Planned Time vs 2001/2002)

Calendar Day: 5/26/2020 - 5/30/2020

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Att/Abs Type - Key	2001/2002 Att/Abs Time Entered
21020144	DES Ben Int UI Fraud Investigation			9581	24.00
21021010	OSHR DO-OPS TEMP SOL REVENUE			9585	24.00
21022026	REV BSS CONTACT CTR GBO Unit 2			9583	16.00

FFCRA Contacts

- Questions related to the Communicable Disease Emergency (CDE) policy should be directed to OSHR. Policy link:
  - https://oshr.nc.gov/policies-forms/workplace-wellness/communicable-disease-emergency

- Questions related to CDE system functionality should be directed to BEST Shared Services. Email:
  - best@osc.nc.gov

QUESTIONS – FAQS TO BE PUBLISHED IN A SEPARATE DOCUMENT AND POSTED ON THE OSC HR-PAYROLL CONFERENCE CALLS MICROSOFT TEAM UNDER THE CHANNEL "ADDITIONAL WEBINARS"