



**\*\*START:** Employee encounters a situation where they need to use Covid Paid Sick Leave

1. Business Manager has employee complete the *Families First Coronavirus Response Act Emergency Paid Sick Leave* form
  - a. Only one reason (box) should be selected.
  - b. A date must be entered in the 'Absent Dates: From' field. This date should reflect the first day that the employee was impacted.
  - c. If the situation has ended within the same pay period, the employee must also enter a date in the 'Absent Dates: To' field. If the situation is not resolved by the end of the pay period, the employee will need to complete the form again for the next pay period.
2. Business Manager reviews the submitted *Families First Coronavirus Response Act Emergency Paid Sick Leave* form:
  - a. If Employee **selected Boxes 1, 2 or 3**, follow these steps:
    - Use the Absence Dates to determine the start and end dates of the sick leave for the given pay period. Use the dates on the form and the employee's scheduled hours for that pay period to calculate the number of hours that need to be paid.
    - Login to UltiPro and check the employee's available EPSL balance (My Employees > Search for Employee and select > Benefits tab > PTO > EPSL). Be sure that there are enough hours for EPSL to cover the number of sick hours on the form.
    - If there are enough available hours, **proceed to process payroll**. When processing payroll, select the '**EPSL 100%PD**' earnings code to define the hours used for the Covid sick time.  
**\*\*NOTE:** Full time employees will have a total of 80 hours that can be utilized. Hours are prorated based on scheduled hours for part-time employees. UltiPro will automatically reflect the proper number of hours for each employee.
    - If the employee has **exceeded** the available limit of EPSL hours, **contact your HR Employee Relations Manager immediately** for next steps.
  - b. If Employee **selected Boxes 4 or 6**, follow these steps:
    - Use the Absence Dates to determine the start and end dates of the sick leave for the given pay period. Use the dates on the form and the employee's scheduled hours for that pay period to calculate the number of hours that need to be paid. **\*\*NOTE:** In this case, the employee will receive pay for the designated hours however, it will be at two thirds (2/3) rate of pay.
    - Login to UltiPro and check the employee's available EPSL balance (My Employees > Search for Employee and select > Benefits tab > PTO > EPSL). Be sure that there are enough hours for EPSL to cover the number of sick hours on the form. If there are enough available hours, then proceed to process payroll. In order to process payroll, it is important to understand that a new earnings code will be selected for the EPSL sick hours. This earnings code is '**FCRA Paid Sick Leave 2/3 Paid**'.



- **In addition, if the employee has elected to supplement Emergency Sick Leave with other available leave balances (ie: Sick, Vacation and/or Personal) you will need to calculate the appropriate number of supplemental hours.** Use the *Leave Calculation Tool for EPSL* spreadsheet to assist in calculating the number of hours needed. Once the number of hours is determined, select the applicable earnings code for those hours.
  - If the employee has **exceeded** the available limit of EPSL hours, **contact your HR Employee Relations Manager immediately** for next steps.
- c. If Employee **selected Box 5**, this means that the employee is eligible for Emergency Expanded FMLA (EFML):
- Send the employee the *Families First Coronavirus Response Act Emergency Expanded FMLA* form and the *Employee Statement Supporting Emergency Expanded FMLA (EFML)* form to complete.
  - The employee will have selected whether or not they would like to utilize their available paid leave hours (in the order specified on the form) for the first 2 weeks of EFML.
    - ✓ If the employee has selected NOT to use any leave, then the first 2 weeks of EFML are unpaid.
    - ✓ If the employee has selected to use the leave, then process payroll based on the leave specified for use. **\*\*NOTE:** If the employee selects to use EPSL to supplement some or all of their hours, the rate of pay for these hours will be at two thirds (2/3) rate and the applicable earnings code that should be used is '**FFCRA Paid Sick Leave 2/3 Paid**'. **Any other type of available leave will be at the normal pay rate and will have the standard earnings codes.**
  - Use the Absence Dates to determine the start and end dates of the sick leave for the given pay period. Use the dates on the form and the employee's scheduled hours for that pay period to calculate the number of hours that need to be paid.
  - If the Employee elected to use EPSL hours, login to UltiPro and check the employee's available EPSL balance (My Employees > Search for Employee and select > Benefits tab > PTO > EPSL). Be sure that there are enough hours for EPSL to cover the number of sick hours on the form. If there are enough available hours, then you may proceed with processing the payroll for this for this employee. In order to process payroll, it is important to understand that a new earnings code will be selected for the EPSL sick hours. This earnings code is '**FFCRA Paid Sick Leave 2/3 Paid**'.
  - **If the employee has elected to use other available leave (ie: Sick, Vacation and/or Personal), proceed with processing payroll using the hours and codes for the leave specified.** Use the *Leave Calculation Tool for EPSL* spreadsheet to assist in calculating the number of hours needed if the employee elects to use EPSL hours AND additional type(s) of available paid leave.



3. After two weeks of EPSL, you must suspend the accrual of any accrued leave (ie. Sick, Personal, Vacation). To suspend the accrual in UltiPro, navigate to My Employees > Personal > Status/Key Dates > Edit. Under Payroll Status, change the 'PTO suspended' dates to the start of the pay period and the end of the pay period you wish the accrual to stop. Save.

4. You can review FFCRA Tax Credits used in a pay period by running your Collection Details Report on pay day, or earlier if you wish to see FFCRA credits that will be applied for the period. The report will display taxes being billed for the period, including the FFCRA credits that will be applied towards your tax payment (reducing your tax liability).