

# FFCRA Pay Codes and Timesheet Entry Using SaaShr

The purpose of this document is to provide instructions on how to record the new pay codes associated with the Emergency Families First Coronavirus Response Act (H.R. 6201) in SaaShr.

Employees may take Emergency paid sick time if the employee is unable to work or telework due to a need for leave because:							
Definition of sick leave	Employee Status	Prism Status Code	Prism Reason Code	Prism Reason Code - description	Rate of pay	Prism Pay code	Max Earnings - Daily/Aggregate
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. Two weeks (up to 80 hours)	Paid Leave	L	C19MAND	COVID19 Gov't mandated	100%	COVID19ERPSLEE	\$511 / \$5,110
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. Two weeks (up to 80 hours)	Paid Leave	L	C19SELF	COVID 19 self-quarantine	100%	COVID19ERPSLEE	\$511 / \$5,110
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. Two weeks (up to 80 hours)	Paid Leave	L	C19SEEK	COVID 19 seeking diagnosis	100%	COVID19ERPSLEE	\$511 / \$5,110
4. The employee is seeking or awaiting on the results of a COVID-19 diagnosis/test.	Paid Leave	L	C19RESUL	COVID 19 awaiting test results	100%	COVID19ERPSLEE	\$511 / \$5,111
5. The employee is obtaining a COVID-19 immunization.	Paid Leave	L	C19IMMUN	COVID 19 immunization recovery	100%	COVID19ERPSLEE	\$511 / \$5,112
6. The employee is recovering from an injury, disability, illness, or condition related to a COVID 19 immunization.	Paid Leave	L	C19IMMUN	COVID 19 immunization recovery	100%	COVID19ERPSLEE	\$511/\$5,110
7. The employee is caring for an individual who is subject to a Federal, State, or local Order related to COVID-19, or who has been advised by a health care provider to self-quarantine based on the provider's belief that the individual has, or may have COVID-19, or is particularly vulnerable to COVID-19.	Paid Leave	L	C19FAM	COVID 19 care for family sub to order	2/3	COVID19ERPSLFM	\$200/\$2,000
8. The employee is caring for their child whose school or place of care is closed, or whose child care provider is unavailable for reasons related to COVID-19, and no other suitable person will be caring for my child(ren) during the hours when I am requesting to use EPSL.	Paid Leave	L	C19FAM	COVID 19 care for family sub to order	2/3	COVID19ERPSLFM	\$200/\$2,000

## COVID PAID SICK EE 100% - COVID19ERPSLEE

- Pay code used to pay 100% of the employee's regular rate of pay for emergency paid sick leave.
- The amount is capped at \$511 per day and \$5,110 in aggregate.

## COVID PAID SICK FM 2/3 - COVID19ERPSLFM

- Pay code used to pay 2/3 of the employee's regular rate of pay for emergency paid sick leave.
- The amount is capped at \$200 per day and \$2,000 in aggregate.
- This code will also be used to compensate pay during the first two weeks of the emergency FMLA.



Employees may take Emergency Family Medical Leave if the employee is unable to work or telework due to a need for leave because:							
Definition of Family Medical Leave	Employee Status	Prism Status Code	Prism Reason Code	Prism Reason Code - description	Rate of pay	Prism Pay code	Max Earnings - Daily/Aggregate
1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,000
2. The employee is has been advised by a health care provider to self-quarantine based on the provider's belief that they have, or may have COVID-19, or is vulnerable to COVID-19.	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,000
3. The employer is experiencing symptoms of COVID-19 identified by the U.S.CDC	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,000
4. The employee is seeking or awaiting the results of a COVID-19 diagnosis/test.	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,001
5. The employee is obtaining a COVID-19 Immunization.	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,002
6. The employee is caring for an individual who is subject to a Federal, State, or local Order related to COVID-19, or who has been advised by a health care provider to self-quarantine based on the provider's belief the individual has, or may have COVID-19, or is vulnerable to	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,003
7. Care for my child because my child's school or place of care is closed due to COVID-19.	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,000
8. Care for my child because my child's care provider is unavailable due to COVID-19.	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$12,000

## COVID FMLA 2/3 - COVID19FMLA



- Pay code used to pay 2/3 of the employee's regular rate of pay for emergency paid sick leave.
- The amount is capped at \$200 per day and \$2,000 in aggregate.
- This code will also be used to compensate pay during the first two weeks of the emergency FMLA.

**Note:** *G&A will pay the employee utilizing the hourly rate of pay in our payroll system (or 2/3 of that hourly rate when applicable.) If you have a circumstance where the hours you are reporting should be paid at a different rate of pay, please contact your Payroll Specialist. Changes might be needed for employees that work at varying rates of pay, employees who would exceed the daily max at the rate we have on file or employees who do not have a pay rate in the G&A system because they are paid via commission etc. Changes to the rate may be needed for other circumstances as well.*

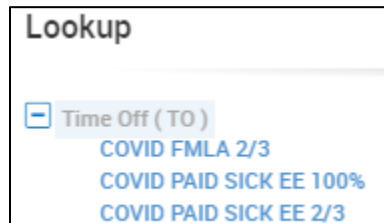


## Classic UI: Documenting Emergency Paid FMLA and Sick Leave



To enter the appropriate emergency paid leave type, follow the steps below:

1. On your employee's current timesheet, click on the Edit Timesheet icon .
2. Then select the date of the paid leave. Click on the magnifying glass icon  in the Time Off column to select from all the paid leave options beginning with COVID.

**Note:** See descriptions above for any questions on the type of leave to select.





3. Next, enter the employee's regularly scheduled hours in the Raw Total field. Repeat for any additional days the employee is on leave and save the timesheet.

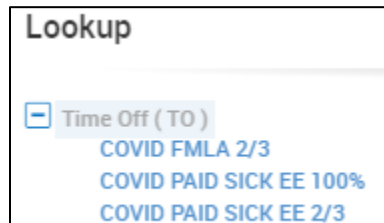
EXTRA PAY & COUNTER ADJUSTMENT		TIMESHEET	CALC. DETAIL	COUNTERS	SUMMARY BY DAY		
Mon 16							
TIME OFF	TIME ENTRY NOTES	IN DATE	FROM	TO	LUNCH	RAW TOTAL	
<input type="checkbox"/> COVID PAID SICK FM 2/3 		Mon 16				8.00	
Day Total:						8.00	

## New UI: Documenting Emergency Paid FMLA and Sick Leave

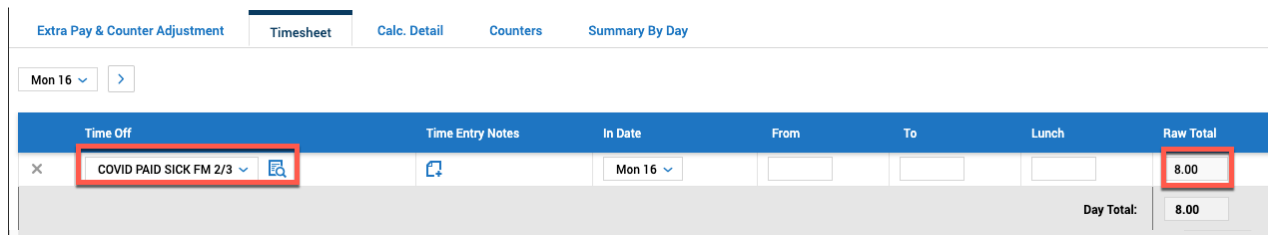
To enter the appropriate emergency paid leave type, follow the steps below:



1. On your employee's current timesheet, click on the Edit Timesheet icon .
2. Then select the date of the paid leave. Click on the magnifying glass icon  in the Time Off column to select from all the paid leave options beginning with COVID.

**Note:** See descriptions above for any questions on the type of leave to select.



3. Next, enter the employee's regularly scheduled hours in the Raw Total field and click Save. Repeat for any additional days the employee is on leave and save the timesheet.



Time Off	Time Entry Notes	In Date	From	To	Lunch	Raw Total
COVID PAID SICK FM 2/3 		Mon 16				8.00
Day Total:						8.00