

> FFCRA Pay Codes and Timesheet Entry Using WorkSight 1.0

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 HourDoc/WorkSight 1.

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

Emergency Sick Employee - 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.

Emergency Sick Family - 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 employee 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

Emergency FMLA - COVID19FMLA

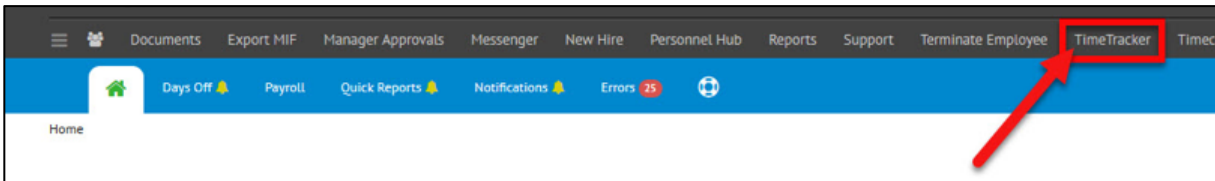
- Pay code used to pay 2/3 of the employee's regular rate of pay for emergency paid sick leave.
- The amount is capped at \$200 per day and \$2,000 in aggregate.
- This code will also be used to compensate pay during the first two weeks of the emergency FMLA.

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.

Documenting Emergency Paid FMLA and Sick Leave

To add the pay code to an employee's time entry:

1. Edit the entry via time tracker or payroll



2. Create an hour only entry and add the pay code

Required Field(s)

Time Entry Information

Personnel: arman, pala

Location - Department: Location 1 - General Labor

Job/Phase:

Job SubLedger: ---

Time Entry Type: Total Hours Worked

Total Hours Worked: 03/24/20 4 hrs 00 mins

Break Information

New Break Start: 03/24/20 h:m(24 hour) ☐ paid-break entry

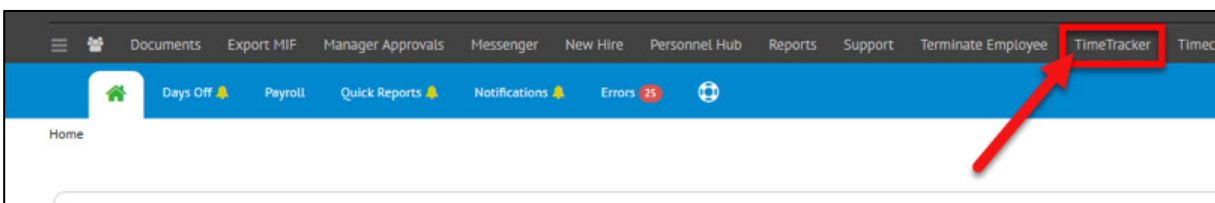
New Break End: 03/24/20 h:m(24 hour)

Expenses/Pay Codes

TYPE	AMOUNT	FIGURE	NOTE
Emergency Sick Family	+ Amount	555.00	

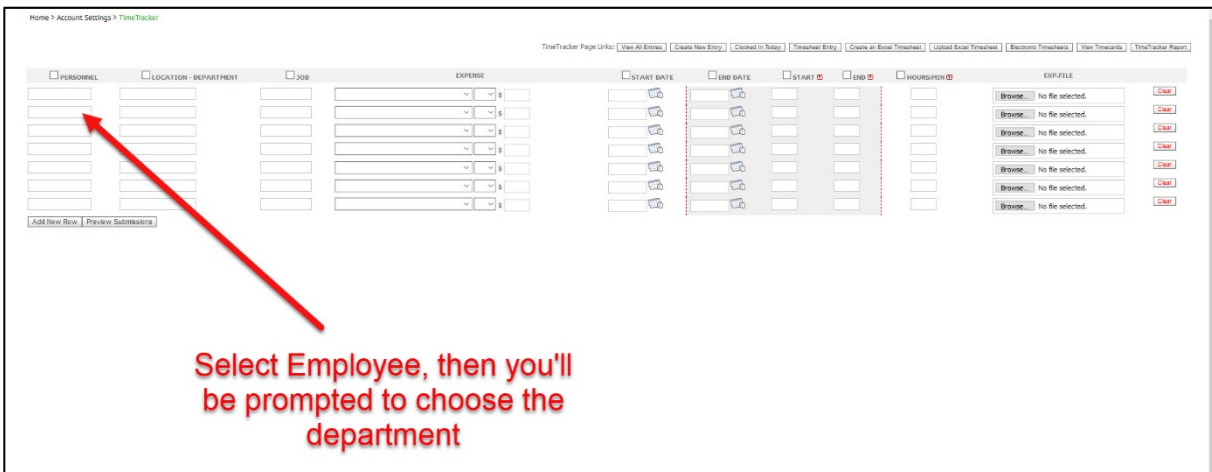
To add the pay code to multiple employees or in mass:

1. Enter the TimeTracker then click on Timesheet Entry



2. Choose employee

Note: The department will auto-populate unless multiple departments are assigned.



Home > Account Settings > TimeTracker

TimeTracker Page Links: [View All Entries](#) [Create New Entry](#) [Clock in Today](#) [Timesheet Entry](#) [Create an Exact Timesheet](#) [Upload Exact Timesheet](#) [Electronic Timesheets](#) [View Timesheets](#) [TimeTracker Report](#)

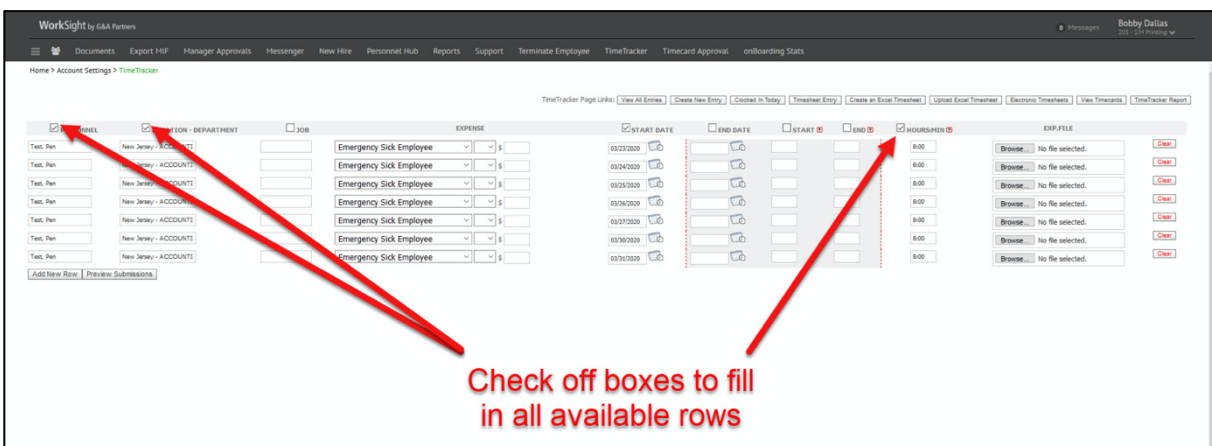
☐ PERSONNEL ☐ LOCATION - DEPARTMENT ☐ JOB

EXPENSE: START DATE: END DATE: START: END: HOURS/SPEN: EXP.FILE: [Browse...](#) [No file selected.](#) [Clear](#)

[Add New Row](#) [Preview Submissions](#)

Select Employee, then you'll be prompted to choose the department

Note: Checking off boxes next to personnel label will fill all boxes with the selected employee.



WorkSight by G&A Partners

Home > Account Settings > TimeTracker

TimeTracker Page Links: [View All Entries](#) [Create New Entry](#) [Clock in Today](#) [Timesheet Entry](#) [Create an Exact Timesheet](#) [Upload Exact Timesheet](#) [Electronic Timesheets](#) [View Timesheets](#) [TimeTracker Report](#)

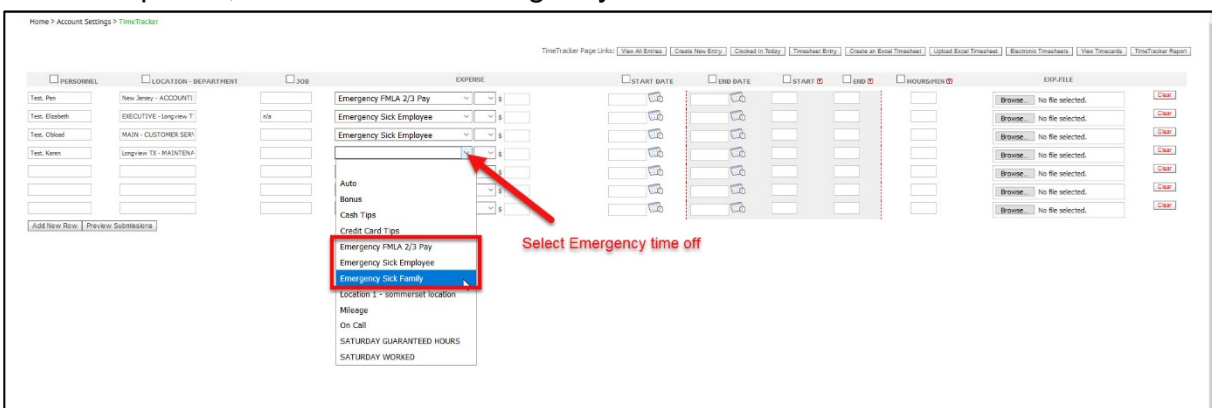
☒ PERSONNEL ☐ LOCATION - DEPARTMENT ☐ JOB

EXPENSE: START DATE: END DATE: START: END: HOURS/SPEN: EXP.FILE: [Browse...](#) [No file selected.](#) [Clear](#)

[Add New Row](#) [Preview Submissions](#)

Check off boxes to fill in all available rows

3. Under Expense, select desired Emergency Time Off



Home > Account Settings > TimeTracker

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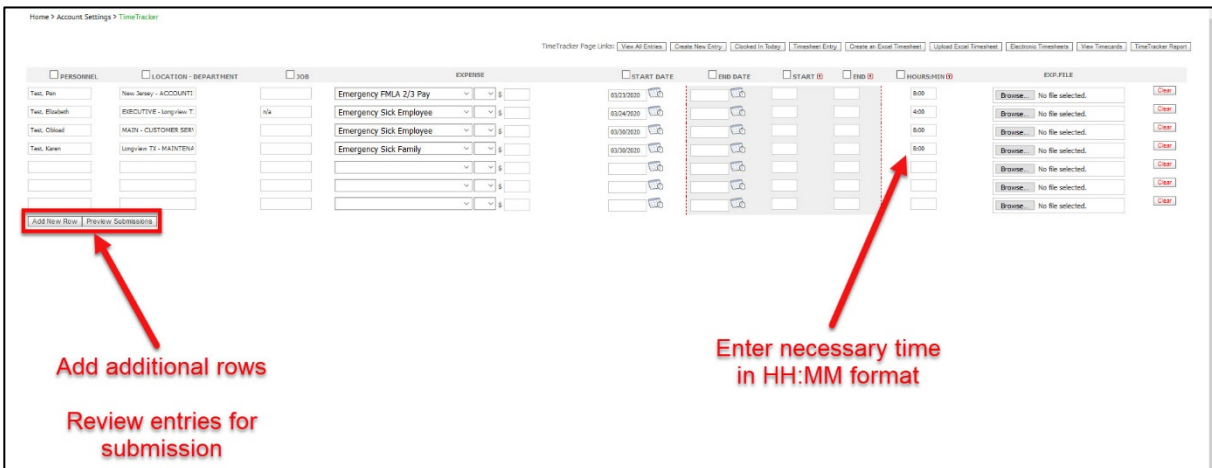
☐ PERSONNEL ☐ LOCATION - DEPARTMENT ☐ JOB

EXPENSE: START DATE: END DATE: START: END: HOURS/SPEN: EXP.FILE: [Browse...](#) [No file selected.](#) [Clear](#)

[Add New Row](#) [Preview Submissions](#)

Select Emergency time off

4. Hours need to be entered in HH:MM format. Add additional rows by choosing “Add New Row” or submit for your review by clicking on “Preview Submissions”



Home > Account Settings > TimeTracker

TimeTracker Page Links: [View All Entries](#) | [Create New Entry](#) | [Closed in Today](#) | [Timesheet Entry](#) | [Create an Event Timesheet](#) | [Upload Event Timesheet](#) | [Electronic Timesheets](#) | [View Timesheets](#) | [TimeTracker Report](#)

☐ PERSONNEL ☐ LOCATION-DEPARTMENT ☐ JOB ☐ EXPENSE ☐ START DATE ☐ END DATE ☐ START ☐ END ☐ HOURS:MM ☐ EXP:FILE

PERSONNEL	LOCATION-DEPARTMENT	JOB	EXPENSE	START DATE	END DATE	START	END	HOURS:MM	EXP:FILE
Test, Pen	New Jersey - ACCOUNTING		Emergency FMLA 2/3 Pay	03/23/2020				8:00	Browse... No file selected. Clear
Test, Eladab	EXECUTIVE - Longview T	n/a	Emergency Sick Employee	03/24/2020				4:00	Browse... No file selected. Clear
Test, Ollad	MAIN - CUSTOMER SERV		Emergency Sick Employee	03/30/2020				8:00	Browse... No file selected. Clear
Test, Karen	Longview TR - MAINTEN		Emergency Sick Family	03/30/2020				8:00	Browse... No file selected. Clear
									Browse... No file selected. Clear
									Browse... No file selected. Clear
									Browse... No file selected. Clear
									Browse... No file selected. Clear

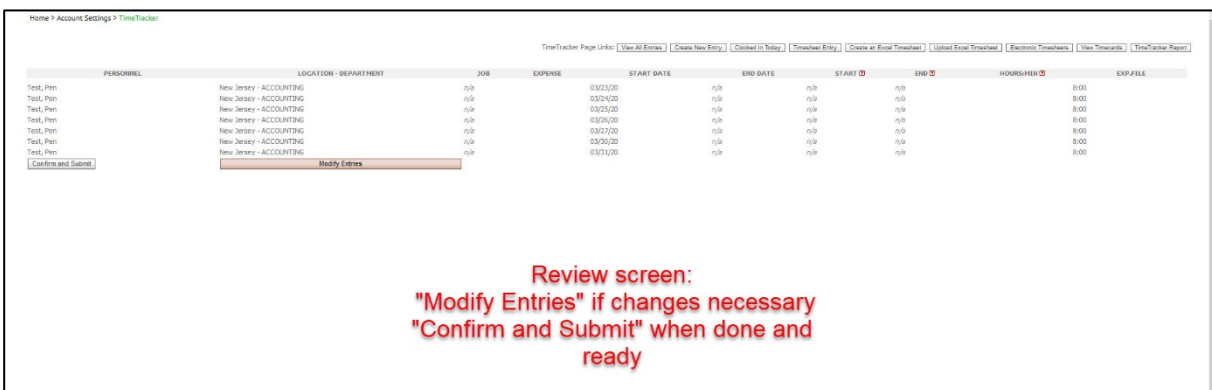
[Add New Row](#) | [Preview Submissions](#)

Add additional rows

Review entries for submission

Enter necessary time in HH:MM format

5. “Modify Entries” will allow you to update the existing data without it being deleted. Review all submitted entries, and “Confirm and Submit” when ready.



Home > Account Settings > TimeTracker

TimeTracker Page Links: [View All Entries](#) | [Create New Entry](#) | [Closed in Today](#) | [Timesheet Entry](#) | [Create an Event Timesheet](#) | [Upload Event Timesheet](#) | [Electronic Timesheets](#) | [View Timesheets](#) | [TimeTracker Report](#)

PERSONNEL	LOCATION-DEPARTMENT	JOB	EXPENSE	START DATE	END DATE	START	END	HOURS:MM	EXP:FILE
Test, Pen	New Jersey - ACCOUNTING	n/a		03/23/20	n/a	n/a	n/a	8:00	
Test, Pen	New Jersey - ACCOUNTING	n/a		03/24/20	n/a	n/a	n/a	8:00	
Test, Pen	New Jersey - ACCOUNTING	n/a		03/25/20	n/a	n/a	n/a	8:00	
Test, Pen	New Jersey - ACCOUNTING	n/a		03/26/20	n/a	n/a	n/a	8:00	
Test, Pen	New Jersey - ACCOUNTING	n/a		03/27/20	n/a	n/a	n/a	8:00	
Test, Pen	New Jersey - ACCOUNTING	n/a		03/30/20	n/a	n/a	n/a	8:00	
Test, Pen	New Jersey - ACCOUNTING	n/a		03/31/20	n/a	n/a	n/a	8:00	

[Confirm and Submit](#) [Modify Entries](#)

Review screen:

"Modify Entries" if changes necessary

"Confirm and Submit" when done and ready

In Payroll/Timecard approval the pay code can be added as an expense:

1. Click "View Times"



arman, pala (Hourly)
Un-Approved

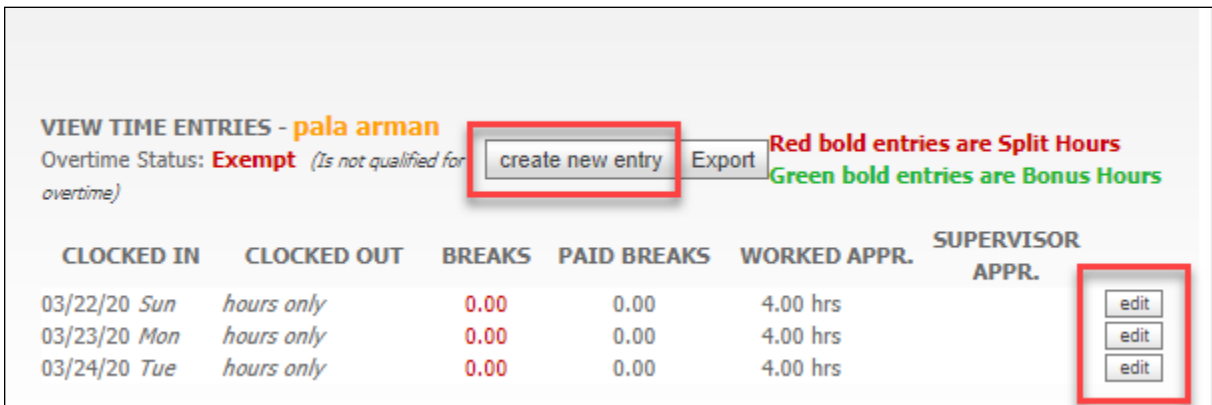
40

override: \$

Expenses: Mar. 22, 2020 | Emergency FMLA 2/3 Pay

view times

2. Either edit an entry as per above or add new entry



VIEW TIME ENTRIES - pala arman

Overtime Status: **Exempt** (Is not qualified for overtime)

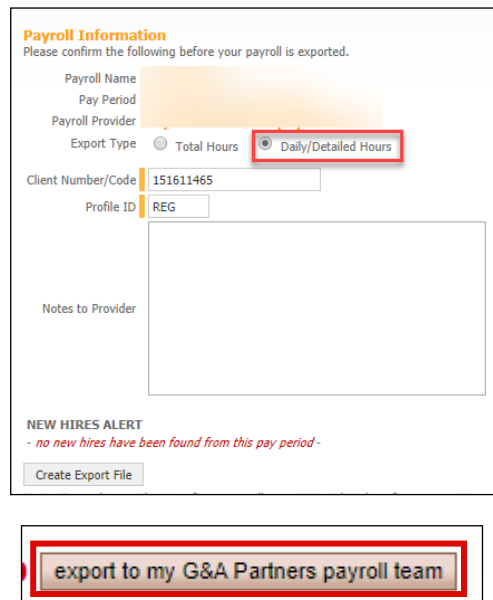
create new entry Export

Red bold entries are Split Hours
 Green bold entries are Bonus Hours

CLOCKED IN	CLOCKED OUT	BREAKS	PAID BREAKS	WORKED APPR.	SUPERVISOR APPR.
03/22/20 Sun	hours only	0.00	0.00	4.00 hrs	
03/23/20 Mon	hours only	0.00	0.00	4.00 hrs	
03/24/20 Tue	hours only	0.00	0.00	4.00 hrs	

edit
 edit
 edit

3. Once payroll is complete, finalize and export as per your normal process ensuring to select "Daily/Detailed Hours"



Payroll Information

Please confirm the following before your payroll is exported.

Payroll Name

Pay Period

Payroll Provider

Export Type: ☐ Total Hours ☒ **Daily/Detailed Hours**

Client Number/Code: 151611465

Profile ID: REG

Notes to Provider

NEW HIRES ALERT
 - no new hires have been found from this pay period -

Create Export File

export to my G&A Partners payroll team