

FFCRA Pay Codes and Timesheet Entry Using Prism

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 Prism.

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



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

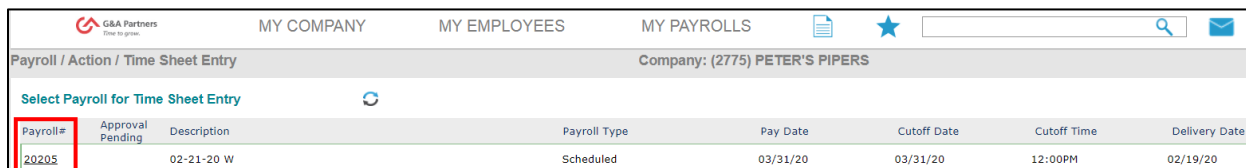


Time Sheet Entry

1. To enter payroll for a specific payroll batch, click the “Time Sheet Entry” link in the “Payroll | Actions” category under the “My Payrolls” tab.



2. On the “Time Sheet Entry” screen, select the payroll number for the time sheet you want to update.



Payroll#	Approval	Description	Payroll Type	Pay Date	Cutoff Date	Cutoff Time	Delivery Date
20205	Pending	02-21-20 W	Scheduled	03/31/20	03/31/20	12:00PM	02/19/20

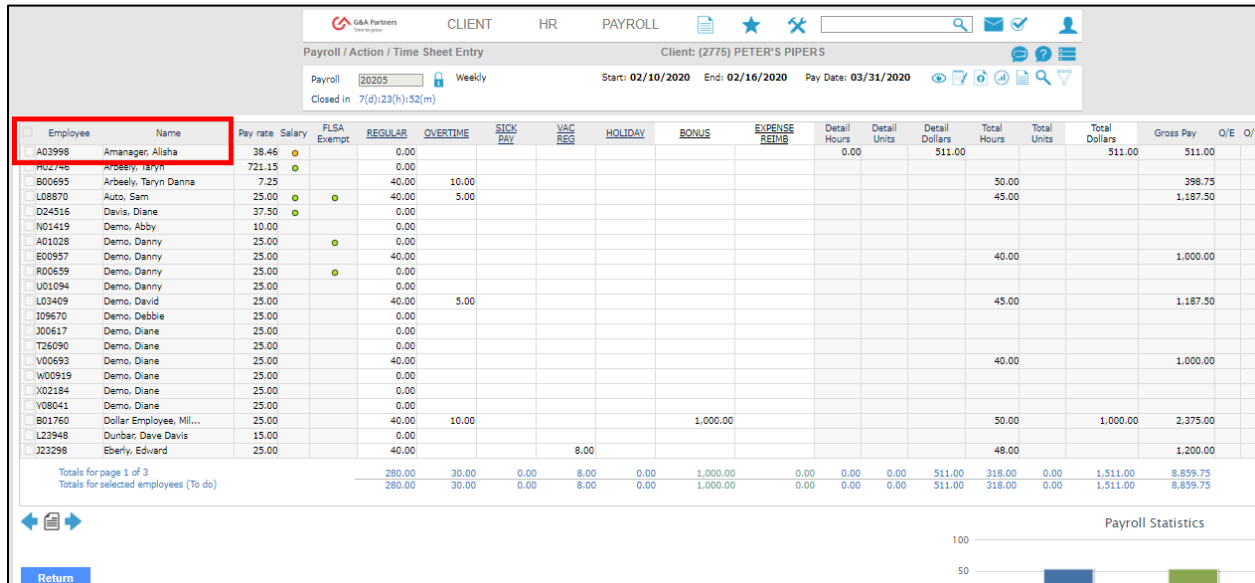
NOTE: If you have more than one payroll, manual or supplemental cycle, there may be more than one-time sheet listed.



Detail Time Sheet Entry Form

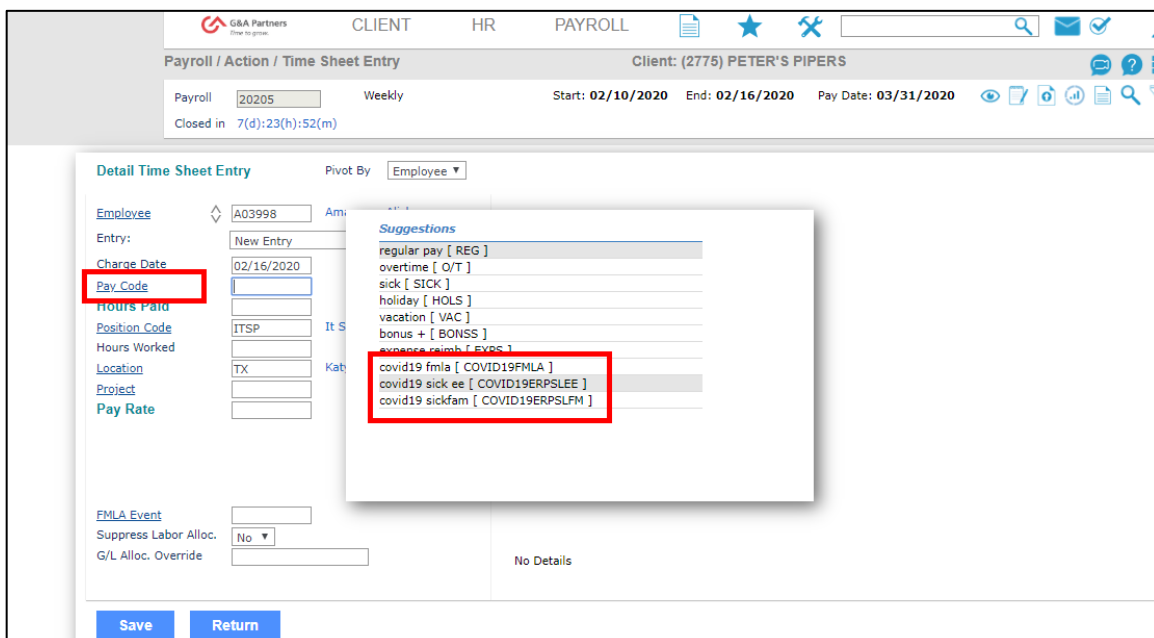
Detail Time Sheet Entry allows you to enter more information than **Summary Time Sheet Entry**, such as selecting pay codes not displayed in the summary form.

1. To navigate to the “Detail Time Sheet Entry Form” click on the employee’s name.

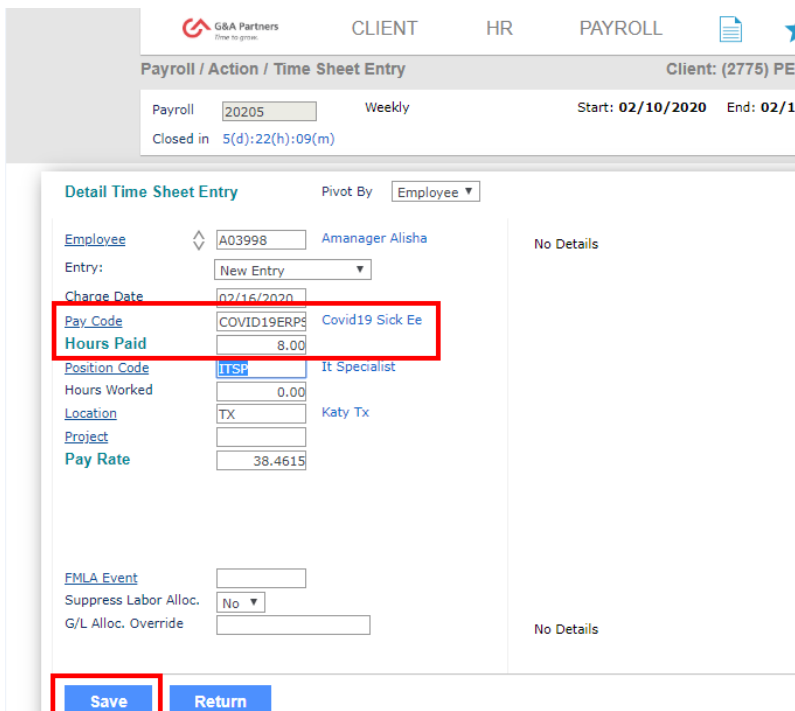


Employee	Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	SICK PAV	VAC REG	HOLIDAY	BONUS	EXPENSE REIMB	Detail Hours	Detail Units	Detail Dollars	Total Hours	Total Units	Total Dollars	Gross Pay	O/E	O/E
A03998	Amanager, Alisha	38.46	0.00		0.00							0.00		511.00			511.00	511.00		
B0274E	Arbeely, Taryn	721.15	0.00																	
B00695	Arbeely, Taryn Danna	7.25	40.00		10.00										50.00			398.75		
L08870	Auto, Sam	25.00	40.00		5.00										45.00			1,187.50		
D24516	Davis, Diane	37.50	0.00																	
N01419	Demo, Abby	10.00	0.00																	
A01028	Demo, Danny	25.00	0.00												40.00			1,000.00		
E00957	Demo, Danny	25.00	40.00																	
R00659	Demo, Danny	25.00	0.00																	
U01094	Demo, Danny	25.00	0.00																	
L03409	Demo, David	25.00	40.00		5.00										45.00			1,187.50		
I09670	Demo, Debbie	25.00	0.00																	
J00617	Demo, Diane	25.00	0.00																	
T26090	Demo, Diane	25.00	0.00																	
V00693	Demo, Diane	25.00	40.00												40.00			1,000.00		
W00919	Demo, Diane	25.00	0.00																	
X02184	Demo, Diane	25.00	0.00																	
Y08041	Demo, Diane	25.00	0.00																	
B01760	Dollar Employee, Mil...	25.00	40.00		10.00					1,000.00					50.00		1,000.00	2,375.00		
L23948	Dunbar, Dave Davis	15.00	0.00																	
J23298	Eberly, Edward	25.00	40.00					8.00							48.00			1,200.00		
Totals for page 1 of 3					280.00	30.00	0.00	8.00	0.00	1,000.00	0.00	0.00	0.00	511.00	318.00	0.00	1,511.00	8,859.75		
Totals for selected employees (To do)					280.00	30.00	0.00	8.00	0.00	1,000.00	0.00	0.00	0.00	511.00	318.00	0.00	1,511.00	8,859.75		

2. The Detail Time Sheet Entry form opens, allowing you to create a new entry or edit any existing entries for that employee.
3. By clicking the “Pay Code” hyperlink, you will see a list of the applicable pay codes associated to your account. Here is where you will find the three pay codes created for the Emergency Families First Coronavirus Response Act (H.R.6201).




- **COVID19FMLA – COVID FMLA**
 - Pay code used to pay 2/3 of the employee’s regular rate of pay.
 - The amount is capped at \$200 per day and \$10,000 in aggregate.
 - This code is only used during weeks 3-12 of the employee’s emergency FMLA.
 - **COVID19ERPSLEE – COVID Paid Sick Leave Employee**
 - 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.
 - **COVID19ERPSLFM – COVID Paid Sick Leave Family**
 - 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.
4. Once you select the appropriate pay code, enter the total hours that need to be paid for the current pay period and click save.



The screenshot shows the 'Detail Time Sheet Entry' form in the G&A Partners payroll system. The form is for Client (2775) PE and Payroll 20205, Weekly, with a start date of 02/10/2020 and end date of 02/16/2020. The form is pivoted by Employee. The employee is A03998, Amanager Alisha. The entry is a 'New Entry' with a charge date of 02/16/2020. The pay code is COVID19ERPS (Covid19 Sick Ee) and the hours paid is 8.00. The position code is ITSP (It Specialist) and the location is TX (Katy Tx). The pay rate is 38.4615. The FMLA event is set to 'No' and the G/L Alloc. Override is empty. The 'Save' button is highlighted with a red box.

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.



- Once you are finished, the time sheet entries will display on the right side of the form. Click "Return" to close the Detail Time Sheet Entry and return to the Summary Time Sheet Entry screen, where you can proceed with the payroll process.

CLIENT
HR
PAYROLL

Client: (2775) PETER'S PIPERS

Payroll Weekly
Start: 02/10/2020 End: 02/16/2020 Pay Date: 03/31/2020

Closed in 5(d):22(h):03(m)

Detail Time Sheet Entry

Pivot By

[Employee](#) Amanager Alisha

Entry:

Charge Date

[Pay Code](#)

Hours Paid

[Position Code](#) It Specialist

Hours Worked

[Location](#) Katy Tx

[Project](#)

Pay Rate

[FMLA Event](#)

Suppress Labor Alloc.

G/L Alloc. Override

1					
02/16/20					
COVID19ERF					
8.00					
ITSP					
0.00					
TX					
38.4615					
307.69					
Hours Paid	8.00	Hours \$	307.69	Flat \$	0.00

