

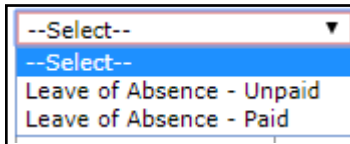
Instructions for Placing an Employee in FFCRA Leave Status

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020, through December 31, 2020.

Please utilize the guide below for instructions on how to place an employee in leave status for the new provisions.

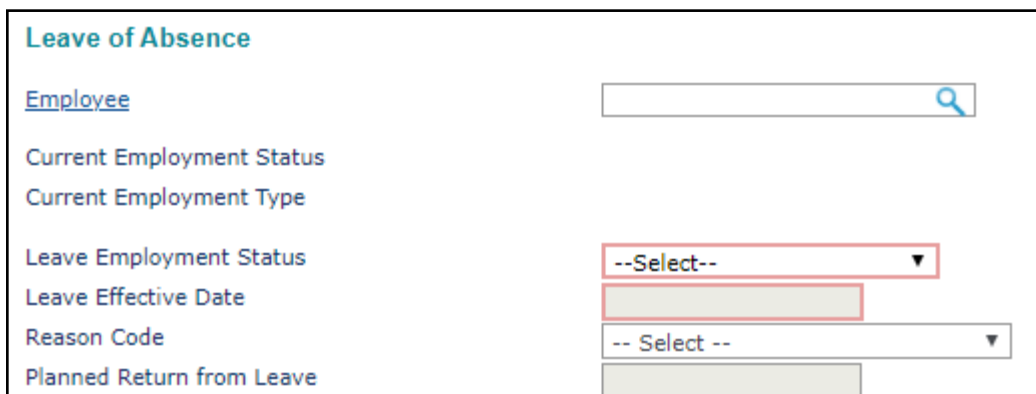
Steps:

1. Login to WorkSight 2.0
2. Click "Go to Prism HR"
3. Click "My Employees"
4. Under HR Action, click "Leave of Absence"
5. Select Employee
6. Select "Leave of Absence - Paid"



--Select--
--Select--
Leave of Absence - Unpaid
Leave of Absence - Paid

7. Select "Leave Reason"
Note: All "Leave Reason" options are below.



Leave of Absence

Employee

Current Employment Status

Current Employment Type

Leave Employment Status

Leave Effective Date

Reason Code

Planned Return from Leave

Leave Reason Options

- Leave of Absence – Paid: This status will export full hours for the employee. Vacation, Regular, etc.
- Please email your Payroll Specialist if you need to cancel any scheduled or automated payments or deductions (i.e. cell phone reimbursement, auto allowance, etc.).

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. <i>Two Weeks (up to 80 hours)</i>	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. <i>Two Weeks (up to 80 hours)</i>	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. <i>Two Weeks (up to 80 hours)</i>	Paid Leave	L	C19SEEK	COVID 19 seeking diagnosis	100%	COVID19ERPSLEE	\$511 / \$5,110
4. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2). <i>Two Weeks (up to 80 hours)</i>	Paid Leave	L	C19FAM	COVID 19 Care fam sub to order	2/3	COVID19ERPSLFM	\$200 / \$2,000
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. <i>Week 1 - 2 or Day 1- 10</i>	Paid Leave	L	C19CARE	COVID 19 childcare for school	2/3	COVID19ERPSLFM	\$200 / \$2,000
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor. <i>Two Weeks (up to 80 hours)</i>	Paid Leave	L	C19SIMCON	COVID 19 similar conditions	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
5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions. <i>Week 3 - 12 or Day 11-50</i>	Paid Leave	L	C19FMLA	COVID 19 FMLA	2/3	COVID19FMLA	\$200 / \$10,000

Questions? Contact G&A!

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