OneUSG COVID-19 Practitioner Guidance

April 10, 2020
Facilitator: Eric Clark

✓ Meeting being recorded
✓ Please keep phones muted
✓ Ask all questions through the chat functionality
✓ We will review as many questions as possible during this time
Agenda

• Non-Closure Emergency Leave
  – Federal Work Study

• Family First Coronavirus Response Act
  – Job Actions
  – Benefited Reporting
  – Non Benefited Reporting
Non-Closure Emergency Leave
Non-Closure Emergency Leave

- USO Inclement Weather and Other Emergencies policy was adapted:
  - Leave due to unforeseen reduced operations where the health or safety of students, employees, or visitors is at risk
  - Gives USG Presidents the authority to allow Leave with Pay for employees where the institution remains open but with reduced operations
  - [https://www.usg.edu/hr/manual/inclement_weather_or_other_emergencies](https://www.usg.edu/hr/manual/inclement_weather_or_other_emergencies)
  - Available for all regular full-time and part-time employees who are unable to perform their job duties remotely or other flexible work arrangements
  - Excludes:
    - Temporary employees
    - Student employees
    - Rehired retirees
  - Managers should utilize telework, and/or flex schedules where available
Non-Closure Emergency Leave

- USO needs to be able to report
- Time reporting codes:
  - Only Managers and Practitioners can report on timesheets
  - **00NHP** – Non-closure Emergency *Hourly*
  - **00NSP** – Non-Closure Emergency *Salaried*
Non-Closure Emergency Leave (FWS)

- **ONLY** for Federal Work Study students – **W** Pay Group
- Time reporting code:
  - Only Managers and Practitioners can report on timesheets
  - 00WSP – Work Study Payments
  - Not to exceed normal work schedule
Families First Coronavirus Response Act (FFCRA)
Families First Coronavirus Response Act (FFCRA)

• The Families First Coronavirus Response Act was enacted into law on 3/18/2020
• Effective of 04/01/2020; expires on 12/31/2020
• 2 Key provisions:
  – Emergency Paid Sick Leave
  – Emergency FMLA
FFCRA – Emergency Paid Sick Leave

• Provides up to 80 hours of paid leave for 6 qualifying reasons related to absences caused by COVID-19:

• Allows an employee to take leave due to an **inability** to work or telework because the employee is (QR – Qualifying Reason):

  1. Subject to a federal, state or local quarantine or isolation order related to COVID-19 (Capped @ $511/day);
  2. Advised by a health care provider to self-quarantine due to COVID-19 concerns (Capped @ $511/day);
  3. Experiencing COVID-19 symptoms and seeking medical diagnosis (Capped @ $511/day);
  4. Caring for an individual subject to a federal, state or local quarantine or isolation order or advised by a health care provider to self-quarantine due to COVID-19 concerns (Capped @ $200/day);
  5. Caring for the employee’s child if the child’s school or place of care is closed or the child’s care provider is unavailable due to public health emergency (Capped @ $200/day);
  6. 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 (Capped @ $200/day)
FFCRA – Emergency FMLA

• Adds a qualifying reason that an employee may take job-protected FML
• Eligible employee is unable to work or telework and must care for a child under the age of 18 because of a school closure or loss of childcare due to a public health emergency (QR 5)
• New provision also increases eligibility for FML for this limited reason to any employee employed for 30 calendar days or more
• First 10 days of the Emergency FML is unpaid but may run concurrently with the Emergency Paid Sick Leave
• Does NOT add additional time to existing FMLA rules
FFCRA – System Approach

• Earnings are capped dependent on each employee’s case and qualifying reason

• Approach utilizes a combination of:
  • Job Data Actions
  • Absence Management Request
  • Time Sheet Reporting

• **All** FFCRA time must be recorded in Absence Management or Time and Labor
  • New Absence Takes are available to administrators only
  • New TRCs are available to managers and administrators only

• Pay lines should not be directly updated
FFCRA – Job Data

• Before getting started, you will need to know the qualifying reason and appropriate compensation rate for employees impacted by FFCRA


QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
**FFCRA – Job Data**

- FFCRA Reduced Rate Calculator is available for generating the employee’s FFCRA hourly compensation rate.
- Hourly rate will need to be converted to an annual rate for exempt employees.

![FFCRA Reduced Rate Calculator](image)
FFCRA – Job Data

• FFCRA Emergency Paid Sick Leave, Qualifying Reason 1, 2, or 3 (Tier 1)
  • Compensation for employees who fall under Tier 1 coverage is capped at $511 per day and an aggregate total of $5,110.

• FFCRA Emergency Paid Sick Leave, Qualifying Reason 4, 5, or 6 (Tier 2)
  • Compensation for employees who fall under Tier 2 coverage will be at two-thirds (2/3) of their regular pay rate but capped at $200 per day and an aggregate total of $2,000.

• FFCRA Extended Family & Medical Leave
  • The remaining 10 weeks of FMLA must be paid – unlike other FMLA leave. That pay rate is at two-thirds (2/3) of their regular pay rate but capped at $200 per day and an aggregate total of $10,000.
FFCRA – Job Data

• Action will be Paid Leave of Absence
• Two new reason codes have been created:
  • Coronavirus Response Act (CRA)
    – used for Emergency Paid Sick Leave
  • Extended Coronavirus Response Act (ECR)
    – used for Extended Family & Medical Leave
FFCRA – Job Data

• Annual Benefits Base Rate
  • Leave the employee’s normal base rate
  • To avoid the ABBR Update Process from changing the Annual Benefits Base Rate while the employee is on paid leave due to FFCRA, check the ABBR Update Override box
FFCRA – Job Data

• Return from Leave
  • Action/Reason is Return from Leave/Return from Leave
  • Update compensation to reflect the normal rate of pay
  • Uncheck ABBR Update Override box if your institution utilizes the ABBR Update Process to populate Annual Benefits Base Rate field
FFCRA – Benefited Employees

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

  - New Absence Takes:
    - FED EMERG PD / Fed Emergency Paid Leave – up to two weeks (80 hours, or part-time employee’s two-week equivalent) of paid sick leave
    - USG FMLA FED E / Fed Emergency FMLA – Expanded FMLA

Note: Employees who meet the eligibility requirement of the expanded FMLA and have been employed less than a year, on override to the USG FMLA AT event will be necessary. Please submit an incident to SSC / ITS for assistance in processing the override.
FFCRA – Benefited Employees

• Federal Emergency Leave – Up to two weeks (80 hours, or part-time employee’s two-week equivalent) of paid sick leave

• Navigation > Global Payroll and Absence Mgmt > Payee Data > Maintain Absence > Absence Event > FED EMERG PD (absence does not forecast)
Federal Emergency Pd Leave

- Must select a reason code
Fed Emergency Pd Leave - Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Mon 4/6</th>
<th>Tue 4/7</th>
<th>Wed 4/8</th>
<th>Thu 4/9</th>
<th>Fri 4/10</th>
<th>Sat 4/11</th>
<th>Sun 4/12</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>00EMH - Federal Emergency Leave</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>40.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Total TRC</th>
<th>Description</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/06/2020</td>
<td>Approved</td>
<td>8.00 00EMH</td>
<td>Federal Emergency Leave</td>
<td></td>
</tr>
<tr>
<td>04/07/2020</td>
<td>Approved</td>
<td>8.00 00EMH</td>
<td>Federal Emergency Leave</td>
<td></td>
</tr>
<tr>
<td>04/08/2020</td>
<td>Approved</td>
<td>8.00 00EMH</td>
<td>Federal Emergency Leave</td>
<td></td>
</tr>
<tr>
<td>04/09/2020</td>
<td>Approved</td>
<td>8.00 00EMH</td>
<td>Federal Emergency Leave</td>
<td></td>
</tr>
<tr>
<td>04/10/2020</td>
<td>Approved</td>
<td>8.00 00EMH</td>
<td>Federal Emergency Leave</td>
<td></td>
</tr>
</tbody>
</table>
FFCRA Expanded FMLA

- Qualifying reason is caring for a child whose school or place of care is closed for reasons related to COVID-19
- The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of expanded family and medical leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, personal, or medical or sick leave under your employer’s policy.
Example: employee is requesting 6 weeks of Expanded FMLA due to care of a child out of school. Employee chooses to use first two weeks of Fed Emergency Pd Leave. The remaining 4 weeks will be Fed Emergency FMLA. All 6 weeks will apply to the USG FMLA AT to track FMLA hours taken.

Absence Events to key:
- USG FMLA AT – FMLA eligibility validation (6 weeks)
- Fed Emergency Pd Leave (2 weeks)
- Fed Emergency FMLA (4 weeks)
FFCRA Expanded FMLA – Absence Event

- Both FED EMERG PD and USG FMLA FED E will be reflected on the timesheet as 00EMH – Federal Emergency Leave. USG FMLA AT will be reflected only in the results by calendar group – as this event is used only for tracking FMLA hours taken from 480.
FFCRA – Non Benefited Employees

A part-time employee is entitled to leave for his or her average number of work hours in a two-week period. Therefore, you calculate hours of leave based on the number of hours the employee is normally scheduled to work. If the normal hours scheduled are unknown, or if the part-time employee’s schedule varies, you may use a six-month average to calculate the average daily hours. Such a part-time employee may take paid sick leave for this number of hours per day for up to a two-week period, and may take expanded family and medical leave for the same number of hours per day up to ten weeks after that.

• New Time Reporting Codes – Reg / Non-benefited employees:
  • 00ENH – Fed Emergency Leave Hrly Non-Benefited
  • 00ENM – Fed Emergency Leave Exempt Non-Benefited

• Note: Tracking of Federal Emergency Paid Leave for Non-Benefited employees will be done directly via the timesheet
# FFCRA – Non Benefited Employees

The Payable Time page will populate after processing is complete. Absences are processed once each pay period. The Payable Time page will populate after processing is complete.

**From Monday 04/06/2020 to Sunday 04/12/2020**

<table>
<thead>
<tr>
<th>Time Reporting Code</th>
<th>Mon 4/6</th>
<th>Tue 4/7</th>
<th>Wed 4/8</th>
<th>Thu 4/9</th>
<th>Fri 4/10</th>
<th>Sat 4/11</th>
<th>Sun 4/12</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>00ENH - Fed Emerg Leave Hry Non-Br</td>
<td>3.90</td>
<td>3.90</td>
<td>3.90</td>
<td>3.90</td>
<td>3.90</td>
<td></td>
<td></td>
<td>19.50</td>
</tr>
</tbody>
</table>

### Reported Time Status

<table>
<thead>
<tr>
<th>Date</th>
<th>Reported Status</th>
<th>Total TRC</th>
<th>Description</th>
<th>Add Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/06/2020</td>
<td>Approval In Process</td>
<td>3.90 00ENH</td>
<td>Fed Emerg Leave Hry Non-Br</td>
<td></td>
</tr>
<tr>
<td>04/07/2020</td>
<td>Approval In Process</td>
<td>3.90 00ENH</td>
<td>Fed Emerg Leave Hry Non-Br</td>
<td></td>
</tr>
<tr>
<td>04/08/2020</td>
<td>Approval In Process</td>
<td>3.00 00ENH</td>
<td>Fed Emerg Leave Hry Non-Br</td>
<td></td>
</tr>
<tr>
<td>04/09/2020</td>
<td>Approval In Process</td>
<td>3.90 00ENH</td>
<td>Fed Emerg Leave Hry Non-Br</td>
<td></td>
</tr>
<tr>
<td>04/10/2020</td>
<td>Approval In Process</td>
<td>3.90 00ENH</td>
<td>Fed Emerg Leave Hry Non-Br</td>
<td></td>
</tr>
</tbody>
</table>
Non Closure– Job Aids

• Guidance on Reporting Non-Closure Emergency Paid Leave
  https://www.usg.edu/assets/oneusg/documents/OneUSG_Connect_Time_and_ABS_Job_Aid_NonClosure_Emergency_Guidance.pdf

• Work Study Payments
  https://www.usg.edu/assets/oneusg/documents/OneUSG_Connect_Job_Aid_FWS_Guidance.pdf
FFCRA – Job Aids

• FFCRA Paid Leave of Absence/Return from Leave Job Aid (HR)
  https://www.usg.edu/assets/oneusg/documents/HR_JA_Families_First_Coronavirus_Response_Act_04062020.pdf

• FFCRA Reduced Rate Calculator (HR)
  https://www.usg.edu/assets/oneusg/documents/FFCRA_Reduced_Rate_Calculator_04062020.xlsx

• FFCRA Paid Sick Leave and Expanded FMLA Job Aid (AM)
FFCRA – Additional Resources

• Query –
  • BOR_HR_COVID_RECS
• University System of Georgia FAQs
  • https://www.usg.edu/assets/hr/benefits_docs/COVID-19_Benefits_Frequently_Asked_Questions_updated_4.3.2020_.pdf
• Department of Labor websites
  • https://www.dol.gov/agencies/whd/ffcra
  • https://www.dol.gov/agencies/whd/pandemic/ffcra-questions
• Manager template for Non-Closure Emergency Procedures – see communication from April 1
FFCRA & CARES – Benefits

• USG Benefits website
  • https://www.usg.edu/hr/benefits/coronavirus
  • Spending Accounts
  • Healthcare Plans
  • April Well-being
• Next USG Benefits WebEx
  • Yesterday, April 9th
Questions and Wrap Up