Overview/Description

This document provides the steps necessary for placing employees on a paid leave of absence due to the Families First Coronavirus Response Act (FFCRA) in OneUSG Connect.

Prerequisite(s)
Lease type and appropriate compensation rates will be needed:
- **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.

The FFCRA Reduced Rate Calculator is available for generating the employee's FFCRA compensation rate. Use the link below to access the calculator: [https://www.usg.edu/assets/oneusg/documents/FFCRA_Reduced_Rate_Calculator_04062020.xlsx](https://www.usg.edu/assets/oneusg/documents/FFCRA_Reduced_Rate_Calculator_04062020.xlsx).

For questions related to compensation data entry, please submit a ticket to oneusgsupport@usg.edu.

Instructions

1. **Place employee on a paid leave of absence.**

   **Navigation**
   
   NavBar > Workforce Administration > Job Information > Job Data

   Search for the employee, enter the **Employee ID**.

   On the **Work Location** tab
   
   a. Insert a new row by clicking (+).
   b. Enter the following information:
      - **Effective Date**
      - **Effective Sequence** (if applicable)
      - **Action**: “Paid Leave of Absence”
− **Reason**: Select the appropriate reason.
  - For Emergency Paid Sick Leave Tiers 1 & 2, use **Coronavirus Response Act** (CRA).
  - For Extended Family & Medical Leave, use **Extended Coronavirus Resp Act** (ECR).

On the **Compensation** tab

a. Enter the following information:

   - **Comp Rate**
     - See Prerequisite(s) section above for guidance on compensation rates.
     - The FFCRA Reduced Rate Calculator may be used to calculate the employee’s FFCRA compensation rate. Use the link below to access the calculator:
       - [https://www.usg.edu/assets/oneusg/documents/FFCRA_Reduced_Rate_Calculator_04062020.xlsx](https://www.usg.edu/assets/oneusg/documents/FFCRA_Reduced_Rate_Calculator_04062020.xlsx).

b. Click “Calculate Compensation”

c. Open the Pay Rates box and verify the employee’s compensation rates.
On the **Benefit Program Participation** link

a. Leave the Annual Benefits Base Rate in place.
   - No adjustment is needed; maintain the employee’s normal rate.
b. 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.

c. Click “Save”

2. Return employee from leave of absence.

**Navigation**

NavBar > Workforce Administration > Job Information > Job Data

Search for the employee, enter the **Employee ID**.

On the **Work Location** tab

- Insert a new row by clicking (+).
- Enter the following information:
  - **Effective Date**
  - **Effective Sequence** (if applicable)
  - **Action**: “Return from Leave”
  - **Reason**: “Return from Leave”
On the **Compensation** tab

a. Enter the following information:
   - **Comp Rate**: Return employee to normal rate of pay.
b. Click “Calculate Compensation”
c. Open the Pay Rates box and verify the employee's compensation rates.

On the **Benefit Program Participation** link

a. Uncheck the ABBR Update Override box if your institution utilizes the ABBR Update Process to populate the Annual Benefits Base Rate field.

b. Click "Save"
3. Auditing data entry.

! Important

It is very important to audit the data that has been entered on the Job Data panel and monitor the compensation caps outlined by the FFCRA.

The following query has been created to assist with identifying and auditing data for employees who have been placed on a paid leave due to FFCRA.

- BOR_HR_COVID_RECS