

COVID-19 Self (ADC), Family (CVF), and Childcare (CVC) SHARP Instructions Effective April 5, 2020

New Time Reporting Requirements for Employees on Families First Coronavirus Relief Act (FFCRA)-related Leave (Beginning 04/05/20)

On March 18, 2020, the Federally authorized Families First Coronavirus Relief Act (FFCRA) was signed into law to aid employees impacted by COVID-19. The FFCRA contains the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA) which authorize paid leave provisions for specific circumstances related to COVID-19 and apply to leave taken between April 1, 2020 and December 31, 2020.

The Act specifies that wages paid for FFCRA authorized leave are not considered wages for the calculation of the employer share of OASDI, however, all other employee and employer deductions, withholdings, and contributions apply.

As authorized by the FFCRA, employees are eligible for paid leave subject to daily limits. However, to further assist employees impacted by COVID-19, beginning April 5, 2020 and until further notice, the State of Kansas Executive Branch has authorized additional emergency administrative leave for SHARP employees authorized to take leave under the FFCRA to fill the gap between the FFCRA-authorized wage limits and the employee's regular wages (defined as standard hours at standard hourly rate).

Please note that due to the State of Kansas providing state-authorized administrative leave to state employees through April 4, 2020, the FFCRA leave provisions will be implemented for eligible employees in SHARP agencies effective with the April 5 through April 18, 2020 pay period. New time reporting codes have been created in SHARP to facilitate implementation of the Families First Coronavirus Response Act (FFCRA).

The Office of Personnel Services has created a template request form for FFCRA leave that agencies can use or modify, as necessary. The form can be found at the following link: https://www.admin.ks.gov/docs/default-source/ops/documents/da-334-ffcra-leave-request-form.pdf?sfvrsn=99bc85c7_2 (Form Updated 4/17/2020)

Instructions for Agency entry of three new time reporting codes and the purpose for each of the codes is below.

Time Reporting Code Description **ADC Leave-Emergency Self**

Purpose: An employee who is unable to work (including telework) because of coronavirus quarantine or self-quarantine or has coronavirus symptoms and is seeking a medical diagnosis, is entitled to paid sick leave for up to ten days (**up to 80 hours**) at the employee's regular rate of pay.

- Employee records ADC hours based on the normal number of hours they work per day on the timesheet (no more than 80 hours per biweekly pay period).
- The hours should be recorded before Tuesday at 5:30 pm following the end of the pay period. A program will run each night during pay calc week (Tuesday through Friday) to calculate the employee's regular earnings based on the guidance provided by the IRS.
- **NOTE:** Recording ADC does not reduce the employee's sick leave balance. Hours associated with ADC are tracked separately from the employee's sick leave balance.
- Agencies will be required to track the number of hours being used by their employees to ensure the employee does not exceed the eligible hours.
- Agencies may use the Time and Labor WorkCenter "Payable Time by EE by Year" query to track usage of the new Time Reporting codes. (Reference: https://admin.ks.gov/docs/default-source/ops/fluid92/fluid_tl_workcenter.pdf).
- Hours reported using this code will count towards leave accrual.
- After ADC is approved on Payable Time, the Payable Time Status / Reason Code will display as "No Pay" and "Not Sent to Payroll." This is expected as custom code will figure a special calculation of OASDI.
- Once Payroll is confirmed the Payable Time Status / Reason code will display as "Closed" and "Not Distributed." This is expected.

Time Reporting Code Description **CVF Leave-Emergency Family**

Purpose: An employee who is unable to work due to caring for someone with coronavirus is entitled to paid sick leave for **up to two weeks (up to 80 hours)** at **two-thirds** the employee's regular rate of pay.

- Employee records CVF hours based on the normal number of hours they work per day on the timesheet (no more than 80 hours per biweekly pay period).
- The hours should be recorded before Tuesday at 5:30 pm following the end of the pay period. A program will run each night during pay calc week (Tuesday through Friday).

- Program will calculate the 2/3 and 1/3 split and load directly to paycheck data. The program is calculating the Regular Rate based on the guidance provided on the DOL website
- Currently the 1/3 will be paid by the State of Kansas using a new administrative leave earnings code (**ADF: Leave-Emergency Admin**) effective for pay period ending on 4/18/2020 until further notice. NOTE: The ADF code is not visible in Time and Labor; it is only seen in Payroll tables.
- **NOTE:** Recording CVF does not reduce the employee's sick leave balance. Hours associated with CVF are tracked separately from the employee's sick leave balance.
- Agencies will be required to track the number of hours being used by their employees to ensure the employee does not exceed the eligible hours.
- Agencies may use the Time and Labor WorkCenter "Payable Time by EE by Year" query to track usage of the new Time Reporting codes. (Reference: https://admin.ks.gov/docs/default-source/ops/fluid92/fluid_tl_workcenter.pdf).
- Hours reported using this code will count towards leave accrual.
- After CVF is approved on Payable Time, the Payable Time Status / Reason Code will display as "No Pay" and "Not Sent to Payroll." This is expected as custom code will figure the 2/3 and 1/3 split between the CVF and ADF hours.
- Once Payroll is confirmed the Payable Time Status / Reason code will display as "Closed" and "Not Distributed.": This is expected.

Time Reporting Code	Description
CVC	Leave-Emergency Childcare

Purpose: An employee who is unable to work due to caring for a child because the child's school or place of care is closed, or the paid child care provider is unavailable due to the coronavirus, is entitled to paid sick leave for up to two weeks (**up to 80 hours**) at two-thirds the employee's regular rate of pay and; and such employees who have been employed for 30 days or more are entitled to paid family and medical leave equal to two-thirds of the employee's regular pay for **up to ten additional weeks**.

- Employee records **CVC hours based on** the normal number of hours they work per day on the timesheet (**no more than 80 hours in a bi-weekly period**) unless leave used is due to the extended qualifying family leave credit, which allows up to an additional 10 weeks.
- The hours should be recorded before Tuesday at 5:30 pm following the end of the pay period. A program will run each night during pay calc week (Tuesday through Friday).
- Program will calculate the 2/3 and 1/3 split and load directly to paycheck data.
- Currently the 1/3 will be paid by the State of Kansas using a new administrative leave earnings code (**ADF: Leave-Emergency Admin**) effective for the pay period ending on 4/18/2020 until further notice).
- NOTE: The ADF code is not visible in Time and Labor; It is only seen in Payroll tables.
- **NOTE:** Recording CVC does not reduce the employee's sick leave balance. Hours associated with CVC are tracked separately from the employee's sick leave balance.
- Agencies will be required to track the number of hours being used by their employees to ensure the employee does not exceed the eligible hours.
- Agencies may use the Time and Labor WorkCenter "Payable Time by EE by Year" query to track usage of the new Time Reporting codes. (Reference: https://admin.ks.gov/docs/default-source/ops/fluid92/fluid_tl_workcenter.pdf).
- Hours reported using this code will count towards leave accrual.
- After CVC is approved on Payable Time, the Payable Time Status / Reason Code will display as "No Pay" and "Not Sent to Payroll." This is expected as custom code will figure the 2/3 and 1/3 split between the CVC and ADF hours.
- Once Payroll is confirmed the Payable Time Status / Reason code will display as "Closed" and "Not Distributed.": This is expected.

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