Timekeeping during COVID-19

As you may be aware, the Families First Coronavirus Response Act ("FFCRA") created new categories of available paid leave for employees meeting certain criteria. When employees utilize COVID-19 related emergency paid sick leave and expanded family medical leave due to school or child care closure, timekeepers will record that time per the following:

**Employee can work, but supervisor has no work to assign**

When an employee is able to work, but the supervisor does not have work for the employee to complete, the employee should be paid using code ABS in the employee’s timecard. The first instance of ABS in each workweek should have the comment “COVID-19” input into the timecard to denote why ABS is being given.

If an hourly employee can work for a partial day, the employee should clock in for the time work is being completed and then ABS should be entered for time the employee had no work to complete but was available to work.

**Employee cannot work, but is eligible for paid leave under the Family First Coronavirus Response Act (FFCRA)**

*Emergency Paid Sick Leave – (reference the COVID-19 FAQ’s to see if eligible)*

The absences related to Emergency Paid Sick Leave on or after 4/1/2020 should be entered as SCK on the employee’s timecard, just as any other sick absence would be entered. The employee should also still submit these absence requests through the TOFW process, if able. In addition to entering the SCK in the employee’s timecard (CAT2 in SAP), the timekeeper would also need to track that those SCK hours are related to Emergency Paid Sick Leave. The “Data Entry Profile” in CAT2 would need to be changed to ‘UC_FMLA’ in order to point those SCK hours. Today, the ‘UC_FMLA’ timecard allows timekeepers to track SCK hours tied to FMLA, Workers Comp, etc. For COVID-19, the wage type code to track the Emergency Paid Sick Leave usage is “9EPS”; which stands for COVID19 Emrgnc Paid Leave. This “FMLA” timecard is just for tracking purposes and the 9EPS code does not pay an employee; the SCK hours entered will pay the employee.
The department would need to communicate when an employee is eligible to receive Emergency Paid Sick Leave to Central HR (hris@uc.edu or HR Leave email) so that Central HR could manually increase the employee’s sick quota balance by up to 80 hours to account for the COVID-19 absences without affecting the employee’s personal accrual. No employee should be given more than 80 hours of Emergency Paid Sick Leave (SCK-9EPS). If the employee must be absent for more than 80 hours, personal sick and/or vacation time must be utilized until the University decides otherwise. Any absence hours over 80 should not be tracked using code “9EPS”.

The University has a policy in place that if an employee uses any kind of sick time (Bereavement, Personal, Emergency Paid, etc.) in excess of 160 hours in a fiscal year (7/1 – 6/30), that sick time would be charged to a central account and not to the department. That 160 hour count restarts 7/1 of each fiscal year. The first 160 hours of any sick usage in a fiscal year by an employee will still be charged to the department.

**Expanded Family Medical Leave for child’s school/daycare closure**

The University will provide up to an additional 10 weeks of paid leave for employees who cannot work due to their child’s school or daycare being closed. This additional leave should be coded as SCK, but with wage type code “9FML” in the ‘UC_FMLA’ timecard just as any other FMLA absence would be. The additional 10 weeks should not be coded as Emergency Paid Sick Leave (SCK-9EPS); only the first 80 hours/2 weeks should. Central HR would need to be notified to manually increase the employee’s sick balance to account for this additional paid time off.