

UCPath TRS DTA Quick Reference Guide: *The Families First Coronavirus Response Act (FFCRA or Act)*

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. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act ensures that employees of covered employers are eligible for:

- **Two weeks** (up to 80 hours) of **Expanded paid sick leave (EPSL)** at the employee's regular rate of pay where the employee is unable to work for any of the following reasons:
 1. An employee who is unable to work or telework because they are subject to a federal, state, or local **quarantine or isolation order** related to COVID-19
 2. An employee who is unable to work or telework because they have been advised by a health care provider to **self-quarantine** due to concerns related to COVID-19
 3. An employee who is unable to work or telework because they are **experiencing symptoms** of COVID-19 and are seeking a medical diagnosis
 4. An employee who is unable to work or telework because they are **caring for an individual** who is either subject to a federal, state, or local quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19
 5. An employee who is unable to work or telework because they are **caring for their child whose school or place of care has closed** (or whose child care provider is unavailable) due to COVID-19 precautions
 6. Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
- Up to 12 weeks (2 weeks unpaid and 10 weeks paid) **Expanded Family Medical Leave (EFML)** at the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19 (reason 5 above). Employees can take other forms of paid leave for the 2 weeks unpaid including but not limited to EPSL or their own accruals.

Eligible Employees

All University-paid employees are eligible for two weeks of paid sick time (EPSL) for any of the specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to 12 weeks leave (2 weeks unpaid, and 10 weeks paid) to care for a child under reason 5 circumstances related to COVID-19.

The University may elect to exclude employees who are health care providers or emergency responders from both types of leave.

TRS Earn Codes to support FFCRA

TRS Display Name	Earn Code	Duration of Leave:	Pay Calculations
Paid Leave (COVID19)	RGC / RVN	University of California COVID-19 Administrative Paid Leave (Up to 128 Hours)	
Cont. Pay (Continuation Pay)	RPC / RPN	University of California Continuation of Pay Through June 30, 2020	
Families First Coronavirus Response Act (FFCRA)			
Reasons 1, 2 and 3			
Emerg EE (Emerg Sick Leave Emp)	Salaried: EPSL Hourly: ESNL	For the Emergency Family & Medical Leave {Emergency Paid Sick Leave-EE and Emergency Paid Sick Leave-Family}:	Employees are entitled to pay at their regular rate or the applicable minimum wage, whichever is higher.
Reasons 4 and 6		A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.	
Emerg FM (Emerg Sick Family)	Salaried: ESF Hourly: EFN		
Reason 5			
Exp FML (Expanded FML)	Salaried: EFL Hourly: EFM	For the Expanded Family Medical Leave {EFML}: A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week.	

* EPSL and EFML may run concurrently during the first two weeks of EFML.

Note: The process is still being determined for employees with a variable schedule.

Step 1- The HR transaction needs to be entered and approved in UCPath to put the employee on an approved HR leave
 Step 2- The TRS DTA can revert the past time sheet and do the DTA adjustment. To learn how to use the DTA adjustment feature reference this Quick Guide: DTA Adjustment Quick Guide

FFCRA EARN CODE OPTIONS AVAILABLE IN THE TRS TIMESHEET CALENDAR:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
					Add...	Add...
3	4	5	6	7	8	
Add...	Add...	Add...	Add...	Add...	Add...	
10	11	12	13	14	15	
Add...	Add...	Add...	Add...	Add...	Add...	
17	18	19	20	21	22	23
Add...	Add...	Add...	Add...	Add...	Add...	Add...
24	25	26	27	28	29	30
Add...	Add...	Add...	Add...	Add...	Add...	Add...
	Memorial Day Holiday					
31	1	2	3	4	5	6
Add...						

Repeated Hours
Vacation
Sick
Jury
Military
LWOP
Admin
ERIT
FMLA Vac
FMLA Sck (sick)
FMLA NP (no pay)
Paid Leave (COVID19)
Emerg EE (Emerg Sick Leave Emp)
Emerg FM (Emerg Sick Family)
Exp FML (Expanded FML)
Cont. Pay (Continuation Pay)

FFCRA Options →

***Notes:**

- 1) If previously reported hours for a prior period need to be adjusted due to the new EPSLA program, employees must work with supervisor and Department Time Administrator/Service Channel in order to retrieve the original timesheet submitted and revise any hours as necessary.
- 2) Like the Emergency COVID earn codes (RGC and RVN), the new FFCRA codes will not have leave banks associated with them. Tracking will have to occur via reporting. However, the FFCRA FML earn codes will have an FML hours tracking similar to the normal FML tracking mechanism housed in UCPath based on passing the new FMLA flag value (F) for earn codes: EFL and EMN.