

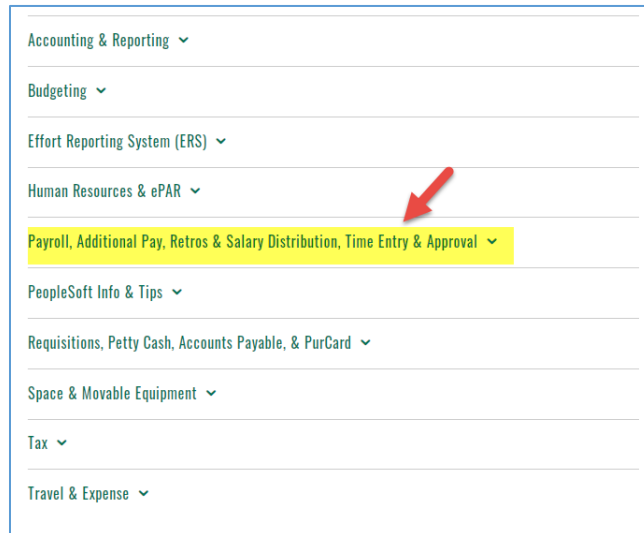


Families First Coronavirus Response Act (FFCRA) Leave Process

Updated April 3, 2020

Using Emergency Paid Sick Leave or Public Health Emergency Leave

1. Supervisor completes the Families First Coronavirus Response Act (FFCRA) Leave Form. They may need to work with their department's [Human Resources Representative](#) and [Labor & Employee Relations Professional](#).
2. Supervisor emails the completed leave form to payroll@uvm.edu and cc's their department [Human Resources Representative](#) and [Labor & Employee Relations Professional](#).
3. Supervisor directs the employee to use the appropriate COVID related time reporter code to document their time in PeopleSoft or Kronos. ALL employees must report COVID related leave time. Description of the COVID related time reporting codes that are available are listed below. **For more information on how to enter time in PeopleSoft or Kronos see the [Finance User Guide-Webpage](#) under the Payroll Additional Pay, Retros & Salary Distribution, Time Entry & Approval header.**



Employees should **not** enter these time reporting code until the approved COVID Leave Form has been submitted to payroll@uvm.edu.

Emergency Paid Sick Leave: EPSL COVID Time Reporting Codes

- This time reporting code should be used for employees eligible for the “up to 80 hours of sick time” as outlined by the Families First COVID Response Act.
- For **PeopleSoft** time reporting: 373- EPSL COVID Pay or for temps use 056 - TEMP EPSL COVID
- For **Kronos** time reporting: EPSL COVID

Public Health Emergency Leave: PHEL COVID Time Reporting Codes

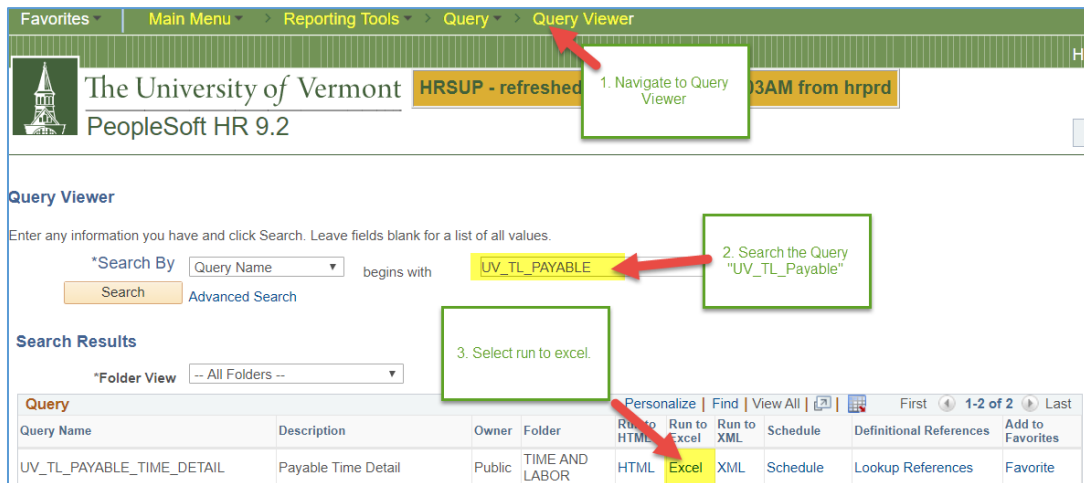
- This time will be paid at 67% of the employee’s regular rate (base + shift + other scheduled applicable earnings), *after* the first ten days, which may be taken unpaid or using other available exception time or EPSL, if available.
- For **PeopleSoft** time reporting: 374 - PHEL COVID Pay or for temps use 057 - TEMP PHEL COVID
- For **Kronos** time reporting: PHEL COVID

Calculating Average Hours: Non-Exempt Temporary Employees

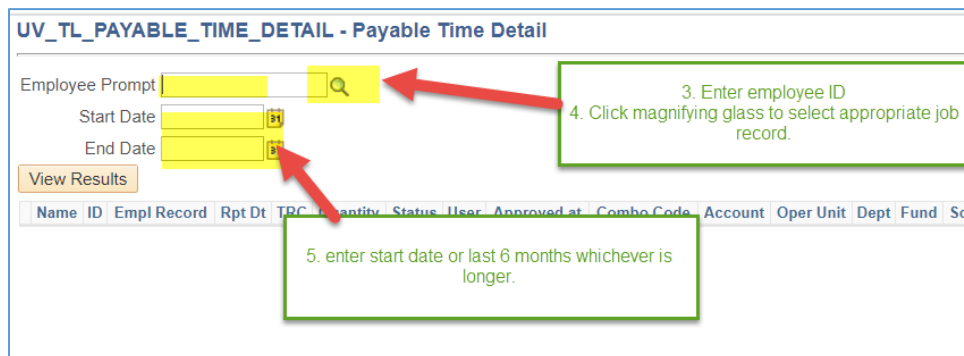
For variable hour non-exempt temporary employees including student employees (excludes workstudy students), temporary hourly employees and temporary service and maintenance employees, complete the process below to determine average hours.

The number of hours a variable hour temporary employee should enter is an average worked by the employee each week. It should be calculated using the hours worked over the last 6 months.

1. Navigate to query view in PeopleSoft. Main Menu, Reporting Tools, Query, Query View
2. Search the UV_TL_Payable
3. Select excel on the UV_TL_Payable_Time_Detail query



4. Enter the employee ID.
5. Click the Magnifying glass icon and select the record the employee entered time on. If the magnifying glass icon is not selected no records will be returned. If the employee has multiple applicable non-exempt positions a query will need to be pulled for each record and combine hours.
6. Enter the date range back to the employees hire date OR back 6 months. Whichever is longer.



7. Total column F – quantity to determine total hours entered. Again, if the employee has multiple records, all employment record time should be included.
8. Total the number of weeks worked or use 26 weeks for 6 months.
9. Divide the total hours worked by the number of weeks.

10. Provide the average hours to the employee and supervisor for the purpose of entering the correct COVID related time reporter.

Calculating Average hours: Exempt Variable Hour Temporary Employees

1. Pull all additional pay forms from the last six months.
 - a. Navigate to Main Menu, Manager Self-Service, UVM Online Forms, UVM Additional Pay Requests, Additional Pay Inquiry/Approval
 - b. Employee's Empl ID
 - c. Enter work start date thru today's date to encompass the last 6 months.
 - d. Enter Status = approved
2. Review and average hours paid on each additional pay to determine the average hours per week for the employee.

Calculating Regular Rate: Exempt Variable Hour Temporary Employees

1. Pull all additional pay forms from the last six months.
 - a. Navigate to Main Menu, Manager Self-Service, UVM Online Forms, UVM Additional Pay Requests, Additional Pay Inquiry/Approval
 - b. Employee's Empl ID
 - c. Enter work start date thru today's date to encompass the last 6 months.
 - d. Enter Status = approved
2. Review and average rate paid on each additional pay to determine the average regular pay rate per week or per hour for the employee.

For questions about this process please see the [COVID-19 FAQs](#), or contact Labor and Employee Relations at uvmler@uvm.edu or call Human Resource Services at 656-3150.