



Families First Coronavirus Response Act
Guide for Payroll Processors and Payroll Authorizers
April 1, 2020

On February 11, 2020, the World Health Organization announced the official name of a new disease, COVID-19, which had not previously been seen in humans. 'CO' stands for 'corona,' 'VI' stands for 'virus,' 'D' for 'disease,' and 19 is because the outbreak was first identified in 2019.

Orange County mandated an emergency "stay at home" order which took effect on March 26 at 11:00 p.m. To comply with that order and take strategic action to depopulate the campus, an announcement was made that as of March 27, only those employees who were identified as essential; whose job functions required them to report to campus; and whose supervisors had approved them continuing to work on campus should be at UCF.

Starting March 27 and through April 9, UCF communicated that it would provide paid administrative leave to employees who do not qualify for the Families First Coronavirus Response Act (FFCRA) and were unable to work on campus and unable to work remotely. This leave applies to faculty, administrative and USPS employees. Administrative leave does not apply to OPS employees or Federal Work Study students.

Beginning April 1 and through December 31, 2020, the Families First Coronavirus Response Act (FFCRA) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. The FFCRA is a federal mandate signed into law on March 18, 2020. The U.S. Department of Labor continues to offer guidance on how to implement this law, and UCF Human Resources will provide updates accordingly.

Under the Families First Coronavirus Response Act, an employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

So.... what does all of this mean???

ADMINISTRATIVE LEAVE

Question: Who is eligible for Administrative Leave?

Faculty, A&P and USPS employees who do not qualify for the Families First Coronavirus Response Act, and are unable to work on campus and unable to work remotely are eligible for Administrative Leave, to be paid at the employee's hourly rate of pay from March 27 to April 9, 2020.

Question: What will be reported by the employee to document the Administrative Leave?

The employee will complete and sign a Leave and Pay Exception Report to document the Administrative Leave. Supervisors will sign the document and submit it to their departmental payroll processor. A reason for the leave usage is expected to be documented. The department may request reasonable documentation to support the request for leave.

Example:

University of Central Florida
Leave and Pay Exception Report (LAPER)

Print date: 03/31/2020

Knight, Bee A. ID: 0000001 Rcd#: 0 Job Code: HR0913 Week Grp: APF Group: 0001

		Prior Pay Period - Begin: 03/06/2020 End: 03/19/2020						
Old Leave Balances:	Sick:	16.00	Annual:	40.69	Emergency:	0.00	Sick Leave:	0.00
Used:		8.00		16.00	Paid Sick:	0.00	Pool:	0.00
Adjusted:		0.00		0.00	Leave:	0.00		0.00
Earned:		4.00		6.77		0.00		0.00
New Leave Balances:		12.00		31.46		0.00		0.00

_Current Pay Period - Begin: 03/20/2020 End: 04/02/2020

	Sched Hours	*Actual Hrs
Week 1 Total	40.00	40
Week 2 Total	40.00	0

Enter Biweekly On-call Amount:
 \$ _____

* Represents hours worked + holidays + personal holiday + administrative leave

Leave Type	Show Leave Used for Week 1 Below								Show Leave Used for Week 2 Below								
	Fri 03/20	Sat 03/21	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Wk 1 Total	Fri 03/27	Sat 03/28	Sun 03/29	Mon 03/30	Tue 03/31	Wed 04/01	Thu 04/02	Wk 2 Total	
ADM									8				8	8	8	8	40

Question: When are Faculty, A&P and USPS eligible for Administrative Leave?

Faculty, A&P and USPS employees are eligible from March 27 through April 9th.

Question: Where are the Administrative Leave hours reported in the system?

After the supervisor submits the Leave and Pay Exception Reports, departmental payroll processors will input the hours and the Time Reporting Code 'ADM' in the PeopleSoft Timesheet Page. The departmental payroll authorizer will approve the hours in the PeopleSoft Timesheet Page.

For Kronos users, Administrative Leave hours should be documented in Kronos and uploaded into the PeopleSoft Time Page as well. Sample below:

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	12.00	0	9999	
Leave	Annual	31.45	0	9999	
Leave	Emergency Paid Sick Leave	86.00	0	80	
Leave	Sick Leave Pool	0.00	0	9999	

Question: How will OPS employees who are unable to work on campus, or remotely, be reported and paid?

OPS employees are ineligible for Administrative Leave.

However, undergraduate students who are being paid through Federal Work Study (FWS) funds should be compensated by the department via the specific instructions that were sent, in an email on March 19, to departmental payroll processors and departmental payroll authorizers. If you need this information, please contact payroll@ucf.edu for a copy of the email.

EMERGENCY PAID SICK LEAVE

Question: Who is eligible for Emergency Paid Sick Leave?

Full-time and part-time employees are immediately eligible to use Emergency Paid Sick Leave, with the exception of federal work study students, if they are unable to work on campus or remotely because of one of the qualifying reasons. A reason for the leave usage is expected to be documented. The department may request reasonable documentation to support the request for leave.

In order to ascertain who exactly in your department is eligible, Payroll Processors are able to run the **Departmental Leave Report** (HR Report > Payroll > Departmental Leave Report) in PeopleSoft to see who has been enrolled in the new Emergency Paid Sick Leave Plan. Below is a highlighted example:

University of Central Florida										
Department of Human Resources										
Departmental Leave Report										
For Pay Period Ending: 04/02/2020										
Group: 0001 - Department A										
Report ID:	CFPAY490	Page No.:	1 <th>Run Date:</th> <td>03/30/2020 <th>Run Time:</th> <td>16:53:48 <th colspan="3"></th> </td></td>	Run Date:	03/30/2020 <th>Run Time:</th> <td>16:53:48 <th colspan="3"></th> </td>	Run Time:	16:53:48 <th colspan="3"></th>			
Name	EmpID	Red#	Type	Old Balance	Hours Adjusted	Hours Used	Hours Earned	New Balance	Balance In Days	
Knight, Bee A.	0000001	0	A&P Sick:	687.05	0.00	0.00	0.00	687.05	85.88	
			Annual:	265.02	0.00	0.00	0.00	265.02	33.13	
			Emergency Paid Sick Leave:	80.00	0.00	0.00	0.00	80.00	10.00	
			Sick Leave Pool:	0.00	0.00	0.00	0.00	0.00	0.00	

Another way to verify the enrollment and number of hours, open the PeopleSoft **Timesheet Page** (Manager Self Service > Time Management > Report Time > Timesheet) for the employee you are reviewing and click on the Leave/Compensatory Time tab. Below is a highlighted example:

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Sick	4.08	0	9999	
Leave	Annual	22.07	0	9999	
Leave	Emergency Paid Sick Leave	80.00	0	80	
Leave	Sick Leave Pool	0.00	0	9999	

A special payroll was processed as PPE 03/30/2020 for the sole purpose of granting Emergency Paid Sick Leave hours into the new plan for employees. For your employees to verify their own enrollment into the new plan and number of hours, they can view their Paycheck (Self Service > Payroll and Compensation > View Paycheck) for Check Date 04/02/2020.

HOURS AND EARNINGS			
Description	Rate	Current Hours	Earnings
Emergency Sick Leave - Adj Inc	12.500000	32.00	400.00
Regular			0.00

Question: What are the qualifying reasons for Emergency Paid Sick Leave?

The qualifying reasons are:

1. To comply with a federal, state, or local quarantine or isolation order related to COVID-19;
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. To care for an individual who is subject to an order as described in (1) above or has been advised as described in (2) above;
5. To care for the employee’s son or daughter if a school or place of care is closed, or the childcare provider is unavailable, due to COVID-19 precautions; or
6. The employee is experiencing any other substantially similar condition as specified by the designated Federal agencies.
 - a. Note: We expect guidance to be issued by the Secretary for Health and Human Services regarding what may qualify as a “substantially similar condition.” So far, no such guidance has been issued.

**Please note, reason 1. listed above does not apply generally in Orange County at the present time because the county is currently under a “Stay At Home” order. This is not considered quarantine or isolation.*

Question: When can employees begin using Emergency Paid Sick Leave Hours and how many hours are available?

Beginning April 1, eligible employees will be able to begin using Emergency Paid Sick Leave Hours if they meet one of the qualifying reasons. Full-time employees (1.00 FTE) were granted 80 hours. Part-time employees were granted hours at a prorated amount based on their FTE.

Question: Where are the Emergency Paid Sick Leave hours documented and reported?

Eligible employees will document the Emergency Paid Sick Leave Hours on the Leave and Pay Exception Report, as the example shows below:

Knight, Ima		ID: 0000000	Red#: 4	Job Code: ADMSUP	Work Grp: OPSH	Group: 0000										
Prior Pay Period - Begin: 03/06/2020 End: 03/19/2020																
Old Leave Balances:	Emergency	0.00														
Used:	Paid Sick	0.00														
Adjusted:	Leave:	0.00														
Earned:		0.00														
New Leave Balances:		0.00														
Current Pay Period - Begin: 03/20/2020 End: 04/02/2020																
	Sched Hours	*Actual Hrs	Enter Biweekly On-call Amount:													
Week 1 Total	16.00	0	\$													
Week 2 Total	16.00	0														
* Represents hours worked + holidays + personal holiday + administrative leave																
Show Leave Used for Week 1 Below																
Leave Type	Fri 03/20	Sat 03/21	Sun 03/22	Mon 03/23	Tue 03/24	Wed 03/25	Thu 03/26	Wk 1 Total	Fri 03/27	Sat 03/28	Sun 03/29	Mon 03/30	Tue 03/31	Wed 04/01	Thu 04/02	Wk 2 Total
ELH														8	8	16
Please indicate the type of leave being used in the column marked "Leave Type" and indicate the number of hours in the column(s) with the appropriate date.																
(ELH) Emergency Sick Leave - Hourly (FWS) FWS - FWS Paid Hrs Not Worked (JUR) Jury Duty (REG) Regular																
Leave usage should be requested and approved in advance, except in emergency situations. Provide justification below for all leave usage. A Medical or Parental Leave Request Form and Medical Certification Form are required when absent more than 10 business days for medical or parental leave.																
Explanation of Leave Used																
From Date	Time	To Date	Time	Leave Type	# Hours	Reason										
04/01	8:00	04/02	5:00	ELH	16	Caring for my child (Name - Sophia; Date of Birth - 02/15/2010; School: East Lake Elementary)										

New Time Reporting Codes:

- ELH = for hourly OPS
- ELS = for salaried

After the Leave and Pay Exception Report has been signed by the employee and submitted to the supervisor, the supervisor will sign the document and submit it to the departmental payroll processor. Departmental payroll processors will input the time as shown below, and the departmental payroll authorizer will approve the time:

Timesheet

Employee ID
Empl Record 4
Earliest Change Date 03/20/2020

Actions ▾

Select Another Timesheet

*View By Calendar Period
*Date 03/20/2020

Previous Period Next Period
Previous Employee Next Employee
Punch Timesheet

Reported Hours 0.00

From Friday 03/20/2020 to Thursday 04/02/2020

Fri 3/20	Sat 3/21	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Sun 3/29	Mon 3/30	Tue 3/31	Wed 4/1	Thu 4/2	Total Time Reporting Code
												8.00	8.00	ELH - Emergency Sick Leave - Hourly

Submit Apply Schedule

Reported Time Status Leave / Compensatory Time Exceptions

Leave and Compensatory Time Balances

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Leave	Emergency Paid Sick Leave	32.00	0	80	

Question: How will employees be compensated after the Emergency Paid Sick Leave hours have been exhausted?

The answer to this question depends on several variables. Is the employee able to work? Does the employee qualify for Emergency Family and Medical Leave (eFMLA)? Does the employee have their own accrued leave that can be used? Or does the employee qualify for none of this and need to go out on Leave Without Pay? It is recommended that you contact the HR Leave Administration section to review the options.

For more information, please visit: <https://hr.ucf.edu/families-first-coronavirus-response-act/>.

For questions related to any information in this document, please reach out to your Payroll Services [Human Resources Point of Contact](#), email us at payroll@ucf.edu or call (407) 823-2771.