



Families First Coronavirus Response Act TLM Configuration Guide

For Full Time Employees

For Companies with TLM Only or TLM + Accruals



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Overview of Families First Coronavirus Response Act

Paid Sick Time

Requires employers with fewer than 500 employees and government employers to provide employees two weeks of paid sick leave, paid at the employee's regular rate, to quarantine or seek a diagnosis or preventive care for coronavirus; or paid at two-thirds the employee's regular rate to care for a family member for such purposes or to care for a child whose school has closed, or child care provider is unavailable, due to the coronavirus.

- Full-time employees are entitled to 2 weeks (80 hours) of paid sick leave.
- Part-time employees are entitled to the typical number of hours that they work in a typical two-week period.
- The Act, and the requirements under the Act, expire on December 31, 2020.

Extended Paid Leave

Employees of employers with fewer than 500 employees and government employers, who have been on the job for at least 30 days, have the right take up to 12 weeks of job-protected leave under the Family and Medical Leave Act to be used for any of the following reasons:

- To adhere to a requirement or recommendation to quarantine due to exposure to or symptoms of coronavirus
- To care for an at-risk family member who is adhering to a requirement or recommendation to quarantine due to exposure to or symptoms of coronavirus
- To care for a child of an employee if the child's school or place of care has been closed, or the child-care provider is unavailable, due to a coronavirus
- After the two weeks of paid leave, employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay.
- The Act, and the requirements under the Act, expire on December 31, 2020.

IMPORTANT NOTE!

This overview is a summary only to facilitate the configuration guide and instructions provided. It should not be viewed as definitive or legal guidance on employers' obligations.

TLM Configuration – Full Time Employees

The new legislation provides a 10-day mandate for full-time employees to receive full pay or two-thirds their regular rate of pay, depending on the reason for taking time off. It also provides a 12-week expansion of FMLA where employers pay full-time employees 2/3 their rate of pay. This is in effect until December 31, 2020 when the requirements will reset, pending another governmental announcement of emergency requirement, for the subsequent year.

Pre-Requisites

The configuration shown requires the following to be enabled in your company:

- TLM module enabled
- Rates functionality enabled and in use (if not using rates in our application, manual calculations may be required)

Step 1: Counters (PC2) & Pay Categories (PC1)

This allows the proper Counter/Pay Category to be used to track the time taken in the timesheet and also flow to payroll properly. This also allows the proper rate multiplier to be defined for each type of Leave. Full Rate of Pay (1.0) or 2/3 rate of pay (0.67). We recommend something similar to the following:

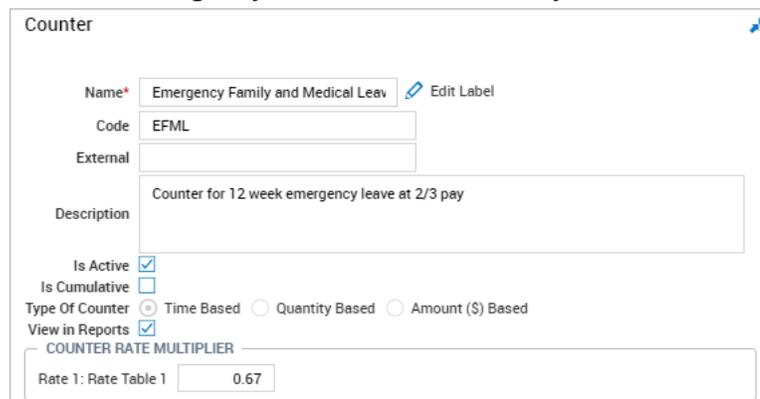
- Emergency Family and Medical Leave
- Emergency Paid Sick Leave at Full Employee Regular Rate
- Emergency Paid Sick Leave Two-Thirds Regular Rate

Counters – Pay Calculations 2.0

Company Settings > Time & Labor Setup > TLM List Definitions > Counters

If using rates, counters can be set with a rate multiplier to pay hours at 2/3 pay rate and full pay rate.

12 Week Emergency Leave – 2/3 Rate of Pay Counter



Counter

Name* [Edit Label](#)

Code

External

Description

Is Active

Is Cumulative

Type Of Counter Time Based Quantity Based Amount (\$) Based

View in Reports

COUNTER RATE MULTIPLIER

Rate 1: Rate Table 1

10 Day Emergency Paid Medical Leave – Full Rate of Pay Counter

Counter

Name* [Edit Label](#)

Code

External

Description

Is Active

Is Cumulative

Type Of Counter Time Based Quantity Based Amount (\$) Based

View in Reports

COUNTER RATE MULTIPLIER

Rate 1: Rate Table 1

10 Day Emergency Paid Medical Leave – 2/3 Rate of Pay Counter

Counter

Name* [Edit Label](#)

Code

External

Description

Is Active

Is Cumulative

Type Of Counter Time Based Quantity Based Amount (\$) Based

View in Reports

COUNTER RATE MULTIPLIER

Rate 1: Rate Table 1

Summary of Counters Page

← Counters

Rows On Page 3 Rows [Refresh Data](#)

Click here to expand grouped columns

| <input type="checkbox"/> All | <input type="checkbox"/> Page | Name | Time Based | Rate Table 1 Multiplier | Code |
|------------------------------|-------------------------------|--|----------------------------------|-------------------------------------|--|
| | | <input type="text" value="starts with"/> <input type="text" value="emerg"/> | <input type="text" value="All"/> | <input "="" type="text" value="="/> | <input type="text" value="starts with"/> |
| Type: Time Based UNGROUP | | | | | |
| <input type="checkbox"/> | ✕ | Emergency Family and Medical Leave | Yes | 0.6700 | EFML |
| <input type="checkbox"/> | ✕ | Emergency Paid Sick Leave Full Pay | Yes | 1.0000 | EPSL_Full Pay |
| <input type="checkbox"/> | ✕ | Emergency Paid Sick Leave Two-Thirds Pay | Yes | 0.6700 | EPSL_Two Thirds Pay |

Pay Categories – Pay Calculations 1.0

Company Settings > Time & Labor Setup > TLM List Definitions > Pay Categories

If using rates, pay categories can be set with a rate multiplier to pay hours at 2/3 pay rate and full pay rate.

12 Week Emergency Leave – 2/3 Rate Pay Category

| | |
|---|---|
| Name* | Emergency Family and Medi |
| Abbreviation | EFML |
| Description | Pay Category for 12 Week Leave at 2/3 pay |
| Code | EFML |
| Type | |
| Sort Order Index | 0 |
| Visible | <input checked="" type="checkbox"/> |
| TIME ENTRY RATE MULTIPLIER | |
| Rate 1: Rate Table 1 | 0.67 |
| USED AS: | |
| Time Category (Example: Regular, Double Time) | <input checked="" type="checkbox"/> |
| Extra Pay Category (Example: Bonus) | <input type="checkbox"/> |

10 Day Emergency Paid Medical Leave – Full Rate Pay Category

| | |
|---|---|
| Name* | Emergency Paid Sick Leave |
| Abbreviation | EPSL1.0 |
| Description | Pay Category for 10 day paid sick leave at full pay |
| Code | EPSL1.0 |
| Type | |
| Sort Order Index | 0 |
| Visible | <input checked="" type="checkbox"/> |
| TIME ENTRY RATE MULTIPLIER | |
| Rate 1: Rate Table 1 | 1.0 |
| USED AS: | |
| Time Category (Example: Regular, Double Time) | <input checked="" type="checkbox"/> |
| Extra Pay Category (Example: Bonus) | <input type="checkbox"/> |

10 Day Emergency Paid Medical Leave – 2/3 Rate Pay Category

| | |
|---|--|
| Name* | Emergency Paid Sick Leave |
| Abbreviation | EPSL.67 |
| Description | Pay Category for 10 day paid sick leave at 2/3 pay |
| Code | EPSL.67 |
| Type | |
| Sort Order Index | 0 |
| Visible | <input checked="" type="checkbox"/> |
| TIME ENTRY RATE MULTIPLIER | |
| Rate 1: Rate Table 1 | 67 |
| USED AS: | |
| Time Category (Example: Regular, Double Time) | <input checked="" type="checkbox"/> |
| Extra Pay Category (Example: Bonus) | <input type="checkbox"/> |

Summary of Pay Categories Page

← Company Pay Categories

Rows On Page 3 Rows [Refresh Data](#)

| | Name | Used As Time Category | Rate Table 1 Multiplier | Description | Code |
|-------------------|------------------------------------|-----------------------|-------------------------|---|-------------|
| | starts with emerg | All | = | = | starts with |
| ✕ | Emergency Family and Medical Leave | Y | 0.6700 | Pay Category for 12 Week Leave at 2/3 pay | EFML |
| ✕ | Emergency Paid Sick Leave .67 | Y | 67.0000 | Pay Category for 10 day paid sick leave at 2/3 pay | EPSL.67 |
| ✕ | Emergency Paid Sick Leave 1.0 | Y | 1.0000 | Pay Category for 10 day paid sick leave at full pay | EPSL1.0 |

Step 2: Time Offs

Company Settings > Global Setup > Time Offs

This allows the time off categories to be requested and time off time to be tracked properly in the timesheet and against accrual balances. We recommend something similar to the following:

- **Emergency Paid Sick Leave** – (parent time off) paid time off for 10 days at full pay or two-thirds rate of pay, including child time offs to further define the type and pay.
 - EPSL Regular Rate (time off to be selected when employees should be paid at regular rate of pay)
 - EPSL Two-Thirds Regular Rate (time off to be selected when employees should be paid two-thirds regular rate of pay)
- **Emergency Family and Medical Leave** – 12 weeks job protection and 2/3 rate of pay for employees

Parent Time Off – Emergency Paid Sick Leave

Set the *Default Hours In a Day*, ensure *Visible* is checked. If using counters, add the *Default Counter*.

Time Off Selector VIEW AS LIST

Show Hidden

Time Off (TO)

- Bereavement
- Comp Time
- Emergency Family and Medical Leave
- Emergency Paid Sick Leave
 - EP SL Regular Rate
 - EP SL Two-Thirds Regular Rate
- Holiday
- Jury Duty
- Leave of Absence (LOA)
- Paid Time Off (PTO)
- Sick
- Unpaid Time Off (UTO)
- Vacation

Time Off Properties

Main

Path **Emergency Paid Sick Leave**

Name* [Edit Label](#)

Abbreviation

Description

External Id

Payroll Code

Default Counter

Visible

SETTINGS

Allow Time Allocation Towards This Time Off

Time Off Can Be Requested By Employee

Include Time Off in Scheduled Hours

Default Hours In a Day

Populate Scheduled Days Off

Time Off Priority

Child Time Off – Emergency Paid Sick Leave at Regular Rate

Set up a time off to track the time that should be paid at employees full rate of regular pay. Set the *Default Hours In a Day*, ensure *Visible* is checked, check *Allow Time Allocation Toward This Time Off*. If using counters, add the *Default Counter*. If employees are allowed to request time using this time off category, check *Time Off Can Be Requested By Employee*.

The screenshot shows the 'Time Off Properties' configuration page. On the left is the 'Time Off Selector' with a 'VIEW AS LIST' button. The selector is expanded to show 'Emergency Paid Sick Leave' > 'EPSL Regular Rate'. The main configuration area includes:

- Main**
 - Path: Emergency Paid Sick Leave > EPSL Regular Rate
 - Name: EPSL Regular Rate (with an 'Edit Label' link)
 - Abbreviation: (empty field)
 - Leave Reasons: (empty field)
 - Description:
 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
 - External Id: (empty field)
 - Payroll Code: (empty field)
 - Default Counter: Emergency Paid Sick Leave (dropdown)
 - Visible:
- SETTINGS**
 - Allow Time Allocation Towards This Time Off:
 - Time Off Can Be Requested By Employee:
 - Include Time Off in Scheduled Hours:
 - Default Hours In a Day: 8.00 (input field)
 - Populate Scheduled Days Off:
 - Time Off Priority: 50 (dropdown)

Child Time Off – Emergency Paid Sick Leave at Two-Thirds Regular Rate

Set up a time off to track the time that should be paid at 2/3 rate of regular pay for employees. Set the *Default Hours In a Day*, ensure *Visible* is checked, check *Allow Time Allocation Toward This Time Off*. If using counters, add the *Default Counter*. If employees are allowed to request time using this time off category, check *Time Off Can Be Requested By Employee*.

The screenshot shows the 'Time Off Properties' configuration page. On the left is the 'Time Off Selector' with a 'VIEW AS LIST' button. The selector is expanded to show 'Emergency Paid Sick Leave' > 'EPSL Two-Thirds Regular Rate'. The main configuration area includes:

- Main**
 - Path: Emergency Paid Sick Leave > EPSL Two-Thirds Regular Rate
 - Name: EPSL Two-Thirds Regular Rate (with an 'Edit Label' link)
 - Abbreviation: (empty field)
 - Leave Reasons: (empty field)
 - Description:
 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
 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
 - External Id: (empty field)
 - Payroll Code: (empty field)
 - Default Counter: Emergency Paid Sick Leave Two-Thirds Regular Rate (dropdown)
 - Visible:
- SETTINGS**
 - Allow Time Allocation Towards This Time Off:
 - Time Off Can Be Requested By Employee:
 - Include Time Off in Scheduled Hours:
 - Default Hours In a Day: 8.00 (input field)
 - Populate Scheduled Days Off:
 - Time Off Priority: 50 (dropdown)

Emergency Family and Medical Leave Category

Set up a time off to track the 12 weeks of job protection at 2/3 rate of pay for employees.

Set the *Default Hours In a Day*, ensure *Visible* is checked, check *Allow Time Allocation Toward This Time Off*. If using counters, add the *Default Counter*.

NOTE: This time off is used to pay employees already out on a Leave case, so the *Time Off Can Be Requested By Employee* setting should be unchecked.

The screenshot shows the 'Time Off Selector' on the left with a tree view where 'Emergency Family and Medical Leave' is selected. The 'Time Off Properties' panel on the right shows the configuration for this category. The 'Name' is 'Emergency Family and Medical Leave' and the 'Description' is 'is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19'. The 'Default Counter' is set to 'Emergency Family and Medical Leave'. The 'Visible' checkbox is checked. In the 'SETTINGS' section, 'Allow Time Allocation Towards This Time Off' is checked, while 'Time Off Can Be Requested By Employee' is unchecked. 'Default Hours In a Day' is set to 8.00 and 'Time Off Priority' is 50.

Step 3: Timesheet Profiles & Time Off Request Profiles

For Timesheet Profiles: *Company Settings > Profiles/Policies > Timesheets*

For Time Off Request Profiles: *Company Settings > Profiles/Policies > Timesheets* then select *Time Off Request Profile* in the *Time Off Settings* widget.

Customized Time Off Lists in Time Off Request Profiles

If you wish to limit the types of time offs employees can request, you can set this in the Time Off Request Profile associated with their Timesheet Profile. In the *Available Time Off* section, select *Custom List* and add a list of time offs employees can use to request time off.

For any time off added to the list, ensure each time off configuration is set with the *Time Off Can Be Requested By Employee* setting checked.

The screenshot shows the 'Time Off Request Profile' configuration. In the 'AVAILABLE TIME OFF' section, the 'Custom List' radio button is selected and highlighted with a red box. A red arrow points from this box to the 'Time Off Lists' modal window. The modal shows a table of time off categories with columns for Name and # Items.

| Name | # Items |
|-------------------------------|---------|
| Counts Toward Straight Time | 9 |
| Emergency Paid Sick Leave Act | 3 |
| Sick | 1 |

Edit List: Emergency Paid Sick Leave Act ✕

| List Items | | | | Items Not In A List | |
|-----------------------------|--|----|-----------|--------------------------|------|
| | Rows On Page | 50 | 3 Rows | | |
| <input type="checkbox"/> | Name | | System Id | <input type="checkbox"/> | Name |
| | starts with | | | = | |
| <input type="checkbox"/> | Emergency Paid Sick Leave | | 39622286 | No Results Returned | |
| <input type="checkbox"/> | Emergency Paid Sick Leave/EPSL Regular Rate | | 39622532 | | |
| <input type="checkbox"/> | Emergency Paid Sick Leave/EPSL Two-Thirds Regular Rate | | 39622533 | | |
| Remove | | | | Add | |
| Change Name | | | | Done | |

Preventing Time Off Taken From Exceeding Annual Entitlement

To prevent Emergency Paid Sick Leave and Emergency Family and Medical Leave time from exceeding the amount of time that can be taken in a year, the following rules and settings are suggested.

Timesheet Profile Rule – Maximum Time Off By Type

This rule will prevent managers from manually adding too much time that can be taken in a year. Set the *On Save* rule to generate an error if time off taken exceeds 80 hours for Emergency Paid Sick Leave or 400 hours (10 weeks x 8 hour workday) for Emergency Family and Medical Leave.

We recommend adding a rule for each time off type (*EPSL Regular Rate*, *EPSL Two-Thirds Regular Rate*, and *Emergency Family and Medical Leave*).

- Set the manager levels enabled in your company (1-5, plus Payroll Admin).
- This rule has an *Applies To Employees* setting that you should enable if employees are allowed to enter their own time.

The error will generate when a manager or employee enters hours that will cause the hours taken to exceed the allowed amount in the year when saving the timesheet.

Maximum Time Off By Type X

Display Error If Time Off Exceeds 80 Hours For Current Year

Apply To All Time Off Categories
 Apply Only To Following Time Off Categories EPSL Regular Rate X

MESSAGE DISPLAY ON TIME ENTERED OVER MAXIMUM ALLOWED

The timesheet you are saving exceeds maximum hours allowed for time off.

Applies To Employees

Applies To Managers On Level:

None 1 2 3 4 5 Payroll Admin

Cancel Save

Maximum Time Off By Type X

Display Error If Time Off Exceeds 80 Hours For Current Year

Apply To All Time Off Categories
 Apply Only To Following Time Off Categories EPSL Two-Thirds Regular Rate X

MESSAGE DISPLAY ON TIME ENTERED OVER MAXIMUM ALLOWED

The timesheet you are saving exceeds maximum hours allowed for time off.

Applies To Employees

Applies To Managers On Level:

None 1 2 3 4 5 Payroll Admin

Cancel Save

Maximum Time Off By Type X

Display If Time Off Exceeds For Current

Apply To All Time Off Categories
 Apply Only To Following Time Off Categories X

MESSAGE DISPLAY ON TIME ENTERED OVER MAXIMUM ALLOWED

The timesheet you are saving exceeds maximum hours allowed for time off.

Applies To Employees

Applies To Managers On Level:

None 1 2 3 4 5 Payroll Admin

- X
 Display Error If Time Off Exceeds 80 Hours For EPSL Regular Rate In A Year

Maximum Time Off By Type, System Id: 56276352
- X
 Display Error If Time Off Exceeds 80 Hours For EPSL Two-Thirds Regular Rate In A Year

Maximum Time Off By Type, System Id: 56276353
- X
 Display Error If Time Off Exceeds 400 Hours For Emergency Family and Medical Leave In A Year

Maximum Time Off By Type, System Id: 56276354

Report to Determine Total Leave Time Taken

Upon request, a custom special report can be added to your environment to help you track leave time taken for Emergency Paid Sick Leave and Emergency Family and Medical Leave.

If you would like this report added, please submit a request via KGS.

When you open My Saved Reports, you will see a Calculated Time/Calculated Time Summary report saved under the name **COVID-19 Emergency Family and Medical/Paid Sick Leave Hours**.

The report is pre-configured with all the necessary columns needed to track leave time taken. This report is available for both Pay Calculations 1.0 and 2.0 companies.

← Calculated Time Summary (Time Entries) VIEW COUNTERS

← Page 1 of 1 | 1 - 2 of 2 Rows | Saved: COVID-19 Emerg... | Time Entry Dates: This Year (1)

| Employee Id | First Name | Last Name | Emergency Family and Medical Leave Hours | EPSL Regular Rate Hours | EPSL Two-Thirds Regular Rate Hours |
|--------------|-------------|-------------|--|-------------------------|------------------------------------|
| starts with | starts with | starts with | = | = | = |
| 1 | Test | Employee1 | | 160.00 | 80.00 |
| 2 | Test | Employee2 | | 46.42 | 33.58 |
| Report Total | | | | 206.42 | 113.58 |

← Calculated Time Summary (Time Entries)

← Page 1 of 1 | 1 - 2 of 2 Rows | Saved: COVID-19 Emerg...

| Employee Id | First Name | Last Name |
|--------------|-------------|-------------|
| starts with | starts with | starts with |
| 1 | Test | Employee1 |
| 2 | Test | Employee2 |
| Report Total | | |

Time Entry Dates: This Year (1)

| Emergency Family and Medical Leave Hours | EPSL Regular Rate Hours | EPSL Two-Thirds Regular Rate Hours |
|--|-------------------------|------------------------------------|
| = | = | = |
| | 160.00 | 80.00 |
| | 46.42 | 33.58 |
| 206.42 | 113.58 | |