



How to Add COVID19 Time Off Codes to a TimeSheet

The new time off codes will allow the system to separately track the dollars that should be applied toward the payroll tax credit. When additional reporting guidance is released, the amounts will be easily identified by the system and users.

Add Emergency Sick Leave to Time Sheet

This time off code is to be used to track time taken for self care related to COVID19.

When hours are entered for this code the system will:

- Reduce the employees emergency sick pay accrual bucket
- Synch to payroll to pay employee at the appropriate rate of pay
- Exclude employer portion of FICA Social Security tax

Managers/Administrators can add time to an employees timesheet.

Navigate to Timesheet and select the time off lookup icon

Date	Time Off	Notes	In Date	From	To	Raw Total	Calc. Total
SAT 28			Sat 28				0.00

Select the appropriate time off type from the list

Lookup

- Time Off (TO)
 - Emergency Family Medical Leave (EFMLA)
 - Emergency Paid Sick Leave
 - COVID19 Care of Others
 - COVID19 Self Care
- Holiday (HOL)
- Paid Sick Time (PST)
- Personal
- PTO Cash Out
- Vacation (VAC)

Enter the hours taken for the time off into raw total hours

Date	Time Off	Notes	In Date	From	To	Raw Total	Calc. Total
SAT 28	COVID19 Self Care		Sat 28			8.00	8.00

Save the timesheet

← Timesheet Edit

SAVE UNDO SUBMIT FOR APPROVAL APPROVE DOCS UTILITIES INFO EMPLOYEE INFO

Employee: [redacted] < Time Sheet: March 28, 2020 - April 10, 2020 >

Success (1) Hide All

Timesheet saved.

Timesheet Calc. Detail Summary By Day

When to use COVID19 Self Care Time Off Type

Time Off type should be used when the employee is unable to work or telework because:

- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- Has been advised by a health care provider to self-quarantine related to COVID-19;
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis

Selecting this time off type will pay the employee at their regular rate of pay and will deduct from the emergency paid sick leave bank.

When to use COVID 19 Care of Others Time Off Type

Time Off type should be used when the employee is unable to work or telework because the employee:

- Is caring for an individual subject to an order subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 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.
- 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.

Selecting this time off type will pay the employee for 2/3 their regular rate of pay and will deduct from the emergency paid sick leave bank.

When to use Emergency Family Medical Leave Time Off Type

Time Off type should be used when the employee is unable to work or telework because the employee:

- Is unable to work due to a bona fide need for leave to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

Selecting this time off type will pay the employee for 2/3 their regular rate of pay and will deduct from the emergency family medical leave accrual bucket.

For more information on using these time off types please consult the [Families First Coronavirus Response Act TLM Configuration Guide for Full Time Employees Guide](#).