
COVID-19 - Explanation of Emergency Paid Sick Leave

The DOL ruled that an employee (who can't telework) MAY qualify for Emergency Paid Sick Leave 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 a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
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.

COVID-19 Paycodes and Detail Time Sheet Entry Instructions

COVID19SICK

*Two weeks (up to 80 hours) of **paid sick time** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or [Reasons 1, 2, and 3] paid at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over 2 weeks).]*

COVID19CARE

*Two weeks (up to 80 hours) of **paid sick time** at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (under Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and [Reasons 4, 5 and 6] pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over 2 weeks).]*

COVID19LEAVE

*Up to an additional 10 weeks of **paid sick leave (as part of the expanded emergency FMLA)** at two-thirds 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] – paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$10,000 in the aggregate (over a 10-week period). An employee can substitute accrued vacation leave, personal leave, or medical or sick leave for the first 2 weeks of partial paid leave under this section. In other words, instead of the first 2 weeks of the 10 week leave being paid at two-thirds up to \$200 a day, the employee could opt to take full paid leave that has been accrued under a company paid leave policy.]*

These pay codes need to be submitted and reported to Resourcing Edge using the DETAIL TIME SHEET ENTRY.

Navigate to Time Sheet Entry by clicking on My Payrolls > Payroll | Action > Time Sheet Entry;

Name	Pay rate	Salary	FLSA Exempt	REGULAR	OVERTIME	HOLIDAY	OVERTIME	SICK PAY	BONUS	Miscellaneous
Adams, Jerry	25.64		<input type="checkbox"/>	40.00						
Adams, Lisa	20.00		<input type="checkbox"/>	40.00						
Appleseed, Johnny	20.00		<input type="checkbox"/>	40.00						
Ball, Lucille	15.00		<input type="checkbox"/>	20.00						

To enter detail hours for an employee, click on the employee’s name in the time sheet. This will open the Detail Time Sheet Entry form.

- Click in the Charge Date box and a calendar will appear, choose the applicable date.
- Click on the Pay Code link and choose the applicable pay code from the list.

- Enter the hours for the day and tab through the pay rate and click save. The rate will adjust for Overtime and COVID19CARE and COVID19LEAVE.
- Repeat as needed for each day. When completed, click return in order to return to the time sheet and proceed with payroll.

Detail Time Sheet Entry Pivot By: Employee

Employee: L02123 Adams Lisa

Entry: New Entry

Charge Date: 03/31/2020 [FLSA Exempt]

Pay Code:

Hours Paid:

Position Code: Officer Officer

Hours Worked:

Location: OH Oh Location

Shift:

Pay Rate:

FMLA Event:

Suppress Labor Alloc. No

G/L Alloc. Override:

	1	2	3	4
	04/01/20	04/02/20	03/31/20	03/31/20
COVID19LEA	COVID19SIC	REG		OT
8.00	8.00	8.00		1.00
Officer	Officer	Officer		Officer
8.00	8.00	8.00		1.00
OH	OH	OH		OH
14.7400	22.0000	22.0000		33.0000
117.92	176.00	176.00		33.00
Hours Paid		Hours \$		
25.00		502.92		

Save Return