

INFORMATIONAL CIRCULAR NO.: 21-P-013

DATE: January 6, 2021

SUBJECT: Additional New Earnings Codes and Agency Guidance
Concerning the Families First Coronavirus Response Act (FFCRA)

EFFECTIVE DATE: January 1, 2021

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APPROVAL:

SUMMARY: Three New Earnings Codes and Agency Guidance Concerning the
Federal Families First Coronavirus Response Act (FFCRA)

The following changes to employee leave policies were outlined in the COVID-19 Leave Effective January 1st guidelines issued on December 29, 2020 which stated:

“The provisions of the Families First Coronavirus Response Act (FFCRA) providing employees with paid leave for various reasons related to COVID-19 **expire** on December 31st and the bill that Congress passed last week did not provide for any additional leave. So, as of January 1st, the Federal government is not requiring employers to provide employees with paid leave for any circumstances related to the ongoing pandemic.”

Governor Kelly has decided that State agencies under her jurisdiction will continue to provide paid leave to employees for certain absences related to COVID-19.

Earnings Codes:

Three new earnings codes have been added to SHARP effective January 1, 2021 to administer the employee leave changes paid under the new policy guidance. Agencies should also refer to the Office of Personnel Services SHARP Infolist message issued January 5, 2021 containing guidance for entry of Time Reporting Codes used to record leave with these changes. The guidance is also posted at [COVID-19 ADK \(Childcare\), ADQ \(Quarantine\), and ADR \(High Risk\) Instructions](#).

The following new earnings codes are effective for the pay period beginning December 27, 2020 through January 9, 2021 paid January 22, 2021.

<u>Earnings Code</u>	<u>Description</u>	<u>Short Description</u>	<u>Effective Date</u>
ADK	Leave-COVID Childcare	Lve-COVID	01/01/2021
ADQ	Leave-COVID Quarantine	Lve-COVID	01/01/2021
ADR	Leave-COVID High Risk	Lve-COVID	01/01/2021

Payroll Calculations for ADQ:

ADQ replaces the existing ADC (Leave-Emergency Self) and CVF (Leave-Emergency Family) time reporting code/earnings code. This single leave code provides **full paid leave** at the employee’s existing rate of pay for all absences from work due to a quarantine, whether it is because of the employee testing positive, a household contact testing positive, or the employee

being a close contact of someone who has tested positive, or for ongoing health issues following the mandatory quarantine.

- The state is covering this leave at 100%. Example, if Quarantined for one day, 8 hours of ADQ is recorded on the employee's timesheet.
- There is no maximum to the number hours being recorded for this code (Usage can be more than 80 hours in totality).

Payroll Calculations for ADK:

ADK replaces the existing CVK (Leave-Emergency Child2) time reporting code/earnings code. Employees who are not able to work due to childcare issues related to COVID-19 will receive leave **in the amount of 2/3 of their time until January 9, 2021 and then in the amount of 1/2 of their time effective January 10, 2021 and later** at the employee's existing rate of pay and can supplement the remainder with their own accrued leave, or leave without pay, if they so choose. Effective January 1, 2021 FMLA will no longer be tracked for leave taken using the ADK code.

- Effective January 1 – 9, 2021, refer to the new [COVID-19 2/3 Leave Split](https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms) (Valid thru 01-09-21) (located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>) as in cases where the quantity is not evenly split 1/3 2/3, the State is covering the higher amount: Example: 7.75 hours of leave taken is split like ADK 5.25 and VAC (or other leave or leave without pay) 2.5.
- Effective January 10, 2021 and beyond, refer to the new [COVID-19 1/2 Leave Split](https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms) (Eff 01-10-21) (located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>) as in cases where the quantity is not evenly split 50/50, the State is covering the higher amount: Example: 7.75 hours of leave taken is split like ADK 4 and VAC (or other leave or leave without pay) 3.75.
- There is no maximum to the number hours being recorded for this code.

Payroll Calculations for ADR:

ADR replaces the existing ADH (Leave-Emergency High Risk) time reporting code/earnings code. Employees considered at High Risk, will receive leave **in the amount of 2/3 of their time until January 9, 2021 and then in the amount of 1/2 of their time effective January 10, 2021 and later**, paid at the employee's existing rate of pay, and can supplement the remainder with their own accrued leave, or leave without pay, if they so choose.

- Effective January 1 – 9, 2021, refer to the new [COVID-19 2/3 Leave Split](https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms) (Valid thru 01-09-21) (located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>) as in cases where the quantity is not evenly split 1/3 2/3, the State is covering the higher amount: Example: 7.75 hours of leave taken is split like ADR 5.25 and VAC (or other leave or leave without pay) 2.5.
- Effective January 10, 2021 and beyond, refer to the new [COVID-19 1/2 Leave Split](https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms) (Eff 01-10-21) (located under the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>) as in cases where the quantity is not evenly split 50/50, the State is covering the higher amount: Example: 7.75 hours of leave taken is split like ADR 4 and VAC (or other leave or leave without pay) 3.75.

The Office of Accounts and Reports, Payroll Systems Team, is responsible for adding the new

earnings codes in the SHARP System. Regents' institutions are responsible for implementing the new earnings codes in their payroll systems in accordance with guidance from the Office of Accounts and Reports and the Kansas Board of Regents.

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