

INFORMATIONAL CIRCULAR NO.: 20-P-038

DATE: May 13, 2020

SUBJECT: Additional New Earnings Codes and Agency Guidance Changes for Administering the Families First Coronavirus Relief Act (FFCRA)

EFFECTIVE DATE: May 4, 2020

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APPROVAL:

SUMMARY: Two New Earnings Codes and Agency Guidance Changes for Administering the Federal Families First Coronavirus Relief Act (FFCRA)

Pursuant to the phased re-opening guidelines issued by the Governor on April 30, 2020, there will be a new employee leave policy for those using Families First Coronavirus Recovery Act (FFCRA) leave for childcare purposes effective May 4, 2020. In addition, a new leave policy has been established for those employees considered in the at-risk/high risk populations.

Earnings Codes:

Two new earnings codes have been added to SHARP effective May 4, 2020 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 May 13, 2020 containing guidance for entry of Time Reporting Codes used to record leave authorized under the FFCRA with these changes. The guidance is also posted at https://www.admin.ks.gov/docs/default-source/ops/sharp-documents/high-risk-adh-and-childcare2-cvk-050420.pdf?sfvrsn=17489ac7_4

The following new earnings codes are effective for the pay period beginning May 3, 2020 through May 16, 2020 paid May 29, 2020.

<u>Earnings Code</u>	<u>Description</u>	<u>Short Description</u>	<u>Effective Date</u>
ADH	Leave-Emergency High Risk	Lve-COVID	05/04/2020
CVK	Leave-Emergency Child2	Lve-COVID	05/04/2020

Due to the complexity of the payroll calculations required under the FFCRA, the Time Reporting Code CVK established to track FFCRA leave in Time and Labor is NOT mapped directly to the payroll earnings code in SHARP. However, Time Reporting Code ADH is mapped to the payroll earnings code in SHARP and will load directly to Payroll from Time and Labor since processing of this code is not tied to the FFCRA rules.

Payroll Calculations for CVK under FFCRA:

As authorized by the FFCRA, employees are eligible for paid leave subject to daily limits. Employees utilizing leave provided by the FFCRA due to childcare will still receive paid leave in the amount of two-thirds of their FFCRA-defined regular rate of pay. However, employees

must now telework, use their own accrued leave (compensatory time, holiday compensatory time, sick or vacation) or record leave without pay for the remainder of their time. NOTE: Administrative leave (ADF) for the remaining one-third pay will no longer be provided beginning May 4, 2020. In addition, ADF will no longer be used to supplement the difference if the employee's current hourly rate exceeds the Dept. of Labor required regular rate of pay.

Payroll Calculations for ADH:

Employees who are unable to report to work due to being in an at-risk/high-risk population and who are unable to telework will receive paid leave in the amount of two-thirds of their regular pay at their current regular rate. Employees must telework, use their own accrued leave (compensatory time, holiday compensatory time, sick or vacation) or record leave without pay for the remainder of their time.

A COVID-19 Leave Split chart to help to determine how many hours to split the employee's hours between the ADH or CVK codes and their own leave can be found in the Time and Labor Documents section of the SHARP website at: <https://www.admin.ks.gov/offices/personnel-services/sharp/documents-forms>

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