

COVID-19 High Risk (ADH) and Childcare (CVK) SHARP Guidance Effective May 4, 2020

The following instructions are being provided to clarify SHARP Timesheet entry procedures for changes to employee leave policies that were outlined in the phased re-opening guidelines issued on April 30, 2020.

For those using Families First Coronavirus Recovery Act (FFCRA) leave for childcare purposes, employees will use a new time reporting code to cover two-thirds of their regular hours which will be paid at the Dept. of Labor (DOL) required regular rate of pay. The remaining one-third will no longer be supplemented with Leave-Emergency Admin (ADF) effective May 4, 2020. In addition, ADF will also no longer be used to supplement the difference if the employee's current hourly rate exceeds the DOL required regular rate of pay. Instead, employees must 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 similar policy has been established for those employees in the at-risk/high risk populations. A new time reporting code has been created to record time for two-thirds of these employee's regular hours, but 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. Processing of this code is not tied to the FFCRA rules.

NOTE: Time entry for the Time Reporting Codes: ADC = Leave-Emergency Self and CVF = Leave-Emergency Family do not change. Employees should not use the CVC= Leave-Emergency Childcare code after May 2, 2020. If you have an employee who is using the Childcare Leave on May 3, 2020 please contact one of the individuals below on how to report time for that specific day.

Instructions for Agency entry of two new time reporting codes and the purpose for each of the codes is below.

Leave for At-Risk/High-Risk Employees

<u>Earns Code/TRC</u>	<u>Long Description</u>
ADH	Leave-Emergency High Risk

Purpose: 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. Employees may use their own accrued leave for the remaining one-third of their regular pay or may use leave without pay for that amount. Some employees in positions that have been identified as an emergency responder or health care provider may be required to report to work, as determined by their agency.

- A new Time Reporting/Earnings Code ADH has been created for an employee to record two-thirds of their regular hours per day on the timesheet
- Employees must use their own accrued leave (compensatory time, holiday compensatory time, sick or vacation) or record leave without pay for the remainder of their time.
- Employees who work onsite or are telecommuting are eligible for this leave.
- Exempt employees (not non-exempt employees) will use the following Time Reporting Codes if they want to supplement ADH with their own leave. These codes are typically used for workers compensation, but their definition has been modified for COVID-19 purposes. Leave using these TRCs can be entered by exempt in quarter hour (.25) increments:
 - WHC: WorkComp/COVID-Holi Comp Taken
 - WLP: WorkComp/COVID-Lve Without Pay
 - WSL: WorkComp/COVID-Sick Leave
 - WVl: WorkComp/COVID-Vacation
- Non-Exempt employees will use the existing leave codes for the type of leave they are recording. Non-exempt employees should not use the Workers Compensation TRCs listed above for COVID-19 reasons; they will continue to use codes such as SCK, VAC, etc.
- A COVID-19 Leave Split chart to help to determine how many hours to split the employee's hours between the ADH code 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 hours should be recorded before Tuesday at 5:30 pm following the end of the pay period (deadline is Monday for the two pay periods affected by the July and December holidays). A program will run each night during pay calc week (Tuesday through Friday – Modified for certain holidays) to calculate the employee's regular earnings based on the guidance provided by the IRS.
- Agencies may use the Time and Labor WorkCenter "Payable Time by EE by Year" query to track usage of the new Time Reporting codes. (Reference: https://admin.ks.gov/docs/default-source/ops/fluid92/fluid_tl_workcenter.pdf).

New Leave Code 'CVK' for employees who do not report to work due to lack of childcare effective May 4, 2020 and have the option to supplement with their own paid leave

<u>Earns Code/TRC</u>	<u>Long Description</u>
CVK	Leave-Emergency Child2

Purpose: Employees utilizing leave provided by the FFCRA due to childcare will receive paid leave in the amount of two-thirds of their regular pay. Employees may use their own accrued leave for the remaining one-third of their regular pay or may use leave without pay for that amount. Administrative leave for the remaining one-third will no longer be provided starting May 4, 2020.

- A new Time Reporting/Earnings Code **CVK** has been created for an employee to record two-thirds of their regular hours per day on the timesheet
- Employees must use their own accrued leave (compensatory time, holiday compensatory time, sick or vacation) or record leave without pay for the remainder of their time.
- Employees who work onsite or are telecommuting are eligible for this leave.
- Exempt employees (not non-exempt employees) will use the following Time Reporting Codes if they want to supplement CVK with their own leave. These codes are typically used for workers compensation, but their definition has been modified for COVID-19 purposes. Leave using these TRCs can be entered by exempt employees in quarter hour (.25) increments:
 - WHC: WorkComp/COVID-Holi Comp Taken
 - WLP: WorkComp/COVID-Lve Without Pay
 - WSL: WorkComp/COVID-Sick Leave
 - WV: WorkComp/COVID-Vacation
- Non-Exempt employees will use the existing leave codes for the type of leave they are recording. Non-exempt employees should not use the Workers Compensation TRCs listed above for COVID-19 reasons; they will continue to use codes such as SCK, VAC, etc.
- A COVID-19 Leave Split chart to help to determine how many hours to split the employee's hours between the CVK code 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 hours should be recorded before Tuesday at 5:30 pm following the end of the pay period (deadline is Monday for the two pay periods affected by the July and December holidays). A program will run each night during pay calc week (Tuesday through Friday – Modified for certain holidays) to calculate the employee's regular earnings based on the guidance provided by the IRS.
- The program is calculating the Regular Rate based on the guidance provided on the Federal Department of Labor website.
- Agencies will be required to track the number of hours being used by their employees to ensure the employee does not exceed the eligible hours.
- Agencies may use the Time and Labor WorkCenter "Payable Time by EE by Year" query to track usage of the new Time Reporting codes. (Reference: https://admin.ks.gov/docs/default-source/ops/fluid92/fluid_tl_workcenter.pdf).

Office of Personnel Services Time and Labor Contacts:

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