

# **FAMILIES FIRST CORONAVIRUS RESPONSE ACT EMERGENCY PAID SICK LEAVE (EPSLA) (How to Report Approved COVID paid leave)**

*The employee has been quarantined/isolated by a healthcare provider due to COVID-19 exposure or diagnosis or is experiencing symptoms of COVID-19 and seeking diagnosis.*

## **FULL PAID LEAVE INSTRUCTIONS**

In order to claim full paid leave, an employee must be approved and receive correspondence from the benefits coordinator stating that they are eligible for full paid leave for 10 work days. This correspondence will include the dates for the approved leave days.

### **Contractual Employee**

To report approved, full paid leave, call Kelly Services/AESOP at 1-866-535-5998 or email at [KESschedule@kellyservices.com](mailto:KESschedule@kellyservices.com) with the dates of approved leave. The leave code is #40, COVID PAID LEAVE. If an employee is not in a position to call/email Kelly Services/AESOP, the supervisor will be responsible for reporting the approved dates.

### **Salaried Employee**

To report approved, full paid leave, call Kelly Services/AESOP at 1-866-535-5998 or email at [KESschedule@kellyservices.com](mailto:KESschedule@kellyservices.com) with the dates of approved leave. The leave code is #40, COVID PAID LEAVE. If an employee is not in a position to call/email Kelly Services/AESOP, the supervisor will be responsible for reporting the approved dates.

### **Hourly Timeclock Employee**

1. The employee can put in leave requests into Timeclock using any computer inside or outside of the district.
2. Open any Internet browser, and go to the Timeclock employee log in:

<https://185479.tcplusondemand.com/app/webclock/#/EmployeeLogOn/185479/1>

3. Enter badge number and click on “LOG ON TO DASHBOARD”.

8/3/2020  
12:32:00 PM

Select Company: MSD Washington Township 1

Badge Number:

CLOCK IN    CLOCK OUT

LOG ON TO DASHBOARD

4. There will be a prompt that asks for PIN number. The PIN number is the last 4 digits of social security number. Once inputted, click on “Log On”.

8/4/2020  
3:36:06 PM

Select Company: MSD Washington Township 1

Badge Number: 405218

CLOCK IN    CLOCK OUT

LOG ON TO DASHBOARD

Employee Credentials

PIN:

Cancel    Log On

5. From the green ribbon, click on “Requests” which will go directly to the leave request calendar.

Home    CLOCK IN    CLOCK OUT    CHANGE POSITION    VIEW    **REQUESTS**

MY DASHBOARD

Refresh

MY HOURS (0:00) 1

Time	Position	Total
07/22 12:00P - 12:00P	228 - Technology	0:00

[Jump to View Hours](#)

LEAVE REQUESTS 0

MY MESSAGES 0

Sent By	Message	View
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**6. Click on the “+” sign on the date being requested:**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

**7. A box will pop up with blank red boxes which means these are required to be filled in. Start time should be typed in and NOT selected from the clock icon to the right of “Start time”. “Hours” requested and “Description” will need to be typed in.**

**Add Employee Request**

Employee: JOELONGENECKER [4153]

Date requested: 8/12/2020

Start time: 8:00 AM

Hours: 8:00

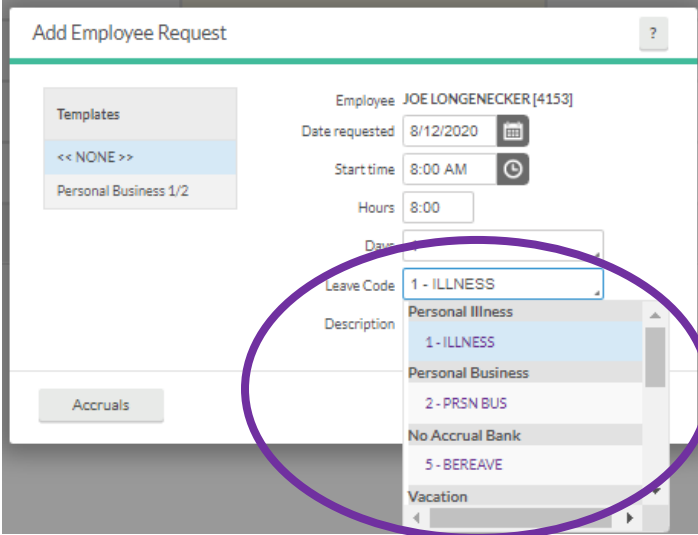
Days: 1

Leave Code: SICKNESS

Description:

Accruals Cancel Save

- 8. Select the “Leave Code” by choosing from the drop down menu. Choose #40, COVID Paid Leave. Then click “Save”.**



The screenshot shows a web form titled "Add Employee Request". The form includes fields for Employee (JOE LONGENECKER [4153]), Date requested (8/12/2020), Start time (8:00 AM), and Hours (8:00). A "Leave Code" dropdown menu is open, showing a list of options: "1 - ILLNESS", "Personal Illness", "Personal Business", "2 - PRSN BUS", "No Accrual Bank", "5 - BEREAVE", and "Vacation". The "1 - ILLNESS" option is highlighted. A purple oval is drawn around the dropdown menu.

**Once the leave request has been submitted, Timeclock generates an email that is sent to the supervisor for approval.**

### **Hourly TIMESHEET Employee**

**The supervisor is responsible for reporting the paid leave on the employee’s timesheet. The regularly scheduled hours are to be marked on the employee’s timesheet for approved dates.**

**Bus Driver Timesheet Sample:**

*Bus Drivers / Mechanics*  
 MCO Washington Township Transportation Department Employee Time Sheet

Employee Name: Susie Smith  
 Emp No: \_\_\_\_\_

Date	Core/Reg Hours	Advt Status	07:00-08:00 Office Hours	08:00-09:00 Late Start	09:00-10:00 Standby	09:00-10:00 Pupil Trips	09:00-10:00 Standby
Mon 8/10	6	Gov. Pd. Leave					
Tue 8/11	6	Gov. Pd. Leave					
Wed							
Thurs							
Fri							
Sat							

**Adult Education/Transportation Clerical Employee & Bus Monitor Employee Sample:**

**HOURLY EMPLOYEE TIME SHEET**  
 YEAR ROUND--Transportation & Adult Education  
 Metropolitan School District of Washington Township

Name: Debbie District Location: Clerical & Bus Monitors

Pay Period:  / / Through  / / Job Description: \_\_\_\_\_

Hours Per Day: 8 *Sample*

Month/Date	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Wk 1 Total	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Wk 2 Total	Total
8/10	8	8	8														
Other: <u>COVID Pd Leave</u>	8	8	8	<u>(Put in regularly scheduled # of hours)</u>													