

# **FAMILIES FIRST CORONAVIRUS RESPONSE ACT EMERGENCY PAID SICK LEAVE (EPSLA) (How to Report Approved **2/3's** COVID paid leave)**

*The employee is caring for an individual who has been isolated/quarantined due to COVID-19 exposure or diagnosis, or the employee is caring for a child 14 years or younger whose childcare provider or school is closed due to COVID-19 precautions.*

## **2/3's COVID PAID LEAVE INSTRUCTIONS**

In order to claim **2/3's** paid leave, an employee must be approved and receive correspondence from the benefits coordinator stating that they are eligible for **2/3's** paid leave for 10 work days. This correspondence will include the dates for the approved leave days.

### **Contractual Employee**

To report approved, **2/3's** 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. **ABSENCES SHOULD BE REPORTED AS FULL DAY** using 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. Payroll will adjust the COVID paid leave in the HR/Payroll system to 2/3's (.67). The employee's appropriate/eligible leave (illness, personal business or vacation) will be charged at 1/3 (.33) **UNLESS** the employee notifies their supervisor and Payroll that they do NOT want their appropriate/eligible leave time used.

**\*\*For each day that leave without pay is used for the 1/3 of daily rate not covered by the COVID paid leave, the gross bi-weekly is reduced by that amount for the pay period affected.\*\***

### **Salaried Employee**

To report approved, **2/3's** 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. **ABSENCES SHOULD BE REPORTED AS FULL DAY** using 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. Payroll will adjust the COVID paid leave in the HR/Payroll system to 2/3's (.67). The employee's appropriate/eligible leave (illness, personal business or vacation) will be charged at 1/3 (.33) **UNLESS** the employee notifies

their supervisor and Payroll that they do NOT want their appropriate/eligible leave time used.

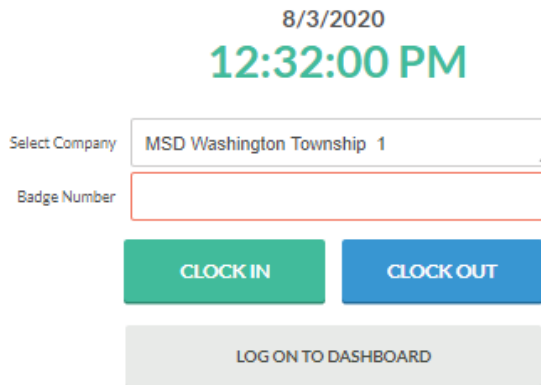
**\*\*For each day that leave without pay is used for the 1/3 of daily rate not covered by the COVID paid leave, the gross bi-weekly is reduced by that amount for the pay period affected.\*\***

## Hourly Timeclock Employee

1. The employee can put in leave requests into Timeclock using any computer inside or outside of the district.
2. Open an 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

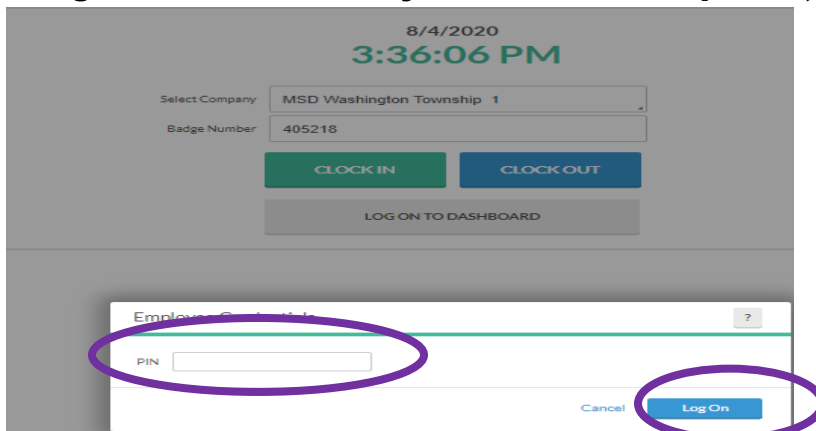
Select Company: MSD Washington Township 1

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

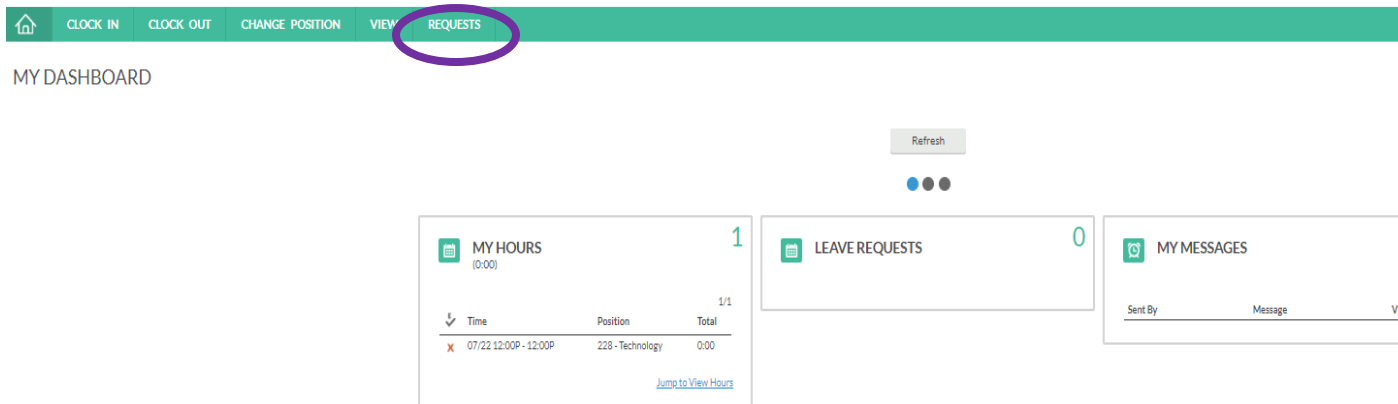
LOG ON TO DASHBOARD

Employee Login

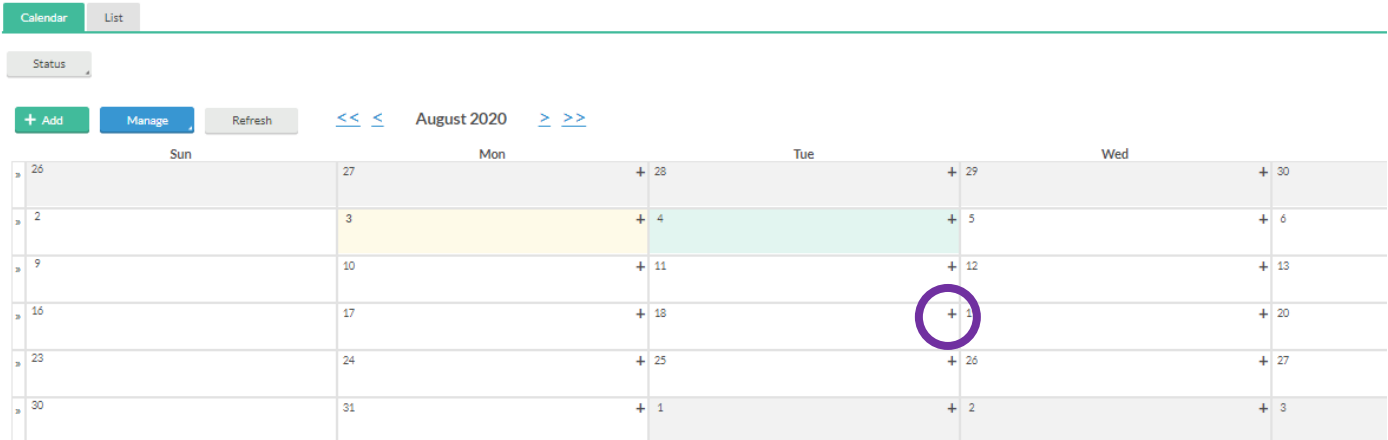
PIN:

Cancel    Log On

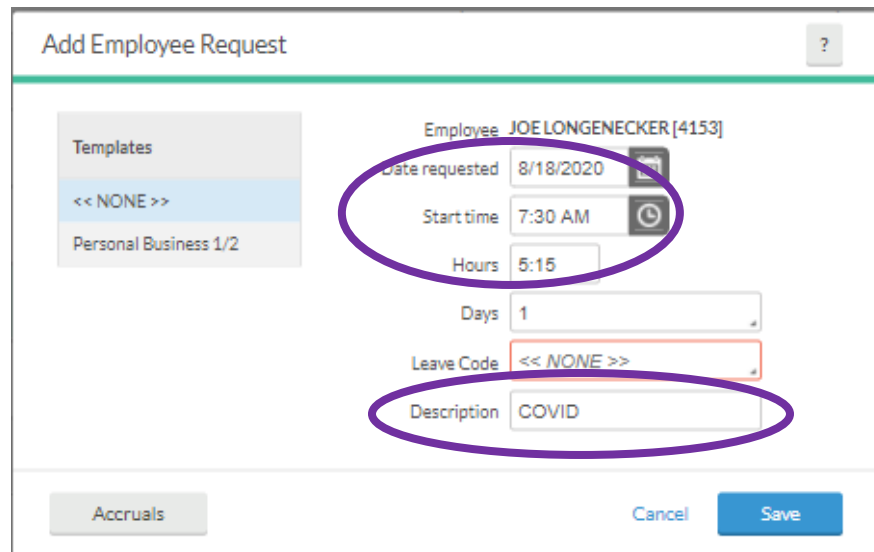
5. From the green ribbon, click on “Requests” which will go directly to the leave request calendar.



6. Click on the “+” sign on the date being requested:



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”.



**8. “Hours” requested and “Description” will need to be typed in. IMPORTANT: For the 2/3's COVID PAID LEAVE, enter 2/3's of the normally scheduled hours. The chart below shows the breakdown of 2/3's and 1/3 of the most common employees' scheduled hours:**

Employee who is scheduled:	Calculation for 2/3's pay:	Rounded Hours for 2/3's pay. Use this:	1/3 Hours are:
8	5.334	5:15	2:45
7	4.667	4:45	2:15
6.5	4.334	4:15	2:15
6	4	4:00	2:00
5.5	3.667	3:45	1:45
5	3.334	3:15	1:45
4	2.667	2:45	1:15

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

The screenshot shows the 'Add Employee Request' form for employee JOE LONGENECKER [4153]. The form includes fields for Date requested (8/18/2020), Start time (7:30 AM), Hours (5:15), and Days (1). The Leave Code dropdown menu is open, showing options: Family Illness, 27 - FAM ILL, No Accrual Bank, 40 - COVID Paid Leave (circled in purple), 45 - COVID Family Leave, and 218 - Professional Development. The Description field is currently empty.

10. Repeat the steps above for the 1/3 leave request. **The START time of the 2<sup>nd</sup> leave request cannot conflict with the start/end times of the COVID leave request from the previous steps**, meaning that if the request starts at 8 a.m. and goes until 12:00 p.m., the 2<sup>nd</sup> leave request's start time has to be after 12:00 p.m. Once done, select the appropriate/eligible leave code from the drop down menu. Hit SAVE.

Once a 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 **2/3's COVID** paid leave on the employee's timesheet and also the 1/3 available/eligible leave time (illness, personal business, vacation). The chart on the next page shows the breakdown of **2/3's** and 1/3 of the most common employees' scheduled hours:

Employee who is scheduled:	Calculation for 2/3's pay:	Rounded Hours for 2/3's pay. Use this:	1/3 Hours are:
8	5.334	5:15	2:45
7	4.667	4:45	2:15
6.5	4.334	4:15	2:15
6	4	4:00	2:00
5.5	3.667	3:45	1:45
5	3.334	3:15	1:45
4	2.667	2:45	1:15

### **Bus Driver Timesheet Sample:**

*Bus Drivers/Mechanics*  
 MSD Washington Township Transportation Department Employee Time Sheet  
 Employee Name: *Susie Smith* *6hr./day* Per Period  
 Emp No: *\* 2/3 COVID LEAVE, 1/3 Eligible Leave\** Code: 000

Date	Condition / Leave	Hours	Code	Other
Mon 8/10	<i>COVID Pd. Leave</i>	<i>4 1/2</i>		
	<i>Eligible leave time</i>			
Tue 8/11	<i>COVID Pd. Leave</i>	<i>4 1/2</i>		
	<i>Eligible leave time</i>			

