

FAMILIES FIRST CORONAVIRUS RESPONSE ACT EMERGENCY FAMILY AND MEDICAL LEAVE (EFMLA)

~How to Report Approved first 10 days and remaining weeks at 2/3's COVID Family Paid Leave~

The employee is caring for a child due to the child's school closure or the employee is caring for a child because the child's childcare provider is unavailable.

FOR APPROVED EMPLOYEE:

- The first 10 days are unpaid. You may choose to substitute paid leave (personal illness, personal business, then vacation if applicable) for each unpaid day.
- The remainder of your leave will be paid at two-thirds of your regular rate of pay. You may choose to use one-third of available paid leave (personal illness, personal business then vacation if applicable) to make up the difference.

If you have no remaining paid leave, the full day and one-third leave must be reported as leave-without-pay and will be unpaid.

Step 1: REPORTING FIRST 10 DAYS OF LEAVE

Contractual Employee

To report the first 10 days, call Kelly Services/AESOP at 1-866-535-5998 or email at KESschedule@kellyservices.com with the dates and name of eligible/available leave code (illness, personal business, vacation if applicable OR leave-without-pay). 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

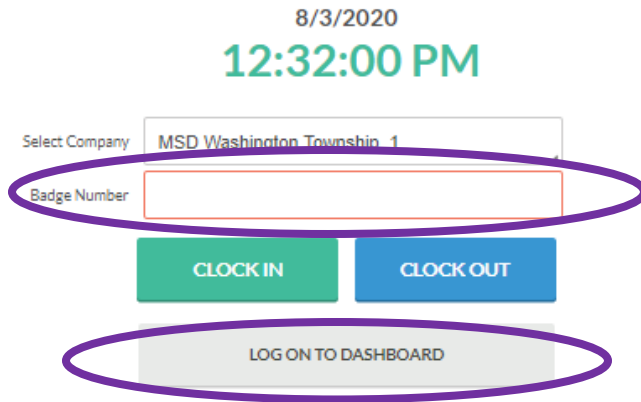
To report the first 10 days, call Kelly Services/AESOP at 1-866-535-5998 or email at KESschedule@kellyservices.com with the dates and name of eligible/available leave code (illness, personal business, vacation if applicable OR leave-without-pay). If an employee is not in a position to call/email Kelly 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

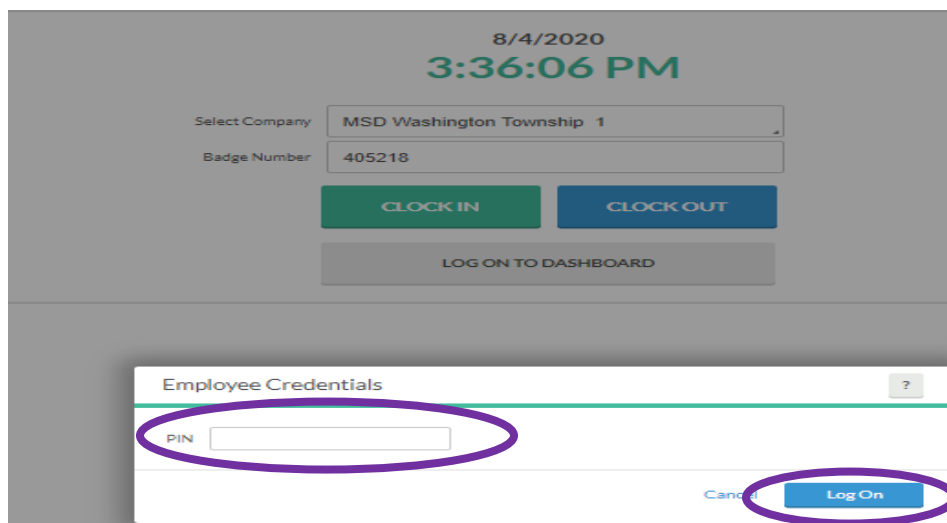
Select Company MSD Washington Township 1

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

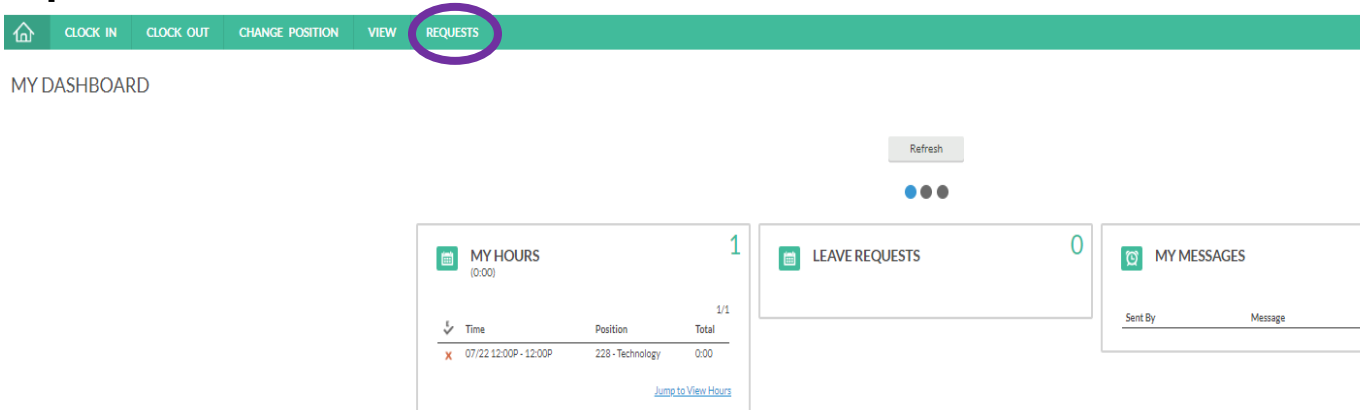
LOG ON TO DASHBOARD

Employee Credentials

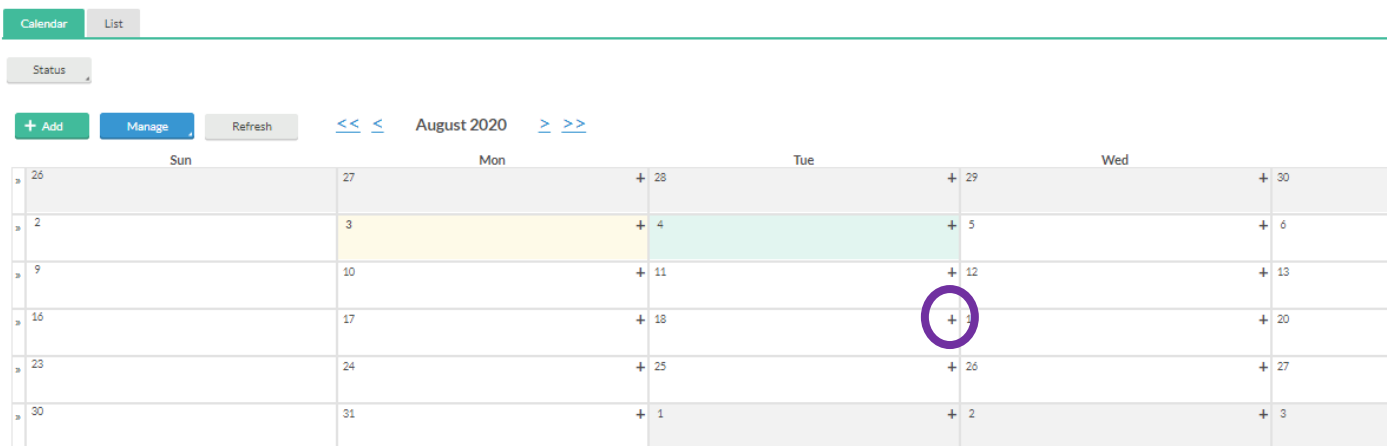
PIN

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”. “Hours” requested and “Description” will need to be typed in.

Add Employee Request

Employee JOE LONGENECKER [4153]

Date requested: 8/12/2020

Start time: 8:00 AM

Hours: 8:00

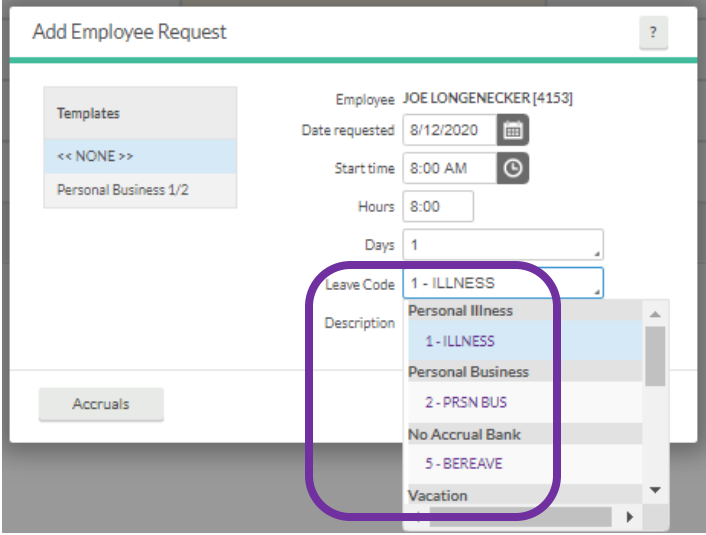
Days: 1

Leave Code: 1 - ILLNESS

Description:

Accruals Cancel Save

8. Select the “Leave Code” by choosing from the drop down menu. Then click “Save”.



The screenshot shows a web form titled "Add Employee Request". The form includes the following fields and options:

- Employee:** JOE LONGENECKER [4153]
- Date requested:** 8/12/2020
- Start time:** 8:00 AM
- Hours:** 8:00
- Days:** 1
- Leave Code:** 1 - ILLNESS (This dropdown menu is open, showing a list of options: Personal Illness, 1 - ILLNESS, Personal Business, 2 - PRSN BUS, No Accrual Bank, 5 - BEREAVE, and Vacation. The option "1 - ILLNESS" is highlighted.)
- Description:** (This field is currently empty.)

On the left side of the form, there is a "Templates" section with options: "<< NONE >>" and "Personal Business 1/2". At the bottom left, there is an "Accruals" button.

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
MSD Washington Township Transportation Department Employee Time Sheet

Employee Name: Susie Smith 6hr./day P#
Emp No: SAMPLE

Date	Condition	Start	Office	End	Break	Meal	Missed	Other	OT
Mon 8/10	6 Avl. Leave								
Tues 8/11	6 Avl. Leave								
Wed									

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: 1/1 Through 1/1 Job Description: _____

Hours Per Day: 8
Family Emer. Leave Sample

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Wk 1 Total	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Wk 2 Total
Month/Date	8/10	8/11	8/12													
Regular Hours Worked																
Overtime Hours Worked																
Leave Type Code																
Personal illness Ot	8	8	8													

STEP 2: 2/3's COVID FAMILY PAID LEAVE INSTRUCTIONS

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 with the dates of approved leave. **ABSENCES SHOULD BE REPORTED AS FULL DAY** using the leave code is #45, **COVID FAMILY 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 FAMILY LEAVE** in the HR/Payroll system to 2/3's (.67). The employee's appropriate/eligible leave (illness, personal business, vacation if applicable OR leave-without-pay) 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 FAMILY 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 with the dates of approved leave. **ABSENCES SHOULD BE REPORTED AS FULL DAY** using the leave code is #45, **COVID FAMILY 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 FAMILY LEAVE** in the HR/Payroll system to 2/3's (.67). The employee's appropriate/eligible leave (illness, personal business, vacation if applicable OR leave-without-pay) 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 FAMILY 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 Credentials ?

PIN

Log On

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

MY DASHBOARD

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

Refresh

MY HOURS (0:00) 1

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

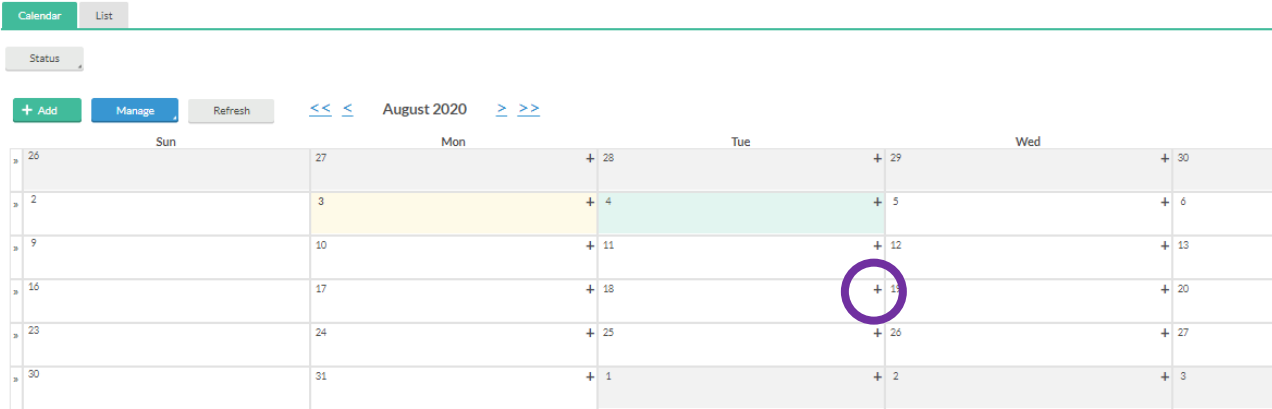
[Jump to View Hours](#)

LEAVE REQUESTS 0

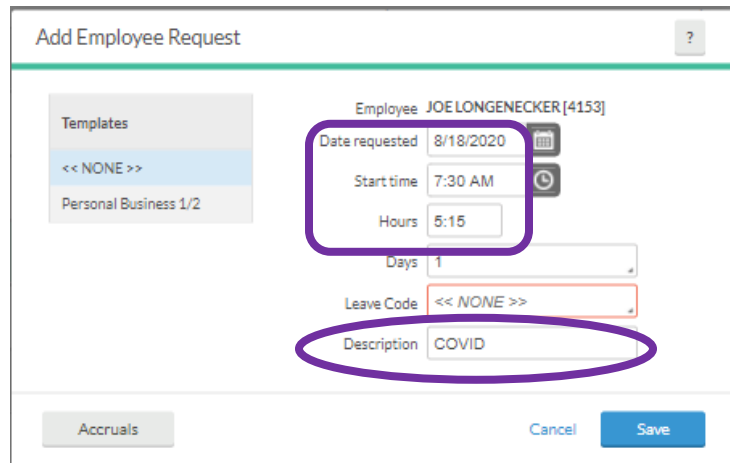
MY MESSAGES

Sent By	Message
---------	---------

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 FAMILY 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 2/3 hours are:	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. Choose #45, **COVID FAMILY LEAVE** by selecting “Leave Code” from the drop down menu. Then click “Save”.

The screenshot shows the 'Add Employee Request' form. The employee is JOE LONGENECKER [4153]. The date requested is 8/12/2020, start time is 8:00 AM, hours are 8:00, and days are 1. The leave code dropdown is open, showing options: 1 - ILLNESS, Personal Illness, 2 - PRSN BUS, No Accrual Bank, 5 - BEREAVE, and Vacation. A purple box highlights the dropdown menu.

10. Repeat the steps above for the 1/3 leave request. **The START time of the 2nd leave request cannot conflict with the start/end times of the COVID FAMILY LEAVE request from the previous steps**, meaning that if the request starts at 8 a.m. and goes until 12:00 p.m., the 2nd 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.

