

# Families First Coronavirus Response Act TLM Configuration Guide

## For Part Time Employees



## **Families First Coronavirus Response Act TLM Configuration Guide for Part Time Employees**

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# Overview of Families First Coronavirus Response Act

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## Paid Sick Time

Requires employers with fewer than 500 employees and government employers to provide employees two weeks of paid sick leave, paid at the employee's regular rate, to quarantine or seek a diagnosis or preventive care for coronavirus; or paid at two-thirds the employee's regular rate to care for a family member for such purposes or to care for a child whose school has closed, or child care provider is unavailable, due to the coronavirus.

- Full-time employees are entitled to 2 weeks (80 hours) of paid sick leave.
- Part-time employees are entitled to the typical number of hours that they work in a typical two-week period.
- The Act, and the requirements under the Act, expire on December 31, 2020.

## Extended Paid Leave

Employees of employers with fewer than 500 employees and government employers, who have been on the job for at least 30 days, have the right take up to 12 weeks of job-protected leave under the Family and Medical Leave Act to be used for any of the following reasons:

- To adhere to a requirement or recommendation to quarantine due to exposure to or symptoms of coronavirus
- To care for an at-risk family member who is adhering to a requirement or recommendation to quarantine due to exposure to or symptoms of coronavirus
- To care for a child of an employee if the child's school or place of care has been closed, or the child-care provider is unavailable, due to a coronavirus
- After the two weeks of paid leave, employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay.
- The Act, and the requirements under the Act, expire on December 31, 2020.

## **IMPORTANT NOTE!**

**This overview is a summary only to facilitate the configuration guide and instructions provided. It should not be viewed as definitive or legal guidance on employers' obligations.**

# Part Time Employee Calculation

Part-Time employees are entitled to paid sick leave for his or her average number of hours worked in a two-week period. If the normal hours worked are unknown and the employee's schedule varies, employers may use a six-month average to calculate the daily hours that employees can take over a two-week period.

**NOTE:** For information regarding Time Offs or other configuration, please see the guide for full-time employees. The information there is geared only for how full-time employees should be configured for the new legislation, but you may find some of the information useful for your part-time employees as well, such as configuring a time off just for part-time employees.

## Employee Setup for Part Time Employees

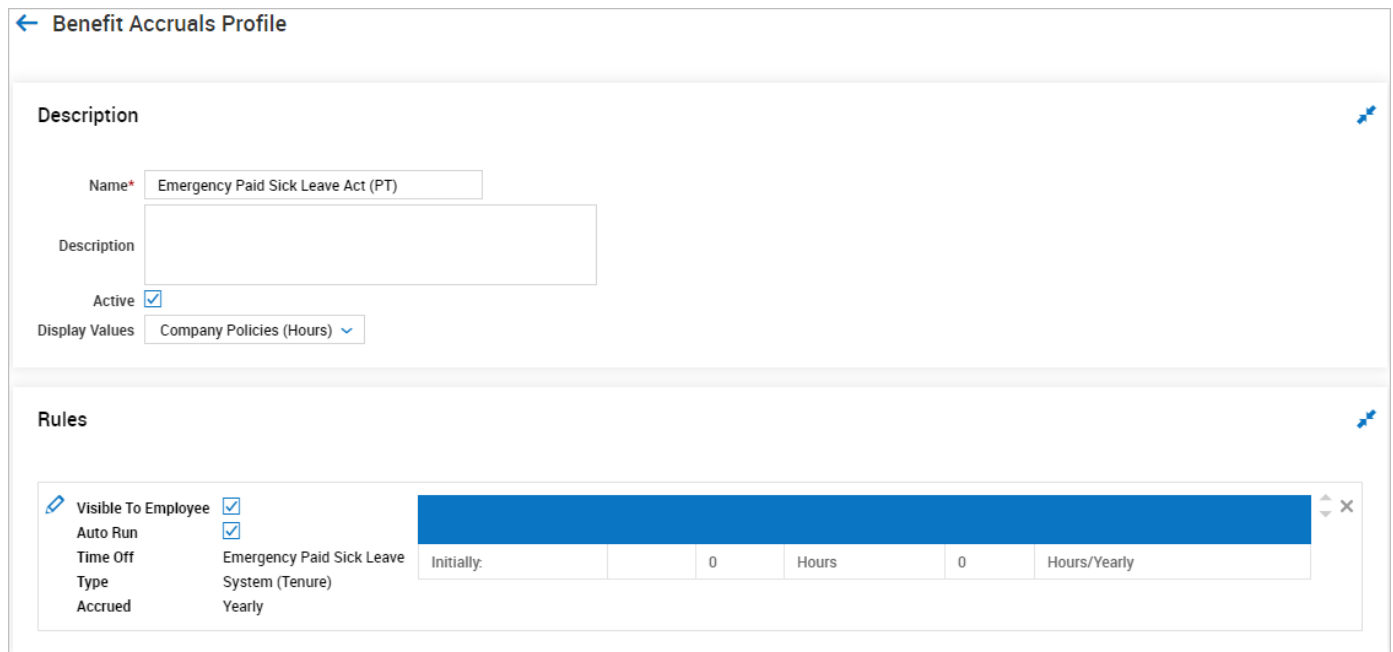
Ensure your part-time employees have an **Accruals** profile set in their employee profiles.

### Assign Accruals Profile



Profiles		
Access	[Dropdown]	[Search]
Accruals	Emergency Paid Sick Leave Act (PT)	[Search] [X]
Attestation	[Dropdown]	[Search]

The profile can be accessed by clicking the title and then viewing, editing and/or creating a simple profile.



← Benefit Accruals Profile

**Description**

Name\* Emergency Paid Sick Leave Act (PT)

Description

Active

Display Values Company Policies (Hours)

**Rules**

<input checked="" type="checkbox"/> Visible To Employee	<input checked="" type="checkbox"/>					
<input checked="" type="checkbox"/> Auto Run	<input checked="" type="checkbox"/>					
Time Off	Emergency Paid Sick Leave	Initially:	0	Hours	0	Hours/Yearly
Type	System (Tenure)					
Accrued	Yearly					

## Report to Determine Part-Time Accrual Time

Upon request, a custom special report can be added to your environment to help you calculate accrued time for part-time employees so they can receive emergency paid sick leave time.

**If you would like this report added, please submit a request via KGS.**

When you open *My Saved Reports*, you will see a Calculated Time/Calculated Time Summary report saved under the name **COVID-19 Emergency Paid Sick leave Calc.**

The report is pre-configured with all the necessary columns needed to calculate the look-back period and then automatically calculate the amount of Emergency Paid Sick Leave time part-time employees should receive based on average hours worked in a two-week period over the last 6 months. This report is available for both Pay Calculations 1.0 and 2.0 companies.

This report can be exported as an Excel file and used to import the time back into the system to grant the time to employees' accrual balances.

← Calculated Time Summary (Time Entries) VIEW COUNTERS

Page 1 of 1 | 1 - 1 of 1 Rows | Saved: COVID-19 PT Em... | Expression: 10/01/2019 - 04/01/2020 (1)

Employee Id	First Name	Last Name	Employee Type	Total Work Hours	# Days Worked	Time Off	Average Hours Worked	Average Weekly Days...	Average 2 Week Days...	Date	Hours
2	Test	Employee2	Non-Exempt PT	436:30	107	Emergency Paid Sick Leave	4.08	4.12	8.23	4/1/2020	33.58
Report Total				436:30	107						

← Calculated Time Summary (Time Entries)

Page 1 of 1 | 1 - 1 of 1 Rows | Saved: COVID-19 PT Em...

Employee Id	First Name	Last Name	Employee Type	Total Work Hours	# Days Worked
2	Test	Employee2	Non-Exempt PT	436:30	107
Report Total				436:30	107

VIEW COUNTERS

Expression: 10/01/2019 - 04/01/2020 (1)

Time Off	Average Hours Worked	Average Weekly Days...	Average 2 Week Days...	Date	Hours
Emergency Paid Sick Leave	4.08	4.12	8.23	4/1/2020	33.58

Once the report is exported, the columns and values should be saved in a new file that can be used to import the values back into the system and populate the employees' accrual balances.

	A	B	C	D	E	F	G	H	I	J	K	L
1	<b>Report:</b> Calculated Time Summary: COVID-19 PT Emergency Paid Sick Leave Calc. <b>Sorted By:</b> Employee Id Ascending <b>Filtered By:</b> Employee Filter: All Employees; Time Entry Dates: 10/01/2019-04/01/2020 <b>Date &amp; Time:</b> 03/30/2020 01:22p <b>Generated By:</b> <b>Company:</b>											
8	<b>Employee Id</b>	<b>Time Off</b>	<b>Date</b>	<b>Hours</b>								
9	2	Emergency Paid Sick Leave	4/1/2020	33.58								
11	<b>Total</b>											

Once the export file has been saved, it can be uploaded using the **Accrual Balances** import (*Company Settings > Imports > Time & Attendance Data > Accrual Balances*).

### Accrual Balances

File To Upload\* Choose File No file chosen

HOW TO TREAT TIME OFF ENTRIES ALREADY ENTERED IN THE SYSTEM

Balance As Of Date

Import Balances Reflect Taken Already In The System (As Of Date Specified Above)

Import Balances Reflect Scheduled Already In The System (As Of Date Specified Above)

Import Balances Are Added To Authorized Already In The System

UPDATED TO DATE

Balance As Of Date

Set Updated To Date To

Set Updated To Date To End Of Accrual Year

Use Updated To Date From File

Import

### Verify Accrual Balances

After the balances are reviewed and imported back into the system, you can then review the balances in the employee profiles or the Accrual Balances report to ensure the balances are correct and ready for use.

← Accrual Balances

Page 1 of 1 | 1 - 3 of 3 Rows | Saved: Balances

	Pay Period Profile	Accrual Profile	Time Off	First Name	Last Name
	starts with	starts with	=	starts with	starts with
<input type="checkbox"/>	Weekly	Tenure Based	Vacation	Test	Employee1
<input type="checkbox"/>	Weekly	Tenure Based	Emergency Paid Sick Leave	Test	Employee1
<input type="checkbox"/>	Weekly	Emergency Paid Sick Leave Act (PT)	Emergency Paid Sick Leave	Test	Employee2

You can view their accrual information in the **Accruals** widget of their employee profiles.

Accruals 

[Edit Accrual Balances](#)

			ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	ACCRUE RATE	
			Emergency Paid Sick Leave	04/01/2020	Hrs:	33.58	0.00	33.58	0.00	0.00	0/Yearly
01/01/2020 - 01/01/2021											