Families First Coronavirus Response Act time reporting process guide

As of April 20, 2020, ASU began recording hours when an employee is unable to work due to a COVID-19 qualifying condition, as defined below.

Qualifying conditions include the following:

1. The employee is unable to work due to a:
   a. COVID-19 diagnosed illness or is seeking a medical diagnosis for COVID-19 symptoms.
   b. Federal, state or local quarantine or isolation order related to COVID-19; or directions from a health care provider to self-quarantine due to COVID-19 concerns.
   c. Directions based on U.S. Centers for Disease Control and Prevention guidance to self-quarantine due to COVID-19 concerns.

2. The employee is unable to work because they are caring for a family member.
   a. Who is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
   b. Who has been advised by a health care provider to self-quarantine due to the concerns related to COVID-19.

3. The employee is unable to work due to childcare needs for their child whose school or place of care is closed, or childcare provider is unavailable due to COVID-19-related reasons.

New reporting codes were set up in PeopleSoft to report COVID-19 related time not worked. Employees should use the appropriate code for any hours they are unable to work due to COVID-19. Employees should be in communication with their supervisors if they are unable to work. The codes should only be used when a qualifying condition occurs.

Use of the Families First Coronavirus Response Act codes will not change pay or impact sick leave or vacation leave balances. ASU currently is not limiting the amount of time employees can report using these codes.

Student employees:

- EOS – FFCRA Sick STU-Employee.
- EOT – FFCRA Sick STU-Family.
- EOV – FFCRA STU-Childcare.

Hourly employees:

- EOH – FFCRA Sick HRY-Employee.
- EOF – FFCRA Sick HRY-Family.
- EOG – FFCRA HRY-Childcare.
Salaried employees:

- EOL – FFCRA Sick SAL-Employee.
- EOM – FFCRA Sick SAL-Family.
- EON – FFCRA SAL-Childcare.

Please refer to ASU COVID-19 Resources if you have questions about the coronavirus.

If the information is available, departments should reclassify hours not worked by employees for COVID-19 illness or childcare hardships back to April 1, 2020. Only hours when the employee was unable to work directly related to a COVID-19 illness or childcare should be retroactively adjusted.

Please email the Employee Service Center or call 1-855-278-5081 if you have any questions.

**FFCRA Time Codes Frequently Asked Questions**

1. **What is the period for time to be reported?**
   Time should be captured from April 1, 2020, until directed to discontinue reporting.

2. **Are employees required to report this time?**
   ASU has decided to capture COVID-19-related costs. Hours not worked by ASU employees that meet one or more COVID-19 qualifying conditions should be reported, if the employee received their regular pay during that time.

3. **What documentation is required?**
   a. **Illness of Employee.** Departments should retain email documentation from the employee, indicating they are unable to work. The employee or the supervisor should contact Liz Badalamenti from Employee Wellness, as soon as possible. She will gather information about the employee, including information about when they were last on campus and with whom they may have been in close contact.
   b. **Illness of Family.** Departments should retain support from the employee, indicating they are unable to work due to caring for a family member who has COVID-19.
   c. **Childcare.** Departments should retain email documentation from the employee, including the name of the child being cared for, the name of the school or place of care that has closed, or has become unavailable, and a statement from the employee indicating no other suitable arrangement could be made.

4. **Will this reporting impact sick leave or vacation leave balances?**
   No. This reporting is informational and will not impact leave balances as long as the time reported is directly related to a COVID-19 qualifying condition.
5. **Is there time reporting if the employee is telecommuting?**
   Any time spent working through telecommuting would not be reported using these codes. If the employee is unable to telecommute or work because of one of the qualifying conditions, they should report any hours they are unable to work.

6. **How does a part-time employee report time?**
   A part-time employee reports hours based on their regular work schedule. A six-month average may be used to calculate average daily hours if the employee’s schedule varies.

7. **If an employee was ill in March with a diagnosed COVID-19 illness and unable to work, should the hours be reported?**
   If the illness did not extend into April, no time should be reported. The FFCRA legislation was effective April 1, 2020, and departments should retroactively report any applicable hours not worked due to COVID-19. DTAs should report any known applicable hours for the period April 1 to April 19, by June 1, 2020.

8. **Should time be reported if the employee was in self-quarantine or a family member was quarantined based on CDC guidelines?**
   Self-quarantine would not typically impact an employee’s ability to work from home. However, if the circumstances of self-quarantine render the employee unable to perform their work remotely, the time should be reported. Departments should retain email documentation from the employee, stating that they are unable to work.

9. **Do I report time if I am unable to work intermittently?**
   Unless you are telecommuting, typically, COVID-19 sick time will be reported in full-day increments. If your supervisor agrees, you may report childcare time intermittently.