

Families First Coronavirus Response Act time reporting process guide

As of April 20, 2020, ASU began recording hours when an employee cannot work due to a COVID-19 qualifying condition, as defined below.

Qualifying conditions include the following:

1. The employee cannot work due to a:
 - a. COVID-19 diagnosis 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. Direction based on U.S. Centers for Disease Control and Prevention guidance to self-quarantine due to COVID-19 concerns.
2. The employee cannot 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 COVID-19 concerns.
3. The employee cannot work due to childcare needs for their child whose school or place of care is closed, or the 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 **cannot work** due to COVID-19. Employees should be in communication with their supervisors if they cannot 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 when used to report time for qualifying conditions 1 or 2. ASU currently is not limiting the amount of time employees can report using these two codes.

Effective June 29, 2020, ASU began limiting the use of FFCRA time reporting codes for qualifying condition 3. If an employee cannot work because of child care issues related to COVID-19, ASU will pay the first two weeks at 100% pay and an additional 10 weeks at 2/3 pay. This is an enhancement to the federal FFCRA requirements, which only provide 2/3 pay for 12 weeks. Employees must be employed for at least 30 days to qualify for the additional 10 weeks of paid leave.

Student employees:

- EOS – FFCRA Sick STU-Employee.
- EOT – FFCRA Sick STU-Family.
- EOY – 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 visit the [ASU Novel Coronavirus webpage](#) for additional COVID-19-related information.

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 who meet one or more COVID-19 qualifying conditions should be reported if they 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 cannot work. The employee or the supervisor should contact [Elizabeth Badalamenti, program manager, 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 cannot work due to caring for a family member who has COVID-19.
- c. **Childcare.** The employee will need to complete an attestation providing information, including the child's name and the school or childcare provider. If the employee cannot work due to childcare constraints, they should be referred to the [Office of Human Resources Benefits Department](#) to explore whether they are eligible for any leave under university policy, including the FFCRA. Employees must be employed for at least 30 days to qualify for the additional 10 weeks of paid leave.

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 COVID-19 qualifying conditions 1 or 2, as defined above. Sick or vacation leave may supplement the 2/3 pay in the additional 10 weeks under qualifying condition 3, as defined above.

5. Is there time reporting if the employee is telecommuting?

Any time spent telecommuting would not be reported using these codes. If the employee cannot telecommute or work due to a qualifying condition, they should report any hours they are unable to work.

6. How do part-time employees 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. Should hours be reported if an employee was ill in March with a diagnosed COVID-19 illness and unable to work?

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 from April 1 to April 19 by June 1, 2020.

8. Should time be reported if an 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 self-quarantine circumstances 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 cannot work.

9. Do I report time if I am unable to work intermittently?

Unless you are telecommuting, COVID-19 sick time typically will be reported in full-day increments. If your supervisor agrees, you may report childcare time intermittently but only in full-day increments.