



Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

**Memorandum**

**To:** Agency HR Directors

**From:** Andrea Clinkscales, Division Director, Total Rewards, Office of State Human Resources

**Date:** May 21, 2020

**Re: Modifications to the HR/Payroll System Related to Communicable Disease Emergency & FFCRA**

OSHR and OSC continue to collaborate on modifications to the HR/Payroll System based on the current Communicable Disease Emergency (COVID-19). These changes are to align with the OSHR Employee Work and Emergency Leave Provision #4, Family First Coronavirus Response Act (FFCRA) and the CDE policy. Please see the FFCRA Employee Rights poster for an explanation of the paid leave entitlements and applicable qualifying reasons.

The next round of system modifications will occur in two phases. The *first phase* will go into production on May 30<sup>th</sup> and consists of new Attendance/Absence codes and wage types (listed below). The logic behind each of these codes will be finalized in the *second phase* which is expected to occur in June. This means the calculation of the 2/3rds pay and generation of CDE Care Leave liability will not be in place until June and employees who have recorded these new codes will be included in a retro Time Evaluation process to allow the logic to be applied. Implementation of the first phase is necessary to ensure employees record the appropriate absence code on a current basis and going forward. These codes are to be used to record absences related to the OSHR Provision #4, FFCRA and the CDE policy. The wage types will appear on the remuneration statement when employees record leave using these absence codes.

**Absence Codes & Wage Types**

The following absence types will replace the current A/A 9547-Communicable Disease Emergency Administrative Leave and A/A 9548-State of Emergency Leave absence codes. The A/A codes for 9547 and 9548 will be delimited for use in Phase Two but should not be used after 5/25/20. The following new A/A codes will be in the system on 5/30/20, with an effective date for usage as of 5/26/20 and forward.

A/A	Name	Reason	Wage Type Appears on the Remuneration Statement

9580	FFCRA Employee Care	FFCRA reasons 1, 2, 3	1388 FFCRA Employee Care
9581	FFCRA Family Care	FFCRA reasons 4 & 5 First 80 hours only (if planning to use <i>existing paid leave balances to supplement or if not supplementing leave</i> )	1386 FFCRA Family Care, along with applicable leave payout wage type if supplementing with leave
9582	FFCRA Fam/Care Leave Supp*	FFCRA reason 4 & 5 First 80 hours only (if planning to use <i>CDE Care Leave w/make-up provision to supplement</i> )	1386 FFCRA Family Care along with 1381 – CDE Care Leave
9583	FFCRA EFMLEA	FFCRA reason 5 remaining FML entitlement not to exceed 10 weeks (if planning to use <i>existing paid leave balances to supplement or if not supplementing leave</i> )	1389 FFCRA EFMLEA along with applicable leave payout wage type if supplementing with leave
9584	FFCRA EFMLEA w/Care Lv Supp*	FFCRA reason 5 remaining FML entitlement not to exceed 10 weeks (if planning to use <i>CDE Care Leave w/make-up provision to supplement</i> )	1389 FFCRA EFMLEA along with 1381 – CDE Care Leave
9549	CDE-Care Leave	Employee is required to stay at home with a child because of the closure of a day care/eldercare facility or public/private school; Employee is ineligible for FFCRA	1381 – CDE Care Leave
9585	CDE Eldercare/ No TLW	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA. (if planning to use <i>existing paid leave balances to supplement or if not supplementing leave</i> )	1390 CDE Eldercare/No TLW along with applicable leave payout wage type if supplementing with leave
9586	CDE Eldercare/ No TLW w/CL *	For Eldercare and/or employees whose work cannot be performed remotely (telework), or reasonable alternate work is not feasible. Note: these reasons are not covered under FFCRA. (if planning to use <i>CDE Care Leave w/make-up</i> )	1390 CDE Eldercare/No TLW along with 1381 CDE Care Leave

		<i>provision to supplement)</i>	
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\*system will automatically supplement 1/3 of pay with CDE Care Leave; please see information below under the 'Phase Two' heading for additional CDE Care Leave information

### **Payouts & Leave Supplement Chart**

The table below indicates the payout and leave sharing options for eligible employees. It is imperative that each agency establish internal controls to monitor the use of each absence code as there are no system features to limit the use of these codes. HR Directors are also responsible to ensure agency employees and managers use the appropriate codes, based on employee entitlement.

<b>A/A</b>	<b>Name</b>	<b>Leave Payout</b>	<b>Leave Supplement Options</b>
9580	FFCRA Employee Care	Up to 80 hours at 100%	N/A
9581	FFCRA Family Care	2/3 <sup>RDS</sup> Pay up to 80 hours	Supplement 1/3 of pay using bonus, vacation, compensatory or sick leave
9582	FFCRA w/Care Leave Supp	2/3rds Pay up to 80 hours	HR Payroll system will <i>automatically</i> supplement 1/3 of pay with CDE-Care leave  NOTE: CDE Care leave must be made up within 24 months
9583	FFCRA EFMLEA	2/3rds Pay up to 10 weeks not to exceed the employees remaining FML entitlement	Supplement 1/3 of pay using bonus, vacation, compensatory or sick leave
9584	FFCRA EFMLEA w/Care Lv Supp	2/3rds Pay up to 10 weeks not to exceed the employees remaining FML entitlement	HR Payroll system will <i>automatically</i> supplement 1/3 of pay with CDE-Care leave  NOTE: CDE Care leave must be made up within 24 months
9549	CDE-Care Leave	Leave paid at 100% but charged to the employees leave liability; Not covered under FFCRA;	N/A
9585	CDE Eldercare/ No TLW	2/3rds Pay not to exceed the limits authorized in OSHR Employee Work and Emergency Leave Provisions	Supplement 1/3 of pay using bonus, vacation, compensatory or sick leave
9586	CDE Eldercare/ No TLW CI	2/3rds Pay not to exceed the limits authorized in OSHR Employee Work and Emergency Leave Provisions	HR Payroll system will <i>automatically</i> supplement 1/3 of pay with CDE-Care leave

			NOTE: CDE Care leave must be made up within 24 months
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### **Phase Two: Recording Absences & Supplementing Leave**

Once the logic has been finalized, the HR Payroll System will automatically calculate the applicable rate of pay (100% or 2/3rds) based on the absence code. Employees may supplement the 2/3<sup>rd</sup> payrate with accrued vacation, compensatory, sick or regular bonus leave. If an employee opts to supplement the 2/3<sup>rd</sup> payrate with 1/3 of their own leave, an IT0416 Time Quota Compensation record must be processed by the agency. For assistance in processing IT0416, agencies can contact BEST Shared Services. Ordinarily sick leave is not available for payout via IT0416 however, a new compensation method for sick leave will be created for this purpose. More details to follow regarding this functionality. Also, the bonus leave referenced above pertains to the regular bonus leave of Quota Type 50 and not FY 19-20 Special Annual Leave bonus (Quota Type 57) which does not have cash value and cannot be used to supplement the 2/3rds pay.

As an option, employees may supplement the 2/3<sup>rd</sup> payrate with 1/3 of CDE Care Leave. CDE Care leave functions similarly to adverse weather leave in that employees must make-up the time. However, employees are allotted up to 24 months to make up this time. If employees opt to supplement the 2/3<sup>rd</sup> payrate with CDE Care leave, the HR Payroll System will automatically apply the appropriate amount of leave to fulfill the 1/3 rate of pay. This is applicable to A/A codes **9582-FFCRA w/Care Leave Supp**, **9584-FFCRA EFMLEA w/Care Lv Supp** and **9586-CDE Eldercare/ No TLW Cl**. No additional action is required by the agency other than to monitor the appropriate use of leave. CDE Care leave make-up provisions are the same as Adverse Weather leave in accordance with the Communicable Disease Emergency Policy (except employees are allowed 24 months to make up this time). Also like Adverse Weather leave, if an employee transfers to another agency or separates from state government before making up CDE Care leave, it must be charged to vacation or bonus leave or deducted from the final paycheck, if there is insufficient leave to cover the liability.

The following examples illustrate the use of the FFCRA related absence codes and leave supplements.

#### **FFCRA Employee Care**

- EE takes a full day due to FFCRA reasons 1-3,
  - Employee records 8 hours of **A/A 9580** – which is paid at 100%
    - No additional action is required by the agency, other than to monitor ongoing usage does not exceeded 80 hours.

#### **FFCRA Family Care**

- EE takes a full day due to FFCRA reason 4 and wants to supplement with existing vacation leave.
  - Employee records 8 hours of **A/A 9581**—which is paid at 2/3<sup>rd</sup>
    - 8 hours \* 2/3=5.33 automatically paid by system (8 hours -5.33 hours=2.67 hours)
    - Agency to process IT416 for Vacation Payout of 2.67 hours (8 hours \* 1/3 = 2.67 hours)

- Agency to monitor ongoing usage does not exceed 10 weeks or FML entitlement.

### **FFCRA w/Care Leave Supp**

- EE takes a full day due to FFCRA reason 5 and wants to supplement with CDE Care leave.
  - Employee records 8 hours of **A/A 9582**—which is paid at 2/3<sup>rd</sup>
    - 8 hours \* 2/3=5.33 automatically paid by system (8 hours -5.33 hours=2.67 hours)
    - The HR Payroll System will automatically apply 2.67 hours of CDE Care leave
    - Employee now has a leave liability of 2.67 which must be made up within 24 months
    - Agency to monitor ongoing usage does not exceed 10 weeks or FML entitlement.

### **CDE Care Leave (Stand-Alone Code)**

Work is underway to make the CDE Care leave absence code available to employees as a stand-alone option when the employee does not qualify for FFCRA (reason #5) but is approved to stay home with a child (as defined in FMLA) in accordance with the CDE policy because of the closure of a day care facility or public/private school (this includes elder care). Please be advised if an employee uses the stand-alone absence code, it is not supplemented with paid leave therefore any use of CDE Care leave will be 100% and the employee must make up the time in accordance with policy. This absence code is expected to be made available in June along with the second phase of system modifications.

### **CDE Care Leave**

- EE takes full day to care for children (does not qualify for FFCRA)
  - Employee records 8 hours of **A/A 9549** which is paid at 100%
    - No additional action is required by the agency, other than monitoring the make-up of the leave liability
    - Employee now has a leave liability of 8 hours which must be made up within 24 months

If you have any policy related questions about these changes, please contact Andrea Porterfield at 984-236-0851 or [andrea.porterfield@nc.gov](mailto:andrea.porterfield@nc.gov). If you have HR Payroll System processing related questions, contact your Agency BEST representative.