

Families First Coronavirus Response Act (FFCRA) time reporting  
For the time period of December 1, 2020 through December 31, 2020

In order to process payment of EPSL and EFML completed and appropriately signed/authorized Time and Leave Reports MUST be emailed to HRS Disability Services [hws.disabilityservices@wsu.edu](mailto:hws.disabilityservices@wsu.edu) by December 31, 2020.

In Workday: Employees who have applied and are approved for a leave of absence (LOA), will see the approved LOA “designation” on their Absence Calendar in Workday for the duration of the LOA, whether it be needed on a full-time part-time or intermittent time off basis. As Federal regulations currently identify FFCRA as expected to end December 31, 2020 "other leave designation" is being used.

## Part 1: FFCRA Paper Time/Leave Report Leave Recording Instructions

Please complete the entire paper time/leave report as you had done historically with the following additions.

Payroll Codes: CVC: EPSL Care of Other or School/Child Care Closure, CVS: Care for self, CFM: EFML School/Child Care Closure

- Time Report
  - Write the Payroll Code associated with the designated leave in blank line below “Shared Leave”
  - On the line with identified Payroll Code, record number of leave hours used each day it is taken.
- Time Report Multiple leave types (ie EPSL and EFML –CVC and CFM)
  - If multiple FFCRA events during an identified period note the appropriate FFCRA Payroll code for the time frame in Comments section. IE. 12/16 and 12/17 CVM, and 12/18 CVC.
- Continue to Part 2: [Workday](#)

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- Leave Report for Overtime Exempt Employees
  - On the Leave With Pay Leave line, record the number of hours of leave taken on each day the leave is taken during the period noted above.
  - In the Comments Section write Payroll Code above associated with the designated leave and note the dates leave is taken for the approved designation period.
- **Continue to Part 2:** [Workday](#)

Reminder: Based on the Federal Department of Labor regulations, the Family First Coronavirus Response Act program is expected to end December 31, 2020. We will continue to watch for any changes to the Federal program.

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## Part 2: [Workday](#) Time and Time Off Reporting

- Overtime Eligible Employees: Employee are to record their time worked and time off NOT associated with the FFCRA leave in Workday. Employees are not to record time or time off for approved FFCRA leave in Workday. The leave/pay will be processed from the paper Time Report submitted to HRS Disability Services and Payroll Services.
- Overtime In-Eligible Employees: Employee are to record their time off NOT associated with the FFCRA leave in Workday. Employees are not to record time off for approved FFCRA leave in Workday. The leave/pay will be processed by the paper Leave Reports submitted to HRS Disability Services and Payroll Services. As a reminder: Overtime ineligible employees do not record time worked.
- Payroll Services will utilize the paper time and leave reports to calculate and pay the FFCRA leave through Workday at the appropriate rates.
- Disability Services will utilize the paper time and leave reports to address eligibility and make any Workday updates as necessary to absence calendar, FMLA entitlement and other, as needed.
- See Various “Enter and Correct Time” and “Time Off” topics in the [Knowledge Base](#) guides as applicable

It is imperative Paper Time and Leave Reports submitted to [hurs.disabilityservices@wsu.edu](mailto:hurs.disabilityservices@wsu.edu) by December 31, 2020 to assure the employee is paid appropriately for their time off and work time.

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