



Families First Coronavirus Response Act

Time Reporting Guidance for RIC Classified Employees ONLY

Effective 4-1 The purpose of this document is to provide employees and their supervisors an overview of how to report time taken under the Families First Coronavirus Response Act on their timesheets.

If an employee wishes to take leave under the Families First Coronavirus Response Act (FFCRA), they must complete the [Families First Leave Request Form](#) and submit the completed form to the RIC Office of Human Resources with the required documentation.

Following the approval by RIC Office of HR of an employee to take leave under the FFCRA – Emergency Paid Sick Leave or the Emergency Family Medical Leave Act Expansion or in combination – the employee* must report time on their timecard using the FFCRA leave exception codes.

These leave exception codes are as follows:

- CF – FFCRA COVID Full Pay
- CP – FFCRA COVID Partial Pay (2/3)
- CX – FMLA Expanded Partial Pay (2/3)

If an employee is taking leave under the FFCRA with a benefit that pays an employee at 2/3rds of their pay (codes CP or CX), and the employee wishes to supplement these wages by discharging available accruals, they first must indicate that they elect to supplement with pay on the [Families First Leave Request Form](#). They must also indicate the type of leave to be used as the supplement.

On the employee's timesheet for days reported using the CP or CX code where they would like to supplement their time, they must enter a notation in the "Comments" column. This notation must state 'Supplement Wages' with the type of accrued leave they would like to discharge. For example, for a day with a CP code, the notation in the Comments box should state 'Supplement Wages – Sick' The payroll staff will then calculate the number of hours required to discharge to supplement 1/3 of the employees' wages to make the employee's bi-weekly wages 'whole'.

For agencies or divisions that submit their time using a Master Timesheet, these FFCRA code and supplemental wage notations must be carried over to the Master Timesheet so an employee's time may be properly recorded into the payroll system.

If you have any questions regarding this process, please contact your assigned HR payroll representative.

*Note that under some circumstances, an employee may be unavailable to complete their timesheet, and as such the employee's supervisor must complete the timesheet on behalf of the employee. The supervisor will be provided with a copy of the completed and approved [Families First Leave Request Form](#) and should contact their assigned HR payroll representative if they have any questions as to the exception code to utilize or the supplementation of accrued time.