

# FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) & TIM

For TIM Administrators

# TIM Administrator FFCRA Reference

- This document does **not** provide detailed information about the FFCRA policy.
- These slides are intended for use by TIM Administrators **after** they have reviewed the [FFCRA web page](#) and the [FFCRA Fact Sheet & FAQs](#)

FFCRA @  
UNC – Chapel  
Hill

Policy implemented May 1, 2020



Provides two types of paid leave:

Emergency Paid Sick  
Leave (EPSL)

Expanded Family  
Medical Leave (EFML)

	EPSL	EFML
<b>Reason for leave</b>	Six qualifying reasons	To care for child whose school is closed or childcare provider unavailable
<b>Service Requirement</b>	No	Yes (30 days)
<b>Amount of Leave</b>	2 weeks – Up to 80 hrs. (prorated for part-time)	Up to 12 weeks - 480 hrs. (prorated for part-time)
<b>Is the leave paid?</b>	Yes (Can be used during first 2 weeks of EFML)	After first 2 weeks (80 hrs.)
<b>Pay Rate &amp; Caps</b>	<p><b>Reasons 1 – 3:</b> Regular rate of pay, capped at \$511 per day</p> <p><b>Reasons 4 – 6:</b> 2/3 of the regular rate of pay, capped at \$200 per day</p>	<b>Reason 5:</b> 2/3 of the regular rate of pay, capped at \$200 per day

# FFCRA Summary

# EPSL TIM Pay Codes *for Pay*

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## 'EPSL 1-3 – Paid Lve'

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1. Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  2. Has been advised by a health care provider to self-quarantine related to COVID-19;
  3. Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
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## 'EPSL 4 – Paid Lve'

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4. Is caring for an individual subject to an order described in (1) or (2)
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## 'EPSL 5 – Paid Lve'

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5. Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons;

EPSL- Two  
Continuous  
Weeks up to  
80 Hours  
(prorated for  
part-time  
employees)

'EPSL 1-3 – Paid Lve'

- Paid at regular rate of pay

'EPSL 4 – Paid Lve' (family)

- Paid at 2/3 of regular rate of pay

'EPSL 5 – Paid Lve' (child)

- Paid at 2/3 of regular rate of pay

Corresponding  
EPSL  
TIM Pay Codes  
*for Unpaid or  
Reporting  
Hours*

'EPSL 1-3 – Paid Lve'

- *'EPSL 1-3 – Unpaid or Rpt'*

'EPSL 4 – Paid Lve'

- *'EPSL 4 – Unpaid or Rpt'*

'EPSL 5 – Paid Lve'

- *'EPSL 5 – Unpaid or Rpt'*

EFML  
TIM Pay Codes  
*for Pay and  
Unpaid or  
Reporting  
Hours*

'Expanded FMLA – Paid Lve'

- *'Expanded FMLA Lve– Unpaid or Rpt'*
- Paid at 2/3 of regular rate of pay
- First two weeks (80 hrs.) are unpaid



# TIM FFCRA Calculator

## FFCRA Calculator

*Instructions: Enter information in the green boxes to determine what information to enter in TIM each day an employee is using FFCRA leave. If an employee is only using FFCRA for part of the day, then please code the remaining time per normal.*

Employee Name:	Earl the Squirrel		
Employee ID:	712345678		
Annual Salary:	47,396.00		
Before of After July 1 (Choose Drop Down):	Before July 1		
FTE (This will annualize salary):	1		
Pay Cycle (Choose Drop Down):	Biweekly		
Hourly Rate:	22.61		
Leave Type (Choose Drop Down):	EPSL 4 - Paid Lve		
Is the Employee going to record leave hours to maintain full pay?	Yes		
FFCRA Hours By Day:	8		
ENTER THIS IN TIM	FFCRA Hours to Code in TIM (Admin Enter):	EPSL 4 - Paid Lve --> 5.33	Sent to Payroll. See note 2.
	FFCRA Reporting Code (Admin Enter):	EPSL 4 - Unpaid or Rpt--> 2.67	For Reporting Purposes Only
	Optional Leave Hours for Full Pay (Employee Enter):	See note 1 below --> 2.67	Sent to Payroll

# TIM FFCRA Calculator Instructions

1. Collect employee's annual salary, FTE percentage, and if they are Biweekly or Monthly. Enter these in the calculator.
  2. Identify the FFCRA leave type that has been approved and select it in the calculator.
  3. If the leave type will be paid at 2/3 **and** Paid Administrative Leave, 'Administrative Absence' has expired, find out if the employee is going to use their leave hours to remain paid at 100%.
  4. Select **Yes** in the calculator if PAL 'Administrative Absence' can be used or if the employee is going to use their own leave to supplement the 2/3 pay to remain paid at 100%
- ❖ The calculator will show you the FFCRA pay codes for pay and reporting and the amounts to enter in TIM.
  - ❖ If needed, you will also enter 'Administrative Absence' if applicable or leave hours taken to supplement the 2/3 pay.

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
<input type="checkbox"/>	<input type="checkbox"/>	Mon 4/27	Administrative Absen...	8.0								8.0	8.0
<input type="checkbox"/>	<input type="checkbox"/>	Tue 4/28	Administrative Absen...	8.0								8.0	16.0
<input type="checkbox"/>	<input type="checkbox"/>	Wed 4/29	Administrative Absen...	8.0								8.0	24.0
<input type="checkbox"/>	<input type="checkbox"/>	Thu 4/30	Administrative Absen...	8.0								8.0	32.0
<input type="checkbox"/>	<input type="checkbox"/>	Fri 5/01	Administrative Absen...	8.0								8.0	40.0
<input type="checkbox"/>	<input type="checkbox"/>	Sat 5/02											40.0
<input type="checkbox"/>	<input type="checkbox"/>	Sun 5/03											40.0
<input type="checkbox"/>	<input type="checkbox"/>	Mon 5/04	EPSL 1-3 - Paid Lve	8.0								8.0	48.0
<input type="checkbox"/>	<input type="checkbox"/>	Tue 5/05	EPSL 1-3 - Paid Lve	8.0								8.0	56.0
<input type="checkbox"/>	<input type="checkbox"/>	Wed 5/06	EPSL 1-3 - Paid Lve	8.0								8.0	64.0

Totals Accruals HC Accrual Adj Audits

All All

Location	Job	Account	Pay Code	Amount
		.../888888/100000004/000/000000/000000/T100000	Administrative Absence	40.0
		.../888888/100000004/000/000000/000000/T100000	EPSL 1-3 - Paid Lve	40.0

'EPSL 1-3 Paid Lve' Timecard Example

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
		Mon 4/27	Administrative Absence	8.0								8.0	8.0
		Tue 4/28	Administrative Absence	8.0								8.0	16.0
		Wed 4/29	Administrative Absence	8.0								8.0	24.0
		Thu 4/30	Administrative Absence	8.0								8.0	32.0
		Fri 5/01	Administrative Absence	2.67									
			EPSL 4 - Paid Lve	5.33									
			EPSL 4 - Unpaid or Rpt	2.67								8.0	40.0

Totals    Accruals    HC Accrual Adj    Audits

All       All   

Location	Job	Account	Pay Code	Amount
		.../888888/100000008/000/000000/000000/9999999	Administrative Absence	34.67
		.../888888/100000008/000/000000/000000/9999999	EPSL 4 - Paid Lve	5.33
		.../888888/100000008/000/000000/000000/9999999	EPSL 4 - Unpaid or Rpt	2.67

# 'EPSL 4/5 Paid Lve' Timecard Example

		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
		Mon 5/11	EPSL 1-3 - Paid Lve	8.0								8.0	8.0
		Tue 5/12	EPSL 1-3 - Paid Lve	8.0								8.0	16.0
		Wed 5/13	EPSL 1-3 - Paid Lve	8.0								8.0	24.0
		Thu 5/14	EPSL 1-3 - Paid Lve	8.0								8.0	32.0
		Fri 5/15	Administrative Absence	2.67									
			Expanded FMLA - Paid Lve	5.33									
			Expanded FMLA - Unpaid or Rpt	2.67								8.0	40.0

Totals    Accruals    HC Accrual Adj    Audits

All    All

Location	Job	Account	Pay Code	Amount
		.../888888/100000008/000/000000/000000/0000000	Administrative Absence	2.67
		.../888888/100000008/000/000000/000000/0000000	EPSL 1-3 - Paid Lve	32.0
		.../888888/100000008/000/000000/000000/0000000	Expanded FMLA - Paid Lve	5.33
		.../888888/100000008/000/000000/000000/0000000	Expanded FMLA - Unpaid or Rpt	2.67

# EFML Timecard Example

# Funding

- This benefit will distribute to the employee's current funding sources. The University has not received funding specific to this benefit.
- FFCRA earnings do have a FICA (6.2%) exemption which will be realized by departmental sources.

## Additional Information

- Please refer to the Families First Coronavirus [FFCRA web page](#) and the [FFCRA Fact Sheet & FAQs](#)
- For questions, please call the University Benefits & Leave Administration Support Team at (919) 962-3071 or send an email to [leave@unc.edu](mailto:leave@unc.edu).
- For TIM-related questions, please email [timsupport@unc.edu](mailto:timsupport@unc.edu).