



# **Families First Coronavirus Response Act TLM Configuration Guide**

**For Part Time Employees**

**For Companies with TLM Only or TLM + Accruals**



## **Families First Coronavirus Response Act TLM Configuration Guide**

### **For Part Time Employees - For Companies with TLM Only or TLM + Accruals**

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## Overview of Families First Coronavirus Response Act

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### Paid Sick Time

Requires employers with fewer than 500 employees and government employers to provide employees two weeks of paid sick leave, paid at the employee's regular rate, to quarantine or seek a diagnosis or preventive care for coronavirus; or paid at two-thirds the employee's regular rate to care for a family member for such purposes or to care for a child whose school has closed, or child care provider is unavailable, due to the coronavirus.

- Full-time employees are entitled to 2 weeks (80 hours) of paid sick leave.
- Part-time employees are entitled to the typical number of hours that they work in a typical two-week period.
- The Act, and the requirements under the Act, expire on December 31, 2020.

### Extended Paid Leave

Employees of employers with fewer than 500 employees and government employers, who have been on the job for at least 30 days, have the right take up to 12 weeks of job-protected leave under the Family and Medical Leave Act to be used for any of the following reasons:

- To adhere to a requirement or recommendation to quarantine due to exposure to or symptoms of coronavirus
- To care for an at-risk family member who is adhering to a requirement or recommendation to quarantine due to exposure to or symptoms of coronavirus
- To care for a child of an employee if the child's school or place of care has been closed, or the child-care provider is unavailable, due to a coronavirus
- After the two weeks of paid leave, employees will receive a benefit from their employers that will be no less than two-thirds of the employee's usual pay.
- The Act, and the requirements under the Act, expire on December 31, 2020.

### **IMPORTANT NOTE!**

**This overview is a summary only to facilitate the configuration guide and instructions provided. It should not be viewed as definitive or legal guidance on employers' obligations.**

## Part Time Employee Calculation

Part-Time employees are entitled to paid sick leave for his or her average number of hours worked in a two-week period. If the normal hours worked are unknown and the employee's schedule varies, employers may use a six-month average to calculate the daily hours that employees can take over a two-week period.

**NOTE:** For information regarding Time Offs or other configuration, please see the guide for full-time employees. The information there is geared only for how full-time employees should be configured for the new legislation, but you may find some of the information useful for your part-time employees as well, such as configuring a time off just for part-time employees.

Upon request, two custom special reports can be added to your environment to help you calculate accrued time for part-time employees so they can receive Emergency Paid Sick Leave time and also track leave time taken for Emergency Paid Sick Leave and Emergency Family and Medical Leave.

**If you would like these reports added, please submit a request via KGS.**

When you open *My Saved Reports*, you will see Calculated Time/Calculated Time Summary reports saved under the names:

- **COVID-19 Emergency Paid Sick Leave Calc.**
- **COVID-19 Emergency Family and Medical/Paid Sick Leave Hours**

Both the **COVID-19 Emergency Paid Sick Leave Calc.** and **COVID-19 Emergency Family and Medical/Paid Sick Leave Hours** reports can be run in parallel to compare the paid leave time part-time employees are entitled to, and the time they have taken thus far.

### Report to Determine Part-Time Accrual Time

The **COVID-19 Emergency Paid Sick Leave Calc.** report is pre-configured with all the necessary columns needed to calculate the look-back period and then automatically calculate the amount of Emergency Paid Sick Leave time part-time employees should receive based on average hours worked in a two-week period over the last 6 months. This report is available for both Pay Calculations 1.0 and 2.0 companies.

Employee Id	First Name	Last Name	Employee Type	Total Work Hours	# Days Worked	Time Off	Average Hours Worked	Average Weekly Days	Average 2 Week Days	Date	Hours
2	Test	Employee2	Non-Exempt PT	436:30	107	Emergency Paid Sick Leave	4.08	4.12	8.23	4/1/2020	33.58
Report Total				436:30	107						

Employee Id	First Name	Last Name	Employee Type	Total Work Hours	# Days Worked
2	Test	Employee2	Non-Exempt PT	436:30	107
Report Total				436:30	107

[VIEW COUNTERS](#)

Expression: 10/01/2019 - 04/01/2020 (1)

Time Off	Average Hours Worked	Average Weekly Days...	Average 2 Week Days...	Date	Hours
Emergency Paid Sick Leave	4.08	4.12	8.23	4/1/2020	33.58

## Report to Determine Total Leave Time Taken

The **COVID-19 Emergency Family and Medical/Paid Sick Leave Hours** report is pre-configured with all the necessary columns needed to track leave time taken. This report is available for both Pay Calculations 1.0 and 2.0 companies.

← Calculated Time Summary (Time Entries) [VIEW COUNTERS](#)

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Employee Id	First Name	Last Name	Emergency Family and Medical Leave Hours	EPSL Regular Rate Hours	EPSL Two-Thirds Regular Rate Hours
1	Test	Employee1		160.00	80.00
2	Test	Employee2		46.42	33.58
Report Total				206.42	113.58

← Calculated Time Summary (Time Entries)

Page 1 of 1 - 1 - 2 of 2 Rows Saved: COVID-19 Emerg...

Employee Id	First Name	Last Name
1	Test	Employee1
2	Test	Employee2
Report Total		

Time Entry Dates: This Year (1)

Emergency Family and Medical Leave Hours	EPSL Regular Rate Hours	EPSL Two-Thirds Regular Rate Hours
	160.00	80.00
	46.42	33.58
206.42	206.42	113.58