

## Escape - Tracking COVID-19 Leaves

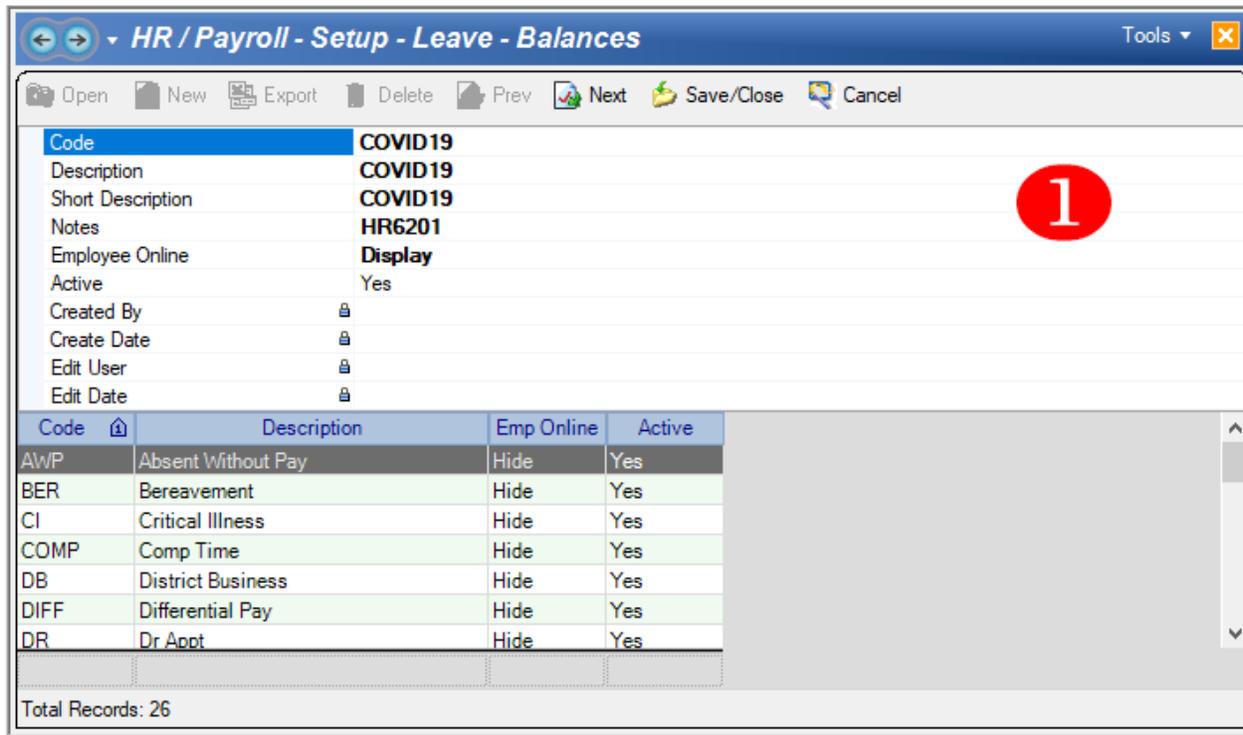
With the President's signature on the Families First Coronavirus Response Act ([HR6201](#)), which includes the Emergency Paid Sick Leave Act (EPSL) and the Emergency Family and Medical Leave Expansion Act (EFMLA), we started receiving questions about tracking COVID-19-related sick leave. It's recommended to setup a new leave balance so that you can track usage via reports and make pay corrections as necessary.

When setting up a new leave, there are a few items to consider, like granting versus not granting, paying at full scale or paying at two-thirds salary. Here is a basic overview of setting up a new leave with a few tips on how to manage the leaves.

If you have any questions or need assistance, please send email to [helpdesk@scoe.org](mailto:helpdesk@scoe.org).

### STEP 1 - Create the Leave Balance

Leave balance codes are used in the leave type. You must create a leave balance for each balance that will be maintained (e.g., vacation, sick, personal necessity). What you are doing here is simply creating a code that you can use.



The screenshot shows a software window titled "HR / Payroll - Setup - Leave - Balances". The window contains a form for creating a new leave balance. The form fields are as follows:

Code	COVID19
Description	COVID19
Short Description	COVID19
Notes	HR6201
Employee Online	Display
Active	Yes
Created By	🔒
Create Date	🔒
Edit User	🔒
Edit Date	🔒

A red circle with the number "1" is overlaid on the "Code" field. Below the form is a table listing existing leave balance codes:

Code	Description	Emp Online	Active
AWP	Absent Without Pay	Hide	Yes
BER	Bereavement	Hide	Yes
CI	Critical Illness	Hide	Yes
COMP	Comp Time	Hide	Yes
DB	District Business	Hide	Yes
DIFF	Differential Pay	Hide	Yes
DR	Dr Appt	Hide	Yes

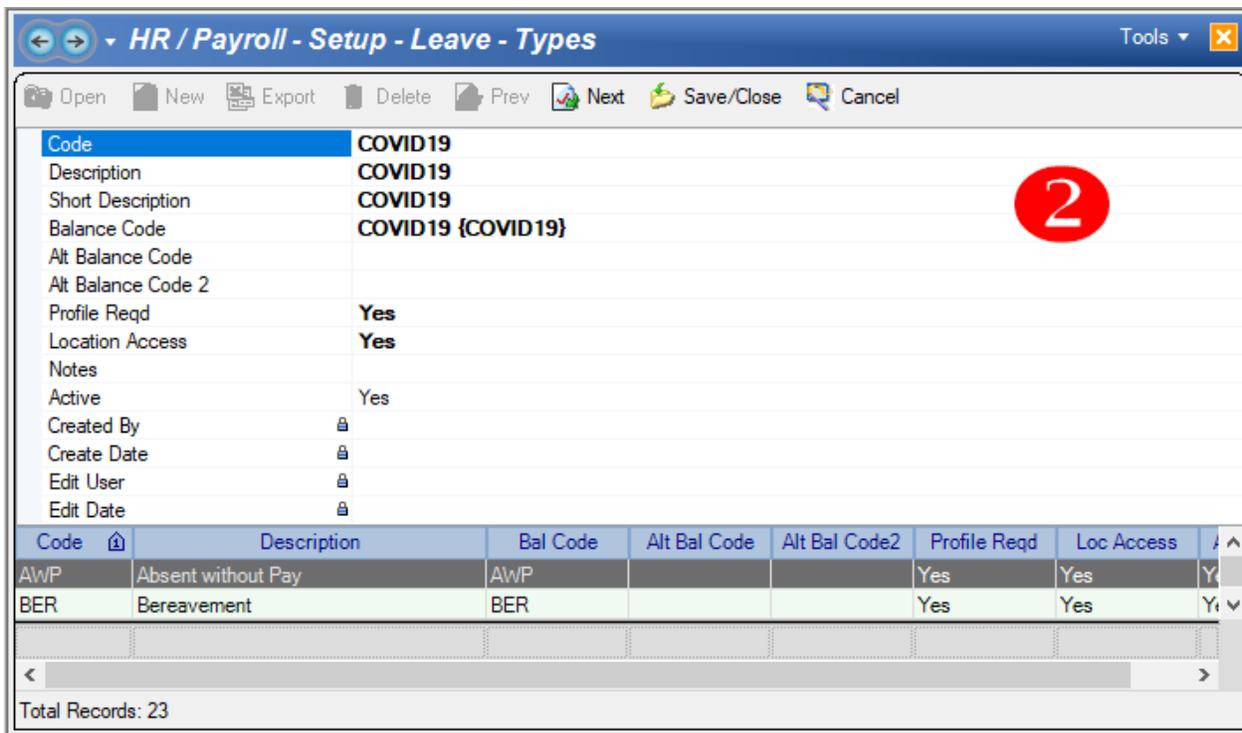
Total Records: 26

## **STEP 2 - Create the Leave Type**

Leave types define which balances to decrease when a leave of this type is taken. What you are doing here is placing the code you created in Step 1 into a balance that can be displayed in the Employee Online Portal (optional) and tracked and granted (optional).

*Notice how the Balance Code matches the entry in Step 1.*

**TIP:** If you are granting, you could enter your sick leave balance into the Alt Balance Code field in the Leave Type or the Transfer Balance field in the Leave Balance Profile, depending on your needs. Both of these choices have important implementation considerations. Please see the documentation for more information before implementing.



The screenshot shows a software window titled "HR / Payroll - Setup - Leave - Types". It contains a table with the following data:

Code	COVID19
Description	COVID19
Short Description	COVID19
Balance Code	COVID19 {COVID19}
Alt Balance Code	
Alt Balance Code 2	
Profile Req'd	Yes
Location Access	Yes
Notes	
Active	Yes
Created By	🔒
Create Date	🔒
Edit User	🔒
Edit Date	🔒

Below the main table is a summary table with the following columns: Code, Description, Bal Code, Alt Bal Code, Alt Bal Code2, Profile Req'd, Loc Access. The data rows are:

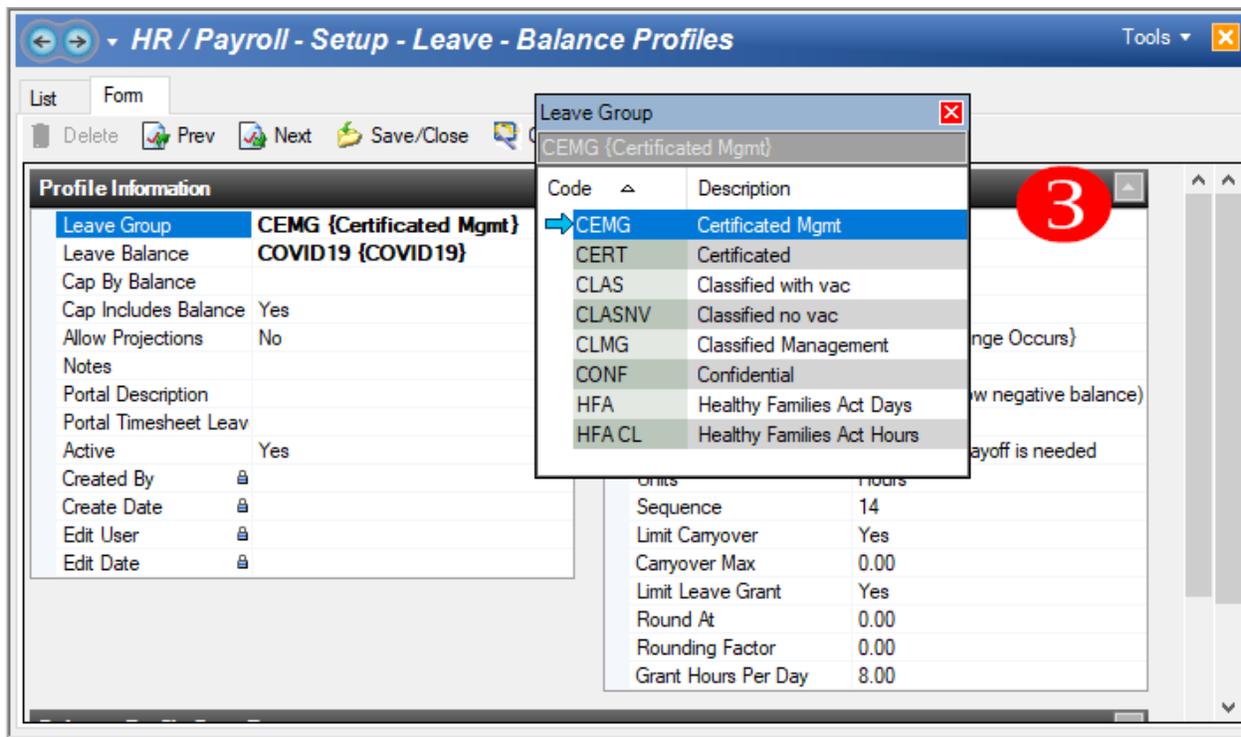
Code	Description	Bal Code	Alt Bal Code	Alt Bal Code2	Profile Req'd	Loc Access
AWP	Absent without Pay	AWP			Yes	Yes
BER	Bereavement	BER			Yes	Yes

A red circle with the number "2" is overlaid on the "Balance Code" field in the main table. The window also shows a "Tools" menu and a "Total Records: 23" indicator at the bottom.

## **STEP 3 - Create the Leave Balance Profile**

Leave balance profiles define rates and intervals for granting and rules for carryover. What you are doing here is defining, in detail, how the leave balance is going to work. This is where you can define granting and other rules.

*You are going to need to create a Leave Balance Profile for each Leave Group that you see in the lookup.*



**TIP:** There are several options for this step and beyond. Your setup depends on your district practices and procedures.

- **Granting** - You would want to review the following fields:
  - **Basis** - You could set this to a flat amount (80).
  - **Occurs** - You could set this to July (applies to entire year).
  - **Timing** - You could set this to Flat Rate.
  - **Prorate on FTE** - You could set this to YES so that each employee's rate is based on their FTE.
  - **Mid-Year Service Change** - You could set this to "4- No change based on time worked" because every employee gets the same amount based on FTE.
- **Paying** - You could set up an addon (non-positional pay) to pay the employee at a lower pay rate (similar to worker's comp). In this case, you would want to set up a dock for the employee's assignment so that they are not double paid for the leave.

If you would like a new addon to accommodate the reduced pay rate, please send email to [helpdesk@scoe.org](mailto:helpdesk@scoe.org).

# Leave Report to Track COVID-19

The Leave Transactions (Leave01) report is simple and powerful report.

Enter a few parameters and get the data quickly. While this report has a lot of parameters and several sort options — including employee, location, supervisor, and Excel output — it is really nice to enter only a single parameter (Leave Balance) and get the data you need.

**Request**

- 1 - Report**
  - Report Number: Leave01
  - Description: Leave Transactions
  - Report Sample: Leave01
  - Report Favorite ID:
- 2 - User Options**
  - Created Date:
  - Leave Balance(s): COVID19 {COVID19}
  - Limit Leave Balances: No - DO NOT limit Leave B
  - Leave Type(s):
  - Comment contains:
  - Batch Id(s):
  - HRA?: Yes-include transactions re
  - Transaction Type: No Restriction
- 3 - Person criteria**
  - Employee Id(s):
  - Last Name(s):
  - Employment Status(s):
  - Permanency(s):
  - Leave Group(s):
  - Person Type(s):
  - Supervisor Id(s):
  - Location(s):
  - Calendar(s):
  - Barg Unit(s):
  - Pay Cycle(s):
- 4 - Report options**
  - Comment?: Yes - show the comment
  - Page Break on Empl: Do Not Page Break on Em
- General**
  - Report Status: Completed
  - Comment:

**Leave Balance(s)**

Code	Description
AWP	Absent Without Pay
BER	Bereavement
CI	Critical Illness
COMP	Comp Time
COVID19	COVID19
DB	District Business
DIFF	Differential Pay
DR	Dr Appt
EXTENDED	Extended
FL	Floating Holiday
FMLA	Family & Medical Leave
IND ACCT	Industrial Accident
JURY	Jury
MAT	Maternity/Paternity
MEDICAL	Medical
MIL	Military
MOD	Modified Duty
NWD	Non work Day
OCL	WORKING OUT OF CLASS
PL	Personal Leave
PN	Personal Necessity
PROF	Professional Development
SL	Personal Illness
UNION	Union Leave
UNPAID	Unpaid Leave
VAC	Vacation
WC	Worker's Compensation

Example report with all defaults, only entering the new COVID19 leave balance as a parameter.

Leave01a				Leave Transaction			
Transaction Type	Reason	Created	Begin	End	Grant	Usage/ Adjustment	Running Balance
Ag[REDACTED] (ID) SSN4 (160028) [REDACTED] Location [REDACTED] Academy Leave Group FTE 1.00000 Job Class CERTIFICATED MANAGEMENT / ASSISTANT PRINCIPAL CEMG Leave Date 08/27/2015 H							
COVID19 - COVID19							
Usage		04/03/20	03/23/20	04/03/20		80.0000-	80.0000- hrs
Prior Balance	.0000 + Grants		- Usage	80.0000 + Adjustments		=	80.0000- hrs