



2021 COVID-19 Supplemental Paid Sick Leave

SB95

SB95 COVID SPSL

Itemized on wage statement or separate document

COVID Supplemental Paid Sick leave needs to be tracked on either the employee's pay stub or a separate document.

Please note that Escape only allows **5** leave types to show on the paystub. If your district already has hit this limit, then you will need to provide the employees a separate document with this information.

<https://www.dir.ca.gov/dlse/COVID19Resources/FAQ-for-SPSL-2021.html>

Record-keeping and Paystubs

21. Should 2021 COVID-19 Supplemental Paid Sick Leave be listed separately from regular Paid Sick Leave on the itemized paystub or separate writing at the time wages are paid?

Yes. The 2021 COVID-19 Supplemental Paid Sick Leave law is clear that the obligation to provide COVID-19 Supplemental Paid Sick Leave is in addition to regular paid sick leave. The itemized wage statement or separate writing requirement ensures covered employees understand how many separate hours they have available for 2021 COVID-specific sick leave. For example, consider a full-time covered employee who has used all of the covered employee's regular paid sick leave but is entitled to 80 hours of 2021 COVID-19 Supplemental Paid Sick Leave. If an itemized wage statement specifies that there are 0 hours of paid sick leave and 80 hours of 2021 COVID-19 Supplemental Paid Sick Leave available, the covered employee would be on notice that they lack available paid sick leave for non-COVID-related absences. On the other hand, if the itemized wage statement simply said 80 hours of paid sick leave available without differentiating between paid sick leave and 2021 COVID-19 Supplemental Paid Sick Leave, a covered employee might take paid sick leave for non-COVID related reasons without realizing that there were no sick leave hours available.

In addition, Labor Code Section 247.5 requires that records be kept for a three-year period on regular paid sick days and 2021 COVID-19 Supplemental Paid Sick days accrued and used, and that the records be made available to the Labor Commissioner or employee upon request.

Please also note the last paragraph under the section above, these records need to be kept for **three years** showing the hours earned and used under SPSL.

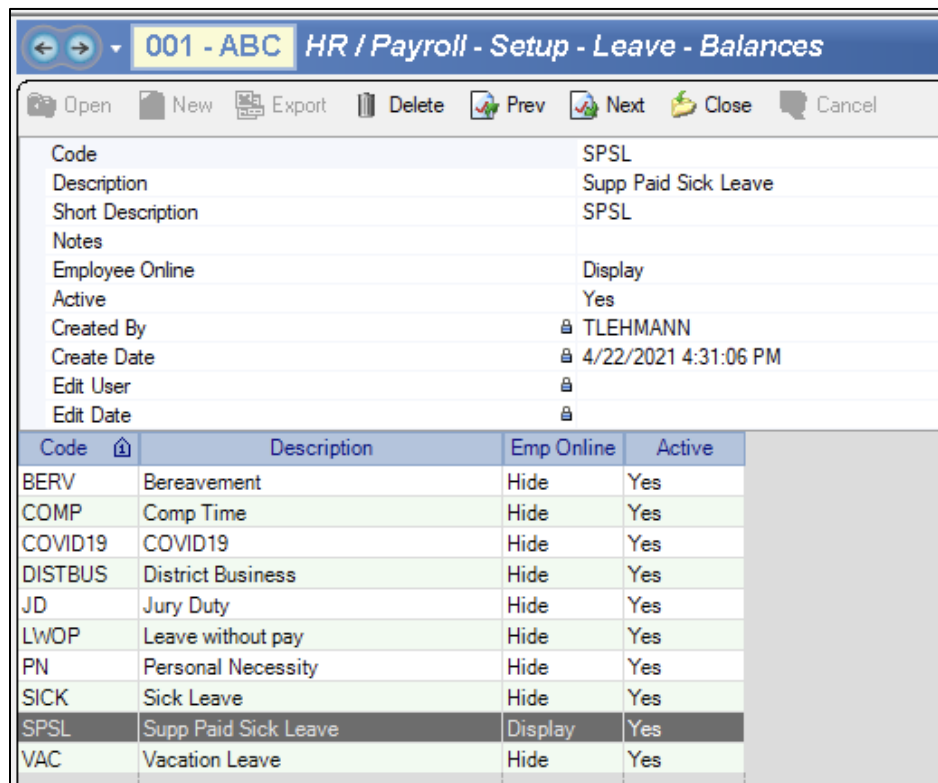
Recommended setup for the COVID Supplemental Paid Sick Leave (SPSL) Grant in Escape. This setup will Grant and show SPSL balances on EE Paystub.

- The district will need to adjust leaves taken for Covid-19 reasons after January 1, 2021 to this new SPSL Leave.
- We also suggest that if you are using the Frontline (AESOP) Absence Management system you may want to add the SPSL to the Absence Reason dropdown in that system.

For assistance – please send a ticket to helpdesk@scoe.org

1. Go to HR/Payroll - Setup - Leave - Balances

- Create "New" SPSL Code as seen in image below - Set flag to "Display" if you would like the balance to show in the Employee Portal, "Hide" if not



The screenshot shows a web application window titled "001 - ABC HR / Payroll - Setup - Leave - Balances". The window contains a form for creating a new SPSL code and a table of existing codes. The form fields are as follows:

Code	SPSL
Description	Supp Paid Sick Leave
Short Description	SPSL
Notes	
Employee Online	Display
Active	Yes
Created By	TLEHMANN
Create Date	4/22/2021 4:31:06 PM
Edit User	
Edit Date	

Below the form is a table of existing codes:

Code	Description	Emp Online	Active
BERV	Bereavement	Hide	Yes
COMP	Comp Time	Hide	Yes
COVID19	COVID19	Hide	Yes
DISTBUS	District Business	Hide	Yes
JD	Jury Duty	Hide	Yes
LWOP	Leave without pay	Hide	Yes
PN	Personal Necessity	Hide	Yes
SICK	Sick Leave	Hide	Yes
SPSL	Supp Paid Sick Leave	Display	Yes
VAC	Vacation Leave	Hide	Yes

****The Sequence number will need to be set to 1-5 in order to have the Leave Balance show on Pay Stub.**

To check available Sequence numbers for your Org

Go to HR/Payroll - Setup - Leave - Balances - Balance Profiles

- Filter by Sequence number column
- Look for a 1 - 5 sequence number that is *not* currently being used and use it for all SPSL Balance Profiles

2. Go to HR/Payroll - Setup - Leave - Balances - Balance Profiles

- Create "New" Balance Profile for each Classified Leave group (You can use the Copy feature after creating the first Profile).
- **Profile Information** - Use settings as seen in snapshot below
- **Balance Profile Grant Ranges** - Add "New" Grant range and amount of 0 - 99, 80 Hours

Profile Information

Leave Group	CLAS YR (Classified year round)
Leave Balance	SPSL (COVID Supplemental Paid SL)
Cap By Balance	
Cap Includes Balance Forward?	Yes
Allow Projections	No
Notes	COVID Supplemental Paid Sick Leave
Portal Description	
Portal Timesheet Leave Types	
Active	Yes
Created By	ADUPLICKI-ALL
Create Date	5/20/2021 4:04:06 PM
Edit User	
Edit Date	

Grant Information

Basis	Flat Amount
Occurs	July for Entire Year
Timing	Hour
Prorate on FTE	Yes
Mid Year Service Change	1 (Month Change Occurs)
Transfer Balance	
Dock	
Dock Addon Id	
Payoff	No balance payoff is needed
Units	Hours
Sequence	4
Limit Carryover	No
Carryover Max	0.00
Limit Leave Grant	No
Round At	0.00
Rounding Factor	0.00
Grant Hours Per Day	0.00

Balance Profile Grant Ranges

Service Yrs F	Service Yrs T	Grant Amount	Max Carryov	Max Carryov	Grant Per Uni
0	99	80.00000	0.00	0	0.00000

3. Go to HR/Payroll - Setup - Leave - Balances - Balance Profiles

- Create "New" Balance Profile for each Certificated Leave group (You can use the Copy feature after creating the first Profile)
- **Profile Information** - Use settings as seen in snapshot below
- **Balance Profile Grant Ranges** - Add "New" Grant range and amount of 0 - 99, 10 Days

Profile Information

Leave Group	CERT (Certificated employees)
Leave Balance	SPSL (COVID Supplemental Paid SL)
Cap By Balance	
Cap Includes Balance Forward?	Yes
Allow Projections	No
Notes	COVID Supplemental Paid Sick Leave
Portal Description	
Portal Timesheet Leave Types	
Active	Yes
Created By	ADUPLICKI-ALL
Create Date	5/20/2021 4:19:50 PM
Edit User	
Edit Date	

Grant Information

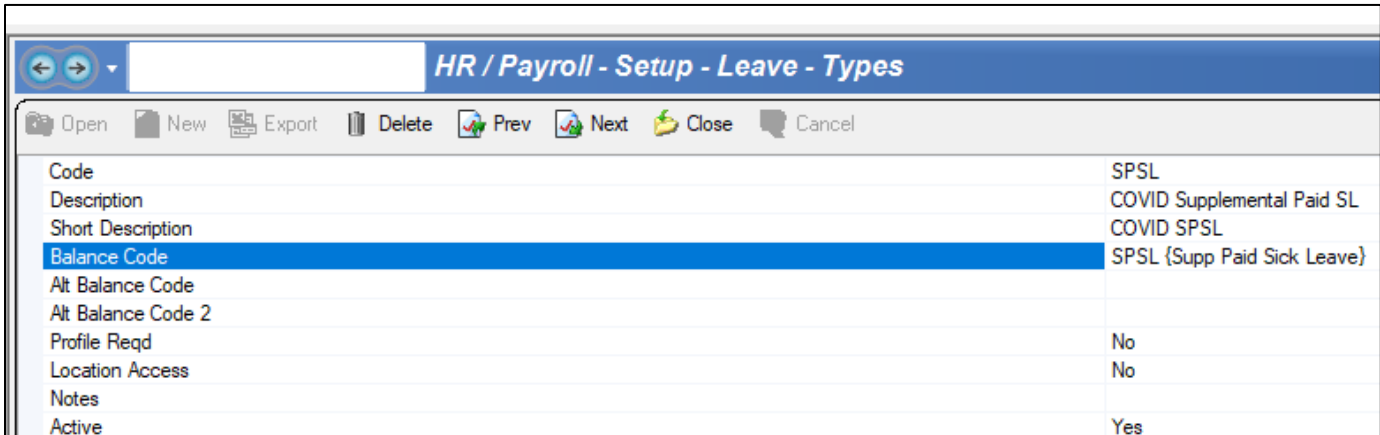
Basis	Flat Amount
Occurs	July for Entire Year
Timing	Day
Prorate on FTE	Yes
Mid Year Service Change	1 (Month Change Occurs)
Transfer Balance	
Dock	
Dock Addon Id	
Payoff	No balance payoff is needed
Units	Days
Sequence	4
Limit Carryover	No
Carryover Max	0.00
Limit Leave Grant	No
Round At	0.00
Rounding Factor	0.00
Grant Hours Per Day	0.00

Balance Profile Grant Ranges

Service Yrs F	Service Yrs T	Grant Amount	Max Carryov	Max Carryov	Grant Per Uni
0	99	10.00000	0.00	0	0.00000

4. Go to HR/Payroll - Setup - Leave - Types

- Create "New" Leave Type code as seen in snapshot below



HR / Payroll - Setup - Leave - Types	
Code	SPSL
Description	COVID Supplemental Paid SL
Short Description	COVID SPSL
Balance Code	SPSL {Supp Paid Sick Leave}
Alt Balance Code	
Alt Balance Code 2	
Profile Reqd	No
Location Access	No
Notes	
Active	Yes

5. Go to HR/Payroll - Employment - Leave Status

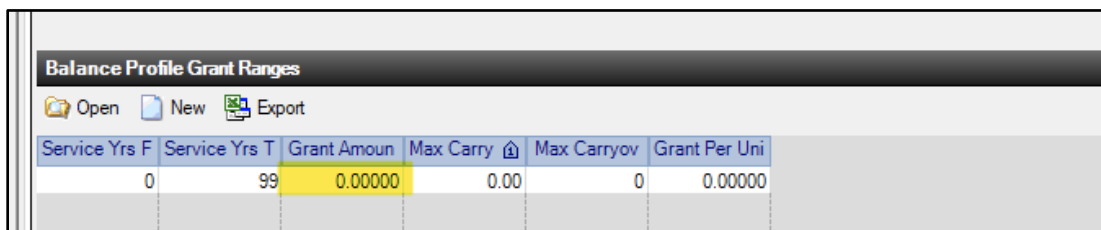
- Open current "Open" status record
- Grant, Load, Post leaves

****Verify Leaves have been Granted and are calculating as expected.**

*****Note: If you have created these profiles already and granted, you will need to turn off the Grant in each Balance Profile prior to granting new leaves for July 2021 so that the grant does not occur for the 2021/22 fiscal year.**

6. After Leaves are Rolled Forward to 2021/22 before Granting for July 2022

- Go to HR/Payroll - Setup - Leave - Balances - Balance Profiles
- **Balance Profile Grant Ranges** - Open Grant range and amount of 0 - 99, update Grant Amount to 0.00
- Grant Leaves for July as usual



Balance Profile Grant Ranges					
Open New Export					
Service Yrs F	Service Yrs T	Grant Amoun	Max Carry	Max Carryov	Grant Per Uni
0	99	0.00000	0.00	0	0.00000