

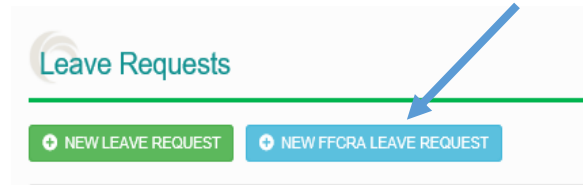
TIMEKEEPING AND CODING HOURS IN LTS

Employees who have been approved for FFCRA Leave will be granted a special FFCRA Leave Request option on LTS. **This option will only be visible to those approved for FFCRA.**

Instructions for Leave Reasons 1 - 4 or 6:

To code approved FFCRA hours on the timesheet for reasons 1-4 and 6, the employee would follow the steps below:

1. From the Home Screen, select Leave Slips -> Leave Requests-> the Blue Box *“NEW FFCRA LEAVE REQUEST.”*



2. From the *“NEW FFCRA LEAVE REQUEST SCREEN”*, select the qualifying reason from the drop down menu.

Qualifying Reason

- 1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- 2. I have been advised by a health care provider to self-quarantine related to COVID-19.
- 3. I am experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2)
- 5. I am caring for a child whose school or place of care is closed (or child care provider is unavailable) reasons related to COVID-19.
- 6. I am experiencing any other substantially-similar condition specified by the Secretary of Health and I Services, in consultation with the Secretaries of Labor and Treasury. (Not Commonly Used)

3. Select the approved FFCRA dates from the calendar. Selected dates will turn orange. The system will also count the total number of hours for the Leave Request and display it on the screen. Employee would then need to submit the request for review.

Qualifying Reason

1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

Select Date(s)

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Regularly Scheduled Hours Per Day

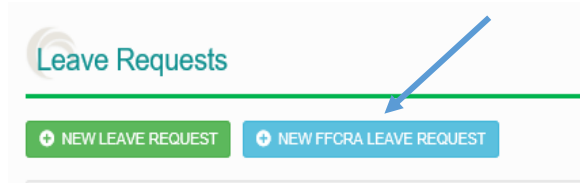
8 40 Total Hours

4. Submit the request for review.

Instructions for Leave Reason 5:

To code approved hours on the timesheet for reason 5, the employee would follow the steps below:

1. From the Home Screen, select Leave Slips -> Leave Requests-> the Blue Box *"NEW FFCRA LEAVE REQUEST"*



2. From the *"FFCRA LEAVE REQUEST SCREEN"*, select qualifying reason 5 from the drop down menu.

Qualifying Reason

1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

2. I have been advised by a health care provider to self-quarantine related to COVID-19.

3. I am experiencing COVID-19 symptoms and seeking a medical diagnosis.

4. I am caring for an individual subject to an order described in (1) or self-quarantine as described in (2)

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

3. Select the approved FFCRA dates from the calendar. Selected dates will turn orange. The system will also count the total number of hours for the Leave Request and display it on the screen.

Qualifying Reason

1. I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19.

Select Date(s)

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Regularly Scheduled Hours Per Day

8 40 Total Hours

4. Select an option from the drop down menu to account for the remaining 1/3 Leave Type: PPL (FMLA), Comp Time (FMLA) or Leave Without Pay (FMLA).

FFCRA Childcare leave pays for two thirds of your regularly scheduled hours. Please select an additional leave type to make up the remaining amount.

Remaining 1/3 Leave Type

Summary

Leave Type	Hours
FFCRA Childcare Leave	53.33
	26.67
TOTAL	80.00

5. Once an option is selected, the appropriate leave option will display on the screen with the total number of hours for the timesheet. Employee would then need to submit the request for review.

FFCRA Childcare leave pays for two thirds of your regularly scheduled hours. Please select an additional leave type to make up the remaining amount.

Remaining 1/3 Leave Type

Paid Personal Leave (FMLA)

Summary

Leave Type	Hours
FFCRA Childcare Leave	53.33
Paid Personal Leave (FMLA)	26.67
TOTAL	80.00

Notes

[SUBMIT FOR REVIEW](#)

6. Submit the request for review