CONTRACOSTA COUNTY

EMPLOYMENT & HUMAN SERVICES

M E M O R A N D U M

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To:	All Staff less CSB, Code 2	Date:	June 25, 2020
From:	Ecotime Administrators		
Subject:	FMLA+ Guidance for Ecotime		

For those eligible for FMLA+ - Expanded Family Leave for childcare, please read important information below shared by the Auditor's office:

"The following are guidelines on how to process payroll for employees determined to be eligible for the FMLA+ - Expanded Family Leave for childcare. An employee would be eligible for twelve weeks of approved leave. FMLA+ will allow eligible employees to access 10 WEEKS of paid FMLA+ leave (up to 400 hours) at the rate of two-thirds pay after a two-week unpaid waiting period (up to 80 hours) during which accruals may be used.

Employees are able to integrate leave accruals during the 480 hours to receive up to full pay. The 80 and 400 hour periods are prorated for Permanent Part Time employees based on their position hours at the time leave was approved."

Permanent Full Time and Part Time employees:
"For the first 80 hours, prorated for Part Time employees, an employee will need to integrate leave accruals to receive pay. Employees can use any of their available leave accruals for this integration. Employees choosing not to integrate leave accruals, or those without sufficient accruals, will need to be reported as Absent without Pay (AWOP).

Following the initial 80 hours, prorated for Part Time employees, the employee is eligible to receive 2/3 of their pay for time taken under this FMLA+ leave. The employee can integrate leave accruals to receive up to full pay.

Employees choosing not to integrate leave accruals, or those without sufficient accruals, will need to be reported as Absent without Pay (AWOP)."

Please review the following pages for examples in Ecotime and FMLA+ hours chart:

- Regular (5/40) Work Schedule with FMLA+ and integrated leave accruals
- 4/10 Work Schedule with FMLA+ and integrated leave accruals

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FMLA+ Guidance for Ecotime

- [9/80 Work Schedule with FMLA+ and integrated leave accruals](#)
- [An Employee partially working on a Regular (5/40) Work Schedule](#)
- [FMLA+ Hours and Integrated Accruals](#) chart that provides the 1/3 amount to be charged based on the number of FMLA+ hours reported.

Support:

1. If you have technical difficulties in Ecotime, please contact the Ecotime Administrators at ecotimehelp@ehsd.cccounty.us.
2. For questions about your FMLA+ request, please contact the Leaves Team at ehsdleavesteam@ehsd.cccounty.us.
3. Any questions related to accruals, please contact your assigned Payroll Clerk.

From your Ecotime Timesheet:

1. In one row:
   a. From the "Select Pay Code" dropdown box, select FMLA+ Child Care
   b. From the "Select Reason Code" dropdown box, select FMLA+ (FFCRA-COVID)
   c. Leave the "Select GL Type" dropdown box blank.
   d. Enter the total hours scheduled to work under the appropriate dates.
2. In the next available row:
   a. From the "Select Pay Code" dropdown box, select the accrual you wish to integrate with FMLA+
   b. Leave the "Select Reason Code" dropdown box blank.
   c. Leave the "Select GL Type" dropdown box blank.
   d. Enter the integrated hours according to the [FMLA+ Hours and Integrated Accruals Chart](#) on page 4 under the corresponding dates.

Example of Regular Schedule with FMLA+ and Integrated Accruals

Pay Code / Reason Code / GL Type	Message	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Total
FMLA+ Child Care / FMLA+(FFCRA-COVID) (05/31/2020) / <Select GL Type >		8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	88.00
Sick Leave Taken - Regular / <Select Reason Code> / <Select GL Type >		2.67	2.67	2.67	2.67			2.67	2.67	2.67	2.67	2.67			2.67	2.67	29.37
<Select Pay Code> / <Select Reason Code> / <Select GL Type >																	0.00
<Select Pay Code> / <Select Reason Code> / <Select GL Type >																	0.00
Totals:		10.67	10.67	10.67	10.67	0.00	0.00	10.67	10.67	10.67	10.67	10.67	0.00	0.00	10.67	10.67	117.37

Press the button to the right to delete all checked items

## Example of 4/10 Schedule with FMLA+ and Integrated Accruals

Pay Code Reason Code GL Type	Message	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Total	Delete
FMLA+ Child Care / FMLA+(FFCRA-COVID) (05/31/2020) / \<Select GL Type \>		10.00	10.00	10.00	10.00				10.00	10.00	10.00	10.00				10.00	90.00	☐
Sick Leave Taken - Regular / \<Select Reason Code\> / \<Select GL Type \>		3.33	3.33	3.33	3.33				3.33	3.33	3.33	3.33				3.33	29.97	
\<Select Pay Code\> / \<Select Reason Code\> / \<Select GL Type \>																	0.00	
\<Select Pay Code\> / \<Select Reason Code\> / \<Select GL Type \>																	0.00	
Totals:		13.33	13.33	13.33	13.33	0.00	0.00	0.00	13.33	13.33	13.33	13.33	0.00	0.00	0.00	13.33	119.97	
Press the button to the right to delete all checked items																		Delete

Example of 9/80 Schedule with FMLA+ and Integrated Accruals

			Week 1: Hours →					
Pay Code Reason Code GL Type	Message	Mon 06/15	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21
PAN-S05 Child Care / \<Select GL Type \>			3.00	3.00	3.00	3.00		
FMLA+ Child Care / FMLA+(FFCRA-COVID) (04/21/2020) / \<Select GL Type \>			9.00	9.00	9.00	9.00		
\<Select Pay Code\> / \<Select Reason Code\> / \<Select GL Type \>								
\<Select Pay Code\> / \<Select Reason Code\> / \<Select GL Type \>								
\<Select Pay Code\> / \<Select Reason Code\> / \<Select GL Type \>								
Totals:			12.00	12.00	12.00	12.00	0.00	0.00
Press the button to the right to delete all checked items								

FMLA+ Guidance for Ecotime

Example of an Employee on a Regular Schedule Working Partial Hours with FMLA+

Pay Code Reason Code GL Type	Message	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30	Total	Delete
FMLA+ Child Care / FMLA+(FFCRA-COVID) (04/15/2020) / <Select GL Type >		8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	88.00	☐
Regular / FMLA+(FFCRA-COVID) (04/15/2020) / <Select GL Type >		4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00	4.00			4.00	4.00	44.00	

Timesheet Summary Example with FMLA+ and Integrated Accruals

This example displays the summary of all hours that were entered for the entire pay period and is the default summary view. If this view is not displayed, select the timesheet summary link to display the section. This allows all the hours to be seen without having to navigate. These hours are grouped into two categories, which are displayed in red below.

Timesheet Summary
Pay Period Details
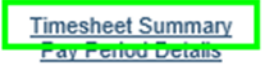
1. Worked: Contains the hours associated with all pay codes that are assigned to the worked hours type.
2. Exceptions: Contains the hours associated with all pay codes that are assigned to the exception hours type.

Paid Summary

1. This section shows the hours summarized along with all pay rule calculations and additional pay records displayed in green below.

Show Pay Period Details

Hours	Mon 06/15	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Week Total	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Week Total	Mon 06/29	Tue 06/30	Wed 07/01	Thu 07/02	Fri 07/03	Sat 07/04	Sun 07/05	Week Total	Total
Timesheet Summary																									**Hide**
Worked								0.00								0.00								0.00	0.00
Exceptions	8.00	10.67	10.67	10.67	10.67			50.68	10.67	10.67	10.67	10.67	10.67			53.35	10.67	10.67						21.34	117.37
Totals:	8.00	10.67	10.67	10.67	10.67	0.00	0.00	50.68	10.67	10.67	10.67	10.67	10.67	0.00	0.00	53.35	10.67	10.67	0.00	0.00	0.00	0.00	0.00	21.34	117.37
Comp. Time Election																									
Comp. Time		0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Flex Comp		0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		0%	0%	0%	0%	0%	0%	0%		
Paid Summary																									**Paid Total 06/16-06/30**
FMLA+ Child Care	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00						16.00	88.00
PAN-S05 Child Care		2.67	2.67	2.67	2.67			10.68	2.67	2.67	2.67	2.67	2.67			13.35	2.67	2.67						5.34	29.37
FMLA+ Child Care	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00	8.00	8.00	8.00			40.00	8.00	8.00						16.00	88.00

Pay Code Reason Code GL Type	Message	Tue 06/16	Wed 06/17	Thu 06/18	Fri 06/19	Sat 06/20	Sun 06/21	Mon 06/22	Tue 06/23	Wed 06/24	Thu 06/25	Fri 06/26	Sat 06/27	Sun 06/28	Mon 06/29	Tue 06/30
PAN-S05 Child Care / <Select GL Type >		2.67	2.67	2.67	2.67			2.67	2.67	2.67	2.67	2.67			2.67	2.67
FMLA+ Child Care / FMLA+(FFCRA-COVID) (05/04/2020) / <Select GL Type >		8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00

FMLA+ Hours and Integrated Accruals Chart

The following chart provides the 1/3 amount to be charged based on the number of FMLA+ hours reported.

FMLA+ Hours (T07)	Integrating with Accruals	Not Integrating - Post as AWOP
24	8.00	8.00
23	7.67	7.67
22	7.33	7.33
21	7.00	7.00
20	6.67	6.67
19	6.33	6.33
18	6.00	6.00
17	5.67	5.67
16	5.33	5.33
15	5.00	5.00
14	4.67	4.67
13	4.33	4.33
12	4.00	4.00
11	3.67	3.67
10	3.33	3.33
9	3.00	3.00
8	2.67	2.67
7	2.33	2.33
6	2.00	2.00
5	1.67	1.67
4	1.33	1.33
3	1.00	1.00
2	0.67	0.67
1	0.33	0.33