Employee Services has created methods to track COVID-19 wages paid for employees unable to work:

- **Administrative Leave Codes** - Provides paid leave to employees who are unable to work/telework for any reason related to the COVID-19 stay-at-home order.
- **Families First Coronavirus Response Act (FFCRA) Leave Codes** - Provides paid leave for employees who are unable to work/telework for one of the reasons outlined in the FFCRA.
- A process for supplementing FFCRA reduced pay leave with sick or vacation time.

**HCM users:** Please refer to campus guidance prior to using these codes.

**Employees:** If you need assistance coding administrative leave (not remote work time), ask your department HR or payroll liaison or campus HR for guidance.

**Campus instructions**

- **CU Boulder**
- **UCCS**
- **CU Denver and CU Anschutz**

**Administrative leave codes**

Two codes are now available for tracking administrative leave for employees who are unable to work for reasons related to COVID-19:

- **ACP (Administrative COVID Pay)** for monthly employees
- **CHP (Administrative COVID Hourly Pay)** for biweekly hourly employees

Employees who are still able to work (either remotely or onsite) should enter their time worked as normal, and should not use these leave codes. For COVID-19 pay for students on Work Study, please consult your campus HR or Student Employment Office guidelines.

**Biweekly pay**
Usage: Pay period end date 4/04/2020 and later

- Biweekly hourly employees who are unable to work due to COVID-19 should enter their normally scheduled hours using code CHP (Administrative COVID Hourly Pay).
- This code will pay the employees for the hours they enter.
- For COVID-19 pay for students on Work Study, please consult your campus HR or Student Employment Office Guidelines.

Monthly pay

Usage: Pay period end date 4/30/20 and later; this includes exception reporting for March 2020

Monthly hourly employees:

- Employees who are unable to work due to COVID-19 should enter their time as normal, entering the comment "COVID-19."
- In addition, a PPL, department leader or Human Resources separately loads ACP (Administrative COVID Pay) for all monthly hourly employees into CU Time.

Monthly salaried employees:

- Employees who are unable to work due to COVID-19 should enter hours using code ACP (Administrative COVID Pay).

FFCRA leave codes

Under the Families First Coronavirus Response Act, an employee is qualified for paid leave if they are unable to work (or unable to telework) for one of the reasons outlined under the act. Employees who are still able to work (either remotely or onsite) should enter their time worked as normal, and should not use these leave codes. For COVID-19 pay for students on Work Study, please consult your campus HR or Student Employment Office guidelines.

Employees on leave due to one of the following reasons: FFA 1, FFA 2 or FFA 3

Employees taking leave can be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to $63.88 per hour or up to $511 per day and $5,110 aggregated over a 2-week period.

Biweekly pay
• Biweekly hourly employees who are unable to work and who are approved for leave according to FFA reasons 1 - 3 should enter their normally scheduled hours using code FQH (Quarantine Hourly Partial Pay).
• This code will pay the employees for the hours they enter.
• For COVID-19 pay for students on Work Study, please consult your campus HR or Student Employment Office guidelines.

Monthly pay

Monthly hourly employees

• Employees who are unable to work and who are approved for leave according to FFA reasons 1 - 3 should enter their time as normal, entering the comment "COVID-19."
• In addition, a PPL, department leader or Human Resources separately loads FQS (Quarantine Salary Partial Pay) for all monthly hourly employees into CU Time.

Monthly salaried employees

• Employees who are unable to work and who are approved for leave according to FFA reasons 1 - 3 should enter hours using code FQS (Quarantine Salary Partial Pay).

Employees on leave due to one of the following reasons: FFA 4, FFA 5, or FFA 6

Employees taking leave will be paid 2/3 of their regular rate or 2/3 of the applicable minimum wage, whichever is higher, up to $25 per hour or up to $200 per day.

• For Reasons 4 and 6, there is a maximum $2,000 aggregated over a 2-week period.
• For Reason 5, there is a maximum $12,000 aggregated over a 12-week period.

Biweekly pay

• Biweekly hourly employees who are unable to work and who are approved for leave according to FFA reasons 4 - 6 should enter their normally scheduled hours using code FCH (Care-Related Hourly Partial Pay).
• This code will pay the employees for the hours they enter at the reduced applicable wage rate.
• For COVID-19 pay for students on Work Study, please consult your campus HR or Student Employment Office guidelines.

Monthly pay
Monthly hourly employees

- Employees who are unable to work and who are approved of leave according to FFA reasons 4 - 6 should enter their time as normal, entering the comment "COVID-19."
- In addition, a PPL, department leader or Human Resources separately loads FCS (Care-Related Salary Partial Pay) for all monthly hourly employees into CU Time.
- Wages will be reduced in accordance with FFCRA.

Monthly salaried employees

- Employees who are unable to work and who are approved for leave according to FFA reasons 4 - 6 should enter hours using code FCS (Care-Related Salary Partial Pay).
- Wages will be reduced in accordance with FFCRA.

Families First Coronavirus Response Act (FFCRA): Employer Paid Leave Requirements

Under the FFCRA, an employee is qualified for paid leave if they are unable to work (or unable to telework) for one of the reasons provided below.

FFA 1: Is subject to a Federal, State or local quarantine or isolation order related to COVID-19

- A full-time employee is eligible for up to 80 hours of leave. A part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
- Paid sick leave under the Emergency Paid Sick Leave Act is in addition to other leave provided under federal, state or local law; an applicable collective bargaining agreement; or existing policy.
- Rates of pay: Employees taking leave can be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 aggregated over a two-week period. ($63.88/hr & $132,870/annual).
- Penalties and enforcement: Employers in violation of the first two weeks’ paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217.

FFA 2: Has been identified by a health care worker to self-quarantine related to COVID-19

- A full-time employee is eligible for up to 80 hours of leave. A part-time employee is
eligible for the number of hours of leave that the employee works on average over a two-week period.

- Paid sick leave under the Emergency Paid Sick Leave Act is in addition to other leave provided under federal, state or local law; an applicable collective bargaining agreement; or existing policy.
- **Rates of pay**: Employees taking leave can be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 aggregated over a two-week period. ($63.88/hr & $132,870/annual).
- **Penalties and enforcement**: Employers in violation of the first two week’s paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217.

**FFA 3: Is experiencing COVID-19 symptoms and is seeking a medical diagnosis**

- A full-time employee is eligible for up to 80 hours of leave. A part-time Employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
- Paid sick leave under the Emergency Paid Sick Leave Act is in addition to other leave provided under federal, state or local law; an applicable collective bargaining agreement; or existing policy.
- **Rates of pay**: Employees taking leave can be paid at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 aggregated over a 2-week period. ($63.88/hr & $132,870/annual).
- **Penalties and enforcement**: Employers in violation of the first two week's paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217.

**FFA 4: Is caring for an individual subject to a quarantine order or health care provider-advised self-quarantine**

- A full-time employee is eligible for up to 80 hours of leave. A part-time Employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
- Paid sick leave under the Emergency Paid Sick Leave Act is in addition to other leave provided under federal, state or local law; an applicable collective bargaining agreement; or existing policy.
- **Rates of pay**: Employees taking leave will be paid 2/3 of their regular rate or 2/3 of the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 aggregated over a two-week period ($25/hr & $52,000/annual).
- **Penalties and enforcement**: Employers in violation of the first two week's paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217.
FFA 5: Is caring for a child whose school or day care is closed (or child care provider is unavailable) for reasons related to COVID-19

- **Rates of pay:** Employees taking leave will be paid 2/3 of their regular rate or 2/3 of the applicable minimum wage, whichever is higher, up to $200 per day and $12,000 aggregated (over a 12-week period; two weeks of paid sick leave followed by up to 10 weeks of paid expanded family and medical leave).

- **Penalties and enforcement:** Employers in violation of the provisions providing for up to an additional 10 weeks of paid leave to care for a child whose school or place of care is closed (or child care provider is unavailable) are subject to the enforcement provisions of the Family and Medical Leave Act. The Department will observe a temporary period of non-enforcement for the first 30 days after the act takes effect, so long as the employer has acted reasonably and in good faith to comply with the act. For purposes of this non-enforcement position, “good faith” exists when violations are remedied and the employee is made whole as soon as practicable by the employer, the violations were not willful, and the department receives a written commitment from the employer to comply with the act in the future.

FFA 6: Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services

- A full-time employee is eligible for up to 80 hours of leave. A part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

- Paid sick leave under the Emergency Paid Sick Leave Act is in addition to other leave provided under federal, state or local law; an applicable collective bargaining agreement; or existing policy.

- **Rates of pay:** Employees taking leave will be paid 2/3 of their regular rate or 2/3 of the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 aggregated over a two-week period ($25/hr & $52,000/annual).

- **Penalties and enforcement:** Employers in violation of the first two weeks’ paid sick time or unlawful termination provisions of the FFCRA will be subject to the penalties and enforcement described in Sections 16 and 17 of the Fair Labor Standards Act. 29 U.S.C. 216; 217.

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**How to restore employees on FFCRA reduced pay leave**

For employees who are on leave for one of the FFCRA reasons with a reduced pay rate (time coded with FQS or FCS) and are leave eligible, a process will soon be available that will allow them to supplement time using sick or vacation leave.

After employee timesheets have been posted to CU Time, PPLs or Human Resources will need to separately upload the Restoration codes to CU Time prior to the load deadline for monthly payroll. A calculator will be available to calculate the correct number of additional
hours needed to restore the employee to full pay based on the hours entered by the employee. During the payroll process, Payroll will run a query to ensure that the total hours for the Restoration codes does not exceed the calculation of hours needed to cover FQS/FCS for the employee.

These Restoration sick and vacation codes are currently in development, but will be available before the May payroll entry due dates.

Groups audience:
HCM Community

Right Sidebar:
HCM: Resources Key

Source URL: https://www.cu.edu/hcm-community/pay-employees/tracking-covid-19-wages-paid

Links
[2] https://www.colorado.edu/hr/covid19/hr-processes
[3] https://www.uccs.edu/hr/covid-19-hr-guidance