Tracking COVID-19 Wages Paid [1]

Employee Services recommends using these methods to track administrative leave related to COVID-19 stay-at-home orders.

**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** [2]
- **UCCS** [3]
- **CU Denver and CU Anschutz** [4]

### When should the new administrative leave codes be used?

These codes are to be used for employees who are unable to work due to COVID-19. 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.

### How to use the COVID-19 leave codes

Two new codes are now available for tracking administrative leave related to COVID-19:

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

#### 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).

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

Under the FFCRA [5], an employee is qualified for paid leave if they are unable to work (or unable to telework) for one of the reasons provided below. Employee Services is currently identifying a method to track leave in accordance to the FFCRA.

**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 2-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 2-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 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 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 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 2-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.
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 2-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.

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