Pay Period Close Checks
to Avoid Frequent Mistakes:
FFCRA Edition

(contains 3 brief video demos)

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Pay Period Close Genie

- FT employees with more than – 80 hours Toward Schedule
- FT employees with less than – 80 hours Toward Schedule

- Review Flex Hours
- Review Excess Hours – reasonable check

- Next slide contains a demo

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Pay Period Close Genie Demo

- Click on the link below to view a demonstration of the Pay Period Close Genie:

[Pay Period Close Genie Demo](#)

MCtime FFCRA TOOLS

REMEMBER: MCGEO and unrepresented employees and temporary employees should **exhaust** the 80 hours of FFCRA Paid Sick Leave (for qualifying FFCRA reasons) before being granted any additional Administrative Leave – Other, with reason code ADMCOVID.

HyperFinds

FFCRA – 80Hours Paid SickLeave
FFCRA 80Hrs + Childcare
FFCRA–80Hrs Paid Sick L > 80Hr
FFCRA – Childcare

_Admin Leave - Other Used

|_Reason Code Used = ChildCare |

Genie: (FMLA LY 1.5.2020 – 1.2.2021) (FFCRA – effective 4.1.2020 – 12.31.2020)

Timecard | Schedule | People | Reports

FFCRA - 1.5.2020 - 12.31.2020
Last Refreshed: 10:26PM

Show: FFCRA 80Hrs + Childcare — Edit
Time Period: 1/05/2020 – 7/18/2020, Range of Dates — Refresh

Actions ▼ Amount ▼ Accruals ▼ Schedule ▼ Person ▼

Employee Name	Emp ID	R T Seas	FT PT	Manager	FFCRA 80 Hours Paid Sick Leave	FFCRA Childcare	Total FFCRA 80 Hrs + Childcare	FMLA	Pay Rule	Job Title	Dept Division
	16	R-N	F		max 80	max 400	max 480	max 480	MCGEO Rg FT EX G-1 R8		
	67	R-N	F						85R UNRP Rg FT EX G-1 R8 S...		
	23	R-N	F						MCGEO Rg FT ML-B EX G-1 R8		

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FFCRA – 1.5.2020-12.31.2020 Review

- Using the FFCRA Genie for the wrong time period for your review.

In the previous Pay Period :
- **Review employees with Hyperfind: _Reason Code Used =CHLDCARE**
- **Note employees using Admin Leave**
- **Review with Hyperfind : _Admin Leave Other Used**

Frequent Mistakes:

- Not applying FMLA with Hyperfind: _Reason Code Used =CHLDCARE
- Not applying a reason code to Admin Leave – Other

FFCRA Genie Demo (Part 1)

- Click on the link below to view a demonstration of the FFCRA Genie:

[FFCRA Genie Demo (Part 1)](#)

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FFCRA – 1.5.2020-12.31.2020 Review

- **Time Period: 1/5/2020-last day of the pay period**

Frequent Mistakes:
- Review using more than 80 hours of FFCRA – 80 hours Paid Sick Leave

- Appling FFCRA – Childcare with reason code: CHLDCARE or OR Admin Leave – Other with reason code: ADMCOVID before exhausting 80 hours of FFCRA – 80 hours Paid Sick Leave

- When employee is using FFCRA – 80 hours Paid Sick Leave or FFCRA – Childcare, for Childcare reasons, not applying the reason code: CHLDCARE OR not applying for FMLA through the ESS or applying the tracking code: FMLA to the timecard.

- Missing Reason Codes for CHLDCARE or missing applying the tracking code: FMLA

- Applying only the tracking code: FMLA to the timecard, and no pay code.

FFCRA Genie Demo (Part 2)

- Click on the link below to view a demonstration of the FFCRA Genie:
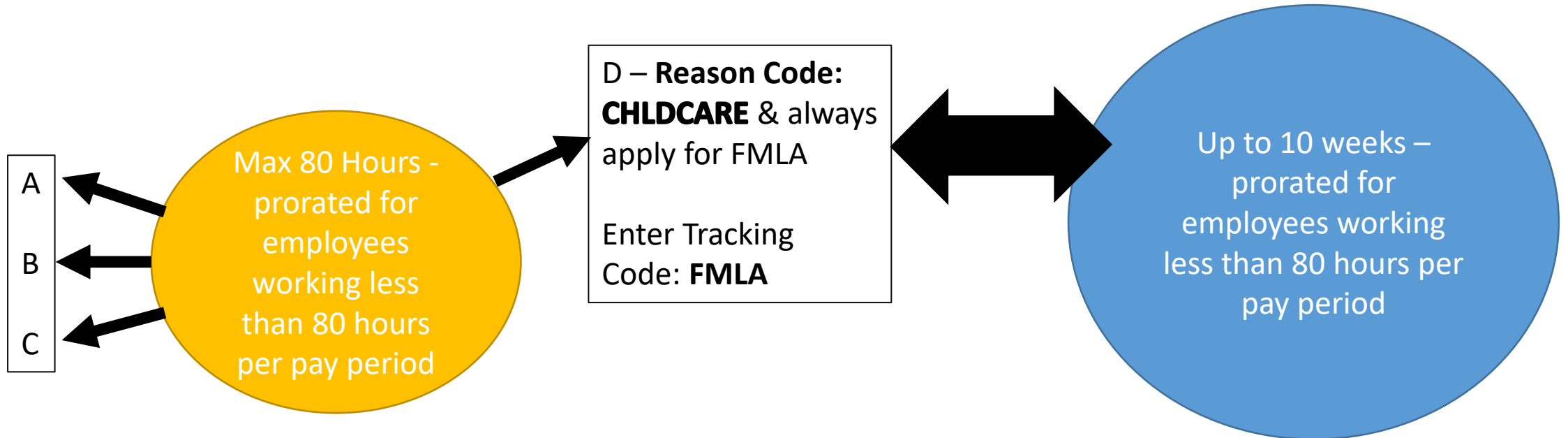
[FFCRA Genie Demo (Part 2)](#)

Families First Coronavirus Response Act (FFCRA)

Example 8 - EPSL Pay Code:

FFCRA - 80 Hours Paid Sick Leave

Example 9 - EMFLA Pay Code:

FFCRA – Child Care

A

B

C

Max 80 Hours - prorated for employees working less than 80 hours per pay period

D – **Reason Code: CHLDCARE** & always apply for FMLA

Enter Tracking Code: **FMLA**

Up to 10 weeks – prorated for employees working less than 80 hours per pay period

FFCRA Leave can be used in future pay periods until Friday, December 31, 2020.

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(EPSL) FFCRA - 80 Hours Paid Sick Leave

<mark>Example 8</mark> - EPSL Pay Code: **FFCRA - 80 Hours Paid Sick Leave**

Who is Eligible? MCGEO and Unrepresented Employees – including Temporary Employees; NOT extended to first responders at FRS (IAFF) and MCPD (FOP).

8a) Employee quarantined (pursuant to Federal, State, or local government order or on the advice of a health care provider)

8b) Employee or family member is experiencing COVID-19 symptoms and seeking a medical diagnosis, or

8c) Employee has a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or on the advice of a health care provider).

The County provided Admin Leave – Other for these three reasons from (before) April 1 - July 4, 2020

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(EPSL) FFCRA - 80 Hours Paid Sick Leave

Accurate Timecard Examples 8a, 8b, 8c

Add Row	Pay Code	Transfer	Sun 7/05	Mon 7/06	Tue 7/07	Wed 7/08	Thu 7/09	Fri 7/10	Sat 7/11	Total
	FFCRA – 80 Hours Paid Sick Leave ∨	🔍	☐	8.0	8.0	8.0	8.0	8.0	☐	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

Add Row	Pay Code	Transfer	Sun 7/12	Mon 7/13	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17	Sat 7/18	Total
	FFCRA – 80 Hours Paid Sick Leave ∨	🔍	☐	8.0	8.0	8.0	8.0	8.0	☐	40.0
			0.0	8.0	8.0	8.0	8.0	8.0	0.0	40.0

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(EPSL) FFCRA - 80 Hours Paid Sick Leave

Example 8 - EPSL Pay Code: **FFCRA - 80 Hours Paid Sick Leave**

Who is Eligible? MCGEO and Unrepresented Employees – including Temporary Employees;
NOT extended to first responders at FRS (IAFF) and MCPD (FOP).

8d) Employee is unable to work because of a bona fide need to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.

Note: Must use reason code: CHLDCARE & Apply for FMLA (Timecard Correction may be needed to apply FMLA)

Add Row	Pay Code	Transfer	Sun 8/02	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08	Total
	FFCRA – 80 Hours Paid Sick Leave	////CHLDCARE//		8.0	8.0	8.0	8.0	8.0		40.0
	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	16.0	16.0	16.0	16.0	16.0	0.0	80.0

Add Row	Pay Code	Transfer	Sun 8/09	Mon 8/10	Tue 8/11	Wed 8/12	Thu 8/13	Fri 8/14	Sat 8/15	Total
	FFCRA – 80 Hours Paid Sick Leave	////CHLDCARE//		8.0	8.0	8.0	8.0	8.0		40.0
	FMLA			8.0	8.0	8.0	8.0	8.0		40.0
			0.0	16.0	16.0	16.0	16.0	16.0	0.0	80.0

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(EFMLA) FFCRA – Child Care

Example 9 - EFMLA Pay Code: **FFCRA – Child Care**

Who is Eligible? MCGEO and Unrepresented Employees – including Temporary Employees;
NOT extended to first responders at FRS (IAFF) and MCPD (FOP).

Note: Must use Reason Code: CHLDCARE and FMLA tracking code.
*Employees may apply Example 8 in lieu of unpaid time or personal leave type

Add Row	Pay Code	Transfer	Sun 7/19	Mon 7/20	Tue 7/21	Wed 7/22	Thu 7/23	Fri 7/24	Sat 7/25	Total
⊥	FFCRA – Childcare ▾	/////CHLDCARE// 🔍			10.0	10.0	10.0	10.0		40.0
⊥	FMLA ▾	🔍			10.0	10.0	10.0	10.0		40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

Add Row	Pay Code	Transfer	Sun 7/26	Mon 7/27	Tue 7/28	Wed 7/29	Thu 7/30	Fri 7/31	Sat 8/01	Total
⊥	FFCRA – Childcare ▾	/////CHLDCARE// 🔍			10.0	10.0	10.0	10.0		40.0
⊥	FMLA ▾	🔍			10.0	10.0	10.0	10.0		40.0
			0.0	0.0	20.0	20.0	20.0	20.0	0.0	80.0

FFCRA – Retroactive Application

- Employees who wanted FFCRA leave applied in lieu of annual leave, sick leave, comp leave used or PTO for the period of Wednesday, April 1, 2020, through Saturday, July 18, 2020, should have already requested to have leave restored (deadline was July 31.)
    - For childcare reasons (8d or 9), employees should already have applied via **E**mployee **S**elf **S**ervice (ESS) and the approved FMLA should be available within the FMLA tracking accrual code.

- Department must have submitted timecard corrections to Payroll no later than Friday, August 14, 2020 for any retroactive leave under the FFCRA.

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DEMO MCtime FFCRA Genie

MCtime Test Database was used – JAVA Platform

All names, characters, salaries and incidents portrayed in this production are fictitious. No identification with actual persons should be inferred. No entity portrayed received payment or anything of value, nor entered into any agreement.

No animals were harmed in this production.

Any questions should be sent to Finance, MCtime or MCtime@MontgomeryCountyMD.gov