

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: April 22, 2020

LEAVE ACCOUNTING LETTER #20-003

TO: All Agencies in the California Leave Accounting System (CLAS)

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division**RE: EMERGENCY SICK LEAVE/FMLA TRANSACTION CODES**

The State Controller's Office has added two new transaction codes to the California Leave Accounting System (CLAS) to assist departments in the tracking of hours used in relation to the Emergency Family Medical Leave Act (FMLA) and Emergency Sick Leave, recently announced by the Department of Human Resources with their update to their HR Manual, Section 2127, which may be found at the following link:

<http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2127>. These new transaction codes are in relation to the Families First Coronavirus Response Act (FFCRA), and are available with the April 2020 leave period.

EMERGENCY SICK LEAVE

The 'CR' transaction code, with the name of 'Use – FFCRA' is added to the Administrative Time Off (AT) leave benefit. This transaction is used to track Emergency Sick Leave up to a total of 80 hours only.

The 'Supplement - FFCRA' transaction is also added to the ATO benefit, effective April 2020. When an employee designates on their timesheet that they are using Emergency Sick Leave in order to cover the Emergency FMLA 2-week waiting period, the 'SC,' or 'Supplement - FFCRA' transaction should be posted instead of the 'Use – FFCRA' transaction.

Once an employee has a total of 80 hours posted to ATO, using one or a combination of these transactions, any other type of ATO use, whether related to the FFCRA or not, should be tracked with the standard 'Use' transaction code of '01,' and may be paid or unpaid depending on the reason for use.

In summary, the features of the new FFCRA transaction codes, related to Emergency Sick Leave are:

Transaction Code:	CR	SC
Transaction Name:	Use – FFCRA	Supplement – FFCRA
Timed Tracked:	Hours	Hours
Leave Benefit Used:	AT	AT
Effective:	04/01/20	04/01/20
Expires:	12/31/20	12/31/20
PIP/FTP Earnings ID:	ATCR	ATSC

NOTE: The ATO benefit will be reset at the beginning of the fiscal year. The resetting of this benefit has no impact on the maximum hours allowed for Emergency Sick Leave. The maximum hours of Emergency Sick Leave that may be used, whether posted as Use or Supplement, and between April and December 2020 is 80 hours.

EMERGENCY FMLA

The 'Use – FFCRA' transaction is added to the Family Medical Leave Act (FM) leave benefit. This transaction is posted to track Emergency FMLA, which is paid leave vs. the standard unpaid FMLA. This transaction should be used to designate when an employee is on Emergency FMLA only. Since the Emergency FMLA does not increase the total of 12 weeks of FMLA an employee is allowed annually, the Emergency FMLA hours should be tracked together with the standard FMLA hours.

In summary, the features of the new 'Use – FFCRA' transaction code, related to Emergency FMLA are:

Transaction Code:	CR
Transaction Name:	Use – FFCRA
Time Tracked:	Hours
Leave Benefit Used:	FM
Maximum Hours:	12 weeks in combination with standard FMLA
Effective:	04/01/20
Expires:	12/31/20
PIP/FTP Earnings ID:	FMCR

In addition to the 'Use – FFCRA' transaction, a 'Supplement – FFCRA' transaction is added to the CLAS in order to supplement the 2/3 pay with leave hours.

The features of the new 'Supplement – FFCRA' transaction code, related to Emergency FMLA are:

Transaction Code:	SC
Transaction Name:	Supplement – FFCRA
Time Tracked:	Hours
Maximum Hours:	N/A
Effective:	04/01/20
Expires:	12/31/20
Leave Benefits Used:	AL, CT, EH, EX, HC, HI, HT, LD, LP, LT, LV, MO, OC, PA, PD, PH, PL, PR, PT, PV, SL, VA, VB, VT
PIP/FTP Earnings ID:	ALSC, CTSC, EHSC, EXSC, HCSC, HISC, HTSC, LDSC, LPSC, LTSC, LVSC, MOSC, OCSC, PASC, PDSC, PHSC, PLSC, PRSC, PTSC, PVSC, SLSC, VASC, VBSC, VTSC

Although the SC transaction is being used to supplement the 2/3 pay related to Emergency FMLA, the Emergency FMLA benefit is not a disability benefit, but is paid and is a job-protection benefit; therefore, there is no adjustment necessary to state service or accruals in relation to this benefit. Payroll Letter #20-006 has more information on a new E-FMLA supplementation calculator which may be found at the following link: https://sco.ca.gov/ppsd_payroll_letters_2020.html.

If an S57 is keyed and voided, according to the instructions in the payroll letter, and the leave period is qualifying, be sure to delete the entries in the Temporary Separation fields on the P64 – Leave Benefit Non-Accrual Maintenance Screen after keying the S57V, so that automated state service credits and accruals continue. If the accrual cycle occurred for the leave period prior to the P64 screen being updated, and the leave period is qualifying, post a State Service Credit (CR) and a Bonus/Accrue (28/10) transaction to

Annual Leave or Vacation/Sick Leave. Lastly, the hours keyed on the STD 603, reducing the employee's pay to 2/3, should not be keyed to the Dock benefit in CLAS.

If you have questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756. For assistance with personnel or payroll related items, Agencies can contact the Statewide Tax Support Program (STSP) – PPSDtaxsupsect@sco.ca.gov, Statewide Customer Contact Center (916) 372-7200, HR Suggestions Email Inbox (All HR Staff) – PPSDHRSuggestions@sco.ca.gov, or Escalation Email Inbox (HR Supervisors and Managers) – PPSDOps@sco.ca.gov.

JEB:JB:CLAS