

Time Reporting Codes for Leaves Taken Under the Families First Coronavirus Response Act (FFCRA)

EPSLA Only		
Leave Type	TRC	Override Reason Code
Reason 1: Employee is under a Federal, State, or local quarantine or isolation order related to COVID-19; 100% of regular pay, up to \$511 daily and \$5,110 total	EPSRP	N/A
Reason 2: Employee has been advised by a health care provider to self-quarantine related to COVID-19. 100% of regular pay, up to \$511 daily and \$5,110 total	EPSRP	N/A
Reason 3: Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis. 100% of regular pay, up to \$511 daily and \$5,110 total	EPSRP	N/A
Reason 4: Employee is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or the individual has been advised by a health care provider to self-quarantine related to COVID-19. 2/3 regular rate of pay, up to \$200 daily and \$2,000 total	EPS23 *EPS23 is configured to automatically pay at a 2/3 regular rate of pay	N/A
Reason 5: Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. 2/3 regular rate of pay, up to \$200 daily and \$2,000 total	EPS23 *EPS23 is configured to automatically pay at a 2/3 regular rate of pay	N/A
Reason 6: Employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. 2/3 regular rate of pay, up to \$200 daily and \$2,000 total	EPS23 *EPS23 is configured to automatically pay at a 2/3 regular rate of pay	N/A
EPSLA/EFMLEA COMBO		
Leave Type	TRC	Override Reason Code
Employee is caring for a child whose school or place of care is closed (or paid child care provider is unavailable) for reasons related to COVID-19 and elects to use EPSLA during first two weeks of EFMLEA- first two weeks at 2/3 regular rate of pay, up to \$200 daily and \$2,000 total	FMLEA *FMLEA is configured to automatically pay at a 2/3 regular rate of pay	EPSLA
EFMLEA ONLY		
Leave Type	TRC	Override Reason Code
Using Accruals for First Two Weeks: Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.	Sick: SFCC	FFCRA
	Vacation: VFCC	FFCRA
	PL: PFCC	FFCRA
	Comp: CFCC	FFCRA
	Holiday/Comp: HFCC	FFCRA
	SEBAC Vac: VAC03	FFCRA
Unpaid Leave for First Two Weeks/No EPSLA: Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19	SEBAC PL: PL03	FFCRA
	UFMLE	FFCRA
Remaining ten weeks: Employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19 - up to 10 weeks at 2/3 regular rate of pay, up to \$200 daily and \$10,000 total	FMLEA *FMLEA is configured to automatically pay at a 2/3 regular rate of pay	FFCRA

In Job Data, for COVID-19 related absences of more than five (5) days provided through the FFCRA:

Action: Paid Leave of Absence, Reason: Paid Leave Authorized (PLA/ATH)

Action: Unpaid Leave of Absence, Reason: Unpaid Leave No Benefit Impact (LOA/UNB) (as needed for first two weeks of EFMLEA leave).

Refer to the FFCRA Job Data Processing Guide for more detailed information.