

## TeamWorks HCM

### Families First Coronavirus Response Act (FFCRA)

### Sample Timelines for 1/3 Payroll Deductions

The purpose of this document is to provide sample timelines to illustrate **how employees will be paid for FFCRA Emergency Sick or Expanded FMLA at 2/3 their normal pay.**

Employees who receive FFCRA Sick Leave paid at 2/3 rate or FFCRA FMLA at 2/3 rate will first be paid their standard hours at their current rate of pay on their normal payroll schedule. A deduction to “take back” 1/3 of the pay will be taken on a subsequent paycheck.

This allows

- Pay to be calculated “as usual” for employees paid on a salaried basis.
- Employee and employer contributions (i.e. SHBP, retirement) to be calculated on the employee’s standard hours and rate and not at the 2/3 rate.
- Service hours to be captured at the standard hours.

Deductions to “take back” the 1/3 portion of the employee’s pay will be entered in Payroll by SAO. Below is a sample calculation to illustrate how the “take back” hours and dollars are calculated:

Approved Emergency Sick 2/3 hours:	40.00 hours	
Factor to calculate 1/3 hours:	.33	
Calculate the 1/3 hours:	13.20 hours	(40.00 hours times .33)
Negative Hours to reduce pay:	-13.20 hours	(13.20 * -1)

Result: -13.20 hours will be entered on the pay line at employee’s standard rate

SAO will calculate and enter the 1/3 deductions based on the daily caps per day or the total cap for the leave. These transactions will be entered as follows:

- Salaried, Semi-monthly Employees (Exempt & Non-exempt): Automatically entered 30 days from pay period when leave was taken
- Salaried, Monthly Employees (Exempt & Non-exempt): Automatically entered 30 days from pay period when leave was taken
- Hourly, Semi-monthly Employees (Hourly ,Non-temporary, Non-salaried): Automatically entered on the hourly lagged payroll

Below are 3 example timelines to illustrate when the 1/3 deduction will be taken.



Indicates when the 1/3 deduction will be taken in the timeline samples below.

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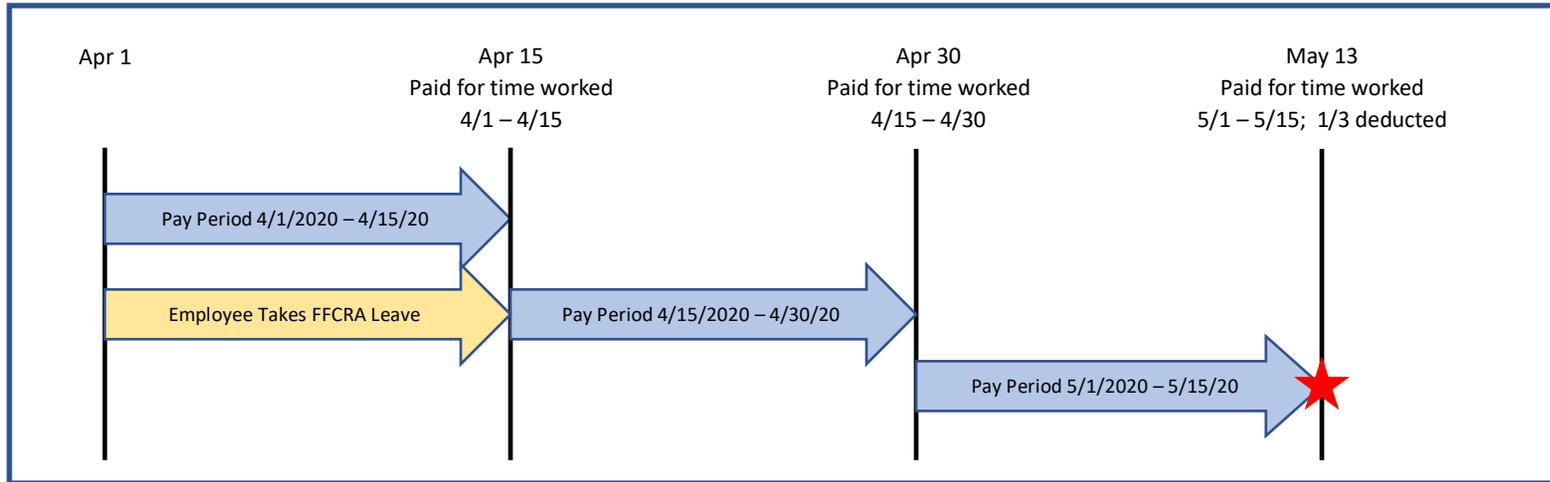
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#### Salaried, Semi-monthly Employees (Exempt & Non-exempt) - 30-day Lag

Leave was taken during the 4/1 through 4/15 pay period with a check date of 4/15.

The 1/3 deduction will be taken on the 5/15 paycheck.

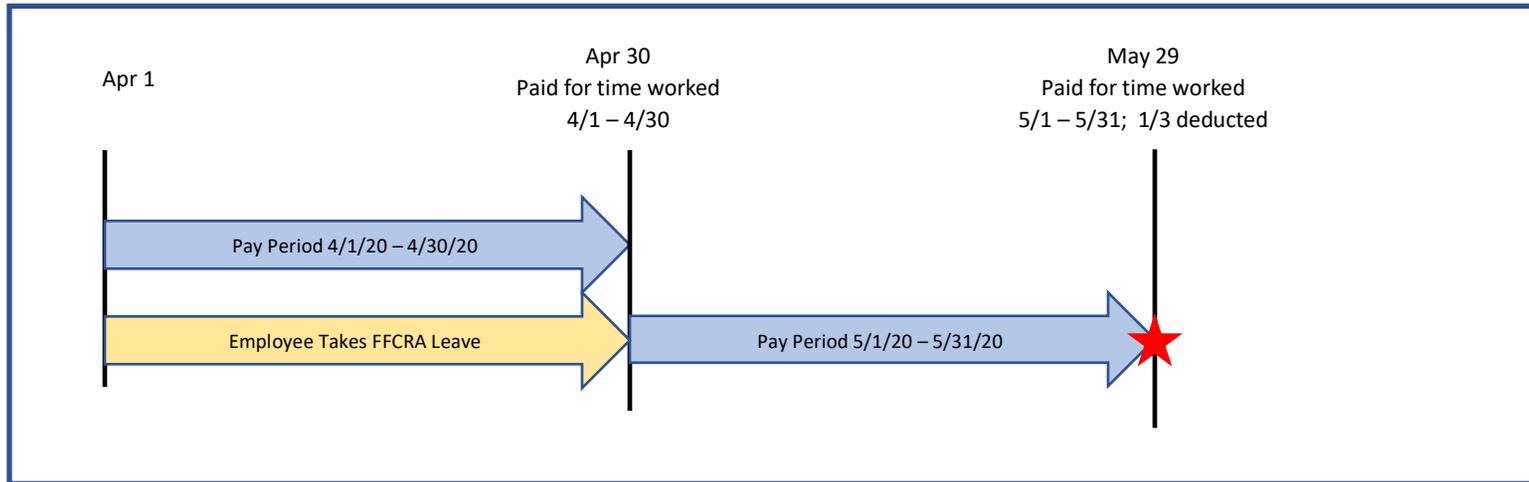


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**Salaried, Monthly Employees (Exempt & Non-exempt) - 30-day Lag**

Leave was taken during the 4/1 – 4/30 pay period with a check date of 4/30 .

The 1/3 deduction will be taken on the 5/29 paycheck.



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**Hourly, Semi-monthly Employees (Hourly, Non-temporary, Non-salaried) Paid on a Lag**

Leave was taken during the 4/1 through 4/15 pay period with a check date of 4/30.

The 1/3 deduction will be taken on the 4/30 paycheck.

