

On March 18, 2020, the *Families First Coronavirus Response Act* (FFCRA) was signed into law, marking the second major legislative initiative to address the COVID-19 health emergency. **This law went into effect on April 1, 2020.** As part of this act, additional Family and Sick Leave benefits must be made available to employees and need to be tracked and paid. For an overview of the key points of the legislation regarding Employee Leave, please refer to NeoSystems' earlier communication *Family First Coronavirus Response Act: Paid Leave Synopsis*.

The instructions provided in this guide will guide you through setting up Deltek Costpoint and Time & Expense (T&E) to grant, record and track all the leave required under this new law. This guide was written assuming that Costpoint has been implemented in the standard configuration that NeoSystems uses for many of our clients. However, since your company's configuration may differ from our standard configuration, you may need to modify some steps to work with your specific configuration. Some of the key configuration and processing assumptions made include:

- Use of Indirect Projects for all expense accounts and leave accounts
- Using Project Work Force to limit options available on timesheets
- Not populating or importing to Costpoint the account and org fields on timesheets in T&E
- Using the Manage Project Timesheet Defaults to populate the account number on Costpoint timesheets
- Semi-monthly timesheet periods and auto adjusting salaried timesheets
- Availability of Cognos to generate a simple list report
- The ability to manually track unpaid FMLA off-line

In addition, this guide was developed to minimize the amount of manual adjustments and calculations required when processing timesheets. Therefore, there are additional set up steps that are not strictly required by the FFCRA but are rather included to reduce manual effort during processing.

The document is divided into three parts:

Part I – Initial Set Up and Analysis

Part II – Granting Access to FFCRA Leave to Employees

Part III – Processing Timesheets that include FFCRA leave

### Part I – Initial Set Up and Analysis

**Step 1:** Go to **Accounting>General Ledger>Accounts>Manage Accounts** and create two (2) new GL Leave accounts

- a. The recommended account names are listed below. The account numbers should be adjusted to go with your current account numbering.

New GL Account Name	New GL Acct No.
Emergency Family Leave	6000-0407-011
<b>Emergency Sick Leave</b>	6000-0408-011

Presentation in Costpoint:

Account *	Name *	Level	Detail	Project Requir	Active	Account Type	Account Entry	TC Acct Ty	Financial Statement Line
6000-0407	Emergency Family Leave	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6000-0407-011	Emergency Family Leave	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Non-labor Exper ▼	ALL	LV	FRINGE BENEFITS
6000-0408	Emerg Sick Leave	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
6000-0408-011	Emerg Sick Leave	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Non-labor Exper ▼	ALL	LV	FRINGE BENEFITS

- b. Go to **Accounting>General Ledger>Accounts>Link Accounts/Organizations** and link the new accounts to the appropriate orgs.
- c. Go to **Projects>Project Setup> Project Setup Controls>Manage Project Account Groups** and add the new accounts to the PAG that includes the regular leave accounts (usually named Fringe) using function code Non-Labor.

**Step 2:** Go to **Projects>Project Setup> Project Master>Manage Project User Flow** and create six (6) new indirect projects.

The recommended Project Numbers and Names are shown in the chart below.

Project	Project Names
FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit
FFCRA1.LEAVE.EF2	Emerg.Fam/Over Limit
FFCRA1.LEAVE.SF1	Emerg.Sick Fam/UnderLimit
FFCRA1.LEAVE.SF2	Emerg.Sick Fam/OverLimit
FFCRA1.LEAVE.SS1	Emerg.SickSelf/UnderLimit
FFCRA1.LEAVE.SS2	Emerg.SickSelf/Over Limit

Make sure this project is setup as a stand-alone project and not included as part of your current Level One fringe project, using the following parameters:

- Project type: Fringe
- Org number: Same as your other fringe projects
- Project structure/levels: This will be a three-level project per the chart below.
- Project Work Force Required should be checked
- Assign the Fringe PAG identified above to each project

Presentation in Costpoint:

Load Defaults												
Project *	Project Name *	Project Abbr	Project Work Force Required	PWF Edit	Requ Level	Project Classification	Active	Allow Charging	Project Type	Export Project Classification *	Account Group	Owning Organization
FFCRA1	Family First Cor.Rsp.Act		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	INDIRECT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FRINGE	None	FRG	1.01.01.00
FFCRA1.LEAVE	Family First Cor.Rsp.Act		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	INDIRECT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FRINGE	None	FRG	1.01.01.00
FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	INDIRECT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRINGE	Time Collecti	FRG	1.01.01.00
FFCRA1.LEAVE.EF2	Emerg.Fam/Over Limit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	INDIRECT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRINGE	Time Collecti	FRG	1.01.01.00
FFCRA1.LEAVE.SF1	Emerg.Sick Fam/UnderLimit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	INDIRECT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRINGE	Time Collecti	FRG	1.01.01.00
FFCRA1.LEAVE.SF2	Emerg.Sick Fam/OverLimit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	INDIRECT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRINGE	Time Collecti	FRG	1.01.01.00
FFCRA1.LEAVE.SS1	Emerg.SickSelf/UnderLimit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	INDIRECT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRINGE	Time Collecti	FRG	1.01.01.00
FFCRA1.LEAVE.SS2	Emerg.SickSelf/Over Limit		<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	INDIRECT	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FRINGE	Time Collecti	FRG	1.01.01.00

**Step 3:** Go to **People>Labor>Timesheet Defaults>Manage Project Timesheet Defaults** and assign all new leave projects created to the two account numbers created in step 1. See chart below. All fields other than the account number should be left blank.

Project	Project Names	GL Acct No.	GL Account Name
FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit	6000-0407-011	Emergency Family Leave
FFCRA1.LEAVE.EF2	Emerg.Fam/Over Limit	6000-0407-011	Emergency Family Leave
FFCRA1.LEAVE.SF1	Emerg.Sick Fam/UnderLimit	6000-0408-011	Emergency Sick Leave
FFCRA1.LEAVE.SF2	Emerg.Sick Fam/OverLimit	6000-0408-011	Emergency Sick Leave
FFCRA1.LEAVE.SS1	Emerg.SickSelf/UnderLimit	6000-0408-011	Emergency Sick Leave
FFCRA1.LEAVE.SS2	Emerg.SickSelf/Over Limit	6000-0408-011	Emergency Sick Leave

Presentation in Costpoint:

Browse Applications > People > Labor > Timesheet Defaults > Manage Project Timesheet Defaults				
Project*	Project Name	Account	Account Name	Apply to Pro, Lower Lev
FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit	6000-0407-011	Emergency Family Leave	<input type="checkbox"/>
FFCRA1.LEAVE.EF2	Emerg.Fam/Over Limit	6000-0407-011	Emergency Family Leave	<input type="checkbox"/>
FFCRA1.LEAVE.SF1	Emerg.Sick.Fam/UnderLimit	6000-0408-011	Emergency Sick Leave	<input type="checkbox"/>
FFCRA1.LEAVE.SF2	Emerg.Sick.Fam/OverLimit	6000-0408-011	Emergency Sick Leave	<input type="checkbox"/>
FFCRA1.LEAVE.SS1	Emerg.Sick.Self/UnderLimit	6000-0408-011	Emergency Sick Leave	<input type="checkbox"/>
FFCRA1.LEAVE.SS2	Emerg.Sick.Self/OverLimit	6000-0408-011	Emergency Sick Leave	<input type="checkbox"/>

**Step 4:** Go to **Projects>Project Setup>Project Labor>Manage Employee Workforce** and create a Project Work Force for each of the new projects. Enter a dummy employee or an inactive employee in each PWF to prevent the project from appearing on timesheets prior to populating the workforce.

**Step 5:** Go to **People>Leave>Leave Controls>Manage Leave Types** and create two (2) new Leave Types

- a. Emergency Family Leave
- b. Emergency Sick Leave

Presentation in Costpoint

Browse Applications > People > Leave > Leave Controls > Manage Leave Types						
Leave Type Code*	Leave Type Descrip	Short Description*	Expense Account	Expense Project	Leave Tracking Method	Accrual Ceiling Method*
EFL	Emer.Fam.Leave	Emer.Fam.Lv	6000-0407-011	FFCRA1.LEAVE.EF1	Hours ▼	No Ceiling ▼
ESL	Emer.Sick Leave	Emer.Sick Lv	6000-0408-011	FFCRA1.LEAVE.SF1	Hours ▼	No Ceiling ▼

- c. Link the Leave Types to the new accounts created above.
- d. Select two of the projects created above and link the Leave Types to them.

**Step 6:** Go to **People>Leave>Leave Controls>Manage Leave Codes** and create two (2) new Leave Codes and set limits for each.

- a. Emergency Family Leave (EFL)
  - i. Months of service is set to 1. Employee must have been employed for 30 days to qualify.
  - ii. Compute Method – One Time Block Grant on 4/1/2020
  - iii. Accrual amount of 400 hours granted for this leave. (10 weeks of paid leave)

Presentation in Costpoint:

Identification										
Leave Code	Leave Code Description *	Leave Type *	Excess Leave Type	Payout Leave Code	Include Neg Bal in Lv Yr Carryover	Report Leave in Days	Hours in Leave Day	Basis for Leave Deferral *	Days to Defer Leave Usage	Lea
EFL	Emerg. Family Leave	EFL	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	0.00	Leave Hire Date ▼	0	

Leave Table Details										
Months of Service *	Compute Method *	Unit of Hours	Annual (C) Block Grant Date	One-Time (D) Block Grant Date	Accrual Rate *	Period Balance Ceiling *	Year Balance Ceiling *	Period Accru Ceiling *		
1	D-One-Time on Block Grant Date	0		04/01/2020	400.000000	400.00	400.00	999,999,999,999		

- b. Emergency Sick Leave (ESL)
  - i. Months of service is set to 0. Employees qualify immediately or on hire date.
  - ii. Compute Method – One Time Block Grant on 4/1/2020.
  - iii. Accrual amount of 80 hours granted for this leave. (10 days of paid leave)

Presentation in Costpoint

Identification										
Leave Code *	Leave Code Description *	Leave Type *	Excess Leave Type	Payout Leave Code	Include Neg Bal in Lv Yr Carryover	Report Leave in Days	Hours in Leave Day	Basis for Leave Deferral *	Days to Defer Leave Usage	Lea
ESL	Emerg. Sick Leave	ESL	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	0.00	Hire Date ▼		

Leave Table Details										
Months of Service *	Compute Method *	Unit of Hours	Annual (C) Block Grant Date	One-Time (D) Block Grant Date	Accrual Rate *	Period Balance Ceiling *	Year Balance Ceiling *	Period Accru Ceiling *		
0	D-One-Time on Block Grant Date	0		04/01/2020	80.000000	80.00	80.00	999,999,999,999		

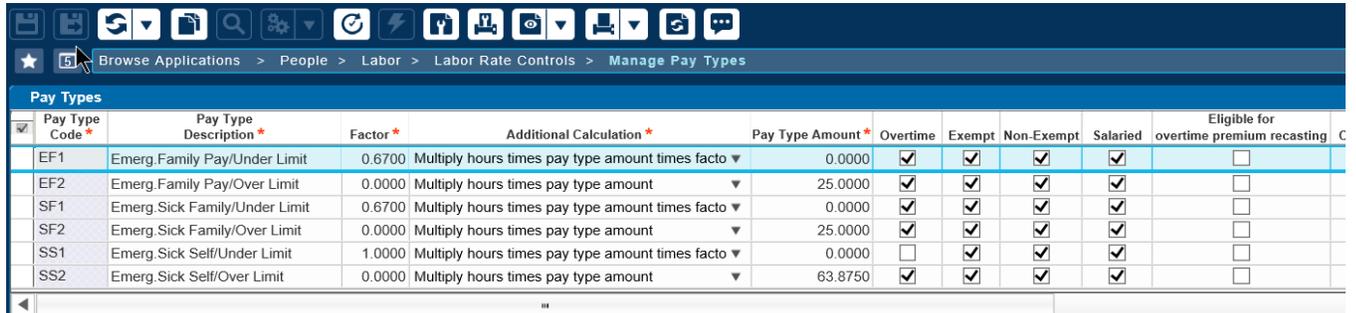
**Step 7:** Go to **People>Labor>Labor Rate Controls>Manage Pay Types** and create six (6) new Pay Types

- a. This is the recommended list

Pay Code	Pay Type Description
EF1	Emer. Famly Pay/Under Limit
EF2	Emer. Famly Pay/Over Limit
SF1	Emerg.Sick Family/Under Limit
SF2	Emerg.Sick Family/Over Limit
SS1	Emerg.Sick Self/Under Limit
SS2	Emerg.Sick Self/Over Limit

- b. Enter the information as indicated below for the **Factor, Additional Calculation, Pay Type and Overtime** fields. Check the boxes for **Exempt, Non-Exempt & Salaried** fields. For **Weight Avg. Rate** select 'Not Applicable'. Make sure the box for **"Calculate over time premium on this Pay Type"** is unchecked.

Presentation in Costpoint:



Pay Type Code *	Pay Type Description *	Factor *	Additional Calculation *	Pay Type Amount *	Overtime	Exempt	Non-Exempt	Salaried	Eligible for overtime premium recasting
EF1	Emerg.Family Pay/Under Limit	0.6700	Multiply hours times pay type amount times facto	0.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EF2	Emerg.Family Pay/Over Limit	0.0000	Multiply hours times pay type amount	25.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SF1	Emerg.Sick Family/Under Limit	0.6700	Multiply hours times pay type amount times facto	0.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SF2	Emerg.Sick Family/Over Limit	0.0000	Multiply hours times pay type amount	25.0000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SS1	Emerg.Sick Self/Under Limit	1.0000	Multiply hours times pay type amount times facto	0.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SS2	Emerg.Sick Self/Over Limit	0.0000	Multiply hours times pay type amount	63.8750	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Step 8:** Using **Cognos**, create a report pulling from Basic Employee Information with the following fields: Employee ID, Employee Name, Annual Salary Amount, Hourly Rate, Part Time/Full Time, Hire Date. Filter the report to include only active employees.

- Run the report to Excel and sort the data by Part Time/Full Time and then by Hourly Rate.
- Add three columns to the report, one for each broad category of leave (Emergency Family Leave, Emergency Sick Leave – Family Care and Emergency Sick Leave – Self Care).
- Add two columns to the report for hours of leave granted to Part Time employees, one for each type of leave (Emergency Family Leave and Emergency Sick Leave).
- Classify each employee and assign them to the appropriate Project Number for each category of leave based on salary, using the table below.

Salary Limit	Pay Code	Project	Project Names
Up to \$78,000	EF1	FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit
Over \$78,000	EF2	FFCRA1.LEAVE.EF2	Emerg.Fam/Over Limit
Up to \$78,000	SF1	FFCRA1.LEAVE.SF1	Emerg.Sick Fam/UnderLimit
Over \$78,000	SF2	FFCRA1.LEAVE.SF2	Emerg.Sick Fam/OverLimit
Up to \$132,860	SS1	FFCRA1.LEAVE.SS1	Emerg.SickSelf/UnderLimit
Over \$132,860	SS2	FFCRA1.LEAVE.SS2	Emerg.SickSelf/Over Limit

- For part time employees, determine the average number of hours worked over the past six months or the employee’s total history, if less than 6 months. Calculate the hours granted as follows:
  - Emergency Family Leave – Average number of hours per week x 10.
  - Emergency Sick Leave – Average number of hours per week x 2
- Sort the Excel file by Employee Name and save for use during processing.

**Step 9:** Go to **People>Labor>Timesheet Interface>Export Data to Deltek Time and Expense** and export the data to T&E.

**Step 10:** Importing the information into Time & Expense

- a. If you are on **T & E 9** - Go to **Deltek Time & Expense (T&E)** and select **Administration > Process > Import Console** and hit the **Execute** button.
- b. If you are on **T & E 10 (inside Costpoint)** – Go to **Time & Expense > Configuration > Interfaces > Import Master Data**, query the import parameters and hit the gears.

**Step 11:** In **Time & Expense** you will need to associate the new projects with the new pay types. Use the chart below to identify which Pay Type should be associated with each new project.

Project	Pay Types
FFCRA1.LEAVE.EF1	EF1-Emer. Family Pay/Under Limit
FFCRA1.LEAVE.EF2	EF2-Emer. Family Pay/Over Limit
FFCRA1.LEAVE.SF1	SF1-Emerg.Sick Family/Under Limit
FFCRA1.LEAVE.SF2	SF2-Emerg.Sick Family/Over Limit
FFCRA1.LEAVE.SS1	SS1-Emerg.Sick Self/Under Limit
FFCRA1.LEAVE.SS2	SS2-Emerg.Sick Self/Over Limit

- a. If you are on **T & E 9**, go to **Administration/Master Data/Charge Trees** to associate the new projects and pay types.
  - i. Drill on the charge branch that leads to Project FFCRA1 and expand to the lowest level.
  - ii. For each task under Project FFCRA1, select the project, push the **Edit Charge Branch** button and assign the correct **Pay Type** based on the chart below.
- b. If you are on **T & E 10**, go to **Time & Expense>Configuration>Master Data> Maintain Charge Tree** to associate the new projects and pay types.
  - i. Drill on the charge branch that leads to Project FFCRA1 and expand to the lowest level
  - ii. For each Task under Project FFCRA1, select the project (Code) and open the subtask **Update Charge Code**.
  - iii. Select the new charge code and use the magnifying glass in the Pay Type field to select the appropriate pay type.

**Step 12:** In **Time & Expense** you will need to add the new Pay Types and Leave Types to Timesheet Classes

- a. If you are on **T & E 9**, go to **Time/Settings/Timesheet Classes**. Do a search to pull all Timesheet Classes. Select each Timesheet class that is eligible for this leave and make the following changes:
  - i. Go to the **Leave** tab and add the new leave types created above. Click on Add Leave. Use the search button under Type and select the leave type to be added. Click on OK. Repeat for both new leave types.
  - i. Go to the **Pay Type Links** tab and add the new Pay Types created above. Click on Add Pay Type Link. Use the search button under Pay Type and select the Pay Type to be added. Click on OK. Repeat for all six new pay types.

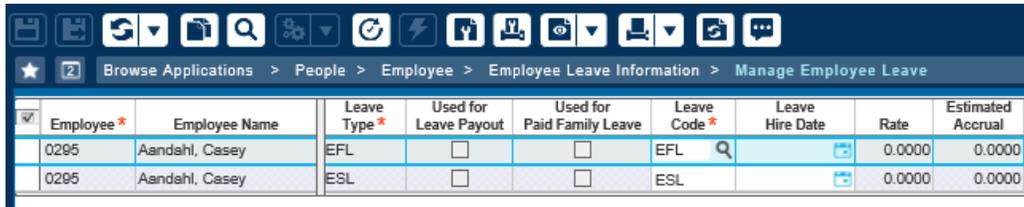
- b. If you are on **T & E 10**, go to **Time & Expense > Time > Time Controls > Manage Timesheet Classes** and query for all active timesheet classes. Select each Timesheet class that is eligible for this leave and make the following changes:
- Open the **Leave Subtask** and add the new leave types created above. Select New to open a new line and use the magnifying glass in the Type field to select the leave type to be added. Repeat for both new leave types.
  - Open the **Pay Type Subtask** and add the new Pay Types created above. Select New to open a new line, then use the magnifying glass in the Pay Type field to select the pay type to be added. Repeat for all six new pay types.

### Part II – Granting Access to FFCRA Leave to Employees

**Step 1:** Open the Cognos report created in Part I and locate the employee that requires access to FFCRA leave. If the employee is Part Time, validate the leave grant calculations on the report.

**Step 2:** Go to **People>Employee>Employee Leave Information>Manage Employee Leave** and add the FFCRA Leave Types and Codes to the employee’s record.

Presentation in Costpoint:



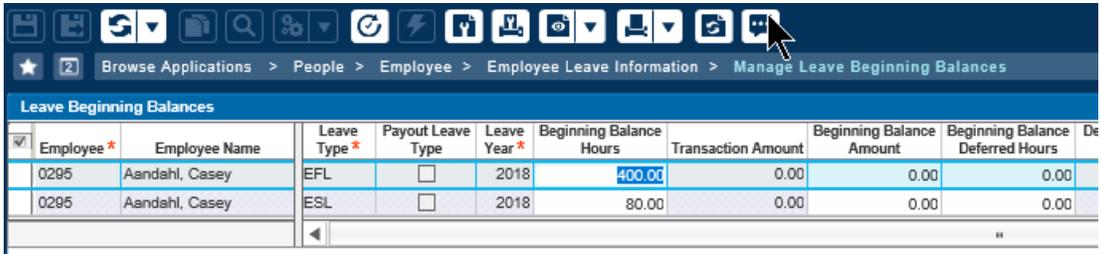
Employee *	Employee Name	Leave Type *	Used for Leave Payout	Used for Paid Family Leave	Leave Code *	Leave Hire Date	Rate	Estimated Accrual
0295	Aandahl, Casey	EFL	<input type="checkbox"/>	<input type="checkbox"/>	EFL		0.0000	0.0000
0295	Aandahl, Casey	ESL	<input type="checkbox"/>	<input type="checkbox"/>	ESL		0.0000	0.0000

**Note:** Depending on the number of employees in the company, this step may be done for all employees at once. In this case, once the Leave Types have been added to all employee’s records, proceed to Compute and Post Leave Accruals. This will make a block grant of leave to all employees and update Leave Beginning Balances. **It will be necessary to manually adjust leave granted to part time employees.** If this method is used Step 3 is not required, go to Step 4.

**Step 3:** Go to **People>Employee>Employee Leave Information> Manage Leave Beginning Balances** and add the block grant amount of leave as the beginning balances for each of the FFCRA Leave Types

- For full time employees, this will be 400 hours of Emergency Family Leave and 80 hours of Emergency Sick Leave.
- For part time employees, this will be the amounts of leave calculated and recorded on the Cognos report.

Presentation in Costpoint:



Employee *	Employee Name	Leave Type *	Payout Leave Type	Leave Year *	Beginning Balance Hours	Transaction Amount	Beginning Balance Amount	Beginning Balance Deferred Hours	De
0295	Aandahl, Casey	EFL	<input type="checkbox"/>	2018	400.00	0.00	0.00	0.00	
0295	Aandahl, Casey	ESL	<input type="checkbox"/>	2018	80.00	0.00	0.00	0.00	

**Step 4:** Go to **Projects>Project Setup>Project Labor>Manage Employee Workforce** and add the employee to the appropriate Project Work Force for the leave type they have requested, using information from the Cognos report.

**Step 5:** Go to **People>Labor>Timesheet Interface>Export Data to Deltek Time and Expense** and export the data to T&E.

**Step 6:** Importing the information into Time & Expense

- a. If you are on **T & E 9** - Go to **Deltek Time & Expense (T&E)** and select **Administration > Process > Import Console** and hit the **Execute** button.
- b. If you are on **T & E 10 (inside Costpoint)** – Go to **Time & Expense > Configuration > Interfaces > Import Master Data**, query the import parameters and hit the gears.

**Step 7:** Within **Time & Expense** validate that the requested Leave type(s) are present in the Leave drop down (T&E 9) or the Leave Subtask (T&E 10).

**Step 8:** Within **Time & Expense** validate that the requested Leave Project(s) are available on the employee's charge tree.

### Part III – Processing Timesheets that include FFCRA Leave

**Step 1:** Review timesheets in Deltek T & E in accordance with your normal procedures and export the files to Costpoint.

**Step 2:** Import and review timesheets in Costpoint as usual. Generally, this includes auto adjusting all timesheets on import.

**Step 3:** Go to **People>Labor>Timesheet Reporting>Print Timesheet Information by Account** and print the report for the current timesheet period. Review the FFCRA Leave Accounts on the report to determine which employees have charged and what timesheets need to be adjusted.

**Step 4:** Go to **People>Labor>Timesheet Entry/Creation> Manage Timesheets** and query the current timesheet period. Select the timesheet of each employee identified in **Step 3** and perform the following analysis and adjustment using the following chart.

Project	Project Name	Pay Type	Hourly Rate	Add LWOP to Timesheet
FFCRA1.LEAVE.EF1	Emergency FMLA Leave (Under Limit)	EF1	2/3 of normal rate	Yes
FFCRA1.LEAVE.EF2	Emergency FMLA Leave (Over Limit)	EF2	\$ 25.00 per hour	Yes
FFCRA1.LEAVE.SF1	Emerg. Sick Leave - Family Care (Under Limit)	SF1	2/3 of normal rate	Yes
FFCRA1.LEAVE.SF2	Emerg. Sick Leave - Family Care (Over Limit)	SF2	\$ 25.00 per hour	Yes
FFCRA1.LEAVE.SS1	Emergency Sick Leave - Self (Under Limit)	SS1	Normal rate	No
FFCRA1.LEAVE.SS2	Emergency Sick Leave - Self (Over Limit)	SS2	\$63.875 per hour	Yes

- Review the timesheet line with the FFCRA leave and locate the project charged on the chart above.
- Validate that the Pay Type for the leave used is correct.
- Validate that the hourly rate applied to the leave hours is correct.
- If the employee is paid on a salaried basis**, for all leave projects **except** FFCRA1.LEAVE.SS1 you will need to add a new line or lines to the timesheet, charging Leave Without Pay for the number of hours of leave used. The project and account used on the new line(s) will be based on the timesheet lines that are **not** charged to FFCRA leave.
- If the employee is paid on an hourly basis**, no adjustment is necessary, the timesheet should be processed as is.

The following examples are provided to clarify the adjustments required and demonstrate the desired end-result of the adjustment process.

### Example One

John, who makes \$60,000 per year, charges 2 days (16 hours) of Emergency Family Leave to care for his children that are home because schools are closed. Assume that timesheets are semi-monthly and that this is an 88 hour pay period. John charges the rest of his time to G & A Management

Below is a snapshot of John's timesheet when it is imported from T&E. The 72 hours of G & A Management time has been charged with all of John's normal salary and the 16 hours of Emergency Family Leave is charged at 2/3 of John's salary, but as an Overtime Pay Type it is **added** to his salary and not included in the auto adjustment. At this point, John is being overpaid by 2 days.

Project	Project Name	Account	Account Name	Pay Type	Hours	Labor Cost
FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit	6000-0407-011	Emergency Family Leave	EF1	16	307.69
GNAEXP.ALLOW	G&A Allowable Costs	8000-0700-017	G&A MANAGEMENT	R	72	2,500.00



# FFCRA Emergency Leave

## Deltek Costpoint and Deltek Time & Expense Set Up & Processing

We will add a new line to the timesheet of Leave without Pay (LWOP) for -16 hours, to reduce John's pay by two days. This reduction should go against the G&A Allowable Costs project and the G & A Management account, since this is the line that is currently over charged.

Project	Project Name	Account	Account Name	Pay Type	Hours	Labor Cost
FFCRA1.LEAVE.EF1	Emerg.Fam/Under Limit	6000-0407-011	Emergency Family Leave	EF1	16	307.69
GNAEXP.ALLOW	G&A Allowable Costs	8000-0700-017	G&A MANAGEMENT	R	72	2,500.00
GNAEXP.ALLOW	G&A Allowable Costs	8000-0700-017	G&A MANAGEMENT	LWP	-16	(461.54)

John is now receiving \$2,346.15 of total pay, which is \$2,038.46 for 9 days at his normal rate and \$307.69 for 2 days at 2/3 of his salary.

### Example Two

Sally, who makes \$140,000 per year, charges 2 days (16 hours) of Emergency Sick Leave because at the end of the pay period she has been ordered to self-quarantine and is unable to telework. Assume that timesheets are semi-monthly and that this is an 88 hour pay period. Sally charges 40 hours of her work time to a direct project and the rest of her time to Overhead.

Below is a snapshot of Sally's timesheet when it is imported from T&E. The 72 hours of regular work has been charged with all of Sally's normal salary and the 16 hours of Emergency Sick Leave is charged at the maximum rate of \$511 per day, but as an Overtime Pay Type it is **added** to her salary and not included in the auto adjustment. At this point, Sally is being overpaid by 2 days.

Project	Project Name	Account	Account Name	Pay Type	Hours	Labor Cost
FFCRA1.LEAVE.SS2	Emergency Sick Self/Over Limit	6000-0408-011	Emerg Sick Leave	SS2	16	1,022.00
OVHEAD.ALLOW	Overhead Labor	7000-0100-000	Overhead Labor	R	32	2,592.58
DIRECT.ALLOW	Direct Project	5000-0100-000	Direct Labor	R	40	3,240.72

We will add two new lines to the timesheet, for a total of -16 hours of Leave without Pay (LWOP), to reduce Sally's pay by two days. This reduction needs to be allocated between the Direct Project line and the Overhead Labor line, since both lines are currently over charged.

To determine the number of hours of LWOP that goes to each line, we multiply the total LWOP hours of -16 by the number of hours charged to each project and divide by the total regular hours. Overhead Labor will be charged with -7.11 hours of LWOP (  $-16 \times 32 / 72$  ). Direct Project/Labor will be charged with -8.89 hours of LWOP (  $-16 \times 40 / 72$  ).



## FFCRA Emergency Leave

### Deltek Costpoint and Deltek Time & Expense Set Up & Processing

Project	Project Name	Account	Account Name	Pay Type	Hours	Labor Cost
FFCRA1.LEAVE.SS2	Emergency Sick Self/Over Limit	6000-0408-011	Emerg Sick Leave	SS2	16	1,022.00
OVHEAD.ALLOW	Overhead Labor	7000-0100-000	Overhead Labor	R	32	2,592.58
DIRECT.ALLOW	Direct Project	5000-0100-000	Direct Labor	R	40	3,240.72
OVHEAD.ALLOW	Overhead Labor	7000-0100-000	Overhead Labor	LWP	-7.11	(478.59)
DIRECT.ALLOW	Direct Project	5000-0100-000	Direct Labor	LWP	-8.89	(598.36)

Sally is now receiving \$5778.35 of total pay, which is \$4,756.35 for 9 days at her normal rate and \$511.00 per day for 2 days.