Paid Emergency Sick Leave 2/3

Under the Families First Coronavirus Response Act (FFCRA) employees who are unable to report to work or perform job duties remotely may be granted paid sick leave at two-thirds of their compensation rate for a max of $200 per day. This job aid is for fulltime employees making $52,200 ($25 per hour) or less and provides information on how their personal leave can be used for the remaining one-third of compensation.

STEP 1: Log into OMNI HR with your FSUID and password.

STEP 2: Select the Access Timesheet button or HR icon (Employee Self Service > Time Reporting > Timesheet).
Elapsed Timesheet Overview

Key features to Note:
- **Do not manipulate** View By/Date fields. Always use **Previous Week** and **Next Week** buttons to move between the workweek of Friday-Thursday.
- Never leave a scheduled day blank on the timesheet. The Elapsed timesheet has a pre-loaded schedule so if you altered your work schedule and did not work on a scheduled day, a 0 (zero) must be placed on the timesheet.
- The comment field should be used for any comments. Once saved, comments cannot be removed and are public record.
- Plus “+” and minus “-” buttons to the far right allow you to add and delete rows.
- Always hit **Submit** to save your entries before leaving the page.

**STEP 3:** To add a leave event, **click** the plus “+” sign on the far right to add a row.
In the example below the employee is adding Paid Emergency Sick Leave 2/3 to the timesheet on 4/1 and 4/2 and will be supplementing the remaining 1/3 of compensation with their own Sick Leave:

![Timesheet Image]

**a)** Click on the date that needs to be modified and remove the 8 from Regular Hours Worked.

**b)** Enter 8 on the new row for the selected date and select the Time Reporting Code, Paid Emergency Sick Leave 2/3.

**c)** Add an additional row and enter 2.67 on a new row and select the Time Reporting Code, Sick Leave Taken.

*Note: Paid Emergency Sick Leave 2/3 needs to be reported with 2.67 hours of one of the following Time Reporting Codes: Sick Leave Taken, Vacation Leave Taken, and/or Leave without Pay.*

**STEP 4** Click Submit. Submit Confirmation appears, hit OK.

![Submit Confirmation Image]

☒ The Submit was successful.

Time for the Week of 2020-03-27 to 2020-04-02 is submitted

Your time has been successfully entered. The time changes now need approval by your Manager as indicated by the “Needs Approval” reported status.