



Time Reporting for Families First Coronavirus Response Act – “FFCRA”

This job aid will assist users with time reporting for eligible employees receiving benefits under the FFCRA. In addition, below is detailed information on FFCRA.

This job aid does not serve as the official FAQ or up to date changes made to FFCRA.

Families First Coronavirus Response Act

On March 18, 2020, a law entitled “The Families First Coronavirus Response Act (“FFCRA”) was enacted and it provides in relevant part:

- expanded FMLA eligibility (with limited pay), and
- expanded required paid sick days.

FFCRA is effective on April 1, 2020 and expires on December 31, 2020.

Public Health Emergency Leave

The FFCRA expands the Family and Medical Leave Act of 1993 (“FMLA”) to allow for Public Health Emergency Leave (“PHEL”) related to COVID-19.

- Earlier Eligibility: Employees are eligible for PHEL after 30 days of employment
- Limited to Childcare: Permits eligible employees to take up to 12 weeks of job-protected leave under the FMLA when the employee is unable to work (or telework) due to a need for leave to care for a son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to the current public health emergency.

Adds a limited wage replacement: The first 10 days of leave under the PHEL may be unpaid, but employees may elect to use accrued vacation, personal, or sick leave or paid Emergency Paid Sick Leave. Following the first 10 days, eligible employees must be paid a benefit in the amount of not less than 2/3 of an employee’s regular rate of pay, multiplied by the number of hours the employee would otherwise be normally scheduled to work, capped at \$200 per day per employee, and \$10,000 in the aggregate.

Exclusions: Employers of health care providers and/or emergency responders may elect to exclude such employees from application of PHEL. **The Governor has designated employees performing core services that are critical to protecting public health and continuing essential government operations as those who will be exempted from the PHEL provisions of the FFCRA.**

[Link to Public Health Emergency Leave FAQ](#)

Emergency Paid Sick Leave Act

The Emergency Paid Sick Leave Act provides that employers must provide paid sick time when an employee is unable to work or telework for the reasons outlined below.

Quarantine, isolation or seeking medical diagnosis for employee's personal illness.

For employees unable to work for reasons related to 1-3 below, the payment for leave must be the greater of the employee's regular rate of pay or the highest applicable minimum wage (local, state or federal). For these purposes, paid sick time is capped at \$511 per day per employee and \$5,110 in the aggregate per employee.

- **1.** The employee is subject to a Federal, State or local quarantine or isolation order related to COVID-19;
- **2.** The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- **3.** The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Taking care of others or experiencing other conditions.

For employees unable to work for reasons 4-6 below, the leave must be the greater of 2/3 of the employee's regular rate of pay, or 2/3 of the highest applicable minimum wage (local, state or federal). For these purposes, paid sick time is capped at \$200 per day per employee and \$2,000 in the aggregate per employee.

- **4.** The employee is caring for an individual who is subject to a quarantine or isolation order or health care provider advisory;
- **5.** The employee who is unable to work or telework is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions;
- **6.** The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

For full-time employees, employers must provide 10 days of paid sick time. For part-time employees, employers must provide the average number of hours the employee typically works over a two-week period.

Other provisions of the Emergency Paid Sick Leave Act include:

Employers of health care providers and/or emergency responders may elect to exclude such employees from application of the Emergency Paid Sick Leave Act. **The Governor has designated employees performing core services that are critical to protecting public health and continuing essential government operations as those who will be exempted from the Emergency Paid Sick Leave Act provisions of the FFCRA;**

- Emergency Paid Sick Leave ("EPSL") cannot be carried over from one year to the next;
- Employers may not require, as a condition of use of emergency paid sick time, that employees find a replacement to cover hours missed;
- Employers may not require employees to use other paid leave prior to using emergency paid sick time;

- After the first workday (or portion of a workday) an employee receives paid sick time, the employee may be required to follow reasonable notice procedures in order to continue receiving paid sick time;
- Employers must post notice of employee’s eligibility for emergency sick time. The notice published by the federal Department of Labor can be found at (https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf);
- Employers are not required to reimburse an employee for unused emergency sick time upon termination, resignation, retirement, or other separation from employment; and
- It is unlawful to discharge, discipline, or discriminate against an employee who takes leave or files a complaint under the Emergency Paid Sick Leave Act.

Employees who have been excluded from the provisions of FFCRA are encouraged to contact their agency HR regarding the following alternative available benefits.

- All Executive Department employees who are sick, regardless of their roles, are strongly directed to stay home. To help, up to ten free additional sick days will be available for any excluded employee who needs to use sick time due to their own need to quarantine or to care for a family member who has been quarantined related to COVID-19 and will be paid at their full salary rate.
- For those Executive Department employees reporting to their workplaces to perform core services a new program was launched this week to provide core employees free emergency childcare. Over 450 Exempt Emergency Child Care Programs have been established across Massachusetts under the direction of the Department of Early Education and Care.

[Additional information about the PHEL and EPSL on website.](#)

[Link to Emergency Paid Sick Leave FAQ](#)

This job aid will provide examples on time reporting for FFCRA.

Important Tips:

- 1) The following four (4) time reporting codes have been to be used for FFCRA:

TRC	Description	
FFESP	Families First Emergency Sick Personal	Full pay of regular salary
FFL23	Families First Leave 2/3	2/3 pay of regular salary
PHEL	Public Health Emergency Leave	2/3 pay of regular salary
FFMX A	Families First Max Adjustment	Adjustment code to be used to manage daily caps

- 2) SSTA Employees will receive an email once an entry has been submitted on the employee’s timesheet notifying the employee a change has been made.
- 3) Users should enter adjustment in the current pay period to avoid overpayments.
- 4) Core users needing assistance with time reporting should contact CommonHelp at 1-866-888-2808 to escalate a ticket to HR/CMS – Time & Attendance Tier II.
- 5) A defensive query is being created for core users to review to ensure that employees don’t exceed maximum cap or the number of eligibility days. (Defensive query in progress).
- 6) Determine the amount the employee should receive prior to making the entry on the timesheet for the employee. Due to daily earnings cap, total earnings cap and total time cap, each employee will need to be entered on a case by case basis.

- 7) Users should review **Payable Time** after Time Admin runs and **Review Paycheck Data** to ensure employee is being paid accordingly.

Examples of time reporting:

Emergency Paid Sick Leave – Reasons #1 – 3 above

- Rate of pay: 100% of regular rate
- Daily earnings cap: \$511
- Total earnings cap: \$5,110
- Total time cap: 10 days
- Time Reporting Code: FFESP and when applicable FFMXA

Example 1:

Employee works 37.5 hours weekly with bi-weekly rate of \$ 3,461.54 weekly rate of \$1,730.77 and daily rate of \$346.15. Employee will receive 100% of pay when using FFESP. Since the daily rate does not exceed \$511 for this employee there is no adjustment needed for the cap.

Timesheet Entries

From Sunday 03/15/2020 to Saturday 03/21/2020 ?											
	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	TRC	Type	Short Description
		7.500	7.500	7.500	7.500	7.500		37.500	FFESP	Hours	FFESPerson

From Sunday 03/22/2020 to Saturday 03/28/2020 ?											
	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	TRC	Type	Short Description
		7.500	7.500	7.500	7.500	7.500		37.500	FFESP	Hours	FFESPerson

Payable Time

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time					
Payable Time Viewing Option									
<input type="radio"/> By TRC and Status				Total Estimated Gross \$1,730.769 USD					
<input type="radio"/> By TRC, Status and Day									
<input checked="" type="radio"/> Show In Detail				View Full Detail					
Payable Time ?							Find	1-5 of 5	
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code		
03/23/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	7.500	\$346.153845	USD		
03/24/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	7.500	\$346.153845	USD		
03/25/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	7.500	\$346.153845	USD		
03/26/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	7.500	\$346.153845	USD		
03/27/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	7.500	\$346.153845	USD		

Paycheck Data

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions	MA Garnishment Data
Empl ID	Name	Pay Period End	Page
Company COM	Pay Group N08	03/28/2020	463
Line 1			Separate Check

Paycheck Information		Paycheck Totals	
Paycheck Status	Calculated	Paycheck Option	Check
Issue Date	04/03/2020	Paycheck Number	
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
		<input type="checkbox"/> Cashed	

Earnings	Find View All	First	1 of 1	Last
Begin Date	03/15/2020	End Date	03/28/2020	Addl Line Nbr
Empl Record	0	Benefit Record	0	Reason
		Not Specified		
Additional Data				

Salaried	Hourly	Overtime	
Hours	0.00	Hours	0.00
Rate	46.153846	Rate	0.000000
Earnings	0.00	Earnings	0.00
		Rate Code	

Rate Used	Hourly Rate	Shift	Not Applicable	Shift Rate
State	MA	Locality		

Other Earnings		Personalize Find View All	First	1 of 1	Last
Code	Description	Rate Used	Hours	Rate	Amount
RGO	Regular - Other	Hourly Rate	75.00	46.153846	3,461.54

Example 2:

Employee works 40 hours weekly with bi-weekly rate of \$ 5,874.09 weekly rate of \$2,937.05 and daily rate of \$587.40. Employee will receive 100% of pay when using FFESP. Since the daily rate will exceed \$511.00 for this employee users must enter an adjustment so that the employee does not go over the cap. $\$587.40 - \$511.00 = \$76.40$ per day or one amount of $\$76.40 \times 5 \text{ days} = \382.00 . The amount must be entered as a negative (-).

Timesheet Entries

From Sunday 03/15/2020 to Saturday 03/21/2020											
	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	TRC	Type	Short Description
+ -		8.000	8.000	8.000	8.000	8.000		40.000	FFESP	Hours	FFESPerson
+ -		-76.400	-76.400	-76.400	-76.400	-76.400		-382.000	FFMXA	Amount	FFLvMaxAdj

Or

From Sunday 03/22/2020 to Saturday 03/28/2020											
	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	TRC	Type	Short Description
+ -		8.000	8.000	8.000	8.000	8.000		40.000	FFESP	Hours	FFESPerson
+ -							-382.000	-382.000	FFMXA	Amount	FFLvMaxAdj

Payable Time

[Reported Time Status](#) |
 [Summary](#) |
 [Leave / Compensatory Time](#) |
 [Exceptions](#) |
 Payable Time

Payable Time Viewing Option

By TRC and Status
 Total Estimated Gross \$2,555.049 USD
 By TRC, Status and Day
 Show In Detail
 [View Full Detail](#)

Payable Time Find < 1-6 of 6							
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/23/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	8.000	\$587.409936	USD
03/24/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	8.000	\$587.409936	USD
03/25/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	8.000	\$587.409936	USD
03/26/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	8.000	\$587.409936	USD
03/27/2020	FFESP	Families First Emerg Sick Per	Hours	Closed	8.000	\$587.409936	USD
03/28/2020	FFMXA	Families First Max Adjustment	Amount	Closed	-382.000	\$-382.000000	USD

Paycheck Data

Empl ID _____ Name _____
 Company COM Pay Group N11 Pay Period End 03/28/2020 Page 234 Line 3 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
 Issue Date 04/03/2020 Paycheck Number _____
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	5,110.10
Taxes	698.35
Deductions	1,532.13
Net Pay	2,879.62

Earnings Find | View All First 1 of 1 Last

Begin Date 03/15/2020 End Date 03/28/2020 Addl Line Nbr 1 Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 73.426242	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
	Rate Code	Rate Code

Rate Used Hourly Rate Shift Not Applicable Shift Rate
 State MA Locality

Other Earnings Personalize | Find | View All First 1-2 of 2 Last

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RG-	Regular Oth Emergency Adjust	Hourly Rate			-764.00	
RGO	Regular - Other	Hourly Rate	80.00	73.426242	5,874.10	

Empl ID _____ Name _____
 Company COM Pay Group N11 Pay Period End 03/28/2020 Page 234 Line 3 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check
 Issue Date 04/03/2020 Paycheck Number _____
 Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	5,110.10
Taxes	698.35
Deductions	1,532.13
Net Pay	2,879.62

Earnings Find | View All First 1 of 1 Last

Begin Date 03/15/2020 End Date 03/28/2020 Add'l Line Nbr 1 Reason Not Specified
 Empl Record 0 Benefit Record 0 Additional Data

<p>Salaried</p> <p>Hours 0.00 Rate 73.426242 Earnings 0.00</p>	<p>Hourly</p> <p>Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code</p>	<p>Overtime</p> <p>Hours 0.00 Rate 0.000000 Earnings 0.00 Rate Code</p>
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Rate Used Hourly Rate Shift Not Applicable Shift Rate
 State MA Locality

Other Earnings Personalize | Find | View All | First 1-2 of 2 Last

Other Earnings Details 1 | Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RG-	Regular Oth Emergency Adjust	Hourly Rate			-764.00	
RGO	Regular - Other	Hourly Rate	80.00	73.426242	5,874.10	

Emergency Paid Sick Leave – Reasons #4 – 6 above

- Rate of pay: 2/3 of regular rate
- Daily earnings cap: \$200
- Total earnings cap: \$2,000
- Total time cap: 10 days
- Time Reporting Code: **FFL23** – enter the employee’s full regular scheduled hours and when applicable **FFMXA**

Example 3:

Employee works 37.5 hours weekly with bi-weekly rate of \$ 2,531.68, weekly rate of \$1,265.84 and daily rate of \$253.16 Employee will receive 2/3 of pay when using FFL23 entering the number of hours the employee works. Since the daily rate does not exceed \$200 for this employee there is no adjustment needed for the cap.

Timesheet Entries

From Sunday 03/15/2020 to Saturday 03/21/2020

	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	TRC	Type	Short Description
		7.500	7.500	7.500	7.500	7.500		37.500	FFL23	Hours	FFL2/3

From Sunday 03/22/2020 to Saturday 03/28/2020 ?											
	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	TRC	Type	Short Description
		7.500	7.500	7.500	7.500	7.500		37.500	FFL23	Hours	FFL2/3

Payable Time

[Reported Time Status](#) |
 [Summary](#) |
 [Leave / Compensatory Time](#) |
 [Exceptions](#) |
 Payable Time

Payable Time Viewing Option

By TRC and Status Total Estimated Gross \$843.808 USD
 By TRC, Status and Day
 Show In Detail [View Full Detail](#)

Payable Time ?								Find	< 1-5 of 5
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code		
03/16/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$168.761787	USD		
03/17/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$168.761787	USD		
03/18/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$168.761787	USD		
03/19/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$168.761787	USD		
03/20/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$168.761787	USD		

Paycheck Data

Empl ID Name
 Company COM Pay Group N01 Pay Period End 03/28/2020 Page 480 Line 4 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 04/03/2020 Paycheck Number

Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	1,687.62
Taxes	170.24
Deductions	532.85
Net Pay	984.53

▼ **Earnings** Find | View All First ◀ 1 of 1 ▶ Last

Begin Date 03/15/2020 End Date 03/28/2020 Addl Line Nbr 1 Reason Not Specified

Empl Record 0 Benefit Record 0 [Additional Data](#)

Salaried

Hours	0.00
Rate	33.755733
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Rate Used Hourly Rate Shift Not Applicable Shift Rate

State MA Locality

Other Earnings Personalize | Find | View All | First ◀ 1 of 1 ▶ Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGV	Regular – Other Emergency	Hourly Rate	75.00	22.501572	1,687.62	

Example 4:

Employee works 37.5 hours weekly with bi-weekly rate of \$ 4,588.76 weekly rate of \$2,294.38 and daily rate of \$458.88. Employee will receive 2/3 of pay when using FFL23 entering the number of hours the employee works. Since the daily rate will exceed \$200 for this employee users must enter an adjustment so that the employee does not go over the cap. $\$458.88 \times .6666 = \305.88 per day of FFL23 - $\$200 =$ an overage of $\$105.88$ or one amount of $\$105.88 \times 5 \text{ days} = \529.43 . The amount must be entered as a negative (-). This employee will also reach the total earnings/time cap of \$2,000/10 days and should no longer have time reported as FFL23.

Timesheet Entries

From Sunday 03/15/2020 to Saturday 03/21/2020 ?											
	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	TRC	Type	Short Description
+ -		7.500	7.500	7.500	7.500	7.500		37.500	FFL23	Hours	FFL2/3
+ -							-529.430	-529.430	FFMXA	Amount	FFLvMaxAdj

Or

From Sunday 03/22/2020 to Saturday 03/28/2020 ?											
	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	TRC	Type	Short Description
+ -		7.500	7.500	7.500	7.500	7.500		37.500	FFL23	Hours	FFL2/3
+ -		-105.880	-105.880	-105.880	-105.880	-105.880		-529.400	FFMXA	Amount	FFLvMaxAdj

Payable Time

Reported Time Status	Summary	Leave / Compensatory Time	Exceptions	Payable Time			
Payable Time Viewing Option							
<input type="radio"/> By TRC and Status				Total Estimated Gross \$1,000.005 USD			
<input type="radio"/> By TRC, Status and Day							
<input checked="" type="radio"/> Show In Detail				View Full Detail			
Payable Time ? Find [?] [grid] < 1-6 of 6							
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code
03/16/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$305.887023	USD
03/17/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$305.887023	USD
03/18/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$305.887023	USD
03/19/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$305.887023	USD
03/20/2020	FFL23	Families First Lv 2/3	Hours	Closed	7.500	\$305.887023	USD
03/21/2020	FFMXA	Families First Max Adjustment	Amount	Closed	-529.430	\$-529.430000	USD

Paycheck Data

Paycheck Earnings	Paycheck Taxes	Paycheck Deductions	MA Garnishment Data
Empl ID	Name		
Company COM	Pay Group N16	Pay Period End 03/28/2020	Page 467
Line 1	Separate Check		

Paycheck Information	Paycheck Totals
Paycheck Status Calculated Issue Date 04/03/2020 <input type="checkbox"/> Off Cycle <input type="checkbox"/> Reprint <input type="checkbox"/> Adjustment <input type="checkbox"/> Corrected <input type="checkbox"/> Cashed	Paycheck Option Check Paycheck Number Earnings 2,000.04 Taxes 263.72 Deductions 581.17 Net Pay 1,155.15

Earnings		Find View All	First	1 of 1	Last
Begin Date 03/15/2020	End Date 03/28/2020	Add Line Nbr 1	Reason Not Specified	Additional Data	
Empl Record 0	Benefit Record 0				

Salaried	Hourly	Overtime
Hours 0.00	Hours 0.00	Hours 0.00
Rate 61.183523	Rate 0.000000	Rate 0.000000
Earnings 0.00	Earnings 0.00	Earnings 0.00
Rate Code	Rate Code	Rate Code

Rate Used Hourly Rate	Shift Not Applicable	Shift Rate
State MA	Locality	

Other Earnings		Personalize Find View All	First	1-2 of 2	Last	
Code	Description	Rate Used	Hours	Rate	Amount	Source
RG-	Regular Oth Emergency Adjust	Hourly Rate			-1,058.83	
RGV	Regular - Other Emergency	Hourly Rate	75.00	40.784936	3,058.87	

Public Health Emergency Leave (PHEL) Reason #5 above

- Rate of pay: 2/3 of regular rate
- Daily earnings cap: \$200
- Total earnings cap: \$10,000
- Total time cap: 60 days (12 weeks).
- Time Reporting Code: **PHEL** - enter the employee's full regular scheduled hours and when applicable **FFMXA**

Example 5:

Employee works 37.5 hours weekly with bi-weekly rate of \$ 1945.97, weekly rate of \$972.98 and daily rate of \$194.59. Employee will receive 2/3 of pay when using PHEL ($\$194.597 \times .6666 = \129.71). Since the daily rate will not exceed \$200 for this employee users will not have to enter an adjustment.

Timesheet Entries

From Sunday 03/15/2020 to Saturday 03/21/2020											
	Sun 3/15	Mon 3/16	Tue 3/17	Wed 3/18	Thu 3/19	Fri 3/20	Sat 3/21	Total	TRC	Type	Short Description
		7.500	7.500	7.500	7.500	7.500		37.500	PHEL	Hours	PubHEmLv

From Sunday 03/22/2020 to Saturday 03/28/2020											
	Sun 3/22	Mon 3/23	Tue 3/24	Wed 3/25	Thu 3/26	Fri 3/27	Sat 3/28	Total	TRC	Type	Short Description
		7.500	7.500	7.500	7.500	7.500		37.500	PHEL	Hours	PubHEmLv

Payable Time

[Reported Time Status](#) |
 [Summary](#) |
 [Leave / Compensatory Time](#) |
 [Exceptions](#) |
 [Payable Time](#)

Payable Time Viewing Option

By TRC and Status Total Estimated Gross \$648.591 USD
 By TRC, Status and Day
 Show In Detail [View Full Detail](#)

Payable Time								Find 1-5 of 5
Date	TRC	Description	TRC Type	Payable Status	Quantity	Estimated Gross	Currency Code	
03/23/2020	PHEL	Public Health Emergency Lv 2/3	Hours	Closed	7.500	\$129.718362	USD	
03/24/2020	PHEL	Public Health Emergency Lv 2/3	Hours	Closed	7.500	\$129.718362	USD	
03/25/2020	PHEL	Public Health Emergency Lv 2/3	Hours	Closed	7.500	\$129.718362	USD	
03/26/2020	PHEL	Public Health Emergency Lv 2/3	Hours	Closed	7.500	\$129.718362	USD	
03/27/2020	PHEL	Public Health Emergency Lv 2/3	Hours	Closed	7.500	\$129.718362	USD	

Paycheck Data

Empl ID Name
 Company COM Pay Group N13 Pay Period End 03/28/2020 Page 141 Line 2 Separate Check

Paycheck Information

Paycheck Status Calculated Paycheck Option Check

Issue Date 04/03/2020 Paycheck Number

Off Cycle Reprint Adjustment Corrected Cashed

Paycheck Totals

Earnings	1,297.18
Taxes	93.55
Deductions	518.70
Net Pay	684.93

Earnings Find | View All First 1 of 1 Last

Begin Date 03/15/2020 End Date 03/28/2020 Addl Line Nbr 1 Reason Not Specified

Empl Record 0 Benefit Record 0 Additional Data

Salaried

Hours	0.00
Rate	25.946267
Earnings	0.00

Hourly

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Overtime

Hours	0.00
Rate	0.000000
Earnings	0.00
Rate Code	

Rate Used Hourly Rate Shift Day Shift Rate
 State MA Locality

Other Earnings Personalize | Find | View All | First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount	Source
RGV	Regular - Other Emergency	Hourly Rate	75.00	17.295782	1,297.18	