## **Non-Exempt Employee** Guide for Reporting Emergency Paid Sick Leave & Expanded Family and Medical Leave



**BE BOLD.** Shape the Future. **New Mexico State University** 

# Table of Contents

#### **Non-Exempt Employee**

Guidelines for reporting leave	Page 3
Timesheet Examples Timesheet for reporting EPSL	Page 4
Timesheet for reporting EPSL & EFMLA	Page 5
Temporary Employees Guidelines for reporting leave	Page 6
Timesheet Examples Temporary Employee Timesheet for EPSL	Page 7
Temporary Employee Timesheet for EPSL & EFMLA	Page 8

## Abbreviations

**EPSL** - Emergency Paid Sick Leave

EFMLA - Expanded Family and Medical Leave

FMLA – Family and Medical Leave

## Timesheet Keys

#### Code ES1 for:

- 1) Employee is subject o Federal. State or Local Quarantine or Isolation order related to COVID-19.
- 2) Employee has been advised by a health care provider to self-quarantine related to COVID-19.
- 3) Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

#### Code ES2 for:

- 4) Employee is caring for an individual subject to an order described in (1) or (2).
- 5) Employee is caring for a child whose school or place of care is closed due to COVID-19 reasons.
- 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

#### Code EFM for:

5) Employee is caring for a child whose school or place of care is closed due to COVID-19 reasons

## Non-Exempt Regular Employee Guidelines for reporting leave

### Non-Exempt Regular Timesheet

Timesheets will not be available through my.nmsu.edu for pay periods that you are approved to use EPSL or EFMLA.

Timesheets are due two days after the last day of the pay period, failure to submit the timesheet on time will result in delayed paycheck.

- Complete the timesheet provided to you when you were approved.
  - Enter all hours for the pay period including hours worked and all leave taken (Annual Leave, Sick Leave, EPSL, EFMLA, etc.).
    - Use Earn Codes
      - ES1 for EPSL reasons 1-3
      - ES2 for EPSL reasons 4-6
      - EFM for EFMLA reason 5 only.
        - If you have been approved for both EPSL & EFMLA for reason 5, use ES2 for recording the first 10 days while on EFMLA then use EFM for the remainder of your EFMLA leave.
        - If you have been approved for EFMLA for reason 5 and have elected to use annual leave or sick leave for the first 10 days, record EFM beginning day 11.
  - Send to your supervisor for approval and signature. Electronic signatures are accepted.
- Submit the timesheet to <a href="mailto:fmla@nmsu.edu">fmla@nmsu.edu</a>

Holiday pay may be used instead of ESPL if

- you do not have an unexcused absence on the scheduled day before or after the holiday
- and you are not on Leave Without Pay on the day before the holiday.

FS and PSL submit the timesheet that you were provided on approval to be paid during this time. Coordinate reporting needs in the separate timekeeping system used by your department.

# **Timesheet for ESPL**

#### Pay Period April 1, 2020 – April 15, 2020 Example New Mexico State University ROUTING Human Resource Services Human Resource Services fmla@nmsu.edu Special Use - Emergency Paid Sick Leave & EFMLA Reporting for Regular Non-Exempt Staff SECTION 1: REQUESTOR INFORMATION - Incomplete, handwritten, forms printed in portrait or minimized are not acceptable and will be returned to the department. Employee ID Last Name: First Name Dept. Ora: 04/01/20 04/15/20 8 Position No. Suffix Pay No.: Pay Period: to SECTION 2: PAY PERIOD HOURS WORKED To view the Earn and Shift codes, hover the cursor over the empty fields below the columns. Click on the drop down to make a selection. Enter hours for each day worked. Round off hours worked to the nearest quarter ¼ hr=.25; ½ hr=.50; ¾ hr=.75; 1 hr =1.00. Use the continuation page to enter additional Earn Codes. The totals on the continuation page will be included in the Total Hours by Earn Code on the first page Week 1 Week 2 Fri Sat Eam Code Sat Earn Code Mon Wed Thur Wed Thur Fri Shift Total Sun Tues Shift Total Sun Mon Tues Hours Hours 4/1 4/2 4/3 4/4 4/7 4/8 4/9 4/10 4/11 ES1 24.00 8.00 8.00 8.00 ES1 32.00 8.00 8.00 8.00 8.00 8.00 0.00 HOI 8.00 0.00 0.00 0.0 ES1, ES2, or EFM\* Holiday Hours\*\* 0.0 24.00 0.00 0.00 0.00 8.00 8.00 8.00 0.00 8.00 8.00 0.00 Total Total 40.00 0.00 8.00 8.00 8.00 Week 3 Week 4 Earn Code Shift Total Mon Tues Wed Thur Fri Sat Earn Code Shift Tues Wed Thur Eri Sat Sun Total Sun Mon Hours Hour 4/12 4/13 4/14 4/15 ES1 24.00 0.00 8.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 8.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 24.00 0.00 0.00 0.00 0.00 0.00 0.00 Total Total Total Hours 88.00 **SECTION 3: OFFICIAL APPROVAL** I certify that the timesheet I am submitting accurately reflects hours worked and/or leave taken during this time period. Reason for paper timesheet: \_\_\_\_\_\_ To facilitate reporting and submission of hours per EPSL and EFMLA. Employee Signature: Signature ervisor/Approver Printed Name:

Special-Use-Emergency-Paid-Sick-Leave-EFMLA-Nonexempt-Regular-Timesheet.pdf, 4/2020 Page 2 of 3

- \* Earn Code: enter the applicable earn code and number of hours for each day of the pay period. See keys page for earn code keys. Submit all hours for the pay-period (annual leave, sick leave or worked hours need to be included, if applicable).
- \*\* In this example, because EPSL is paying for leave on the 9<sup>th</sup>, holiday leave pay applies. This would not apply if, for example, ESPL began 4/10 and Leave Without Pay applied on 4/9.

# **Timesheet for ESPL & EFMLA**

#### Pay Period April 16, 2020 – April 30, 2020 Example New Mexico State University ROUTING Human Resource Services Human Resource Services fmla@nmsu.edu Special Use - Emergency Paid Sick Leave & EFMLA Reporting for Regular Non-Exempt Staff SECTION 1: REQUESTOR INFORMATION - Incomplete, handwritten, forms printed in portrait or minimized are not acceptable and will be returned to the department. (Your Last Name) 800000000 (Your First Name) Last Name: First Name: Employee ID: Dept. Org 04/30/20 04/16/20 9 Position No. Suffix Pay Period: Pay No. to SECTION 2: PAY PERIOD HOURS WORKED To view the Earn and Shift codes, hover the cursor over the empty fields below the columns. Click on the drop down to make a selection. Enter hours for each day worked. Round off hours worked to the nearest quarter 1/2 hr=.25; 1/2 hr=.50; 1/2 hr=.75; 1 hr=1.00. Use the continuation page to enter additional Earn Codes. The totals on the continuation page will be included in the Total Hours by Earn Code on the first page Week 1 Week 2 Earn Code Earn Code Total Sun Mon Tues Wed Thur Fri Sat Total Sun Mon Tues Wed Thur Fri Sat Hours 4/17 4/18 4/22 4/23 4/25 4/16 4/19 4/20 4/21 4/24 FS2 16.00 8.00 8.00 ES<sub>2</sub> 16.00 8.00 8.00 EFM 0.00 EFM 24.00 8.00 8.00 8.00 0.00 0.00 ES1, ES2, or EFM\* Switch to EFM\*\* 0.00 0.00 0.00 0.00 0.00 8.00 Total 16.00 8.00 0.00 Total 40.00 0.00 8.00 8.00 8.00 8.00 8.00 0.00 Week 3 Week 4 Earn Code Total Hours Earn Code Total Hours Sun Mon Tues Wed Thur Fri Sat Tues Wed Thu Fri Sat 4/26 4/27 4/28 4/29 4/30 EFM 32.00 8.00 8.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 8.00 8.00 8.00 8.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 Total 32.00 Total 0.00 0.00 Total Hours 88.00 SECTION 3: OFFICIAL APPROVAL I certify that the timesheet I am submitting accurately reflects hours worked and/or leave taken during this time period

Reason for paper timesheet: To facilitate reporting and submission of hours per EPSL and EFMLA.

Employee Signature:

pervisor/Approver Printed Name:

Special-Use-Emergency-Paid-Sick-Leave-EFMLA-Nonexempt-Regular-Timesheet.pdf, 4/2020 Page 2 of 3

\* Earn Code: enter the applicable earn code and number of hours for each day of the pay period. See keys for earn code keys. Submit all hours for the pay-period (annual leave, sick leave or worked hours need to be included, if applicable).

\*\* When your 10 days of EPSL ends, record the remainder of your leave as EFM.

## Non-Exempt Temporary Employees

Guidelines for reporting leave

Non-Exempt Temporary Employee Timesheet

Timesheets will not be available through my.nmsu.edu for pay periods that you are approved to use EPSL or EFMLA.

Timesheets are due two days after the last day of the pay period, failure to submit the timesheet on time will result in delayed paycheck.

- Complete the timesheet provided to you when you were approved.
  - Enter all hours for the pay period including hours worked and all leave taken (Annual Leave, Sick Leave, EPSL, EFMLA, etc.).
    - Use Earn Codes
      - ES1 for EPSL reasons 1-3
      - ES2 for EPSL reasons 4-6
      - EFM for EFMLA reason 5 only.
        - If you have been approved for both EPSL & EFMLA for reason 5, use ES2 for recording the first 10 days while on EFMLA then use EFM for the remainder of your EFMLA leave.
  - Send to your supervisor for approval and signature. Electronic signatures are accepted.
- Submit the timesheet to <u>fmla@nmsu.edu</u>

FS and PSL submit the timesheet that you were provided on approval to be paid during this time. Coordinate reporting needs in the separate timekeeping system used by your department.

# Temporary Employees Timesheet for ESPL

#### Pay period April 1, 2020 – April 15, 2020 Example

SECTION 2 To view the E Round off ho	: PAY PERI	<b>OD HOL</b> t codes, h	s												Dep	t. Org:				
SECTION 2 To view the E Round off ho	: PAY PERI	<b>OD HOL</b> t codes, h		uffix:						First Name:						Dept. Org:				
To view the E Round off ho	arn and Shif	t codes, h	JRS WO	Suffix:					Pay Period: 04701/20			_ to Pay No.:								
Round off ho																				
		the near							s. Click on the	e drop	down to n	nake a se	lection. E	nter hour	s for eac	h day wo	rked.			
arn Code St			Wee		20, // ///								Weel	(2						
	nift Total	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total	Sun	Mon	Tues	Wed	Thur	Fri	Sat		
	Hours				4/1	4/2	4/3	4/4			Hours	4/5	4/6	4/7	4/8	4/9	4/10	4/11		
ES2	12.00				4.00	4.00	4.00	-1/-1	ES2		20.00	115	4.00	4.00	4.00	4.00	4.00			
	0.00										0.00									
	0.00										0.00									
	0.0	<b>FS1</b> .	FS2.	or EF	-M*						0.00									
	0.0					4.00	1.00	0.00			0.00	0.00	1.00	4.00	4.00	4.00	4.00	0.01		
Total	12.00	0.00	0.00	0.00	4.00	4.00	4.00	0.00	Total		20.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00		
arn Code St	Week 3 Shift Total Sun Mon T				es Wed Thur Fri Sat				Week 4 Earn Code Shift Total Sun Mon Tue:						es Wed Thur Fri Sat					
am code Si	Hours			Tues		mur		Sal	Earn Code	SIMU	Hours	Sun	MOL	lues	weu	mur	En	Sdi		
ES2	8.00	4/12	4/13	4/14 4.00	4/15	<u> </u>					0.00							<u> </u>		
LJZ	0.00		4.00	4.00					<u> </u>		0.00							<u> </u>		
	0.00															•	144			
	0.00							PSL e	ends when two week working average is met**											
	0.00										0.00									
Total	8.00	0.00	4.00	4.00	0.00	0.00	0.00	0.00	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
																	Tota	I Hours		
																	40	0.00		
SECTION 3	OFFICIAL	APPRO	1//																	
				toly reflect		rked and	or leave to	kan durina	this time period	4										
									and EFMLA.											
Reason for pape	r timesheet:	TO TACIN	tate rept	orting an	u submit	551011 01	nours p													

- \* Earn Code: enter the applicable earn code and number of hours for each day of the pay period. See keys for earn code keys **All hours for the pay-period need to be included (worked hours if applicable).**
- \*\* EPSL provides 2 weeks of paid leave based on your average hours worked over a two-week period or a six-month period if your schedule varies.

# Temporary Employees Timesheet for ESPL & EFMLA

### Pay period April 1, 2020 – April 15, 2020 Example



New Mexico State University Human Resource Services

Suffix

Special Use - Emergency Paid Sick Leave & EFMLEA Report for Temporary Staff and Students

Human Resource Services fmla@nmsu.edu

8

SECTION 1: REQU	ESTOR INFORMATION - Incomplete, h	andwritten, forms printed in portrait or minimized are not acc	eptable and will be returned to the department.
Employee ID:	Last Name:	First Name:	Dept. Org.

Employee ID: \_\_\_\_\_ Last Name:

\_\_\_ First Name: \_\_\_\_\_ 04/01/20

04/15/20

Pay No .:

#### SECTION 2: PAY PERIOD HOURS WORKED

To view the Earn and Shift codes, hover the cursor over the empty fields below the columns. Click on the drop down to make a selection. Enter hours for each day worked Round off hours worked to the nearest quarter ¼ hr=.25; ¼ hr=.50; ¾ hr=.75; 1 hr =1.00

Pay Period:

Week 1							Week 2												
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur 4/2	<b>Fri</b> 4/3	Sat 4/4	Earn Code	Shift	Total Hours	<b>Sun</b> 4/5	<b>Mon</b> 4/6	Tues	Wed 4/8	Thur 4/9	<b>Fri</b> 4/10	Sat 4/11
ES2		12.00		0		4.00	4.00	4.00		ES2		20.00		4.00	4.00	4.00	4.00	4.00	
		0.00										0.00							
			ES1	., ES2	2, or E	EFM*						0.00							
		0.00										0.00							
		0.00										0.00							
Total		12.00	0.00	0.00	0.00	4.00	4.00	4.00	0.00	Total		20.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00
				Wee	k 3									Weel	k 4				
Earn Code	Shift	Total Hours	Sun 4/12	Mon 4/13	Tues 4/14	Wed 4/15	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
ES2		8.00		4.00	4.00							0.00							
EFM		4.00			_	4.00						0.00							
		0.00										0.00							
		0.00										0.00							
		0.00										0.00							
Total		12.00	0.00	4.00	4.00	4.00	0.00	0.00	0.00	Total		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Switch to EFM**											Total Hours 44.00							
SECTION I certify that Reason for p	at the tir	mesheet I ai	m submitti	ng accura						this time period and EFMLA.									
Employee S									Date	1									

Supervisor/Approver Printed Name:

Special-Use-Emergency-Paid-Sick-Leave-EFMLA-Temporary-Staff-Students-Timesheet.pdf, 4/2020 Page 2 of 2

Reset

Date

\* Earn Code: enter the applicable earn code and number of hours for each day of the pay period. See keys for earn code keys **All hours for the pay-period need to be included (worked hours if applicable).** 

Signature:

\*\* When the 10 days of EPSL ends, record the remainder of your leave as EFM.

# **Questions?**

For information about the Families First Coronavirus Response Act (FFCRA) visit, <u>https://benefits.nmsu.edu/leave-</u> <u>holidays/paid-leave-ffcra/</u>

or

## Email fmla@nmsu.edu



**BE BOLD.** Shape the Future. **New Mexico State University**