

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



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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 to 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 fmla@nmsu.edu

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
Human Resource Services
Special Use - Emergency Paid Sick Leave & EFMLA Reporting for Regular Non-Exempt Staff

ROUTING
Human Resource Services
fmla@nmsu.edu

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. Org: _____
Position No.: _____ Suffix: _____ Pay Period: 04/01/20 to 04/15/20 Pay No.: 8

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									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
						4/1	4/2	4/3	4/4				4/5	4/6	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		
		0.00								HOL		8.00						8.00	
		0.00										0.00							
		0.00																	
		0.00																	
Total		24.00	0.00	0.00	0.00	8.00	8.00	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	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
			4/12	4/13	4/14	4/15													
ES1		24.00		8.00	8.00	8.00						0.00							
		0.00										0.00							
		0.00										0.00							
		0.00										0.00							
		0.00										0.00							
Total		24.00	0.00	8.00	8.00	8.00	0.00	0.00	0.00	Total		0.00	0.00	0.00	0.00	0.00	0.00	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: _____ Date: _____

Supervisor/Approver Printed Name: _____ Signature: _____ Date: _____

- * 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 9th, 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
Human Resource Services
Special Use - Emergency Paid Sick Leave & EFMLA Reporting for Regular Non-Exempt Staff

ROUTING

Human Resource Services
fmla@nmsu.edu

SECTION 1: REQUESTOR INFORMATION - Incomplete, handwritten, forms printed in portrait or minimized are not acceptable and will be returned to the department.

Employee ID: 800000000 Last Name: (Your Last Name) First Name: (Your First Name) Dept. Org: _____
Position No.: _____ Suffix: _____ Pay Period: 04/16/20 to 04/30/20 Pay No.: 9

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									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
ES2		16.00					4/16	4/17	4/18
EFM		0.00							
		0.00							
		0.00							
Total		16.00	0.00	0.00	0.00	0.00	8.00	8.00	0.00

Week 2									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
ES2		16.00		4/20	4/21				
EFM		24.00				4/22	4/23	4/24	4/25
		0.00							
		0.00							
Total		40.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00

Week 3									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
EFM		32.00	4/26	4/27	4/28	4/29	4/30		
		0.00							
		0.00							
		0.00							
Total		32.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00

Week 4									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
		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

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 EPSP and EFMLA

Employee Signature: _____ Date: _____

Supervisor/Approver Printed Name: _____ Signature: _____ 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. **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 EPSP 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 fmla@nmsu.edu

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



New Mexico State University
Human Resource Services
Special Use - Emergency Paid Sick Leave & EFMLEA Report for Temporary Staff and Students

ROUTING
Human Resource Services
fmia@nmsu.edu

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. Org: _____
Position No.: _____ Suffix: _____ Pay Period: 04/01/20 to 04/15/20 Pay No.: 8

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

Week 1										Week 2									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
						4/1	4/2	4/3	4/4				4/5	4/6	4/7	4/8	4/9	4/10	4/11
ES2		12.00				4.00	4.00	4.00		ES2		20.00		4.00	4.00	4.00	4.00	4.00	
		0.00										0.00							
		0.00										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

Week 3										Week 4									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
			4/12	4/13	4/14	4/15													
ES2		8.00		4.00	4.00							0.00							
		0.00										0.00							
		0.00										0.00							
		0.00										0.00							
		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

ES1, ES2, or EFM*

ESPL ends when two week working average is met**

Total Hours
40.00

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 ESPL and EFMLA.

Employee Signature: _____ Date: _____

Supervisor/Approver Printed Name: _____ Signature: _____ Date: _____

Reset

- * 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).**
- ** ESPL 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
Special Use - Emergency Paid Sick Leave & EFMLEA Report for Temporary Staff and Students

ROUTING
Human Resource Services
fmila@nmsu.edu

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. Org: _____
Position No.: _____ Suffix: _____ Pay Period: 04/01/20 to 04/15/20 Pay No.: 8

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

Week 1										Week 2									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
						4/1	4/2	4/3	4/4				4/5	4/6	4/7	4/8	4/9	4/10	4/11
ES2		12.00				4.00	4.00	4.00		ES2		20.00		4.00	4.00	4.00	4.00	4.00	
		0.00										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

Week 3										Week 4									
Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Earn Code	Shift	Total Hours	Sun	Mon	Tues	Wed	Thur	Fri	Sat
			4/12	4/13	4/14	4/15													
ES2		8.00		4.00	4.00	4.00						0.00							
EFM		4.00				4.00						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

ES1, ES2, or EFM*

Switch to EFM**

Total Hours
44.00

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 EFMLEA.

Employee Signature: _____ Date: _____

Supervisor/Approver Printed Name: _____ Signature: _____ Date: _____

Reset

- * 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).**
- ** 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, <https://benefits.nmsu.edu/leave-holidays/paid-leave-ffcra/>

or

Email fmla@nmsu.edu



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