

Recording Families First Coronavirus Response Act (FFCRA) Sick Leave in WebTA

1. Click the “+” to add a new **Work Time** row or click “Regular Base Pay” to change the row.

	Transaction	Account
Work Time		
<input type="checkbox"/>	Regular Base Pay	(NFC Stored Accounting)
<input type="checkbox"/>		Work Time Total

2. Click the **Select Work Time Transaction** button to add the transaction to the timesheet.

- **Category 1** - 80 hours for employees who are unable to work or telework because they are quarantined or isolated pursuant to a federal, state, or local government order; self-quarantined based on advice of a health care provider; or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Select values for this entry...

- Regular Base Pay
- Religious Comp Earned
- Travel Comp Time Earned
- Sick Leave for COVID-19/Self (SA 20-10)
- Sick Leave for COVID-19/Caretaker (SA 20-10)

- **Category 2** - 80 hours for employees who are unable to work or telework because they are caring for someone who is subject to quarantine/isolation pursuant to federal, state, or local government order, or who has been advised by a health care provider to self-quarantine or caring for a child under age 18 whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Select values for this entry...

- Regular Base Pay
- Travel Comp Time Earned
- Sick Leave for COVID-19/Self (SA 20-10)
- Sick Leave for COVID-19/Caretaker (SA 20-10)
- Public Health Emergency FMLA at 2/3rd Rate for COVID-19

- **Public Health Emergency FMLA Leave** - An employee may invoke this new type of FMLA to care for a son or daughter under age 18 whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Select values for this entry...

- Regular Base Pay
- Sick Leave for COVID-19/Caretaker (SA 20-10)
- Public Health Emergency FMLA at 2/3rd Rate for COVID-19 (SA 20-10)
- Sick Leave for COVID-19/Self Shift 1 (SA 20-10)

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- 3. Click the **Select Work Time Transaction** button to add the transaction to the timesheet.

Select values for this entry...

Sick Leave for COVID-19/Self (SA 20-10) Select Work Time Transaction

- 4. Enter the hours of leave in the row.

Transaction	Account	Sun 4/12	Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18
Work Time								
<input checked="" type="checkbox"/> Sick Leave for COVID-19/Self (SA 20-10)	(NFC Stored Accounting)		8:00	8:00	8:00	8:00	8:00	
Work Time Total								