



MEMORANDUM

EFML and EPSL Guidance for Agency Payroll Departments

- Agency Payroll and Agency HR MUST work together to determine what works best within your agency for tracking the approved EFML and EPSL usage for your employees on a spreadsheet.
 - Accurate timesheets are critical for employees to receive the correct EPSL and EFML pay
 - Employees should be directed to enter time daily or as frequently as needed for payroll to begin running queries to start verifying timesheet entry early in the pay period
 - Any corrections to the timesheet need to be made prior to Payroll creating the pay file, as the timesheet fields will be used by AOS Payroll to create any necessary negative adjustments
 - If an employee is approved for multiple reasons (a, b, c, d, e, or f) at the top of the EPSL Form then the checkboxes at the bottom of the form should reflect all of those reasons
 - The employee MUST complete the timesheet with the higher daily rate option
 - If the reason is a,b,or c, verify that User Field 5 = HUNDR to receive 100% pay
 - Quick queries are being developed
- Agency Payroll and Agency HR must have a collaborative effort in managing the cap of hours for EPSL and the aggregate dollars for EPSL and EFML that an employee can receive based on the reasons on the approved Request Forms (a, b, c, d, e, f) - **Queries are being developed to capture accumulated hours and dollars based on a date range**
 - Queries should be ran daily to identify who is going to exceed 80 hours and quickly notify employees and approvers to make any necessary adjustments to the timesheet prior to Agency Payroll creating the pay file.
 - Note: AOS Payroll will create **ALL negative adjustments due to exceeding daily and aggregate caps.**
 - HR must notify the employee when the caps have been exceeded and can no longer be entered on the timesheet
 - Payroll/HR must notify the employees manager that the employee has exceeded the caps
 - Agency Payroll staff should assist the managers to ensure the fields on the timesheet are completed accurately

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- When an employee is paid at a 2/3 rate and chooses to augment using their accrued leave time to receive 100% pay, the REG hours on the paystub will reflect hours labored plus 2/3 of the OLV hours, and the augmented leave hours
 - Example of Timesheet Entry
 - 67.50 REG
 - 7.50 OLV with User Field 3 EPSL20 (2/3 of 7.50 = 5.00)
 - 2.50 SICK (augmented hours)
 - Paystub reflects
 - 72.50 REG (67.50 + 5.00)
 - 2.50 SICK
- If the employee is paid at a 2/3 rate and chooses NOT to augment, the REG hours on the paystub will reflect the total REG hours plus the OLV hours on the timesheet AND a negative adjustment for 1/3 of the OLV hours
 - Example Timesheet Entry
 - 67.50 REG
 - 7.5 OLV with User Field 3 EPSL20
 - Paystub reflects
 - 75.00 REG (67.50 REG + 7.50 OLV)
 - Negative adjustment = 1/3 of the 7.5 OLV hours
- As a result of augmenting leave time, GMIS has added NOHRMAX in rule element 3 for all state employees, allowing hours greater than 75 to be entered on the timesheet
- **AOS Payroll will create all necessary negative adjustments related to EPSL and EFML**
 - **Agency Payroll will NOT submit negative adjustments related to EPSL or EFML**
 - **The negative adjustments can be found in Alchemy on your Adjustments to Gross Report**
- Agency Payroll should continue to create and submit any negative adjustments UNRELATED to EPSL and EFML
- Additional quick queries are being developed
- **Transfers**
 - Leaving agency will need to provide EPSL and EFML accumulated hours and dollars to the receiving agency
- **Rehires -**
 - Any employee who was approved for EPSL or EFML and then termed and rehired within the April 1 – Dec 31, 2020 timeframe will not receive a new “bank” of EPSL and EFML hours nor are the caps reset
 - Employees would need to submit new requests for EPSL and/or EFML under the same qualification rules
 - If approved, previous accumulated hours and dollars will apply towards any caps

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- If rehired in a different agency, the receiving agency is responsible for contacting the leaving agency to get the accumulated hours and dollars
- **Holidays**
 - Employees scheduled to work on a holiday must work on the holiday to receive pay or comp time
 - If they do not work the holiday they only receive the holiday pay
 - They would not get EPSL in addition to holiday pay if they do not work the holiday
- **Messages on timesheet– to be determined**
- **Paglets for managers of OLV/USF3&5 – to be determined**

Please remember that all processes are fluid as we all work to make any necessary adjustments.