**HOW TO TRACK EMPLOYEE HOURS IN**

**TIME CLOCK PLUS FOR LEAVE TAKEN UNDER THE**

**FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

Benefit eligible employees electing to take the expanded family medical leave under the Families First Coronavirus Response Act will receive a bank of hours based on their elected options and classification of their primary job.

**EMPLOYEES**

* Qualified employees will submit leave in Time Clock Plus (TCP) as **Sick** **leave**, while out of the office, and “**FFCRA Leave**” should be entered into the notes of each sick leave segment. (Employees should enter their own leave, but managers may add leave hours on behalf of their employees if they are unable to do so.)
* Employees who choose to supplement their leave time to receive a full paycheck, must use hours from their regular accrued leave bank in addition to the FFCRA hours received.

**MANAGERS**

* Managers are responsible for monitoring their employees’ leave balances to ensure they do not exceed their available leave. Personnel Action Forms must be submitted before an employee exhausts leave in order to prevent over payments.
* Personnel Action Forms must be submitted for non-benefits eligible employees, such as adjunct lecturers, graduate assistants, stipend employees, and lecturer non-credits. These employees are eligible to receive two-thirds of their pay, so their salaries must be temporarily reduced.
* Managers must enter hours into Time Clock Plus for every week of eligibility for hourly employees approved for FFCRA.When entering hours into TCP, managers should enter “**FFCRA Hours**” into the notes on each segment.

**Please note that all leave must be entered and approved by 9:00 am every Monday for the previous work week.**

If you have any questions or concerns regarding entering leave in TCP, please contact the Payroll Office by email at [Payroll@ualr.edu](mailto:Payroll@ualr.edu) or leave a detailed message at 501-569-3136.

Questions regarding personnel actions can be submitted to [hrs-personnel@ualr.edu](mailto:hrs-personnel@ualr.edu).