Visit Human Capital at: https://ishare.tsa.dhs.gov/OFFICES/HUMANCAPITAL
Check out HRAccess at: https://hraccess.tsa.dhs.gov Email: helpdesk@mailserver-hraccess.tsa.dhs.gov
Phone: 1.877.TSA.7990 (1.877.872.7990) Fax: 1.877.TSA.7993 (1.877.872.7993)

Reminder Bulletin for ALL TSA Employees – 05/12/2020

Time and Attendance Processing Guidance Related to Novel Coronavirus Disease (COVID-19)
for Emergency Paid Sick Leave

On March 18, 2020, President Trump signed into law the Families First Coronavirus Response Act (FFCRA) which includes the Emergency Paid Sick Leave Act. The Act provides the Transportation Security Officer (TSO) workforce with up to an additional two weeks (80 hours for full-time employees and for part-time employees the equivalent of the average number of hours the employee is normally scheduled to work during a two-week period) of paid sick leave for certain COVID-19 related purposes. The Administrator has determined that the non-TSO workforce is also covered via TSA policy. Emergency Paid Sick Leave (EPSL) is available in addition to the employee's personal leave and the leave options offered by TSA for employees affected by COVID-19.

Information on EPSL and the leave options offered by TSA can be found in the current version of HCAM, Coronavirus Disease (COVID-19) and the FAQs.

The purpose of this guidance is to provide employees and timekeepers with detailed instructions for recording EPSL in the eTAS and webTA Systems.

Effective Pay Period (PP) 07 up to two weeks of EPSL is available to cover absences for specific reasons related to COVID-19 from April 1, 2020 to December 31, 2020.

EPSL is compensated at the following levels:

- 100% of the employee's regular rate of pay for qualifying reasons #1-3 below, **up to $511 daily and $5,110 aggregate**; and

- **2/3 of the employee's regular rate of pay** for qualifying reasons #4-5 below, **up to $200 daily and $2,000 aggregate**

Because EPSL leave is compensated differently from other types of leave, implementation presents administrative challenges that may result in over-payment in some cases. In these situations, overpayments will be recovered through a payroll debt action at a later date.

To determine the estimated amount of any over-payment, enter the employee's annual salary, # of base daily hours worked and select the appropriate scenario using the Emergency Paid Sick Leave Calculator, which is found here.

Note: EPSL usage must be tracked manually at the local level to ensure employees do not exceed the two-week entitlement.

Employees do not receive night differential, split-shift differential or Sunday pay when using EPSL.

T&A Coding in eTAS and webTA

The EPSL leave pay codes are available in eTAS and webTA.

Note: In webTA, EPSL is found under the Worked Time Section of the timecard due to programming limitations in webTA.

Transaction Code (TC-01) will be used with the designated Transaction Descriptor (TD) assigned based on one of the five (5) reasons described in the scenarios below.

Additionally, the Remarks Section of the timecard should be notated to reflect the amount of EPSL leave used for the pay period.

There are 3 reasons under which an employee is eligible to receive 100% of their pay, up to $511 per day.

1) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
   - **Use Transaction Code (TC- 01) - EPSL, Full Rate Isolation**

2) The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
   - **Use Transaction Code (TC-01) – EPSL, Full Rate Quarantine**

Transaction	Pfx Sfx Account	Mar 15 16 17 18 19 20 21 S M T W T F S	Wk 1	Mar 22 23 24 25 26 27 28 S M T W T F S	Wk 2	Total
Work Time						
EPSL, Full Rate Quarantin	0T0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support	8 8 8 8 8	40	8 8 8 8 8	40	80
	Work Time Total	8 8 8 8 8	40	8 8 8 8 8	40	80
Leave and Other Time						
	(No Leave and Other Time transactions)					
	Daily Total	8 8 8 8 8	40	8 8 8 8 8	40	80

Remarks
EPSL 80 hrs

3) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis;
   - **Use Transaction Code 01 (TC-01) – EPSL, Full Rate Medical**

Transaction	Pfx Sfx Account	Mar 15 16 17 18 19 20 21 S M T W T F S	Wk 1	Mar 22 23 24 25 26 27 28 S M T W T F S	Wk 2	Total
Work Time						
EPSL, Full Rate Medical	0T0TSAC206300T023P002000000 HRM - FY20 Staffing Ops & Support	8 8 8 8 8	40	8 8 8 8 8	40	80
	Work Time Total	8 8 8 8 8	40	8 8 8 8 8	40	80
Leave and Other Time						
	(No Leave and Other Time transactions)					
	Daily Total	8 8 8 8 8	40	8 8 8 8 8	40	80

Remarks
EPSL 80 hrs

There are the 2 reasons where an employee is eligible to receive 2/3 of their pay, up to $200 per day.

NFC will automatically calculate the 2/3 rate for employees using reasons #4-5.

New Work Time Activity

Transaction Code	
Prefix	
Suffix	01 - EPSL, 2/3rd Rt Ind Care 01 - EPSL, 2/3rd Rate School Close

4) The employee is caring for someone who is subject to a federal, state, or local quarantine or isolation order related to COVID-19 or has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19;
   - **Use Transaction Code 01 (TC-01) – EPSL, 2/3rd Rt Ind Care**

Transaction	Pfx Sfx Account	Feb 2 S	3 M	4 T	5 W	6 T	7 F	8 S	Wk 1	Feb 9 S	10 M	11 T	12 W	13 T	14 F	15 S	Wk 2	Total
Work Time																		
Regular Base Pay	OT0TSAC206300T023P002000000		8	8	8				24									24
EPSL, 2/3rd Rt Ind Care	HRM - FY20 Staffing Ops & Support					8	8		16		8	8	8	8	8		40	56
Work Time Total			8	8	8	8	8		40		8	8	8	8	8		40	80
Leave and Other Time																		
(No Leave and Other Time transactions)																		
Daily Total			8	8	8	8	8		40		8	8	8	8	8		40	80

Remarks
Remarks 56 hrs

5) The employee is caring for his/her son or daughter if the school or place of care has been closed, or the child care provider is unavailable due to COVID-19 precautions; or
- **Use Transaction Code 01 (TC-01) – EPSL, 2/3rd Rate School Close**

Transaction	Pfx Sfx Account	Mar 15 S	16 M	17 T	18 W	19 T	20 F	21 S	Wk 1	Mar 22 S	23 M	24 T	25 W	26 T	27 F	28 S	Wk 2	Total
Work Time																		
Regular Base Pay	OT0TSAC206300T023P002000000		4	4	4	4	4		20		8	8	8	8	8		40	60
EPSL, 2/3rd Rate School Close	HRM - FY20 Staffing Ops & Support		4	4	4	4	4		20									20
Work Time Total			8	8	8	8	8		40		8	8	8	8	8		40	80
Leave and Other Time																		
(No Leave and Other Time transactions)																		
Daily Total			8	8	8	8	8		40		8	8	8	8	8		40	80

Remarks
EPSL 20 hrs

Questions?

Due to the current COVID-19 pandemic, the HCAccess Help Desk hours of operation have temporarily changed. Live agents will be available from 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday, excluding Federal holidays, and closed Saturday through Sunday until further notice. Employees can contact the HCAccess Help Desk by phone at 1-877-872–7990, by fax at 1-877-872-7993, or by email at this link. Employees can visit the HCAccess website for valuable Human Resources (HR) information on a wide variety of topics at this link and visit Human Capital online at this link.