



MEMORANDUM

EFML and EPSL Guidance for Supervisors / Managers

Please review the “EFML Request Forms to Timesheet Fields” and the “EPSL Request Forms to Timesheet Fields” documents to understand how the approved Request Form selections should be mapped to the timesheet when using EFML and/or EPSL. Page 2 of each document has a calculation formula that can be used to assist in determining the number of leave hours to augment to achieve 100% of pay, as long as the hourly rate multiplied by the OLV hours used does not exceed the daily caps of \$200 or \$511 related to the EPSL or EFML reason (a, b, c, d, e, f). Should the hourly rate cause the employee to exceed the daily cap, contact your agency Payroll Department for guidance.

- Your role is crucial in helping to ensure employees enter EFML and EPSL on their timesheet
- The accuracy of timesheets is critical for employees to receive the correct EFML or EPSL pay
- Employees should be directed to enter time daily or as frequently as directed by your agency Payroll Department for verification of timesheet entries early in the pay period
- Payroll/HR should notify supervisors / managers when employees exceeds the allowable hours or maximum dollars under the plan(s) and is no longer eligible to enter the EFML or EPSL codes on the timesheet
- During the use of EFML or EPSL, employees will be allowed to enter greater than 75 hours on their timesheet to allow for the potential use of augmenting leave hours to achieve 100% of pay
- If any employee transfers agencies the accumulated hours and dollars follow them to the new agency
- If an employee is scheduled to work on a holiday, and does NOT work on that holiday, only holiday pay will be received, EFML or EPSL will not be paid
- When an employee receives EFML or EPSL pay at 2/3 rate and chooses to augment using accrued leave time to receive 100% pay, the timesheet entry and paystub should reflect similar to the following example:
 - 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

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- When an employee receives EFML or EPSL at 2/3 rate and chooses NOT to augment using accrued leave time to receive 100% pay, the timesheet entry and paystub should reflect similar to the following 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
- **Contact your Agency Payroll Department with any questions**