

## Guidance for Calculating EPSL and EFML Entitlements

### Variable, Part-Time Staff Only

#### Steps to Pull/Run the R-053 Report from Cognos

1. Go to URL: [ucreportcenter.ucop.edu](http://ucreportcenter.ucop.edu)
2. Select Location from the Dropdown Menu and then enter Log-In Credentials
3. Click on the “Team Content” tab (on the left side homepage) to view the folders/content area.
4. Select the “UCPath Reporting” Folder
5. Select the “Payroll Reports” Folder
6. Select the “R-053 FFCRA Entitlement” report
  - a. In the input page, fill in the following:
    - i. Earnings: Select either “All Earnings” or “Eligible Earnings Only”
    - ii. Earnings Date From: Input wanted begin and end date
    - iii. Employee ID: Input employee ID number
7. Click on the “Execute Report” button to run the report for the selected employee to get to the output screen
  - a. The following are given in the report:
    - i. Total Calendar Days
    - ii. Total Work Days
    - iii. EPSL Entitlement & Daily Hours
    - iv. EFML Entitlement & Daily Hours

Note: If the user wants to select other employees to run for the R-053 report, click on the button with the blue sideways triangle enclosed by a white circle, a pull down menu will appear. Scroll to the bottom of the pull down menu and select the “reset” option.

#### Sample Report:



R-053 FFCRA  
Entitlement Sample

Emergency Paid Sick Leave Entitlement Calculation – up to 80 hours for a full-time employee. For a part-time employee without a fixed or predictable schedule, Federal Regulations require that entitlement and daily hours be calculated based on a 6 month look back including all worked hours and all leave hours.

In the attached Sample Report, Joan Jones, a career employee began work with the University several years ago and is part-time. Joan does not have a fixed or predictable

schedule. Joan's healthcare provider asked Joan to self-quarantine for 2 weeks effective 4/5/2020 due to a possible exposure to COVID-19. Joan elects to use EPSL for the two week period of quarantine.

To determine the total entitlement and daily hours run the R-053 Report (see attached sample). The daily average for Joan Jones is 7.114754 (cell F11). This represents the hours you should pay Joan per day for 2 weeks. Her total entitlement is 71.147541 hours (cell D11).

Expanded Family Medical Leave Entitlement Calculation – Up to 12 weeks (2 weeks unpaid and 10 weeks paid).

The same Sample Report can be used for EFML entitlement and Daily Hours to be paid over the 10 weeks. In this case, Joan Jones has two young children, the nature of her work means she cannot telework, her children's school closed, and there is no daycare available due to COVID-19. Joan elects to use EFML beginning 4/5/2020. The first two weeks are unpaid and Joan may elect to use EPSL for this period of time.

Joan's total paid EFML entitlement is 357.692308 hours (cell D12), and her Daily Hours are 7.153846.

NOTE: The Federal Regulations require that the calculation of the 6 month lookback for EPSL and EFML use different mathematical procedures. This means there will be a small amount of variation between the Entitlements/Daily Hours based on the two different leaves calculations.