

## COVID-19 Pay-codes on TRS

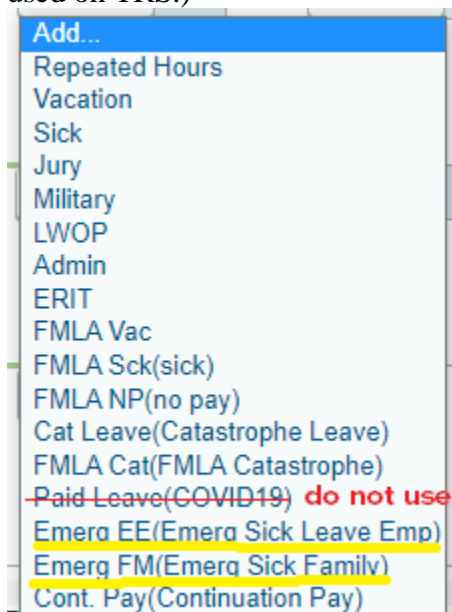
(updated 02/28/22)

Type of COVID Leave	Corresponding TRS Code to use
<b>2022 EPSL</b> (Emergency Paid Sick Leave) <i>available 01/01/22-09/30/22</i>	Emerg EE (Emerg Sick Leave Emp) <i>or</i> Emerg FM (Emerg Sick Family)  <i>(depending on reason)</i>
<b>2021 EPSL</b> (Emergency Paid Sick Leave) <i>available 03/29/21-09/30/22</i>	
2021 EPSL available to employees hired before/on 09/30/21.	

~~Previous COVID-leaves no longer available (shown for historical reference only):~~

<del>EPAL (Expanded Paid Administrative Leave) <b>expired 06/30/21</b></del>	<del>Paid Leave (COVID19) <b>do not use; expired 06/30/21</b></del>
<del>FFCRA EPSL (Emergency Sick Leave) <b>expired 12/31/20</b></del>	<del>Emerg EE (Emerg Sick Leave Emp) <i>or</i> Emerg FM (Emerg Sick Family) <i>(depending on reason)</i></del>
<del>FFCRA EFML (Expanded FMLA) <b>expired 12/31/20</b></del>	<del>Exp FML (Expanded FML) <b>do not use; expired 12/31/20</b></del>

Screenshot of TRS codes. (The colors for the arrows and ovals roughly correspond to the colors used on TRS.)



do not use Paid Leave(COVID19); expired 06/30/21

Special notes regarding 2021 EPSL (Emerg EE (Emerg Sick Leave Emp) *or* Emerg FM (Emerg Sick Family) pay-codes):

- Available for use 03/29/21-09/30/22.
- Available to employees hired before/on 09/30/21.
- Available for retroactive pay only for *unpaid* COVID-19 related absences from 01/01/21-03/28/21.
- Please note that the same pay-codes are used for 2022 EPSL, 2021 EPSL, and the FFCRA EPSL (which expired on 12/31/20).
  - The use of these codes are differentiated by when they were used.
    - 04/01/20-12/31/20=FFCRA EPSL
    - 01/01/21-09/30/22=2021 EPSL
    - 01/01/22-09/30/22=2022 EPSL *or* possibly 2021 EPSL

Supervisors (or the unit's MAG member) must keep track of individual COVID-leave usage. This is very important because even though there are caps on the usage, TRS is not designed with caps in mind for these particular pay-codes. So, if an employee uses a COVID pay-code they are not entitled to/exhausted, the employee will be overpaid and will have to make arrangements to pay the University back.

It is the supervisor's responsibility to actively monitor the allotments for their direct-reports. Supervisors can generate a report via COGNOS (only available to those with supervisor designation) or utilize the report available from SSO. This report will show the hours used by each COVID-leave type. Use this report to approve the employee's timesheet.

OCP HR designed a [COVID-19 Leave Tracker](#) you may use to help manage employee's use of COVID-leaves.

All requests for COVID-19 leave must be submitted and approved by the employee's supervisor, and submitted to OCP HR, prior to the time being taken (unless an emergency situation does not allow for enough time before the request is made).

- [2022 EPSL form](#)

For more information, including for what reasons a type of COVID-19 leave may be taken, please refer to:

[COVID-19 Leaves and Job Protections](#)

[FAQs about COVID-19 Leaves](#)

[COVID-19 Leave Matrix](#)

[Campus Leaves](#)