# COVID-19 Pay-codes on TRS

*(updated 09/22/21)*

<table>
<thead>
<tr>
<th>Type of COVID Leave</th>
<th>Corresponding TRS Code to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC 2021 EPSL (Emergency Paid Sick Leave) available 03/29/21-06/30/22</td>
<td>Emerg EE (Emerg Sick Leave Emp) or Emerg FM (Emerg Sick Family) <em>(depending on reason)</em></td>
</tr>
</tbody>
</table>

*Previous COVID-leaves no longer available (shown for historical reference only):*

<table>
<thead>
<tr>
<th>EPSAL (Expanded Paid Administrative Leave)</th>
<th>Paid Leave (COVID19) do not use; expired 06/30/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFCRA EPSL (Emergency Sick Leave) expired 12/31/20</td>
<td>Emerg EE (Emerg Sick Leave Emp) or Emerg FM (Emerg Sick Family) <em>(depending on reason)</em></td>
</tr>
<tr>
<td>FFCRA EFML (Expanded FMLA) expired 12/31/20</td>
<td>Exp FML (Expanded FML) do not use; expired 12/31/20</td>
</tr>
</tbody>
</table>

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

- EPSAL (Expanded Paid Administrative Leave) expired 06/30/21
- FFCRA EPSL (Emergency Sick Leave) expired 12/31/20
- FFCRA EFML (Expanded FMLA) expired 12/31/20

- Paid Leave (COVID19) do not use; expired 06/30/21
- Exp FML (Expanded FML) do not use; expired 12/31/20
Special notes regarding UC 2021 EPSL (Emerg EE (Emerg Sick Leave Emp) or Emerg FM (Emerg Sick Family) pay-codes):

- Available for use 03/29/21-06/30/22.
- 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 UC 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
    - 01/01/21-06/30/22=UC 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).

- **UC 2021 Emergency Paid Sick Leave (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