



Seattle Department of Human Resources

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COVID-19 Payroll Guidance and Pay Codes Updated August 8, 2020

The City has created nine new Earn Codes for employees to utilize when their work is impacted by COVID-19.

Two new Earn Codes, AF and CE, became effective for the pay period ending March 31, 2020, and are specific to the following two scenarios:

1. When an employee is “high risk” according to public health guidelines and is unable to telework or be reassigned to other duties.
2. When a facility or building is closed due to COVID-19 and the employee is unable to telework or be reassigned to other duties.

Seven additional Earn Codes: PS, PH, P5, PE, WC, WB and W5 became effective for the pay period ending April 14, 2020. These Earn Codes respond to the Families First Coronavirus Response Act (FFCRA), passed by Congress in March, which provides eligible employees with Emergency Paid Sick Leave (EPSL) and Expanded Family and Medical Leave (EFML) options for qualified coronavirus related absences. See “Group 2” in the grid below for scenarios when these Earn Codes are applicable.

Please note that not all pay codes apply to all employees. Please contact your HR representative if you need additional information.

Group 1: Regular Work	Pay code
I am reporting to my regular workplace	AA or CA Use CA only if on an Out of Class assignment
I am telecommuting	AA or CA Use CA only if on an Out of Class assignment
I am reassigned to available work	AA or CA Use CA only if on an Out of Class assignment
Group 2: COVID Leave Codes - FFCRA	Pay code
<p>I am eligible for Emergency Paid Sick Leave (EPSL) because of one of the following reasons:</p> <ul style="list-style-type: none"> • I am subject to a federal, state or local quarantine or isolation order related to COVID-19 • I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 • I am experiencing symptoms of COVID-19 and am seeking a medical diagnosis 	<p>PS - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>

<p>I am eligible for EPSL because of one of the following reasons:</p> <ul style="list-style-type: none"> I am caring for an individual who is subject to a federal, state or local quarantine or isolation order related to COVID-19 or have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 I am experiencing other substantially similar condition per a designated federal authority 	<p>PH - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>
<p>I am eligible for EPSL and am caring for my child under age 18 due to closure of my child's school or unavailability of childcare due to COVID-19 precautions</p>	<p>P5 - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>
<p>I have exhausted my EPSL, I am eligible for EFML and am caring for my child under age 18 due to closure of my child's school or unavailability of childcare due to COVID-19 precautions</p>	<p>PE - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>
<p>I have used COVID-19 FFCRA pay codes PS, PH or P5 and want to use unpaid leave to supplement my reduced hours</p>	<p>WC - Unpaid leave - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>
<p>I have exhausted all eligible leave and need more leave due to a qualifying COVID-19 (except for care for a child under the age of 18)</p>	<p>WB - Unpaid leave - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>
<p>I have exhausted all eligible leave and need more leave due to the qualifying COVID-19, care for child under age 18</p>	<p>W5 - Unpaid leave - New Refer to this LINK for specific details about the use of FFCRA leave codes</p>
<p>Group 3: Regular Sick Leave</p>	<p>Pay code</p>
<p>I am sick and unable to work</p>	<p>SA Employee sick leave</p>
<p>I am taking care of a sick family member and unable to work</p>	<p>SB Family sick leave</p>
<p>I have exhausted available COVID leave and am unable to work because I am caring for a family member due to closure by a public official of my family member's school or place of care</p>	<p>SB Family sick leave</p>
<p>I am a non-benefit eligible employee who is sick and unable to work</p>	<p>S1 Employee sick leave</p>
<p>I am a non-benefit eligible employee taking care of a sick family member and unable to work</p>	<p>S3 Family sick leave</p>
<p>Group 4: Not Working</p>	<p>Pay code</p>
<p>I am not working because I am on vacation or personal leave for:</p> <ul style="list-style-type: none"> Vacation Personal holiday 	<p>VA HB</p>

<ul style="list-style-type: none"> • Executive leave • Merit leave • Comp time 	LX LX LA
I am not working because it is an observed holiday	HA
I am not working because I am on Paid Parental Leave (City of Seattle)	PT
I am not working because I am on Paid Family Care Leave (City of Seattle)	FN
I am not working because I am participating in Family and Medical Leave	Use an applicable FML code or consult your department leave coordinator for assistance.
I am not working because I am “high risk” and cannot telework or be reassigned to available work that can be performed in accordance with applicable health guidelines for high-risk groups	AF or CE - New Use CE only if on an Out of Class assignment. Enter “COVID-19” in the Activity field on your timesheet for tracking purposes.
I am not working because my facility is closed due to COVID-19, I cannot telecommute, and I cannot be reassigned to available work	AF or CE - New Use CE only if on an Out of Class assignment. Enter “COVID-19” in the Activity field on your timesheet for tracking purposes.
I am not working because I have used all applicable leave. Note that this leave requires pre-approval from your supervisor.	WA Unpaid leave