EPSLA/E-FMLA Sample 674 Documentation

COVID-19 E-FMLA Calculator Instructions

The Emergency Paid Sick Leave Act (EPSLA)/Emergency Family and Medical Leave Expansion Act (E-FMLA) Sample 674 Documentation is to support the departmental human resource offices with submitting pay adjustments for these benefits with the use of the COVID-19 E-FMLA Calculator (E-FMLA calculator). The rule of thumb is to verify the "Total Pay to Issue" (which is the "Reduced Monthly Salary") against the amount owed to the employee. Using the E-FMLA calculator will help determine this difference.

- If the amount due is higher than the reduced monthly salary rate, let the monthly pay issue and submit a 674 for the difference due the employee.
- If the amount due is lower than the reduced monthly salary rate, key a 603 PIP transaction (DCK) to reduce the time that will issue and submit a 674 for the difference due the employee.

Please provide a printout of the calculator with the submission of your 674. Please also be advised that in order to process your 674 adjustment request, Employment History must be documented to reflect the required 215 PAR transaction(s) with the effective date(s) of when the employee has been approved to start/end the benefit(s). Documents without this required information will not be processed until this step has been completed. Please submit documents to ppsdepslaefmlaadj@sco.ca.gov.

674 Documentation using the E-FMLA Calculator
Use the following examples to help document EPSLA/E-FMLA 674 adjustments.

Scenario A:
Pay Period: 08/2020 (22 days/176hrs.)
Reduced Monthly Salary[1] = $3,630.80
Unreduced Monthly Salary[2] = $4,000.00
Pay Issued: Standard monthly
Supplementation = 29.33hrs. (3dys. 5.33hrs.)
EFMLA Used = 88hrs. (2/3rd equals 7dys. 2.67hrs.)
Work Hours = 88hrs. (11 days)

Click here for 674 documentation.

Click here to see the calculator populate for this scenario.

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[1] Reduced Salary Rate is used for time worked, supplementation, benefit dock, and true dock.
[2] Unreduced Salary Rate is used for the EPSLA/E-FMLA benefit.

Scenario B:
Pay Period: 08/2020 (22 days/176hrs.)
Reduced Monthly Salary[1] = $3,630.80
Unreduced Monthly Salary[2] = $4,000.00
Pay Issued: PIP keyed DCK
No Supplementation
EFMLA Used = 88hrs. (2/3rd equals 7dys. 2.67hrs.)
Work Hours = 88hrs. (11 days)

Click here for 674 documentation.

Click here to see the calculator populate for this scenario.

Scenario C:
Pay Period: 08/2020 (22 days/176hrs.)
Reduced Monthly Salary[1] = $6,353.90
Unreduced Monthly Salary[2] = $7,000.00
Pay Issued: Standard monthly
Supplementation = 29.33hrs. (3dys. 2.74hrs.)
EFMLA Used[3] = 72hrs. (2/3rd equals 5dys. 5.26hrs.)
Work Hours = 104hrs. (13 days)

Click here for 674 documentation.

Click here to see the calculator populate for this scenario.

Scenario D:
Pay Period: 08/2020 (22 days/176hrs.)
Reduced Monthly Salary[1] = $6,353.90
Unreduced Monthly Salary[2] = $7,000.00
Pay Issued: PIP keyed DCK
No Supplementation
EFMLA Used[3] = 72hrs. (2/3rd equals 5dys. 5.26hrs.)
Work Hours = 104hrs. (13 days)

Click here for 674 documentation.

Click here to see the calculator populate for this scenario.

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[3] Employee E-FMLA benefit hours are always rounded up to the hundredth of an hour to ensure that the employee is always whole (never underpaid), and that benefit pay is keyed with the maximum precision (in hours) it can be.

Scenario E:
Pay Period: 08/2020 (22 days/176hrs.)
Reduced Monthly Salary[1] = $10,892.40
Unreduced Monthly Salary[2] = $12,000.00
Pay Issued: Standard monthly
Supplementation = 111.46hrs. (13dys. 7.46hrs.)
EFMLA Used[3] = 176hrs. (2/3rd equals 8dys. 0.54hrs.)
Work Hours = 0hrs. (0 days)

Click here for 674 documentation.

Click here to see the calculator populate for this scenario.

Scenario F:
Pay Period: 08/2020 (22 days/176hrs.)
Reduced Monthly Salary[1] = $10,892.40
Unreduced Monthly Salary[2] = $12,000.00
Pay Issued: 715 PAR Transaction (Non qualifying pay period)
No Supplementation
EFMLA Used[3] = 176hrs. (2/3rd equals 8dys. 0.54hrs.)
Work Hours = 0hrs. (0 days)
***715 PAR Transaction required due to dock time being more than 11 days**. See PAM section 3.136

Click here for 674 documentation.

Click here to see the calculator populate for this scenario.