HOW TO REQUEST EMERGENCY PAID SICK LEAVE (EPSL) UNDER THE FFCRA

Step 1: Carefully review the guidance regarding this new leave type.

Step 2: Log into the HR/Payroll System and click on the COVID-19 EPSL tile.
  - Tip: Ensure you are on the Employee Self Service page, indicated at the drop down in the top, center of the screen.

Step 3: Complete your request for EPSL
  - Enter the EMPL Record # for the job for which you are requesting this leave. This can be found in ITAMS where you enter time and/or leave.
    - Tip: If you are a temporary employee (including a student) who has received a letter from your department that no remote work is available to you, your EMPL record should have been included in the letter.
  - Verify that the Department and supervisor that appear are the correct values for this job.
  - Select whether this is the initial request or an update due to a change of status.
  - Carefully review the reasons for Eligibility #1 through #6 and the associated information regarding how the pay will be treated with each one and select from the drop down.
    - Tip: If you are a temporary employee (including a student) who has received the letter from your department that no remote work is available to you, you may select Eligibility #1 and attach the letter to your request.
  - Include documentation if available. You may upload a picture of your child’s school website stating it is closed or include a screenshot. If you visited a doctor through a telehealth appointment, you may upload the email sent from the doctor.
  - Click the Submit button.

Step 4: The request will be reviewed by your Campus Leave Administrator, and you and your supervisor will receive notification of approval or denial. The approval notification will include the total number of hours you are eligible to be paid this emergency sick leave.

Step 5: Enter leave taken under EPSL in iTAMS using the appropriate code.
IMPORTANT NOTE: This approval is not the end of the process! The leave MUST be entered into iTAMS using the time code available to you for Government Emergency Paid Sick Leave and approved by your supervisor.

Please contact Benefits@mailbox.sc.edu with questions. If you are located on a campus other than Columbia, please contact your Campus Benefits Administrator.

If you also need to request Emergency Family and Medical Leave (EFMLA) both forms will need to be completed.