

### *Insight instructions*

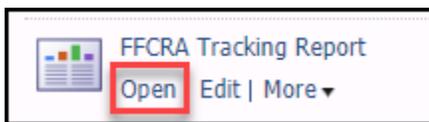
Family First Coronavirus Response Care Act (FFCRA) tracking report provides you with the dollar amount total per employee based on the last paid processing cycle for April 1, 2020 thru December 31, 2020. The amounts are based on the hours accumulated for TC01 - TD 91-97 for FFCRA and hourly rate. The hourly rate is calculated by the salary which includes locality divided by the hourly divisor (2087). The report does not display the FFCRA hours and amounts on a daily basis, it is displayed on a bi-weekly basis.

This report will serve as a templet, make the necessary modifications for your Agency's specific needs and save it to **My Folders**.

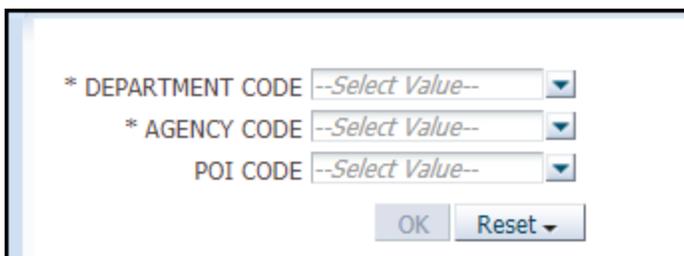
The report is computed on 2087 hourly divisor, if your Agency uses a different hourly divisor (i.e. 2080), please modify the Hourly Rate column in the report to fit your specific requirement. Go to *How to modify the Report* for detailed instructions.

### *How to run the Report*

1. Log into Insight
2. Navigate to Catalog
3. Navigate to Shared Folder
4. Navigate to Public Folder > TRACKING REPORTS > Expand Folder
5. Select Open



6. Report prompts will display, enter the appropriate data to run the report for your Agency. Department code and Agency code are required fields, POI is an optional field.

A screenshot of a report generation form. It contains three dropdown menus. The first is labeled "\* DEPARTMENT CODE" and has "--Select Value--" in the dropdown. The second is labeled "\* AGENCY CODE" and also has "--Select Value--" in the dropdown. The third is labeled "POI CODE" and has "--Select Value--" in the dropdown. Below the dropdowns are two buttons: "OK" and "Reset" with a downward arrow.

The report will display.

FFCRA Tracking Report 1

TRANSACTION\_CODE\_DESCRIPTOR is equal to 91, 92, 93, 95, 94, 96, 97  
 and DEPARTMENT\_CODE is equal to  
 and AGENCY\_CODE is equal to  
 and TRANSACTION\_CODE is equal to / is in 01  
 and CALENDAR\_YEAR is equal to / is in 2020  
 and PP\_YEAR\_AND\_NUMBER is between 2020-07 and 2020-26

SSN	EMPLOYEE NAME	DEPARTMENT CODE	AGENCY CODE	PAY PLAN	GRADE/STEP	TRANSACTION CODE	TC DESCRIPTOR	SALARY	HOURLY RATE	FFCRA LEAVE USED	EMPLOYMENT TYPE	FFCRA TOTAL DOLLAR AMT	FFCRA Bal \$5,110	FFCRA Bal \$2,000	Pay Rate	FFCRA Balance
XXX-XX-				GS	14/01	01	93	\$107,807.00	\$51.66	16.00	Full-Time	\$826.50	\$4,283.50	\$1,173.50	Full Rate	\$4,283.50
XXX-XX-				GS	14/10	01	91	\$140,146.00	\$67.15	32.00	Full-Time	\$2,148.86	\$2,961.14	-\$148.86	Full Rate	\$2,961.14
				GS	14/10	01	92	\$140,146.00	\$67.15	16.00	Full-Time	\$1,074.43	\$4,035.57	\$925.57	Full Rate	\$4,035.57
XXX-XX-				GS	13/06	01	93	\$119,775.00	\$57.39	12.00	Full-Time	\$688.69	\$4,421.31	\$1,311.31	Full Rate	\$4,421.31
XXX-XX-				GS	14/01	01	91	\$118,378.00	\$56.72	80.00	Full-Time	\$4,537.73	\$572.27	-\$2,537.73	Full Rate	\$572.27
XXX-XX-				GS	11/01	01	95	\$72,030.00	\$23.01	4.00	Full-Time	\$92.04	\$4,971.95	\$1,861.95	2/3 Rate	\$1,861.95

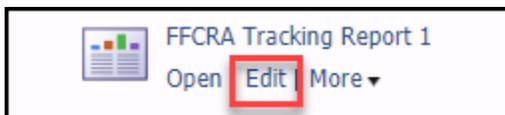
Edit - Refresh - Print - Export -

The FFCRA Tracking report provides:

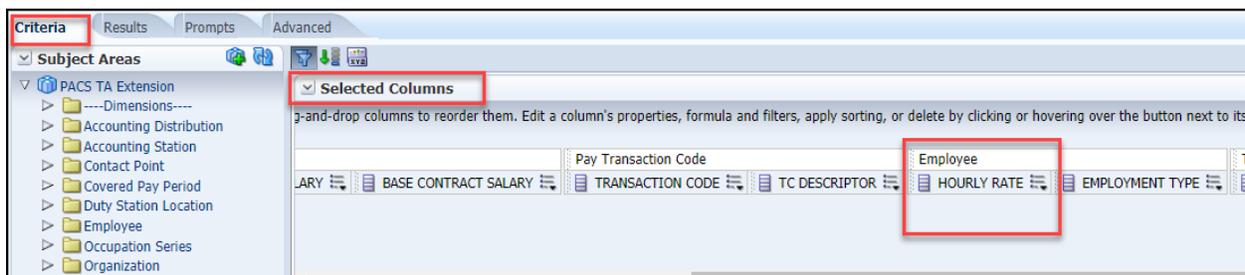
- How many hours the employee is using under the FFCRA.
- The monetary amount towards the biweekly caps for both the full and 2/3 rate.
- A report filter that shows you what the report is being filtered on.
- The hourly rate is based on the salary divided by the hourly divisor of 2087.
- The FFCRA LEAVE USED column displays hours paid using the FFCRA descriptors (91, 92, 93, 94, 95, 96, and 97).
- The FFCRA Balance column provides the remaining balance towards the biweekly caps.

### How to modify the Report

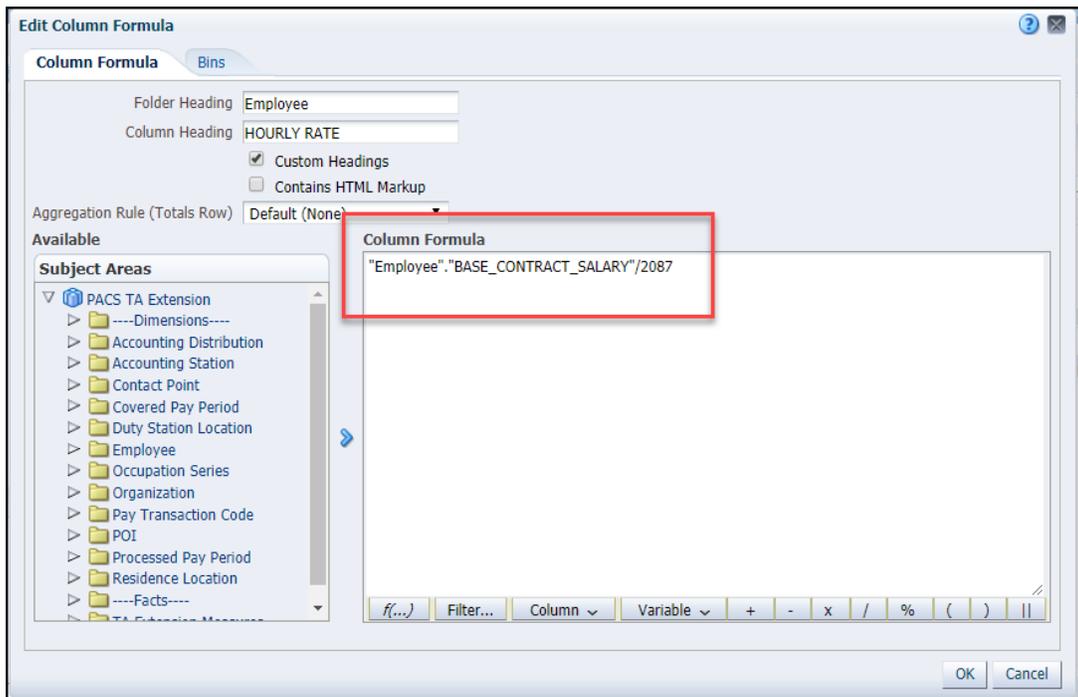
1. Select Edit.



2. Navigate to the Criteria Tab



3. In the selected Columns pane, navigate to the Hourly Rate column and select the Edit icon, then select Edit Formula.
4. In the Edit Formula window, modify the hourly divisor (2087).



5. Select OK.
6. Save As, in **My Folders**.

### Agencies Responsibilities:

- Use the calculator to ensure the employee is not exceeding the allowable amounts.
- Perform an audit of the TC Descriptors for paid leave eligibility requirements.
- Ensure the employee does not exceed the allowable amount for 100% of pay - \$511 daily and \$5,110 total or the allowable amount for 2/3 of pay - \$200 daily and \$2,000 total.
- Review your Time and Attendance system for the employee's daily hours as they pertain to FFCRA (TC01 – TD 91-97) for the current processing pay period.