

Office of State Uniform Payroll
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

April 1, 2020

Updated by OSUP Memorandum #2020-46

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-45

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Families First Coronavirus Response Act (FFCRA) – Employee Notice
Requirement

On March 18, 2020, President Trump signed into law [H.R. 6201](#), the Families First Coronavirus Response Act (FFCRA). This Act includes several provisions that impact HR/Payroll. The Office of State Uniform Payroll (OSUP) is working with the Commissioner of Administration, State Civil Service (SCS) and the LaGov HCM technical team to prepare information for HR/Payroll offices and to provide a mechanism to enter and track the leave requirements of the FFCRA. The FFCRA's leave provisions are effective beginning April 1, 2020, and employers have until April 18, 2020 to implement the provisions.

Until LaGov HCM system changes are in place, agencies should use the leave guidance provided by SCS in their [General Circulars](#). Retroactive corrections may be needed to correctly record and track leave related to the FFCRA requirements below.

Immediate Action Required: Agencies must provide notice of employee rights under this Act on or before April 1, 2020. The US Department of Labor's Wage and Hour Division has provided this [poster](#), that will fulfill the notice requirement. They have also provided a [Questions and Answers document](#) to assist employers with the notice requirements. Please use the method most suitable for your agency to provide this notice to employees by the deadline. This notice has also been placed on the LEO Welcome Page.

OSUP will provide guidance on the leave provisions of the FFCRA soon. Until then, please begin reviewing and becoming familiar with the requirements. The US Department of Labor's Wage and Hour Division (WHD) has provided the following compliance assistance material:

- [Questions and Answers](#)
- [Fact Sheet for Employers](#)
- [Fact Sheet for Employees](#)

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2020-45

April 1, 2020

Page 2

- [WHD COVID-19 Resource Page](#) (includes the three previous bullet items).

Please direct questions to the OSUP leadership team at _DOA-OSUP-PRNotifica@LA.GOV.
Please include "FFCRA" in the subject line of the e-mail.

APH:/par