

ATTACHMENT C

ACCOUNTING SCENARIOS FOR THE EMERGENCY FEDERAL EMPLOYEE LEAVE FUND

BACKGROUND

Section 4001 of the American Rescue Plan Act of 2021 (Public Law 117-2), enacted on March 11, 2021, established a new category of paid leave for selected Federal employees. Eligibility for the leave is based on certain COVID-19-related qualifying circumstances. This emergency paid leave will be funded by a \$570 million Emergency Federal Employee Leave Fund (Fund) and administered by the Director of the Office of Personnel Management (OPM). Amounts in the Fund shall be available for reimbursement to an agency for the use of paid leave under this section by any covered employee of the agency who is unable to work because of certain COVID-19-related qualifying circumstances.

Each agency with covered employees using emergency paid leave must submit to OPM a request for reimbursement from the Fund. Agencies must inform employees that the granting of emergency paid leave to employees who meet the eligibility conditions is tentative and conditional upon monies being available in the Fund. When submitting a reimbursement claim to OPM, an authorized agency official must attest that, to the official's knowledge, the agency's established policies and procedures for implementing emergency paid leave are in compliance with section 4001 and OPM's supporting guidance.

OMB/Treasury has established a unique Treasury Account Fund Symbol (TAFS) under OPM agency identification code (024-2021/2022-0806). Agencies should reference this TAFS with the reimbursements received from this Fund. OPM has received a definite mandatory appropriation of \$570 million. OMB has apportioned the budgetary resources into two category B projects - Emergency Federal Employee Leave Fund (\$565 million) and Administration EFELF (\$5 million).

PURPOSE

To outline guidance on the accounting for the emergency paid leave reimbursement activity by OPM and the agencies seeking reimbursements from the Fund.

ACCOUNTING SCENARIOS FOR THE REIMBURSEMENT TRANSACTIONS

Agency’s request for reimbursement should be based on disbursements to eligible employees. The two scenarios below relate to the timing of the reimbursements affecting TAFSS. Scenario 1 addresses emergency leave paid (i.e., disbursement) by a requesting agency and reimbursed by OPM (from budgetary resources in TAFS 024-2021/2022-0806) to a requesting agency in FY 2021. Scenario 2 addresses emergency paid leave paid (i.e., disbursement) by a requesting agency in FY 2021 but reimbursed by OPM (from budgetary resources in TAFS 024-2021/2022-0806) to a requesting agency in FY 2022. All disbursements must be incurred during the allowable period specified in OPM’s supporting guidance.

SCENARIO 1 – Current year (FY 2021) activity, including agencies’ reimbursement requests submitted, approved, and paid for emergency paid leave disbursed in FY 2021. Eligible period covered by section 4001 is March 11, 2021 – September 30, 2021.

Note 1: In this presentation, additional entries related to Budgetary Resources (e.g., appropriation, spending authority from offsetting collections, etc.) of the requesting agency, and the Status for Budgetary Resources (e.g., apportionments, allotments) of OPM and the requesting agency are not shown.

Note 2: Reimbursement from the Fund is contingent on budgetary resources being available in the Fund. As a result, when the requesting agency prepares and submits a request for reimbursement, there is no receivable to set up by the requesting agency and no payable to be set up by OPM. After OPM approves the request and processes an Intra-Governmental Payment and Collection (IPAC) to reimburse the requesting agency, transaction 3 shows the recording of OPM’s disbursement, and the requesting agency’s receipt of the reimbursement.

Note 3: Reimbursements to agencies are conditional upon budgetary resources being available in the Fund. Accounting entries for situations where the Fund is depleted are not presented in this document. Agencies should refer to OPM’s supporting guidance.

1. *To record the enactment of FY 2021 appropriation and warrant received for OPM Emergency Federal Employee Leave Fund (024-2021/2022-0806.)*

OPM (TAFS 24-2021/2022-0806)	DR	CR	TP	RC	TC	Requesting Agency (TAFS XXX-XXXX/XXXX-XXXX) *	DR	CR	TP	RC	TC
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<p><u>Budgetary Entry</u> 411900 Other Appropriations Realized 445000 Unapportioned Authority</p> <p><u>Proprietary Entry</u> 101000 Fund Balance With Treasury 310100 Unexpended Appropriations - Appropriations Received</p>	570	570	024		A104	<p><u>Budgetary Entry</u></p> <p>See Note 1 above.</p> <p><u>Proprietary Entry</u></p>					
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2. To record the payroll payment (Paid Leave) by the requesting agency against its own budgetary resources before any reimbursement by OPM.

OPM (TAFS 24-2021/2022-0806)	DR	CR	TP	RC	TC	Requesting Agency (TAFS XXX-XXXX/XXXX-XXXX) *	DR	CR	TP	RC	TC
<p><u>Budgetary Entry</u></p> <p>N/A</p> <p><u>Proprietary Entry</u></p> <p>N/A</p>			024			<p><u>Budgetary Entry</u> 461000 Allotments – Realized Resources 490200 Delivered Orders - Obligations, Paid</p> <p><u>Proprietary Entry</u> 610000 Operating Expenses/Pro gram Costs</p>	50	50	XXX		B102

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						101000 Fund Balance With Treasury					
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3. To record a disbursement out of the Fund to reimburse agency XXX, as directed by section 4001. OPM reimburses the agency via IPAC. The requesting agency must have submitted a request for reimbursement to OPM and records the reimbursement entry as refunds collected to a current fiscal year paid obligation (i.e., disbursement).

OPM (TAFS 24-2021/2022-0806)	DR	CR	TP	RC	TC	Requesting Agency (TAFS XXX-XXXX/XXXX-XXXX) *	DR	CR	TP	RC	TC
<u>Budgetary Entry</u> 461000 Allotments – Realized Resources 490200 Delivered Orders - Obligations, Paid <u>Proprietary Entry</u> 610000 Operating Expenses/ Program Costs 101000 Fund Balance With Treasury	50	50	024		B107	<u>Budgetary Entry</u> 490200 Delivered Orders - Obligations, Paid 461000 Allotments – Realized Resources <u>Proprietary Entry</u> 101000 Fund Balance With Treasury 610000 Operating Expenses/Pro gram Costs	50	50	XXX		C134

4. To record appropriations used this fiscal year.

OPM (TAFS 24-2021/2022-0806)	DR	CR	TP	RC	TC	Requesting Agency (TAFS XXX-XXXX/XXXX-XXXX) *	DR	CR	TP	RC	TC
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<u>Budgetary Entry</u>			024		B234	<u>Budgetary Entry</u>					
N/A						N/A					
<u>Proprietary Entry</u>						<u>Proprietary Entry</u>					
310710 Unexpended						N/A					
Appropriations –	50			39							
Used-Disbursed											
570010 Expended		50									
Appropriations-				38							
Disbursed											

SCENARIO 2 – Subsequent year (FY 2022) activity, including agencies’ reimbursement requests submitted and/or approved in FY 2021 or FY 2022 but paid to the requesting agency for emergency paid leave disbursed in FY 2022. Eligible period covered by the Statute is March 11, 2021 – September 30, 2021. For example, an employee may use conditionally granted emergency paid leave through September 30, 2021, in the biweekly pay period covering September 18, 2021, through October 1, 2021, and the employee’s paycheck for that period (including leave disbursements) would be issued in October 2021. Also, an agency may be retroactively applying conditional emergency paid leave to an earlier biweekly pay period in FY 2021 as a retroactive correction processed (disbursed) in FY 2022.

1. To record a disbursement out of the Fund in FY 2022 to reimburse agency XXX, as directed by section 4001. OPM reimburses the agency via IPAC. The requesting agency must have incurred the disbursements during the allowable period and submitted a request for reimbursement to OPM. The requesting agency records the reimbursement as a downward adjustment to a prior fiscal year paid obligation (i.e., disbursement).

OPM (TAFS 24-2021/2022-0806)	DR	CR	TP	RC	TC	Requesting Agency (TAFS XXX-XXXX/XXXX-XXXX) *	DR	CR	TP	RC	TC
<u>Budgetary Entry</u>			024			<u>Budgetary Entry</u>					C132
461000 Allotments –	50				B107	497200 Downward	50				
Realized Resources						Adjustments of Prior-Year					
490200 Delivered		50				Paid Delivered Orders					

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Orders - Obligations, Paid						- Obligations, Refunds Collected 445000 Unapportioned Authority OR 465000 Expired Authority		50			
Proprietary Entry 610000 Operating Expenses/Program Costs	50										
101000 Fund Balance With Treasury		50				Proprietary Entry 101000 Fund Balance With Treasury	50				
						610000 Operating Expenses/Program Costs		50			

2. To record appropriations used this fiscal year.

OPM (TAFS 24-2021/2022-0806)	DR	CR	TP	RC	TC	Requesting Agency (TAFS XXX-XXXX/XXXX-XXXX) *	DR	CR	TP	RC	TC
Budgetary Entry N/A			024		B234	Budgetary Entry N/A					
Proprietary Entry 310710 Unexpended Appropriations – Used-Disbursed	50			39		Proprietary Entry N/A					
570010 Expended Appropriations- Disbursed		50		38							

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*Specific TAFS will depend on the agency requesting reimbursement from the Fund. The accounting for the disbursement and the reimbursement depends on the type of fund used. For budgetary resources derived from the General Fund of the US Treasury, the agency will also record the entry for appropriations used (e.g. Transaction Code B234 for disbursement) when it records the disbursement and the reimbursement as a downward adjustment to a prior fiscal year paid obligation (i.e., disbursement).