

# FFCRA and MSND Update

## Payroll Administration Branch

July 20, 2020



Effective July 1, employees who are absent due to a COVID related reason must utilize benefits under the Family First Coronavirus Response Act (FFCRA) and/or use the appropriate benefit time to continue to be paid.

For those cases in which there is no meaningful work for employees who are able and willing to work, the code MSND may be used upon determination by the division head. It is expected that cases such as these are the exception as division heads will be expected to confer with other division heads to determine if there is work available to be performed.

For guidance on FFCRA, please refer to the Time Keeper communication dated July 14, 2020.

The Payroll Customer Services number is (213) 241-2570. Hours of operation is Monday – Friday, 8:30AM – 1:30PM or email [payrollsupport@lausd.net](mailto:payrollsupport@lausd.net).

Sincerely,  
Payroll Administration

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