How to apply for Emergency Paid Sick Leave (EPSL):

1. Access the intake form from the HRIS Home Access system which can be logged into from anywhere on any kind of device or browser available through the link:
   https://secure.co.palm-beach.fl.us/hris/

2. In the HRIS Home view page, you will see a button for EMERGENCY PAID SICK LEAVE INTAKE – click on it
3. The Emergency EPSL Intake form screen will open. The user's information (i.e., name, employee ID, etc.) will display at the top of the form. Please enter a phone number where you can be reached in the top section.

4. Following the top section there is eight questions that the user needs to respond to and a section for comments.

5. The user then must attach a document before sending the intake form.

I acknowledge that I have read and understand the above information. I certify that to the best of my knowledge the information I have provided on this form is truthful and accurate.

6. The document the user uploaded will display at the bottom and a DELETE button is given in case an error was made.

7. Click on the Save Change and an email with your form and documentation attached will be sent to Human Resources/FEP at HR-FEP@pbcgov.org. Selected employee information, balances and any existing Earning Codes will be displayed.
8. The screen will return with a confirmation of your submission.

Your intake form has been successfully received

Please choose one of the options below to continue using the system:

- MY PROFILE
- MY PAY CHECK
- EMERGENCY PAID SICK LEAVE INTAKE
- EMERGENCY FMLA INTAKE