



**Payroll
Network**SM

COVID-19 UPDATE

COVID-19 (Coronavirus)
Update & business
considerations with
Payroll Network

Legal Disclaimer



- This information provided by Payroll Network is for educational purposes.
- We at Payroll Network are not legal attorneys, and the information covered today should not be considered legal advice.

Your Presenters Today



Kyle Wade

VP of HR Services



Amy Miller

VP of Operations



Lucy Flinn

Director of Marketing



Agenda

- COVID-19 update
- Legislative Update
- Current Restrictions
 - What we know today
- Business Considerations
- Payroll Network Resiliency Plan
- Product Preparation
- Next Steps



COVID-19 (Coronavirus) Update



- HR 6201, also known as the Families First Coronavirus Act, was signed into law 3/18 by Donald Trump
 - The act was a quick and decisive legislative reaction to the unprecedented Coronavirus pandemic.
- The temporary laws are effective in 15 days and expire on 12/31/2020
- A few of the focal points we wanted to highlight:
 - FMLA expansion.
 - Paid Sick Leave for COVID-19.
 - Employer Tax Credits.
- Both paid FMLA and paid Sick leave provisions apply to private employers with fewer than 500 employees and certain public employers.
- Employers of healthcare workers and emergency responders may opt-out, and the DOL may exempt employers with fewer than 50 employees

FMLA Expansion



- Emergency Family and Medical Leave Expansion Act
 - Provides 12 weeks of job-protected paid FMLA for an employee who can't work or telework because of COVID- 19
 - Specifically needs to be to care for a child who is a minor where the school or childcare provider is unavailable due to a public health emergency (which COVID- 19 has been declared)
 - The first 10 days can be unpaid, but an employee may elect to use accrued vacation, personal, or medical/sick leave for the unpaid time.
 - Employers cannot require employees to use their accrued time
 - After the 10- day window, employees are paid 2/3 of their regular rate of pay with a daily cap of \$200 and \$10,000 total.
 - Workers who have been on the payroll for 30 days are eligible

COVID- 19 Update



- Non Essential Gatherings
 - avoid social gatherings in groups of more than 10 people
- Telecommuting Work Environment
- Senior Centers / hospitals – limited visitation
- Many businesses closed
 - Restaurants – takeout
 - Gyms and Health clubs
 - Movie Theaters
- Public transportation changes
- Social Distancing / Shelter in Place

Coronavirus Response Plan- HR 6201



- Families First Coronavirus Response Act
- Signed 3/18/2020
 - Emergency Sick Leave
 - Emergency Family Leave
 - Employer Tax Credits
- Effective in 15 days
- Expires 12/31/2020

Coronavirus Plan Highlights



□ Highlights:

- Fewer than 500 employees offered two weeks of paid sick leave
 - 10 days paid sick leave
 - No employee tenure concern
 - No carryover
- FMLA Provision
 - will have to provide up to 12 weeks of FMLA leave for employees who have been on the job for at least 30 days
- Tax Credit
 - Sick Leave Credit
 - Family leave credit

- Work or engage in schooling from home whenever possible.
- Avoid discretionary travel, shopping trips, and social visits.
- If you are an older person, stay home and away from other people.
- Practice good hygiene. Wash your hands, especially after touching any frequently used item or surface. Avoid touching your face.

How are Businesses coping



- Telecommuting
- Social Distancing
- Non-essential Travel/meetings
- Increased Cleaning/sanitation efforts
- Encouraging Employees to stay home if they are sick

Telecommuting Tips



- **Tech, Tools & Equipment.** Ensure employees have the right tools to be successful virtually. Lean on your tech team and managers to tee employees up for success.
- **Dedicate a Home Workspace.** Create a quiet, workspace and be disciplined about working there daily.
- **Increase Communications.** Intentionally increase communications with colleagues, clients and partners. Embrace video conferencing/chatting. Call people.
- **Establish a Routine.** Get up at the same time every day. Take a shower. Schedule time for exercise and meals as well as conference calls and work deliverables.

Preparing iSolved



- IP Address
- Leave Plan Setup
- Terminations / Inactive

Reach out to iSolved



- Delivery Changes
- Direct Deposit vs. Live Checks
- Funding Information
- Setting up new Paid Sick Leave Earnings Codes
- Setting up new Paid/Unpaid Sick Leave Accrual Plans
- Allowing employees to clock in remotely from home
- Handling Benefits in iSolved- important considering regarding triggering COBRA in iSolved
- Changing 401k Matches in iSolved

Payroll Network Example

Activate Crisis Communications Team



Crisis Communications Team Includes: C-Suite, HR, Communications, Technology and Security

- Twice daily crisis team huddles
- Prioritize and address issues as they surface
- Evolving from travel limitations to federal legislation and shelter-in-place orders
- Remove FUD
- Centralize communications
 - Daily e-mail to employees
 - Daily outreach to clients
- Update employee contacts and distribution lists

Resources



- <https://www.cdc.gov/>
 - Family First Act
 - <https://docs.house.gov/billsthisweek/20200309/BILLS-116hr6201-SUS.pdf>
 - State websites
 - DC <https://coronavirus.dc.gov/>
 - MD <https://coronavirus.maryland.gov/>
 - VA <https://www.virginia.gov/coronavirus-updates/>
- SHRM website www.SHRM.org
- <https://www.congress.gov/116/bills/hr6201/BILLS-116hr6201eh.pdf>