



COVID-19 UPDATE

COVID-19 Legislation Updates and iSolved Features
March 25, 2020

Your Presenters Today



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Legal Disclaimer



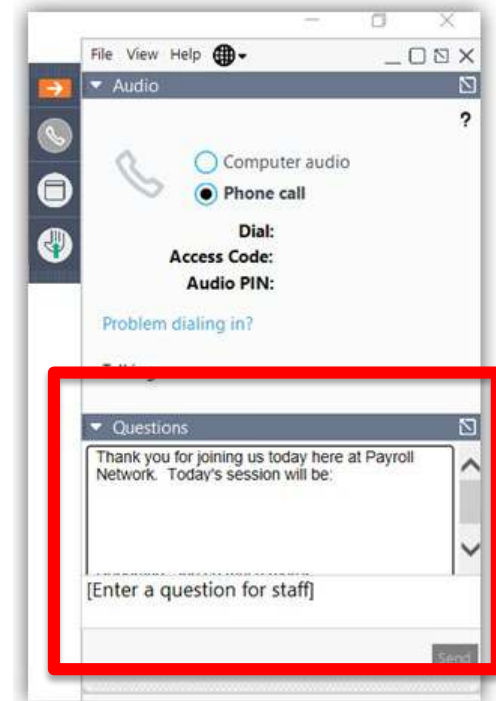
This information provided by Payroll Network is for educational purposes.

We at Payroll Network are not legal attorneys, and the information covered today should not be considered legal advice.

Webinar Tools



- Webinar will be recorded
- All Attendees will be placed on mute
- Questions may be input into the Questions Box within the GOTOWEBINAR
- Presentation available in handouts



Agenda

- COVID-19 updates
- I-9 Update for Remote Workers
- Tax Updates
- iSolved Product Preparation
 - DOL Poster Update
- FAQs
- Resources



COVID-19 (Coronavirus) Update



- H.R. 6201, also known as the Families First Coronavirus Act, was signed into law 3/18 by Donald Trump.
- The temporary laws are effective in 15 days (**New Update- April 1st**) and expire on 12/31/2020.
- A few of the focal points we wanted to highlight today:
 - ❑ **FMLA expansion.**
 - ❑ **Paid Sick Leave for COVID-19.**
 - ❑ **Employer Tax Credits.**

Traditional FMLA vs. Expanded FMLA

50 or more employees,
agencies, schools

Unpaid

Employed for 12 months &
worked 1250 hours in last year

Up to 12 weeks of FMLA with
job protection

Can be used for employee's
own 'self-care' or care for child,
spouse, parent with 'serious
health condition

Traditional FMLA still applies to many employers

Covered Employees

Pay

Eligibility

Duration

Use

Under 500 employees (with a
couple exceptions)

First 10 days of leave may be
unpaid; remainder of leave is
paid at 2/3 regular rate of pay
(with limits)

Employed for at least 30
calendar days

Up to 12 weeks of FMLA with
job protection

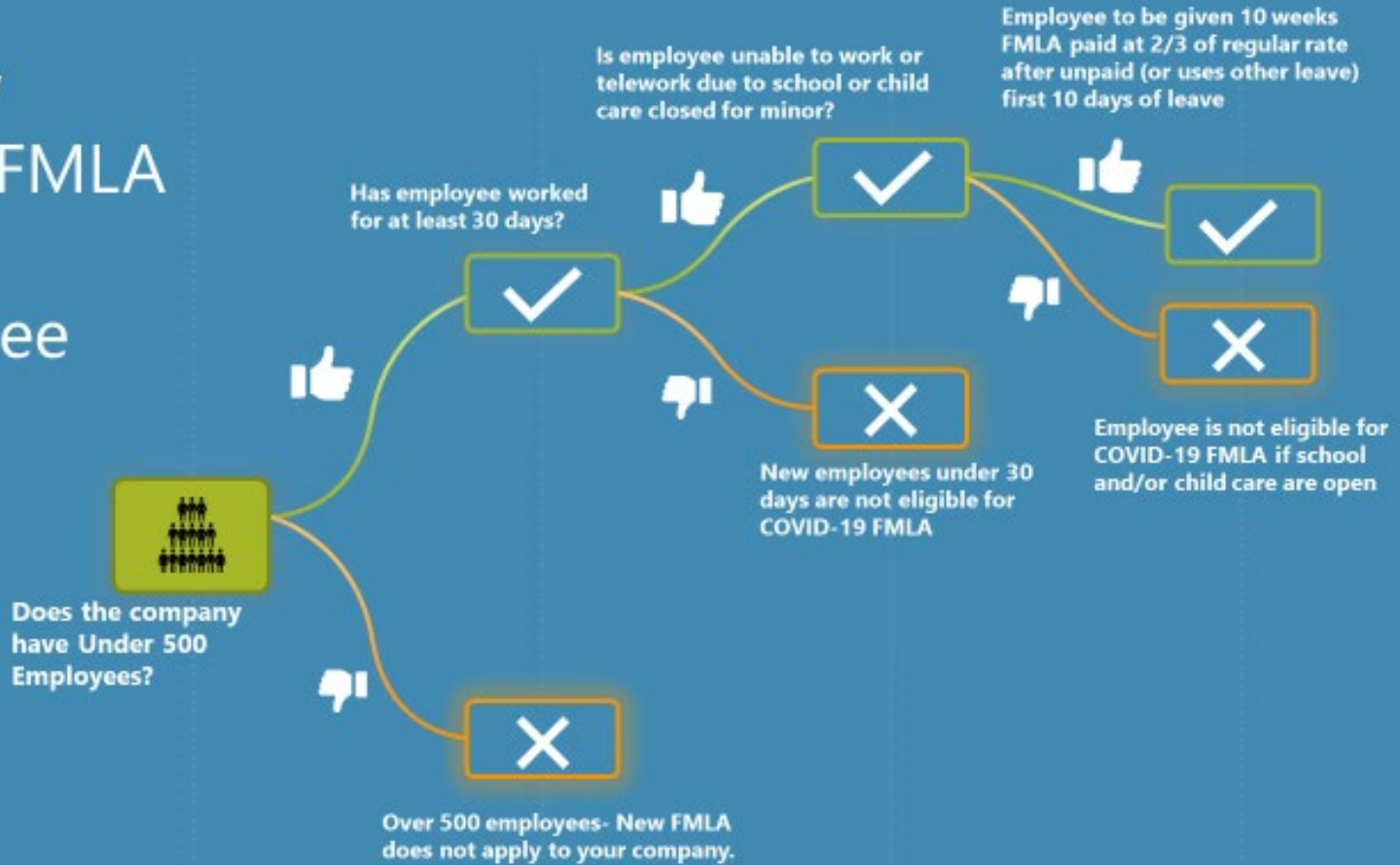
ONLY available if unable to work
or 'telework' to care for daughter
or son if school or childcare
provider closed due to COVID-19

Emergency FMLA as a result of H.R. 6201

COVID-19 FMLA Decision Tree



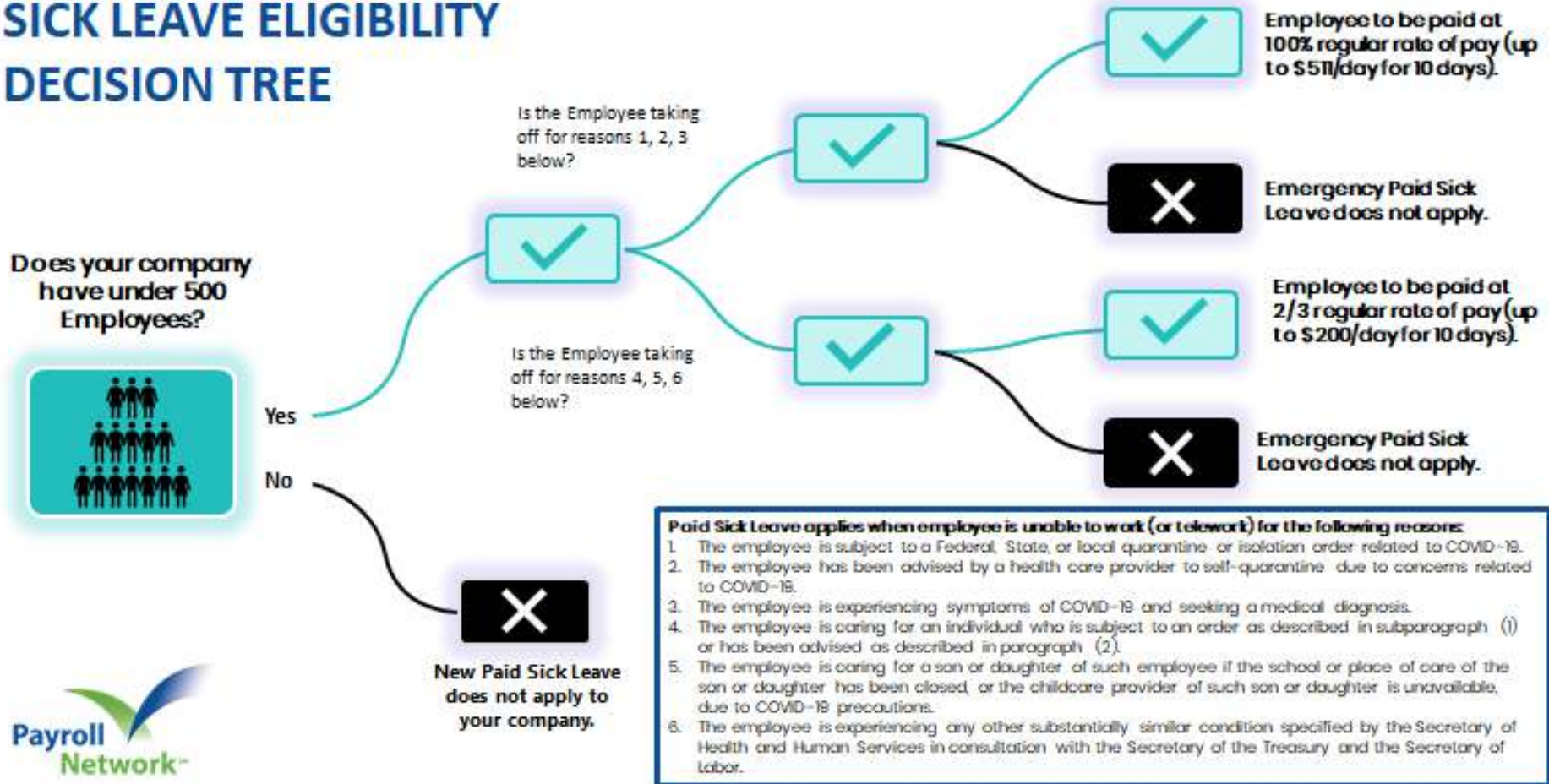
Emergency COVID-19 FMLA Eligibility Decision Tree



Emergency Paid Sick Leave Decision Tree



EMERGENCY COVID-19 PAID SICK LEAVE ELIGIBILITY DECISION TREE



State Paid Sick Leave Reminders



- COVID-19 paid sick leave is in addition to any existing state and/or company leave plans

State	Covered Employers	Sick Leave Accrual Details
D.C.	Public and private employers	<ul style="list-style-type: none">• Employers with 100+ ees- 1 hour of leave for every 30 hours worked; 7-day max• Employers with 25-99 ees- 1 hour of leave for every 43 hours worked; 5-day max• Employers with 1-24 ees- 1 hour of leave for every 87 hours worked; 3-day max.
Maryland	Public and private employers with more than 15 employees	<ul style="list-style-type: none">• 1 hour of leave for every 30 hours worked; 40 hours max.

I-9 Verification Updates



- Department of Homeland Security (DHS) is delaying requirements to physically inspect I-9 documents for workplaces operating completely remotely.
- If business operations are normal, I-9 verification process remains unchanged (should be completed within 1st 3 business days)
- These new provisions are in effect until 5/19/20 or within 3 business days after national emergency ends, whichever comes first
- Once lifted, employers will have 3 business days to verify I-9 documents for any that were temporarily reviewed virtually

Employer Tax Credits



- The Employer portion of Social Security tax will be exempted from eligible leave payments
- The IRS allows a credit which reduces your company's total tax liability by the amount of eligible leave wages paid. The technical procedure has not yet been released. We expect to know more next week.

Tax Credit Examples from DOL News Release.

- If an eligible employer paid \$5,000 in sick leave and is otherwise required to deposit \$8,000 in payroll taxes, including taxes withheld from all its employees, the employer could use up to \$5,000 of the \$8,000 of taxes it was going to deposit for making qualified leave payments. The employer would only be required under the law to deposit the remaining \$3,000 on its next regular deposit date.
- If an eligible employer paid \$10,000 in sick leave and was required to deposit \$8,000 in taxes, the employer could use the entire \$8,000 of taxes in order to make qualified leave payments and file a request for an accelerated credit for the remaining \$2,000.

Preparing iSolved



- ✓ IP Address
- ✓ Terminations / Inactive
- ✓ Notifications to Employees
 - Employee Messages / Company Information Page
 - Mass Email Utility
- ✓ Leave Plan Setup / Tracking
 - Setting up new Paid Sick Leave Earnings Codes
 - Setting up new Paid/Unpaid Sick Leave Accrual Plans


iSolved Summary of Updates





- Mass Emails and Email Templates
- Employee Messages / Policy Acknowledgements
- System Earnings
 - Temporary FMLA
 - Temporary Paid Sick EE
 - Temporary Paid Sick Family
- System Accumulators
- Mass Termination Template
- Mass Inactive Template

Company Landing Page



Amy Miller 

22 of 83  

Amy Green Pay Group: Bi-Weekly Salary: 2115.38 Division: Sub D
Employee#: 1290 Status: Active Hire Date: 11/18/2019 Work Location: Maryland Department: 5 Class:

Search the menu

EMPLOYEE SELF SERVICE


- Time >
- Enterprise Time
- iSolved Mojo
- Employee Welcome
- My Dashboard
- Employee Messages**
- Company Information
- Timeforce
- Workflow Pending Transactions ...
- Workflow Historical Transactions...
- Employee Profile
- Employee Profile Picture
- SS Misc Data Sets
- Miscellaneous Data
- Pay History
- W2/ACA/1099 Forms
- WOTC Questionnaire
- Benefits Summary
- Benefit Updates

Company Information

Emergency - Pandemic

Families First Coronavirus Response Act Notice
The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick or family leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and provisions will apply from the effective date through December 31, 2020.



Attached is the notice for all employees.

 [Links](#)
[DOL - Notice](#)

Company Documents


Company Holidays

Holidays for 2020

 1. Sample - Company Holidays (DOCX)
[View here](#) 

I acknowledge that I have read and understood this document.

[Sign Acknowledgement](#)

 [Links](#)
[Company Website](#)

DOL Employee Rights Poster



EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV. 03.20

Mass Notifications



Amy Miller

Client: BD1414 - Becky * Network Company DEMO

Email Templates

Status: Active

Email Subject	Email Type
Employee Pending	Workflow
Certification Added	Workflow
Reminder to enroll in benefits	Benefits
Demo: Acknowledge Message	Employee Messages
Notification of Families First Coronavirus Response Act	Mass Email

+ Add New | Edit | Delete | Refresh | Save | Cancel

Email Templates

* Email Subject Line: Notification of Families First Coronoe

From Name: HR@payrollnetwork.com

This name will be on the 'From:' line of the email and will be followed by: 'no-reply@(ServiceBureauName).com'.

Inactive

Email Type

* Email Type: Mass Email

Email Text Placeholders

Email text can contain the following placeholders:

- DBA Name: (DBA Name)
- Employee First Name: (EE First Name)
- Employee Name: (EE Name)
- Employee Number: (EE Number)
- Legal Name: (Legal Name)

Email Text

Dear {EE First Name},

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick or family leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date (4/1/2020) through December 31, 2020.

{<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>}

Generally, the Act provides that employees of covered

Mobile Push Notifications

Mobile Push Notifications are designed for use with the iSolved Go mobile app. To receive Push Notifications, the employee must have the app installed and they need to have logged into the app previously.

Mass Notifications



Search the menu

EMPLOYEE MANAGEMENT

EMPLOYEE SELF SERVICE

CLIENT MANAGEMENT

Executive Dashboard

ACA Executive Dashboard

Client Landing Page

Client Summary

Mass Email Utility

Client Maintenance >

Billing >

Payroll >

Taxes >

Work Locations >

Tables >

Labor & GL >

Job >

Benefits >

ACA Setup Options >

HR Management >

Attendance Management >

Time Management >

Workflow Setup <

Client User Groups

PAYROLL PROCESSING

Mass Email Utility

Email History

Send Email

From

This email will be sent with your payroll service provider's From address by default. You can override this From address with one that uses your company's domain. However, this override may cause your company's SPAM filters to catch and quarantine the emails that are sent. To mitigate this issue, you will need your IT team to modify your company's domain SPF record to include "mysolved.com".

From: payrollnetwork@mysolved.com

Use Override 'From' Email Address

Override Email Address:

The override email address entered MUST use your company's email domain name. You cannot use 'yahoo.com', 'gmail.com', etc.

Email Text and Attachment

Select an email template and the Subject and Email text boxes will display the data for that email template. The subject and text can be updated here. Or, key the Subject and Email text without selecting an email template. One document can be attached to this email.

Email Template: Notification of Families First Coronavirus Response Act

* Subject: Notification of Families First Coronavirus Response Act

Attach Document:

Email text can contain the following placeholders:

- Employee Name: (EE Name)
- Employee Number: (EE Number)

Dear (EE First Name),

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick or family leave for specified reasons related to COVID.

Eligibility Rules

Use the 'Included Eligibility Rules' to limit which employees should received emails.

Eligibility Rules:

Included Eligibility Rules:

>>
<<

Eligible Employees

The following employees will receive this email based on the selected Included Eligibility Rules.

Report Export

Individual Time Entry



Individual Time Entry | Pay Date: 3/13/2020 | Payroll Period: 2/24/2020 - 3/8/2020

Check Type	Pay Frequency	Total Hours
X Regular Check		0.00
+ Add New Preview Check Refresh		
Cash Tips		<input type="checkbox"/>
Tips Credit Car		<input type="checkbox"/>
Gift Cards		<input type="checkbox"/>
OT Blended Rate		
Tx Btms Comp	Rate: 20.0000	<input type="checkbox"/>
Temp Sick EE		80.00 X
Temp Paid Fam		
Temporary FMLA		
ACA FMLA		<input type="checkbox"/>
Total		80.00

Reach out to Payroll Network



- Direct Deposit vs. Live Checks
 - Including Pay Stubs (through Employee Self Service)
 - Off-site Printing
- Delivery Changes
- Funding Information

- **May I take 80 hours of paid sick leave for my self-quarantine and then another amount of paid sick leave for another reason provided under the Emergency Paid Sick Leave Act?**

No. You may take up to two weeks—or ten days—(80 hours for a full-time employee, or for a part-time employee, the number of hours equal to the average number of hours that the employee works over a typical two-week period) of paid sick leave for any combination of qualifying reasons. However, the total number of hours for which you receive paid sick leave is capped at 80 hours under the Emergency Paid Sick Leave Act.

- **What is the effective date of the Families First Coronavirus Response Act (FFCRA), which includes the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act?**

The FFCRA's paid leave provisions are **effective on April 1, 2020**, and apply to leave taken between April 1, 2020, and December 31, 2020.

- **If providing childcare-related paid sick leave and expanded family and medical leave at my business with fewer than 50 employees would jeopardize the viability of my business as a going concern, how do I take advantage of the small business exemption?**

To elect this small business exemption, you should document why your business with fewer than 50 employees meets the criteria set forth by the Department, which will be addressed in more detail in forthcoming regulations.

You should not send any materials to the Department of Labor when seeking a small business exemption for paid sick leave and expanded family and medical leave.

- **Are the paid sick leave and expanded family and medical leave requirements retroactive?**

No.

□ **How do I know whether I have “been employed for at least 30 calendar days by the employer” for purposes of expanded family and medical leave?**

You are considered to have been employed by your employer for at least 30 calendar days if your employer had you on its payroll for the 30 calendar days immediately prior to the day your leave would begin. For example, if you want to take leave on April 1, 2020, you would need to have been on your employer’s payroll as of **March 2, 2020**.

□ **Is all leave under the FMLA now paid leave?**

No. The only type of family and medical leave that is paid leave is expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act when such leave exceeds ten days. This includes only leave taken because the employee must care for a child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19 related reasons.


Phishing Scams



- Cybercriminals send emails claiming to be from legitimate organizations with information about the coronavirus:
 - ✓ emails designed to look like they're from the U.S. Centers for Disease Control or World Health Organization
 - ✓ emails offering medical advice to help protect you against the coronavirus
 - ✓ emails targeted employees' workplace email accounts on policies

Additional Resources



 **COVID-19 UPDATE**

Resources

- [Centers for Disease Control & Prevention: Interim Guidance for Businesses and Employers](#)
- [CDC's Coronavirus Information](#)
- [Coronavirus Tax Relief \(IRS\)](#)
- [EEOC's Pandemic Preparedness in the Workplace and the Americans with Disabilities Act](#)
- [OSHA's Guidance on Preparing Workplaces for COVID-19](#)
- Regional Websites
 - DC <https://coronavirus.dc.gov/>
 - MD <https://coronavirus.maryland.gov/>
 - VA <https://www.virginia.gov/coronavirus-updates/>
- [SHRM COVID-19 Response and Resources](#)
- [World Health Organization: Coronavirus Disease \(COVID-19\) Outbreak](#)
- [National Governors Association](#)
- [Department of Labor](#)
- [Small Business Guidance](#)
- [Families First Coronavirus Response Act: Questions & Answers](#)
- [Fact Sheet for Employees](#)
- [Fact Sheet for Employers](#)

Payroll Network | 2092 Galther Road, Rockville, MD 20850
payrollnetwork.com | 301-339-8001

Coronavirus **COVID-19**

HOW TO PREVENT



WASH

your hands well and often to avoid contamination



COVER

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard tissue



AVOID

touching eyes, nose, or mouth with unwashed hands



CLEAN

and disinfect frequently touched objects and surfaces



STOP

shaking hands or hugging when saying hello or greeting other people.



DISTANCE

yourself at least 2 meters (6 feet) away from other people, especially those who might be unwell.

If you have fever or cough you should stay at home regardless of your travel or contact history.

SYMPTOMS



FEVER

(High Temperature)



COUGH



SHORTNESS OF BREATH



BREATHING DIFFICULTIES



Thank You



□ Stay tuned for more updates soon

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