COVID – 19
Leave Tracking
For Today’s Session

• Webinar will be recorded
• All Attendees will be placed on mute
• Questions may be input into the Questions Box within the GOTOWEBINAR
• Handouts are available
• Survey will be sent after the webinar
Amy Miller

**VP of Operations**

- Certifications: SHRM-CP, PHR
- 17 Years Training / Leadership Experience
- 20+ Years Industry Experience spanning
  - HR / Benefits / Recruitment / Payroll / Talent / Organizational Development
- B.S. Telecommunications Degree from Pennsylvania State University
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.
• Leave Requirements
• Tracking Leave in iSolved
• Best Practices
  • Testing
  • Payroll Processing
• Reporting
COVID-19

Families First Coronavirus Response Act

- COVID Employee Sick
- COVID Family Sick
- COVID EFMLA
Employers with fewer than 500 employees must immediately make available 80 hours of paid sick leave for Full-time workers (and an equivalent average of hours over two weeks for Part-time workers) for 6 reasons:

1. Employee is subject to federal, state, or local quarantine or isolation order related to COVID-19
2. Employee has been advised by healthcare provider to self-quarantine due to concerns related to COVID-19
3. Employee is experiencing symptoms of COVID-19 and seeking medical diagnosis
4. Employee is caring for an individual who is subject to an order mentioned in (1) above
5. Employee is caring for child if school or place of care has been closed, or childcare provider is unavailable due to COVID-19 precautions
6. Employee is experiencing any similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretary of the Treasury and the Secretary of Labor
• Paid Sick Leave is paid at employee’s regular rate, but capped:
  • $511/day and $5,110 aggregate for reasons 1-3 on the previous slide
  • $200/day and $2,000 aggregate for reasons 4-6 on the previous slide

• Employers may not require an employee to use other paid leave provided by the employer before using this paid sick leave under the Act.

• Paid Sick Leave would apply to all employees under covered employers.

• There is no carryover from one year to the next
Traditional FMLA vs Expanded COVID-19 FMLA

Traditional FMLA still applies to many employers

Emergency FMLA as a result of H.R. 6201

- Traditional 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

- Expanded COVID-19 FMLA
  - 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
What records do I need to verify? (Suggestions)

- Appropriate documentation should include:
  - the employee’s name
  - qualifying reason for requesting leave
  - a statement that the employee is unable to work, including telework, for that reason
  - and the date(s) for which leave is requested.
  - source of any quarantine or isolation order, the name of the health care provider who has advised the employee to self-quarantine, or notice of a school closure or lack of child care.
  - copy of the Federal, State or local COVID-19 quarantine or isolation order;
  - written documentation from a health care provider advising the employee to self-quarantine;
  - email, website announcement, or other published notice of closure or unavailability from an employee’s child’s school or child care provider.
Individual Time Entry
Important: Accumulator rules not present on sick – so the total of 80 hours needs to be monitored through reporting
• Develop a template that includes just Leave Codes
• Develop a template that includes just Leave Codes
Best Practices

- Create an Emergency Leave Template
- Use “Additional Check”
  - contact Support to verify deductions should be present on check
- Test the Leave Code(s) to ensure accuracy
- Preview Employee Pay

Important: Accumulator rules not present on sick – so the total of 80 hours needs to be monitored through reporting
Leave Reporting
There are a couple existing reports that will aid in confirming COVID-19 Leave Code hours/pay:

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<th>Report</th>
<th>Location</th>
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<tbody>
<tr>
<td>Conversion Register Export</td>
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<td>Report Writer Wizard</td>
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Building the Report
Building the Report

Report Writer Wizard

Report Options
- Report Type: Date Range Employee Summary
- Report Title: Emergency Leave

Record Type Options
- Header and Footer records are included in CSV and Excel files. They are ignored for PDF and Excel reports.
- [ ] Header 1
- [ ] Header 2
- [ ] Header 3
- [ ] Footer 1
- [ ] Footer 2
- [ ] Footer 3

Report Setup
- Add New
- Edit
- Delete
- Refresh
- Save
- Cancel
- Copy
Building the Report

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### Building the Report

**EMERGENCY LEAVE**

- **Client ID:** BC1414 - Becky's Network Company Demo
- **Pay Group:** ALL
- **Report Date Range:** By Pay Date
  - 3/1/2020 - 3/31/2020

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• IRS.gov
Stay tuned for more updates soon

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