



Payroll
NetworkSM

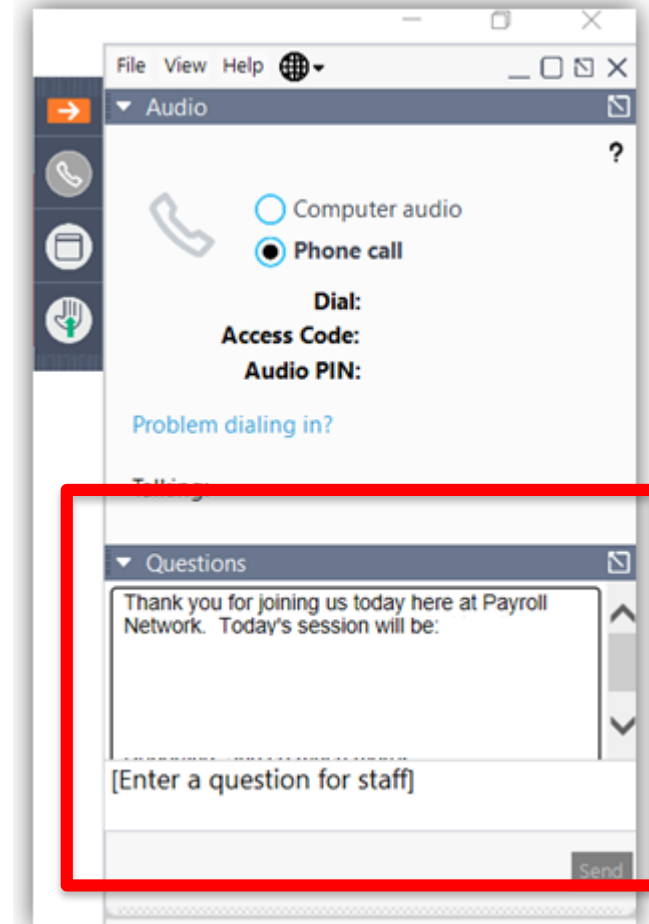
Simplifying Human
Capital Management



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



Our Presenter Today...

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.

Today's Agenda

- 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*

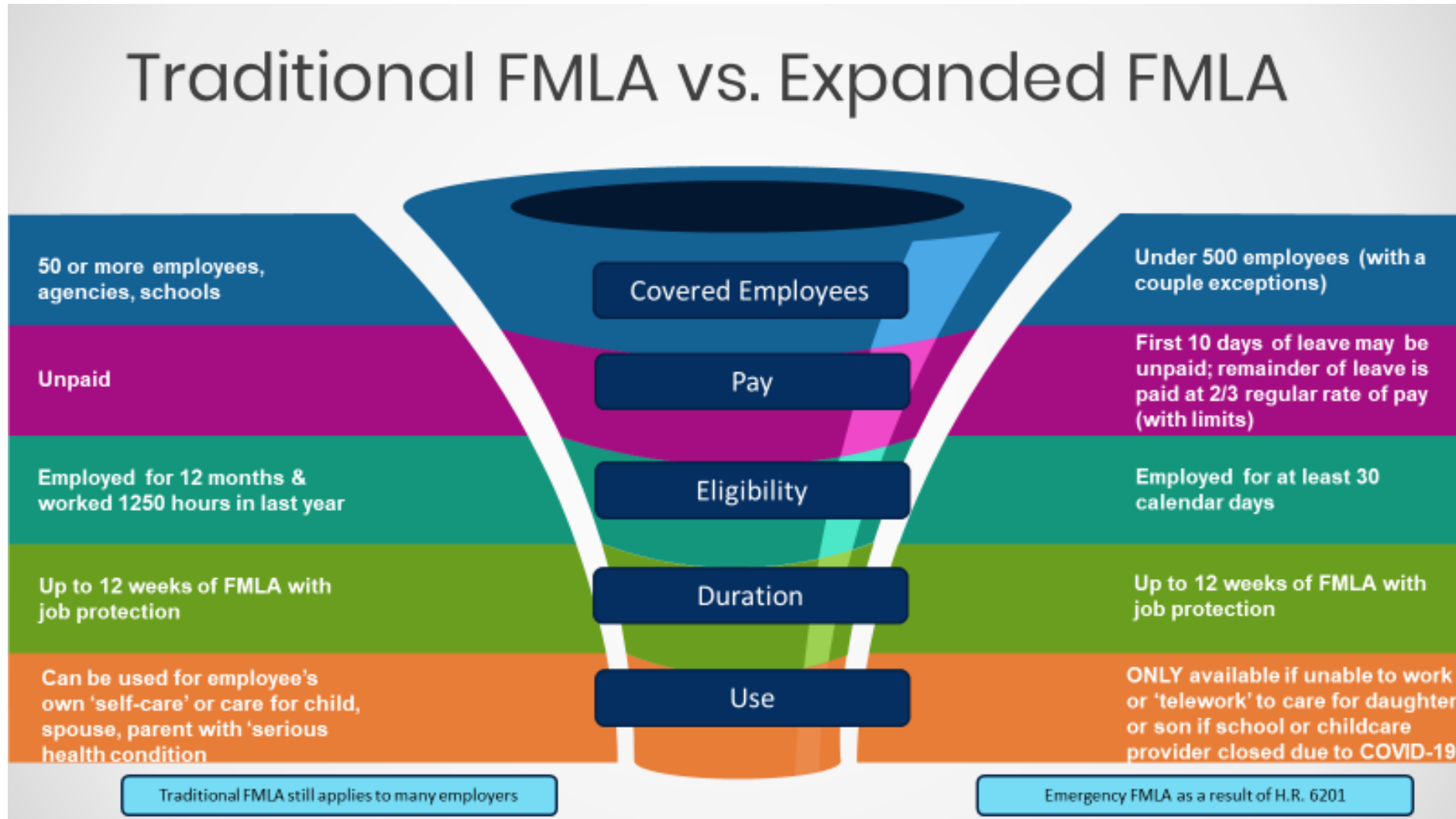
Paid Sick Leave

- 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

- 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



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

Individual Time Entry

Individual Time Entry | Pay Date: 4/24/2020 | Payroll Period: 4/6/2020 - 4/19/2020

iSolved University | Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		0.00	0.00	0.00	0.00
Additional Check		0.00	0.00	0.00	0.00

+ Add New | Preview Check | Refresh

Emergency Leave

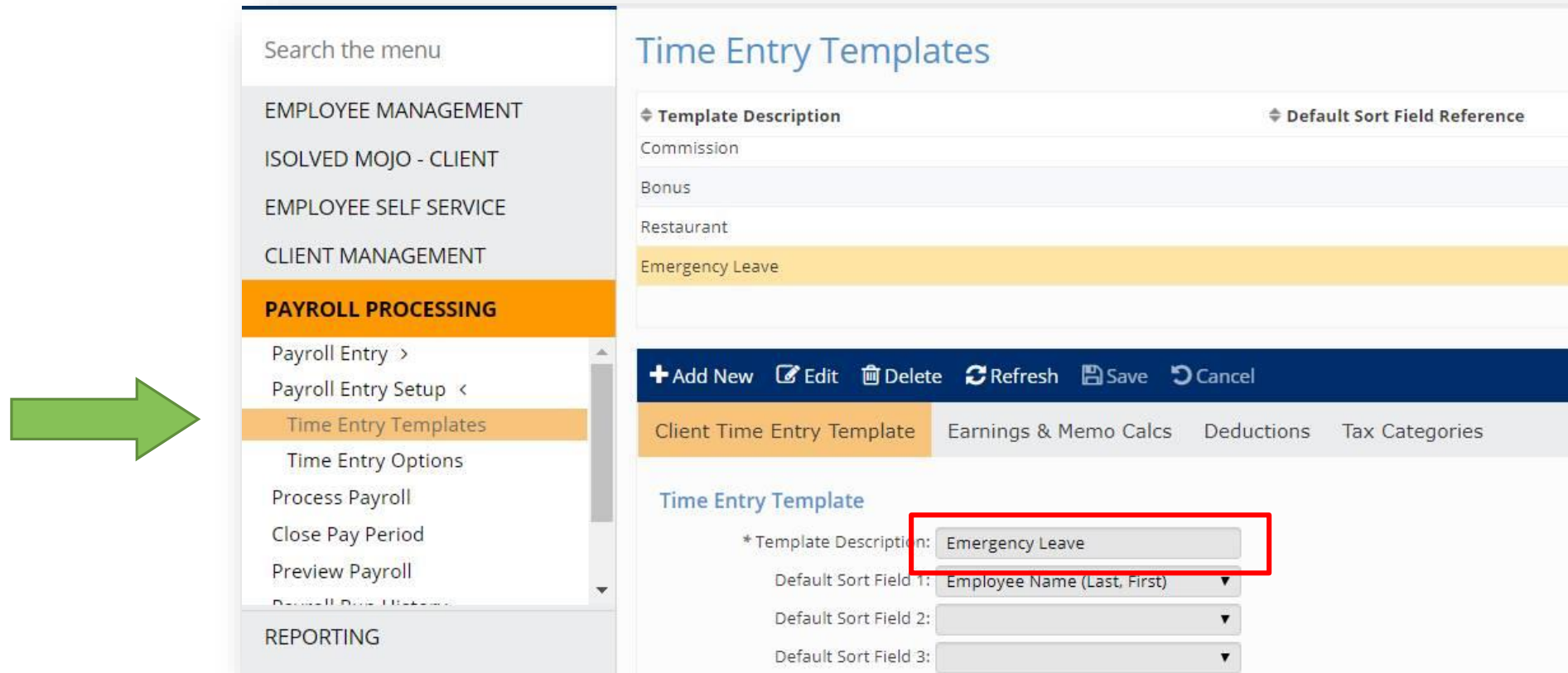
Show Accrual Balances | Show State/Local Override | Block Direct Deposit | Show Shortcut Keys

Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Department (5)
COVID EE Sick			80.00			
COVID FAM SICK						
COVID EFMLA						
Total			80.00	0.00		

Important: Accumulator rules not present on sick – so the total of 80 hours needs to be monitored through reporting

Leave Template

- Develop a template that includes just Leave Codes



The screenshot displays a software interface for managing Time Entry Templates. On the left, a navigation menu is shown with a search bar and several categories: EMPLOYEE MANAGEMENT, ISOLVED MOJO - CLIENT, EMPLOYEE SELF SERVICE, CLIENT MANAGEMENT, PAYROLL PROCESSING (highlighted in orange), and REPORTING. Under PAYROLL PROCESSING, the 'Time Entry Templates' option is selected, indicated by a green arrow pointing to it. The main content area is titled 'Time Entry Templates' and features a table with columns for 'Template Description' and 'Default Sort Field Reference'. The table lists several templates: Commission, Bonus, Restaurant, and Emergency Leave (highlighted in yellow). Below the table is a toolbar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. Underneath the toolbar, there are tabs for 'Client Time Entry Template' (selected), 'Earnings & Memo Calcs', 'Deductions', and 'Tax Categories'. The 'Time Entry Template' form is visible below the tabs, with the 'Template Description' field containing the text 'Emergency Leave', which is highlighted by a red rectangular box. Other fields include 'Default Sort Field 1' (set to 'Employee Name (Last, First)'), 'Default Sort Field 2', and 'Default Sort Field 3'.

Leave Template

- Develop a template that includes just Leave Codes

The screenshot displays a software interface for managing payroll templates. On the left is a navigation menu with categories like EMPLOYEE MANAGEMENT, EMPLOYEE SELF SERVICE, CLIENT MANAGEMENT, and PAYROLL PROCESSING. The 'PAYROLL PROCESSING' section is expanded, showing options such as 'Payroll Entry', 'Payroll Entry Setup', 'Time Entry Templates', 'Time Entry Options', 'Process Payroll', 'Close Pay Period', 'Preview Payroll', 'Payroll Run History', 'Client Run Schedule', and 'COBRA'. The main content area is titled 'Time Entry Templates' and shows a list of templates: Regular, Year End Fringe Benefits, Bonus, YE GTL, and Emergency Leave. Below this list is a toolbar with icons for '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. A red box highlights the 'Earnings & Memo Calcs' button in the toolbar. Below the toolbar, there are tabs for 'Client Time Entry Template', 'Earnings & Memo Calcs', 'Deductions', and 'Tax Categories'. The 'Earnings / Memo Calcs' tab is active, showing a table with columns for Title, Display Order, Show Hours, and Show Dollars. The table contains four rows of data, with the first three rows checked for both 'Show Hours' and 'Show Dollars'.

Title	Display Order	Show Hours	Show Dollars
<input checked="" type="checkbox"/> COVID EE SICK	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> COVID FAM SICK	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> COVID EFMLA	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> 2% SCorp - Non		<input type="checkbox"/>	<input type="checkbox"/>




- 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

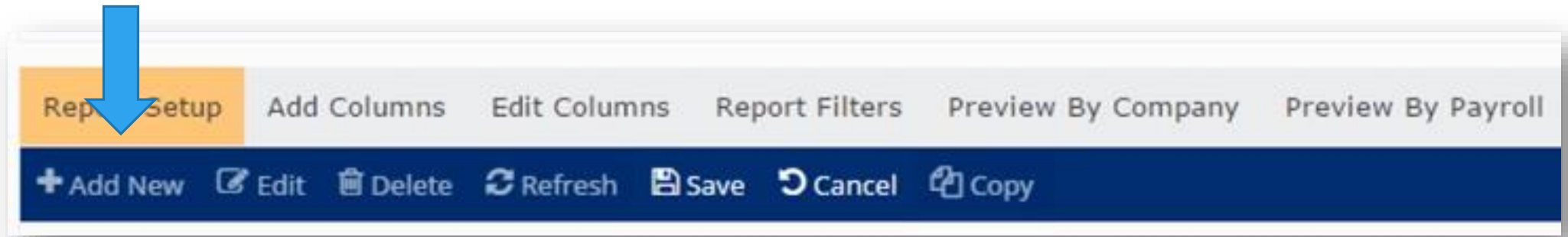
Leave Reporting

Payroll and Client Reports

- There are a couple existing reports that will aid in confirming COVID-19 Leave Code hours/pay:

Report	Location
Conversion Register Export	 Scheduled Reports (every Payroll) Report Archive Client Reports
Conversion Register Export by QTD/YTD	 Client Reports
Custom Report	 Report Writer Wizard

Building the Report



The image shows a horizontal toolbar for report building. The top row contains six buttons: 'Report Setup' (highlighted in orange), 'Add Columns', 'Edit Columns', 'Report Filters', 'Preview By Company', and 'Preview By Payroll'. A blue arrow points down to the 'Report Setup' button. The bottom row contains six buttons with icons: '+ Add New', 'Edit', 'Delete', 'Refresh', 'Save', and 'Cancel'. The 'Copy' button is also present in the bottom row.

Report Setup	Add Columns	Edit Columns	Report Filters	Preview By Company	Preview By Payroll	
+ Add New	Edit	Delete	Refresh	Save	Cancel	Copy

Building the Report

Report Writer Wizard

Search:

Report Title	Report Type
Dependent Audit Report	Payroll Employee Summary Report
February Training Report	Payroll Employee Summary Report
2.6.2020	Payroll Employee Summary Report
Test Report	Payroll Employee Summary Report
Emergency Leave	Date Range Employee Summary Report

Report Setup | Add Columns | Edit Columns | Report Filters | Preview By Company

Report Options

* Report Type:

* Report Title:

Font Size:

Font Face:

Report Orientation:

Report Group:

Description:

Totals Only Summary Report

Record Type Options

Header and Footer records are included in CSV and Fixed files. They are ignored for PDF and Excel reports.

Header 1

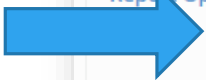
Header 2

Header 3

Footer 1

Footer 2

Footer 3



Building the Report

Report Setup **Add Columns** Edit Columns Report Filters Preview By Company

Edit Refresh Save Cancel

Add Columns

Search for Fields ⓘ

Field Category: ⓘ

Columns

Category	Column
----------	--------

Added Columns

Category	Column
Employee Data	Employee Number
Employee Data	Employee Name
Employee Data	Hire Date
Employee Data	Employment Category
Employee Data	Employment Status
>> Earning Accumulations	COVID EE SICK Hours
<< Earning Accumulations	COVID EE SICK Dollars
Earning Accumulations	COVID FAM SICK Hours
Earning Accumulations	COVID FAM SICK Dollars
Earning Accumulations	COVID EFMLA Hours

Building the Report

Client ID: BD1414 - Becky * Network Company DEMO		EMERGENCY LEAVE				Report Date Range: By Pay Date				
Pay Group: ALL		All Legal Companies				3/31/2020 - 3/31/2020				
Employee Number	Employee Name	Hire Date	Employment Category	Employment Status	COVID EE SICK Hours	COVID EE SICK Dollars	COVID FAM SICK Hours	COVID FAM SICK Dollars	COVID EFMLA Hours	
1201	Lewis, Jerry L	1/1/1997	FT	A	0.00	0.00	0.00	0.00	0.00	
1202	Lewis, Mildred C	1/1/1997	FT	A	0.00	0.00	0.00	0.00	0.00	
1203	McMichael, Bobby J	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1204	Leopold, Amy	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1205	Adams, Shane L	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1206	Lewis, Heather	10/20/2009	PT	A	0.00	0.00	0.00	0.00	0.00	
1207	Stoddard, Melissa	10/20/2009	PT	A	0.00	0.00	0.00	0.00	0.00	
1208	Troutman, Jonathan C	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1209	Summerfield, Linda A	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1210	Smith, Christine	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1211	Adams, Mary P	8/22/2018	PT	A	0.00	0.00	0.00	0.00	0.00	
1212	Patel, Deepka Y	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1213	Gonzalez, Jose Garcia	5/1/2014	PT	A	0.00	0.00	0.00	0.00	0.00	
1214	Masters, Amy L	10/20/2009	PT	A	0.00	0.00	0.00	0.00	0.00	
1215	Matthews, Heather A	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1216	Michaels, Carla A	10/14/2014	FT	A	0.00	0.00	0.00	0.00	0.00	
1217	Smith, John R	12/26/2012	FT	A	0.00	0.00	0.00	0.00	0.00	
1218	Johns, Robert H	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1219	Timmerman, Richard L	5/25/2018	FT	A	0.00	0.00	0.00	0.00	0.00	
1220	Luck, Debbie	10/20/2009	PT	A	0.00	0.00	0.00	0.00	0.00	
1231	Curl, Eric P	1/15/2012	PT	A	0.00	0.00	0.00	0.00	0.00	
1221	Little, Mitch	11/13/2013	FT	T	0.00	0.00	0.00	0.00	0.00	
1222	Benedict, Caprice C	10/23/2011	FT	T	0.00	0.00	0.00	0.00	0.00	
1223	Lopez, Mario	4/1/2013	FT	A	0.00	0.00	0.00	0.00	0.00	
1224	Smithfield, Dennis A	10/20/2009	PT	A	0.00	0.00	0.00	0.00	0.00	
1225	Jacobs, Isha M	10/26/2012	FT	A	0.00	0.00	0.00	0.00	0.00	
1226	Greatman, Nanette	10/20/2009	FT	A	0.00	0.00	0.00	0.00	0.00	
1227	Cravens, Daniel C	2/1/2017	FT	A	0.00	0.00	0.00	0.00	0.00	
1228	Martino, Dean	10/1/2012	FT	A	0.00	0.00	0.00	0.00	0.00	
1229	David, Sammy D	10/1/2012	FT	A	0.00	0.00	0.00	0.00	0.00	
1230	Baldino, Armando	10/1/2012	FT	A	0.00	0.00	0.00	0.00	0.00	

Recommended Webinars / Training

- www.payrollnetwork.com
 - Webinars
 - FAQs
 - Notices
- IRS.gov
 - <https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-required-paid-leave-provided-by-small-and-midsize-businesses-faqs>

Stay tuned for more updates soon

Continue to visit our website for training/blog posts/webinars, etc.

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