COVID-19 UPDATE
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
- Survey will be sent after the webinar
Our Presenters

Amy Miller
VP of Operations
Payroll Network

Kyle Wade
VP of HR Services
Payroll Network
The information presented today is provided for educational purposes and should not be considered legal advice.
Agenda

- PPP Loan Forgiveness Report
- Employee Tax Deferral
- FFCRA Credits – Back to School
- Regional Updates
### Updates

- 8 or 24 week option
- "Paid or Incurred" timeframe
- Wkly/Biwkly Coverage Option
- Mth/Semi-Mthly Coverage Option
- Summary Page Column Changes
- PDF / Excel
Paycheck Protection Loan Forgiveness Report

Client: SALES2092 - SALES DEMO CORPORATION

Search the menu
EMPLOYEE MANAGEMENT
EMPLOYEE SELF SERVICE
CLIENT MANAGEMENT
PAYROLL PROCESSING

REPORTING
Report Archive
Report Writer Wizard
Reports On-Demand
 Quarterly Reports On-Demand
 Client Reports
 My Reports Queue

Filtering
- Legal Company:
- Include Terminated Companies:

Grouping
- Include Pay Group Breakdown:
- Organization Level 1:
- Organization Level 2:

Options
- Covered Period Duration: 24 weeks
- Weekly FTE Hours Threshold:
- Seasonal Period Begin Date:
- Wkly/Biweekly Coverage Option:
- Mth/Semi-Monthly Coverage Option:
- Incurred Or Paid Option:
- Incurred Pay Period Option:
- Formats: PDF

Once your report request has been submitted you can do any of the following: Run another report, go to My Reports Queue or go to My Reports Queue for 72 hours.

The report will be available in My Reports Queue for 72 hours.
Reminder – to access the PPP Loan Forgiveness Report, you will need to reach out to Payroll Network with your Loan Origination date.

support@payrollnetwork.com
Payroll Tax – Presidential Memorandum
Presidential Memorandum:


Treasury Notice:

Allowing employers to defer withholding and payment of the employee's portion of the Social Security tax

Highlights
• Taxable wages to an employee that are less than $4,000 (pre-tax) during a bi-weekly pay period
  • Each pay period considered separately
• Pay date during the period beginning on September 1, 2020, and ending on December 31, 2020
• Must be repaid b/t January 1, 2021 and ending on April 30, 2021.
• Tax Deferral, Not Forgiveness
Open Questions

Are Employers required to make this available to employees?

Can an Employee Opt Out?

What happens to the employer and their liability of an employee is unable to repay/terminates/Leave of Absence?

The IRS has not stated how the unpaid/deferred taxes must be accounted for by Employers?

IRS has not stated how the unpaid/deferred taxes should be collected by Employers and paid in a different tax year (2021 vs. 2020)
COVID-19 & FFCRA
Back to School
FFCRA – Back to School Considerations

Quick Review

• Companies with less than 500 employees
• Runs from 4/1–12/31/2020
• Provides leave(s) when an employee is unable to work or telework due to child’s school being closed
• Leave includes:
  • Emergency paid sick leave (up to 80 hours at 2/3 pay, up to $200/day) and
  • Emergency expanded FMLA leave (2 weeks unpaid, 10 weeks at 2/3 pay, up to $200/day)
FFCRA – Back to School Considerations

Schools are opening back up (well sort of), now what?

- **School offers only remote learning**
  - School is considered closed and an employee may take either leave to care for child

- **School requires full-time, in-person attendance**
  - School is considered open and neither leave would apply when an employee chooses to keep child at home

https://www.dol.gov/agencies/whd/pandemic/ffcra-questions
FFCRA – Back to School Considerations

Schools are opening back up (sort of), now what?

• **School requires partial in-person attendance and partial remote learning (hybrid plan)**
  • Leave will apply during remote learning days if an employee needs to care for child and FFCRA leave would not apply to any in-person school days where employee chooses to keep child home while school is ‘open’

• **School allows parents to choose between remote learning and in-person attendance**
  • School is open and in-person instruction available so FFCRA leave does not apply if employee chooses remote learning for child
FFCRA – Back to School Considerations

Important Details

• Please note- FFCRA may be needed now even if it wasn’t used/needed by an employee initially (or during summer break)
  • This could include an employee that felt they were able to manage working from home remotely full-time initially but now feels caring for the child AND working is not feasible
• Some state and localities have created their own COVID-19 leave parameters that could be more generous than the federal law so make sure to monitor your state obligations
FFCRA – New York Rule Changes

Important Details

Intermittent Leave

• Initial regulations required mutual agreement between employers and employees for FFCRA intermittently
• On 8/3, a Southern District in New York vacated the requirement for employers to agree to intermittent leave
  • TBD whether or not this will set a precedent for other states and/or federal law
  • Be cautious with denying intermittent leave requests due to COVID-19 and consult legal counsel to be certain you are in compliance
Important Details

Work needs to be available to use leave

- Initial regulations outlined that an employer had to have work available for them during the time they needed leave
- On 8/3, the court ruled that availability of work is not relevant. If an employee is employed, they should be allowed to use FFCRA leave(s) if needed

Documentation before taking leave

- Initial regulations outlined that an employer could require employees to provide documentation before taking FFCRA leave
- On 8/3, update now is that employers can still require documentation (which is needed for tax credit too), but they can’t prevent an employee from starting leave until documentation is received
COVID-19 – Other updates

DHS Relaxes I-9 Inspection Requirements (again)
• Reminder on March 20, 2020 DHS initially suspended the normal requirements for employers to physically review and validate documents.
• DHS has announced another 30-day extension, so the temporary rule is set to expire September 19, 2020 (unless it is extended again)

Key Points to Highlight
• If employees are coming to work, then the in-person verification of identify and documentation would continue to be required
• Section 2 documents still must be inspected remotely (for example using video or email or fax) and reviewed within 3 business days
• In-person verification required after normal operations resume. Anyone that was onboarded remotely would need to present those same documents within 3 days of the business opening back up.
COVID-19 Training

• State training requirements are growing in response to COVID-19
• Requirements can vary state to state
• At least 16 states now have some training requirement (including Virginia) and many other states encourage training
  • Virginia – Emergency Temporary Standard, 16 VAC 25–220

COVID
Leave Tracking
Coding COVID Leave

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

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<th>Check Type</th>
<th>Pay Frequency</th>
<th>Total Hours</th>
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Template: Emergency Leave
Show Accrual Balances: Yes
Show State/Local Override: No
Block Direct Deposit: No
Show Shortcut Keys: Yes

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<th>Rates &amp; Scheduled Pay</th>
<th>Block</th>
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<th>Dollars</th>
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Total: 80.00, 0.00

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Total: 150.00
What do I need to setup?

COVID Leave Earnings
- COVID EE SICK
- COVID FAM SICK
- COVID EFMLA

COVID Memo Calculation
- COVID QHE Sick
- COVID QHE FMLA

Payroll Network will support you in creating these codes:
support@payrollnetwork.com
What do I need to setup?

- COVID Leave Earnings
  - COVID EE SICK
  - COVID Fam Sick
  - COVID EFMLA

- COVID Memo Codes
  - COVID QHE Sick
  - COVID QHE FMLA

iSolved will automatically calculate a tax credit in the amount equal to the total of all these codes combined, along with the employer portion of Medicare tax (1.45% of taxable COVID Leave wages).

- These codes are already exempt from the employer portion of Social Security Tax (6.2% of wages).
- The credit will appear on your Payroll Summary
- Credits will reduce the federal tax collection and deposit.
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.
What do I need to do?

- Reach out to Payroll Network
  - Leave Codes
  - Accumulators
  - Memo Codes
- Create Individual Time Entry Template
  - Enter Leave Hours
  - Enter QHE in Memo fields
  - Preview, Preview, Preview
  - Review your Payroll Summary & Company Totals
  - Review Company Credits (Business Credit)
  - Review 941s
Maryland is now in Stage Three of Roadmap to Recovery

- Stage Three will be implemented in phases with local jurisdictions still empowered to decide
- New Updates effective Friday 9/4
  - Indoor Theaters open to 50% capacity
  - Outdoor venues open to 50% capacity
  - Retail and Religious Facilities can increase from 50 to 75%
- August 27th—Hogan announced every county school system is authorized to begin safely reopening

https://governor.maryland.gov/recovery/
Phase 3 Guidelines since July 1, 2020:

- Continue teleworking if possible
- Wash hands regularly
- Maintain 6 feet of physical distance outside of home
- Get tested immediately if you have COVID-19 symptoms

- Safer at Home- (47-page) Phase Three guidelines (link below)
- Executive Order 67- prohibits congregating in bars
- Executive Order 68- additional restrictions for Eastern Virginia

https://www.virginia.gov/coronavirus/
ReOpen DC Phase 2 started June 22nd

- Non-essential travel discouraged, and 14-day self-quarantine expected for those traveling into high-risk states
- Wear face coverings
- Social distancing

- Phase 2 still operating within limits of typically 50 people or 50% capacity for most businesses
- Many DC landmarks are still closed: Smithsonian, Kennedy Center, Holocaust Museum, etc.

- D.C. public schools will be entirely virtual for the first term through Nov. 6th

https://coronavirus.dc.gov/
https://coronavirus.dc.gov/phasetwo
STAY TUNED FOR MORE UPDATES SOON

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

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