

USING ISOLVED TO COMPLY WITH THE NEW FFCRA REQUIREMENTS

TODAY'S WEBINAR



Some Housekeeping Items:

- All participants have been placed on mute.
- All registrants will receive a follow up e-mail with a link to the recorded webinar and any training documentation.
- This training is intended for educational and informational purposes. We hope that you will learn a lot today but the information should not be construed as legal advice.
- If you have any questions or want to request training, please e-mail training@ctrhcm.com

Today's Presenters:

Kara Stivason, *CTR Trainer* & Margie Hayden, *CTR Customer Support Manager*

AGENDA

- **H.R 6201(FFCRA) Recap**

(if you attended Tuesday's webinar, this will be a repeat/review for you but bear with us as most of those on today's webinar did not see this.)

- **Earning Codes & Tracking**
- **CTR Prep**
- **Your Part**

H.R 6201 RECAP



H.R 6201 Recap

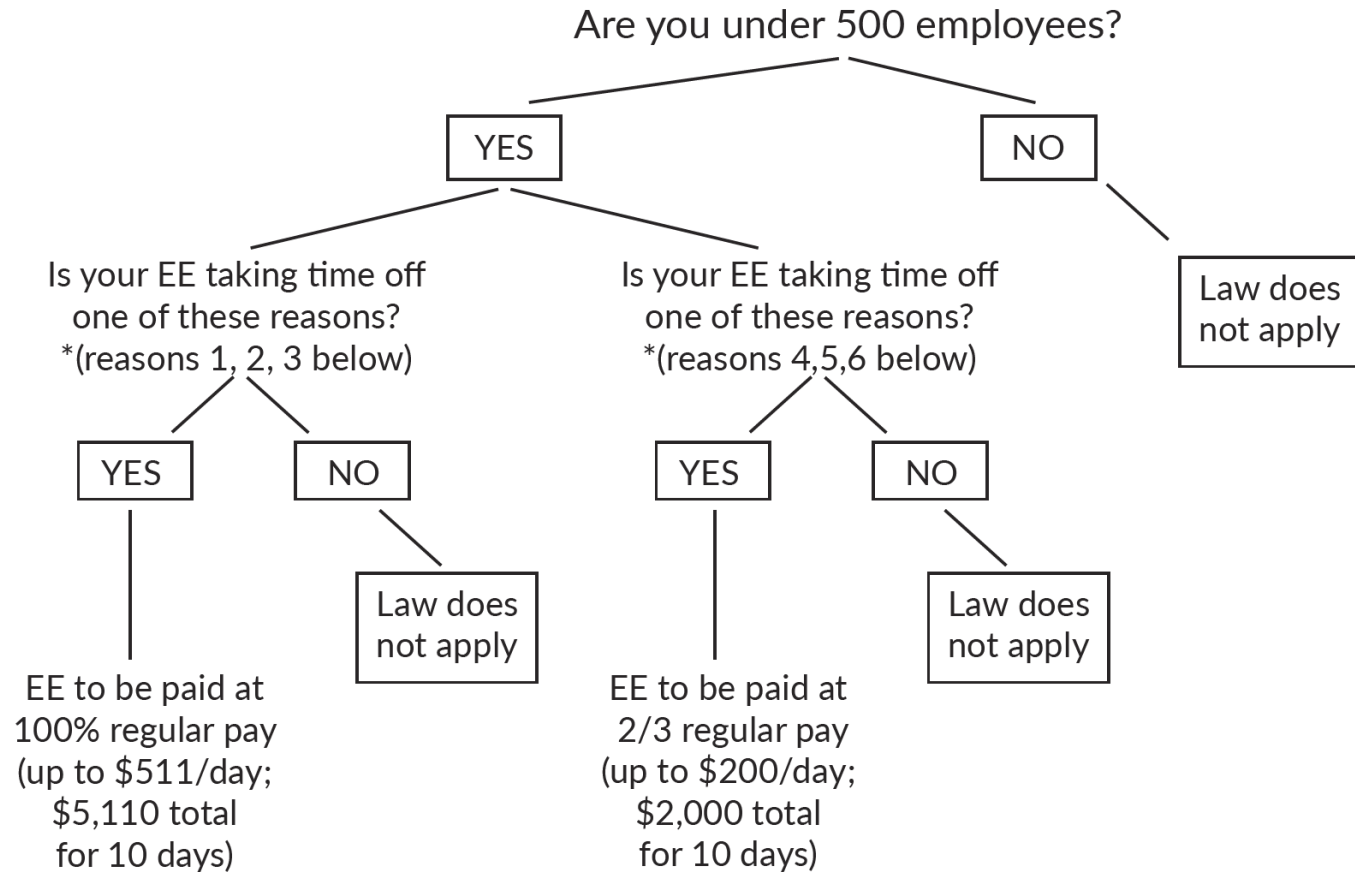
Emergency paid sick leave: Small businesses will be required to provide two weeks of paid sick leave to an employee that:

- Has a current diagnosis of COVID-19, or is under quarantine at the instruction of a health care provider, employer, or a local, State, or Federal official.
- Is engaged in caregiving for an individual who has a current diagnosis of COVID-19 or is under quarantine.
- Is engaged in caregiving, because of the COVID-19-related closing of a school or other care facility or care program, for a child or other individual unable to provide self-care.
- This does not apply to businesses with over 500 people and small businesses with under 50 employees may avoid the requirements if they "would jeopardize the viability of the business as a going concern". Treasury has yet to clarify how these exemptions will be made.
- These provisions would expire at the end of calendar year 2020

Family medical leave: The bill expands the Family and Medical Leave Act to include leave needed to care for an employee's child whose school or care provider is closed due to COVID-19. This leave can be used by employees who have been employed by their current employer for at least 30 days. This applies to any private sector employers under 500 employees.

- The first 10 days of FMLA leave may be unpaid — beyond that time employers must compensate employees for the remainder of FMLA-leave taken (up to 10 work weeks) at 2/3 of their regular rate of pay.
- FMLA paid leave is capped at \$200 per day and \$10,000 per employee total.

EMERGENCY PAID SICK LEAVE ACT



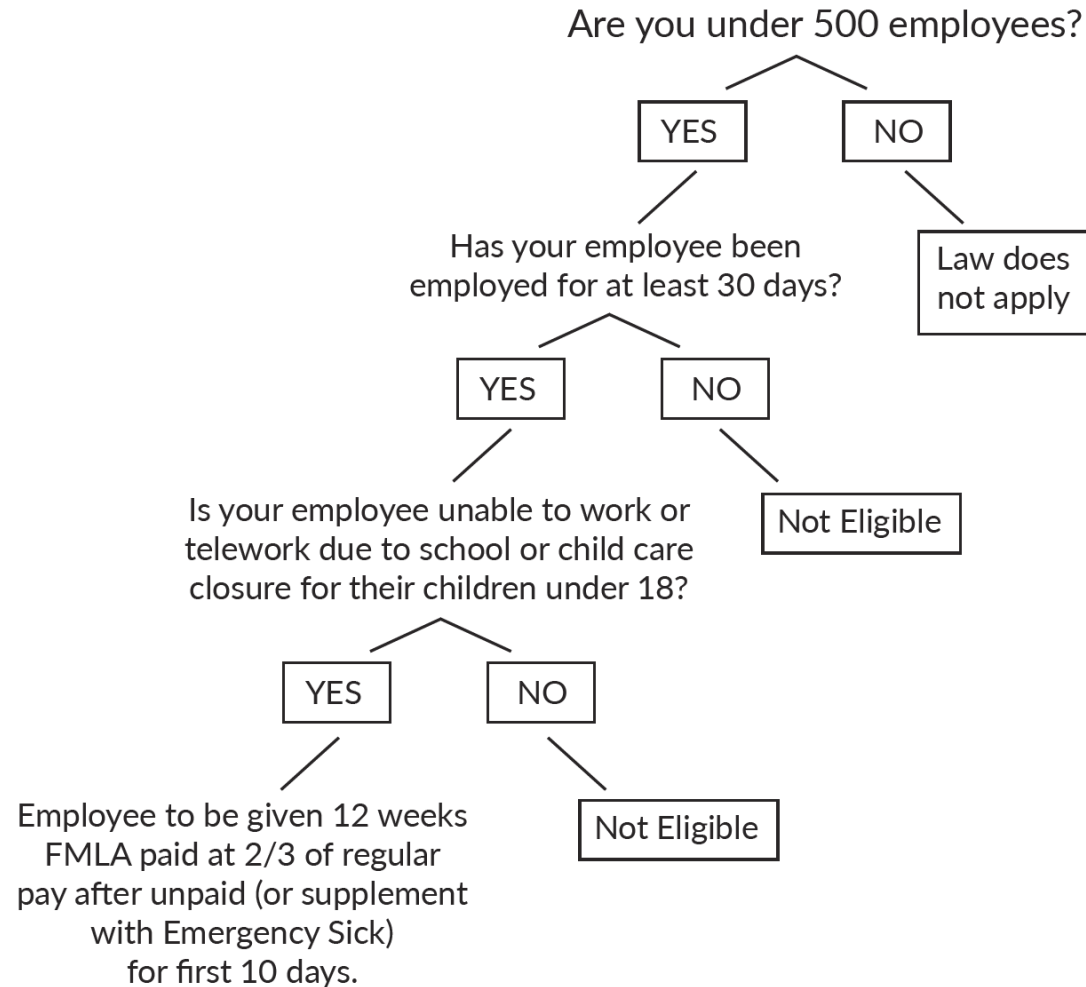
EMERGENCY PAID SICK LEAVE ACT



In General.—An employer shall provide to each employee employed by the employer paid sick time to the extent that the employee is unable to work (or telework) due to a need for leave because:

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- (4) The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
- (5) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

EMERGENCY FAMILY & MEDICAL LEAVE EXPANSION



TRACKING



The DOL (Department of Labor) just issued an announcement that the FFCRA Leaves do not go into effect until **APRIL 1**.

As such, any leave tracked now through April 1st would still be under your existing leave policy, under the old FMLA qualifications, or it must be unpaid.

Let's talk about how we are going to track starting APRIL 1!

**We're here to
help.**

TRACKING



CTR has set up the earning codes and tested these codes in our demo environment and we are ready to set this up in your environment to help you track these leaves.

Let's learn about how all of this will work in iSolved...

NEW EARNING CODES & Definitions



The legislation defines the Emergency Paid Sick Leave by the type of occurrence and the status of the employee. Full-time employees would be entitled to 80 hours of paid leave.

The legislation requires employers to provide full-time employees with 80 hours of emergency paid “sick” leave related to the coronavirus (with special rules for part-time employees). The paid sick leave could be used in any of the following circumstances:

100% of Pay – Full-time Employees

- ❖ The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
- ❖ The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- ❖ The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

The Earning Code used for this is: CovSick-EE-100.

Entering Hours for Emergency Sick Leave Act



The **COVSick-EE-100** earning code has been set-up to allow you to enter the sick leave hours in the Time Entry Grid or ITE (Individual Time Entry). Based on the legislation, this earning code has a limit of 80 hours and a dollar limit of \$5,110.00 built in.

Let's see how this will look on the Time Entry Grid and how it will look for the employee on their paycheck...

Entering **COVSick-EE-100** Earning Code

<

3 of 11

>

☰

🔍

Maverick Campbell

Employee#: 127 Status: Active

Pay Group: Bi-Weekly

Hire Date: 11/1/2019

Hourly: 15.0000

Work Location: SAN J...

Division:

Department:

Job:

Client: SIGNS - Signs and Banners

Company: Campbell Graphics (Active)

Individual Time Entry

Pay Date: 4/24/2020

Payroll Period: 4/5/2020 - 4/18/2020

iSolved

University

Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
✕ Regular Check		80.00	0.00	0.00	0.00 Options

+ Add New

📅 Preview Check

🔄 Refresh

Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Workers Comp Override	Division (No Home Value)	Departments (No Home Value)
Overtime @ 1.5								
Vac M		<input type="checkbox"/>						
Amount x Amount								
Sick	Rate: 15.0000	<input type="checkbox"/>						
Vacation	Rate: 15.0000	<input type="checkbox"/>						
Bonus Mark UP		<input type="checkbox"/>						
Holiday	Rate: 15.0000	<input type="checkbox"/>						
Regular	Rate: 15.0000							
PTO	Rate: 15.0000	<input type="checkbox"/>						
Longevity	Rate: 15.0000	<input type="checkbox"/>						
Bonus		<input type="checkbox"/>						
Amount * Amount								
Amount*Amount S								
FMLA		<input type="checkbox"/>						
FMLA-Covid-UNPD								
COVSick-EE-100			80.00					
COVSick-Oth 2/3								
FMLA Covid								
Total			80.00	0.00				

If you need to adjust the employee to minimum wage or make any other adjustment to the employee's rate of pay you can enter an Override Rate. If you leave this blank the employee will be paid their regular hourly rate

↓

Earning Code **COVSick-EE-100** on Employee Paycheck



<

3 of 11

>

☰

Q

Maverick Campbell
Employee #: 127 Status: Active

Pay Group: Bi-Weekly
Hire Date: 11/1/2019

Hourly: 15.0000
Work Location: SAN J...

Division:
Department:

Job:

Client: SIGNS - Signs and Banners
Company: Campbell Graphics (Active)

Q

Individual Time Entry

Pay Date: 4/24/2020

Payroll Period: 4/5/2020 - 4/18/2020

iSolved

University

Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
X Regular Check		80.00	0.00	0.00	0.00 Options

+ Add New

← Back

↻ Refresh

Check Type:

Regular Check

Gross Pay:

1200.00

Check Date:

4/24/2020

Gross Wage:

1200.00

Period End:

4/18/2020

Net Pay:

967.81

Period Begin:

4/5/2020

Check Amt:

967.81

Payroll Run #:

Check #:

Maverick Campbell

100 Main Street

SAN JUAN, PR 00901

Signs and Banner

Employee #:

127

Division

Soc Sec #:

XXX-XX-9876

Department

Fed Filing:

St Filing:

Fed Exemptions:

St Exemptions:

Fed Additional:

St Additional:

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
COVSick-EE-100	80.00	1200.00		

The COVSick-EE-100 earning code pays the employee at their regular hourly rate of pay or the Override Rate

Deductions

	YTD Dollars

Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	74.40	1200.00	74.40	1200.00
MED EE	17.40	1200.00	17.40	1200.00
FEDERAL WH	79.17	1200.00	79.17	1200.00
PUERTO RICO WH	57.62	1200.00	57.62	1200.00
PUERTO RICO SDI EE	3.60	1200.00	3.60	1200.00

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	0.00	0.00	10.00

Direct Deposit

Account	Deposit Amount

Employer Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	74.40	1200.00	74.40	1200.00
MED ER	17.40	1200.00	17.40	1200.00
FUTA ER	7.20	1200.00	7.20	1200.00
PUERTO RICO SUI ER	38.40	1200.00	38.40	1200.00
PUERTO RICO SDI ER	3.60	1200.00	3.60	1200.00
PUERTO RICO SPECIAL ASSESSMENT ER	12.00	1200.00	12.00	1200.00

2/3 of Pay – Full-Time Employees

2. The employee is caring for an individual who:

- ❖ Is subject to a federal, state or local quarantine or isolation order related to COVID-19,
- or
- ❖ Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- ❖ The employee is caring for a son or daughter where the school or place of care of the son or daughter has been closed or the childcare provider of such son or daughter is unavailable due to COVID-19 precautions.

The earning code used for this is COVSick-Oth-2/3

COVSick-Oth-2/3 earning code has been set-up to allow you to enter the sick leave hours in the Time Entry Grid or ITE. This earning code has a limit of 80 hours and a dollar limit of \$2,000.00 built in.

Let's see how this will look on the Time Entry Grid and how it will look for the employee on their paycheck...

Entering **COVSick-Oth-2/3** for Emergency Sick Leave Act



< 3 of 11 > **Maverick Campbell** Pay Group: Bi-Weekly Hourly: 15.0000 Division: Job: Client: SIGNS - Signs and Banners
 Employee#: 127 Status: Active Hire Date: 11/1/2019 Work Location: SAN J... Department: Company: Campbell Graphics (Active)

Individual Time Entry | Pay Date: 4/24/2020 Payroll Period: 4/5/2020 - 4/18/2020

[iSolved](#) | [University](#) Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		80.00	0.00	0.00	0.00 Options

[+ Add New](#) [Preview Check](#) [Refresh](#)

Amount * Amount									
Amount*Amount S									
FMLA		<input type="checkbox"/>							
FMLA-Covid-UNPD									
COVSick-EE-100									
COVSick-Oth 2/3			80.00						
FMLA Covid									
Total			80.00	0.00					

Earning Code **COVSick-Oth-2/3** on Employee Paycheck



<

3 of 11

>

☰

🔍

Maverick Campbell

Employee #: 127 Status: Active

Pay Group: Bi-Weekly

Hire Date: 11/1/2019

Hourly: 15.0000

Work Location: SAN J...

Division:

Department:

Job:

Client: SIGNS - Signs and Banners

Company: Campbell Graphics (Active)

Individual Time Entry

Pay Date: 4/24/2020

Payroll Period: 4/5/2020 - 4/18/2020

iSolved

University

Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
✕ Regular Check		80.00	0.00	0.00	0.00 Options

+ Add New

← Back

↻ Refresh

Check Type: Regular Check

Check Date: 4/24/2020

Period End: 4/18/2020

Period Begin: 4/5/2020

Payroll Run #:

Gross Pay: 800.04

Gross Wage: 800.04

Net Pay: 681.78

Check Amt: 681.78

Check #:

Maverick Campbell

100 Main Street

SAN JUAN, PR 00901

Signs and Banner

Employee #: 127

Soc Sec #: XXX-XX-9876

Fed Filing:

Fed Exemptions:

Fed Additional:

Division

Department

St Filing:

St Exemptions:

St Additional:

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
COVSick-Oth 2/3	80.00	800.04		

Deductions

	Curr Dollars	YTD Dollars
Hourly rate is reduced to .6667 15.00 x .6667 = 10.0005		

Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	49.60	800.04	49.60	800.04
MED EE	11.60	800.04	11.60	800.04
FEDERAL WH	32.31	800.04	32.31	800.04
PUERTO RICO WH	22.35	800.04	22.35	800.04
PUERTO RICO SDI EE	2.40	800.04	2.40	800.04

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	0.00	0.00	10.00

Direct Deposit

Account	Deposit Amount
---------	----------------

Employer Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	49.60	800.04	49.60	800.04
MED ER	11.60	800.04	11.60	800.04
FUTA ER	4.80	800.04	4.80	800.04
PUERTO RICO SUI ER	25.60	800.04	25.60	800.04
PUERTO RICO SDI ER	2.40	800.04	2.40	800.04

Part-Time Employees

3. Part-time employees are entitled to “a number of hours equal to the number of hours that such employee works on average, over a 2-week period.” The paid circumstances are the same for Full Time employees. A Report Writer report could be used to determine average hours for part time employees.

Leave Employee's Own Care-100% pay

The earning code used for this is COVSick-EE-100

The **COVSick-EE-100** earning code has been set-up to allow you to enter the sick leave hours in the Time Entry Grid or ITE. This earning code has the ability for you to enter an override to the Annual Hours Limit to reflect the average hours for the part time employee and a dollar limit of \$5,110.00 built in.

Let's see how this looks in iSolved

Earning Code **COVSick-EE-100** as an Override



To enter the Override, you would navigate to the Employee Management > Employee Pay > Earnings screen for the employee.

< 3 of 11 > **Maverick Campbell** Pay Group: Bi-Weekly Hourly: 15.0000 Division: Job: Client: SIGNS - Signs and Banners
Employee#: 127 Status: Active Hire Date: 11/1/2019 Work Location: SAN J... Department: Company: Campbell Graphics (Active)

Earnings

Pay Item	Schedule	Amount	Percent	Rate
COVSick-Oth 2/3	Every Pay		0.67	
COVSick-EE-100	Every Pay		1.00	
FMLA Covid	Every Pay		0.67	

COVSick-EE-100

* Pay Item: COVSick-EE-100

Reference Number:

Default Schedule: Every Pay

Schedule Override:

Start Date:

Stop Date:

Annual Hours Limit:

Annual Limit YTD: 5110.00
Annual Hours Limit: 80.00

Rate:

Percent:

Default Percent: 1.00

You would enter the average hours for the part-time employee. You could change the rate to be paid by entering a Rate

Entering **COVSick-EE-100** for Emergency Sick Leave Act



< 3 of 11 >
☰
🔍

Maverick Campbell
 Employee#: 127 Status: Active

Pay Group: Bi-Weekly
 Hire Date: 11/1/2019

Hourly: 15.0000
 Work Location: SAN J...

Division:
 Department:

Job:

Client: SIGNS - Signs and Banners
 Company: Campbell Graphics (Active)

Individual Time Entry | Pay Date: 4/24/2020 | Payroll Period: 4/5/2020 - 4/18/2020

iSolved University Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
✕ Regular Check		50.00	0.00	0.00	0.00 Options

+ Add New Preview Check Refresh

Regular	Rate: 15.0000	<input type="checkbox"/>						
PTO	Rate: 15.0000	<input type="checkbox"/>						
Longevity	Rate: 15.0000	<input type="checkbox"/>						
Bonus		<input type="checkbox"/>						
Amount * Amount								
Amount*Amount 5								
FMLA		<input type="checkbox"/>						
FMLA-Covid-UNPD								
COVSick-EE-100			50.00					
COVSick-Oth 2/3								
FMLA Covid								
Total			50.00	0.00				

If you enter hours greater than the limit, they will be capped based on the Annual Limit in the earning code

Earning Code **COVSick-EE-100** on Employee Paycheck



3 of 11

Maverick Campbell

Employee#: 127 Status: Active

Pay Group: Bi-Weekly

Hourly: 15.0000

Division:

Job:

Hire Date: 11/1/2019

Work Location: SAN J...

Department:

Client: SIGNS - Signs and Banners

Company: Campbell Graphics (Active)

Individual Time Entry

Pay Date: 4/24/2020

Payroll Period: 4/5/2020 - 4/18/2020

Solved

University

Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		50.00	0.00	0.00	0.00 Options

+ Add New

Back

Refresh

Check Type: Regular Check

Gross Pay: 675.00

Check Date: 4/24/2020

Gross Wage: 675.00

Period End: 4/18/2020

Net Pay: 587.92

Period Begin: 4/5/2020

Check Amt: 587.92

Payroll Run #:

Check #:

Maverick Campbell

100 Main Street

SAN JUAN, PR 00901

Signs and Banner

Employee #: 127

Soc Sec #: XXX-XX-9876

Fed Filing:

Fed Exemptions:

Fed Additional:

Division

Department

St Filing:

St Exemptions:

St Additional:

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
COVSick-EE-100	45.00	675.00	45.00	675.00

Deductions

	Curr Dollars	YTD Dollars
Paid hours capped at 45, based on the Annual Limit in the earning code 45 hours X \$15-100%		

Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	41.85	675.00	41.85	675.00
MED EE	9.79	675.00	9.79	675.00
FEDERAL WH	19.81	675.00	19.81	675.00
PUERTO RICO WH	13.60	675.00	13.60	675.00
PUERTO RICO SDI EE	2.03	675.00	2.03	675.00

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	0.00	0.00	10.00

Direct Deposit

Account	Deposit Amount
---------	----------------

Employer Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	41.85	675.00	41.85	675.00
MED ER	9.79	675.00	9.79	675.00
FUTA ER	4.05	675.00	4.05	675.00
PUERTO RICO SUI ER	21.60	675.00	21.60	675.00
PUERTO RICO SDI ER	2.03	675.00	2.03	675.00

NEW EARNING CODES & Definitions

Leave Caring for another person-2/3 pay

The **COVSick-Oth-2/3** earning code has been set-up to allow you to enter the sick leave hours in the Time Entry Grid or ITE. This earning code has the ability for you to enter an override to the Annual Hours Limit to reflect the average hours for the part time employee and a dollar limit of \$5,110.00 built in.

Let's see how this looks in iSolved

Earning Code **COVSick-Oth-2/3** as an Override



To enter the Override, you would navigate to the Employee Management > Employee Pay > Earnings screen for the employee.

< 3 of 11 >

Maverick Campbell

Employee#: 127 Status: Active

Pay Group: Bi-Weekly

Hire Date: 11/1/2019

Hourly: 15.0000

Work Location: SAN J...

Division:

Department:

Job:

Client: SIGNS - Signs and Banners

Company: Campbell Graphics (Active)

Earnings

Save

Cancel

COVSick-Oth 2/3

* Pay Item: COVSick-Oth 2/3

Reference Number:

Default Schedule: Every Pay

Start Date:

Stop Date:

Annual Hours Limit: 25.0000

Annual Limit Value: 2000.00

Annual Hours Limit: 80.00

Rate: 0.0000

Percent: 0.0000

Default Percent: 0.67

You would enter the average hours for the part-time employee
You could change the rate to be paid by entering a Rate

Entering COVSick-Oth-2/3 for Emergency Sick Leave Act



< 3 of 11 >

Maverick Campbell
Employee#: 127 Status: Active

Pay Group: Bi-Weekly
Hire Date: 11/1/2019

Hourly: 15.0000
Work Location: SAN J...

Division:
Department:

Job:

Client: SIGNS - Signs and Banners
Company: Campbell Graphics (Active)

Individual Time Entry | Pay Date: 4/24/2020 Payroll Period: 4/5/2020 - 4/18/2020

iSolved | University Help

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
X Regular Check		50.00	0.00	0.00	0.00 Options

+ Add New Preview Check Refresh

Regular	Rate: 15.0000							
PTO	Rate: 15.0000	<input type="checkbox"/>						
Longevity	Rate: 15.0000	<input type="checkbox"/>						
Bonus		<input type="checkbox"/>						
Amount * Amount								
Amount*Amount S								
FMLA		<input type="checkbox"/>						
FMLA-Covid-UNPD								
COVSick-EE-100								
COVSick-Oth 2/3			25.00					
FMLA Covid								
Total			25.00	0.00				

Earning Code **COVSick-Oth-2/3** on Employee Paycheck



[3 of 11](#)
[Maverick Campbell](#)
 Pay Group: Bi-Weekly Hourly: 15.0000 Division: Job: Client: SIGNS - Signs and Banners
 Employee #: 127 Status: Active Hire Date: 11/1/2019 Work Location: SAN J... Department: Company: Campbell Graphics (Active)

Individual Time Entry | Pay Date: 4/24/2020 Payroll Period: 4/5/2020 - 4/18/2020

[iSolved](#)
[University](#)
[Help](#)

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		25.00	0.00	0.00	0.00 Options

[+ Add New](#)
[← Back](#)
[↻ Refresh](#)

Check Type: Regular Check **Gross Pay:** 250.01
Check Date: 4/24/2020 **Gross Wage:** 250.01
Period End: 4/18/2020 **Net Pay:** 230.13
Period Begin: 4/5/2020 **Check Amt:** 230.13
Payroll Run #: **Check #:**

Maverick Campbell
 100 Main Street
 SAN JUAN, PR 00901
 Signs and Banner

Employee #: 127 **Division:**
Soc Sec #: XXX-XX-9876 **Department:**
Fed Filing: **St Filing:**
Fed Exemptions: **St Exemptions:**
Fed Additional: **St Additional:**

Earnings & Memos*

	Curr Hours	Curr Dollars	YTD Hours	YTD Dollars
COVSick-Oth 2/3	25.00	250.01	25.00	250.01

Deductions

	Curr Dollars	YTD Dollars
25 hours x (\$15.00 x .6667) 2/3 of hourly rate		

Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC EE	15.50	250.01	15.50	250.01
MED EE	3.63	250.01	3.63	250.01
FEDERAL WH	0.00	250.01	0.00	250.01
PUERTO RICO WH	0.00	250.01	0.00	250.01
PUERTO RICO SDI EE	0.75	250.01	0.75	250.01

Current Period Leave Accruals

	Hours Accrued	Hours Taken	Available Balance
PTO	0.00	0.00	10.00

Direct Deposit

Account	Deposit Amount

Employer Taxes

	Curr Dollars	Curr Wages	YTD Dollars	YTD Wages
SOC SEC ER	15.50	250.01	15.50	250.01
MED ER	3.63	250.01	3.63	250.01
FUTA ER	1.50	250.01	1.50	250.01
PUERTO RICO SUI ER	8.00	250.01	8.00	250.01
PUERTO RICO SDI ER	0.75	250.01	0.75	250.01

Using the Time Entry Grid instead of ITE

Client: **SIGNS - Signs and Banners** Company: **Campbell Graphics** Pay Group: **Bi-Weekly** Status: **Active** Client Search

Time Entry Grid | Pay Date: 4/24/2020 Payroll Period: 4/5/2020 - 4/18/2020 iSolved University Help

Template: **COVID** Org Category: **ALL** Status: **Active** Search:

Entry Report Entry Export Value: Employee Type: **ALL** Apply Reset

☐ Show Sort ☐ Expand Employee Name ☒ Show Total Hours ☐ Show Total Dollars ☐ Show Total Deductions ☐ Show Total Taxes Page 1 of 1

NAME	SALARY/RATE	BLOCK	TOTAL HRS	DIVISION	DEPARTMENTS	COVSICK-EE-100 (EARN HRS)	COVSICK-OTH 2/3 (EARN HRS)	FMLA COVID (EARN HRS)
Campbell, Alphie	Rate: 10.0000		0.00					
Campbell, Clarence J	Salary: 10000.00	<input type="checkbox"/>	80.00			80.00		
Campbell, Maverick	Rate: 15.0000		25.00				25.00	
Campbell, Reed A	Salary: 880.00	<input type="checkbox"/>	0.00					
Reed, Clyde	Rate: 0.0000		40.00			40.00		

We can also assist you with creating a Time Import file in Excel and the hours can be imported from a spreadsheet.

Entering Absences and Hours - Emergency Family and Medical Leave Expansion Act – FMLA

The legislation defines the Temporary FMLA requirements for any affected by COVID-19 as:

- ❖ The legislation would require employers with fewer than 500 employees to provide up to 12 weeks of job-protected leave, ten weeks of which would be paid.
- ❖ Leave would be for “qualifying need related to a public health emergency.”
- ❖ Qualifying need is defined as to mean “the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school [meaning a primary or secondary school only] or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.”
- ❖ A “public health emergency” is then defined to mean “an emergency with respect to COVID-19 declared by a Federal, State, or local authority.”
- ❖ The leave applies to employees who have been employed for at least 30 calendar days, rather than the 12-month period under the current FMLA.
- ❖ The first 10 days for which an employee takes leave could be unpaid leave, or the employee could choose to substitute any accrued vacation, personal or sick leave (including in certain instances the emergency paid “sick” leave described below).
- ❖ After the initial 10 days, the employer would be required to provide paid leave based on an amount that is not less than two-thirds of an employee’s regular rate of pay and the number of hours the employee would otherwise be normally scheduled to work.



The **FMLA COVID** earning code has been set-up to allow you to enter the FMLA Covid leave hours in the Time Entry Grid, ITE or as absences if you are using Time. The hourly rate of pay is calculated at $2/3$ (.6667). This earning code has the ability for you to enter an override to the hourly rate at the employee level if you needed and has an aggregate limit of \$10,000 built in. We can work with you set-up the absence policy to track the FMLA – reach out to your Support Representative.

Entering FMLA COVID



The **FMLA COVID** earning code has been set-up to allow you to enter the FMLA Covid leave hours in the Time Entry Grid, ITE or as absences if you are using Time. The hourly rate of pay is calculated at $2/3$ (.6667). This earning code has the ability for you to enter an override to the hourly rate at the employee level if you needed and has an aggregate limit of \$10,000 built in. We can work with you set-up the absence policy to track the FMLA – reach out to your Support Representative.

Entering FMLA COVID for on the ITE



< 4 of 11 >

Reed A Campbell
Employee#: 3 Status: Active

Pay Group: Bi-Weekly
Hire Date: 8/18/2018

Salary: 880.00
Work Location: Moundsville, WV

Division: Crocks
Department:

Job:

Client: SIGNS - Signs and Banners
Company: Campbell Graphics (Active)

Individual Time Entry | Pay Date: 4/24/2020 | Payroll Period: 4/5/2020 - 4/18/2020

+ Add New

Preview Check

Refresh

Template: COVID

☐ Show Accrual Balances ☐ Show State/Local Override ☐ Block Direct Deposit

Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Division (Crocks)	Departments (No Home Value)
COVSick-EE-100							
COVSick-Oth 2/3							
FMLA Covid			40.00				
Total			40.00	0.00			

<

3 of 11

>

Maverick Campbell

Employee#: 127 Status: Active

Pay Group: Bi-Weekly

Hire Date: 11/1/2019

Hourly: 15.0000

Work Location: SAN JU...

Division:

Department:

Job:

Client: SIGNS - Signs and Banners

Company: Campbell Graphics (Active)

Employee Absences

From: 4/1/2020

To: 4/30/2020

Absence Policy: All

Status:

Filter

To view records for absence policies for which you are no longer eligible, use the 'All' selection.

Date	Absence Policy	Status	Hours	Estimated Available Hours	Check Date
4/6/2020	FMLA-Covid	Approved	8.00		
4/7/2020	FMLA-Covid	Approved	8.00		
4/8/2020	FMLA-Covid	Approved	8.00		

+ Add New

Edit

Delete

Refresh

Save

Cancel

Absence Details

* Absence Date: 4/6/2020

* Absence: FMLA-Covid

* Hours: 8.00

Start Time:

☐ Exclude From Accrual Calculation

☐ Exclude From Earning Calculation

Estimated Available Hours:

Comments

COVID FMLA -



CTR is committed to giving you REAL-LIFE, REAL-TIME answers. We know there is an abundance of resources out there and while we want to provide updated information to you, it's important we are constantly giving you answers to the ones you need the most.



VISIT OUR COVID-19 Information Center where we are providing answers to your questions, keeping you updated and posting our webinars-click [here](#).

Upcoming Webinars (to register, visit our COVID-19 Information Center)

COVID-19: Our Most Pressing Legal Questions Answered: In this webinar, CTR will be joined by Special Guest Speaker, Attorney Valerie Faeth. Together, we will review the answers to the most-pressing legal questions we have received. To learn more about our guest speaker, please [click here](#).

COVID-19: Our Most Pressing HR Questions Answered: In this webinar, CTR will be joined by Special Guest Speaker, AcuityHR President Bob Floerak. Together we will review the answers to the most-pressing HR questions we have received. To learn more about our guest speaker, please [click here](#).