

TRACKING FFCRA LEAVE WITHIN ISOLVED PART II

Some Housekeeping Items:

- ❑ All participants have been placed on mute
- ❑ All registrants will receive a follow up email with a link to the recorded webinar and any training documentation
- ❑ Stay updated and register for upcoming webinars on our COVID-19 INFO Center here: <https://ctrhcm.com/home/covid-19-information-center/>
- ❑ This training is intended for educational and informational purpose. We hope that you learn a lot, but the information should not be construed as legal or tax advice.
- ❑ If you have any questions or want to request training, please email training@ctrhcm.com

Thank you for joining us for the Tracking FFCRA Leave Within iSolved- Part II Webinar!

Today, we will review:

- ❑ Quick Recap of Process for Adding FFCRA Extended FMLA Leave and Sick Leave
- ❑ New Process for Tracking FFCRA Qualified Health Expenses
- ❑ Calculating and Applying Associated Tax Credits
- ❑ New FFCRA Average Hours & Wage Report

RECAP: FFCRA EXTENDED FMLA LEAVE AND SICK LEAVE



COVSick-EE-100:

100% of Regular Pay, FT & PT employees, \$511 per day/\$5,110 max

- 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.

COVSick-Oth-2/3:

67% of Regular Pay, FT & PT employees, \$200 per day/\$2,000 max

- 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

RECAP: FFCRA EXTENDED FMLA LEAVE AND SICK LEAVE



FMLA-COVID:

67% of Regular Pay, \$200 per day/\$10,000 max

- 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 prior).
- 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.

ISOLVED IN ACTION



To see how these earning codes work in iSolved, please visit [here](#) to view the FFCRA Leave Tracking within iSolved Part I.

NEW REPORT!



The **FFCRA Average Hours and Wage Report** can be used to determine the hours and rate for Part-Time Employees.

Reporting >> Client Reports >> FFCRA Average Hours and Wage Report

Date range up to 6 months prior to date on which leave is taken.

Pick a specific employee

Generate Report

Go To My Reports Queue

FFCRA Average Hours and Wage Report

Custom Report: Average Hours and Wage Report

Filtering

From Date:

To Date:

Date Type:

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company:

Pay Groups:

Employee Status:

Employment Categories: ☒ Employment Categories

Organization Level: ☐ Department ☐ Job ☐ GL sb blank ☐ Location

Employee:

Sorting

Sort Field 1:

Sort Field 2:

Sort Field 3:

Generate Report

Go to my Reports Queue

(If the Employee Field is left blank, the report will generate for all employees that meet the criteria in your report.)

FFCRA AVERAGE HOURS & WAGE REPORT

Instructions:								
Average Hours Worked		Average Hours Worked is determined by dividing the Total Hours Worked by the number of weeks the employee was employed within the specified date range.						
		FFCRA Hours Worked accumulator is being used to determine Hours Worked.						
Average Regular Rate		Average Regular Rate is determined by dividing the Total Regular Wages Paid by the Total Hours Paid for pay periods the employee was employed within the specified date range.						
		FFCRA Paid Hours accumulator is being used to determine Hours Paid. FFCRA Paid Wages accumulator is being used to determine Regular Wages Paid.						
		NOTE: Total Regular Wages Paid excludes the premium portion of Overtime Earnings						
Standard Hours	Total Hours Worked	# of Weeks	Average Hours Worked	Total Wages Paid	Total Overtime Premium	Total Regular Wages Paid	Total Hours Paid	Average Regular Rate
80.0000	170	4	42.5	3,500.00	100.00	3,400.00	170.00	20.0000
80.0000	212	4	53	4,300.00	100.00	4,200.00	212.00	19.8113
80.0000	160	4	40	6,000.00	0.00	6,000.00	160.00	37.5000
80.0000	160	4	40	6,000.00	0.00	6,000.00	160.00	37.5000
86.6700	86.67	2.14	40.5	2,000.00	0.00	2,000.00	86.67	23.0760
40.0000	64	3	21.33	1,280.00	0.00	1,280.00	64.00	20.0000
80.0000	48	4	12	480.00	0.00	480.00	48.00	10.0000
80.0000	77	4	19.25	1,590.00	50.00	1,540.00	77.00	20.0000

After receiving further clarification from the IRS, iSolved implemented the functionality to apply the tax credits associated with the qualified FFCRA leave on Friday, April 10th. Further, we have implemented additional memo codes to track the “Qualified Health Plan Expense” allowed for under the FFCRA.

Additional Memo Categories to Track Qualified Health Plan Expenses

- According to the FFCRA, employers may also claim a tax credit for Qualified Health Plan. You will need to determine the Qualified Healthcare expense that is associated with the employee. (The [IRS FAQ website](#) can provide more specific information on how to determine this amount.)
- Emergency Paid Sick Leave and Extended FMLA leave have differing limits for the amount of wages and qualified health expenses that may be claimed under each category and will need to be tracked separately. As such, we have available two separate codes that you may use to properly track the Qualified Health Expenses. The memo calculations are:
 - Covid-19 Qualified Health Expenses FMLA
 - Covid-19 Qualified Health Expenses Sick

Please contact your customer support representative if you will also need to track Qualified Health Expenses associated with the new FMLA or Emergency Paid Sick Leave categories.

TRACKING FFCRA QUALIFIED HEALTH EXPENSES



Entering Information into the Qualified Health Plan Expense Memo Codes

Once your CTR Support Representative has added your Qualified Health Plan Expense memo codes to your iSolved environment, please follow the steps below to enter the Qualified Health Plan Expense information for your payroll.

Step 1: Navigate to Employee Management>Memo Calculations and select the employee that you are entering your Qualified Health Expense for. You need to select the Qualified Health Expense memo code that corresponds to the leave type you are paying, COVID Sick or COVID FMLA.

Employee Management > Memo Calculations

Search the menu

EMPLOYEE MANAGEMENT

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EMPLOYEE SELF SERVICE

CLIENT MANAGEMENT

PAYROLL PROCESSING

REPORTING

SYSTEM MANAGEMENT

Acutec Acutec
Employee#: 12346790 Status: Active

Pay Group: Hourly EE
Hire Date: 4/1/2019

Hourly: 15.0000
Work Location: PITTSBURGH, ...

Division: 01
Department: 10

Job: Test
Supervisor: HAYDEN

Client: MargieDemo - Margie's Wine Compan...
Company: Margie's Wine Company Inc. (Acti...

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Memo Calculations

Pay Item	Schedule	Amount	Percent	Rate
401K Match	Every Pay			
Comm less Draw	Every Pay			
COV19-QHthFMLA	Disabled			
COV19-QHthSick	Disabled			
EEMEDMonthly	Every Pay			
ER Dental	Every Pay			
ER Medical	Every Pay			
ERTAX	Every Pay			
Med&Ben Fund	Every Pay			3.0500
StopLoss	Every Pay			
Tipped Straight	Every Pay			
Union Gross	Every Pay			
Vacation-Salary	Every Pay			

COV19-QHthSick

* Pay Item: COV19-QHthSick

Reference Number:

Default Schedule: Disabled

Schedule Override: Every Pay

Start Date:

Stop Date:

Amount: 100.00

Insert a Stop Date if needed

TRACKING FFCRA QUALIFIED HEALTH EXPENSES



Step 2: Change the Default Schedule from Disabled to Every Pay. This will allow you to enter an amount on this screen or on the ITE-Individual Time Entry screen for the employee. If the employee is going to be paid COVID Sick or FMLA for more than the current pay period, you can enter the full amount and this amount will be included in your payroll processing based on the Schedule Override until you enter a Stop Date. If you need to prorate the health expense for the pay period or if you want to enter the healthcare expenses at the same time you enter the hours, you can make the entries for both pieces in ITE-Individual Time Entry.

TRACKING FFCRA QUALIFIED HEALTH EXPENSES



Example for Full Weekly Payroll: EE is getting paid 40 hours of CovSick-EE-100 - FFCRA earnings and Qualified Health Plan expense weekly medical is normally \$100, you would enter \$100 in the memo COV19-QHlthSick memo code.

Acutec Acutec Employee#: 12346790 Status: Active Pay Group: Hourly EE Hourly: 15.0000 Division: 01 Job: Test Client: MargieDemo - Margie's Wine Compan...
Hire Date: 4/1/2019 Work Location: PITTSBURGH, ... Department: 10 Supervisor: HAYDEN Company: Margie's Wine Company Inc. (Acti...

Individual Time Entry | Pay Date: 4/3/2020 Payroll Period: 3/16/2020 - 3/29/2020

Check Type	Pay Frequency	Total Hours	Total Earnings	Total Deductions	Total Taxes
Regular Check		40.00	0.00	0.00	0.00

Time Entry Grid

Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Workers Comp Override	Division (01)	Department (10)	Job (Test)	Check Number (No Home Value)
Regular	Rate: 15.0000									
2nd Shift										
Holiday	Rate: 15.0000	<input type="checkbox"/>								
Vacation	Rate: 15.0000	<input type="checkbox"/>								
Overtime - Blen										
Sick	Rate: 15.0000	<input type="checkbox"/>								
PTO Payout	Rate: 15.0000	<input type="checkbox"/>								
Mileage	Rate: 0.5350	<input type="checkbox"/>								
Bonus		<input type="checkbox"/>								
StopLoss		<input type="checkbox"/>								
COVSick-EE-100			40.00							
Total			40.00	0.00						

Memo Calc

Memo Calc	Scheduled	Block	Dollars
COV19-QHlthFMLA		<input type="checkbox"/>	
COV19-QHlthSick		<input type="checkbox"/>	100.00
Total			0.00

Enter the healthcare expense for the pay period

TRACKING FFCRA QUALIFIED HEALTH EXPENSES



Example where Health Expense is Prorated: EE is getting paid 32 hours: $\$100/40 \times 32 = \80 entered in COV19-QHlthSick memo code.

Margie Hayden

Acutec Acutec
Employee#: 12346790 Status: Active

Pay Group: Hourly EE
Hire Date: 4/1/2019

Hourly: 15.0000
Work Location: PITTSBURGH, ...

Division: 01
Department: 10

Job: Test
Supervisor: HAYDEN

Client: MargieDemo - Margie's Wine Compan...
Company: Margie's Wine Company Inc. (Acti...

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Individual Time Entry | Pay Date: 4/3/2020 | Payroll Period: 3/16/2020 - 3/29/2020

Solved | University | Help

Search the menu

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- BROKER WORKBENCH
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- CONVERSION MANAGEMENT
- CUSTOMER SERVICE

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

+ Add New | Preview Check | Refresh

Earning	Rates & Scheduled Pay	Block	Hours	Dollars	Override Rate	Workers Comp Override	Division (01)	Department (10)	Job (Test)	Check Number (No Home Value)
Regular	Rate: 15.0000		8.00							
2nd Shift										
Holiday	Rate: 15.0000	<input type="checkbox"/>								
Vacation	Rate: 15.0000	<input type="checkbox"/>								
Overtime - Blen										
Sick	Rate: 15.0000	<input type="checkbox"/>								
PTO Payout	Rate: 15.0000	<input type="checkbox"/>								
Mileage	Rate: 0.5350	<input type="checkbox"/>								
Bonus		<input type="checkbox"/>								
StopLoss		<input type="checkbox"/>								
COVSick-EE-100			32.00							
Total			40.00	0.00						

Memo Calc	Scheduled	Block	Dollars
COV19-QHlthFMLA		<input type="checkbox"/>	
COV19-QHlthSick	\$-100.00	<input checked="" type="checkbox"/>	80.00
Total			0.00

You can override the amount - if there is a scheduled amount you need to block it.

HOW WILL YOU SEE THESE CREDITS? PAYROLL SUMMARY PREVIEW!



Client ID: MaroieDemo - Maroie's Wine Comoanv Inc.	PAYROLL SUMMARY PREVIEW	Period Begin Date: 3/16/2020				
Pay Group: Hourly EE	Margie's Wine Company Inc.	Period End Date: 3/29/2020				
Check Date: 4/3/2020		Pay Period: 1				
Run Date: 4/12/2020		Payroll Type: Regular Payroll				
*** PAYROLL FUNDING ***						
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	BANK OF AMERICA, N.A.	*****0196	*****7813	6	\$4,578.02	\$0.00
Direct Deposits	BANK OF AMERICA, N.A.	*****0196	*****7813	21	\$0.00	\$30,764.58
Totals:				27	\$4,578.02	\$30,764.58
Tax Liabilities	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	\$14,464.52
Tax Liabilities - Client's Responsibility					\$9.21 #	\$0.00
Third Party Checks	BANK OF AMERICA, N.A.	*****0196	*****7813	1	\$661.54	\$0.00
Third Party Electronic Payment	BANK OF AMERICA, N.A.	*****0196	*****7813	1	\$0.00	\$78.81
Payroll Billing	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	\$15.00
Tax Adjustment (FFCR Act - FMLA)	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	(\$1,479.14)
Tax Adjustment (FFCR Act - SickPay)	BANK OF AMERICA, N.A.	*****0196	*****7813		\$0.00	(\$1,417.40)
Totals:				2	\$670.75	\$11,661.79
Total ACH Debit:				Impound Date: 4/13/2020		\$42,426.37
Total Payroll Funding (all items):						\$47,675.14

~ Indicates Tax Amount Not Impounded - Client's Responsibility

~ Indicates Tax Amount Not Impounded - Client's Responsibility

Immediate Reduction
in Tax Payment!

CREDIT CALCULATION



Allotment	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00
Bonus	0.00	150.00	0.00	150.00	0.00	150.00	0.00	150.00
Overtime - Blen	34.27	1,393.49	34.27	1,393.49	34.27	1,393.49	34.27	1,393.49
NonTax Exp Reim	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	1,500.00
Heart & Lung Fi	40.00	756.00	40.00	756.00	40.00	756.00	40.00	756.00
COVSick-EE-100	80.00	1,200.00	80.00	1,200.00	80.00	1,200.00	80.00	1,200.00
COVID-19 FMLA	80.00	1,260.86	80.00	1,260.86	80.00	1,260.86	80.00	1,260.86
Total Earnings	2,912.43	51,389.24	2,912.43	51,389.24	2,912.43	51,389.24	2,912.43	51,389.24
Memo Calculations	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
ER Medical	0.00	17,603.20	0.00	17,603.20	0.00	17,603.20	0.00	17,603.20
ER Dental	0.00	1,080.00	0.00	1,080.00	0.00	1,080.00	0.00	1,080.00
StopLoss	0.00	1,726.27	0.00	1,726.27	0.00	1,726.27	0.00	1,726.27
EEMEDMonthly	0.00	323.26	0.00	323.26	0.00	323.26	0.00	323.26
401K Match	0.00	1,452.70	0.00	1,452.70	0.00	1,452.70	0.00	1,452.70
Med&Ben Fund	0.00	13,995.91	0.00	13,995.91	0.00	13,995.91	0.00	13,995.91
Union Gross	0.00	663.54	0.00	663.54	0.00	663.54	0.00	663.54
COV19-QHlthSick	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00
COV19-QHlthFMLA	0.00	200.00	0.00	200.00	0.00	200.00	0.00	200.00
Total Memo Calculations	0.00	37,244.88	0.00	37,244.88	0.00	37,244.88	0.00	37,244.88

\$1417.40-FFCRA-Sick Credit =
 Medicare Tax Credit -
 1200.00 * .0145= \$17.40
 Plus
 \$1200 - Sick
 \$200 - Qual Health Exp

Credit calculation:

COVID-Sick or FMLA earnings x 1.45% - Medicare tax credit

COVID Sick or FMLA earnings

Qualified Healthcare Expense - Sick or FMLA.

Another Place to See the Credits



Client Management >> Taxes >> Business Credits

Client: MargieDemo - Margie's Wine Company Inc.

Company: MargieDemo - Margie's Wine Company Inc.

Status: Active

Q Client Search

Business Credits

iSolved | University

Credit Type	Amount	Balance
FFCR Act - FMLA	1479.14	0.00
FFCR Act - SickPay	1417.40	0.00

Detail

Transaction History

+ Add New

Edit

Delete

Refresh

Save

Cancel

Credit Details

Other Details

* Credit Type: FFCR Act - FMLA

* Total Credit Amount: 1479.14

Credit Previously Utilized: 0

Remaining Balance: 0

Date Entered: 4/12/2020

Notes:

Qualified Family Leave Payments: 1260.86

Employer Medicare Credit on Payments: 18.28

Qualified Employer Health Plan Expenses: 200.00

Request of Advance payment of Employer Credit:

* Filing Type: Form 941

* Pay Date: 4/3/2020

Another Place to See the Credits



Client: MargieDemo - Margie's Wine Company Inc. Company: MargieDemo - Margie's Wine Company Inc. Status: Active Q Client Search

Business Credits iSolved University

Credit Type	Amount	Balance
FFCR Act - FMLA	1479.14	0.00
FFCR Act - SickPay	1417.40	0.00

Detail Transaction History

+ Add New Edit Delete Refresh Save Cancel

Credit Details

* Credit Type: FFCR Act - SickPay

* Total Credit Amount: 1417.4

Credit Previously Utilized: 0

Remaining Balance: 0

Date Entered: 4/12/2020

Notes:

Other Details

Payroll Summary-Tax Adjustment Line

Qualified Employee Sick Payments: 1200.00

Employer Medicare Credit on Payments: 17.40

Qualified Employer Health Plan Expenses: 200.00

Request of Advance payment of Employer Credit:

* Filing Type: Form 941

* Pay Date: 4/3/2020

IMPORTANT NOTE:



Since these calculations were not applied prior to April 10th, we will be sending an update on how these credits will be re-calculated for any processed payrolls.

DOCUMENTATION & RETAINING RECORDS



An Eligible Employer will substantiate eligibility for the sick leave or family leave credits if the employer receives a written request for such leave from the employee in which the employee provides:

- 1. The employee's name;*
- 2. The date or dates for which leave is requested;*
- 3. A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and*
- 4. A statement that the employee is unable to work, including by means of telework, for such reason.*

1. Documentation to show how the employer determined the amount of qualified sick and family leave wages paid to employees that are eligible for the credit, including records of work, telework and qualified sick leave and qualified family leave.
2. Documentation to show how the employer determined the amount of qualified health plan expenses that the employer allocated to wages. See FAQ 31 ("[Determining the Amount of Allocable Qualified Health Plan Expenses](#)") for methods to compute this allocation.
3. Copies of any completed Forms 7200, Advance of Employer Credits Due To COVID-19, that the employer submitted to the IRS.
4. Copies of the completed Forms 941, Employer's Quarterly Federal Tax Return, that the employer submitted to the IRS (or, for employers that use third party payers to meet their employment tax obligations, records of information provided to the third party payer regarding the employer's entitlement to the credit claimed on Form 941).

BE SURE TO:



Check the IRS website for complete information about the required records. Consult with your HR Manager, CPA, or financial advisor.

Visit www.irs.gov

Records should be retained for at least 4 years after the Form 941 tax becomes due or is paid.

UPCOMING WEBINARS



HR MANAGEMENT in iSOLVED

Wednesday, April 15: 1pm-2pm

Join us as we discuss how to manage and track employee data in iSolved. In addition, we will review:

- How These Tools will Assist you in Managing Employee Communication Regarding COVID-19
- Review Example Employee-Friendly Forms to Maintain Compliance

CARES ACT TAX CREDIT PLAYBOOK

Thursday, April 16: 10am-11am

Join us for a webinar covering the additional tax credits and tax deferral options under the Cares ACT. We will review:

- The Employee Retention Tax Credit
- Payroll Tax Deferral Options under the Cares Act
- How these options compare to the popular PPP Loan
- Which option may be best for your organization?

Managing a Remote Workforce, Handbooks & Other Tips to Help Manage Your Employees through a Pandemic

Friday, April 17: 10am-11am

Join us as we discuss how to manage a remote workforce and other tips on how to manage employees through a pandemic. In addition to discussing managing a remote workforce, we will review:

- The Importance of Updated Handbooks & Policies
- Maintaining Employee Communication
- Employee Wellness & Staying Unified

[Register HERE!](#)

MORE COVID-19 QUESTIONS?



Reach out to your CTR Support Representative or submit your question on our COVID-19 INFO PAGE to receive the answer to your most-pressing questions.

Don't see an answer to your question? Fill out the form below and we'll get back to you ASAP!

Name*

First

Last

Email*

What's on your mind?

0 of 500 max characters

SUBMIT

From all of us at CTR:

Stay SAFE from COVID-19

Stay SMART and INFORMED

Stay KIND and support one another