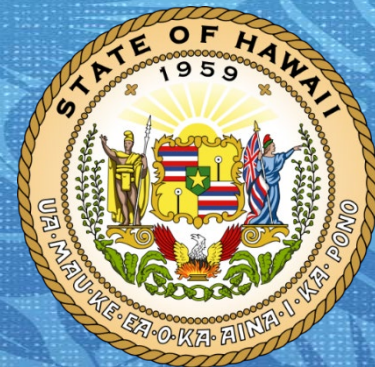




Payroll SME Meeting: FFCRA Update

April 29, 2020



Department of Accounting and General Services
in coordination with the
Office of Enterprise Technology Services

Family First Coronavirus Response Act (FFCRA)

- Emergency Family Medical Leave (EFML)
- Emergency Paid Sick Leave (EPSL)
- Payroll Process
 - Standard Gross Pay Method for FFCRA Leaves Only
 - Supplemental Pay Calculation Process
 - Online Payroll Change Schedule (PCS) Process

Announcements & Reminders

- Today's session will be recorded and available in the Microsoft Teams chat window for future reference.
- As we are implementing this new paid leave law that is expected to run through 12/31/20, should there be any changes or clarifications we will post a FAQ document on the ags.hawaii.gov/hip site under the Payroll and Human Resources section.
- New earnings codes (SL1, SL2, SL3) for FFCRA leaves will be available for use beginning 5/4/20. These earnings codes must be used in order to ensure that FICA is not withheld on the Employer tax portion. These leaves should not be posted under the B code.
- For interface agencies, the recommendation is to post entries to the online PCS, unless the new earnings codes and respective amounts may be included in the ePCS files.
- Group 1 (time and leave) departments that have specific questions about FFCRA entries, please submit your question(s) to hip@hawaii.gov for our team to provide guidance in conjunction with the May go-live.

Determining an Employee's Pay Under the Emergency Paid Sick Leave Provisions

- (1) The employee is subject to a Federal, State, or local quarantine or isolation order.
- (2) The employee has been advised by a health care provider to self-quarantine.
- (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
(Capped at \$511/day or \$5,110 in aggregate)

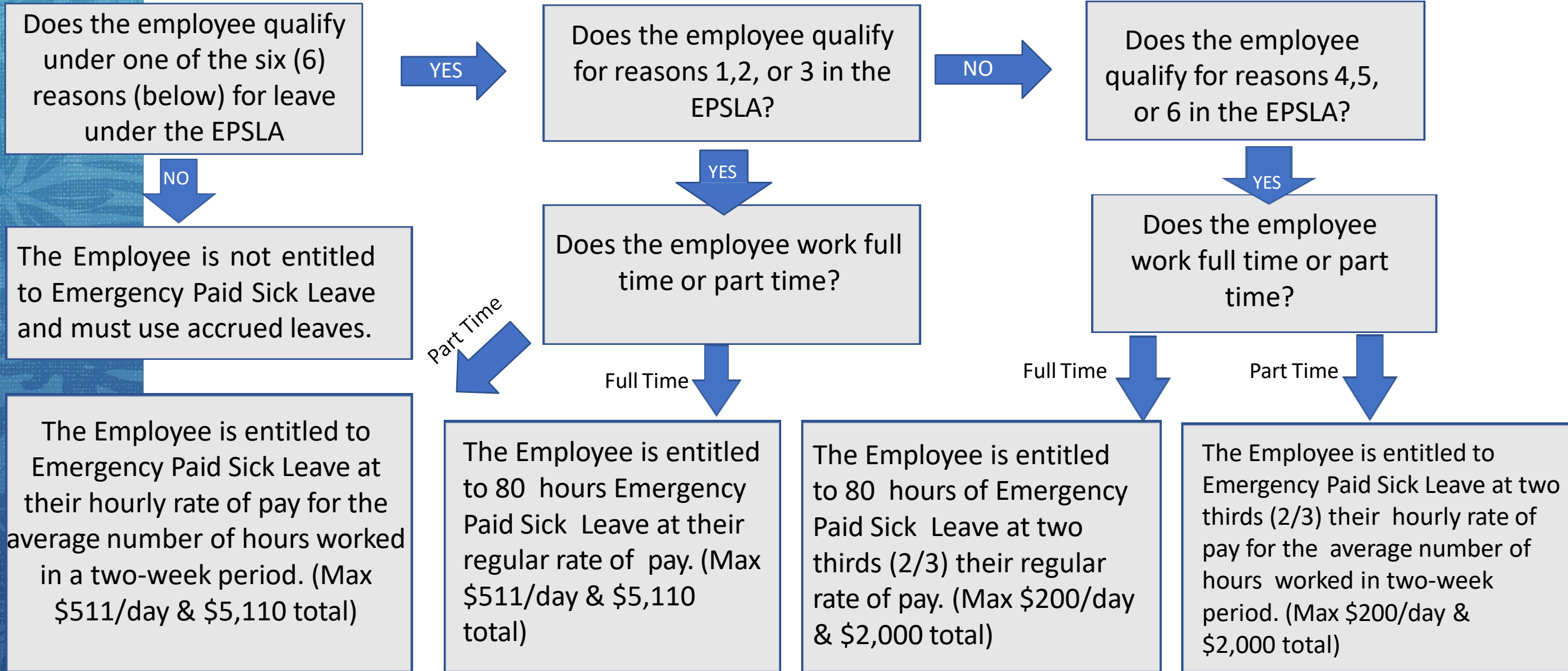
- (4) The employee is caring for an individual who is under an official quarantine or isolation order or who has been advised by a health care provider to self-quarantine.
- (5) The employee is caring for their child whose school or place of care has been closed or is unavailable, due to COVID-19 precautions.
- (6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.
(Capped at \$200/day or \$2,000 in aggregate)

Exclusions and Restrictions Under the Act

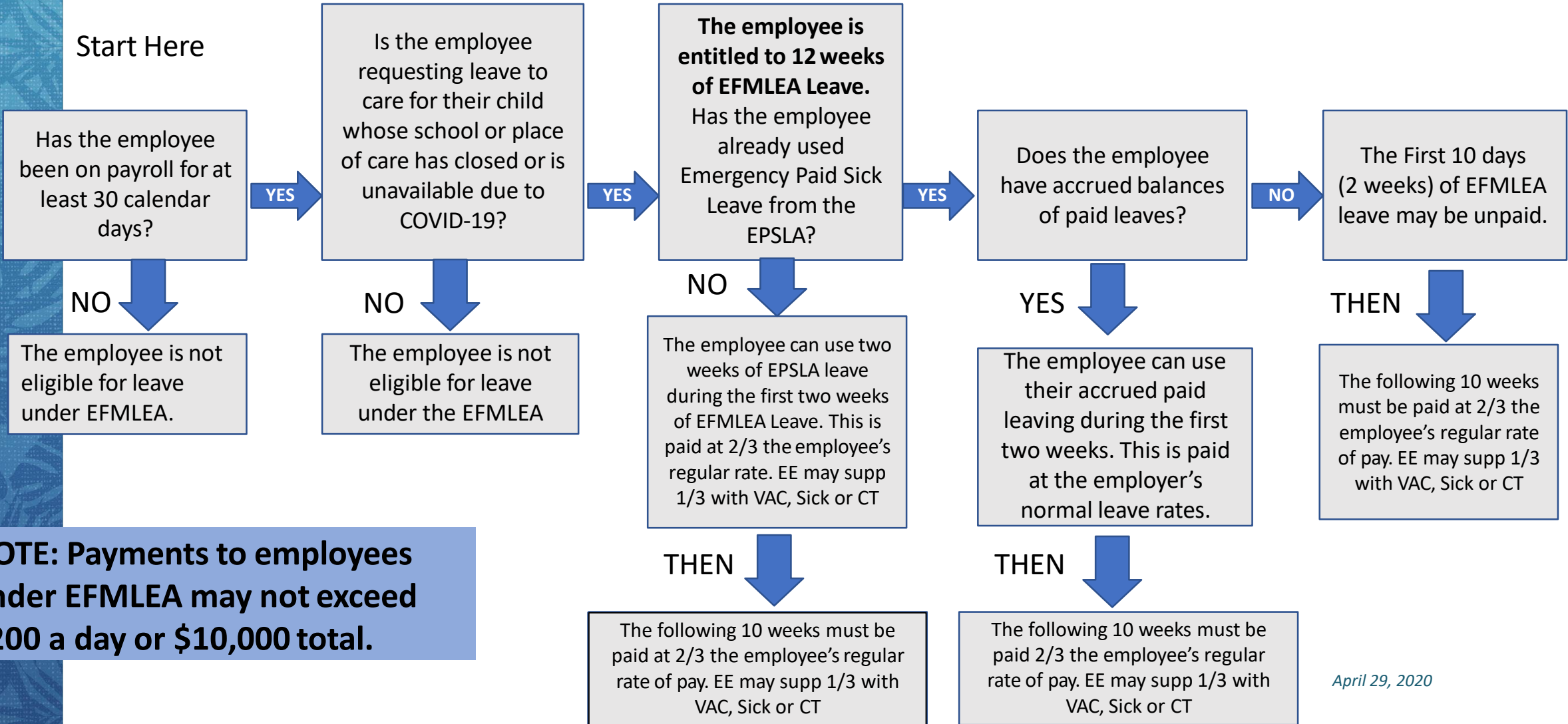
- Per memorandum issued by DHRD , health care providers and emergency responders deemed essential may be exempted from FFCRA-related leaves.
- An employee cannot be required to use other paid leaves provided by the employer before the employee uses emergency paid sick leave.
- An employee cannot be required to find a replacement employee while the employee is using leave under the Act.
- An employee cannot be discharged or disciplined for taking leave in accordance with Act.

Emergency Paid Sick Leave HR Decision Flow

Start Here



Extended Family Leave HR Decision Flow



NOTE: Payments to employees under EFMLEA may not exceed \$200 a day or \$10,000 total.

Payroll Decision Matrix

FFCRA Qualifying Reasons Employee is entitle to take leave related to COVID-19 if the employee is unable to work, including unable to telework	1. is subject to a Federal, State or local quarantine or isolation order related to COVID-19	2. has been advised by a health care provider to self-quarantine related to COVID-19	3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis	4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)	5. is caring for his or her child whose school or place of care is closed (or child provider is unavailable) due to COVID-10 related reasons	6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
Covered Employees Entitlements	Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage.	Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage.	Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage.	Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage.	Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage.	Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage.
ESPL Paid Leave Entitlements	100% of paid sick leave pay, up to \$511 daily and \$5,110 total	100% of paid sick leave pay, up to \$511 daily and \$5,110 total	100% of paid sick leave pay, up to \$511 daily and \$5,110 total	2/3 of paid sick leave pay, up to \$200 daily and \$2,000 total	2/3 of paid sick leave pay, up to \$200 daily and \$2,000 total	2/3 of paid sick leave pay, up to \$200 daily and \$2,000 total
EMPL Unpaid/Paid Leave Entitlements					Up to 12 of weeks of paid sick leave and expanded family and medical leave paid at 2/3, up to \$200 daily and \$12,000 total	
Can pay be supplemented with sick leave, as applicable?	Yes					
Can pay be supplemented with vacation leave, as applicable?	Yes					
Can pay be supplemented with compensatory leave, as applicable?	Yes					

Payroll Decision & Process Matrix

FFCRA Qualifying Reasons Employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework	1. is subject to a Federal, State or local quarantine or isolation order related to COVID-19	2. has been advised by a health care provider to self-quarantine related to COVID-19	3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis	4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2)	5. is caring for his or her child whose school or place of care is closed (or child provider is unavailable) due to COVID-10 related reasons	6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.
New Process: Gross Pay Standard 86.67 hours per pay period, equivalent to 21 days per month	Number of leave hours submitted for payment through payroll must not exceed 86.67 hours per pay period (equivalent per pay period salary), outside of any overtime worked.					
Payroll Order of operation	Number of hours * regular rate = FFCRA earnings as part of Gross Pay	Number of hours * regular rate = FFCRA earnings as part of Gross Pay	Number of hours * regular rate = FFCRA earnings as part of Gross Pay	Number of hours * regular rate * .66 = FFCRA earnings as part of Gross Pay	Number of hours * regular rate * .66 = FFCRA earnings as part of Gross Pay	Number of hours * regular rate * .66 = FFCRA earnings as part of Gross Pay
Unpaid leave for first two (2) weeks of twelve (12) weeks extended FML can be supplemented with other paid leave types, as referenced on Slide #8	N/A	N/A	N/A	N/A	Yes	N/A
HIP Earnings Code to be used	SL1 - Employee	SL1 - Employee	SL1 - Employee	SL2 - Family/Child	SL2 - Family/Child (initial two weeks) SL3 - Family/Child (additional 10 weeks)	SL1 - Employee
FICA ER Match Exempt on first \$137,000	Yes					
FICA ER Match Code to be used	H					
Can EPSL and EFML by supplemented with workers' compensation or temporary disability insurance payments?	No this is leave that is extended to employees who are not able to work or telework related to COVID-19 only.					

Standard Gross Pay Calculation Method

<u>May 2020 Example</u>	
Hired on 5/6/20	
Worked Overtime 3 hours on 5/28 and 5/29	
Annual Salary	\$ 52,000.00
Monthly Salary	\$ 4,333.33
Per Pay Period Salary	\$ 2,166.67
Hourly Rate*	\$ 25.00
May 1 - 15 First Half	
Per Pay Period Salary	\$ 2,166.67
Per Pay Period Standard Hours	\$ 86.67
Days not worked in pay period (3) - 5/1, 5/4, 5/5	
Adjusted Gross Pay	\$ 1,600.00
May 16 - Last: Second Half	
Per Pay Period Salary	\$ 2,166.67
Per Pay Period Standard Hours	\$ 86.67
Worked Overtime 5/28 (3 hours), 5/29 (3 hours)	\$ 225.00
Adjusted Gross Pay	\$ 2,391.67

Calculating FFCRA Leaves for Payroll Processing

**Tab 1:
EPSL \$511**

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX; NTE XX/XX/XXXX // EE to be compensated at their regular rate of pay (not to exceed \$511/day) and elected – no supplement / to supplement with paid ____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name																			
Daily Max	\$	511.00																	
Year Cap	\$	5,110.00																	
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Std Hly Rt	Wk Days	Hours	Final Std Amt	Adj Rate	Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL1 Amt	SL1 Hours	
		SL1				\$	\$	0	0	\$	\$	\$	\$	511.00		\$	\$	0	0
		B				\$	\$			\$	\$	\$	\$			\$	\$	0	0
Total Amount of Emergency Paid Sick: \$ -																			
Total Hours of SL1 0																			
Enter data in yellow cells only																			
Enter the data with the red font cells onto Fringe PCS																			

**Tab 2:
EPSL \$200**

Emergency Paid Sick Leave (EPSL) eff XX/XX/XXXX; NTE XX/XX/XXXX // EE to be compensated at 2/3 the employee's regular rate of pay (not to exceed \$200/day) and elected – no supplement / to supplement with paid ____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name																			
Daily Max	\$	200.00																	
Year Cap	\$	2,000.00																	
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Std Hly Rt	Wk Days	Hours	Final Std Amt	2/3 Rate	Adj Rate	Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL2 Amount	SL2 Hours
		SL2				\$	\$	0	0	\$	\$	\$	\$		200.00		\$	\$	0
		B				\$	\$			\$	\$	\$	\$				\$	\$	0
Total Amount of Emergency Paid Sick: \$ -																			
Total Hours of SL2 0																			
Enter data in yellow cells only																			
Enter the data with the red font cells onto Fringe PCS																			

**Tab 3:
EFML \$200**

Expanded Family & Medical Leave (EFMLE) eff XX/XX/XXXX; NTE XX/XX/XXXX EE to be compensated at 2/3 the employee's regular rate of pay (not to exceed \$200/day) and elected – no supplement / to supplement with paid ____ leave.

Please enable macros to use the buttons

Insert New Rows Delete Last Rows Reset

Employee Name																			
Daily Max	\$	200.00																	
Extended 10 week cap	\$	10,000.00																	
Employee ID	Empl Rcd	Earn Code	Begin Date	End Date	Annual Rate	Std Per Amt	Std Hly Rt	Wk Days	Hours	Final Std Amt	2/3 Rate	Adj Rate	Adj Amt	Daily Amount	Amount Under Daily Max	Supplement Hours	Supplement Amt	SL3 Amount	SL3 Hours
		SL3				\$	\$	0	0	\$	\$	\$	\$		200.00		\$	\$	0
		B				\$	\$			\$	\$	\$	\$				\$	\$	0
Total Amount of Emergency Paid Sick: \$ -																			
Total Hours of SL3 0																			
Enter data in yellow cells only																			
Enter the data with the red font cells onto Fringe PCS																			

Note: Excel worksheet with three tabs referenced above will be emailed to all payroll contacts following this session.

Sample Entry to Online PCS

Gross Pay | **Fringe Pay** | Job Updates | Compensation Select All | Desele

Find | View All | | First 1-3 of 3 Last **Fringe Pay**

		Empl ID	Empl Record	Employee Name	SSN	Employee Type	Bargain Unit	Base Pay	Earnings Begin Date	Earnings End Date	Earnings Code	Hours	Comp Rate	Amount	Total
1		<input type="text"/>	<input type="text"/>					\$0.000000	04/03/2020	04/15/2020	SL1	72.00	\$21.634620	\$0.00	\$1557.69
2		<input type="text"/>	<input type="text"/>					\$0.000000	04/03/2020	04/15/2020	SL2	72.00	\$14.423080	\$0.00	\$1038.46
3		<input type="text"/>	<input type="text"/>					\$0.000000	04/03/2020	04/15/2020	SL3	72.00	\$14.423080	\$0.00	\$1038.46

FFCRA Process: Online Payroll Change Schedule

Effective May 4, 2020

