(OBSOLETE) FFCRA Payments - HRS7860

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This utility was removed with the March 2022 ASCENDER release as it is now obsolete and should no longer be used.

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This utility allows you to track and calculate Families First Coronavirus Response Act (FFCRA) payments by creating extra duty transmittals based on the entered criteria.

The Families First Coronavirus Response Act (FFCRA) provides for paid sick leave and an expanded, and paid, extension to the Family and Medical Leave Act (FMLA) from the Federal government.

Under the FFCRA, two new emergency paid leave requirements were created:

- Emergency Paid Sick Leave Act (EPSLA) - Entitles certain employees to take up to two weeks of paid sick leave.
- Emergency Family and Medical Leave Expansion Act (EFMLEA) - An amendment to the Family and Medical Leave Act Permits, permits certain employees to take up to twelve weeks of expanded family and medical leave, two of which are unpaid, for specified reasons related to COVID-19.

For additional details about the FFCRA and to make specific determinations about leave eligibility, reference the Paid Leave Under the Families First Coronavirus Response Act article.

Prior to using this utility, use the Payroll > Tables > Leave page to create and set up the leave descriptions and types that will be used for FFCRA payments. Be sure to create separate leave types for pay types 1 & 2 and pay types 3 & 4 as they will function differently.

❑ For pay types 1 & 2:

- Payroll > Tables > Leave > Leave Type tab:
  - In the **Status** field, select *A - Active*.
  - In the **Days/Hrs** field, select *Days*.
  - Select **Subtract From Balance**.
  - Select **Dock With Balance**.
- Payroll > Tables > Leave > Leave Rates
  - In the **Dock Type** field, select *F - Full daily rate*.

❑ For pay types 3 & 4:

- Payroll > Tables > Leave > Leave Type tab:
  - In the **Status** field, select *A - Active*.
  - In the **Days/Hrs** field, select *Days*.
  - Select **Subtract From Balance**.
  - **Do not** select **Dock With Balance**.
- Payroll > Tables > Leave > Leave Rates
  - In the **Dock Type** field, select *N - Don't dock, but accrue leave*.

> **Note**: Pay type 3 employees who are paid using the **Reg Hrs Worked** will require additional leave type transactions to be posted in order to dock the employee so that they are not overpaid.

❑ Ensure that the appropriate leave type(s) are assigned to the applicable employees on the Payroll > Maintenance > Staff Job/Pay Data > Leave Balance tab.

❑ Enter leave transactions for the applicable employees using the appropriate leave type on the Payroll > Maintenance > Leave Account Transaction > Staff Leave Maint tab. Be sure that all leave transmittals are posted using a days unit even if the employee's regular leave is in hours.

Set up and process FFCRA payments:

FFCRA payment examples

Pay Date	Type or click ⋮ to select the pay date for which you want to process FFCRA payments.

❑ Enter the FFCRA payment criteria for each **Pay Type** as needed. After you click **Execute**, this data is saved for later use.

> **Note**: Only leave types that are set up as described above are displayed in the **Leave Type** drop-downs fields.

Leave Type for EPSLA regular rate	The Emergency Paid Sick Leave Act (EPSLA) regular rate creates transmittals based on the total number of employee leave days posted for the selected pay date multiplied by their full daily rate up to the maximum amount of $511. XTRA jobs are not considered in the calculations or distributions. Pay types 1 and 2 use the daily rate. Pay type 3 uses the pay rate x hour per day to calculate the daily rate. If the hours per day are not available, then the job's FTE hours or the PEIMS standard hours are used. Pay type 4 uses the pay rate as the daily rate.

Leave Type for EPSLA two-thirds rate	The Emergency Paid Sick Leave Act (EPSLA) two-thirds rate creates transmittals based on the total number of employee leave days posted for the selected pay date multiplied by two-thirds of their daily rate up to the maximum amount of $200. XTRA jobs are not considered in the calculations or distributions. Pay types 1 and 2 use the daily rate. Pay type 3 uses the pay rate x hour per day to calculate the daily rate. If the hours per day are not available, then the job's FTE hours or the PEIMS standard hours are used. Pay type 4 uses the pay rate as the daily rate.
Leave Type for EFMLEA	The Emergency Family and Medical Leave Expansion Act (EFMLEA) has a ten-day, no-pay wait period. The ten-day, no-pay wait period is determined by adding the total number of employee leave days for the selected pay date and the number of leave days previously posted and processed by payroll. After the number of paid days is determined, the calculation uses that number multiplied by two-thirds of the employee's daily rate up to the maximum amount of $200. XTRA jobs are not considered in the calculations or distributions. Pay types 1 and 2 use the daily rate. Pay type 3 uses the pay rate x hour per day to calculate the daily rate. If the hours per day are not available, then the job's FTE hours or the PEIMS standard hours are used. Pay type 4 uses the pay rate as the daily rate.
Account Code	Type the 20-digit account code to be expensed. For pay types 1-3, enter the complete or masked account code. If you enter a masked account code, the master distribution job record is used to replace the masked components during processing. If the fund is not masked, the fiscal year is required. If fiscal year not masked, the fund is required. **Note**: Using an account code mask for pay type 1, 2, and 3 transmittals may create an invalid account code on the Hours/Pay Transmittals page. If these records are retrieved and saved, an error is displayed indicating that the account is not valid. Use the retrieval options on the page to avoid this situation. For pay type 4, if a leave type is selected, the complete (unmasked) account code is required. The entered account code will be used for this pay type regardless if there are accounts in the master distribution job record.

❑ Click **Execute** to begin the process. If any errors are encountered, the error report is displayed. Review the report.

> **Note**: Be sure to review payment totals prior to posting to ensure that employees who have multiple jobs with different pay types are not paid greater than the allowed maximum.

❑ Click **Continue** to continue the process. A preview report with the details and totals per employee

is displayed. Review the report. Otherwise, click **Cancel** to cancel the process and return to FFCRA Payments page.

❑ Click **Process** to create the transmittals. A message is displayed indicating the FFCRA payments were successfully extracted. You can run the utility multiple times for the same pay date as the existing transmittals that were created using the utility are deleted when the second run is processed.

> The transmittals are created on the Payroll > Maintenance > Hours/Pay Transmittals > Extra Duties tab with *FFCRA Payment* populated in the **Reason** field. You can change the amounts or accounts if needed.

The following only applies to the 2020 calendar year after all payrolls have been processed for the calendar year:

❑ After you extract the FFCRA payment data and then process payroll for the selected pay date, click **Update Cal YTD** to update the calendar year-to-date amounts from the leave transmittals table based on the leave type and pay type associated with each transmittal.

> A comparison report is generated with the accumulated amount from the employee transmittals, the calculated calendar YTD amount, and the difference (if any).

- The calculations are based on the leave types assigned on the page. If different leave types were used in prior payrolls, those amounts will not be included in the calculated calendar YTD amounts.
- Amounts are based on the pay rate recorded in the associated job history record for the pay date.
- If you updated the calendar YTD amounts, this process will reset all of the amounts to zero for the 2020 calendar year and recalculate the amounts for pay dates beginning in April through December.
- Once the process is complete, the amounts are updated on the Payroll > Maintenance > Calendar YTD Data > Calendar YTD tab for W-2 processing.
- You can generate the W-2 validation report to verify that the amounts are correct.

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