Memo

Date: August 10, 2020

To: All business managers and payroll administrators

From: Shannon Wiggins, HRMS Analyst, Office of Human Resources

Re: Paychex Loan Forgiveness worksheet tips and new earning codes

PPP Loan Forgiveness Worksheet Tips

When generating reports to determine payroll costs for the PPP Loan Forgiveness Application, below are a few things to be aware of regarding the Paychex CAREFRGV worksheet:

- Use the specific date range you want information to cover.
  - Usually when generating Paychex reports, we key in check dates for the beginning and ending dates. For example, if you wanted to see the information for payroll for check date 06/19 you would use check date 06/19 as the beginning and the end date.
  - With the new report, **you would not get any information if you used the check date. Instead, key the beginning and the end dates of the pay period**. For those on the Master Biweekly schedule, that would be the dates of 05/24 thru 06/06. That information will match the Payroll Register for check date 06/19.

- The code PL (Part Time Less than 20 hours) is a code specific to the archdiocese. When Paychex built the report, employees with this code defaulted to FT for status and FTE calculations.

In Paychex	On CAREFRGV **Employee FT/PT status**
FT	FT
PT	PT
PL	FT

- The calculation for the AVG FTE SIMPLIFIED Method for part-time staff is tied to how they are paid (hourly or salary):

In Paychex	On CAREFRGV **AVG FTE SIMPLIFIED**

FT	1.0
PT **Salary**	**1.0**
PT **Hourly**	**0.5**

- Any single check date for an individual with a gross compensation (salary, stipend, bonus) of more than $3,846.15 will be capped at that amount, even if the employees' gross annual salary is less than $100,000. If this is an issue, you may want to run a REPT 0061 payroll register to compare the totals.

New Earning Codes to Track COVID

To help track employees who are on paid sick leave or expanded family and medical leave for specified reasons related to COVID-19 under the FFCRA (without providing a tax credit), the following earning codes have been added to Preview:

- **E19 COVID EMP** - to be used for *Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular* rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or

- **E20 COVID CARE** - to be used for *Two weeks (up to 80 hours) of **paid sick leave** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and

- **E21 COVID Leave** - to be used for *Up to an additional 10 weeks of **paid expanded family and medical leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. **If applicable, employee may be allowed to substitute a portion of this period of time with unused and accrued sick or vacation time.**

These codes do not reduce sick hours accrued and are available for use for all employees, regardless of status (FT, PT or Part-time less than 20).

Prior to using one of the new codes, please notify Marquita Richburg at mrichburg@archatl.com **and** Fay Duhe at fduhe@archatl.com of the circumstances.

Wishing you peace and good health.