



Memo

Date: April 20, 2020
To: Pastors and all business managers
From: Shannon Wiggins, HRMS Analyst, Office of Human Resources
Re: Paychex earning codes & FFCRA - Update

This communication serves as a follow-up to the memo dated Wednesday, April 1, from the chancery Office of Human Resources and recent emails from Paychex regarding the FFCRA sick codes.

In light of recent changes and clarifications regarding the forgivable Paycheck Protection Program loan (PPP) applications that the Office of Finance is working on for all locations, we are not setting up the FFCRA sick leave codes at this time. Use of these codes would disqualify a location from requesting PPP loan forgiveness.

Any communications from Paychex about this matter should be viewed as promotional and does not apply to our parishes and schools unless otherwise instructed by the archdiocese. If there is a circumstance where you should utilize the FFCRA codes (sometimes referred to as COVID codes) for those tax breaks, we will communicate that from the Office of Human Resources.

You should **continue to use regular earning codes** (E13, E14, E15 typically) to pay employees their full regular salary. This includes employees who are not able to work due to COVID-19 reasons, including preschool and nursery shutdowns.

If someone is out sick for other reasons (doctor visit, strep throat for example), you should use the regular ES Sick earning code to reduce the sick hours they have accrued.

Please remember locations who have submitted loan applications must have all employees remain on payroll in order for the loan to be forgivable.

Regarding a preschool (if this applies to your location), you are not expected to continue paying those staff during the summer months when they are not normally working nor being paid.

Please let us know if you have any questions.

Wishing you peace and good health.