

REVISED SEPTEMBER 14, 2020

ESCAPE TRACKING AND
REPORTING COVID-19 LEAVES

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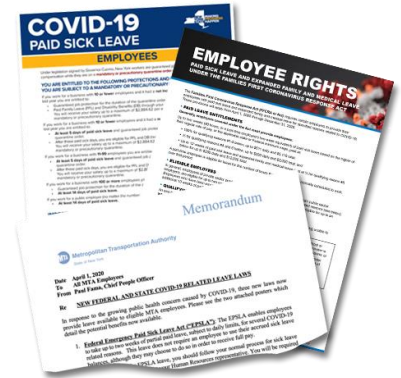
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W2 & 941 Reporting of COVID-19 Leaves

IRS NOTICE 2020-54

<https://www.irs.gov/pub/irs-drop/n-20-54.pdf>

Guidance on Reporting Qualified Sick Leave Wages and Qualified Family Leave Wages Paid Pursuant to the Families First Coronavirus Response Act Notice 2020-54



I. PURPOSE

This notice provides guidance to employers on the requirement to report the amount of qualified sick leave wages and qualified family leave wages paid to employees under the Families First Coronavirus Response Act (Families First Act), Pub. L. No. 116-127, 134 Stat. 178 (March 18, 2020). **Employers will be required to report these amounts either on Form W-2, Box 14, or on a separate statement.** This required reporting provides employees who are also self-employed with information necessary for properly claiming qualified sick leave equivalent or qualified family leave equivalent credits under the Families First Act.

II. BACKGROUND

The Families First Act generally requires employers with fewer than 500 employees to provide paid leave due to certain circumstances related to the Coronavirus Disease 2019 (COVID-19) through two separate provisions: the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act.

Division E of the Families First Act, the Emergency Paid Sick Leave Act (EPSLA), requires certain employers to provide employees with up to 80 hours of paid sick leave if the employee is unable to work or telework because the employee...

Sections 7001 and 7003 of the Families First Act generally provide that employers subject to the paid leave requirements under EPSLA and EFMLEA (“eligible employers”) are entitled to fully refundable tax credits to cover the cost of the leave required to be paid for those periods of time during which employees are unable to work or telework for reasons related to COVID-19.2

Eligible **employers are entitled to receive a refundable credit** equal to the amount of the qualified sick leave wages and qualified family leave wages (collectively “qualified leave wages”), plus allocable qualified health plan expenses. The credit is allowed against the taxes imposed on employers by section 3111(a) of the Internal Revenue Code (Code) (the **Old-Age, Survivors, and Disability Insurance tax (social security tax) (OASDI)**...

Escape - Tracking COVID-19 Leaves

With the President's signature on the Families First Coronavirus Response Act ([HR6201](#)), which includes the Emergency Paid Sick Leave Act (EPSL) and the Emergency Family and Medical Leave Expansion Act (EFMLA), we started receiving questions about tracking COVID-19-related sick leave.

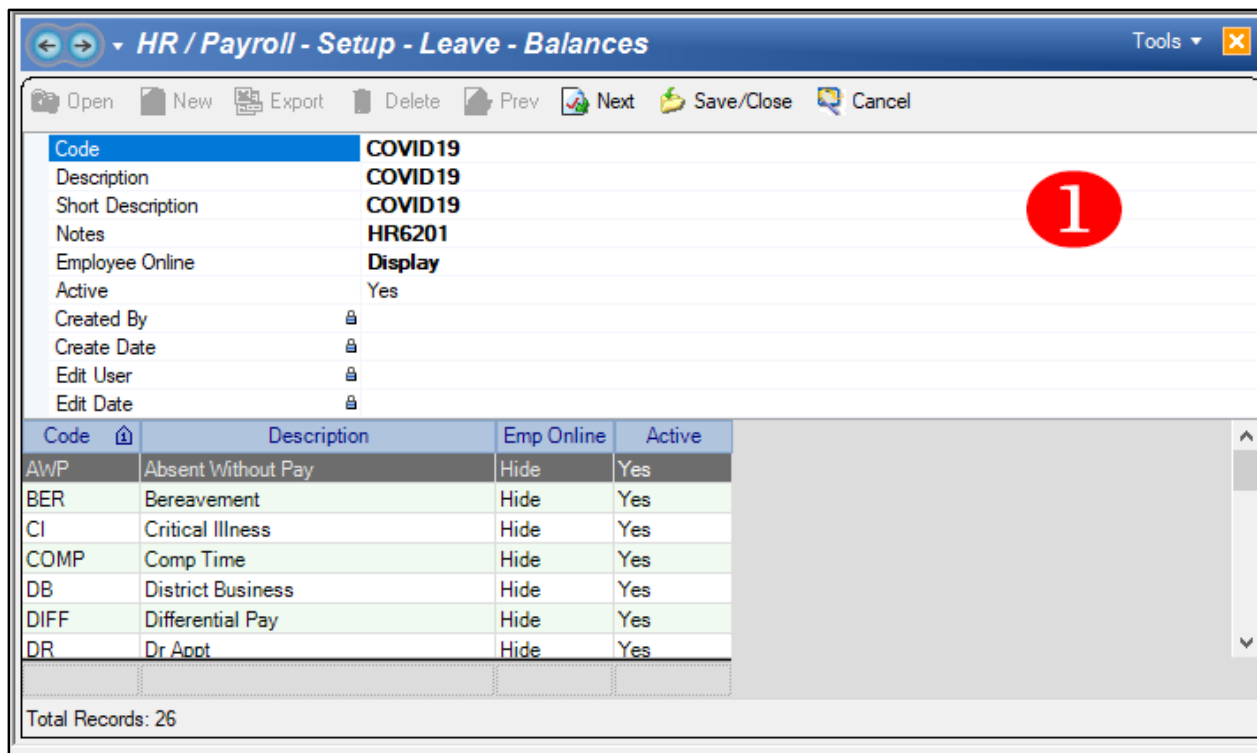
It is recommended to setup a new leave balance so that you can track usage via reports and make pay corrections as necessary.

When setting up a new leave, there are a few items to consider, like **granting versus not granting**, paying at full scale or paying at two-thirds salary. Here is a basic overview of setting up a new leave with a few tips on how to manage the leaves.

If you have any questions or need assistance, please send email to helpdesk@scoe.org.

STEP 1 - Create the Leave Balance

Leave balance codes are used in the leave type. You must create a leave balance for each balance that will be maintained (e.g., vacation, sick, personal necessity). What you are doing here is simply creating a code that you can use.



Code	Description	Emp Online	Active
AWP	Absent Without Pay	Hide	Yes
BER	Bereavement	Hide	Yes
CI	Critical Illness	Hide	Yes
COMP	Comp Time	Hide	Yes
DB	District Business	Hide	Yes
DIFF	Differential Pay	Hide	Yes
DR	Dr Appt	Hide	Yes

Total Records: 26

STEP 2 - Create the Leave Type

Leave types define which balances to decrease when a leave of this type is taken. **There should be three different leave types base on the Leave Wage Category being reported.** What you are doing here is placing the code you created in Step 1 into a balance that can be displayed in the Employee Online Portal (optional) and tracked and granted (optional).

Notice how the Balance Code matches the entry in Step 1.

TIP: *If you are granting, you could enter your sick leave balance into the Alt Balance Code field in the Leave Type or the Transfer Balance field in the Leave Balance Profile, depending on your needs. Both of these choices have important implementation considerations. Please see the documentation for more information before implementing.*

Code	Description	Bal Code	Alt Bal Code	Alt Bal Code2	Profile Reqd	Loc Access	
AWP	Absent without Pay	AWP			Yes	Yes	Y
BER	Bereavement	BER			Yes	Yes	Y

Set up three leave types to accommodate the FFCRA Leave Wage Category reporting requirements.

FFCRA Leave Types/Reason



Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to the employee's need for leave because of:

#	Leave Type/Reason
1	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 a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6	Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19

Leave Reporting Types



Employers must separately state the total amount of qualified leave wages for the following three categories:

#	Leave Wage Category	FFCRA Leave Type/Reason
1	Sick Leave wages subject to full pay not to exceed \$511 per day limit	1, 2, or 3
2	Sick Leave wages subject to 2/3 pay not to exceed \$200 per day limit	4 or 6
3	Emergency family leave wages subject to 2/3 pay not to exceed \$200 per day limit (Additional 10 weeks beyond 2 weeks)	For leave reason 5

Notes:

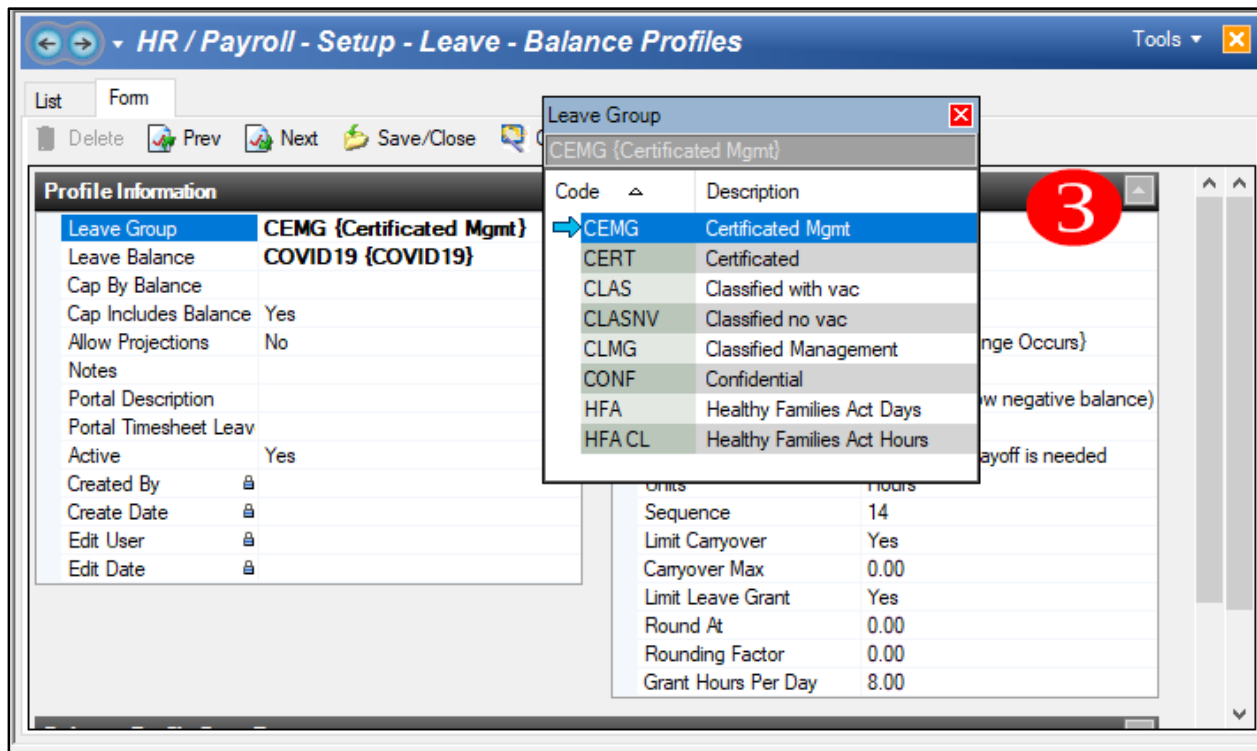
- Ends December 31, 2020
- For additional information refer to U.S. Department of Labor *Families First Coronavirus Response Act: Employee Paid leave Right* ([Families First Coronavirus Response Act](#))

***The information above is not a legal document.
Please refer to the Districts Legal Counsel with any questions.**

STEP 3 - Create the Leave Balance Profile

Leave balance profiles define rates and intervals for granting and rules for carryover. What you are doing here is defining, in detail, how the leave balance is going to work. This is where you can define granting and other rules.

You are going to need to create a Leave Balance Profile for each Leave Group that you see in the lookup.



The screenshot shows the 'HR / Payroll - Setup - Leave - Balance Profiles' window. The 'Leave Group' dropdown menu is open, displaying a list of leave groups. The 'CEMG' option is selected and highlighted in blue. A red circle with the number '3' is overlaid on the dropdown list. The background shows the 'Profile Information' section with fields for 'Leave Group' (CEMG {Certificated Mgmt}) and 'Leave Balance' (COVID19 {COVID19}).

Code	Description
CEMG	Certificated Mgmt
CERT	Certificated
CLAS	Classified with vac
CLASNV	Classified no vac
CLMG	Classified Management
CONF	Confidential
HFA	Healthy Families Act Days
HFA CL	Healthy Families Act Hours

TIP: There are several options for this step and beyond. Your setup depends on your district practices and procedures.

- ***Granting*** - You would want to review the following fields:
 - ***Basis*** - You could set this to a flat amount (80).
 - ***Occurs*** - You could set this to July (applies to entire year).
 - ***Timing*** - You could set this to Flat Rate.
 - ***Prorate on FTE*** - You could set this to YES so that each employee's rate is based on their FTE.
 - ***Mid-Year Service Change*** - You could set this to "4- No change based on time worked" because every employee gets the same amount based on FTE.

ESCAPE Leave Report to Track COVID-19

The Leave Transactions (Leave01) report is simple and powerful report and will be used in the W2 Adjustment Box 14 Reporting. Refer to *Escape W2 Adjustment Reporting on page 8*.

Enter a few parameters and get the data quickly. While this report has a lot of parameters and several sort options — including employee, location, supervisor, and Excel output — it is really nice to enter only a single parameter (Leave Balance) and get the data you need.

Request		Leave Balance(s)																																																									
1 - Report Report Number: Leave01 Description: Leave Transactions Report Sample: Leave01 Report Favorite ID:		COVID19 {COVID19}																																																									
2 - User Options Created Date: Leave Balance(s): COVID19 {COVID19} Limit Leave Balances: No - DO NOT limit Leave B Leave Type(s): Comment contains: Batch Id(s): HRA?: Yes-include transactions re Transaction Type: No Restriction		<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>AWP</td><td>Absent Without Pay</td></tr> <tr><td>BER</td><td>Bereavement</td></tr> <tr><td>CI</td><td>Critical Illness</td></tr> <tr><td>COMP</td><td>Comp Time</td></tr> <tr><td>COVID19</td><td>COVID19</td></tr> <tr><td>DB</td><td>District Business</td></tr> <tr><td>DIFF</td><td>Differential Pay</td></tr> <tr><td>DR</td><td>Dr Appt</td></tr> <tr><td>EXTENDED</td><td>Extended</td></tr> <tr><td>FL</td><td>Floating Holiday</td></tr> <tr><td>FMLA</td><td>Family & Medical Leave</td></tr> <tr><td>IND ACCT</td><td>Industrial Accident</td></tr> <tr><td>JURY</td><td>Jury</td></tr> <tr><td>MAT</td><td>Maternity/Paternity</td></tr> <tr><td>MEDICAL</td><td>Medical</td></tr> <tr><td>MIL</td><td>Military</td></tr> <tr><td>MOD</td><td>Modified Duty</td></tr> <tr><td>NWD</td><td>Non work Day</td></tr> <tr><td>OCL</td><td>WORKING OUT OF CLASS</td></tr> <tr><td>PL</td><td>Personal Leave</td></tr> <tr><td>PN</td><td>Personal Necessity</td></tr> <tr><td>PROF</td><td>Professional Development</td></tr> <tr><td>SL</td><td>Personal Illness</td></tr> <tr><td>UNION</td><td>Union Leave</td></tr> <tr><td>UNPAID</td><td>Unpaid Leave</td></tr> <tr><td>VAC</td><td>Vacation</td></tr> <tr><td>WC</td><td>Worker's Compensation</td></tr> </tbody> </table>		Code	Description	AWP	Absent Without Pay	BER	Bereavement	CI	Critical Illness	COMP	Comp Time	COVID19	COVID19	DB	District Business	DIFF	Differential Pay	DR	Dr Appt	EXTENDED	Extended	FL	Floating Holiday	FMLA	Family & Medical Leave	IND ACCT	Industrial Accident	JURY	Jury	MAT	Maternity/Paternity	MEDICAL	Medical	MIL	Military	MOD	Modified Duty	NWD	Non work Day	OCL	WORKING OUT OF CLASS	PL	Personal Leave	PN	Personal Necessity	PROF	Professional Development	SL	Personal Illness	UNION	Union Leave	UNPAID	Unpaid Leave	VAC	Vacation	WC	Worker's Compensation
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MOD	Modified Duty																																																										
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3 - Person criteria Employee Id(s): Last Name(s): Employment Status(s): Permanency(s): Leave Group(s): Person Type(s): Supervisor Id(s): Location(s): Calendar(s): Barg Unit(s): Pay Cycle(s):																																																											
4 - Report options Comment?: Yes - show the comment Page Break on Empl: Do Not Page Break on Em																																																											
General Report Status: Completed Comment:																																																											

Example report with all defaults, only entering the new COVID19 leave balance as a parameter.

Leave01a				Leave Transaction			
Transaction Type	Reason	Created	Begin	End	Grant	Usage/ Adjustment	Running Balance
Agu [REDACTED]						(ID) SSN4 (160028) [REDACTED]	
Location C [REDACTED] Academy				Leave Group		FTE 1.00000	
Job Class CERTIFICATED MANAGEMENT / ASSISTANT PRINCIPAL				CEMG		Leave Date 08/27/2015	H
COVID19 - COVID19							
Usage		04/03/20	03/23/20	04/03/20		80.0000-	80.0000- hrs
Prior Balance	.0000 + Grants		- Usage	80.0000 + Adjustments		=	80.0000- hrs

Example is without granting leaves

ESCAPE PAY OF EARNINGS

COVID-19 PAY FOR SELF

When an employee is out on COVID leave for self care there is a maximum earning limitation of \$511/day. Using the COVID addons will report the pay earned in W2 Box 14. The various scenarios will determine the process to use in Escape.

Scenario 1: Self-leave and regular daily rate is under \$511. Daily earnings maximum of \$511. **Does not Affect Gross Pay.**

- Enter positive units using applicable COVID Addon with \$511 max

The screenshot shows a software window titled "085 - ABC HR / Payroll - Payroll - Adjust Payroll". It displays employee information: "FTE 1.00000, Gross 7,334.65 Net 4,685.29" and "PPR 422.15 {Daily}, Hours: 101.45, Ret: STRS-Pre 2013 (Member[Y]), PPC: CE1A, Pay Dt: 9/30/2020 (2021, CE1A #2, Future)". A menu bar includes "Addons:1", "Assignments", "Deductions", "Contributions", "Details", "Payroll Errors", and "Notes". Below the menu is a table with columns: Addon, Description, Effective, Pos #, OVR Rate 1 Amt, Rate2 Amt, Units, Earning Amt, Dys Wr, ACA H, Job Class, and FD-RSRC-Y-GOA. The table contains one row: CVDAD51, COVID-19 Lv 9/15/20, 9/30/2020, 181 {1}, 422.1500, 1.0000, 1.0000, 422.15.

EARNINGS	Pay Period		Rate
	Employee	Other	
POSITION #181-10(0)	7,138.10		7,138.10
POSITION #181-9(0)			7,060.28
ADD-ON (MASTER) Master Stipend	127.27		127.27
ADD-ON (STPNOATH) Math Dept Chair			62.96
ADD-ON (STPNOATH) Math Dept Chair	69.28		69.28
ADD-ON (STPNOATH) TIP Mentor			219.27
ADJUST (CLOV) Class Size			450.00
ADJUST (CVDAD511) COVID-19 Lv 9/15/20		422.15	422.15
Total	7,334.65	422.15	
REDUCTIONS	Employee	Employer	Subj Gross
(STRS) STRS	751.81	1,184.54	7,334.65
(BLUEPRE) Blue Shield Pre Anch			
(BLUEPRE) Ins. Adj			
(JEM-TSA) TSA	166.00		
Total	917.81	1,184.54	
TAXES			
(FIT) [S 2] Federal Withholding	780.98		6,416.84
(SIT) [S 1 :0] State Withholding	318.88		6,416.84
(MEDICARE) Medicare	106.35	106.35	7,334.65
(SUI) Unemployment Ins		3.67	7,334.65
(WORKCOMP) Workers Comp		154.76	7,334.65
Total	1,206.21	264.78	

Scenario 2: Self-leave, regular daily rate is over \$511 and NOT using leave to supplement pay. **Affects Gross Pay.**

- Enter negative units using DOCKD or DOCKH to back out Regular Wages
- Enter positive units using applicable COVID Addon with \$511 max
 - Override Rate 1 Amount to \$511

085 - ABC HR / Payroll - Payroll - Adjust Payroll

Search List Form

Prev Next Close Cancel Tasks Detail

[REDACTED], FTE 1.00000, Gross 9,011.25 Net

PPR 513.75 (Daily), Hours: 105.27, Ret: STRS-Pre 2013 (Member(Q)), PPC: CE1A, Pay Dt: 9/30/2020

Addons:2 Assignments Deductions Contributions Details Payroll Errors:1 Notes

Open New Copy Export

Addon	Description	Effective	Pos #	OVR Rate 1 Amt	Rate2 Amt	Units	Earning Amt	Dys Wr	ACA H	Job Class	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH	P	S	Pay Rate
REGD (Reg)	CVD Lv 9/15/20	9/30/2020	1609	513.7500	1.0000	(1.0000)	(513.75)					ST	1	89,906.25
CVDEE511	CVD Lv 9/15/20	9/30/2020	1609	511.0000	1.0000	1.0000	511.00					ST	1	89,906.25

EARNINGS	Pay Period		Rate
	Employee	Other	
POSITION #1606-1(0) [REDACTED]	1,802.80		9,014.00
POSITION #1607-1(0) [REDACTED]	1,802.80		9,014.00
POSITION #1608-1(0) [REDACTED]	1,802.80		9,014.00
POSITION #1609-1(0) [REDACTED]	3,605.60		9,014.00
ADJUST (CVDEE511) CVD Lv 9/15/20	511.00		511.00
ADJUST (REGD) CVD Lv 9/15/20	513.75-		513.75
Total	9,011.25	.00	
REDUCTIONS	Employee	Employer	Subj Gross
(STRS) STRS	923.66	1,455.32	9,011.25
Total	923.66	1,455.32	
TAXES			
(FIT) [H 0 +\$791.00] Federal Withholdin	1,638.00		8,087.59
(SIT) [H 3 :0] State Withholding	261.93		8,087.59
(MEDICARE) Medicare	130.66	130.66	9,011.25
(SUI) Unemployment Ins		4.51	9,011.25
(WORKCOMP) Workers Comp		190.14	9,011.25
Total	2,030.59	325.31	

*****Always review snapshot for accurate earnings, taxes, and retirement reporting*****

COVID-19 PAY FOR FMLA/Emergency Family Leave

When an employee is out on COVID leave to care for another individual the 2/3 pay rule applies and there is a maximum earning limitation of \$200/day. Using the COVID addons will report the pay earned in W2 Box 14. The various scenarios will determine the process to use in Escape.

Scenario 1: Family Leave and regular daily rate is under \$200. Daily earnings maximum of \$200. **Does not Affect Gross Pay.**

- Enter positive units using applicable COVID Addon with \$200 max

085 - ABC HR / Payroll - Payroll - Adjust Payroll

Search List Form

Prev Next Close Cancel Tasks Detail

[REDACTED], FTE 0.28750, Gross 887.8

PPR 20.60 (Hourly), Hours: 40.35, Ret: PERS (Member(Q)), PPC: CL1A, Pay Dt: 9/30/2020 (20

Addons:2 Assignments Deductions Contributions Details Payroll Errors Notes

Open New Copy Export

Addon	Description	Effective	Pos #	OVR Rate 1 Amt	Rate2 Amt	Units	Earning Amt	Dys Wr	ACA H	Job Class	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH	P	S	Pay Rate
CVDAD20	COVID-19 W2 Adj	9/30/2020	1086 (20.6000	1.0000	2.3000	47.38					PE	1	0.00

EARNINGS	Pay Period		Rate
	Employee	Other	
POSITION #1086-8(0 [REDACTED])			20.00
POSITION #1086-8(0 [REDACTED])			20.60
POSITION #1086-9(0 [REDACTED])	831.30		20.60
ADD-ON (VAC19311) Vacation Pay			20.00
ADD-ON (VAC19311) Vacation Pay	56.51		20.60
ADJUST (CVDAD200) COVID-19 W2 Adj		47.38	20.60

(continued) EARNINGS	Pay Period		Rate
	Employee	Other	
ADJUST (XTRAHIRE) Xtr Hrs RHK 04/01-14			20.00
Total	887.81	47.38	
REDUCTIONS	Employer		Subj Gross
	Employee	Other	
(PERSN) PERSN	62.15	183.78	887.81
Total	62.15	183.78	
TAXES			
(FIT) [S 0] Federal Withholding	48.02		825.66
(SIT) [S 0 :0] State Withholding			825.66
(OASDI) OASDI	55.04	55.04	887.81
(MEDICARE) Medicare	12.87	12.87	887.81
(SDI) SDI	8.88		887.81
(SUI) Unemployment Ins		.44	887.81
(WORKCOMP) Workers Comp		18.73	887.81
Total	124.81	87.08	

Scenario 2: Family Leave, regular daily rate is over \$200 and NOT using leave to supplement 1/3 of pay. Daily earnings maximum of \$200. **Affects Gross Pay.**

- Enter negative units using DOCKD or DOCKH to back out Regular Wages
- Enter positive units using applicable COVID Addon(s) with \$200 max

085 - ABC HR / Payroll - Payroll - Adjust Payroll

Search List Form

Prev Next Close Cancel Tasks Detail

[REDACTED], FTE 1.00000, Gross 3,367.06 Net 2,434.82

PPR 362.97 (Daily), Hours: 101.45, Ret: STRS (Member[E]), PPC: CE1A, Pay Dt: 8/31/2020 (2021, CE1A #

Addons:3 Assignments Deductions Contributions Details Payroll Errors Notes:3

Open New Copy Export

Addon	Description	Effective	Pos #	OVR Rate 1 Amt	Rate2 Amt	Units	Earning Amt	Dys Wr	ACA H	Job Class	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH
DOCKD (Dock Daily)	Dock-EPSL/EFMLA	8/31/2020	309 (1)	362.9700	1.0000	(17.0000)	(6,170.49)				
CVDEFMLA (Covid-19 Daily EFMLA \$200 max)	COVID-19 EFMLA \$200	8/31/2020	309 (1)	200.0000	1.0000	7.0000	1,400.00				
CVDEPSLM (Covid-19 Daily EPSL \$200 max)	COVID-19 EPSL \$200	8/31/2020	309 (1)	200.0000	1.0000	10.0000	2,000.00				

EARNINGS	Employee		Pay Period	Rate
			Other	
POSITION #309-10(0) [REDACTED]	6,137.55			6,137.55
POSITION #309-9(0) [REDACTED]				5,923.00
ADJUST (CVDEFMLA) COVID-19 EFMLA \$200	1,400.00			200.00
ADJUST (CVDEPSLM) COVID-19 EPSL \$200	2,000.00			200.00
ADJUST (DOCK\$) Diff. dock				310.00
ADJUST (DOCK\$) Diff. Dock				483.29
ADJUST (DOCK\$) Diff. Dock				2,900.00
ADJUST (DOCKD) Dock-EPSL/EFMLA	6,170.49-			362.97
ADJUST (EXASSGHR) WASC				29.00
Total	3,367.06		.00	
REDUCTIONS	Employee		Employer	Subj Gross
(STRSN) STRSN	343.61		543.78	3,367.06
(BLUEPRE) Blue Shield Pre Anch	10.53			
Total	354.14		543.78	
TAXES				
(FIT) [M 1] Federal Withholding	154.02			3,012.92
(SIT) [S 1 :0] State Withholding	51.65			3,012.92
(MEDICARE) Medicare	48.67	48.67		3,356.53
(SUI) Unemployment Ins			1.68	3,356.53
(WORKCOMP) Workers Comp			71.05	3,367.06
Total	254.34		121.40	

*****Always review snapshot for accurate earnings, taxes, and retirement reporting*****

Scenario 3: Family leave, regular daily rate is over \$200 and using personal leave to supplement pay. **Does Not Affect Gross Pay.**

- Enter positive units using applicable COVID W2 Adjustment Addon with \$200 max
- Enter Personal Leave Usage to supplemental earnings

085 - ABC HR / Payroll - Payroll - Adjust Payroll

Search List Form

Prev Next Close Cancel Tasks Detail

██████████, FTE 1.00000, Gross 6,012.28 Net

PPR 355.56 (Daily), Hours: 101.45, Ret: STRS-Pre 2013 (Member[Y]), PPC: CE1A, Pay Dt: 9/30/2020

Addons:1 Assignments Deductions Contributions Details Payroll Errors Notes

Open New Copy Export

Addon	Description	Effective	Pos #	OVR Rate 1 Amt	Rate2 Amt	Units	Earning Amt	Dys Wr	ACA H	Job Class	FD-RSRC-Y-GOAL-FUNC-OBJT-SCH	P	S	Pay Rate
CVDAD200	COVID-19 W2 Adj	9/30/2020	1294	200.0000	1.0000	1.0000	200.00					ST 1		0.00

EARNINGS	Pay Period		Rate
	Employee	Other	
POSITION #1294-5(0) ██████████			6,012.28
POSITION #1294-6(0)/36(0) ██████████	6,012.28		6,012.28
ADJUST (CVDAD200) COVID-19 W2 Adj		200.00	200.00
ADJUST (EXASSGHR) Distance Learning			29.00
ADJUST (EXASSGHR) District Learning			30.00
ADJUST (SUBD) 1 blk			145.00
Total	6,012.28	200.00	
REDUCTIONS	Employee	Employer	Subj Gross
(STRS) STRS	616.26	970.98	6,012.28
(JEM-TSA) TSA	1,584.43		
(KAISPRE) Kaiser HD	72.40		
Total	2,273.09	970.98	
TAXES			
(FIT) [M 2] Federal Withholding	189.16		3,739.19
(SIT) [S 0 :0] State Withholding	103.07		3,739.19
(MEDICARE) Medicare	86.13	86.13	5,939.88
(SUI) Unemployment Ins		2.97	5,939.88
(WORKCOMP) Workers Comp		126.86	6,012.28
Total	378.36	215.96	

Leaves:29

Open New Copy Export Delete Prev Next Save/Close Cancel Tasks

Transaction Type	Usage
Begin Date	9/15/2020 (Tuesday)
End Date	9/15/2020 (Tuesday)
Leave Type	SICK {Sick (SICK)}
Balance	• SICK {Sick}
Units	• 2.6200 (Hours)
Hrs/Day	• 6.00
Dock/Payoff	•
Location	
Reason	COVID Supplement
Comment	COVID Supplement

Total Due = Regular daily rate - \$200

ie. \$355.56 - \$200 = \$155.56 due

Units = Total due/hourly rate

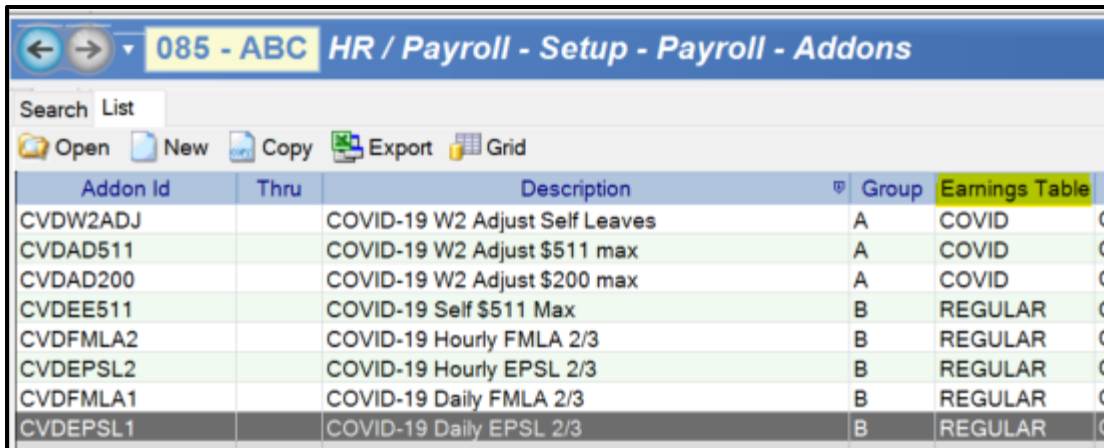
\$155.56/\$59.26 = 2.62 Hourly units OR

\$155.56/\$355.56 = .4375 Daily units

Request Addon set up Send email to helpdesk@scoe.org to have COVID

Snapshot below are sample addons

- Earnings Table of **COVID** = **will not** affect gross earnings
- Earnings Table of **REGULAR** = **will** affect gross earnings
- All will populate to W2 Box 14
- Account link to specific account string available in set up



Addon Id	Thru	Description	Group	Earnings Table
CVDW2ADJ		COVID-19 W2 Adjust Self Leaves	A	COVID
CVDAD511		COVID-19 W2 Adjust \$511 max	A	COVID
CVDAD200		COVID-19 W2 Adjust \$200 max	A	COVID
CVDEE511		COVID-19 Self \$511 Max	B	REGULAR
CVDFMLA2		COVID-19 Hourly FMLA 2/3	B	REGULAR
CVDEPSL2		COVID-19 Hourly EPSL 2/3	B	REGULAR
CVDFMLA1		COVID-19 Daily FMLA 2/3	B	REGULAR
CVDEPSL1		COVID-19 Daily EPSL 2/3	B	REGULAR

Note: This is the recommended set up, the District should consult with Legal counsel and verify information is reporting properly as per IRS Guidelines.



Escape - OASDI Reporting Adjustment for 941- Quarterly Federal Tax Return

Since qualified wages are not subject to ER OASDI, **need to make an adjustment to zero out ER OASDI on qualified wages.** Deposits will also need to be adjusted to ensure proper amount is deposited.

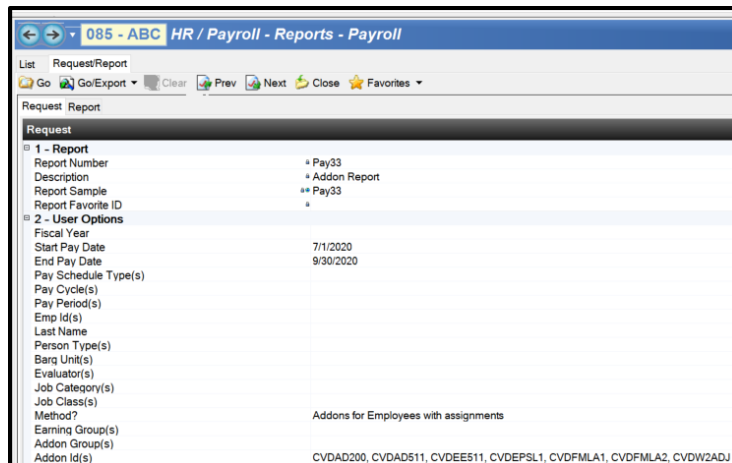
STEP 1 – Pay33 – Addon Report

The Pay33 – Addon Report will reflect the total Addon Pay for reporting purposes. Run for the current calendar quarter with specific COVID addons.

Go to HR/Payroll – Reports - Payroll

Search Criteria:

- **Start Pay Date** – 07/01/2020
- **End Pay Date** – 09/30/2020
- **Addon Id(s)** – CVDAD200, CVDAD511 (can vary by District)



Pay33a							Addon Report				
Pay Date 07/01/2020 through 09/30/2020											
Employee	(ID) SSN	Person Type	Location	Barg Unit	Addon ID - Description	Addon Group - Description	Pay Cycle/Period	Pay Date	Gross	Base Pay	Addon Pay
		2	123	22	CVDFMLA2-COVID-1 9 FMLA 2/3	B-Base Pay	CL1A/1	08/31/2020	2,932.75	2,932.75	563.83
		2	251	22	CVDFMLA2-COVID-1 9 FMLA 2/3	B-Base Pay	CL1A/1	08/31/2020	2,331.43	2,331.43	452.50
		2	124	22	CVDFMLA2-COVID-1 9 FMLA 2/3	B-Base Pay	CL1A/1	08/31/2020	2,051.32	2,051.32	429.00
Employee Count for Org 085 - ABC -> 3										<u>1,445.33</u>	

1. Calculate OASDI Adjustment Amount **PER EMPLOYEE**
 - a. Total addon pay PER Employee * OASDI ER Rate
 - i. $\$563.83 * .062 = \34.96

STEP 2 – Enter Adjustment in Adjust Payroll

Go to HR/Payroll – Payroll – Adjust Payroll

Search Criteria:

- Pay Date – 09/30/2020

085 - ABC HR / Payroll - Payroll - Adjust Payroll

Search List

Go Clear Favorites

Search Criteria - Payroll

- 1 - Employee
- 2 - Addons and Assignments
- 3 - Pay Date
 - Pay Date 9/30/2020
 - Pay Schedule Typ
 - Calendar Year
 - Being Paid?
 - With Pay Hold?
 - Pay Changed?
 - Pay Change Type
- 4 - Pay Cycle
 - Fiscal Year 2021 {2020/2021}

If multiple employees require OASDI Adjustments, it is recommended to use the Additional Deduct/Contrib activity to create a batch for posting

1. Enter Adjustment Amount PER EMPLOYEE

a. Total addon pay PER Employee * OASDI ER Rate

i. $\$563.83 * <.062> = <\$34.96>$

Addons:1 Assignments Deductions Contributions Details Payroll Errors Notes

Open New Copy Export Delete Prev Next Save/Close Cancel

1 - Adjustment

Effective Date 9/30/2020

Contribution Id CVDOASDI (OASDI COVID-19 Adjustment)

Vendor 99SCOE (SCOE System Use)

Vendor Address 1 (5340 Skylane Blvd, Santa Rosa, CA)

Amount (34.96)

Description COVID ER OASDI ADJ

Batch Id

Pay99 Employee Payroll Snapshot

CL1A #2 - Class 11 Month Aug-Jun Gross to Net

Employee: [REDACTED] Pay Period 2, 09/01/20 - 09/30/20 on 09/30/20 Status Open

Address: [REDACTED] (Last Final Computed CL1A#1 - Ending 08/31/20 on 08/31/20)

Pay Check Site: [REDACTED] FTE .72500 Benefit FTE .72500

Time Sheet Site: [REDACTED] SS# ###-##-#### Empld [REDACTED] Approved

Bargaining Unit 22 Last Calc'd KALINGLE, 9/14/20 1:34 pm

DEDUCTIONS / CONTRIBUTIONS	Employee	Pay Period Employer	Subj Gross	Employee	Calendar Year To Date Employer	Subj Gross
(CVDOASDI) COVID ER OASDI ADJ			34.96*			34.96-
(DENTAL) Dental Pre			94.09			760.13
(KAISER) Kaiser HD			875.56			7,004.51
(CSEA) CSEA Dues	47.25		3,150.00	327.49		21,832.75
(CSEACHP) CSEA Chapter Dues	2.00			14.00		
Total	49.25	934.69		341.49	7,729.68	

STEP 3 – Verify Amounts on Pay13 – Payroll Adjustments and PayDtl91 – Quarterly941

Run Pay13 for the quarter you are working on and confirm that for any employee with Covid addon adjustment there is also an appropriate OASDI ER contribution adjustment.

Go to HR/Payroll – Reports – Payroll

Search Criteria:

- **Starting Pay Date** – 07/01/2020
- **Ending Pay Date** – 09/30/2020
- **Employee Id(s)** – Enter multiple Employee Id's
- **Addon Id(s)** – Enter COVID Addons (can vary by District)

085 - ABC HR / Payroll - Reports - Payroll

List Request/Report

Request Report

Request

- 1 - Report
 - Report Number Pay13
 - Description Payroll Adjustments
 - Report Sample Pay13
 - Report Favorite ID
- 2 - User Options
 - Type No Restriction
 - Fiscal Year
 - Starting Pay Date 7/1/2020
 - Ending Pay Date 9/30/2020
 - Pay Schedule Type(s)
 - Pay Cycle(s)
 - Pay Period(s)
 - Person Type(s)
 - Bargaining Unit(s)
 - Batch Id
 - Last Name
 - Employee Id(s) 1234,5678,9101,1213,1415
- 3 - Limit Addons (if User Options - Type is Addons or No Restriction)
 - Addon Id(s) CVDAD200, CVDAD511, CVDEE511, CVDEPSL1, CVDFMLA1, CVDFMLA2, CVDW2ADJ

*Confirm the total OASDI Earning and contribution on the Pay13 match the sum of Colum 2 5a(i) and 5a(ii) on the 941****

Pay13a				Payroll Adjustments by Employee				
Pay Dates 07/01/2020 - 09/30/2020								
T Code	Description	Date	Position/Vendor/HRA	Deduction Amount	Contribution Amount	Pay Rate	UNITS	Earnings Amount
Pay Cycle CL1A/#1	Pay Date 08/31/2020							
A CVDFMLA2	COVID-19 FMLA 2/3	08/31/2020				563.83	1.00	563.83
	PERSO(1) Prd 08/01/20 - 08/31/20	CC	11 PC 4	Wrk 400	Rate 36.77			
Pay Cycle CL1A/#2	Pay Date 09/30/2020							
C CVDASDI	COVID ER OASDI ADJ	09/30/2020	(99SCOE/001) SCOE System Us		34.96-			
	Employee Total			0.00	34.96-		1.00	563.83
Pay Cycle CL1A/#1	Pay Date 08/31/2020							
A CVDFMLA2	COVID-19 FMLA 2/3	08/31/2020				452.50	1.00	452.50
	PERSN(1) Prd 08/01/20 - 08/31/20	CC	11 PC 4	Wrk 400	Rate 28.28			
Pay Cycle CL1A/#2	Pay Date 09/30/2020							
C CVDASDI	COVID ER OASDI ADJ	09/30/2020	(99SCOE/001) SCOE System Us		28.05-			
	Employee Total			0.00	28.05-		1.00	452.50
Total for ABC				0.00	63.01-		2.00	1,016.33

***Escape Quarterly 941 Report to Include Column 2 5a(i) and 5a(ii) in the 20.03 release

Escape Year End W2 Adjustment Reporting of COVID-19 Leaves

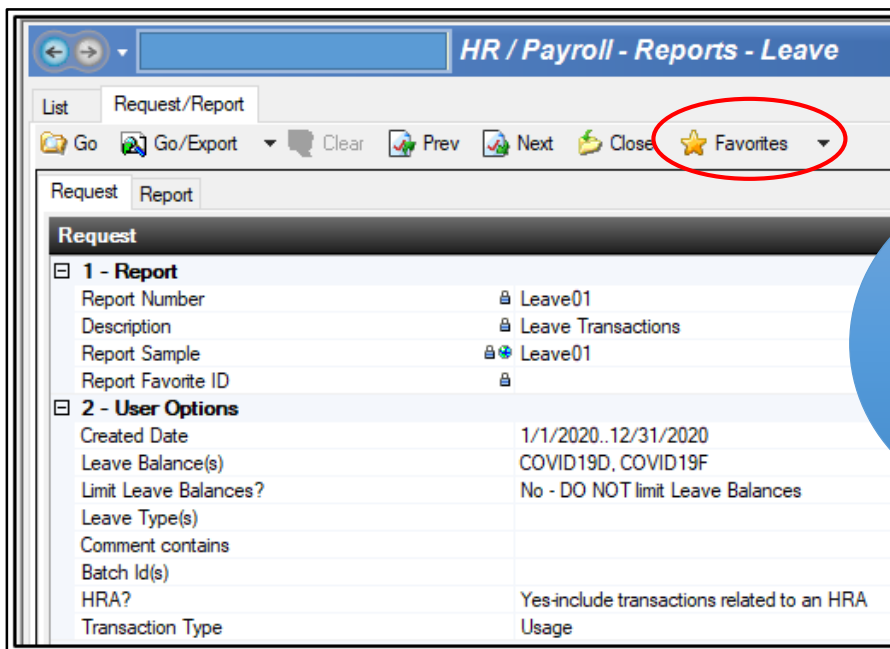
STEP 1a – Leave01 – Leave Transactions Report

The Leave01 – Leave Transaction Report will reflect the usage detail for auditing purposes.

[Go to HR/Payroll – Reports - Leave](#)

Search Criteria:

- **Created Date** – 01/01/2020..12/31/2020
- **Leave Balances** – COVID19D, COVID19F (can vary by District)
- **Limit Leave Balances?** – No – DO NOT limit Leave Balances
- **Transaction Type** - Usage



Create Report Favorites to save time!

Leave01a		Leave Transaction				
Transaction Type	Reason	Created	Begin	End	Grant	Usage/ Adjustment
Location DISTRICT WIDE ACCOUNTS					(ID) SSN4 (009700)	
Job Class Classified CSEA					Leave Group FTE 1.00000	
					CSEA	Leave Date 08/19/2019 B
COVID19D - COVID19-District						
Usage		06/08/20	04/06/20			8.0000-
Usage		06/08/20	04/09/20	04/13/20		24.0000-
Usage		06/08/20	04/15/20			8.0000-
Usage		06/08/20	04/17/20			8.0000-
Usage		06/08/20	04/21/20			8.0000-
Usage		06/08/20	04/23/20			8.0000-
Usage		06/08/20	05/11/20	05/12/20		16.0000-
COVID19						
Prior Balance	.0000 + Grants		- Usage	80.0000 -	Adjustments	

STEP 1b – Leave08 – Leave Transactions Summary

The Leave08 – Leave Transaction Summary will reflect the usage summary for auditing purposes and populate information needed to build an Excel file for total wages to report.

Go to HR/Payroll – Reports - Leave

Search Criteria:

- **Starting Date** – 01/01/2020
- **Ending Date** – 12/31/2020
- **Show Neg?** – Yes – include negative totals
- **Show Zero?** – No – Do NOT include zero Totals
- **Sort/Group1** – Bargaining Unit
- **Column Options**
 - **Transaction Type** – Usage
 - **Column 1** - COVID19D (can vary by District)
 - **Column 2** - COVID19F (can vary by District)

Choose Go/Export to Excel Data and Save the Excel file

The screenshot displays the 'HR / Payroll - Reports - Leave' interface. The search criteria are as follows:

Section	Value
1 - Report	Report Number: Leave08 Description: Leave Transaction Summary Report Sample: Leave08 Report Favorite ID: COVID LEAVES
2 - User Options	Starting Date: 1/1/2020 {BCC} Ending Date: 12/31/2020 {ECC}
3 - Person criteria	
4 - Report options	Show Neg?: Yes - include negative totals Show Zero?: No - do NOT include zero Totals
5 - Sort/Group Options	Sort/Group 1: Bargaining Unit Show All Group1?: Yes - Show all selected employees Sort/Group 2: None Show All Group2?: Yes - Show all selected employees Page Break: Yes - Show all selected employees
6 - Column Options	Transaction Type: Usage Column 1: COVID19D {COVID19-District} Column 2: COVID19F {COVID19-Federal}

The 'Go/Export' menu is open, showing options for 'Excel', 'Excel Data', and 'PDF'. A red arrow points from the 'Go/Export' button in the main interface to the 'Excel Data' option in the dropdown menu.

STEP 2 – Pay29 – Pay Rates for Employees

The Pay29 – Pay Rates for Employees will provide rate information needed to build the Excel file for total wages to report.

Go to HR/Payroll – Reports - Payroll

Search Criteria:

- **Active Date** – 12/31/2020
- **Bargaining Unit** – optional additional filter

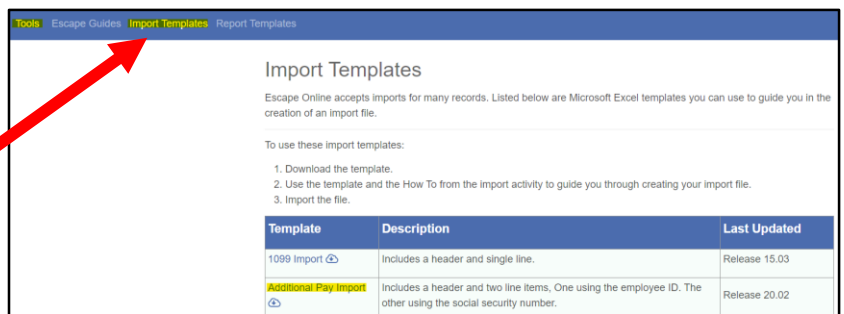
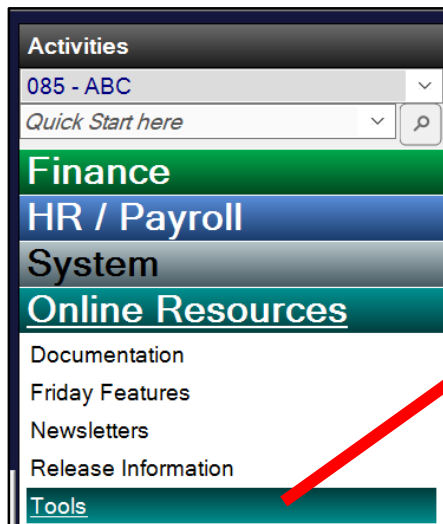
Choose Go/Export to Excel Data and Save the Excel file

The screenshot displays the 'HR / Payroll - Reports - Payroll' interface. At the top, there is a navigation bar with a back arrow, a forward arrow, and a search box containing '085 - ABC'. Below the navigation bar, there are tabs for 'List' and 'Request/Report', with 'Request/Report' selected. A toolbar contains icons for 'Go', 'Go/Export', 'Clear', 'Prev', 'Next', 'Close', and 'Favorites'. The 'Go/Export' icon is circled in red, and a red arrow points from it to a dropdown menu. The dropdown menu shows options: 'Excel', 'Excel Data', and 'PDF'. The 'Excel Data' option is highlighted in blue. To the right of the main content area, there is a 'Sort Option' section with radio buttons for 'a) Ora-Employee', 'b) Ora-Employee', and 'x) Excel Export'. The main content area is divided into two sections: 'Request' and '2 - User Options'. The 'Request' section includes fields for 'Report Number' (Pay29), 'Description' (Pay Rates for Employees), 'Report Sample' (Pay29), and 'Report Favorite'. The '2 - User Options' section includes fields for 'Active Date' (12/31/2020), 'Location(s)', 'Person Type(s)', 'Pay Cycle(s)', 'Bargaining Unit', 'Assignment Type', 'Employee Id(s)', and 'Prorate?' (No - Do NOT Prorate pay rates).

STEP 3 – Create Additional Pay Import file

Even though the dollars are being posted through the Additional Pay/Adjust Payroll activity, the addon and earnings table are set to report to Box 14 on the W2 and NOT AFFECT GROSS WAGES.

[Go to Activities - Online Resources – Tools – Import Templates – Additional Pay Import](#)



Populate Template

- **EmpID** – from *Pay29 – Pay Rates for Employees* report
- **Addon** – Enter CVDLVADJ (Does not affect Gross Earnings)
- **Units** – from *Leave08 – Leave Transaction Summary* report
- **Rate1** – Hourly Rate from *Pay29 – Pay Rates for Employees* report
- **Effective Date** – 12/31/2020
- **Comment** – COVID Leaves CY2020

Save as CSV file format

SSN	EmpID	Addon	Units	Rate1	Rate2	Acct	Effective	Comment	SalSched	SalCell	DaysWork	Job Cat	Job Class	HRA	HRAItem	PosID
	5954	CVDLVADJ	24	20.6			12/31/2020	COVID Leaves CY 2020								
	9700	CVDLVADJ	60	19.14			12/31/2020	COVID Leaves CY 2020								
	9375	CVDLVADJ	18	21.09			12/31/2020	COVID Leaves CY 2020								
	9811	CVDLVADJ	45	16.54			12/31/2020	COVID Leaves CY 2020								

STEP 4 – Create and Post Additional Pay Batch

Go to HR/Payroll – Employment – Additional Pay

Search Criteria:

- **Pay Date** – 12/30/2020
- **Description** – COVID Box 14 W2 Adj
- **File Name** – Use drop down menu to find CSV file
- **Primary Pay Cycle?** – Yes
- **Pay Cycle** – CL2J or CE2J
- **Pay Period** – 6 {Paid 12/30/2020 (Future)}

Save/Close

The screenshot shows the 'Additional Pay Entry Batch # 5455870, Status: Completed' window. The interface includes a search bar, navigation buttons (Delete, Prev, Next, Close, Cancel), and a 'Tasks' dropdown menu. The main content area is divided into two panels: 'Batch Information' and 'Posting Information'.

1 - Batch information	
Fiscal Year	2021 {2020/2021}
Pay Date	12/30/2020
Location	
Submitted	8/26/2020 1:38:15 PM
Submitted By	KALINGLE
Description	COVID Box 14 W2 Adj
File Name	COVID Leave W2 Adjustment
Note	0 item errors. 0 import errors.

2 - Posting information	
Primary Pay Cycle?	Yes
Pay Cycle	CL2J {Class 12 Month Jul-Jun}
Pay Period	6 {Paid 12/30/20 (Future)}
Status Message	Posted 4 additional batch pay items.
Posted	8/26/2020 1:45:57 PM
Posted By	KALINGLE
Locked Count	0

3 - Add/Update Information

Use Tasks to **Submit**

Use Tasks to **Post Addon Pay**

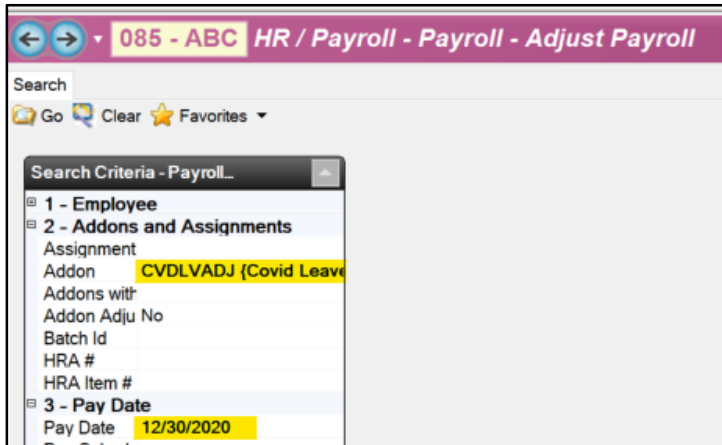
The screenshot shows the 'Additional Pay Entry Batch # 5455870, Status: Open' window. The 'Tasks' dropdown menu is open, showing options: 'Submit', 'Post Addon Pay', 'Rollback Addon Pay', and 'Return to Open'. The 'Post Addon Pay' option is highlighted in yellow. The background shows the same interface as the previous screenshot, but with the status 'Open'.

STEP 5 – Confirm Adjustment Posted as Expected

Go to HR/Payroll – Payroll – Adjust Payroll

Search Criteria:

- Addon – CVDLVADJ
- Pay Date – 12/30/2020



Review snapshot. Dollar amount should populate under the **Other** column

Pay99		Employee Payroll Snapshot				
CL1A #5 - Class 11 Month Aug-Jun		Gross to Net				
Employee	Pay Period 5, 12/01/20 - 12/31/20 on 12/30/20	Status		Future		
Address	(Last Final Computed CLS#1 - Ending 07/31/20 on 08/10/20)					
Pay Check Site 882	FTE .28750 Benefit FTE .28750	Approved				
Time Sheet Site	SS# ###-##-## Empld 005954	Last Calc'd		KALINGLE, 8/26/20 1:46 pm		
	Bargaining Unit 22					
EARNINGS	Employee	Pay Period Other	Rate	Employee	Calendar Year To Date Other	Subj Gross
POSITION #1086-8(0)/882{ADULT EDUCATION}			20.00	3,228.36		
POSITION #1086-8(0)/882{ADULT EDUCATION}			20.60	1,880.49		
POSITION #1086-9(0)/882{ADULT EDUCATION}	831.30		20.60	4,156.50		
ADD-ON (VAC19311) Vacation Pay			20.00	219.48		
ADD-ON (VAC19311) Vacation Pay	56.51		20.60	395.57		
ADJUST (CVDLVADJ) COVID Leaves CY 2020		494.40	20.60		494.40	

Subject Gross should not include the total adjustment

(continued)	Pay Period		Rate
	Employee	Other	
Total	887.81	494.40	
REDUCTIONS	Employee	Employer	Subj Gross
(PERSN) PERSN	62.15	183.78	887.81
Total	62.15	183.78	
(FIT) [S 0] Federal Withholding	48.02		825.66
(SIT) [S 0 :0] State Withholding			825.66
(OASDI) OASDI	55.04	55.04	887.81
(MEDICARE) Medicare	12.87	12.87	887.81
(SDI) SDI	8.88		887.81
(SUI) Unemployment Ins		.44	887.81
(WORKCOMP) Workers Comp		18.73	887.81
Total	124.81	87.08	
DEDUCTIONS / CONTRIBUTIONS			
(CSEA) CSEA Dues	13.32		887.81
(CSEACHP) CSEA Chapter Dues	2.00		
Total	15.32	.00	
NET			

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

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, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">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); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20