



Workforce Today functionality

Families First Coronavirus Response Act, H.R. 6201 (FFCRA)
& Coronavirus Aid, Relief and Economic Security Act, H.R.
748 (CARES)

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New FFCRA / CARES functionality in Workforce Today

To assist you in tracking sick leave and paid family leave related to the FFCRA NCR can configure the following functionality for you:

- Specific **earnings types** to track paid sick leave and paid family leave
- **Memo calculations** to track Qualified Health Plan expenses
- **FFCRA Average Hours and Wage Report** – this report will assist in determining the average hourly rate, and average hours worked for employees in determining their sick leave eligible hours and pay
- **CARES Paycheck Protection Program Report** – this report will assist the employer to complete the Paycheck Protection Program loan application backed by the SBA

For more information on the FFCRA, see the official Department of Labor website: <https://www.dol.gov/agencies/whd/ffcra>

Contact your CSR or HR Business Partner to assist with the initial configuration.

Tracking employee leave in Workforce Today

A new employment category can be created for you to track your employees on COVID-19 related FMLA

1. Navigate to Employee Management → Employee Maintenance→ Employment



Recording qualified health plan expenses in Workforce Today

You can calculate and report these expenses either per payroll, monthly or quarterly. The calculation should be based on the time the employee is collecting the leave wages, and the qualified health expenses that occurred during that timeframe.

The preferred method of tracking health costs is to add this to affected employees each pay. You would add the qualified expenses to the memo calc on Individual Time Entry.

Earning	Rates & Scheduled ...	Block	Hours	Dollars	Override Rate	Week ...	Location (No Home Val...)	Job (No Home Val...)	Long Shift (No Home Val...)	Personal Servi... (No Home Val...)
CV19 EE Sick			80.00							
CV19 FAM Sick										
CV19 PD FMLA										
Total			80.00	0.00						

Deduction	Scheduled	Block	Dollars	Memo Calc	Scheduled	Block	Dollars
			0.00	CV19 Health SCK		<input type="checkbox"/>	100.00
				CV19 Health FML		<input type="checkbox"/>	
Total							100.00

Employee overrides for part time employees

For part time employees you will need to enter the Average Hours Worked to ensure the proper cap is applied for Emergency Paid Sick leave. You can utilize the FFCRA Average Hours and Wage Report to determine the value here (instructions below).

Earnings

Pay Item	Schedule	Amount	Percent	Rate	Balance
Cell Phone	Every Pay	0.00			
Contract Pay	Every Pay				
CV19 EE Sick	Every Pay				
CV19 FAM Sick	Every Pay				
CV19 PD FMLA	Every Pay		0.67		

CV19 FAM Sick

* Pay Item: CV19 FAM Sick

Reference Number:

Default Schedule: Every Pay

Schedule Override:

Start Date:

Stop Date:

Annual Hours Limit:

Annual Limit Value: 2000.00

Annual Hours Limit: 80.00

Rate: 0.0000

Percent: 0.0000

1. Navigate to Employee Management → Employee Pay → Earnings
2. Select either of the earnings types to enter the average hours for the employee
3. Click Save

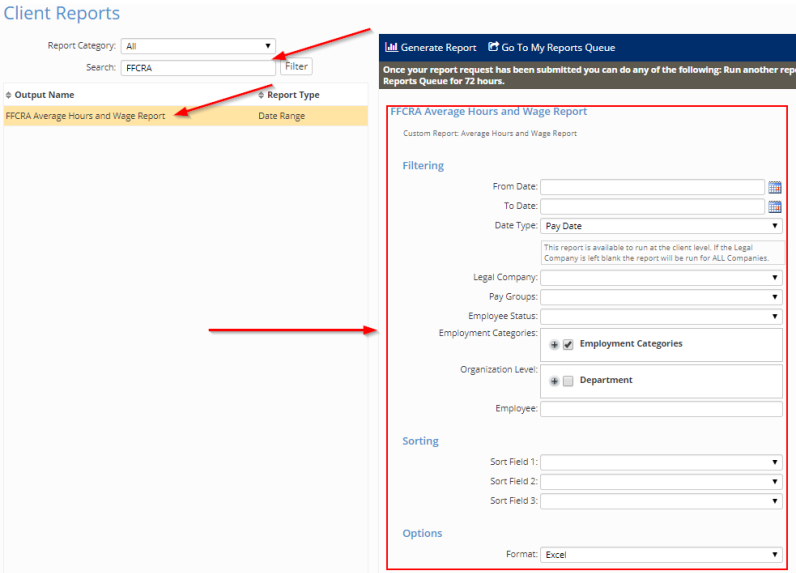


Workforce Today reporting – FFCRA average hours and wage report



The FFCRA Average Hours and Wage Report can be used to calculate the average hours worked, and average hourly wage in order to properly pay an employee for the COVID-19 Sick and COVID-19 FMLA earnings. To generate this report:

1. Navigate to Reporting → Client Reports
2. Locate the FFCRA Average Hours and Wage Report (Search: FFCRA)
3. Select the appropriate filters on the report



- a. **From Date** : go back 6 months from the date employee starts receiving Sick/Family leave pay
 - b. **To Date**: the date employee starts taking sick/family leave pay
 - c. **Date Type**: Pay Date or Pay Ending date
 - d. **Legal Company**: If multiple legal company, select the one that applies. If left blank, the report will generate for all legal companies.
 - e. **Pay Group**: If multiple pay groups, select the one that applies. If left blank, the report will generate for all pay groups.
 - f. **Employee Status**: If multiple employee statuses, select the one that applies. If left blank, the report will generate for all employee status records.
 - g. **Employment Categories**: Click on the plus sign to see the Employment Categories. Select the one(s) that apply to the report requirements.
 - h. **Organization Level**: Select the one(s) that apply.
 - i. **Employee**: Key in the last name or Employee number to find the employee. This field is to generate for employee selected only.
4. Accumulators – if the default calculation does not meet the client’s needs, we can set up custom accumulators with the following codes:
 - a. **FFCRA_HW**: Define Hours Worked
 - b. **FFCRA_WP**: Wages Paid



c. FFCRA_HP: Define hours paid

Workforce Today reporting – CARES paycheck protection program report

The CARES Paycheck Protection Program Report can be used to assist in completing the application for the Paycheck Protection Program loan from the SBA. The report is designed to run for a period of 1 year, however if the report is generated for a period of other than 1 year, the \$100k cap will be prorated based on the time period the report is generated.

To generate the report:

- 1) Navigate to Reporting → Client Reports
- 2) Locate the CARES Paycheck Protection Program Report (Search: CARES)
- 3) Select the appropriate Filter/Report Options
 - a) **From Date** – Starting date of the measured date range
 - b) **To Date** – Ending date of the measured date range
 - c) **Grouping** – Select up to 2 Organization Levels for Grouping.
 - d) **Include Pay Group breakdown** – check this box to see totals / detail for individual pay groups
 - e) **100K Excess Cost Option**
 - i) Choose All Employer Costs to include Health Care and Retirement costs applied towards the 100K cap
 - ii) Choose Compensation Only to only count actual employee compensation towards the 100K cap
- 4) Enter the Date Range and generate the report
- 5) When the report opens in Excel, it will have 3 tabs, 'Summary', 'Employee Details', and 'Earnings Details'
- 6) Summary gives the total payroll costs by month, 12-month Total Cost, Average Monthly Cost, and estimated loan amount

Client: SALES SALES DEMO CORPORATION											
Date Range: 1/1/2019 to 12/31/2019											
Company Code	Company Name	EN	Current Active EE Count	Active EE's As Of 12/31/2019	Avg EE Active Count	Avg EE Paid Count	12 Month Total Cost	Average Monthly Cost	Estimated Loan Amount	Jan 2019 Total Cost	Feb 2019 Total Cost
SALES	SALES DEMO CORPORATION	234678111	133	132	134.92	128.50	\$5,605,950.29	\$467,162.52	\$1,167,906.31	\$670,625.79	\$281,046.09
Report Total:			133	132	134.92	128.50	\$5,605,950.29	\$467,162.52	\$1,167,906.31	\$670,625.79	\$281,046.09

- 7) Employee Details tab gives a per-employee breakdown of the data

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Company Code	Company Name	Employee Name	Employee Id	Hire Date	Termination Date	Status	Status As Of 12/31/2019	Employment Category	Total Gross Wages	COVID-19 Paid Sick	COVID-19 Paid FMLA	Gross less COVID Paid	Over \$100K
SALES	SALES DEMO CORPORATION	Aaron, Hank D	21	2/20/2018	2/27/2018	T	T	Part Time (ACA V)	3,100.00	0.00	0.00	3,100.00	0.00
SALES	SALES DEMO CORPORATION	Abbott, Trish S	22	7/30/2012		A	A	Full Time	32,909.32	0.00	0.00	32,909.32	0.00
SALES	SALES DEMO CORPORATION	Abbott, William H	26	3/22/2011		A	A	Part Time (ACA V)	59,320.58	0.00	0.00	59,320.58	0.00
SALES	SALES DEMO CORPORATION	Abbott, Barry	2671	5/3/2017		I	I	Full Time	57,853.24	0.00	0.00	57,853.24	0.00
SALES	SALES DEMO CORPORATION	Abeyta, Paul	2672	5/3/2017		A	A	Full Time	122,499.28	0.00	0.00	122,499.28	22,499.28
SALES	SALES DEMO CORPORATION	Anthony, Mark	5	2/10/2011	4/15/2019	T	T	Full Time	16,351.20	0.00	0.00	16,351.20	0.00
SALES	SALES DEMO CORPORATION	Arden, Elizabeth S	2805	3/6/2019		A	A	Full Time	71,359.61	0.00	0.00	71,359.61	0.00

- 8) Earnings Details gives a breakdown of the cost per earnings type



A	B	C	D	E
Company Code	Company Name	Earning Title	Jan 2019	Feb 2019
SALES	SALES DEMO CORPORATION	Regular	\$595,230.05	\$367,202.60
SALES	SALES DEMO CORPORATION	Vacation	\$0.00	\$815.39
SALES	SALES DEMO CORPORATION	Worked Holiday	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	Personal	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	Overtime @ Stra	\$16.00	\$0.00
SALES	SALES DEMO CORPORATION	Bonus	\$3,513.55	\$5,334.31
SALES	SALES DEMO CORPORATION	Commission	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	Overtime - Blen	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	Blended OT	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	WTeam-FICA	\$18,730.26	\$9,365.13
SALES	SALES DEMO CORPORATION	GTL	\$10.40	\$4.16
SALES	SALES DEMO CORPORATION	Holiday	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	Auto Allowance	\$1,450.00	\$300.00
SALES	SALES DEMO CORPORATION	Regular	\$0.00	\$0.00
SALES	SALES DEMO CORPORATION	PTO	\$686.46	\$28.85
SALES	SALES DEMO CORPORATION	OT Premium	\$51,217.66	\$26,816.69
SALES	SALES DEMO CORPORATION	Clergy Housing	\$9,586.68	\$4,793.34

