

# Legislative Update

*The Week in Review*

May 15, 2020



# Employee Contact Tracing

## CONTACT TRACING

### EMPLOYEE CONTACT TRACING TOOL

Tracing and identifying the people who have been in contact with someone infected with the Coronavirus is essential in containing any further spread. In the workplace this process can be difficult without visibility into who was working on what schedule and with whom they had contact with.

Our Hours Detail Report in iSolved aims to help businesses identify contacts. Using employee timeclock data, the report can be filtered to help identify potential contacts by location and time while cross referencing with the infected employee.

Days/Times infected  
employee worked

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Employee Number	Employee Last Name	Employee First Name	Employee Middle Initial	Employee Supervisor	Employee Manager	Day	D	St	E	Rate	Department	J	Locat	Hourly Rate	P	Use P	Use R
1	Test	Employee	Infected		Test Supervisor	Test Manager	Monday	5/12/2020	8:00 PM	3:00 PM	2.00				2.00	1.00		
2	Test	Employee	Infected		Test Supervisor	Test Manager	Tuesday	5/12/2020	2:00 AM	4:00 AM	4.00				4.00	4.00		
3	Test	Employee	Test		Test Supervisor	Test Manager	Monday	5/12/2020	7:00 AM	4:00 PM	3.00				3.00	3.00		
4	Test	Employee	Test		Test Supervisor	Test Manager	Tuesday	5/12/2020	7:00 AM	4:00 PM	3.00				3.00	3.00		
5	Test	Employee	Test		Test Supervisor	Test Manager	Wednesday	5/12/2020	7:00 AM	4:00 PM	3.00				3.00	3.00		
6	Test	Joe	Joe		Test Supervisor	Test Manager	Monday	5/12/2020	3:00 AM	3:00 AM	6.00				6.00	4.00		
7	Test	Joe	Joe		Test Supervisor	Test Manager	Tuesday	5/12/2020	8:00 AM	5:00 PM	8.00				8.00	8.00		
8	Test	Joe	Joe		Test Supervisor	Test Manager	Wednesday	5/12/2020	6:00 AM	6:00 PM	6.00				6.00	4.00		
9	Test	Test	Melissa		Test Supervisor	Test Manager	Monday	5/12/2020	6:00 AM	2:00 PM	8.00		501		8.00	8.00		
10	Test	Test	Melissa		Test Supervisor	Test Manager	Tuesday	5/12/2020	8:00 AM	4:00 PM	8.00		501		8.00	8.00		
11	Test	Test	Melissa		Test Supervisor	Test Manager	Wednesday	5/12/2020	4:00 AM	6:00 PM	16.00		501		16.00	16.00		
12	Test	Test	Now		Test Supervisor	Test Manager	Monday	5/12/2020	7:00 AM	3:00 PM	10.00				10.00	10.00		
13	Test	Test	Now		Test Supervisor	Test Manager	Tuesday	5/12/2020	4:00 AM	2:00 PM	10.00				10.00	10.00		
14	Test	Test	Now		Test Supervisor	Test Manager	Wednesday	5/12/2020	3:00 AM	3:00 PM	10.00				10.00	10.00		

Filter by infected  
employee number

Times contacted  
employees worked

Additional filter options for  
company specific criteria

The Hours Detail Report is easy to use. Simply run this report from Close Pay Period (for open pay periods) or Client Reports (for closed pay periods) for the date range needed. With that report you can filter by department and location along with applicable days/times to see all contacts that worked with the infected employee. No health related information is required or utilized in compiling the report.

Follow up with contacts to monitor symptoms and tests for signs of infection. Find employee Contact information (*right*) by going to Employee Self Service>Contact Information

iSolved HCM | Delivered by Dominion Payroll

Stephanie Young(Demo) | 4 of 10 | Joe Joe | Employee: MTR | Status: Active

Search the menu

- EMPLOYEE MANAGEMENT
- PAYROLL PROCESSING
- REPORTING
- CLIENT MANAGEMENT
- EMPLOYEE SELF SERVICE

Time >

- Employee Welcome
- My Dashboard
- Employee Messages
- Employee Profile Picture
- ESS Mac Data Set
- ESS Mac Fields
- Misc Fields Update
- Employee Profile

Contact Information

- Employee Contacts
- Emergency Contacts
- Dependents
- Beneficiaries
- Company Information
- Bank for Direct Deposit

SYSTEM MANAGEMENT

- SECURITY
- PRODUCTION UTILITIES
- CONVERSION MANAGEMENT

Contact Information

Save Cancel

Employee Name

\* First Name: Joe

Preferred Name:

Middle Name:

\* Last Name: Joe

Prefix:

Suffix:

Employee Address

(A change of address may cause changes in rates.)

Address:

\* Zip Code: 99999

All Entries in Zip Code Field to remain city list

City:

State:

Manual Status: Single

Contact Information:

Home Phone: 757-455-2125

Mobile Phone:

Work Phone:

Fax Number:

Personal Email:





# Questions about PPP loan forgiveness

## Recalling Furloughed Employees Best Practices

- Recall employees in the correct order
- Provide information in writing
- Be ready for questions and concerns
- Review your personnel policies



# Questions about PPP loan forgiveness

## 1. Can a furloughed employee refuse to come back to work when recalled?

**Answer:** Generally, NO, but maybe

### ***Best Practices:***

- When recalling furloughed employees, send a written recall and follow up with a phone call
- Identify and discuss reasons for not wanting to return
  - Illness, childcare
  - Fear
  - Unemployment benefits





# Questions about PPP loan forgiveness

## How will personnel decisions affect my company's PPP loan forgiveness?

### 4 Most Commonly Asked Questions

**Q1:** If an employee is laid off, offered re-hire, and declines the offer for re-hire, does that affect my PPP loan forgiveness?

**Answer:** No

**Q2:** If an employee resigns, does that count against PPP loan forgiveness?

**Answer:** Guidance on this has not been issued. As the CARES Act stands - yes





# Questions about PPP loan forgiveness

**Q3:** If I have to terminate an employee for cause, does that count against PPP loan forgiveness?

**Answer:** Guidance on this has not been issued. As the CARES Act stands - yes

**Q4:** If an employee goes out on unpaid leave – at the employee's request – does that count against PPP loan forgiveness?

**Answer:** Guidance on this has not been issued. As the CARES Act stands - maybe





# New guidance from the VA Employment Commission

<http://www.vec.virginia.gov/employer-issue-report>

The forms will ask you to provide detailed information that the VEC will need in order to take action on a claim for benefits.

Please complete an entry for each situation or individual.

- ◆ **I recently attempted to recall an employee from a layoff/furlough and that person has refused this offer of work.**

[Go to Form](#) ➤

- ◆ **I have received funds from the Small Business Administration under the Payroll Protection Plan (PPP) and I am paying my employee his or her wages or I am paying wages from another source.**

[Go to Form](#) ➤

- ◆ **I recently hired or rehired an individual and would like to report this action to the VEC.**

[Go to Form](#) ➤



# CARES Act - “Ready State”

- Contractors may now have a new pathway to recovering idle labor costs through CARES Act, Section 3610
- The provision provides a new form of relief for contractors facing delays and additional costs as a result of employees being unable to work due to quarantine restrictions.
- Allows federal agencies to use “funds made available by the Act” to modify contracts to reimburse contractors for the costs of providing “paid leave ... to keep [their] employees or subcontractors in a ready state” if they are unable to enter a government-approved site of work due to closures or quarantine restrictions resulting from COVID-19





# Limitations for Government Contractors

- Reimbursement appears to be discretionary
- Reimbursement is limited to “minimum applicable contract billing rates,” and may not exceed an “average of 40 hours per week.”
- Reimbursement will be made only if the relevant employees’ job duties “cannot be performed remotely.”
  - This limitation is consistent with the new paid sick leave provided by FFCRA; employees are *not* eligible for that paid sick leave if they are able to telework.
- Reimbursement will not be made for costs incurred after September 30, 2020, the end of the government’s fiscal year.
  - This is stricter than the FFCRA paid sick leave, which is available through December 31, 2020.
- Reimbursements must be offset by any other credits a contractor receives under the CARES Act or the Families First Coronavirus Response Act. No “double dipping”





# Limitations for Government Contractors

- To be reimbursable, paid leave must have been provided to keep employees or subcontractors in a: *“ready state, including to protect the life and safety of Government and contractor personnel.”*
- Although only limited guidance exists as to which contractors must be maintained in a “ready state,” the White House recently emphasized the importance of maintaining the readiness of “skilled professionals or key personnel” and the Defense Department has declared that the entire defense industrial base is “essential.”
- \*\*More information to come on how to implement Section 3610. For now, contractors affected by coronavirus-related delays and restrictions should meticulously document both the circumstances and costs associated with any performance impacts.





We are answering your questions live on the air right now.

Please submit questions through the **Q&A function**,  
*not the chat option* at the bottom of your screen.





# *Questions?*

Please email:

[questions@dominionpayroll.com](mailto:questions@dominionpayroll.com)

For resources, updates, webinar schedule, and FAQ's, please visit our

[COVID-19 Updates & Resources page](#)





As requirements change and laws are passed, we will update you as soon as possible.

*Don't forget to wash your hands!*

