

Town Hall Q&A

April 15th, 2020



Dominion Payroll™

Legal Disclaimer

This training is intended for educational and informational purposes.

While we hope that you will learn a lot today, we are not attorneys, and the information should not be construed as legal advice.



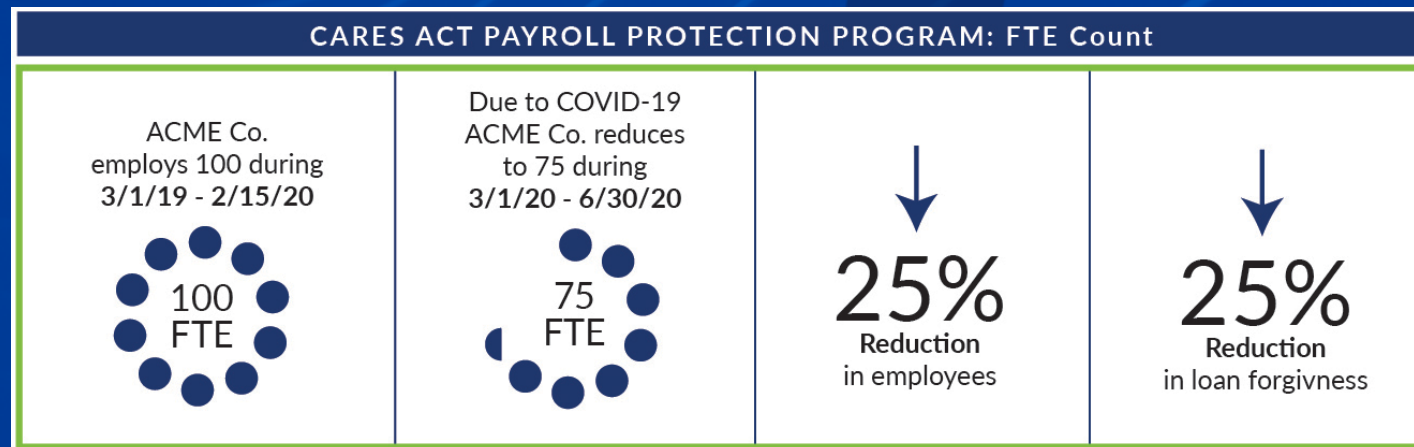
We are answering your questions live on the air right now.

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



PPP Loan Forgiveness

- Loan Forgiveness will be reduced proportionate to the business' reduction in full-time equivalent employees.
 - FTE Definition: All employees who work an average of 30 hours or more per week count as 1 full-time employee. All of the hours for part-time employees are added together and divided by 30 to get the number of full-time equivalent employees.
 - Total Full-Time + Total Full-Time Equivalent = Total FTE



PPP Loan Forgiveness

- Calculating Baseline FTE for Loan Forgiveness
- Average # of FTEs per month during the 8 week period beginning with loan origination ÷
 - Option 1: Average FTEs per month from 2/15/2019 - 6/30/2019
 - Option 2: Average FTEs per month from 1/1/2020 - 2/29/2020
 - The employer can pick the lesser of the two results



PPP Loan Forgiveness

- Rehire Exception
- If you have reduced your workforce between 2/15/2020 - 4/27/2020, you have until 6/30/2020 to get your FTEs back up to your historically average level in order to qualify for 100% PPP loan forgiveness.



How to enter FFCRA Leave and FFCRA Tax Credits



FFCRA: Manual Entry

New earning codes EFMLA 2/3 and ESICK 2/3

EFMLA-Employee caring for his /or her child whose school or place of care is closed (or childcare provider is unavailable) due to COVID-19 related reasons. Up to 12 weeks. First 2 weeks unpaid. Limit \$200 daily and \$10,000 in total

NAME	SALARY/RATE	BLOCK	TOTAL HRS	E-FMLA 2/3 (EARN HRS)	E-SICK 2/3 (EARN HRS)
Alcide, Dmitri	Rate: 11.0096		0.00		
Amerighi, Xavier	Rate: 13.7500		0.00		

ESICK 2/3 –Can be used for the first 2 weeks for EFMLA up to \$200 daily and \$2,000 total

Caring for an individual subject to a Federal, State or local quarantine or isolation order or self-quarantine or is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services up to \$200 daily and \$2,000 total.



Manual Entry of ESICK + EFMLA

- Reporting, client reports, FFCRA Average Hours and Wage Report

Generate Report Go To My Reports Queue

FFCRA Average Hours and Wage Report

Custom Report: Average Hours and Wage Report

Filtering

From Date:

To Date:

Date Type: **Pay Date** ▼

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company: ▼

Pay Groups: ▼

Employee Status: ▼

Employment Categories: **Employment Categories**

Organization Level:

- Department
- Job
- GL sb blank
- Location

Employee:

Sorting

Sort Field 1: ▼

Sort Field 2: ▼

Sort Field 3: ▼

Date range up to 6 months prior to date on which leave is taken.

Pick a specific employee

Generate Report

Got to my Reports Queue



EFMLA & ESICK 2/3


Manual Entry

- My Reports Queue, view report, find average regular rate

Total Hours Paid	Average Regular Rate
40.00	22.0000

- Payroll processing, payroll entry, enter hours, use paper clip and put in average regular rate in the override rate

NAME	SALARY/RATE	BLOCK	TOTAL HRS	E-FMLA 2/3 (EARN HRS)	E-SICK 2/3 (EARN HRS)
Alcide, Dmitri	Rate: 11.0096		0.00	40	
Amerighi, Xavier	Rate: 13.7500		0.00		
Arbuckel, Tana	Rate: 55.1981		0.00		
Archibold, Alexina	Rate: 109.5931		0.00		

40  No Override Rate

Average regular rate



FFCRA Manual Entry

- New earning codes ESICK 100%
- Employee is under Federal, State or local quarantine or isolation related to COVID-19
- Has been advised by health care provider to self-quarantine
- Is experiencing COVID-19 symptoms and is seeking a medical diagnosis
- Payroll processing, payroll entry, time entry grid, enter hours

NAME	SALARY/RATE	BLOCK	TOTAL HRS	E-FMLA 2/3 (EARN HRS)	E-SICK 2/3 (EARN HRS)	E-SICK 100% (EARN HRS)
Alcide, Dmitri	Rate: 11.0096		0.00			



Absence Policies

- Employee, Manager/Supervisor log in to Employee Self Service
- Click on Employee Calendar, click on request time off, choose the proper policy, key in hours, dates and comments. Hit Save.

The screenshot displays the 'Employee Calendar' interface. On the left is a navigation menu with 'EMPLOYEE SELF SERVICE' highlighted, and 'Employee Calendar' selected. The main content area is titled 'Employee Calendar' and contains a 'Request Time Off' form. The form includes a 'Save' button and a 'Cancel' button. The 'Request Time Off' section has a dropdown for '* Absence Policy:' with options: E-FMLA 2/3, E-Sick 2/3, E-Sick 100%, PTO, and Sick. Below this are fields for '* From Date:', '* To Date:', and 'Start Time:'. A 'Days:' section shows a week layout (S M T W T F S) with checkboxes; the 'T' (Tuesday) checkbox is checked, and there is a 'Check All' button. Further down are fields for '* Hours Per Day:', 'Hours Requested:', and 'Projected Balances' (After Time Off Request, Current Plan Year, Next Plan Year). At the bottom is a 'Comments' section with a text input area.



Absence Policies

- If Manager/Supervisor are approving they will get an email. Once approved the time will be on that payroll.
- **It is important to use these codes set up so we can track the credits.



FFCRA-Health Care Expenses

- Tracking health care paid on ESICK and EFMLA
- Payroll Processing, payroll entry, individual time entry, change template to all, key in health amount under the memo code “COVID-19 Qualified Health Plan Expenses (FMLA, SICK)”.

The screenshot displays a payroll system interface. On the left is a navigation menu with the following items: Individual Time Entry (highlighted), Void Third Party Checks, Time Entry Totals, Additional Check Entry Grid, Timecard Import, Labor Entry Grid, Remove Pending Checks, Payroll Entry Setup <, Time Entry Templates, Time Entry Options, REPORTING, CLIENT MANAGEMENT, and EMPLOYEE SELF SERVICE. The main area features a top bar with '+ Add New', 'Preview Check', and 'Refresh' buttons. Below this are two tables. The first table has columns: Earning, Rates & Scheduled Pay, Block, Hours, and Dollars. It lists 'E-FMLA 2/3', 'E-Sick 2/3', and 'E-Sick 100%' with a 'Total' row showing 0.00 in both Hours and Dollars columns. The second table has columns: Memo Calc, Scheduled, Block, and Dollars. It lists 'COVID-19 FMLA' and 'COVID-19 SICK' with a 'Total' row showing 0.00 in the Dollars column. A blue arrow points from the top right towards the 'COVID-19 SICK' row in the second table.

Earning	Rates & Scheduled Pay	Block	Hours	Dollars
E-FMLA 2/3				
E-Sick 2/3				
E-Sick 100%		<input type="checkbox"/>		
Total			0.00	0.00

Memo Calc	Scheduled	Block	Dollars
COVID-19 FMLA		<input type="checkbox"/>	
COVID-19 SICK		<input type="checkbox"/>	
Total			0.00

FFCRA-Health Care Expenses Examples

- If ee is getting full pay cycle pay under FFCRA earnings, client would enter in full pay cycle amount of pretax health expenses. IE: weekly payroll., ee is getting 40 hours of FFCRA earnings and weekly medical is normally \$100, you would enter \$100 in memo.
- If ee is getting prorated for pay cycle, ER will need to prorate the medical as well. IE ee is getting 32 hours: $\$100/40*32 = \80 .



FFCRA Tax Credits

- You can view the credit on your Payroll Summary. The credit automatically reduces your 941 tax liability:

Client ID: STEPHY - Stephanie Young Test Company		PAYROLL SUMMARY PREVIEW		Period Begin Date: 4/13/2020		
Pay Group: Bi-weekly		Stephanie Young Test Company		Period End Date: 4/26/2020		
Check Date: 5/1/2020				Pay Period: 3		
Run Date: 4/10/2020				Payroll Type: Regular Payroll		
*** PAYROLL FUNDING ***						
Debit Type	Bank Name	Transit Routing #	Bank Account #	Counts	Amount	ACH Debit
Checks	WELLS FARGO BANK, NA	*****0248	*****2236	2	\$4,604.18	\$0.00
Direct Deposits	WELLS FARGO BANK, NA	*****0248	*****2236		\$0.00	\$0.00
Totals:				2	\$4,604.18	\$0.00
Tax Liabilities	WELLS FARGO BANK, NA	*****0248	*****2236		\$0.00	\$2,063.80
Third Party Checks	WELLS FARGO BANK, NA	*****0248	*****2236		\$0.00	\$0.00
Third Party Electronic Payment	WELLS FARGO BANK, NA	*****0248	*****2236		\$0.00	\$0.00
Payroll Billing	WELLS FARGO BANK, NA	*****0248	*****2236		\$0.00	\$96.50
Tax Adjustment (FFCR Act - SickPay)	WELLS FARGO BANK, NA	*****0248	*****2236		\$0.00	(\$228.11)
Totals:					\$0.00	\$1,932.19
Total ACH Debit:				Impound Date: 4/30/2020		\$1,932.19
Total Payroll Funding (all items):						\$6,536.37

*** PAYROLL TOTALS ***



Cryptocurrency Fraud Schemes Related to COVID-19:

Definition:

- A cryptocurrency is a type of currency which uses digital files as money. Usually, the files are created using the same methods as cryptography (the science of hiding information). *Digital signatures can be used to keep the transactions secure, and let other people check that the transactions are real.*

• Blackmail Attempts

- Scammer claims that they will both release your information and infect you and/or your family with coronavirus unless payment is sent to a Bitcoin wallet.

• Work from Home Scams

- Scammers, posing as employers, ask you to accept money in your own bank account and then deposit it into a crypto kiosk. The money is commonly stolen and but transferring it, you are considered an illegal money mole and possibly unlicensed money transmission

• Paying for Non-Existent Treatments or Equipment

- Scammers lure customers from trusted e-commerce sites by offering products that claim to prevent COVID-19 onto unregulated messaging sites to accept payment in cryptocurrencies for products that do not actually exist.

• Investment Scams

- “too good to be true”—scammers offering large monetary returns for a short-term, small investment. The reality is that scammers steal the investment money for personal use and utilize the complexities of cryptocurrency to hide the true destination of the stolen funds.



Scams Related to Government Financial Benefit

- The government will not ask you for personal information to give you your financial benefits.
- If you receive an email, text message, or phone call claiming to help you get your benefits, ***do not respond***.
- If you are eligible to receive the benefits, your government check will be mailed to you or will be direct deposited into your bank account
- Specifically retirees be careful—no information is needed for IRS to send your stimulus check



The IRS Reminds Taxpayers that Scammers May:

- **Emphasize the words "Stimulus Check" or "Stimulus Payment"**
 - *The official term is economic impact payment.*
- **Ask the taxpayer to sign over their economic impact payment check to them**
- **Ask for verification of personal and/or banking information saying that the information is needed to receive or speed up their economic impact payment**
- **Suggest that they can get a tax refund or economic impact payment faster by working on the taxpayer's behalf.**
 - *This scam could be conducted by social media or even in person.*
- **Mail the taxpayer a bogus check, perhaps in an odd amount, then tell the taxpayer to call a number or verify information online in order to cash it.**

Other Types of Scams:

Debt reduction scams

- Collect money for services providing “debt reduction techniques”

A sick family member

- Pretending to be a sick family member (or friend) needing money for treatment
- Ask a personal question to someone claiming to be a family member or friend

Fake websites with exclusive COVID-19 information

- When you visit the site, it may download malicious software to your computer that steals your personal information
- Be wary of websites that have “Coronavirus” or “COVID-19” in the site name itself as it was probably recently created and could be fake



Final Thoughts



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



Wash your hands!

Questions?

Please email:

questions@dominionpayroll.com

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

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

