



## How to Navigate the FFCRA

### [Does your Employee qualify for Paid Sick Leave?](#)

Under the Act, an employee qualifies for Paid Sick Leave if the employee is unable to work (**or unable to telework**) between April 1, 2020 and December 31, 2020 because the employee:

- 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);
- 5) is caring for a child whose school or place of care is closed (or childcare 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.

If your employee qualifies under one of the above-mentioned covered reasons, he/she is eligible for up to 80 hours of paid sick leave. If part-time, he/she is eligible for the number of hours normally scheduled to work in a two-week time period.

### [How do I report this?](#)

The attached form should be completed by the employee requesting the Paid Sick Leave for COVID-19 related reasons. This form must be completed to fulfill the FFCRA requirement of documenting the reason for the leave and application for the associated tax credits and needs to be retained for a minimum of four years. After your employee represents to you that they are entitled to leave under one of these covered reasons, provides you with documentation or detail to support the need, and you approve the leave, Questco can help administer the next steps.

The completed form should be submitted to your Questco Representative prior to reporting paid leave hours for payment.

The code that will be used for this leave is **COVIDSICKEE** for time used when the employee is sick, or **COVIDSICKDP23** for when caring for a dependent that is sick. You will see this as an option in Prism when submitting payroll after April 1, 2020.

The amount of pay due to each employee will depend on which covered reason applies— regular hourly wage up to \$511 per day for reason #1,2, or 3, and 2/3 regular hourly wage up to \$200 per day for reason #4, 5, or 6.

The Questco Prism payroll software will help track eligible paid hours, compute and cap earned paid leave, compute available tax credits, and apply these credits to the appropriate tax liability in order to allow prompt processing of your reimbursement from the government. You will see the application of the tax credit as a reduction to your total payroll invoice for the period that the sick leave wages were paid. Our

payroll team will handle the pay calculations, and you will have the ability to view all details through your online Prism portal.

### [Does your Employee qualify for expanded Family Medical Leave?](#)

Under the Act, an employee qualifies for the EFMLA if the employee is unable to work (**or unable to telework**) between April 1, 2020 and December 31, 2020 because the employee:

Is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19

If your employee qualifies for this leave, he/she is eligible for up to 10 additional weeks of paid leave after exhausting their Paid Sick Leave (for a total of 12 weeks). If part-time, he/she is eligible for the number of hours normally scheduled to work in a two-week time period.

### [How do I report this?](#)

The attached form should be completed by the employee requesting the eFMLA for COVID-19 related reasons. This form must be completed to fulfill the FFCRA requirement of documenting the reason for the leave and application for the associated tax credits and needs to be retained for a minimum of four years. After your employee represents to you that they are entitled to leave under one of these covered reasons, provides you with documentation or detail to support the need, and you approve the leave, Questco can help administer the next steps.

The completed form should be submitted to your Questco Representative prior to reporting paid leave hours for payment.

The code that will be used for this leave is **COVIDFMLA23**. You will see this as an option in Prism when submitting payroll after April 1, 2020.

The amount of pay due to each employee will be 2/3 his /her regular hourly wage up to \$200 per day. This leave can be taken intermittently or all at once.

The Questco Prism payroll software will help track eligible paid hours, compute and cap earned paid leave, compute available tax credits and apply these credits to the appropriate tax liability in order to allow prompt processing of your reimbursement from the government. You will see the application of the tax credit as a reduction to your total payroll invoice for the period that the EFMLA wages were paid. Our payroll team will handle the pay calculations, and you will have the ability to view all details through your online Prism portal.

### [If I need assistance, where do I go?](#)

If you need additional assistance or have further questions on this process, please contact your Questco Representative, or call our Care Center at 888-595-8968.

The FFCRA Poster that is required to be displayed for all employees is attached for your convenience.