

Vista Webinar Series

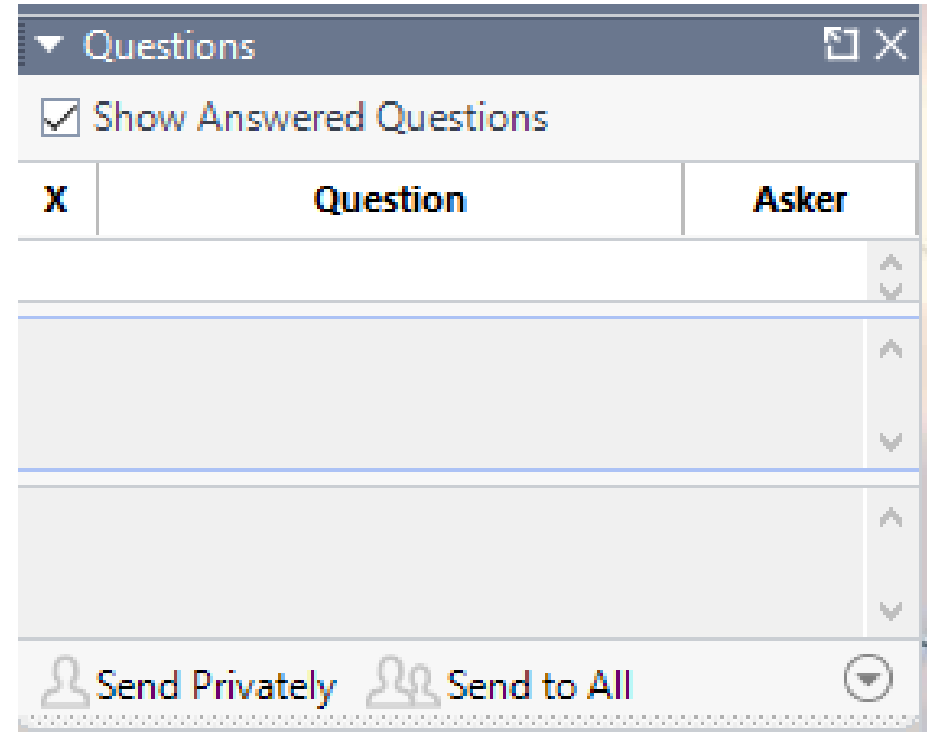
— How to Set Up & Track COVID Sick and Paid Leave

April 10, 2020

HOW TO INTERACT WITH US TODAY

Ask a Question!

1. Open Questions section
2. Type your question
3. Click Send Privately



**This webinar will be recorded.
The link to the recording will be emailed to all registered attendees.**

Today's Webinar Hosts

Viewpoint

- **Gary Gilmore** - Sr. Product Manager
- **Gloria Kablan,**
Randy Crawley - Vista Support
- **Sharon Simpson** - Software Consultant



Silvertrek Systems

- **Michael Kelley** - President



Very Commonly Asked Questions

- **Q1: Can we get a copy of this presentation?** Yes, we will publish these slides.
- **Q2: Will you publish the Q&A?** Yes, we will create an FAQ document and publish.
- **Q3: Will Vista be updated to support FFCRA?** Not yet.

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Questions? Contact Kathleen Orazio, kathleen.ozario@viewpoint.com

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Consult your own tax, legal and accounting advisors to confirm compliance with applicable laws and business practices.

AGENDA

- FFCRA Overview
- Emergency Paid Sick Leave
- Emergency Family Medical Leave
- Q&A

Families First Coronavirus Response Act (FFCRA)

- Signed into law March 18, 2020
- Emergency Paid Sick Leave Act (EPSL)
- Emergency Family and Medical Leave Expansion Act (EFML)
- Effective April 1, 2020 - December 31, 2020
- Enforced by the U.S. Department of Labor Wage and Hour Division (WHD)
- Reimburses employers < 500 employees for cost of providing employees with paid leave
- Enables employers to keep workers on their payrolls, while ensuring that employees are not forced to choose between their paychecks and public health

[Final Rule: Paid Leave under the Families First Coronavirus Response Act](#)

[Press Release \(4/1/2020\): U.S. Department Of Labor Announces New Paid Sick Leave and Expanded Family and Medical Leave Implementation](#)

[Webinar: The Families First Coronavirus Response Act \(FFCRA\)](#)

Emergency Paid Sick Leave Act (EPSL) - Earnings

- Employees eligible for up to **80 hours or 10 days** of EPSL
 - If experiencing symptoms or subject to quarantine/isolation order
 - **100% regular rate of pay (\$511/day max, \$5110 total.)**
 - If caring for someone else due to COVID-19
 - **66% regular rate of pay (\$200/day max, \$2000 total)**
 - If variable hours, use prior 6 month average
- Add ESPL Earnings Codes
 - COVID-19 Employee - factor 1.000
 - COVID-19 Caretaker - factor .6667
 - ‘Subject Only’ to FICA-SS employer liability

1 PR Earnings Codes for Viewpoint Construction Services - Sample 6.19

Earnings Code: 100 COVID-19 Employee

Description: COVID-19 Employee

Method: H-Rate per hour

Factor: 1.000000

Subject to Auto Earnings Include in Liability Distributions

Subject to Craft/Class Add-ons Include in OT Calculations

True Earnings for Payroll Reports Include in Salary Distribution Calculations

Track Hours for ACA Include in Remote Timesheet Entry

Earnings Type: 12 Salaries and Wages

CT: 1 Labor

Auto Earnings Limit Period: N-None Limit Amount: 0.00

Certified Reporting Include Detail on certified reports.

Fringe Benefit Type:

1 PR Earnings Codes for Viewpoint Construction Services - Sample 6.19

Earnings Code: 101 COVID-19 Caretaker

Description: COVID-19 Caretaker

Method: H-Rate per hour

Factor: .666667

Subject to Auto Earnings Include in Liability Distributions

Subject to Craft/Class Add-ons Include in OT Calculations

True Earnings for Payroll Reports Include in Salary Distribution Calculations

Track Hours for ACA Include in Remote Timesheet Entry

Earnings Type: 12 Salaries and Wages

CT: 1 Labor

Auto Earnings Limit Period: N-None Limit Amount: 0.00

Certified Reporting Include Detail on certified reports.

Fringe Benefit Type:

EDL Type	EDL Code	Description	Subject Only
E-Earnings	100	COVID-19 Employee	<input checked="" type="checkbox"/>
E-Earnings	101	COVID-19 Caretaker	<input checked="" type="checkbox"/>

Use these earnings codes when posting employee EPSL

Emergency Paid Sick Leave (EPSL) - Employer Liabilities

- Add ESPL Liability Codes

- COVID-19 Employee - \$5110 annual limit on EPSL employee pay
- COVID-19 Caretaker - \$2000 annual limit on EPSL caretaker pay
- Calculation Category - Federal - assign as add'l DLs on Federal Info
- GL Account - income/asset account for reimbursement
- Method - Rate of Gross, -1.000 rate (negative liability amount)
- Assign COVID-19 earnings as basis

Use these liabilities to limit & track EPSL credits

1 PR Deductions/Liabilities for Viewpoint Construction Services - Sample 6.19

Dedn / Liab Code: 704 COVID-19 Employee

Grid Info Add Info Arrears/Payback Notes Basis Codes

Description: COVID-19 Employee

Type: Deduction Liability Liability Type: 20 COVID-19 Reimbursement

Calculation Category: F-Federal Federal Type: 1-Withholding

GL Account: 120 COVID-19 Reimbursement

Method: G-Rate of gross

Rate / Amount #1: -1.00000

Rate / Amount #2: 0.00000

Limit: No Limit Amount: 5,110.00 Subject Amount Applied: A-Annually Calculated Amount Rate of Earnings

Rate / Amount #1: -1.00000

Rate / Amount #2: 0.00000

Grid Info Add Info Arrears/Payback Notes Basis Codes

EDL Type	EDL Code	Description	Subject Only
E-Earnings	100	COVID-19	<input checked="" type="checkbox"/>

Outbox: 0 Waiting | Record 147 of 153 | View | Co#: 1

1 PR Deductions/Liabilities for Viewpoint Construction Services - Sample 6.19

Dedn / Liab Code: 704 COVID-19 Employee

Grid Info Add Info Arrears/Payback Notes Basis Codes

EDL Type	EDL Code	Description	Subject Only
E-Earnings	100	COVID-19	<input checked="" type="checkbox"/>

1 PR Deductions/Liabilities for Viewpoint Construction Services - Sample 6.19

Dedn / Liab Code: 705 COVID-19 Caretaker

Grid Info Add Info Arrears/Payback Notes Basis Codes

Description: COVID-19 Caretaker

Type: Deduction Liability Liability Type: 20 COVID-19 Reimbursement

Calculation Category: F-Federal Federal Type: 1-Withholding

GL Account: 120 COVID-19 Reimbursement

Method: G-Rate of gross

Rate / Amount #1: -1.00000

Rate / Amount #2: 0.00000

Limit: No Limit Amount: 2,000.00 Subject Amount Applied: A-Annually Calculated Amount Rate of Earnings

Rate / Amount #1: -1.00000

Rate / Amount #2: 0.00000

Grid Info Add Info Arrears/Payback Notes Basis Codes

EDL Type	EDL Code	Description	Subject Only
E-Earnings	101	COVID-19	<input checked="" type="checkbox"/>

Outbox: 0 Waiting | Record 148 of 153 | View | Co#: 1

1 PR Deductions/Liabilities for Viewpoint Construction Services - Sample 6.19

Dedn / Liab Code: 705 COVID-19 Caretaker

Grid Info Add Info Arrears/Payback Notes Basis Codes

EDL Type	EDL Code	Description	Subject Only
E-Earnings	101	COVID-19	<input checked="" type="checkbox"/>



Emergency Paid Sick Leave (EPSL) - Leave Code

- Add EPSL Leave Code
 - Used to track & limit EPSL leave
 - Accrual Type - Fixed, 80.00 Hours
 - Limit - 80.00 Accrual and Balance limit

1 PR Leave Codes for Viewpoint Construction Services - Sample 6.19

Leave Code: SICK-C19 Sick Leave - COVID-19 Initialize Employees

Grid Info Notes Accrual/Usage Info Employee Leave Leave Level Overrides

Description: Sick Leave - COVID-19

UM: HRS Leave Balance Warning Level: Allowed w/Warning

Accrual Type

Fixed Amount Rate of Earnings or Hours

Fixed Accruals

Amount: 80.00 Frequency: 0

Accrual Limit #1

Limit: 80.00

Reset Frequency: Y

Accrual Limit #2

Limit: 0.00

Reset Frequency: Y

Available Balance Limit

Limit: 80.00 Reset Frequency: Y Carryover Limit: 0.00

Change tabs by using the arrow keys. Outbox: 0 Waiting Record 14 of 18 View Co#: 1

- Usage Info
 - Assign EPSL earnings codes

1 PR Leave Codes for Viewpoint Construction Services - Sample 6.19

Leave Code: SICK-C19 Sick Leave - COVID-19 Initialize Employees

Earn Code	Earn Desc	Type	Rate	Basis
100	COVID-19	U-Usage	1.00000	H-Hours
101	COVID-19	U-Usage	1.00000	H-Hours

* * *

- Initialize Leave Balances
 - Add EPSL Leave Code to Employees
 - Use 3/31/20 Eligible Date

1 PR Employee Leave Initialize for Viewpoint Construction Services - Sa...

File Edit Records Options Tools Windows Help

Initialize a Leave Code for all or active Employees within a PR Group

All Employees Active Employees Only Initialize

PR Group: 1 Field & Office Payroll Close

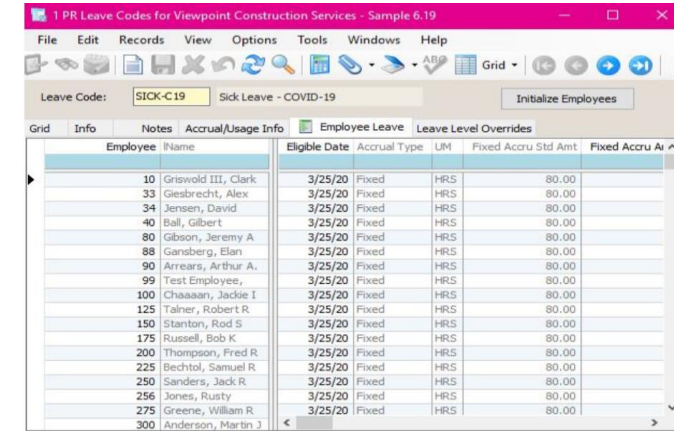
Eligible Date: 3/31/20

Select eligible date to use in initialization. Co#: 1

Use this Leave Code to help track & limit EPSL

Emergency Paid Sick Leave (EPSL) - Leave Code

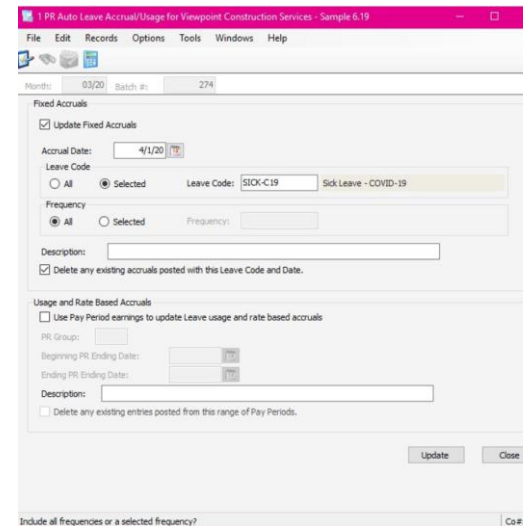
- Adjust part-time employees fixed accrual
 - Example - if employee works 20 hours per week, override fixed accrual to 40 hours (2 weeks @ 20 hrs./week)



The screenshot shows a software window titled "1 PR Leave Codes for Viewpoint Construction Services - Sample 6.19". It features a menu bar (File, Edit, Records, View, Options, Tools, Windows, Help) and a toolbar. Below the menu is a "Leave Code" field set to "SICK-C19" and a description "Sick Leave - COVID-19". A table with columns "Employee Name", "Eligible Date", "Accrual Type", "UM", "Fixed Accru Std Amt", and "Fixed Accru Amt" is displayed. The table lists 20 employees, all with an eligible date of 3/25/20 and a fixed accrual amount of 80.00.

Employee Name	Eligible Date	Accrual Type	UM	Fixed Accru Std Amt	Fixed Accru Amt
10 Griswold III, Clark	3/25/20	Fixed	HR.S	80.00	
33 Giesbrecht, Alex	3/25/20	Fixed	HR.S	80.00	
34 Jensen, David	3/25/20	Fixed	HR.S	80.00	
40 Ball, Gilbert	3/25/20	Fixed	HR.S	80.00	
80 Gibson, Jeremy A	3/25/20	Fixed	HR.S	80.00	
88 Gansberg, Elan	3/25/20	Fixed	HR.S	80.00	
90 Arrears, Arthur A.	3/25/20	Fixed	HR.S	80.00	
99 Test Employee,	3/25/20	Fixed	HR.S	80.00	
100 Chaaaan, Jackie I	3/25/20	Fixed	HR.S	80.00	
125 Talner, Robert R	3/25/20	Fixed	HR.S	80.00	
150 Stanton, Rod S	3/25/20	Fixed	HR.S	80.00	
175 Russell, Bob K	3/25/20	Fixed	HR.S	80.00	
200 Thompson, Fred R	3/25/20	Fixed	HR.S	80.00	
225 Bechtol, Samuel R	3/25/20	Fixed	HR.S	80.00	
250 Sanders, Jack R	3/25/20	Fixed	HR.S	80.00	
256 Jones, Rusty	3/25/20	Fixed	HR.S	80.00	
275 Greene, William R	3/25/20	Fixed	HR.S	80.00	
300 Anderson, Martin J	3/25/20	Fixed	HR.S	80.00	

- Auto Leave Accrual/Usage
 - Run to update employee fixed accruals
 - Accrual Date - 4/1/20
 - Select EPSL Leave Code
 - Review & post PR Leave Batch



The screenshot shows a software window titled "1 PR Auto Leave Accrual/Usage for Viewpoint Construction Services - Sample 6.19". It features a menu bar (File, Edit, Records, Options, Tools, Windows, Help) and a toolbar. Below the menu is a "Month" field set to "03/20" and a "Batch #: 274". The "Fixed Accruals" section has a checked "Update Fixed Accruals" checkbox. The "Accrual Date" is set to "4/1/20". The "Leave Code" is set to "SICK-C19" with a description "Sick Leave - COVID-19". The "Frequency" is set to "All". The "Usage and Rate Based Accruals" section has an unchecked "Use Pay Period earnings to update Leave usage and rate based accruals" checkbox. The "PR Group" is empty. The "Beginning PR Ending Date" and "Ending PR Ending Date" are both empty. The "Description" field is empty. There are "Update" and "Close" buttons at the bottom.

Quickest/easiest way to update employee's EPSL available balance

Emergency Family Medical Leave (EFML) - Earnings

- Expanded FML for eligible employees up to **10 weeks**
 - Unable to work to care for child whose school or child care is closed due to COVID-19
 - Must be employed at least 30 days to be eligible
 - **66% regular rate of pay (\$200/day max, \$10K total)**
 - If variable hours, use prior 6 month average
- Add EFML Earnings Code
 - COVID-19 Paid Leave - factor .6667
 - 'Subject Only' to FICA-SS employer liability

1 PR Earnings Codes for Viewpoint Construction Services - Sample 6.19

Earnings Code: 102 COVID-19 Paid Leave (Expanded)

Description: COVID-19 Paid Leave (Expanded)

Method: H-Rate per hour

Factor: .66667

Subject to Auto Earnings Include in Liability Distributions

Subject to Craft/Class Add-ons Include in OT Calculations

True Earnings for Payroll Reports Include in Salary Distribution Calculations

Track Hours for ACA Include in Remote Timesheet Entry

Earnings Type: 12 Salaries and Wages

CT: 1 Labor

Auto Earnings

Limit Period: N-None Limit Amount: 0.00

Certified Reporting

Include Detail on certified reports.

Fringe Benefit Type:

Use this earnings code when posting employee EFML

EDL Type	EDL Code	Description	Subject Only
E-Earnings	100	COVID-19 Employee	<input checked="" type="checkbox"/>
E-Earnings	101	COVID-19 Caretaker	<input checked="" type="checkbox"/>
E-Earnings	102	COVID-19 Paid Leave (Expanded)	<input checked="" type="checkbox"/>

Emergency Family Medical Leave (EFML) - Liability

- Add EFML Liability Code
 - COVID-19 Paid Leave - \$10K annual limit on EFML employee pay
 - Calculation Category - Federal - assign as add'l DL on Federal Info
 - GL Account - income/asset account for reimbursement
 - Method - Rate of Gross, -1.000 rate (negative liability amount)
 - Assign COVID-19 Paid Leave earnings as basis

Use this liability to help limit & track EFML credit

1 PR Deductions/Liabilities for Viewpoint Construction Services - Sample 6.19

File Edit Records View Options Tools Windows Help

Dedn / Liab Code: 706 COVID-19 Paid Leave (Expanded) Add Basis Codes

Grid Info Add Info Arrears/Payback Notes Basis Codes

Description: COVID-19 Paid Leave (Expanded)

Type
 Deduction Liability Liability Type: 20 COVID-19 Reimbursement

Calculation Category: F-Federal Federal Type: 1-Withholding

GL Account: 120 COVID-19 Reimbursement

Method: G-Rate of gross

Rate / Amount #1: -1.00000
Rate / Amount #2: 0.00000

Limit
 No Limit Amount: 10,000.00
 Subject Amount Applied: A-Annually
 Calculated Amount

Enter the limit amount.

Outbox: 0 Waiting Record 4 of 153 View Co#: 1

1 PR Deductions/Liabilities for Viewpoint Construction Services - Sample 6.19

File Edit Records View Options Tools Windows Help

Dedn / Liab Code: 706 COVID-19 Paid Leave (Expanded) Add Basis Codes

Grid Info Add Info Arrears/Payback Notes Basis Codes

EDL Type	EDL Code	Description	Subject Only
E-Earnings	102	COVID-19 Paid	<input type="checkbox"/>

* Basis code on other dedn/liab codes.

Emergency Family Medical Leave (EFML) - Leave Code

- **Add EFML Leave Code**
 - Used to track & limit EFML leave
 - **Accrual Type** - Fixed, 400.00 Hours
 - **Limit** - 400.00 Accrual and Balance limit

1 PR Leave Codes for Viewpoint Construction Services - Sample 6.19

File Edit Records View Options Tools Windows Help

Leave Code: Family-C19 Family Leave - COVID-19 Initialize Employees

Grid Info Notes Accrual/Usage Info Employee Leave Leave Level Overrides

Description: Family Leave - COVID-19

UM: +RS Leave Balance Warning Level: Allowed w/Warning

Accrual Type

Fixed Amount Rate of Earnings or Hours

Fixed Accruals

Amount: 400.00 Frequency: 0

Accrual Limit #1

Limit: 400.00 Reset Frequency: Y

Accrual Limit #2

Limit: 0.00 Reset Frequency: Y

Available Balance Limit

Limit: 400.00 Reset Frequency: Y Carryover Limit: 0.00

Enter the Leave Code. Outbox: 0 Waiting Record 1 of 18 View Co#: 1

- **Usage Info**
 - Assign EFML earnings code
 - Add Employee Balances only as needed

1 PR Leave Codes for Viewpoint Construction Services - Sample 6.19

File Edit Records View Options Tools Windows Help

Leave Code: Family-C19 Family Leave - COVID-19 Initialize Employees

Grid Info Notes Accrual/Usage Info Employee Leave Leave Level Overrides

Earn Code	Earn Desc	Type	Rate	Basis
102	COVID-19 Paid	U-Usage	1.00000	H-Hours

* * * * *

Use this Leave Code to help track & limit EFML

EPSL & EFML Credits & Reporting

- **Reimbursement**

- Qualified wages paid under EPSL & EFML - up to daily and total limits
- Qualified health plan expenses for employees under EPSL & EFML
- Total can be withheld from employer payroll tax deposit - EFTPS

IRS guidance available at <https://www.irs.gov/newsroom/faqs-employee-retention-credit-under-the-cares-act>

- **Reporting**

- PR Federal Tax Deposit Liability & PR Tax Report
- Amounts withheld reported on quarterly Federal 941
- Employer can file for advance credit using Form 7200 (*new*)
- Expect changes to Federal form & eFiling formats - to be handled via Aatrix

Reduce cash flow burden with offsets to your required tax payments

Employer FICA-SS Liability Calculations

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
4											COVID EE Wages										
5					Yearly	Quarterly			1	2	3	4	5	6	7	8	9	10	11	12	13
6				Earnings	108,000	27,000		22,846	2,077	2,077											
7				COVID-19 Wages				4,154			2,077	2,077									
8				Employee Medical Deduction	7,200	1,800		1,800	138	138	138	138	138	138	138	138	138	138	138	138	138
9				Employer Medical Liability	7,200	1,800		1,800	138	138	138	138	138	138	138	138	138	138	138	138	138
10																					
11				Social Security - Employee Eligible Wages	100,800	25,200		25,200	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938
12				Social Security - Employee Tax	6,250	1,562		1,562	120	120	120	120	120	120	120	120	120	120	120	120	120
13																					
14				Social Security - Employer Eligible Wages	100,800	25,200	4,154	21,046	1,938	1,938	(138)	(138)	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938
15				Social Security - Employer Tax	6,250	1,562		1,305	120	120	(9)	(9)	120	120	120	120	120	120	120	120	120
16																					
17				Medicare - Employee Eligible Wages	100,800	25,200		25,200	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938
18				Medicare - Employee Tax	1,462	365		365	28	28	28	28	28	28	28	28	28	28	28	28	28
19																					
20				Medicare - Employer Eligible Wages	100,800	25,200		25,200	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938	1,938
21				Medicare - Employer Tax	1,462	365		365	28	28	28	28	28	28	28	28	28	28	28	28	28
22																					
23				Federal Withholding	20,160	5,040		5,040	388	388	388	388	388	388	388	388	388	388	388	388	388
24																					
25				Net Pay	72,929	18,232			1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402	1,402
26																					
27				Federal Tax Deposit					684	684	556	556	684	684	684	684	684	684	684	684	684
28				Tax Credit							2,243	2,243									

Employer and employee FICA-SS eligible wages will differ by COVID earnings

If COVID earnings only, employer FICA-SS eligible and tax amounts will be negative



| Q&A