



**The Families First
Coronavirus Response Act:**
Summary of Key Provisions

Payality has added new Earnings Codes to allow clients to report Emergency Sick Pay or Extended Family Medical Leave based on one of the qualifying reasons listed .

CVDREG - Reasons 1,2 or 3

CVDCARE – Reasons 4, 5 or 6

CVDFMLA – Reason 5 for leaves longer than 2 weeks up to 10 weeks

CVDHLTH-For reporting employer’s cost of maintaining health insurance during employees 2 weeks of sick leave (CVDREG or CVDCARE)




CVDFMLAIns - For reporting employer’s cost of maintaining health insurance during employees 2 weeks of sick leave (CVDFMLA)


- **Reason 1:** Is subject to a federal, state or local quarantine or isolation order. This does not include a “stay at home” order unless it has specific orders that would include the employee. For example, if the state ordered that no one over 65 can leave their home for work.
- **Reason 2:** Has been advised by a health care provider to self-quarantine.
- **Reason 3:** Is experiencing symptoms associated with COVID-19 and is seeking a medical diagnosis.
- **Reason 4:** Is caring for an individual subject to a quarantine or isolation order.
- **Reason 5:** Is caring for a child whose school or place of care is closed or unavailable due to coronavirus-related reasons.
- **Reason 6:** Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services (HHS). The HHS has not specified any other substantially similar condition at this time.


Information

Enter payroll for the batches listed using the payroll entry type options below.


Batches



BATCH	INFO	STATUS	PAYROLL ENTRY TYPE
B	Bi-Weekly Payroll 12/30/2019 to 01/12/2020	Open	   Multiple Employee Payroll Entry (Batch)

To add the COVID Leave Codes to the Batch Payroll Entry Grid click on the Multiple Employee Payroll Entry Icon 

Then Click on the Pencil Icon 

Home Documents ESS Employee HR Reporting **PAYROLL** Company

Status Start  Entry Totals Audit

Batch Template   Filter

#	EMPLOYEE	RATE	AUTO PAY	REGULAR HOURS	OVERTIME HOUR
Totals:				1192.000000	1.0
20	GABRIEL - GABRIEL, RHOELL...	\$ 31.25 / Hr	<input type="checkbox"/> Pay \$2500.00		
21	GALTON - GALTON, CHRISTI...	\$ 12.00 / Hr			
22	GANNON - GANNON, TIMOT...	\$ 13.50 / Hr		40.000000	1
23	GAXIOLA - GAXIOLA, CRYSTA...	\$ 12.00 / Hr			
24	GINGILOSKI - GINGILOSKI, L...	\$ 12.00 / Hr		32.000000	
25	GONZALEZ - GONZALEZ, FRA...	\$ 15.00 / Hr			
26	GREEN - GREEN, RYAN (0012...	\$ 13.00 / Hr			
27	GUCHUCAN - GUCHUCAN, EM...	\$ 12.00 / Hr			

Batch Entry Template Re
 Template Name Reg
 Description

CODE	PAY	PAY FIELDS
ECVDREG - Covid Reg Header COVID REG	<input checked="" type="checkbox"/> Show Amount <input checked="" type="checkbox"/> Show Hours <input checked="" type="checkbox"/> Show Rate	<input type="checkbox"/> Show Amount
ECVDCARE - Covid Care Header COVID CARE	<input checked="" type="checkbox"/> Show Amount <input checked="" type="checkbox"/> Show Hours <input checked="" type="checkbox"/> Show Rate	<input type="checkbox"/> Show Amount
ECVDFMLA - Covid FMLA Header COVID FMLA	<input checked="" type="checkbox"/> Show Amount <input checked="" type="checkbox"/> Show Hours <input checked="" type="checkbox"/> Show Rate	<input type="checkbox"/> Show Amount
ECVDHLTH - CVDHLTH Header CVDHLTH	<input type="checkbox"/> Show Amount <input type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate	<input type="checkbox"/> Show Amount
ECVDFMLAIns - CVDFMLA Header CVDFMLAIns	<input type="checkbox"/> Show Amount <input type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate	<input type="checkbox"/> Show Amount

Start adding the COVID Earnings Codes by clicking the down arrow and searching for the 4 new codes



- ECVDREG - Covid Reg
- DRE - Reim
- DROTH - Roth
- DT - Tips
- EBonus - Bonus
- ECOMM - Commission
- ECVDCARE - Covid Care
- ECVDFMLA - Covid FMLA
- ECVDHLTH - CVDHLTH
- ECVDREG - Covid Reg

Back to Batch Entry Save



Make sure to add all 5 of the COVID Earnings Type with the Pay Fields Settings Shown here

Once completed, Click SAVE then Back to Batch Pay Entry

