



Payality has added new Earnings Codes to allow clients to report Covid Related Sick Pay, Family Medical Leave, Health Insurance Cost and COBRA

ARPAREG - Reasons 1,2 or 3

ARPACARE – Reasons 4, 5 or 6

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

ARPAINS-For reporting employer's cost of maintaining health insurance during employees 2 weeks of sick leave (CVDREG or CVD CARE)

ARPAFMLAINS - For reporting employer's cost of maintaining health insurance during employees 10 weeks of Family Medical Leave(ARPAFMLA)




ARPACOBRA – COBRA payments made on behalf of the former employee.


- **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 ARPA Leave Codes to the Batch Payroll Entry Grid click on the Multiple Employee Payroll E  Icon

Then Click on the Pencil Icon 

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

Status Start  Entry Totals Audit

Batch Template  

#	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	GUGLIUCAN - GUGLIUCAN, EV...	\$ 12.00 / Hr			



Batch Entry Template Add New Template ▾
Template Name
Description

Batch Entry Template Add New Template ▾
Template Name ARPA
Description ARPA

CODE	PAY FIELDS
EARPAREG - COVID ARPA ▾ Header ARPAREG	<input checked="" type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate <input type="checkbox"/> Show Amount
EARPACARE - COVID ARP ▾ Header ARPACARE	<input checked="" type="checkbox"/> Show Hours <input type="checkbox"/> Show Rate <input type="checkbox"/> Show Amount
EARPAFMLA - COVID ARF ▾ Header ARPAFMLA	<input checked="" 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 new codes

Make sure to add the ARPA COVID Earnings Type with the Pay Fields Settings Shown here

[Back to Batch Entry](#) [Save](#)

Once completed, Click SAVE then Back to Batch Pay Entry

The ARPA COVID Leave Codes will now appear in the Payroll Entry Grid. Enter the hours or amount in the appropriate code. For ARPACARE and ARPAFMLA the system will automatically calculate two-thirds of the rate entered or their current hourly rate of pay if left blank.

The screenshot displays a payroll entry interface. At the top, a progress bar shows the following steps: Status, Start, **Entry** (highlighted in green), Totals, Audit, and Finish. Below the progress bar, there is a 'Batch Template' dropdown menu set to 'ARPA - ARPA'. To the right, a filter dropdown is set to 'All Employee'. Below these elements is a table with the following columns: #, EMPLOYEE, ADDL. I..., RATE, REGULAR HOURS, OVERTIME HOURS, ARPAREG HOURS, ARPACARE HOURS, and ARPAFMLA HOURS. A 'Totals' row is highlighted in dark blue, and the row for 'Anderson, Frank (010121)' is highlighted in light blue.

#	EMPLOYEE	ADDL. I...	RATE	REGULAR HOURS	OVERTIME HOURS	ARPAREG HOURS	ARPACARE HOURS	ARPAFMLA HOURS
Totals:				120.000000	2.000000	40.000000	60.000000	0.000000
1	ABDULRAHIM, YASMINE (00...		\$ 14.00 / Hr	40.000000		40.000000		
2	AL, JHON (003432)		\$ 14.50 / Hr				60.000000	
3	ALBARRAN, JHONATHAN (08...		\$ 14.50 / Hr	80.000000	2.000000			
4	Albritton, Terry (001097)		\$ 18.00 / Hour					
5	Anderson, Frank (010121)		\$ 13.00 / Hr					