



**COVID-19
Vision / Vantagepoint
PAYROLL
Families First
Response Act**



**Call in to join the conference
From the US and Canada:**

Dial-in: 1-877-224-2928

Code: 568 872 3077

The webinar will begin shortly

Deltek
Platinum Partner

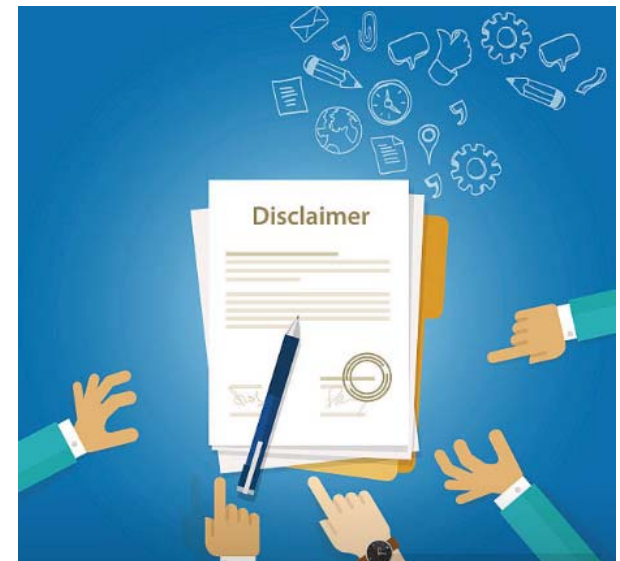
CCG EXPERT CAROL GRULKE

- Carol Grulke - Principal Consultant
- Carol has 25+ years of accounting and financial management experience including 5 years with a large Engineering firm and 13+ years consulting at CCG.
- Carol has been involved with 500+ Vision/Vantagepoint data conversions, implementations, reorganizations and mergers.



DISCLAIMER

- This webinar is not intended to give legal, tax or accounting advice.
- This webinar is intended to share valuable information regarding payroll changes due to the Coronavirus.
- Link to reference materials <https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>



FFCRA – Family First Coronavirus Response Act

- *This act will temporarily expand coverage and eligibility under the Federal Family and Medical Leave Act (FMLA) due to the COVID-19 pandemic.*
- **Effective date:** April 1, 2020 - December 31, 2020
- **Covered employer:** The Act expands benefits to employers with fewer than 500 employees
- **Eligible employee:** The Act redefines FMLA and does not require the 30-day calendar requirement for the first 10 days.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave 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 child care 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.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Resource: US Department of Labor / Wage and Hour Division

Duration of Leave:

- **For reasons (1)-(4) and (6):** A full-time employee is eligible for up to 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.
- **For reason (5):** A full-time employee is eligible for up to 12 weeks of leave at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay- Cost Rate Tables

- For reasons 1, 2, or 3: employee shall be paid at either regular rate or minimum wage, whichever is higher, up to \$511 per day and \$5,110 aggregate (over 2 week period).
- For reasons 4 or 6: the employee shall be paid 2/3 their regular rate or 2/3 minimum wage, up to \$200 per day and \$2,000 aggregate (over 2 week period).
- For reason 5: employee shall be paid same as 4 or 6 but include 12-week period – 2 weeks of sick leave and 10 weeks of Expanded FMLA. This additional 10 weeks applies to employees employed for at least 30 days.

In the first 10 days, leave can be taken 1 of 2 ways

1. As Unpaid Leave.

Use Cost and Pay rate tables to accommodate the 0.00 rate of pay

- i. Vantagepoint Settings >Accounting>Labor Options>Enable Cost / Pay Rate Tables

Labor Options

Global Labor Options

ENABLE SECONDARY OVERTIME
 Yes No

ENABLE COST RATE TABLES Yes No

ENABLE PAY RATE TABLES Yes No

ENABLE REPORTING AT BILLING RATES Yes No

ENABLE REPORTING AT BURDENED RATES Yes No

ENABLE REPORTING REALIZATION BY EMPLOYEE Yes No

OVERTIME PERCENT IN COST/PAY RATE TABLES Yes No

USE BILLING (NOT PROJECT) CURRENCY Yes No

CALCULATION METHOD *
Cost

Apple and Bartlett

In the first 10 days, leave can be taken 1 of 2 ways (cont.)

- ii. Vision Configuration > Accounting > System Settings > General > Enable for timesheets

The screenshot shows the 'Accounting System Settings' dialog box with the 'General' tab selected. The 'Enable for Timesheets' section contains the following options:

- Secondary Overtime
- Cost Rate Tables
- Pay Rate Tables
- Overtime Percent in Cost/Pay Rate Tables

The 'Invoice' section contains the following options:

- Enable Retainage
- Enable Retainers
- Display Invoice Le...

At the bottom, there is a 'Posting' section with a partially visible checkbox.

In the first 10 days, Leave can be taken 1 or 2 ways

2. As accrued vacation, personal, or sick leave for paid leave.

- at the rate specified in the calculation of pay. Based on the Qualified Reasons.
- If elected, employee would enter hours to the new Sick Leave for COVID-19 overhead project.
- Use the Human Resources / Adjustment to move the employees Accrued benefit hours to the COVID-19 benefit code.
- Make sure to map the new sick leave project to the benefit code in configuration /settings.
- You can use the Absence Request Approvals. This will allow notification for someone to give instruction to the employee of the new project requirement.

Visit Department of Labor Website for complete outline of calculations of pay and limits.

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

Cost and Pay Rate Tables: VISION

- **Vision**

Accounting > Cost/Pay Rate Tables > Labor Rates

Create 2 tables.

1. ZERO rate for employees electing non – paid leave
2. 2/3 rate of pay or minimum wage, up to \$200.00 per day.
 - i. Determine if COST / PAY or BOTH
 - ii. Use lookup to select all ACTIVE employees
 - iii. Set effective date to 4/1/2020.
 - iv. Set Reg Rate to ZERO or 2/3 employee hourly rate, up to max of \$25.00 per hour.
 - i. Leave ovt pct at 0.00
 - ii. Assign Rate table to project / phase.

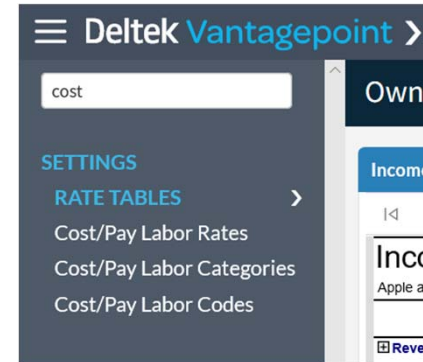
Employee	Employee Name	Effective Date	Reg Rate	Ovt Pct
00001	Apple, William	4/1/2020	25.0000	0.00
00002	Bartlett, James	4/1/2020	25.0000	0.00
00003	Cohen, Grace	4/1/2020	25.0000	0.00
00005	Lambert, Robert	4/1/2020	25.0000	0.00
00007	Spencer, Thomas	4/1/2020	25.0000	0.00
00009	Smithfield, Herbert	4/1/2020	25.0000	0.00
00010	Evans, Lisa	4/1/2020	25.0000	0.00
00011	Washington, Isaac	4/1/2020	25.0000	0.00
00012	Nugent, Joseph	4/1/2020	25.0000	0.00

Cost and Pay Rate Tables: Vantagepoint

- **Vantagepoint**

Accounting > Cost/Pay Rate Tables > Labor Rates

- i. Determine if COST / PAY or BOTH
- ii. Use lookup to select all ACTIVE employees
- iii. Set effective date to 4/1/2020.
- iv. Set Reg Rate to ZERO or 2/3 employee hourly rate, up to max of \$25.00 per hour.



Cost/Pay Labor Rate Tables All ▾ ◀ 2 of 3 ▶

TABLE NUMBER * RATE TYPE * CURRENCY *

Employees 🔍 ⬇️

EMPLOYEE	NAME	EFFECTIVE DATE	RATE	OVT PCT	OVT-2 PCT
00098	Aaron Castillo	4/1/2020	0.0000	0.00	0.00
00003	Abby Collins	4/1/2020	0.0000	0.00	0.00
00177	Adam Forgan	4/1/2020	0.0000	0.00	0.00
00029	Adam Freaney	4/1/2020	0.0000	0.00	0.00
00184	Zachary Love	4/1/2020	0.0000	0.00	0.00

[+ Add Cost/Pay Labor Rate](#)

Project Cost/ General Ledger impact

- If using the Payroll Module, employees will be costed and paid based on reduced rate.
- If not using the Payroll Module, employees cost will be recorded at the reduced rate.

Tracking leave time as of day 11

- In order to track leave hours after the first 10 days
 - Create another project for extended hours of 10 Weeks.
(40*10=400 hours)
 - Use Cost and Pay rate tables to accommodate the reduced rate of pay 2/3 for eligible reason 5, as explained in the calculation of pay.

(you can use the rate table with the rate set to \$25.00 per hour to reach maximum of \$200.00 per day, \$10,000.00 max)

Use the labor detail reporting either by employee or by project to monitor the maximum. There is no option in Vision or Vantagepoint to track a Maximum dollar amount per day or overall maximum amount paid to the employee.

Employee Pay Type

- In all of the options above, Salary employees will need to be changed to HOURLY with the appropriate hourly rate.
- Once they return to normal working hours they will need to be set back to Salary.

Tax Credits: Read what the IRS has to say

Tax Credits

The Act grants tax credits to ease the financial burden of employers who are required to provide Emergency FLMA and Emergency Paid Sick Leave under these requirements. Specifically, the employer can collect a tax credit equal to 100% of qualified emergency sick leave and family leave payments paid by an employer for each calendar quarter, which includes Health Insurance Costs.

To take immediate advantage of the paid leave credits, businesses can retain and access funds otherwise used for payroll taxes.

For more information about these tax credits, [read what the IRS has to say](#).

Download the required poster

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_W_H1422_Federal.pdf

FEDERAL EMPLOYEE RIGHTS PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires the Federal government to provide all of its employees with paid sick leave and, for employees who are covered under Title I of the Family and Medical Leave Act (FMLA), with expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, the Federal government must provide Federal employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total; and
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total.

Federal employees including those not covered under Title I of the FMLA can receive either $\frac{2}{3}$ of the higher of their regular rate of pay, or the applicable state or Federal minimum wage for the two-week period for qualifying reason #5 below. However, for leave under qualifying reason #5, Federal employees covered under Title I of the FMLA can receive 10 additional weeks of expanded family and medical leave for reason #5 below, up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

All Federal employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Federal employees who are covered under Title I of the FMLA and have been employed for at least 30 days prior to their leave request are eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

Most federal employees are not covered under Title I of the FMLA and so would not be eligible for partially paid expanded family and medical leave. Please consult with your agency to determine whether you are covered under Title I of the FMLA. The Office of Personnel and Management will issue guidance on this question.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

A Federal employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

CCG SUPPORT INFO

- E-mail support@centralconsultinggroup.com or call (1-877-511-5710) to schedule payroll setup assistance for your next payroll processing in Vision or Vantagepoint.
- Email Carol Grulke, Principal Consultant
Carol.Grulke@centralconsultinggroup.com

LOOKING FORWARD TO 2020 – PLANNING FOR VANTAGEPOINT

- Request information about the CCG Fasttrack to Vantagepoint Tools
- Schedule your Vantagepoint Optimization session, to kick off your Vantagepoint upgrade from Vision 7.6.



Thank You!

Carol Grulke
Principal Consultant



We look forward to talking with you soon!

972-313-7469

centralconsultinggroup.com

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