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## COVID-19 Update Webinar Questions and Answers

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**Q: Are you saying that if we use the COVID Codes we will see the credit on the same pay period?**

A: Yes, that is correct. An immediate credit towards the wages for the Federal Sick and FMLA Expansion. The credit is coming from your company's 941 liabilities for the current quarter.

**Q: How do clients handle the pay hours and code for PPP hours? Are they required to record these hours?**

A: It is not required to separate the PPP wages. However, OELS is providing the PPPCV code and wages should be reported in hourly increments. Reports will be accessible to run for reported wages at a later time.

**Q: If an employee is furloughed, are they eligible for unemployment benefits?**

A: Yes, they do get unemployment. Even if the employee is cut back in hours, they are eligible for unemployment. The system is backed up and a new form has been released which will offer a new way to process applications. OELS has a form available to help employees navigate unemployment. Your HR Rep can provide that form to be sent to the employee(s).

**Q: What about furloughed employees?**

A: Furloughed employees will have a status of Furlough due to COVID

**Q: When we furlough employees? What will be the code?**

A: Typically, Furloughed employees are not being paid. However, they are not terminated. They are expected to return to work in the near future.

**Q: Are per diem staff eligible for any of the different sick leaves?**

A: The nature of per diem staff is as needed. Most of the leave programs are based on full and part time employees. However pandemic unemployment insurance can available for additional employees. Clear guidance on per diem employees has not been released. Please reach out to your OELS HR Rep for more information.

**Q: If staff is out on a leave and we receive PPP funds, how do i pay the people on one of the leave status'?**

A: The PPP funds are designed to keep your employees working and so your business can continue to operate. These funds would not pay for employees on leave, the FFCRA would give you the credit for the leave wages

**Q: In the case that PPP Funds are received, and an employee is only receiving 2/3rds of their pay on a leave, would they want to discontinue the leave and receive their full pay with through the PPP ?**

A: No typically not.. However, if your employees are able to continue to work, they would not be out with sick leave. The PPP funds are designated to pay employees who are working. The sick leave has a credit available through the FFCRA.

**Q: If we already are approved for the PPP, do we need to start coding the employees different right away even though we don't have any additional documents from the bank?**

A: You should wait for the funding from your lender. The PPP program begins when you actually receive the PPP funds.

**Q: What can I use my PPP funds for?**



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A: The PPP funds should be used towards wages, benefits, and operational expenses such as rent and utilities.

**Q: If an employee has reduced hours, are they eligible for unemployment?**

A: Yes, under most circumstances a reduction in hours would qualify the employee for unemployment as well as pandemic unemployment. The NY Unemployment link provided (insert link) is the best resource. If you need assistance for the PPP loan application, please contact your HR Rep

**Q: How many sick codes can you use consecutively for the same employee?**

A: Depending on the type of leave depends on the code that you use for Payroll. If you have an employee that is taking advantage of multiple pieces for an employee, please make sure you seek advice from your HR Rep to make sure you are categorizing each piece paid to the employee appropriately. Generally, there may be situations where employees have multiple events and we will be tracking. For payroll, we will pick the code that has the most advantage to the employee.

**Q: If someone is on COVID sick for 8 days should we put them on FMLA?**

A: Yes, if you have any employee out for any COVID illness then they should be going on the Federal Emergency Sick Leave Act. However, they do have benefits available under the traditional FMLA. Under those regulations the employer does have an obligation to offer these to the employee.

**Q: Is the unemployment paid through the state or the company**

A: The unemployment is paid through the state.

Normally, contract employees would not be eligible for traditional unemployment, but they can be eligible for benefits under the Federal Emergency Program. If the employee files for unemployment through the traditional program and is denied, they are moved to the federal program for benefits for review of their eligibility.