In This Issue of the Payroll Bulletin…….	• **PHEL and FFCRA in TAL** • **DOA Spreadsheets** • **Weight Watchers Subsidies**	The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please send an email to payroll@doa.virginia.gov. State Payroll Operations **Director** **Cathy McGill** Assistant Director Carmelita Holmes

PHEL and FFCRA in TAL

Agencies with Batch Interfaces from TAL

This bulletin applies only to those non-PSB agencies that send batch interfaces from TAL to CIPPS for non-exempt salaried and wage employees.

The Payroll Service Bureau has already provided guidance to the agencies utilizing their services.

TAL Timesheets

Earlier today, DHRM provided detailed instructions on the handling of Public Health Emergency Leave (PHEL), Emergency Sick Leave (ESL) and Expanded Family Medical Leave (EFML) in timesheets maintained in TAL. Please contact your agency HR office if you have not received a copy of that email.

TAL administrators were instructed to remove all hours used to record PHEL, ESL or EFML from timesheets submitted by non-exempt salaried and wage employees BEFORE the batches are submitted for transmission to CIPPS. Failure to do so may result in overpayments to employees as the hours will interface as "regular hours" and may be paid again as special payments unless reviewed carefully.

The creation of TAL batches was suspended while the guidance was formulated. Any batches requested since the directive went out on Tuesday, 04/14, will not be created. **Coordination between the agency Payroll Office and HR is critical to ensure that employees are paid *all* hours due.**

DOA Spreadsheets

Spreadsheets

DOA has added two additional spreadsheets to our website to aid agencies in communication of payable hours during a pay period. One is for salaried employees and the other is for wage. Those with access to PAT should be able to download employee numbers and names of active employees for use in these spreadsheets.

The spreadsheet for calculating PHEL, FFCRA-A and FFCRA-B for wage employees is also now available on the website.

DOA Spreadsheets, continued

PHEL&FFCRA Salary & Wage Hours Spreadsheets

These spreadsheets are provided as a tool to assist in correctly classifying hours as regular, PHEL or FFCRA-A and/or FFCRA-B. You may choose to use them on a weekly basis or on a pay period basis or not at all.

There should be a row for each active employee and the total payable hours for the week or for the pay period should be provided in the appropriate columns.

This information can be compared to what has been transmitted through TAL in combination with what has been provided regarding emergency leave used to ensure overpayments do not occur.

PAT Inquiry

Employee numbers and names for active employees may be obtained using an Employee Masterfile Inquiry from PAT. Choose the Agency, Employee Number, First Name, Last Name and Frequency fields. You can sort by frequency to separate salary, wage and terminated employees. Alternatively, you may choose to download the Masterfile records for the entire agency or select a specific Pay Type or Employment Status. Make sure you use Excel as the Format Type so you can copy and paste the output into the PHEL&FFCRA Salary & Wage Hours Spreadsheets.

FFCRA Wage Calculation Spreadsheet

This spreadsheet is very similar to the spreadsheet for salaried employees, but is based on a bi-weekly pay cycle. Instructions are included in the spreadsheet.

For further information on how to complete the top section, please refer to Payroll Bulletin #2020-06.

Weight Watchers Subsidies

Taxable Income   Reports for employees receiving the Weight Watchers subsidies should be available in HURMan folders very soon. These reports will include taxable amounts for January, February and March 2020.

Please remember that these subsidies have already been paid by the Commonwealth to WW and only need to be included in taxable income. Use Special Pay Code 049 on HUE01 with 0 0 0 indicators to add the WW subsidy amounts to employees' taxable wages.