Discussion Paper
Covid-19 Payroll Requirements

Background/Overview

With the recent outbreak of the corona virus, several organizations have made the decision to compensate quarantined staff at an amount that is equivalent to what they have commonly been paid in recent payroll runs.

With a small population of quarantined staff, a manual process can be established. However, should the volume of staff grow, guidance from AlayaCare with regards to having more automated methods of supporting the payroll concept has been requested.

This discussion paper lays out the known requirements, with associated solutions within the current Procura application that may serve to assist with the payroll requirement. Note that as not all internal systems, reporting, and processes are known to AlayaCare, a number of questions and assumptions have also been documented.

1. Defining and Monitoring the Quarantine Period for an Employee

Several options present themselves and can be demonstrated by AlayaCare personnel. For the purposes of this paper, it is assumed that the quarantine is for 14 days.

a) **Change employee Availability Rotation**: Procura users can enter an availability rotation to make the employee unavailable for 14 days. This has the added value of providing the option of moving all assigned visits to a Planner to be reassigned to other personnel. It will also ensure that the employee does not come up as available when Scheduling Genius is used.

b) **Add a Task for the Employee Back to Work Date**: it is also suggested that a user add a Task for the employee to notify them a few days prior to the quarantine period is over, so that follow-up and confirmation of first day of work assignments can be performed.

c) Organizations may also opt to create a **Scheduling Group**, which can be validated for all Departments that have Quarantined staff and register quarantined employees to the scheduling group. Branch-level personnel would have access to their roster of employees, and Corporate personnel who have multi-Branch (i.e. multi-Department) access would have visibility into the entire quarantined employee complement. In group scheduling, one can view Availability to see when personnel are due back in a visual manner.

2. Determining Quarantine Payroll Amount

The formula that will be used to pay employees is unknown as of this writing, and therefore some assumptions are being applied that may influence the options given.

<u>Assumptions</u>:

a) **Employee Quarantine Period Timing**: it is likely that the quarantine period will fall over multiple payroll periods and it is therefore assumed that any service provided within a pay period up to the quarantine start date or after the quarantine stop date will be paid as/per standard practice.

b) **Quarantine Average Day's Pay**: It is assumed, then, that pay amounts for each working day during the quarantine period will be averaged per day at a set amount that is commensurate to an average day's pay for the prior period.

c) **Exclude Overtime**: It is also assumed that overtime would be excluded, given that it is typically approved on an exception basis.

d) **Include Premium Pay**: It is assumed that premium pay, where payable, would be included as it would reflect a common occurrence related to the employee's work schedule.

e) **Include Travel Time**: It is assumed that travel time would be included, for similar reasons to Premium Pay.

f) **Exclude Mileage Reimbursement**: where applicable, it is assumed that mileage reimbursement would not be included as use of one's personal automobile would not occur during the quarantine period.

g) **Other Expenses**: it is assumed that any other out of pocket, reimbursable expenses, would be excluded as they would not be incurred during the quarantine period.

h) **Leave Accruals based upon Hours Worked**: it is assumed that any leave accruals that would normally be calculated based upon hours worked would be managed outside of this process within the Infinium Payroll application, and therefore the intent is to support the payment/compensation of employees during the quarantine period.

i) **Shared/Borrowed Employees**: it is our understanding that there are a number of employees that may be shared/borrowed between branches. This writing assumes that if they are part of the quarantined population, the determination of the payroll amount would include pay for each Department that they worked for whatever prior period is used to make up the quarantine pay amount. Note that this may have an impact on report design if a CRW is used to produce the totals.

Given the above, following are options as of this writing that may be used to identify the quarantine payroll amount for each workday.

Infinium Pay Stub or Related Report

Procura calculates gross pay amounts as part of its payroll pre-processing and Infinium Payroll Export functions, however it is possible that payroll adjustments are subsequently made in Infinium and therefore Infinium would be the best "source of truth" to determine the quarantine period payroll amount.

If Infinium can produce a report, for the affected employees, of the gross pay amounts by earnings code/rate (including units paid), this information can be used to identify the types of pay that will be included in the quarantine pay calculation.

It is recommended that organizations make an inquiry of the payroll department to determine whether this information is available in a format – preferably excel/csv – that could be transformed into a calculation method for affected employees.

Procura CRW Report

Organizations may have constructed one or more custom report writer reports (CRWs) as part of its implementation that may provide gross pay amounts in a consumable format, which may also

include premium amounts. If such a report is not available, it can be written and can include the calculation of an average day's pay (e.g. assume a 5d workweek).

Procura Canned Reports

There are a number of "canned" reports such as the Timekeeping Detail by Employee report that may be leveraged to produce this information. Further analysis would be needed to ensure that all elements are present, and typically these reports are list-based reports that may not lend themselves to the easy production of an excel-ready calculation that will provide an average day's pay total. They do, however, permit the user to filter for specific pay codes and therefore may help with excluding forms of pay that aren't to be included in the calculation.

3. Entry of Quarantine Pay into Procura

As with the above, a number of assumptions are being applied to the suggested approach that is described below.

Assumptions:

a) **Quarantine Paycode/Earnings Code**: There is a desire to differentiate Quarantine Pay from other forms of payroll, while also making sure that it is not available for use during general timekeeping operations for non-quarantined staff.

b) **Single Entry per Day**: It is assumed that although the calculation of the average day's pay may comprise different forms of pay – regular pay (hours/per-visit), premium pay, travel time, etc., the payroll entry to support Quarantine Pay can be comprised of a single entry per day that is the sum and average of all of these amounts. Note that if this is not true, entry of quarantine pay is still possible, it is simply more time consuming. Advice can be given on how to accomplish it via a follow-on to this paper.

Create Quarantine Pay Attendance Type

It is suggested that a special Attendance Type be created and validated for each Procura Department where personnel may be quarantined. For the purposes of this paper, it will be referred to as the Quarantine Attendance Type.

Create Quarantine Pay Service Type

As part of the setup for the Quarantine Attendance Type, set up a Quarantine Pay Service type and select it within the Attendance Type/Department record. This will ensure that pay record selection logic finds the associated employee pay record (see below).

Create Quarantine Pay Employee Category (Optional)

Employee Categories are used to determine which Attendance Types can be used for a given employee. In order to ensure that the Quarantine Attendance Type is only available for selection for employees who are quarantine, an option exists to create a special employee category and validate it for the Attendance Type. This will also require the selection of this employee category within the associated Labor Agreements (master table) and within the employee/department record. Note that this optional step is a control to reduce the potential for user error. If your

organization opts to not pursue it, then all employee categories for quarantined employees would need to be added to the Attendance Type.

Note that if the employee category is used for some purpose for the Infinium Payroll export, examination of those requirements should be pursued in advance of choosing this option.

Determine Daily Quarantine Pay Amount per Employee and Create Employee Pay Record

Once the average daily amount is determined as described above, it is recommended that an employee-specific pay record be created for each employee with the following characteristics:

1. Pay Service Type: Quarantine Pay Service Type created above.
2. Pay Code/Rate Code: map to equivalent Infinium value – note it is also recommended that Infinium be set up with a special Quarantine Earnings code in order for G/L level reporting to be accomplished.
3. Unit Type: per Visit. Rather than using a per-unit (hourly) value, using per-visit will result in the flat daily amount being exported to payroll (assumes that leave accruals are handled separately as described above).
4. Rate Code Pay Rate Value: enter the employee's average pay as calculated above.
5. Other properties: any other properties that are necessary for the record to be used/mapped to the Infinium Payroll export should be added.

Note that creating this as an employee-specific rate limits its use, again, to quarantined employees.

4. Entry of Quarantine Pay for Employees

Following the completion of the above setup activities, entry of Quarantine Pay can be accomplished in a number of ways, including:

a) Schedule Quarantine Pay for Quarantine Period: coordinators can schedule the quarantine pay for the quarantine period using standard scheduling practices (e.g. Multiple Visits, Quick Visit Intake, etc.), where the records can then be verified in Procura Timekeeping.
b) Enter Quarantine Pay into Timekeeping: accounting coordinators can use the Quick Visit Intake form to enter Quarantine Pay for each working day.