ARPA - HOW TO REPORT HOURS

How to report your hours:

As you report your hours via your Employer Portal or Time Keeping system please ensure you are doing the following:

- If an employee is taking time off under the ARPA Sick or Emergency FMLA please use the corresponding pay code in our system
- Please enter their average hours as listed on this report if they are not a 40 hour a week employee
  - If you enter more hours than the capped average hours with the corresponding APRA pay code those additional hours will pay 'zero' wages
  - If an employee does work 40 hours a week then you would enter their standard 40 hours
- If you are wanting to pay above and beyond the average hours, then you will need to do the following
  - Enter the ARPA code hours for average hours
  - Enter the additional hours as REGULAR hours or OTHER hours
    - *Please note the payroll tax credits under ARPA are only applied to the hours being recorded as ARPA Paid Sick or Emergency FMLA*

How to access your report:

- Login to Employer Portal > www.tilsonhr.com > select Login, then go to Employer Portal
- Click on My Company
  - Go to Company Documents
    - Client Documents
    - Select ARPA Average Hours Report

tilson