

FFCRA - 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 FFCRA 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 FFCRA 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 FFCRA code hours for average hours
 - Enter the additional hours as REGULAR hours or OTHER hours
 - *Please note the payroll tax credits under FFCRA are only applied to the hours being recorded as FFCRA 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 FFCRA Average Hours Report

Content provided by Tilson HR

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