



PAYROLL PROCESSING UPDATES

The American Rescue Plan Act, April 2021, extended the employer tax credits should an employer provide paid sick, or family leave based on the FFCRA and updated guidelines.

Should you choose to provide paid time off to your employees based on the FFCRA and ARPA criteria you would want to utilize the following codes in your Employer portal time sheet or your Time Clock system.

1. Paid Sick Leave – ARPASCKL-1 (full rate of pay)
2. Paid Sick Leave – APRASCKL-2 (2/3 rate of pay)
3. Family Medical Leave – ARPAFAML-1 (2/3 rate of pay for 10 weeks)

Employees should still utilize the application form to apply for this time off. You will find updated forms on the COVID-19 resources page.

The updated guidelines do allow for a fresh bank of 80 hours for a full-time employee. And, a part-time staff person also receives a fresh bank of hours based on their average hours worked the past two-weeks.

The ARPA is scheduled to run from April 1, 2021-September 30, 2021. If an Employer chooses to not participate in this program, then they will not receive any payroll tax credits and employees would need to utilize paid time off, vacation or sick time as needed for any days missed.