

# 2022 CA Covid-19 Supplemental Paid Leave

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## 2022 CA Covid-19 Supplemental Paid Leave

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California has passed a bill requiring employers to pay Covid-19 supplemental paid sick leave in 2022, and this bill is retroactive to January 1, 2022. This requirement is similar to the Covid Paid Leave of 2021, with a few changes.

1. One change is that there are two categories of leave depending on the employee's circumstances. There is leave available for Covid *related* reasons and separate leave available for when an employee or a member of their family tests *positive* for Covid.
2. Another change is that the check stub should show how much leave an employee has **used**, rather than how much leave is available.

**Note:** This law does not apply to small employers with 25 or fewer employees.

These changes meant additional programming was necessary to assist you with meeting these new requirements. This article will discuss what changes were made in your software and how you should use these new features.

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## Set Up CA Covid Leave Wage Type

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Similar to last year, you must set up and use a *Covid Leave Wage Type* when paying Covid Leave to accurately track and pay Covid wages. For 2022, you will need to have at least:

- One **Covid Wage Type** and
- Two different **Leave Types** for the two different sets of reasons an employee can take Covid leave.
- Each Leave Type needs to have a **unique identifier**. This may be a combination of Wage Type and Job ID or if you do not use Job ID's, you will need to identify with a unique Cost ID, Wage Type, or G/L #.

**Note:** You may already have one California Covid Wage Type set up from 2021. You will not need to create a new code for 2022. If you have issued any Covid Leave in 2022 using the same codes used in 2021, the program will treat that as “Covid Related” leave. If you need to convert any regular sick pay, do that first.

## How to Setup a CA Covid Leave Wage Type

To identify the wages separately as California Covid-19 Leave, you will need to set up a Wage Type if you do not already have one.

**Payroll Wage Types**

Code: CC Base Pay Type: Paid Leave ☒ Active

Description: CA Covid Leave

Check Stub:

Check Stub Description: Spanish:

Summary Description: Summary Spanish Description:

Summarize To: <> ☐ Combine Lines with Different Rates on Summary

☐ H-2A Hours Offered/Not Worked

Check Calculations:

Overtime Factor: 1.00 ☒ Apply Factor to Wages Pair Code:

☐ Include in Regular Rate of Pay Calculations

Bonus Type: Production

Minimum Wage: No Shift Differential: 0.00

Tax Calculations:

☐ Memo Wages ☒ Withhold State Income Tax ☒ Withhold Local Tax

☒ Withhold Federal Income Tax ☒ Withhold SDI/F&ML ☒ Worker's Comp Expense

☒ Social Security/Medicare ☒ Subject to SUI Tax ☒ IRA/401(k) Wages

☒ Employer Social Security ☒ Subject to FUI Tax

W-2 Code, Box 12: None Pre-Tax Offset Code:

Other Income Type: None Export Wage Code:

Miscellaneous:

Report Order: 0 Billing Unit Type: CACOV

Save Clear

1. Go to **Payroll > Setup > Wage Types**.
2. Enter a two-digit **Code** of your choice.
3. On the *Base Pay Type* drop-down, select **Paid Leave** and enter a *Description* as desired.
4. As California Covid Leave does not provide any tax exemptions, do not change the *Tax Calculation* settings. You can enter a Billing Unit Type if needed. Click **Save**.

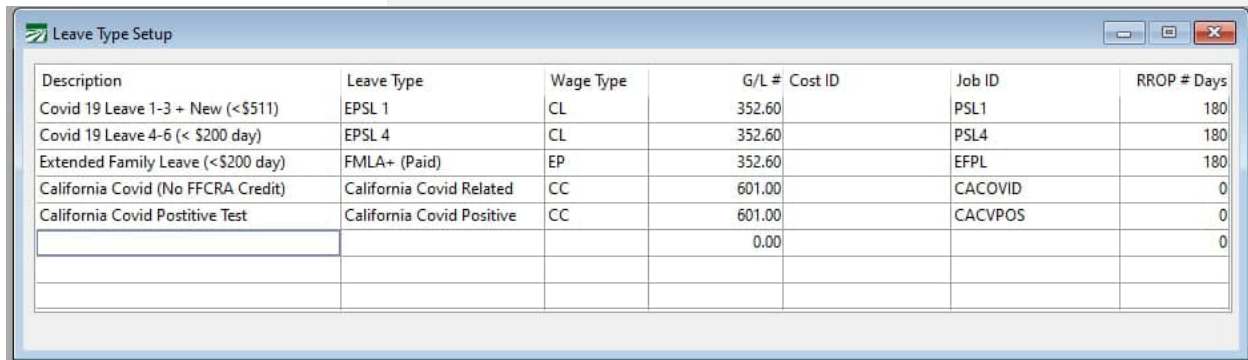
# Set Up CA Covid-19 Paid Leave Type

You will need to add or edit the CA Covid-19 Paid Leave Types.

You may have already set up a CA Covid Leave Type for 2021. If so, this Leave Type can be used for 2022 and will now say, “California Covid *Related*”. However, you will still need to set up an additional Leave Type for California Covid *Positive*. This is for Covid Leave taken when an employee or an employee’s family member tests *positive* for Covid.

It is up to you to determine which Leave Type to use for the reason your employees are taking Covid Leave.

**Recommended Method:** Datatech recommends you use the existing California Covid Wage Type and set up two separate Job Codes for each set of reasons. If you do not use Job Codes, you can use a different G/L #, Cost ID, or Wage Code to identify the other type of leave.



Description	Leave Type	Wage Type	G/L #	Cost ID	Job ID	RROP # Days
Covid 19 Leave 1-3 + New (<\$511)	EPSL 1	CL	352.60		PSL1	180
Covid 19 Leave 4-6 (< \$200 day)	EPSL 4	CL	352.60		PSL4	180
Extended Family Leave (<\$200 day)	FMLA+ (Paid)	EP	352.60		EFPL	180
California Covid (No FFCRA Credit)	California Covid Related	CC	601.00		CACOVID	0
California Covid Positive Test	California Covid Positive	CC	601.00		CACVPOS	0
			0.00			0

1. Go to **Payroll > Setup > Paid Leave Type Setup**. After you have a California Covid Leave Wage Type set up, add a new line to the table and enter the following information:
  - a. **Description:** Enter a Description.
  - b. **Leave Type:** Double-click within the blank box and select **California Covid *Related*** from the drop-down.

Leave Type	Wage
EPSL 1	CL
EPSL 4	CL
FMLA+ (Paid)	EP
California Covid Related	CC
EPSL 2	CL
EPSL 3	CL
EPSL 4	CL
EPSL 5	
EPSL 6	
FMLA+ (Paid)	
FMLA (Unpaid)	
Other	
California Covid Related	
California Covid Positive	
	Pre-tax Off

- c. **Wage Type, G/L #, Cost ID, Job ID:** Each Leave Type needs to have a unique identifier. This may be a combination of Wage Type and Job ID or if you do not use Job ID's, you will need to identify with a unique Wage Type or GL #.
- d. **RROP # Days:** (This option was created for Federal Covid Leave and is not necessary for CA Covid, you can leave this column 0 or enter a time period you feel will help you accurately calculate what an employee would have earned.) California law is to pay the employee the rate they would have otherwise earned for the hours taken. This would be the regular rate of pay for other days they worked in the pay-period. If they have no other wages, you must decide what rate should apply had the employee worked.

2. Tab through to the next line.

- a. **Description:** Enter a Description that identifies this Leave Type as different from the Leave Type we created above.
- b. **Leave Type:** Select **California Covid Positive** from the drop-down.
- c. **Wage Type, G/L #, Cost ID, Job ID:** Each Leave Type needs to have a unique identifier. This may be a combination of Wage Type and Job ID or if you do not use Job ID's, you will need to identify with a unique Wage Type or GL #.
- d. **RROP # Days:** (Same as previous line.)

3. Tab through to the next line to save the Leave Type.

When you use these Leave Types for paying employees' Covid Leave, the Covid Leave amounts they have used will appear on their check stubs. If an employee has not used any Covid Leave for 2022, their check stubs will print zero Covid hours used.

## Changing Regular Sick Pay Used to Covid Leave

Employees may now request Covid Leave for time they were off work in January. If they took **regular** sick pay days for Covid reasons, then employers can issue a check with *negative* Sick Pay hours and *positive* Covid Pay hours at the same pay rate. This is a way to “convert” Sick Pay already taken to Covid Pay. Follow these steps:

1. Go to **Payroll > Checks > Check Entry**, and open the employee’s file.
2. Enter the **Pay Period Starting/Ending** dates. This can be either the pay period the leave was taken, or the current pay period.
3. Enter a line for the regular sick pay that was taken, but enter the regular sick pay hours as a **negative** number.
4. Enter the Covid Leave line item on the check with positive Covid Pay hours at the same pay rate. Make sure to use the **Wage Type** you have set up for CA Covid Leave and define it by G/L #, Cost ID, or Job ID for Covid Related or Covid Positive.

**Batch Payroll Check**

Account #: 1000 ... Name Key: GARCIAJOSE ... S.S #: 654 00 1987 ... Control #: 1121 ...

Name: AYALA GARCIA, JUAN JOSE

Pay Type: Salary Rate: 1000.00 Type: Agricultural (943)

Pay Period Starting: 02/14/2022 ... Ending: 02/20/2022 ...

Gross Wages Recap

Date	Cost ID ...	Year	Job ID >>	G/L # >>	Grower ...	Type ...	P/W Hrs	Units	Rate	Amount	Eq Units	Equip #...	Equip ...
02/20/2022	GL	2022	SICK	601.00	0	SP	0.0000	-16.0000	21.1600	-338.56	0.00		
02/20/2022	GL	2022	CACVPOS	601.00	0	CC	0.0000	16.0000	21.1600	338.56	0.00		

G/L: Field Labor Wage Type: California Covid Leave

Cost Center: GENERAL LABOR Piece Hrs/Units: 0.0000 0.00

Job ID: CA Covid Positive Test Reg/OT/DT Hrs: 0.0000 Ins. Hrs:

Grower: (no grower) Total Hours: 0.0000 Feb.: 0.00

Equipment: (no cost center) H-2A Hrs Offered: 0.00

Gross Wages: 0.00

Piecework Wages: 0.00

Minimum Wage: 0.00

Crew ID: 3 ...

☐ Hold

Copy Check Defaults Breaks Save Delete Clear

5. When you print this check, the regular Sick Pay that was taken will be restored to the employee’s account and they will now have hours used for Covid Leave.





# Update California Covid Leave Hours

Next, you will need to update your employees' CA Covid-19 Leave Balances on the *California Covid-19 Leave Balances Setup* window.

All employers with 26 or more employees in California are now required to print **used** Covid Leave balances on employees' check stubs. This window will calculate the amount of used hours for each employee and these amounts will print on your employees' next checks.

You can also use this window to generate a report by employee to see how many hours they qualify to take.

Account...	Last Name	First Name	Total	Used	Balance	Total+	Used+	Balanc...
101	AYALA	JOHN	0.00	0.00	0.00	0.00	0.00	0.00
110	GONZALES	MARIA	0.00	0.00	0.00	0.00	0.00	0.00
115	MARTINEZ	JUAN	0.00	0.00	0.00	0.00	0.00	0.00
116	FUENTES	GUADALUPE	0.00	0.00	0.00	0.00	0.00	0.00
108	CASTRO	PEDRO	0.00	0.00	0.00	0.00	0.00	0.00
104	BALTAZAR	VICTOR	0.00	0.00	0.00	0.00	0.00	0.00
1000	AYALA GARCIA	JUAN JOSE	0.00	0.00	0.00	0.00	0.00	0.00
2198	GARCIA	JUAN	7.00	0.00	7.00	0.00	0.00	0.00
1004	LOPEZ	MARIA	0.00	0.00	0.00	0.00	0.00	0.00
6972	LOPEZ	JOSE JESUS	0.00	0.00	0.00	0.00	0.00	0.00
4137	GUZMAN	ALEJANDRO	0.00	0.00	0.00	0.00	0.00	0.00
3850	URIBE	JESUS	0.00	0.00	0.00	0.00	0.00	0.00
6103	SANCHEZ	MIGUEL	0.00	0.00	0.00	0.00	0.00	0.00
931	NUNO PEREZ	JORGE	0.00	0.00	0.00	0.00	0.00	0.00
1373	LINO	ARTUNO	0.00	0.00	0.00	0.00	0.00	0.00
8059	DIAZ	GREGORIO	0.00	0.00	0.00	0.00	0.00	0.00
3966	RODRIGUEZ	ADRIAN	0.00	0.00	0.00	0.00	0.00	0.00
1006	GARCIA	JORDAN	0.00	0.00	0.00	0.00	0.00	0.00
1050	GUTIERREZ LOPEZ	JOSE MANUAL	0.00	0.00	0.00	0.00	0.00	0.00
1051	VASQUEZ	MARIA	0.00	0.00	0.00	0.00	0.00	0.00
1009	LOPEZ	KYLE	0.00	0.00	0.00	0.00	0.00	0.00

Start Over    Update Hours Used    Calc Avail Related    Calc Avail Positive    DIR Info

To reset these totals for 2022, follow these steps:

1. Go to **Payroll > Setup > California Covid-19 Leave Balance Setup**.
2. To calculate hours for 2022, click **Start Over**.

**Note:** This option will clear out ALL the information entered in this window and re-calculate it starting from January 1, 2022. You will lose any data you have entered and this cannot be undone.

3. Click **Update Hours Used**. This will update any employee accounts that have had Covid Leave paid in 2022, under both California Covid ***Related*** and California Covid ***Positive*** Leave Types.

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# Calculating an Employee's Available Hours

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**New for 2022:** You will only need to update an employee's available hours as they request leave. You will not need to update all employees' available hours at one time since balances are no longer printed on an employee's check stub.

An employee can take California Covid Leave for two separate sets of reasons. The first set falls under the **California Covid Related** Leave Type.

The second falls under the **California Covid Positive** Leave Type. Under the second set of reasons, if an employee or an employee's family member test positive for Covid, they are entitled to up to an additional 40 hours of Covid Leave. It is up to you to set up and use these Leave Types appropriately for you to have accurate Available Hour calculations.

There are two ways to calculate an employee's available hours:

## Option 1

**The first option is to calculate an employee's available hours on the California Covid-19 Leave Balance Setup window.**

1. On the *California Covid-19 Leave Balance Setup* window, highlight an employee to calculate their hours. You can start typing the employee's account number and press [Tab] to find employees quickly.

2. Click **Calc Avil Related** or **Calc Avil Positive**.

This will generate a report for the currently highlighted employee. The report will show their hours available for either the Covid Related or Covid Positive reasons, based on the prior six months of hours worked. If you are calculating for a variable hour employee, the available hours will be less than 40. Otherwise, full-time employees are entitled to 40 hours of Covid Leave. This calculation is for one week of pay.

3. This information will be shown in the report as well as on the *California Covid-19 Leave Balance Setup* window in the *Total / Balance* and *Total + / Balance +* columns to help you determine how many hours an employee is entitled to take.

	Total	Used	Balance	Total+	Used+	Balanc...
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00

## Option 2

You can also calculate an employee's available hours through their employee file.

1. Go to **Payroll > Employees > Benefits/History tab**, and open the employee's account.
2. Click into the **Covid Leave Total** entry in the Related or Positive column and **press [F11]**. This will generate a report showing how many Covid Leave hours this employee is entitled. You can do the same in the Covid Leave Used columns to show how many hours they have used.

Employees

Account #: 101 Name Key: AYALAJOHN05 S.S. #: 775 00 0005 ? ☒ e-Verified ☒ Active PIN: 0

Employee Info Deductions Totals Benefits/History Check Profile Archive Direct Deposit

Sick Pay/Vacation:

Sick Pay Plan ID: ACC2

Accrued Sick Pay: 41.78 Plan Year Start: 01/01/2022

YTD SP Accrued: 3.50 YTD Paid: 0.00

Prior YR SP Carryover: 38.28 YTD SP Wages: 0.00

Date Available: 01/01/2019

Sick Pay Rate: 0.000000

Vacation Rate: 0.030000

Accrued Vacation: 40.12

Employee History:

Date	Type	Notes/Descr/Job Title	Pay Rate	Per
12/15/2015	Worker's Comp Injury	WRIST INJURY	0.00	
01/01/2016	Seasonal Temporary Lay		0.00	
03/21/2016	Rehired		10.00	Salary

Covid Related/Positive:

Total Leave: 0.00 0.00

Leave Used: 0.0 Press F11 to recalc variable hours available

Balance: 0.00 0.00

Notes:

A

Employer 401(k) Contributions...

Percentage: 4.00

Max. Contribution/Year: 3000.00

YTD Contributions: 42.46 Posting Settings...

Miscellaneous Settings...

Ins. Coverage Through:

☐ S.S. # No Match

Emergency Contacts:

Name	Relationship	Phone #1	Comments

Add...

Terminate Rehire Print Save Clear Delete

## Paying Covid-19 Leave

**Warning:** The program will not stop you from overpaying employees Covid Leave. Even if you calculate the amount of hours they are entitled within the program, it is still up to you to see how much they have used/their balance *before* paying them Covid Leave.

To pay an employee Covid Leave, follow these steps:

1. Go to **Payroll > Checks > Check Entry**, and open the employee's account.
2. Enter the **Pay Period Starting/Ending** dates.
3. Enter the Covid Leave line item on the check. Make sure to use the **Wage Type** you have set up for CA Covid Leave and define it by G/L #, Cost ID, or Job ID for Covid *Related* or Covid *Positive*.

**Batch Payroll Check**

Account #: 1000 Name Key: GARCIAJOSE S.S #: 654 00 1987 Control #: 1125

Name: AYALA GARCIA, JUAN JOSE Pay Period Starting: 02/14/2022

Pay Type: Salary Rate: 1000.00 Type: Agricultural (943) Ending: 02/20/2022

**Gross Wages Recap**

Date	Cost ID ...	Year	Job I...	G/L # >>	Grower ...	Type ...	P/W Hrs	Units	Rate	Amount	Eq Units	Equip #...	Equip #2 ...
02/14/2022	DT101	2022	PI	601.00	1 PW	7.6600	120.0000	1.2500	150.00	0.00			
02/15/2022	DT102	2022	PI	601.00	1 PW	7.1600	100.0000	1.3500	135.00	0.00			
02/14/2022	DT101	2022	BT	601.00	1 RR	0.0000	0.3400	19.2300	6.54	0.00			
02/15/2022	DT102	2022	BT	601.00	1 RR	0.0000	0.3400	19.2300	6.54	0.00			
02/16/2022	GL	2022	CACVPO	601.00	0 CC	0.0000	8.0000	19.2300	153.84	0.00			
02/17/2022	GL	2022	CACVPO	601.00	0 CC	0.0000	8.0000	19.2300	153.84	0.00			
02/18/2022	GL	2022	CACVPO	601.00	0 CC	0.0000	8.0000	19.2300	153.84	0.00			

**Calculate Sick Pay Rate**

JUAN JOSE AYALA GARCIA

# of Days to look back: 10

Average Rate, Prior Period: 20.7600 ☐ Use This Rate

Average Rate, This Check: 19.2300 ☒ Use This Rate

G/L: Field Labor

Cost Center: GENERAL LABOR Piece Hrs/Units: 14.8200 220.00

Job ID: CA Covid Positive Test Reg/OT/DT Hrs: 0.6800 Ins. Hrs:

Grower: (no grower) Total Hours: 15.5000 Feb.: 39.50

Equipment: (no cost center) H-2A Hrs Offered: 0.00

Gross Wages: 759.60

Piecework Wages: 285.00

Minimum Wage: 222.30

Crew ID: 3

☐ Hold

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4. Enter your own rate of pay based on what the employee would have made if they had worked their normal schedule. If they have other wages in the pay period, you can press [CTRL + R] to have the program calculate their average rate of pay based on the current check.

5. When you print the check, the employee's Covid Used Hours will be updated and will print on their check stub.

Webinar Training Files Wells Fargo

\*\*\*\*\*SIX HUNDRED TWENTY-THREE AND 95/100 DOLLARS\*\*\*\*\*

DATE 02/23/2022 AMOUNT \*\*\*\$623.95

PAY TO THE ORDER OF JUAN JOSE AYALA GARCIA  
9876 AVE 12345  
FRESNO, CA 93710

⑈003603⑈ ⑆123456789⑆ 1234567890⑈

Cr#: 3 Emp#:1000 AYALA GARCIA, JUAN JOSE 9876 AVE 12345 FRESNO, CA 93710 XXX-XX-1987 02/14/22 to 02/20/22 Ch# 3603 02/23/22

Date	Tipo	Trabajo	Horas	Unidades	Tarifa	Total		Este Cheque	Este Año
02/16/2022	CA Covid	CA Covid Positive Test	8.00		19.23	153.84	<b>Pago Total</b>	<b>759.60</b>	<b>1,907.93</b>
02/17/2022	CA Covid	CA Covid Positive Test	8.00		19.23	153.84	Tax Federal	11.65	11.65
02/18/2022	CA Covid	CA Covid Positive Test	8.00		19.23	153.84	Seguro Social	43.99	105.89
<b>DATATECH 1911 N Fine Ave Fresno, CA 93727</b>							Medicare	10.28	24.76
02/14/2022	Piecework	PICKING	7.66	120.00	1.25	150.00	Tax Estatal	1.92	1.92
02/15/2022	Piecework	PICKING	7.16	100.00	1.35	135.00	Desabildi	7.81	18.79
02/14/2022	Break	BREAK TIME	0.34		19.23	6.54	<b>Total Taxes:</b>	<b>75.65</b>	<b>163.01</b>
02/15/2022	Break	BREAK TIME	0.34		19.23	6.54	Vehicle Reimburseme	0.00	-30.00
							401(k) Contribution	10.00	40.00
							Health Insurance Pre	50.00	200.00
							<b>Total Misc.:</b>	<b>60.00</b>	<b>210.00</b>
							<b>Total Deds.:</b>	<b>135.65</b>	<b>373.01</b>
							<b>Net Check</b>	<b>623.95</b>	<b>1,534.92</b>
							Horas Total	15.50	75.00
<b>Totals by Pay Type:</b>			<b>Pay Type</b>	<b>Hrs</b>	<b>Units</b>	<b>Rate</b>	<b>Total</b>		
			CA Covid	24.00		19.23	461.52		
			Rest&Rec	0.68		19.23	13.08		
			Piecework	0.00		0.00	285.00		
<b>Totals:</b>				39.50	220.00		759.60		

Sick Hrs Accrued: 48 Sick Hrs Available: 40 Covid Leave Hours Used: 40.00 Days Worked: 5