

PAYROLL QUESTIONS

Have all payroll submitted by Tuesday 12:00 PM CST week of payroll- email to payroll@ztrip.com.
Payroll will approve all payroll – GMs are **not** to approve in Axcet

Please make sure all timecards have been reviewed and approved *prior* to Tuesday 12:00 PM CST.

LAYOFF QUESTIONS

The employees that were laid off:

- They are “termed” in the Axcet Portal
- They are eligible to receive COBRA
- They are eligible to receive unemployment
- WHC will provide (with RVP approval) up to 80 hours of PTO unless CO or NE
- WHC is paying the employer portion of benefits for 8 weeks (if the employee elected coverage)

I want to lay off a person:

- Submit to the RVP for approval
- If approved, send information to payroll@ztrip.com
- Provide employee with lay off letter

I want to bring a laid off person back:

- Must have approval from RVP
- Must have them fill out the “Recall Letter” if less than 13 weeks. If more than 13 weeks it is considered a new-hire.
- After approval is received, send information to payroll@ztrip.com
- Benefits will resume the 1st day of the upcoming month if termed within last 13 weeks
- There is a 60-day waiting period for benefits if brought back after 13 weeks of term date

FURLOUGH QUESTIONS

What happens when I furlough an employee:

- The employee is still active in Axcet
- They can request PTO in portal and will still accrue PTO
- They will remain active with benefits
- If they have NO pay available in Axcet, and have benefits, WHC will pay all benefits and charge back employee once their position resumes. Charge backs will be in 6 installment payments
- Employee is eligible to receive unemployment.

I want to furlough an employee:

- Submit to the RVP for approval
- If approved, email info to payroll@ztrip.com

- There is no letter to the employee as they are active and “still employed”. There are simply no hours to provide to them. If the employee is salary, we will address on a case by case basis.

I want to bring a furloughed back:

- Must have approval from RVP
- Must obtain a Signed “Recall Letter”
- After approval, email info to payroll@ztrip.com
- Benefits will continue

EPSLA, FMLA and EFMLA

- FMLA - Regular - 13 weeks to care for self;
 - unpaid
 - *1 year waiting period*
 - *at least 1250 hours worked per prior year.*
- EFMLA – Only available for an employee that has a child that is sick or needs care.
 - There is a 2 week waiting period.
 - Stipulations - both parents can't be at home, age limit on child
 - 13 weeks of pay
- EPSL – Doctor tells them they are quarantined or showing signs of COVID-19 and seeking medical attention
 - Up to 80 hours of full leave
 - If child is sick, up to 80 hours at two-thirds pay
 - No waiting period.
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- If an employee requests EFMLA or EPSL - notify your RVP.
- The RVP will send info to HR and to Payroll.
- Payroll will send the link to the employee - or the call taker can fill link if the employee is unable to fill out.
- They cannot have OT - it is not considered work pay (if they come back during the week)