

Covid-19 Update Client Training

Presented by:
The Delta Companies
August 6, 2020





Today's Presenters

- David Lawrence, President
- Jodee Carpenter, VP of Operations
- India Wantland, Quality Administrator
- Jakia Peel, Payroll Supervisor
- Brittany Francois, Benefits Supervisor
- Teddy Young, Risk and Safety Manager
- Aaron Matlock, HRIS Manager



Today's Agenda

- PPP/Cares Act Updates
- FFCRA Guidelines
- Hiring in New State
- DAS Client Portal Access
- COVID-19 Update
- Hurricane Update



PPP Flexibility Act (PPPFA)

- June 3, 2020 the President signed into law the PPP Flexibility Act
- This is an extension of the original CARES Act that created the PPP Loan Program
- Let's talk about the new Stimulus Bill that is coming soon.....



New Stimulus Bill Coming, What could be included?

- House Bill passed a few weeks ago has died in the senate, some items in that bill may make it in the new Senate bill.
- Both sides have made the main criteria to help Small Businesses Survive
- Both House and Senate say they are not leaving on break until this new bill is passed



Latest on Stimulus Bill in Congress

- Liability Protection for Businesses is on Life Support
- Hyde Amendment is not going to allow any Cobra Subsidies in this bill
- Could be something they announce as early as Friday, most likely early next week and then move through to the President by end of next week
- Congress does want to take its 4-week recess

What may be in the new Stimulus Package?

- **These house bill items that may make it to the new package**
 - Second PPP Loan availability, will have limits for companies with a percentage reduction of revenue, Maybe 50% reduction? (this is still very much alive with bipartisan support)
 - Maximizing the current SBA programs and Supercharging them to get quick access and flexibility, (or other banking loan programs with a smaller percentage forgivable, not 100%)
 - Some type of a tax break for any PPP equipment needed for the pandemic as well as additional cleaning expenses due to Covid-19 (this is also a bipartisan issue that will be in the bill)
 - More guidance on the current loans that were under 150k on automated forgiveness, (this is still alive in the current negotiations)

Other rumors in the new Bill

- Federal Unemployment funds ending at end of July, currently not in the new bill, but is heavily pushed by Democrats. Republicans may allow it but not at the current amount of payments (republicans have said they would pass the \$600 for an extension of time but not likely through the end of the year)
- New Guidelines will be coming for the current PPP loans that will hopefully simplify things even more
- *Our recommendation is to wait till this new guidance comes out before you send your application In for forgiveness*

Stimulus Bill Continued

- Payroll Tax Credits – this is being pushed by the White House but the only way this may happen is through executive order, which is not likely
- A WOTC type tax credit for hiring someone off unemployment is a real possibility in this new bill
- Tax Credits for PPE and/or cleaning expenses or changing office structure to deal with Covid-19 regulations is likely in this bill
- One real possibility is the Retention Credits currently available for companies that did not participate in the PPP loan program
 - A combination of the new PPP loan package with the availability of Retention credits as well could be a real possibility, (this is very much on the table for bipartisan support)

Questions about PPP?

www.deltapeo.com

<https://www.deltapeo.com/covid-19-updates/>

Contact info:

David Lawrence

dlawrence@deltapeo.com












504-274-3400



FFCRA

ePSL (Emergency Paid Leave) / eFMLA (Extended FMLA)

QUICK GUIDE FOR EMPLOYERS

REASON	PROOF	BENEFIT
 <p>POSITIVE TEST EXPOSURE</p>	<p>Doctor's Note</p> 	<p>Up to 80 Hours of Paid Leave at 100% of pre-leave income (max \$511/day)</p>
 <p>with COVID-19 symptoms but not seen medical professional yet</p>	<p>Proof of appointment</p> 	<p>Up to 80 Hours of Paid Leave at 100% of pre-leave income (max \$511/day)</p>
 <p>Caring for family member under quarantine due to positive test or exposure</p>	<p>Doctor's Note</p> 	<p>Up to 80 Hours of Paid Leave at 66.7% of pre-leave income (max \$200/day)</p>
 <p>Caring for minor child due to school or day care closing and child-care is unavailable</p>	<p>Proof of closing from emails or web posting</p> 	<p>Up to 12 weeks of Paid Leave at 66.7% of pre-leave income (max \$200/day)</p>
 <p>Employee is afraid of getting COVID-19 or at a high risk due to other medical conditions but has not been exposed or diagnosed</p>	<p>NO LEAVE ELIGIBILITY UNDER EMERGENCY PAID LEAVE OR EMERGENCY FMLA</p>	
 <p>Employee is not working due to company layoff</p>	<p>NO LEAVE ELIGIBILITY UNDER EMERGENCY PAID LEAVE OR EMERGENCY FMLA</p>	
 <p>Employee is not working because worksite is closed under state or local government 'shelter in place' or 'remain-at-home' directive</p>	<p>NO LEAVE ELIGIBILITY UNDER EMERGENCY PAID LEAVE OR EMERGENCY FMLA</p>	

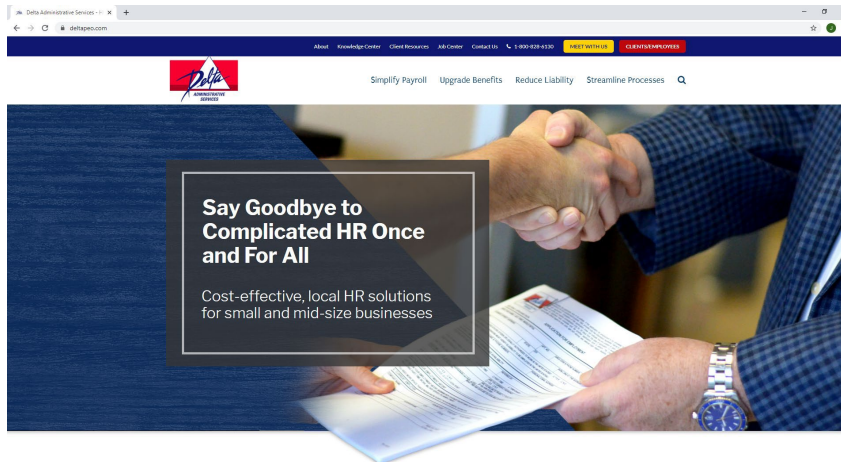
reach out to Delta with any questions: dashr@deltapeo.com



Hiring Telecommuters in Different States

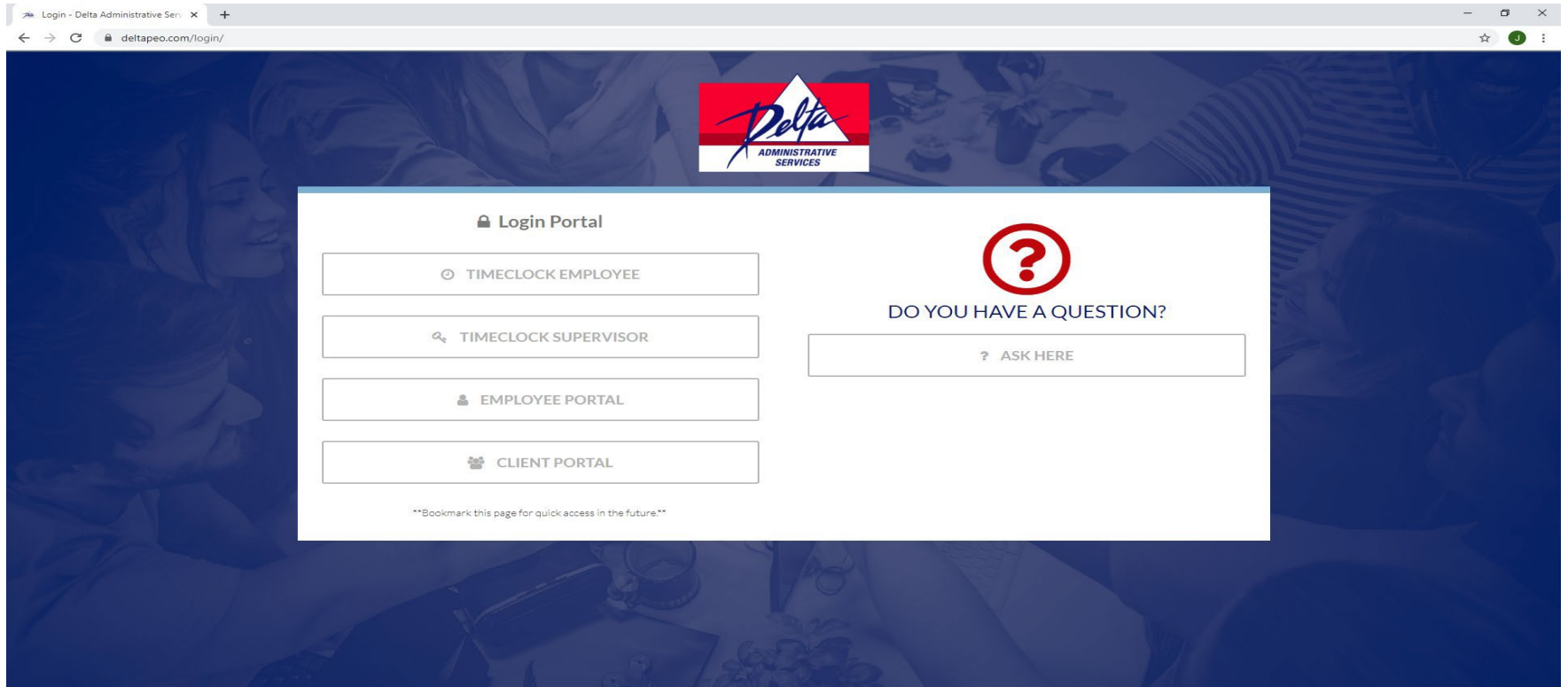
- To ensure compliance with all state regulations and worker's compensation, before hiring an employee from another state please check with Delta
- Prior to the on-boarding of the new hire, Delta will:
 - PEO Client's - verify we are Licensed to do business in that state
 - ASO Client's – open tax accounts (state withholding, unemployment)
 - Worker's compensation will need to be added for the employee's home location
 - If you are on Delta's Policy, we will need the employee's home address and estimated payroll
 - Worksite Location - The employee's home location will need to be added to the payroll software to populate the correct tax forms when completing on-boarding

Client Portal



- Log into Deltapeo.com
- Go to 'Clients/Employees'
- Click 'Client Portal'
- Enter Username and password

Login Portal



Delta
ADMINISTRATIVE
SERVICES

Login Portal

- 🕒 TIMECLOCK EMPLOYEE
- 🔍 TIMECLOCK SUPERVISOR
- 👤 EMPLOYEE PORTAL
- 👥 CLIENT PORTAL

DO YOU HAVE A QUESTION?

? ASK HERE

Bookmark this page for quick access in the future.

Client Portal Dashboard – you will see your main contact information for Payroll, Benefits and HR

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das.prismhr.com/das/dbweb.asp?dbcgm=1

MY COMPANY MY EMPLOYEES MY PAYROLLS

Company / Dashboard / Home Company: (000184) ABC COMPANY, LLC

My Favorites

My Support Team

Payroll Supervisor
 Jakiia Peel
 (504) 274-3403
 jpeel@deltapeo.com

Benefits Supervisor
 Brittney Francois
 (504) 274-3400
 bfrancois@deltapeo.com

HR Assistant
 Chelsi Thibodeaux
 cthibodeaux@deltapeo.com

Recent Payrolls

Payroll	Description	Pay Date

My Employees

Employee Name	Ext	Work	Mobile	Work Email
Bastian, Taylor				
Everette, Kyle		504/274-3400	504/274-3428	amatlock@deltapeo.com
Forney, Michael				lrobinson@Deltapeo.com
Gales, Je				jgales@deltapeo.com
Gooden, Frank				lrobinson@Deltapeo.com
Gray, Joe			(504) 274-3400	
Grazz, Kyle				jcarpenter@deltapeo.com
Green, Arlisia			504/274-3407	agreen@deltapeo.com
Green, Tina				wrobinson@deltapeo.com
Harmon, Angela			504-351-5881	dashr@deltapeo.com
Haskins, Karen				
Have, Geoge				
Henry, Tyrone				
Howard, Billy				
Johnson, Lorenzo			(504) 606-2248	
View All >>				

PrismHR | Privacy | Version 1.19.1.7

My Company – View Client Documents and Invoices

The screenshot displays the PrismHR web application interface. The browser address bar shows the URL `das.prismhr.com/das/dbweb.asp?dbcgm=1`. The navigation menu includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. The 'MY COMPANY' dropdown menu is open, listing various options such as 'Company | Change', 'Client Documents', 'Contacts', 'Departments', 'Property', 'Skills', 'Company | View', 'Client Reports', 'Invoices', 'Payroll Notes', 'Company | Action', 'Approvals Pending', 'Company | Dashboard', 'Home Page for Worksite Managers', 'Company | Analytics', and 'Client Analytics'. Below the menu, a table lists employee information:

Gooden, Frank		lrobinson@Deltapeo.com
Gray, Joe	(504) 274-3400	
Graze, Kyle		jcarpenter@deltapeo.com
Green, Arlisia	504/274-3407	agreen@deltapeo.com
Green, Tina		wrobinson@deltapeo.com
Harmon, Angela	504-351-5881	dashr@deltapeo.com
Haskins, Karen		
Have, Geoge		
Henry, Tyrone		
Howard, Billy		
Johnson, Lorenzo	(504) 606-2248	
View All >>		

At the bottom of the page, the footer contains the text: PrismHR | Privacy | Version 1.19.1.7

My Employees – View Employee Details, Pay History, and Employee PTO

The screenshot shows the PrismHR web application interface. The browser address bar displays 'das.prismhr.com/das/dbweb.asp?dbcgm=1'. The application has three main tabs: 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. The 'MY EMPLOYEES' tab is active, and a dropdown menu is open, listing various HR actions such as 'HR | Change', 'HR | View', and 'HR | Action'. Below the dropdown, a table lists employee details.

Gooden, Frank	(504) 274-3400	lrobinson@Deltapeo.com
Gray, Joe		
Graze, Kyle		jcarpenter@deltapeo.com
Green, Arlisa	504/274-3407	agreen@deltapeo.com
Green, Tina		wrobinson@deltapeo.com
Harmon, Angela	504-351-5881	dashr@deltapeo.com
Haskins, Karen		
Have, Geoge		
Henry, Tyrone		
Howard, Billy		
Johnson, Lorenzo	(504) 606-2248	
View All >>		

At the bottom of the page, there are three links: 'PrismHR', 'Privacy', and 'Version 1.19.1.7'.

Employee Details – View Address, Pay Rates, Direct Deposit Info, Tax Info, Employee Documents, Pay Stubs and W2's

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das.prismhr.com/das/dbweb.asp?dbcgm=1

MY COMPANY MY EMPLOYEES MY PAYROLLS

HR / Change / Employee Details Company: (000184) ABC COMPANY, LLC

Taylor Bastian

Employee: R05608

Name & Contact

Last Name	Bastian	Work Phone	
First Name	Taylor	Work Email	
Middle Name		EP Username	tbas
Nickname			

Employment

Employment Status	ACTIVE	Status Type Change	Employer	ABC COMPANY, LLC
Status Date	01/20/2020		Employer Start Date	12/27/2017
Employment Type	FULL TIME		Last Hire Date	01/30/2018
Type Date	01/30/2018		Original Hire Date	12/27/2017
Position	ABC SECRETARY	Position Change		
Position EEO Code	ADMIN			
FLSA Exempt	<input type="checkbox"/>			
W/C Class	LA.8810	Clerical		

Save Cancel

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- Change User Password
- Documents
- Employee Dependents
- Employee Events
- Organization Chart
- Override Rates
- PTO Register
- Pay History
- Payroll Notes
- Payroll Summary
- Payroll Vouchers
- Position History
- Reprint Form W-2
- Add To Favorites
- Display Data Mapping

Address Tab

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das.prismhr.com/das/dbweb.asp?dbcgm=1

MY COMPANY MY EMPLOYEES MY PAYROLLS

HR / Change / Employee Address Company: (000184) ABC COMPANY, LLC

Taylor Bastian

Name | Personal | **Address** | Work | Pay | Tax | Deposit | Skills & Education | Property | Other

Employee R05608

Resident Address

Address 1709 L and A rd

ZIP Code 90210

City BEVERLY HILLS

State CA

County LOS ANGELES

GEO Code 050370360

Unincorporated Area

School District No.

Home Phone

Cell Phone

Personal Email grios@deltapeo.com

Work Email

Deliver Check Home

Override GEO Code

Override End Date

Primary Primary

Mailing Address

Address

ZIP Code

City

State

Form W-2 Address

Address

ZIP Code

City

State

Save Cancel

PrismHR | Privacy | Version 1.19.1.7

My Payrolls – View Pay Stubs and Payroll History

The screenshot shows the PrismHR web application interface. The top navigation bar includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. A dropdown menu is open under 'MY PAYROLLS', listing various options such as 'Payroll | Change', 'Employee Garnishments', 'Payroll | View', 'Employee Pay Summary', 'Payroll | Action', and 'Payroll | Dashboard'. Below the menu, a table displays payroll data for three years (202015, 202014, 202013). A large blue redaction box covers the middle portion of the table.

Year	Payroll Period	Effective Date	Employee Name	Phone Number	Other Info
202015	202015 - 06-05-20 BI-1	06/05/2020	Padilla, Alma	504-390-3767	
202014	202014 - 05-22-20 BI-1	05/22/2020	Rivera, Melissa	504-338-8549	
202013	202013 - 05-08-20 BI-1	05/08/2020	Stewart, Gwendolyn	5042150023	
			Thevenot, Denise	504-458-8258	
			Thornton, Styliani	5043765913	Stella.Thornton@la.gov

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Payroll History

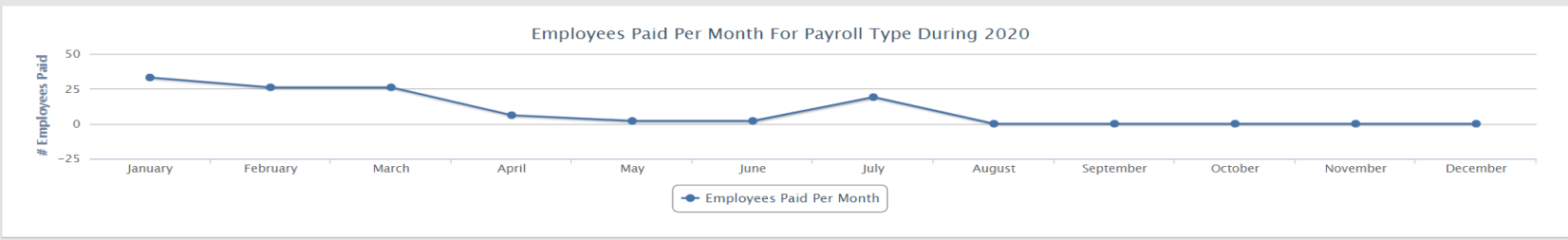


Payroll / View / Payroll History Company: 00

Year: **2020** All Types: Scheduled Special Adjustment Reversal Manual

Payroll	Description	Type	Pay Date	Employees Paid	Check Count	Deposit Count	Gross Earning
202020	2020 - 07-31-20 BI-1	Scheduled	07/31/2020	9	0	9	11,745.31
202019	2020 - 07-17-20 BI-1	Scheduled	07/17/2020	9	0	9	11,295.02
202018	2020 - 07-03-20 BI-1	Scheduled	07/03/2020	1	0	1	42.25
202016	2020 - 06-19-20 BI-1	Scheduled	06/19/2020	1	0	1	96.25
202015	2020 - 06-05-20 BI-1	Scheduled	06/05/2020	1	0	1	88.25
202014	2020 - 05-22-20 BI-1	Scheduled	05/22/2020	1	0	1	105.25
202013	2020 - 05-08-20 BI-1	Scheduled	05/08/2020	1	0	1	93.50
202012	2020 - 04-24-20 BI-1	Scheduled	04/24/2020	5	0	5	607.75
202011	2020 - 04-10-20 BI-1	Scheduled	04/10/2020	1	0	1	842.50
20208	2020 - 03-27-20 BI-1	Scheduled	03/27/2020	13	1	12	12,509.61
20206	2020 - 03-13-20 BI-1	Scheduled	03/13/2020	13	1	12	13,217.39
20207	2020 - Nicole Stadler	Manual	02/28/2020	1	0	1	317.48
20205	2020 - 02-28-20 BI-1	Scheduled	02/28/2020	13	2	11	13,119.41
20204	2020 - 02-14-20 BI-1	Scheduled	02/14/2020	12	2	10	12,260.39

Line Chart Employees Paid



Employee Voucher (pay stubs)

The screenshot shows the PrismHR web application interface for viewing an Employee Voucher. The browser address bar shows the URL `das.prismhr.com/das/dbweb.asp?dbcm=1`. The navigation menu includes 'MY COMPANY', 'MY EMPLOYEES', and 'MY PAYROLLS'. The main content area is titled 'Employee Voucher' and includes a 'Voucher Number' field with the value '004575'. Below this, there are two columns of details: the left column lists voucher metadata, and the right column lists employee information. At the bottom right, a summary table shows the financial breakdown of the voucher. A 'Cancel' button is located at the bottom left of the voucher details section.

Voucher Details		Employee Information	
Voucher Status	PRNT	Employee Last Name	
Voucher Type	R	Employee First Name	
Payroll Number	202020	Name on Check	Анна Петровна
Pay Date	07/31/2020	Department	LTF LTF
Pay Group	BI-1		
Pay Period	Bi-Weekly		
Deduct Period	3		
Template ID			
Employer ID			
School District			
Period Start Date			
Period End Date			
Quarter End Date	09/30/2020		
Year End Date	12/31/2020		

Summary	
Total Cash Payments (+)	249.50
Total Taxes Withheld (-)	49.66
Total Deductions (-)	0.00
Net Voucher Amount (=)	199.84

Re-Print Stubs

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das.prismhr.com/das/dbweb.asp?dbcgm=1

MY COMPANY | MY EMPLOYEES | MY PAYROLLS

Payroll / View / Employee Voucher Banking | Company: (000

Employee Voucher | Voucher | Pay | Deductions | Printing | Banking | PTO

Voucher Number 004575 | Employee | 7/31/2020

Check Details

Bank Account	1000	
Check Number	229794	Reprint Check Stub
Check Amount	0.00	
Pay Stub Type	Paper	
ACH Check Account	1000	

Direct Deposit

Transit Number	Account Number	Status	Amount
265070435	[REDACTED]	D=C	199.84

Total 199.84

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Client Reports – View Payroll, Benefits, and HR Reports (Employee Voucher, Payroll Check Journal, Employee Roster, Client Allocation, Employee Anniversary, Salary As Of, Benefits Billing Detail)

The screenshot displays the PrismHR web application interface. The browser address bar shows the URL `das.primshr.com/das/dbweb.asp?dbcm=1`. The application header includes the PrismHR logo, navigation tabs for "MY COMPANY", "MY EMPLOYEES", and "MY PAYROLLS", and a search bar. A dropdown menu is open, listing reports under three categories: "Company | Report", "Payroll | Report", and "HR | Report".

Category	Report Name
Company Report	Absence Codes Report
	Data Retriever
	Department Codes Report
	Location Codes Report
	Batch Register Report
	Benefit Adjustments Report
	Calculate Checks Report
	Client Allocation Report
	Client Check Register Report
	Deduction Code Detail Report
	Deduction Code Summary Report
Payroll Report	Batch Register Report
	Benefit Adjustments Report
	Calculate Checks Report
	Client Allocation Report
	Client Check Register Report
	Deduction Code Detail Report
	Deduction Code Summary Report
	Deduction Register Report
	Eligible PTO Report
	Employee ACH Direct Deposit Report
	Employee Hours By Month Report
	Employee Loans Report
	Employee Match Code Register Report
	Employee Other Deductions Report
	Employee Pay Rate Report
	Employee Voucher Report
	Employee with Status as of Date Report
Gross-to-Net Register Report	
Labor Distribution Report	
HR Report	Overtime Report
	PEO Client Payroll Accounting Report
	Paid To Date Pay Register Report
	Pay Code Detail Report
	Pay Code Summary Report
	Pay Period PTO Report
	Pay Schedule Report
	Payroll Allocation Report
	Payroll Billing Summary Report
	Payroll Check Journal Report
	Payroll Cost Report
	Payroll Disbursement Report
	Payroll Register Report
	Payroll Register Report (Legacy)
	Payroll Retirement Contributions Report
	Payroll Summary Report
	Retirement Contributions Register Report
	Time Sheet Report
	Unpaid Employees Report
	W2 Batch Download
	Workers Compensation Report
	Benefits Billing Detail Report
	COVID-19 Leave Estimate Report
COVID-19 PPP Forgiveness Report	
Electronic 1095C Report	
Emergency Contact Report	
Employee Address Report	
Employee Age Report	
Employee Anniversary Report	
Employee Birthday Report	
Employee Contact Information Report	
Employee Event Codes Report	
Employee Hours By Active Weeks Report	
Employee Master Report	
Employee Name Report	
Employee PTO Detail Report	
Employee Property Report	
Employee Retirement Loans Detail Report	
Employee Roster Report	
Employee Supervisor Report	
Employee Terminations Report	
PTO Approval Report	
PTO Hours Taken Report	
Ranked Salary Report	
Salary As Of Report	
Statistics by Position Report	

At the bottom of the page, there are links for "PrismHR", "Privacy", and "Version 1.19.1.7".

Safety: COVID-19 Update

- The guideline of when you can end self-isolation or quarantine and potentially return to school / work has changed slightly:
 - As per the CDC, if you think or know you had COVID-19 and HAD symptoms, you can be around others after...
 - It's been 10-days since symptoms first appeared and
 - 24-hours (was 72-hours) with no fever without the use of fever-reducing medication and
 - COVID-19 symptoms have improved, i.e. cough, shortness of breath, etc.
 - As per the CDC, if you tested positive for COVID-19 but HAD NO symptoms, you can be around others after...
 - It's been 10-days since you had a positive viral test, and you still have no symptoms.
 - As per the CDC, if you have been in close contact with a person positive for COVID-19...
 - You should stay home for 14-days after the last exposure to the infected person
- Get the full info here:
 - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

Safety: Hurricane Season

- As of 1pm today, Colorado State University has increased the forecast of named storms, hurricanes, and major storms this year...

2020 Hurricane Season	Currently	Additional Storms	Forecast Total
Named Storms	9	15	24*
Hurricanes	2	10	12
Major Hurricanes	0	5	5

- If you need help with your Emergency Action Plan, email us at dassafety@deltapeo.com

Questions & Answers

- dashr@deltapeo.com
- timesheets@deltapeo.com
- benefits@deltapeo.com
- dassafety@deltapeo.com