

CARES Act Employee Retention Reporting:

How to Report Time to Qualify for Available Tax Credit

The recently passed **Coronavirus Aid Relief and Economic Security (CARES) Act** provides up to a \$5,000 per employee tax credit for employers who continue to pay employees who aren't working or working reduced hours due to COVID-19. The University will be able to claim a federal tax credit under the CARES Act for continuing to employ persons who have a less than full workload. We are now requesting each department to use the OEM code to track hours as required in order to allow the University to support its claims for these tax credits.

For full-time and regular part-time **non-exempt, hourly staff** . . .

Who are . . .

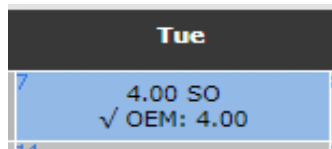
1. **Currently working** either on campus or remotely.
2. Well and available to work, but **unable to work** due to lack of regular or reassigned work, or because the job cannot be done remotely.

Example of full day not able to work:



Mon
6
✓ OEM: 8.00

Example of half day not able to work:



Tue
7
4.00 SO
✓ OEM: 4.00

Then . . .

- **Timeclock Entry:** The employee should continue clocking hours on the timeclock as usual.
- **Computer Time Entry:** If the employee has access to computer time entry, they should record their start and stop times and any lunch breaks.
- If the employee currently does not have access to computer time entry and is working remotely, you may request this access with Payroll Services or enter the time for them.
- **Full-time staff** should enter the absence code **OEM Other Emergency**. This code may be used for whole or partial days in conjunction with time worked or other paid time off to bring their hours up to their standard workweek. If the employee is not able to enter the absence themselves, you will need to enter this for them.
- **Part-time staff** will be paid based on the average number of hours they have worked in all active, part-time jobs averaged over the previous 12 months. Any pay periods in which they did not work will not be used in the calculation. If the part-time staff member works on campus, or at home, during this time, but does not meet their averaged number of hours, they will have additional hours added to meet the calculated value.