Southland Data Processing
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Company Code	Company Name	Contact Name

*If settings apply to multiple companies please list all company codes in the notes section

Code	Description	Add Earning Code*	Add to SDP Timekeeping*	Create an Accrual Code*	Set to 2/3 base rate*
EPLSick	Emergency Paid Leave Sick	☐	☐	☐	N/A
EPLCare	Emergency Paid Leave Dependent Care	☐	☐	☐	☐
EPLChild	Emergency Paid Leave Child Care	☐	☐	N/A	☐

*Definitions on next page

Memo Code: Health Insurance Costs are also included in the credit. If you already have memo codes set up to track the ER portion of health insurance premiums, select "yes" to include amounts in tax credit.

Code Description	Yes	No	N/A
Include ER Premiums	☐	☐	☐

	Yes	No	N/A
401(k) / 403(b) / 457 eligible?	☐	☐	☐
Worker's Compensation Eligible?	☐	☐	☐
Should this code reduce the employee's autopay?	☐	☐	☐
Should the code be included in any existing special calculation or scripting? (If yes, please describe in the notes section)	☐	☐	☐
Is there a SDP created G/L account for Client? List GL Account_____	☐	☐	☐

Notes:

Signature_____   Date:_____

Qualifying Reasons for Emergency Paid Leave

EPL Sick	EPL Care	EPL Child
Quarantined by a government agency, and/or been advised by a health care provider to self-quarantine, The employees is experiencing symptoms of the virus and seeking a medical diagnosis. Paid at 100% of regular pay up to $511 daily and $5,110 total	If an employee is unable to work because of the need to care for: an individual subject to quarantine or that person has been advised by a health provider to self-quarantine. Paid at 2/3 thirds of regular pay up to a maximum of $200 a day for 10 days	If an employee is unable to work because of the need to care for: a child whose school or daycare centers closed, or childcare provider is unavailable, Paid at 2/3 thirds of regular pay up to a maximum of $200 a day and aggregate of $12,000

Definitions:

Add to SDP Timekeeping: SDP will add each earning code to your timekeeping account as a punch category and make the code available for employee time off requests (if applicable).

Create an Accrual Code: SDP will set up a generic accrual code for emergency paid leave. Client will be able to add accrual code to any applicable employee and track time taken for EPLSick and EPLCare on accrual reports.

Set to 2/3 base rate: SDP will hard-code the rate on the EPL Care and/or EPL Child earnings codes to 67% of the base rate set up within the employee's profile.

Daily Limits & Annual Limits: SDP will not enforce daily or annual limits for the payout of any leave codes. Limits will only be built into tax engine to be enforced to cap applicable tax credit amounts.