

How do I make changes for COVID-19 Stand Down?

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Summary

In Sage WageEasy, if you want to change any award conditions or leave accruals in Awards due to COVID-19 Stand Down procedures, it is best practise to copy the award, make the changes and move the employees to the new Award.

Resolution

For information on your workplace entitlements and obligations if you are affected by Covid-19 as well as a list of frequently asked questions, please go to the link below:

Section 524 of the Fair Work Act: (<https://coronavirus.fairwork.gov.au/>)

ATO COVID-19 Advice: (<https://www.ato.gov.au/General/COVID-19/>)

COVID-19 - Jobkeeper Payment - FAQs (<https://treasury.gov.au/coronavirus/jobkeeper>):

JobKeeper-Payment (<https://www.ato.gov.au/General/JobKeeper-Payment/>):

JobKeeper Employers - Enrol and apply for the JobKeeper payment (<https://www.ato.gov.au/General/JobKeeper-Payment/Employers/Enrol-and-apply-for-the-JobKeeper-payment/>):

How do I set up Sage WageEasy to Work from home: (<https://au-kb.sage.com/portal/app/portlets/results>

[/viewsolution.jsp?solutionid=200402232944239](https://au-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200402232944239)

NZ: COVID-19 Wage Subsidy - Work and Income:

<https://www.ird.govt.nz/covid-19/tax-relief/wage-subsidies> (<https://www.ird.govt.nz/covid-19/tax-relief/wage-subsidies>)

Hospitality Industry General Award:


On 24 March 2020, the Fair Work Commission made a **determination** (<https://www.fwc.gov.au/documents/awardsandorders/html/pr717757.htm>) varying the **Hospitality Award** (<https://www.fairwork.gov.au/about-us/news-and-media-releases/website-news/hospitality-award-flexibility-during-the-outbreak-of-coronavirus>). The determination inserted a temporary new Schedule, which applies from an employee's first full pay period on or after 24 March until 30 June 2020. Schedule L adds award flexibility during the outbreak of coronavirus for:

employees' classifications and duties
full-time and part-time employees' hours of work
directions to take annual leave.

If you need to re configure Awards in Sage WageEasy for any employees who are being provided with award flexibility, a **NEW AWARD** (<https://au-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200215100714946>) should be created by copying over the current award, making changes to the newly created award and employees moved to this new Award.

! CAUTION: When you move an employee to this newly created award, the award date is very important. If you pay your employees in arrears, please use TOMORROW'S date (the day following the day you are doing the change). If you pay your employees in advance, the date to use would be the start date of the next PPE.

AWARDS:

 **NOTE:** Awards can be set up with YEARLY leave accruals or HOURLY leave accruals. Yearly Leave accruals accrues leave on a daily basis, even without any pays (timesheets) processed. HOURLY leave accruals will only accrue leave on hours entered in timesheets.


Scenario 1:

If you do not want to change any Award conditions, i.e. no changes to leave accruals,

but you want to process Stand Down leave for unpaid periods, i.e. COVID-19 Stand Down Leave:

It is best practice to create a NEW AWARD (<https://au-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200215100714946>) (<https://au-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200215100714946>) by copying over the current award, making the changes to the newly created award and employees moved to this new Award.


Add a new leave type (<https://au-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200318004937506>) in the new award. If the employee is on an Award with YEARLY accruals, ensure that this new leave type is also Yearly but with an accrual rate of 0.0000. If the employee is on a Part time Award with HOURLY leave accruals, then the new leave type's accrual has to be hourly and the accrual rate 0.0000, also go to each leave type that you want leave accruing, i.e. Annual Leave and on the Accruals tab please ensure that you tick this newly created leave type.


 **CAUTION:** When you move an employee to this newly created award, the award date is very important. If you pay your employees in arrears, please use TOMORROW'S date (the day following the day you are doing the change). If you pay your employees in advance, the date to use would be the start date of the next PPE.


Scenario 2:

If you want to make any changes to Awards, i.e. changes to penalties and/or leave accruals:


It is best practice to create a NEW AWARD (<https://au-kb.sage.com/portal/app/portlets/results/viewsolution.jsp?solutionid=200215100714946>) by copying over the current award, making the changes to the newly created award and employees moved to this new Award.

 **NOTE:** If you want to add a new Leave Type to the Award, please follow the "Add a new leave type" instructions from Scenario 1.

 **CAUTION:** When you move an employee to this newly created award, the award date is very important. If you pay your employees in arrears, please use TOMORROW'S date (the day following the day you are doing the change). If you pay your employees in advance, the date to use would be the start date of the next PPE.

 **NOTE:** If you have to stop leave accruals and the Calculation Method is YEARLY; in the Award > Leave > select the leave type > Accruals tab > change the Yearly Accrual Rate to 0.00000. If the leave Calculation Method is HOURLY and you want the leave to

accrue even though the employee is not working, change the accrual method to YEARLY and in the accrual rate change to the number of hours you want this employee to accrue per year, i.e. if the employee works 25 hours per week and they get 4 weeks per year, the accrual rate will be 100.0000. You might need different Awards to cater for multiple Part Time scenarios.

 **NOTE:** If you are using a Time and Attendance file to import your employees' leave, you will need to include this leave type in your import (WTC) file. To see the **leave type** that you need to add to the WTC file, Setup > Preferences > Other > Leave Options.

Solution Properties

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