

## **Pandemic Premium Pay (Pandemic Pay) Lump Sum FAQ**

**1. I am a full-time coded employee, how much money will I receive?**

As a full-time employee you will receive a gross amount of \$2,500.

**2. I am a part-time coded employee, how much will I receive?**

Part-time employees will receive a pro-rated amount based on the full-time equivalent status. For example:

I am a .5 coded employee, I will receive a gross amount of \$1,250.

I am a .8 coded employee, I will receive a gross amount of \$2,000.

**3. When will I receive the Pandemic Pay?**

The Pandemic Pay will be included in the normal payroll on Friday, December 3, 2021.

**4. How do I know if I qualify?**

County employees who are coded employees and were in a paid status:

- As of the pay period starting June 28, 2021 (pp 21/14) and,
- Remain in a paid status at the start of the November 15, 2021 pay period (pp 21/24) and,
- Remain listed as an active employee in good standing at the date of processing the payment.

**5. How will I identify this payment on my pay stub?**

It will be listed as '*Pandemic Pay Coded*' or '*Pandemic Pay EH*' under the 'HOURS AND EARNINGS' section of your pay advice.

**6. What if I was in a paid status on June 28<sup>th</sup>, 2021 and I am now out on leave?**

If you are in a paid leave status as of payment processing date, such as vacation, sick, comp time you will still receive the pandemic pay.

If you are out on Unpaid Leave (LWOP) as of payment processing date, you will not receive the pandemic pay until you return from LWOP. You will not receive your pandemic pay right away but once you return from an unpaid leave payroll will start the process for the pandemic pay.

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**7. What if I was in a Leave Without Pay (LWOP) status during the June 28, 2021 (pp 21/14) pay period, do I qualify?**

If you were in a LWOP status for the entire pay period you DO NOT qualify.

If you were in some paid status (vacation, sick, personal leave, comp time) during the June 28<sup>th</sup>, 2021 pay period and subsequently in paid status as of November 15, 2021 as well as in paid status as of the payment processing date, you DO qualify.

If you were on leave but you were integrating your time and used some type of paid leave during the June 28<sup>th</sup>, 2021 pay period and subsequently in a paid status as of November 15, 2021 as well as in a paid status as of the payment processing date, you DO qualify.

**8. Do I get the Pandemic Pay if I retired or left the County prior to December 3, 2021?**

No, you do not qualify if you have left the County for any reason prior to the December 3, 2021 paycheck.

**9. Do Extra Help (EH) employees qualify for Pandemic Pay?**

Yes, extra help employees will qualify for Pandemic Pay based on the regular hours worked (excluding sick leave, SPSL or OT). Extra help employees must be on a paid status at the start of the November 15, 2021 pay period (pp 21/24) and must be listed as an active employee in good standing at the date of processing the payment.

The County will use all regular hours worked for EH employees during December 28, 2020 through February 21, 2021 (pp 21/01-21/04) for this calculation.

The County will calculate all regular hours worked during December 28, 2020 through February 21, 2021 (pp 21/01-21/04) and then average all the regular hours worked into a full-time equivalent status percentage. The proration is based on the total of regular hours worked divided by 296 hours. The County will provide the one-time payment to these extra help employees. This amount will be prorated based on the full-time equivalent status as seen in answer #2.

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**10. What if I was an eligible EH employee and then became coded, do I get the Pandemic Pay?**

Yes, if an employee qualified under both coded and EH criteria, they will only receive one payment.

If an employee changes status from Coded to EH or vice versa, the pandemic payment will be based on the status at time of eligibility date/eligibility pay periods, not the status as of the payment processing date.

**11. I am an EH retiree do I qualify?**

No, Extra Help retirees are not eligible for the pandemic pay. PERS does not allow for this payment.

**12. I am a coded unclassified employee. Do I qualify?**

Yes, you qualify by following #1 through #4.

**13. What are the tax and PERS implications regarding Pandemic Pay?**

The Pandemic Pay is subject to the standard payroll tax deductions based on the IRS and EDD tax tables and other variables. Pandemic Pay is not PERS reportable.

**14. I have questions about the Pandemic Pay, who do I contact?**

If you have questions, please email [pandemicpay@esa.sccgov.org](mailto:pandemicpay@esa.sccgov.org)  
We will respond as soon as possible to your questions.