



COVID-19 – Employer Update

March 20, 2020

No new announcements were made today regarding the programs we summarized in our [Comprehensive Update](#) yesterday (details of which have been confirmed in our Newsletter for which you may have received a notice – apologies for the multiple communications, we want to keep you informed!).

A few updates and clarifications for you to consider:

Wage Subsidy for Small Employers: If you're an eligible small business and can keep your staff employed full-time, you can reduce the amount you remit for tax at the end of the month by 10% of wages paid. The announcements are coming fast and often without details – this is one of those instances – so far we understand employers will make the calculation (or their bookkeeper will) when remitting the monthly amount to CRA by reducing taxes otherwise payable. Stay tuned, more info will hopefully be communicated about this before the end of the month.

Workshare & SUBP: We've had several questions about the [Workshare Program](#) and the [Supplemental Unemployment Benefit Plan \(SUBP\)](#) – the SUBP program was not mentioned in the government's COVID assistance announcement, though it is available. The application process is manual and must be mailed or faxed – people are still using fax? You can submit your [Workshare](#) application by email. There was no indication that this SUBP will be expedited with relaxed program requirements as is the case with [Workshare](#). Nonetheless you can access the [SUBP](#) program by clicking this [link](#), and we found a sample plan [here](#) that you could use as a template.

ROE Coding: Several Payroll experts have reached out to advise against the advice we earlier provided to include “COVID-19” in the “Comments” box of ROE's being issued to staff being laid-off or away from work due to quarantine or COVID symptoms or illness.

While we have received information that this may in fact expedite applications, we must defer to the more specialized knowledge of the Payroll experts and confirm their advice that including any information in Block-18 (Comments) of the ROE will remove that ROE from the automation process and potentially slow down the claims process (with 500,000 claims being submitted this week alone, expect delays).

Block 18: Comments Section - Payroll experts recommend that you do not complete Block 18. Their advice is that any comments will remove the ROE from the automation process and may slow down claim processing.

Scenario 1: Layoff due to operations closing or reducing staff due to reduction in demand for goods or services.

ROE Code: "A" – Shortage of work.

Scenario 2: Closing parts of operations because of COVID-19.

ROE Code: "A" – Shortage of work

Scenario 3: Employee returning from an international trip. Quarantined for two weeks.

ROE Code: "D" for illness or injury (there is no specific ROE code for quarantine).

Scenario 4: Employee who refuses to report to work due to risk (concern) of exposure to COVID-19.

ROE Code: Recommended to use Code N (Leave of absence).

If you have any other inquiries please do not hesitate to contact us at info@savinohrp.ca or by phone at 705-400-7145.

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