

Return to Work Checklist

Effectively Preparing to Bring Your Employee Back to Work

Inactivate/Rehire Employees

- Best-practice recommendation: furloughed employees who were given a tentative return- to-work date should be inactivated (Employee Management > Employee Maintenance > General)
- Employees who were laid off for greater than 30 days or indefinitely should be terminated in isolved and rehired if brought back to work (Employee Management > Employee Maintenance > General or isolved Onboarding)

Review Employment Categories

- Ensure employment categories match what was communicated to employee in Recall to Work letter (Employee Management > Employee Maintenance > Employment)

Review Arrears Balances

- Missed insurance premiums may be collected by organizations if benefits coverage was continued for furloughed employees (Employee Management > Employee Pay > Deductions).
- Repayment plans should be discussed in advance and consented by the employee voluntarily in writing. All repayment processes should be in accordance with state/federal FLSA guidelines.

Insurance Life Events

- COVID-19 was a qualifying event, under some plans, for an employee to drop health insurance. Rehiring, an employment category change, or a reinstatement of pay levels can all impact an employee's eligibility for insurance. If applicable, staff should go through Life Event Benefit Enrollment for insurance enrollment upon their recall to work.
- Life Event Set-Up: Client Management > Benefits > Benefit (Open) Enrollment Setup > Life Events
- Employee Enrollment: Employee Self-Service > Benefit (Open) Enrollment

Employee Pay

- Employers should review an employee's salary screen to ensure it matches the recall letter and/or to reinstate an employee's previous rate of pay if temporary reductions or adjustments were implemented. (Employee Management > Employee Pay > Salary)

Availability of and client access to mentioned modules is contingent upon client's previously purchased functionality. Please reach out to your customer support representative if interested in upgrade opportunities.



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Reinstatement Garnishments

- Reinstatement any garnishments that were previously inactivated under any state orders due to the pandemic (Employee Management > Employee Pay > Garnishments)

Emergency Contacts

- Emergency contacts should be reviewed and up to date in case of virus exposure or symptoms while on-the-job (Employee Management > Human Resources > Employee Contacts)

Company Equipment

- Any company provided equipment provided remote employees should be tracked in case of termination (Employee Management > Human Resources > Company Assets)
- We recommend a policy and separate acknowledgement be completed by the employee in conjunction with the equipment assign out.

Employee Documents

- Employers must implement additional safety measures to effectively prepare for employees' return. Certain recommended documents that must be retained are considered personal health information and must be saved in a separate, secure folder outside of the personnel file. Employers can consider the use of the Confidential PHI tab of the Employee Documents screen and restrict employee and manager access. (Employee Management > Human Resources > Employee Documents)
 - Daily temperature checks (as outlined by the EEOC and CDC)
 - Self-health assessments
 - FFCRA leave request forms
- The Personnel tab of Employee Documents can be used to retain an employee's response to a company's work recall letter.

OSHA Recordables

- In certain situations, a positive coronavirus test can result in a recordable OSHA incident. Clients should track this for proper annual reporting. (Employee Management > Human Resources > OSHA Incidents)

Employee Surveys

- Ongoing and open feedback, from a secure source, is crucial in these uncertain times. isolved Share & Perform has survey functionality, with anonymity options.

Mass Email Notification

- Employers using a "phased approach" for returning employees can send out updates regarding new guidelines as they begin to enter the workplace (Client Management > Mass Email Utility)

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Employee Acknowledgements

- Company handbooks and stand-alone policies are constantly changing during these unprecedented times. Employee understanding and acknowledgement of the changes is critical. Employers can capture electronic acknowledgement of policy changes via isolved
 - Setup: Client Management > Human Resources > Employee Messages
 - Employee Access: Employee Self-Service > Employee Messages

FFCRA Leave Banks

- The Families First Coronavirus Response Act (FFCRA) provides paid emergency sick or family leave to eligible employees through September 30, 2021. Employers should track employees' amount of leave available and used for accurate administration of the federal law.

Scheduling

- Employees returning to work may still be faced with fluctuating or reduced schedules. Employers can take advantage of isolved Time's advanced scheduling feature to more effectively communicate changes to staff.

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