

# CARES Act Provides New Access to Retirement Account Funds

The new Coronavirus Aid, Relief and Economic Security (CARES) Act is the largest stimulus bill in American history. Among its many provisions, Section 2202 allows people to access funds that are in their retirement accounts. Here's what you need to know:

## Who qualifies for this?

- Individuals who have been diagnosed, or have a spouse or dependent who has been diagnosed, with COVID-19 by a CDC-approved test; or
- Individuals who, due to the coronavirus pandemic, have experienced adverse financial consequences as a result of:
  - Being quarantined;
  - Being furloughed, laid off or having work hours reduced;
  - Being unable to work due to lack of childcare;
  - Closure or reduced hours of a business that the individual owns or operates; or

- Other factors to be determined by the US Department of the Treasury

## How can people access their funds?

There are a number of new, optional ways. These include:

- **New loans** – An increase in the limit for new loans taken from the plan, from \$50,000 or 50% to \$100,000 or 100% of plan balances.
- **Existing loans** – The repayment of existing loans from the plan for which the due date is between March 27 and December 31, 2020 can be extended by up to one year.
- **Temporary withdrawals/distributions** – Up to \$100,000 of plan balances.

## When must the money be accessed?

Distributions can be made any time in 2020. The new, increased loans must be taken within 180 days of enactment (i.e.

by September 23, 2020).

## Are these distributions subject to the 10% early distribution penalty?

No. These distributions are not subject to the 10% early distribution penalty that would otherwise be applicable to payments made prior to age 59-1/2.

## What are the tax consequences of these distributions?

A participant can repay the distribution within three years. To the extent that the participant does not repay the distribution, it can be included as part of the individual's taxable income ratably over three tax years.



## HUMAN RESOURCES

# Compliance Issues When Managing a Remote Workforce

Suddenly find yourself with employees working from home? As if you don't have enough on your plate trying to deal with the impact of the global pandemic, you also need to concern yourself with compliance issues. After all, employment laws remain in force regardless of where your workforce is located.

Here are some of the key things to consider regarding your suddenly-remote workforce...

**Are your employees properly recording their time worked?** If your nonexempt workers normally punch in at a time-clock, what system are you using now? Remember, all of the usual laws regarding overtime and hours worked still apply, even for those who are now working at their kitchen tables. California law still requires that you pay employees for all hours worked, even if those hours were not approved.

**Are your employees taking the required meal and rest breaks?** Who is monitoring their records of time worked to ensure this is happening?

**Are any nonexempt employees performing work off the clock?** You must make it clear to workers and their supervisors that this is unlawful and strictly forbidden.

**Are you reimbursing employees for business expenses?** California law requires employers to reimburse employ-

ees for certain necessary expenditures incurred that primarily benefit the employer. This may include, for example, cell phone/data plan and internet access expenses.

**Action item:** Having clear written policies for all of these things is a must in any situation. Reminding everyone about these policies now is a good idea in this particular situation.

## There's a New I-9 Form

In January the US Citizenship and Immigration Services posted an updated Form I-9. This form, which verifies a person's identity and employment authorization, must be completed for each individual hired to work in the U.S., whether they are a citizen or a non-citizen. Both you and the employee must complete the form.

The four-month grace period during which you could either use the new form or the previous version (which was Rev. 07/17/2017 N) is about to end. As of May 1, 2020, only the new form can be used for new hires or for situations where re-verification is required.

**Action item:** Download the new form and its instructions at [www.uscis.gov/i-9](http://www.uscis.gov/i-9). Note that you do not need to take any action for current employees who already have a properly completed Form I-9 on file.

## NATIONAL ASSOCIATION NEWS

# PIA Joins SGIA And NAPCO Media To Launch COVID-19 Resource Channel

**New channel provides industry with the latest information on COVID-19, including thought leadership on legislation, economic impact, human resources, and safety.**

Printing Industries of America (PIA) and its affiliates have joined forces with SGIA and NAPCO Media to launch a powerful resource channel dedicated to providing the printing and graphic communications industry with up-to-the-minute news and resources on COVID-19 and how to navigate the latest information about the pandemic. The COVID-19 Resource Channel is now live at [bit.ly/resource-channel](http://bit.ly/resource-channel).

With content being updated daily, the entire industry can easily access guidelines and best practices as recommended by leading government agencies, such as the Centers for Disease Control and Prevention, World Health Organization, Small Business Administration, and Department of Labor as it pertains to the printing industry and relevant operations and procedures.

"We are at a critical time in the industry right now," says Ford Bowers, President and CEO, SGIA. "It became apparent that our community is desperately searching for answers and the latest information on COVID-19 and how it

is affecting business operations. As legislation and new mandates are changing daily, sometimes even more frequently, we worked quickly to assemble experts from across platforms to engage swiftly to track and monitor these updates, so that we could provide the resources, together, in one easily accessed location."

Content on the COVID-19 Resource Channel will be provided daily by industry leaders in subject areas, as follows:

- **State and Local Legislative Updates:** Marci Kinter, Vice President, Government Affairs, SGIA
- **National Legislative Updates:** Lisbeth Lyons, Vice President, Government & External Affairs, PIA
- **Safety Updates:** Gary Jones, Director, Environmental, Health and Safety Affairs, SGIA
- **Economic Impact on the Printing Industry:** Andy Paparozzi, Chief Economist, SGIA
- **Human Resource Updates/Guidance:** Adriane Harrison, Vice President of Human Relations, PIA

SGIA, PIA, and PIA affiliates have been actively working on the industry's behalf to call for swift legislative action to mitigate the economic impact of the pandemic on the printing and graphic com-

*Continued on back*

## STATE HAPPENINGS BY RJ

Monthly Update from Our Lobbyist in Sacramento

# California's Response to COVID-19

The California legislature has provided Governor Newsom substantial power to combat the COVID-19 crisis, and the state's response is being run out of the Governor's office. Although they are still working and developing policy, the legislature is technically on recess until the emergency subsides. State agencies are preparing and/or implementing their actions.

On April 1, 2020 I presented a webinar for PIASC members that discussed state and federal responses to the pandemic that impact you as an employer. While the recording of this webinar is available at <https://www.youtube.com/watch?v=2w-HknpHTKk&feature=youtu.be>, the following provides a synopsis of the state-related discussion points.

## Tax Filing Extensions

- **State tax returns and payments** – The Franchise Tax Board has postponed the filing and payment deadlines for 2019 tax returns, 2020 Q1 and Q2 estimated payments, 2020 LLC taxes and fees, and 2020 non-wage withholding payments. The new deadline, which applies for both individuals and business entities, is July 15.
- **State payroll reports and taxes** – The Employment Development

Department (EDD) is allowing businesses that are directly affected by COVID-19 to request up to a 60-day extension to file state payroll reports and deposit state payroll taxes.

- **Sales and use taxes** – The California Department of Tax & Fee Administration is providing a 90-day extension to any business filing a return for less than \$1 million in taxes.
- **Property taxes** – Some (although not all) counties are postponing the deadlines for property tax payments. To determine if your county is offering property tax relief, visit your county tax assessor's website.

## WARN Act Changes

Governor Newsom has suspended the 60-day notice that an employer usually must give to the state prior to a mass layoff, relocation or termination at a covered establishment. However, the only thing that is suspended is this 60-day notice to the state. You must still comply with the rest of the Act, especially regarding employee communications.

For more information visit [bit.ly/WARN-act](http://bit.ly/WARN-act).

## Unemployment Insurance Work Sharing Program

Designed to help minimize or eliminate the need for layoffs, this program enables employees whose work hours have been reduced to receive unemployment insurance benefits to help make up for the lost wages.

Among other requirements for participation, at least 10% of your regular workforce and a minimum of two employees must be affected by the reduction in hours and wages, which must be reduced by between 10 and 60%. Health and retirement benefits must either remain the same as before or meet the same standards as other employees who are not participating in the UI Work Sharing Program.

If you sign up for this program, your affected employees are eligible to use the unemployment insurance payments before using any type of PTO (paid time off) to make up for their lost wages.

For more information visit [bit.ly/Unemployed-workshare](http://bit.ly/Unemployed-workshare).

## Cal/OSHA

Cal/OSHA has issued an interim COVID-19 guidance that says employers must follow the CDC's recommendations that can be found at [bit.ly/cal-osa-guidance](http://bit.ly/cal-osa-guidance).

The CDC's guidance is quite lengthy; it focuses primarily on social distancing and disinfection practices.

## Public Utilities Commission (PUC)

For electricity and natural gas services provided by a public utility, the PUC has issued an order suspending service disconnections due to non-payment. In Southern California this would be Southern California Edison and The Southern California Gas Company.

If you are having difficulty paying your electricity and natural gas bills, these companies are also offering flexible payment plans. Contact the utility directly for information.

## Conclusion

PIASC is here to help you navigate through this challenging time. For assistance, please contact our HR team at 323.728.9500.

## RISK MANAGEMENT

# Cybercriminals are Counting on You Letting Your Guard Down During this Global Pandemic

The world is slowing down during this COVID-19 pandemic. Wall Street is being hit hard. People are no longer going out. We're told to quarantine or self-isolate and not engage in groups.

You can bet there's one group that's not slowing down at all. In fact, they're probably working overtime while the rest of us have our lives turned upside down. Cybercriminals and hackers know there's no better time to strike than during a global crisis. While you are distracted and spending your time trying to make sense of this new normal, they are finding new ways into your IT network so they can steal data and passwords, compromise your clients' private information and even demand large ransoms.

Cybercrime is already on the rise and is expected to cause \$6 TRILLION in damages by 2021! But, if history repeats itself, hackers will be out in full force throughout this coronavirus scare. We fully expect in the upcoming weeks that headlines will change from stories about COVID-19 to accounts of a frenzy of cyberattacks on corporations and small businesses.

Here are solutions you can implement now to help protect your business data, money and productivity:

**1. Be more suspicious of incoming e-mails** – Because people are scared and confused right now, it's the perfect time for hackers to send e-mails with dangerous malware and viruses. At this moment, your in-box is probably filled with "COVID-19" subject lines and coronavirus-focused e-mails. Always carefully inspect the e-mail and make sure you know the sender. There's a cdc.gov e-mail address out there now that's not legitimate and is spamming in-boxes across the country.

Avoid clicking links in the e-mail unless it's clear where they go. And you should never download an attachment unless you know who sent it and what it is. Communicate these safeguards to everyone on your team, especially if they are working from home.

**2. Ensure your work-from-home computers are secure** – Another reason we expect a rise in cyberattacks during this pandemic is the dramatic increase in employees working from home. Far too many employers won't think about security as their team starts working at the kitchen table. That's a dangerous precedent.

Ensure your work-at-home computers have a firewall that's turned on and are running endpoint security software. Your network and data are not truly secure



unless your employees utilize a VPN (virtual private network) or other secure technology to connect into your office. If you need help in arranging your new work-from-home environment, we would be happy to get your entire team set up.

**3. Improve your password strategy** – During crises like the one we are all facing right now, your passwords could mean the difference between spending your time relearning how to grow your business and trying to recoup finances and private data that's been hacked. Make a point now to reevaluate your passwords and direct your team to create stronger passwords.

Also, while it's so convenient to save your passwords in your web browser, it also lessens your security. Because web browsers simply require their own password or PIN to access saved passwords, a skilled hacker can bypass this hurdle. Once they access your saved passwords, they can steal as much as they want – credit card information, your private data, your customers' private data and more!

Instead, you should consider a password manager to keep all of your passwords in one place. These password managers feature robust security. A few options are LastPass, 1Password, Dashlane, and Keeper Security Password Manager.

You, your team and your family have enough to concern yourselves with regarding staying healthy, living a more isolated lifestyle and keeping your business strong. There's no need to invite in more problems by letting your computer and network security slide during these times.

Source: Michael Leonard, Compunet Technologies, [www.CompunetTechnologies.com](http://www.CompunetTechnologies.com)

## CONTACT US

Address:  
5800 S. Eastern Avenue, Suite 400  
Los Angeles, CA 90040

P.O. Box 910936  
Los Angeles, CA 90091

Phone: 323.728.9500  
[www.piasc.org](http://www.piasc.org)

## Key Contacts

Lou Caron, President  
Ext. 274, [lou@piasc.org](mailto:lou@piasc.org)

Dennis Bernstein, Commercial Insurance  
Ext. 222, [dennis@piascins.com](mailto:dennis@piascins.com)

Evie Bañaga, Employee Benefits  
Ext. 224, [evie@piasc.org](mailto:evie@piasc.org)

Kristy Villanueva, Member Services  
Ext. 215, [kristy@piasc.org](mailto:kristy@piasc.org)

Rodney Bolton, Human Resources  
Ext 218, [rodney@piasc.org](mailto:rodney@piasc.org)

Susan Levi, Human Resources  
Ext 218, [susan@piasc.org](mailto:susan@piasc.org)

## GOVERNMENT &amp; LEGISLATIVE

## On Our Radar

With California's legislative sessions currently on hold due to the statewide shelter-in-place orders, it is hard to guess if any of the legislation we are tracking will move forward this year. With any luck, a "silver lining" in the coronavirus pandemic will be the shelving of much of the proposed legislation that would add to the burden of conducting business in California.

That said, here are the proposed bills that we have added to our watch list:

- Lots of bills aimed at repealing or

modifying AB 5 – This includes SB 1039, which would develop a "modern policy framework" for independent contractors; SB 806, which would replace AB 5 with a new test; and more.

- Responsibility for harassment committed by a contracted supervisor – AB 2043 would make the client employer responsible for these acts.
- Addition to business license fees – AB 2843 would add an annual "affordable housing assistance fund"

fee to annual city and county business license fees.

- Expansion of unpaid protected family care and medical leave – AB 2992 would eliminate the current exception for small employers.
- Lengthy bereavement leave – AB 2999 would require employers to grant bereavement leaves of up to 10 days in length.

## NATIONAL

*Continued from front*

munications industry, including its call to action to support print as an essential business. Other initiatives include advocating for a federal emergency program to provide compensation for COVID-19-related employee leave; equipping members with resources to implore leaders in Washington to emphasize the critical need for a government response to address the potential consequences that COVID-19 poses to public health, the nation's economy and its workforce; and much more.

Be sure to bookmark and follow the COVID-19 Resource Channel, [bit.ly/resource-channel](https://bit.ly/resource-channel), for the latest updates.

Take advantage of our members-only COVID-19 Resources section:

PIASC  
COVID-19  
Updates e-Flash

## PIASC Events Calendar

APR  
23

### WEBINAR: The Path Forward for the Economy and Print Markets

11:00 am - 12:00 pm  
Contact: Sam Shea, 412. 259.1747, [shea@printing.org](mailto:shea@printing.org)

MAY  
20

### MINI WEBINAR: Digital Printing for Flexible Packaging

11:00 am - 11:15 am  
Contact: Kristy Villanueva, Ext. 215, [kristy@piasc.org](mailto:kristy@piasc.org)

APR  
27-30

### WEBINAR: TAGA Technology & Innovation Series

April 27-30, 2020  
11:00 am - 12:00 pm  
Contact: Sam Shea, 412. 259.1747, [shea@printing.org](mailto:shea@printing.org)

JUN  
15-19

### WEBINAR: CI Ready!

June 15-19, 2020  
11:00 am - 12:00 pm daily  
Contact: Sam Shea, 412. 259.1747, [shea@printing.org](mailto:shea@printing.org)

MAY  
4-7

### Virtual Conference: Sales Ready! 2020

May 4-7, 2020  
11:00 am - 12:00 pm daily  
Contact: Sam Shea, 412. 259.1747, [shea@printing.org](mailto:shea@printing.org)

SEPT  
15

### SAVE THE DATE! 22nd Annual Orange County Paper & Substrate Show

Andre's Conscious Cuisine  
Irvine, CA  
Contact: Maribel Campos, Ext. 210, [maribel@piasc.org](mailto:maribel@piasc.org)