

Instructions for Calculating Supplemental Compensation
For an Employee with Multiple Employers with No Tips

As a Covered Employer with an employee that has more than one employer, you must only pay Supplemental Compensation corresponding to your percentage of the Covered Employee’s normal weekly wages. Your employee is required by law to notify you if they have more than one employer and provide information about wages from the other employer(s).

These instructions will help you calculate the Supplemental Compensation amount owed to the employee.

Terms:

A = EDD Weekly Benefit Amount

B = Total Normal Gross Weekly Wage

C = Remainder after EDD Weekly Benefit Amount

D = Employer 1 Normal Gross Weekly Wage

E1 % = Employer 1 percentage of remainder

E = Employer 1 portion of Weekly Supplemental Compensation

Calculation: $(E1\%) \times C = E$

Documents Needed: The EDD Notice of Computation Form (DE 429D) or the employee’s weekly benefit amount provided by EDD, Employer Payroll Records covering the lookback period (as defined in the Ordinance and below), and the San Francisco Paid Parental Leave Form will provide the information need to complete the calculation.

Step One: Determine the employee’s weekly California Employment Development Department (EDD) benefit amount from the EDD Notice of Computation form provided by the employee.

EDD Weekly Benefit (A) = _____

Step Two: Determine the Total Normal Gross Weekly Wage from employer payroll records and the San Francisco Paid Parental Leave Form, which has wage information from other employers.

Total Normal Gross Weekly Wage (B) = _____

If weekly wages do not fluctuate then use the amount for the week immediately preceding the leave period. See chart in Option A on the San Francisco Paid Parental Leave Form for inputs.

Employer	Weekly Wage
1	
2	
3	

If weekly wages fluctuate, they must be calculated based on the Paid Parental Leave lookback period. The lookback period is defined as “immediately preceding the start of the employee’s California Paid

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Add the sum of employers wages and divide by 13 _____ = (B) Total Normal Gross Weekly Wage

Step Three: Is the Normal Gross Weekly Wage greater than \$2,700 (2023 and 2024 Maximum PPLO Benefit Amount)?

If yes, then use \$2,700 for "B" in the calculation below.

If no, then use "B" from above

Step Four: determine the total Supplemental Compensation by subtracting A from B.

$B - A = C$ _____ Remainder after EDD Weekly Benefit Amount

Step Five: Determine the Employer 1 (E1) average weekly wage (D) by using the pay period chart and dividing by the appropriate number depending on the pay period type above.

$D =$ _____ Employer 1 Normal Weekly Wage

Step Six: Divide the Employer 1 average weekly wage (D) by the Total Normal Gross Weekly Wage (B) to determine the Employer 1 portion of remainder.

$=$ _____ (E1 %) or Employer 1 Percentage of Remainder after EDD Benefit Amount

Step Seven: Multiply the remainder by the Employer 1 percentage to get the Employer Weekly Supplemental Compensation amount. This is the amount the employer will pay weekly to a covered employee.

$(E1\%) \times C = E$ _____ Employer Weekly Supplemental Compensation amount

Step Eight: If you need to pay Supplemental Compensation daily, divide the weekly amount from Step Seven by 5 days. _____ $E/5 =$ Daily Supplemental Compensation amount.

Step Nine: If you need to pay Supplemental Compensation hourly, divide the daily amount from Step Eight by 8 hours. _____ $Daily/8 =$ Hourly Supplemental Compensation Amount.