



Setup Document for  
Coronavirus – Covid 19  
Payments and Taxes  
Regarding  
Families First Coronavirus Response Act  
Division C – Emergency Family & Medical Leave Expansion Act  
Division E – Emergency Paid Sick Leave Act  
Division G – Credits for Paid Sick and Paid Family Medical Leave

Original - 3/26/2020  
Revision A - 4/13/2020  
Revision B - 4/14/2020 – added instructions to calculate the new Employer Wage bucket totals  
Chapter: Setup for Employer FICA/MEDICARE Wage Buckets  
Section: 7. Calculate New Employer Wage Bucket Totals

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## Document Overview

The original document was developed as a quick setup for tracking the COVID Sick Pay Types for self or caring of others.

In reviewing the entire act, and from customers questions, the federal government deemed payments resulting from the act are NOT taxable to the employer for FICA and Medicare. The employee will contribute to FICA and Medicare for such payments. This is the first type of payment where the employer portion is excluded so there a numerous changes need. In the future, expect to see changes to the quarterly 941 form to report the new values separately.

The document updates include:

- Creating 2 new buckets to track the Employer Taxable Wages for FICA & Medicare
- Changes to the 2 Payroll Type Codes previously defined for COVID-19 Sick Pays in the Emergency Paid Sick Leave Act. The New Employer Wage Buckets must be set as NOT USED, and the Leave Benefit Code should be the same for both.
- Additional Payroll Type Codes for tracking leave associated with the Emergency Family and Medical Leave Expansion Act.
- Identifying allowable maximum pays associated with each act, and manual requirements for tracking limits on pay.
- Remove the COVID Leave Benefit @2/3 Pay Rate, which was incorrect. 80 hours is for both 100% and 67% pay rate, not each.
- Adjusting the Tax Master for Employer FICA/Medicare Taxable Wages

Providing recommendations in what to do becomes difficult since there are options and the amount of work associated with each option. The daily maximum rates doesn't equate to the same hourly rate for anyone making more than 37.50/hr. The 37.50 at .6667 for 8 hours achieves the \$200 daily max, but falls short for the \$511 rate for the other. To have the system correctly calculate the maximum pay, you need two COVID hourly rates. If you don't want to setup two hourly rates for everyone, then during the payroll calculation you'll need to review any transaction associated with the Covid-19 Pays and manually calculate the value and enter it into the results field.

An additional difficulty is how to deal with pay regarding exempt employees. The ACT does not differentiate between exempt and non-exempt on what we've found. Using the new pay type codes and applying the maximum daily amounts requires you to manually reduce the regular wage values of the employee.

Depending on what you want the system to do for you automatically, sections regarding leave benefit setup and hourly rate identifiers may be skipped. This may be beneficial only if you don;t see many employee's using the new pay types the ACT provides.

## Overview of Act Requirements

For now, the ACT is for the period of April 1, 2020 through December 31, 2020.

Applies to business with less than 500 employees and a public agency or other entity that is not a private entity or individual, employs 1 or more employees

Per IRS notice IR-2020-57, this is a summary of the Families First Coronavirus Response Act. Information about the Act can be found by clicking this [link](#) to the IRS website.

H.R.6201 Families First Coronavirus Response Act may viewed on this [link](#)

Requirements subject to 30-day non-enforcement period for good faith compliance efforts.

### 1. **Emergency Paid Sick Leave Act**

- Covid-19 Sick Leave Pay has a **maximum of 80 hours** between two different payouts for full time employees. For part time Employee's, the **maximum hours is their average over a 2 week time period.**
- Employees may not be forced to take other available leave benefits first (Vacation, Sick, PTO, etc) as stated in Section 5102 Paid Sick Time Requirement – paragraph (e) sub-item (2)(b).

#### **Covid-19 Sick Leave Pay-Self:**

Allowable Reasons:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Pay Rate:

- Their regular pay rate to a maximum of \$511/day or equivalent of 63.875/hr based on an 8 hour work day.
- According to the Federal Dept. of Labor, the employee's regular pay rate is no less than the employees average pay over the past 6 months or minimum wage rate, whichever is greater.

#### **Covid-19 Sick Leave Pay-Care for Others:**

Reasons:

1. The employee is caring for an individual who is subject to an order as described in

reason 1 above or has been advised as described in reason 2 above.

2. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter.

Pay Rate:

- Their regular pay rate \* .6667 to a maximum \$200/day or equivalent of \$37.50/hr (std rate) based on an 8 hours work day.
- According to the Federal Dept. of Labor, the employee's regular pay rate is no less than the employees average pay over the past 6 months or minimum wage rate, whichever is greater.

## **2. Emergency Family & Medical Leave Expansion Act**

Rules associated with section 3101 of the ACT to expand the Family Medical Leave Act include:

- Available to employees employed more the 30 days.
- Employer has 50 or more employees and less than 500 employees.
- Qualifying need related to a public health emergency.--The term 'qualifying need related to a public health emergency', with respect to leave, means the employee is unable to work (or telework) due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency.
- Public health emergency.--The term 'public health emergency' means an emergency with respect to COVID-19 declared by a Federal, State, or local authority.
- The Secretary of Labor shall have the authority to issue regulations to 'Exclude certain health care providers and emergency responders from the definition of eligible employee in section 110(a)(1)(A).
- Relationship to Un-Paid Leave:
  - In general, the **first 10 days** for which an employee takes leave under section 102(a)(1)(F) may consist of unpaid leave.
  - Employee election.--An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for unpaid leave under section 102(a)(1)(F) in accordance with section 102(d)(2)(B).
- Relationship to Paid Leave:
  - In general.--An employer shall provide paid leave for each day of leave under section 102(a)(1)(F) that an employee takes after taking leave under such section for 10 days.
  - Pay Calculation.-- shall be based on-- an amount that is not less than two-thirds of an employee's regular rate of pay.
  - According Federal Dept. Labor, the employee's regular pay rate is no less than the employees average pay over the past 6 months or minimum wage rate, whichever is greater.
  - **Pay shall not exceed \$200 per day (\$37.50 \* .6667/hr based on an 8 hr day) and \$10,000 in total.**

**Section 7005: SPECIAL RULE RELATED TO TAX ON EMPLOYERS.**

- In General.--Any wages required to be paid by reason of the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act shall **not be considered wages** for purposes of section 3111(a) of the Internal Revenue Code of 1986 or compensation for purposes of section 3221(a) of such Code.
- Section 3111(a) of the IRS code is the Employer Required FICA Tax payment
- Section 3221(a) of the IRS code is the Employer Required Medicare Tax payment
- Sections 3101 and 3201 of the IRS code reference the employees requirement to pay the taxes. These sections are excluded from the Act and must be paid by the employee for wages received.

In Summary, the Covid-19 Payments to employees for the Emergency Paid Sick Leave and Emergency Family & Medical Leave Expansion Act is exempt from Employers paying FICA and Medicare.

There are special provisions regarding part-time employees in determining their standard hours, and employees under a bargaining agreement. Those requirements are not addressed here. You must read those sections of the act to see how the apply to you.

In Section 5111 – Regulatory Authorities, it states the Secretary of Labor shall have the authority to issue regulation for good cause to **exclude** certain health care provides and **emergency responders**. Be vigilant to see if any such regulations are issued.

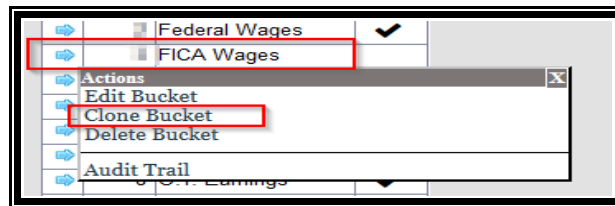
## Setup for Employer FICA/MEDICARE Wage Buckets

Because the ACT's payments to employees are considered NON-TAXABLE to the employer, the FICA and Medicare Wages that the employee contributions are based on must be separated from those of the employer. The process to handle this will include:

- Adding a new bucket for FICA Wages-Employer
- Adding a new bucket for Medicare Wages-Employer
- Changing the existing Employer FICA Tax Table to point to the new FICA Wages-Employer bucket.
- Changing the existing Employer Medicare Tax Table to point to the new Medicare Wages-Employer bucket.
- Assigning existing Earnings Payroll Type Codes to accumulate to the new buckets as needed.

### 1. Create Bucket for FICA Wages – Employer

To simplify the process of creating a new “Employer FICA Wages” bucket and attaching all the associated payroll type codes, a new 'Clone Bucket' program was created that will be in patches done after 5:00 pm on April 10,



2020. Go to P/R File Maintenance and select menu option #7. Bucket Master Maintenance. You will see a list of the existing bucket numbers. Go to the last page by hitting then 'END' button if enabled. Note the last existing bucket number. From the Grid find the current 'FICA Wages' bucket. Select the Blue-Arrow option for the FICA Wages Bucket and select the 'Clone Bucket' option.

Enter the last bucket# + 1 as the New Bucket#. In the description, enter 'Emplyr FICA Wg' (or your equivalent up to 15 characters). Select the Clone button and the new bucket number will be created.

## 2. Create Bucket for Medicare Wages – Employer

To simplify the process of creating a new “Employer Medicare Wages” bucket and attaching all the associated payroll type codes, a new 'Clone Bucket' program was created that will be in patches done after 5:00 pm on April 10, 2020. Go to P/R File Maintenance and select menu option #7. Bucket Master Maintenance. You will see a list of the existing bucket numbers. Go to the last page by hitting then 'END' button if enabled. Note the last existing bucket number. From the Grid find the current 'Medicare Wages' bucket. Select the Blue-Arrow option for the Medicare Wages Bucket and select the 'Clone Bucket' option.

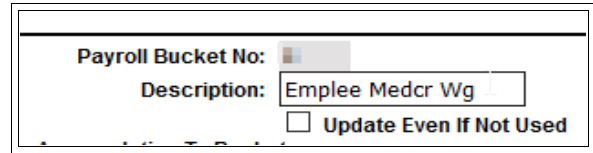
Enter the last bucket# + 1 as the New Bucket#. In the description, enter 'Emplyr Medcr Wg' (or your equivalent up to 15 characters). Select the Clone button and the new bucket number will be created.

## 3. Change FICA Wage Bucket Description

To change the description for the original FICA Wages bucket, go to P/R File Maintenance and select menu option #7. Bucket Master Maintenance. You will see a list of the exiting bucket numbers. Select the Blue Arrow option to 'Edit Bucket'. Change the Description to 'Employee FICA Wg' (or your equivalent up to 15 characters).

#### 4. Change Medicare Wage Bucket Description

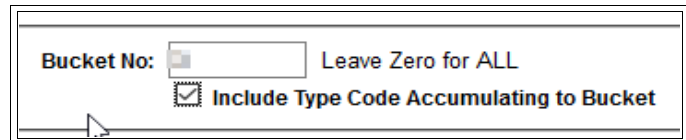
To change the description for the original Medicare Wages bucket, go to P/R File Maintenance and select menu option #7. Bucket Master Maintenance. You will see a list of the existing bucket numbers. Select the Blue Arrow option to 'Edit Bucket'. Change the Description to 'Employee Medcr Wg' (or your equivalent up to 15 characters).



Payroll Bucket No: [ ]  
Description: Emplee Medcr Wg  
 Update Even If Not Used

#### 5. Adjust Payroll Type Codes for the New Employer FICA/Medicare Buckets

To review the type codes assigned to the new buckets, print the Bucket Master Listing for the two new buckets. Go to P/R Report Menu → Master Listings Menu → #9 Bucket Totals List. Run the twice, once for each new bucket and

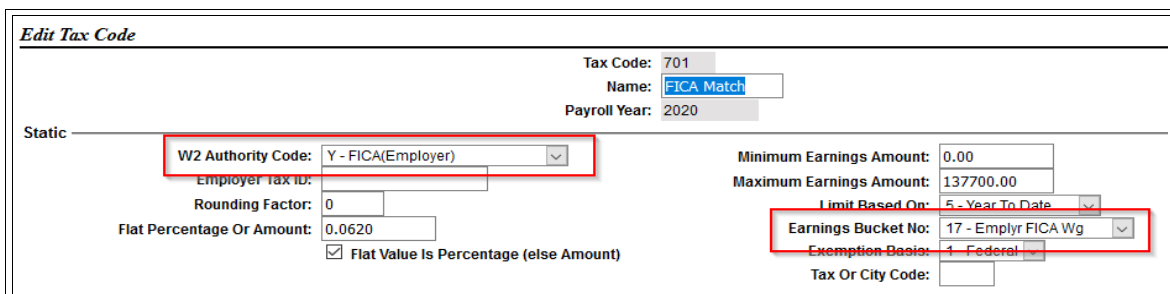


Bucket No: [ ] Leave Zero for ALL  
 Include Type Code Accumulating to Bucket

check the option to in Include Type Codes Accumulating to Bucket. Review the list. **If Covid-19 Sick Leave Pay Type Codes were created previously, and are on the list, the option to accumulated to Employer FICA Wages and Employer Medicare Wages will need to turned off (set to 0).**

#### 6. Tax Master Adjustments

With then new buckets created, you must change the existing Employer Tax Table setup for both FICA and Medicare. In P/R File Maintenance => #2. Taxes Master. Select the **FICA MATCH** (or



*Edit Tax Code*

Tax Code: 701  
Name: FICA Match  
Payroll Year: 2020

Static

W2 Authority Code: Y - FICA(Employer)  
Employer tax ID: [ ]  
Rounding Factor: 0  
Flat Percentage Or Amount: 0.0620  
 Flat Value Is Percentage (else Amount)

Minimum Earnings Amount: 0.00  
Maximum Earnings Amount: 137700.00  
Limit Based On: 5 - Year To Date  
Earnings Bucket No: 17 - Emplr FICA Wg  
Exemption Basis: 1 - Federal  
Tax Or City Code: [ ]

equivalent) Blue-Arrow option so 'Edit Tax Table & View Detail'. Generally this is a 700 series Tax Table Code. Note the W2 Authority Code is 'Y – FICA (Employer)'. Select 'Edit this Information' and update the Earnings Bucket Number to the new Employer FICA Wage bucket just created, and save.

Do the same process for the Medicare Match Tax Table Code. Set the Earnings Bucket No. to the new Employer FICA Wage Bucket just created, and save.



**Edit Tax Code**

Tax Code: 702  
 Name: Medcr Mtch  
 Payroll Year: 2020

Static

W2 Authority Code: Z - Medicare(Employer)  
 Employer Tax ID: 84-6000589  
 Rounding Factor: 0  
 Flat Percentage Or Amount: 0.0145  
 Flat Value Is Percentage (else Amount)

Minimum Earnings Amount: 0.00  
 Maximum Earnings Amount: 9999999.99  
 Limit Based On: 5 - Year To Date  
 Earnings Bucket No: 18 - Emplyr Medcr Wg  
 Exemption Basis: 1 - Federal  
 Tax Or City Code:

## 7. Calculate New Employer Wage Bucket Totals

The YTD totals for the new Employer Wage Buckets must be calculated. Go to P/R Houskeeping => 7. Recalualte a Bucket.

**ReCalculate a Bucket**

This program will recalculate a bucket amount for employees based on the current type code accum flags and type code totals. If the bucket has a maximum amount identified in the Tax tables, that amount will be the maximum amount allowed. Do not run on Fica / Medicare, if employees can change status for contributing and non-contributing in a month.

**Selection Options**

Only Employee: 0 Leave 0 for all employees  
 Bucket Number: 17 Emplyr FICA Wg  
 Calendar Year: 2020  
 Current Year Maximum: 137700  
 Current Max Base: 5 - Year to Date

**Output Options**

File Output  
 Output Format: F - Adobe Acrobat (PDF) more  
 Direct To Printer  
 Printer: HP4000 - ADG Office HP 604M more

- Only Employee: Leave 0 for all employees
- Bucket Number: Enter the new Employer FICA Wage bucket that was created (17 is our example)
- Calendar Year: Set to 2020. No need to calculate prior years unless a payroll needs to be run for a prior year.
- Current Year Maximum: \$137,700.00
- Current Max Base: 5 – YTD

Submit the Job. When done, run the same program again for the new Employer Medicare bucket.

**ReCalculate a Bucket**

This program will recalculate a bucket amount for employees based on the current type code accum flags and type code totals. If the bucket has a maximum amount identified in the Tax tables, that amount will be the maximum amount allowed. Do not run on Fica / Medicare, if employees can change status for contributing and non-contributing in a month.

**Selection Options**

Only Employee: 0 Leave 0 for all employees  
 Bucket Number: 18 Emplyr Medcr Wg  
 Calendar Year: 2020  
 Current Year Maximum: 9999999.99  
 Current Max Base: 5 - Year to Date

**Output Options**

File Output  
 Output Format: F - Adobe Acrobat (PDF) more  
 Direct To Printer  
 Printer: HP4000 - ADG Office HP 604M more

Submit

Only Employee: Leave 0 for all employees  
Bucket Number: Enter the new Employer Medicare Wage bucket created (18 is our example)  
Calendar Year: Set to 2020. No need to calculate prior years unless a payroll needs to be run  
for a prior year.  
Current Year Maximum: \$999,999.99  
Current Max Base: 5 – YTD

Submit the Job.

**When both jobs are completed. You should check a few employees in Employee File Maintenance in the Totals Tab and verify the Employer and Employee YTD wage amounts are the same.**

## Emergency Sick Leave Paid Time Tracking

The Act provides that employees of eligible employers can receive two weeks (up to 80 hours) of paid sick leave. **This is NOT 80 hours for each 'Paid Sick Leave-Self' and 'Paid Sick Leave-Care for Others', but a combined total of 80 hours. The original document misstated this fact.**

As previously stated, employee's may receive 100% of regular pay if the employee:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

The employee may receive 66.67% of regular pay when:

1. The employee is caring for an individual who is subject to an order as described in reason 1 above or has been advised as described in reason 2 above.
2. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter.

If you wish to track the 80 hours of Paid Sick Leave for Covid-19, and NOT allow an employee to use more than 80 hours, you need to create a new Leave Benefit. THIS IS NOT REQUIRED, but will help control an employee from using more than 80 hours if you have the ADG Time Card System installed. If you do not have the ADG Time Card System, during payroll exceptions posting, the payroll clerk will be notified if the employee's leave balance will go negative.

If you choose NOT to setup a leave benefit, you can create a Payroll Report Writer Report which shows the total hours employees have used for the assigned pay type codes. You will manually have to track when the employee get close or goes over the 80 hours.

Prior to setting up a new Leave Benefit, you should decide on whether or not you are going to give 80 Hours up front to all active employees or, assign 80 hours to employee's as it is requested.

## 1. Create COVID-19 80 Hr Accrual Code

Follow the below extra step below to create a Covid-19 Accrual Code. If plan to give all active employees 80 Hours set the **Hours/Rate** field to **80**; otherwise leave the **Hours/Rate** at **0**.

1. Go to Payroll & Human Resources Menu => P/R File Maintenance => #9. Leave Benefit Tables.
2. Select the \* to create a new Leave Benefit Table,
3. Create the table as shown below with the correct Hours/Rate value:
4. For part-time employee's, each employee's maximum will need to be manually adjusted based on their average hours for a 2 week period.

No	Del	Max Months For Level	Hours/Rate%	Max Carry-Over
1	<input type="checkbox"/>	9999	80	0.00

## 2. Add New Leave Benefit

To add the Leave Benefit to track the 80 hours, go to Payroll & Human Resources Menu => P/R File Maintenance => #5. Company Master => Benefit Codes Tab. Select the \* to add a new benefit.

Code	Description	UOM	Default
6	Safety Day	DAYS	NOACC
1	Vacation	HRS	VAC
2	Sick	HRS	SICK
3	Funeral	HRS	FUNRL
4	Float	HRS	FLOAT
5	Comp Time	HRS	COMP
6	Safety Day	DAYS	NOACC

The system will default the next available Benefit Description No.

Enter any description you desire.

Unit of Measure should be Hours.

The Default Leave Code:

- Leave As NONE if do not wish to auto add the code to all Active and new employees. You may manually assign the code to employees via the Employee Maintenance.
- Select CVD80 to assign the code to all active employees. An additional step will assign the 80 hours to their leave balance.

**Add New Benefit Description**

Enter the next line number to use, and the description for this Leave Benefit. If a Default Leave Code is entered, all new employees will automatically be given this leave benefit and code.

Benefit Description No: > 7  
Description: > COVID-19  
Unit Of Measure: > HRS - Hours  
Default Leave Code: CVD80 - Covid-19 80 Sick Leave Hrs  
 Add to All Active Employees  
Create Cancel

Add to All Active Employees

- Check if you want to assign the CVD80 accrual code to ALL active employees.
- Leave unchecked if you wish to manually assign the code to employees until requested.

Select the 'Create' button to create the code and assign the default code to employees if selected. If you have a large number of employees, this may take 20-30 seconds.

**\*\*\* THE ORIGINAL VERSION OF THIS DOCUMENT STATED TO CREATE A SEPARATE LEAVE BENEFIT FOR SICK LEAVE PAID AT 2/3 RATE. THIS WAS INACCURATE AND THE LEAVE BENEFIT SHOULD BE DELETED. THE 2/3 SICK PAY WILL NEED TO BE MODIFIED AND EXISTING TRANSACTIONS TRANSFERRED BEFORE THE CODE MAY BE DELETED \*\*\*\*\***

### **3. Assign Covid-19 Paid Sick Leave Hours Balance**

#### **Assign the default 80 hours**

If are going to assign the maximum 80 hours to ALL ACTIVE employees up front, Go to Personnel Menu => Personnel Maintenance Menu => #4. Calculate Leave Benefits.

**Calculate Leave Benefits**

This program will calculate the leave benefits for employees based on the cycle codes selected. Enter whether this is a New Year (to determine carry-over as determined by the calc-cd in the Leave Benefit Table). This program may be printed in EDIT mode prior to updating

**Selection Options**

Cycle Code:

Calculate Time Used From:

Processing Date:

Reset Carry-Overs for New Year  
 Flag Carry Over on Report, Do Not Apply Limit

Print Order:   
 Subtotal & Page (Location / Department Only)

Additional Info:

**Processing Options**

Processing Mode:  Listing  Update

**Output Options**

Output Format:  File Output  
 Direct To Printer

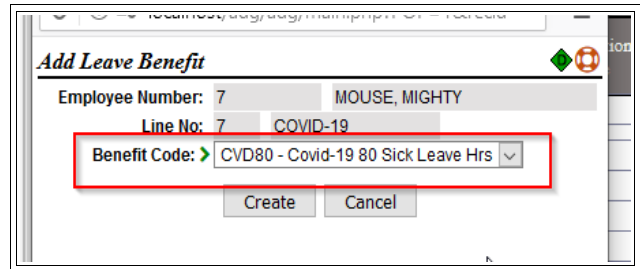
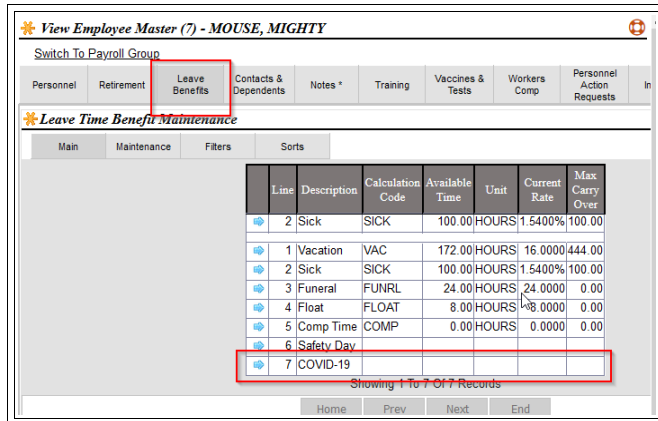
F - Adobe Acrobat (PDF) [more](#)

Printer:  [more](#)

- Select the cycle code to be 'V' which was used in creating the Covid-19 Accrual Code. The cycle code should **NOT** be used by any other leave benefit accrual code.
- Calculate Time Used from: leave as the existing date
- Processing Date: Enter today's date.
- Additional Info: Enter any additional description you would like to see in the Employee's Leave Benefit History for the accrual.
- RUN ONCE IN LISTING MODE TO VERIFY THE HOURS TO BE POSTED. IF THE REPORT IS CORRECT, RUN AGAIN IN UPDATE MODE.
- Part-time employees are NOT to receive 80 hours, but their average hours worked over a 2 week period. Their balance should be adjusted in the Post Leave Time Adjustments program.

## Individual Posting of Allowed Leave Time, or Adjustments

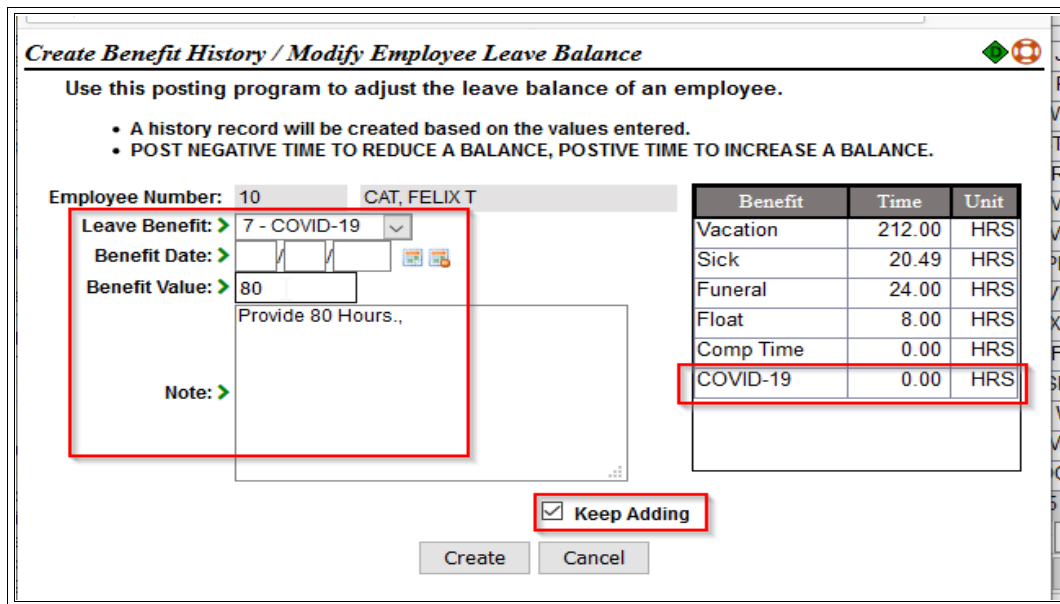
If did not want to assign the 80 hours up front, but wait till the hours are requested, or need to make adjustments to the leave balance for part time employee's use the Post Leave Time Adjustments program. If an employee has not been assigned the Leave Accrual Code, it must be added to the employee from the Leave Benefits Tab in the Employee or Personnel Maintenance.



From the Blue-Arrow option for the Covid-19 Leave Benefit, select 'Add new leave Benefit'. From the drop-down list select the COVID-19 Accrual Code that as created.

To post the initial hours and adjustments, go to the Personnel Menu => Personnel Maintenance Menu => #3. Post Leave Time Adj.

Select the program's \* option 'Add Leave Time Record'. Enter the employee#, and in the following screen select the COVID-19 Leave Benefit from the drop down list, today's date, the benefit value (positive to add to the current balance and negative to subtract the current balance). Add your description as desired. Leave the 'Keeping Adding' checked if you have multiple employees to post to.



**If the Covid-19 Leave Benefit does not show in the benefit table on the right, a Leave Benefit Accrual Code has not been assigned to the employee, which means you can not select the benefit in the drop-down list and post time to it.**

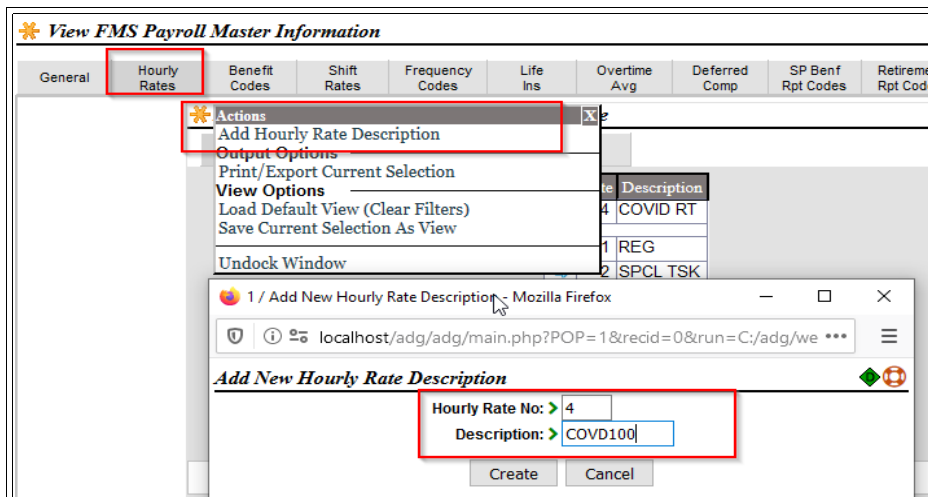
# Paid Sick Leave Type Code Setup

Payroll Type Codes need to be added for tracking the hours and amount paid for Covid-19 Sick Leave Pay. If you plan to use the employee's current hourly rate (as set in the employee master's hourly rate field), no additional change is needed as long as the rate is not less than the current Minimum Wage or the employee's average pay rate over the past 6 months. If you choose to use a different rate, then a new hourly rate value needs to be added to the system. To add the ability to assign a different hourly rate, follow the below option:

## 1. Optional Hourly Rates Definition Setup

If you want the system to calculate the hourly rate for the Covid-19 Pays and stop at the maximum, 2 new hourly rate options need to be added, 1 at the 100% pay (\$511 max) and the other for the 67% pay (\$200 max). If you want to manually adjust employees pay in the exceptions file, skip this setup

Go to Payroll & Human Resources Menu => P/R File Maintenance => #5. Company Master => Hourly Rates Tab. Select the \* to add a new Hourly Rate. Enter next available rate# and description as desired.



Run the process twice, once to create a 100% pay rate, and second time for the 67% rate. Use appropriate description for each.

## 2. Sick Leave Pay Type Code Setup

Two new payroll type codes will need to be created; one for the 100% Self Rate, and the other at the 66.67% rate for other care. Go to Payroll File Maintenance => #3. Type Codes Maintenance and review the pay codes in your grid(s) to determine the 2 new numbers you wish to assign. If you have PTO, Vacation, or a Sick Leave code, we'll want to select one of those code's Blue-Arrow option to CLONE it. In the below example, we will clone vacation #103 to #10. In cloning the existing code, enter the new number and description as desired.

102	Salary OT	PAY	2	0	0
103	VACATION PAY	PAY	1	0	1
Actions					
	Edit Type Code & Show Details				1
	Delete Type Code				0
	Clone Type Code				1
	Audit Trail				0
106	Funeral Leave Pay	PAY	1	0	1

**Clone Payroll Type Code**

Original Payroll Type Code: 103

New Payroll Type Code: 10

New Description: COVID-19 Sick Pay At 100%

New Check Description: COVID@100%

Clone Cancel

When the screen returns to the grid, the newly created type code will be at the top of the grid. Select the Blue-Arrow option to 'Edit Type Code and Show Detail'. Select Edit and at the bottom of the page to make the necessary changes.

On the first page the following changes should be made or verified

**Edit Payroll Type Code**

Payroll Type Code: 10

Description: COVID-19 Sick Pay At 100%

Check Description: COVID@100%

**Basic**

Category Code: 0 - Earnings Category

Calculation Priority: 0

Calculation Code: 1 - Hours x Rate x Overtime

Earnings Category: 1 - Regular

Reduce Std Hours For Frequency Code

Earnings Bucket No: NONE

Hourly Rate Line Number: 4 - COVID-100

Overtime Factor: 1.0000

TimeCard Hours Type: N - Non-Productive

Maximum Timecard Hours: 8.00

Leave Request List Order: 1

**Miscellaneous**

Benefit Accrual Rate: -1.00

Primary Benefit To Reduce: 7 - COVID-19

Secondary Benefit To Reduce: NONE

Vendor Number: 0

Vendor Name:

Bank Routing No:

Uncollected Amount To Next Check

Note Required For Timecard/Exception Input

Timecard Use Only

< Back Next > Cancel

- Reduce Std Hours for Frequency Code – Should be checked
- Benefit Accrual Rate – set at -1.00
- Primary Benefit to Reduce – should be pointing the new Leave Benefit Table created previously.
- Hourly Rate Line Number – from the drop down-list, select the Covid 100 hourly rate if you want the system to calculate the maximum. Leave at the default hourly rate if you want to override the exception transactions.



- Overtime Factor – 1.000 for the 100% pay rate.
- Time Card Hours Type – if you have the ADG Timecard System, should be Non-Productive.
- Maximum Timecard Hours - if you have the ADG Timecard System the default of the clone should suffice.
- Leave Request List Order – optional. If a leave request is to be completed and a valid number relating to the existing type codes order to determine the position the code will display in when creating a leave request. If NO leave request is required, leave blank.
- Note required for Timecard/Exceptions – optional setting if a note should be required or not.

Select Next for the Defaults Page.

- Select the correct Debit G/L Account from the drop down list. Depending on how the type code is expensed that the COVID-10 Sick Pay was cloned from, you may or may not change the value. If you want to expense the pay to a new G/L Account Number; not only will new G/L Accounts need to be added to the system, but the cost center control will need to be update and possibly all cost center detail records. Because the total hours and pay may be determined from the P/R Report Writer, this setup should not be needed.

Select Next button for the Accumulator Page.

Scroll down the Frame to find the two **New Employer Wage buckets created for FICA & Medicare**. Set the accumulator option to the first selection which is NOT USED for both. **Do Not** change the accumulators for the employee portion.

**Edit Payroll Type Code**

Enter Any Applicable Bucket Accumulations

Type Code: 10  
 Description: COVID-19 Sick Pay At 100%  
 Category Code: 0

6	Retirement Wages	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Regular Earning	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	O.T. Earnings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Local Wages	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	UNEMPLOYMENT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	REG HOURS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	O.T. HRS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Work Comp Wages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
15	WY STAT TAXES	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	SECT 415 WAGES	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Emplyr FICA Wg	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Emplyr Medcr Wg	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

< Back   Next >   Cancel

Select Next button for the Misc. Setup page. No changes are needed on this page, so select the Finish button to save the changes made. Close the screen to return to the grid.

To create the Payroll Type Code for the 66.67% Rate of Pay, CLONE the 100% Rate type code. From the payroll type code grid, the top line should be the 100% pay type code just finished. Select the Blue-Arrow 'Clone Type Code' option.

**Clone Payroll Type Code**

Original Payroll Type Code: 10  
 New Payroll Type Code: 11  
 New Description: COVID-19 Sick Pay At 67%  
 New Check Description: COVID@67%

Clone   Cancel

- New Payroll Type Code : Enter the 2<sup>nd</sup> Type Code number previously decide assign.
- New Description: A description that represents the 67% rate.
- New Check Description: A check description that represents the 67% rate

Select Clone to create the new code. When the screen returns to the grid, the newly created type code will be at the top of the grid. Select the Blue-Arrow option to 'Edit Type Code and Show Detail'. Select

Edit and at the bottom of the page to make the necessary changes.

- Reduce Std Hours for Frequency Code – should be checked
- Benefit Accrual Rate – should already be set to -1
- Primary Benefit to Reduce – should be the COVID leave code previously assigned.
- Hourly Rate Line Number – select the new hourly rate code setup to track the 67% rate if you want the system to calculate the daily maximum. Leave at the default if you will manually calculate the maximum in the payroll exceptions file.
- Overtime Factor – **CHANGES to .6667 to accomplish the 2/3rd rate.**
- Maximum Time Card Hours – should be the same as the 100% rate.
- Leave Requests List Order – you may want to add 1 to the number, but not necessary.

Select the Next button for the Defaults page. No changes are needed on this page.

Select the Next button for the Accumulators page. No changes are need to this page because the 100% rate was already changed to the correct values.

### **3. Previously Setup Covid-19 Sick Leave Pay Type Codes**

If you previously created the Covid Sick Leave Pay codes from the original document, you must make the following changes.

- The **Primary Benefit to Reduce** value must be the same for both, since its not 80 hrs for both 100% and 67% pay, but the accumulated total for both.
- Set the Hourly Rate Line Number fields correctly
- Verify the Accumulators screen has both new Employer FICA and MEDICARE Wage buckets set as NOT USED.

#### 4. Paid Sick Leave for Salary Employees

In ADG, a salaried employee is defined as a person whose recurring pay type code has a Flat Amount/Salary calculation code, where they are paid a flat amount and not by hours worked. The difficulty is the ACT states a person may not be paid more than \$511/day for self leave and \$200/day on care of others, up to a combined total of 80 hours. The payroll system does not have a mechanism to determine an employees maximum pay per day. Basic math would indicate the maximum of \$511 is applied to anyone making over \$132,860/year. Anyone making less that \$132,860/year would have a prorated portion of the \$511. For the 67% rate Care-for-other, the \$200/day max is based on \$78000/year.

There are two options on how to handle salary pays:

1. If you convert an employee's salary to hourly (annual salary divided by 2080) the result would be their equivalent hourly rate. This hourly rate may be entered into the hourly rate field as defined by the two Sick Leave Paid Type Code created earlier. Timecard or Exception transaction will be generated based on the number of hours per day the employee was absent. The problem with this method, the employee's recurring regular salary payment will **NOT** be reduced by the amount of the COVID-19 Sick Leave Payment.
2. Create 2 additional COVID-19 Pay Type Codes whose calculation codes are ' 2 – Salary w/ Hours'. Descriptions would be COVID Salary Pay @ 100% and COVID Salary Pay @ 67%. You may clone the hourly rate type codes, but be sure to make the Description and Calculation Code Changes.

Payroll Type Code: 10  
 Description: COVID-19 Sick Pay At 100%  
 Check Description: COVID@100%  
 Category: [ ]  
 Hourly Rate Line Number: 1 REG  
 Overtime Factor: 1.0000

#### 5. Time Card System Changes

If you use ADG Timecards, you need to add the new type codes to the Pay Type Groups so they may be selected when creating a timecard detail record. In P/R File Maintenance => 11. T/C Pay Type Group Maintenance. In my example you can see 10 & 11 were added as Allowable Type Codes.

Time Card Pay Type Group Maintenance					
Main		Maintenance	Filters	Sorts	
Pay Group Code	Description	Default Pay Code	Default OT Code	Default OT@1.0	
LIBR	Library - Comp OT@1 & OT@1.5	1	50	51	
CLERK	CLERICAL	1	42		
ES	EMERGENCY SERVICES PAY	1	42	0	
EXEC	EXECUTIVE EMPLOYEES	103	0	0	
LIBR	Library - Comp OT@1 & OT@1.5	1	50	51	
MGR	MANAGERS	1	0		
REG	REGULAR	1	42	0	

Showing 1 To 6 Of 6 Records

**Edit Pay Type Group**

Master Information

Pay Group Code: CLERK  
 Description: CLERICAL

Default Type Code: 1 Regular Hourly  
 Default OT @1.0 Type Code: 0  
 Default OT Type Code: 42 Hourly OT@1.5  
 1,2,3,42,50,101,103,104,108,109,110,111,10,11

Allowed Type Codes:

For salary oriented Pay Type Group, you would add those 2 new pay type codes, if created.

## Employee Maintenance

With the system setup, the question becomes when to make changes to an employee's record. Previously you may have added the Covid-19 80 Hours Accrual Code to all active employees. If not see below. If you didn't previously add 80 hours as an available balance to all employees, see the next section. If you choose to have the system calculate the maximum, then as employees request COVID-19 Sick Pay, you need to update their hourly rates.

### 1. Hourly Rate Additions

From Employee File Maintenance, select the employee to update. Select the 'Hourly Rates' tab. From the Blue-Arrow option associated with each of the COVID Hourly, select 'Add Hourly Rate'.

For the Covid 100% Pay, enter the employee's current hourly rate up to a maximum of 63.875 ( for the \$511/day max).

For the Covid 67% Pay, enter the employee's current hourly rate to a maximum of 37.50 (for the \$200/day max).

**View Employee Master (1) - FLIPPER, JOE F**

Warning 1 / 1: Show as red bar on top

Switch To Personnel Group

Main Hourly Rates Cost Distributions Recurring Transactions Transaction Totals Notes \* TimeCard Setup Uncollected Deductions Inquiries

**Hourly Rates Maintenance**

Main Maintenance Filters Sorts

Rate Number	Description	Hourly Rate	Assigned To Employee
1	REG	10.5556	✓
1	REG	10.5556	✓
2	SPCL TSK		
3	LIFE GRD		
4	COVID-100		

Actions  
Add Hourly Rate

1 / Add Hourly Rate - Mozilla Firefox

localhost/adg/adg/main.php?POP=1 &recid=&run=C:/adg/web/apps/fms/pr/

**Add Hourly Rate**

Employee Number: 1 FLIPPER, JOE F  
 Pay Type: 4 COVID-100  
 Hourly Rate: 0.0000

Create Cancel

## 2. Manually Setting the Employee Sick Leave Accrual Code

If you didn't automatically add the new Covid-19 Sick Leave Accrual Code to all active employees previously shown in this document, go to the Personnel Group, or select the employee from the Personnel Maintenance Menu.

Line	Description	Calculation Code	Available Time	Unit	Current Rate	Max Carry Over
2	Sick	SICK	100.00	HOURS	1.5400%	100.00
1	Vacation	VAC	172.00	HOURS	16.0000	444.00
2	Sick	SICK	100.00	HOURS	1.5400%	100.00
3	Funeral	FUNRL	24.00	HOURS	24.0000	0.00
4	Float	FLOAT	8.00	HOURS	8.0000	0.00
5	Comp Time	COMP	0.00	HOURS	0.0000	0.00
6	Safety Day					
7	COVID-19					

Employee Number: 7 MOUSE, MIGHTY  
Line No: 7 COVID-19  
Benefit Code: CVD80 - Covid-19 80 Sick Leave Hrs  
Create Cancel

From the Blue-Arrow option for the Covid-19 Leave Benefit, select 'Add new leave Benefit'. From the drop-down list select the COVID-19 Accrual Code that was created. Without the accrual code, the Covid-19 Sick Leave Pay type code may not be used for the employee (unless you are not using the system to validate an employee does not go over 80 hrs).

See the prior section to review posting of leave balance and adjustment. [3.3.2. Individual Posting of Allowed Leave Time, or Adjustments](#)

## Emergency Family & Medical Leave Expansion Act

As described in the Overview, the Emergency Family & Medical Leave Expansion Act apply special rules to standard FMLA act. The qualifying reason for use of this act is the same reasons as using the Covid-19 Sick Leave Pay at 67%. The question is whether or not the first 10 day may be the COVID-19 Sick Pay at 67%, or considered a separate 10 days.

If you are eligible to offer the benefit to employees, the following need to be addressed:

- A new Type Code to calculate pay according to the act at 67% of regular pay to a \$10,000 max
- A new Type Code to track the first 10 days of paid leave.

The problem with track the first 10 days of unpaid leave (or paid leave using another benefit) is the number of type codes needed for each type of available leave an employee may pull from and also reduce the 10 days. The act says 10 days, not 80 hours. To track the 10 day balance, a new leave benefit will need to be created and setup as a benefit based on days. Days are determined from the

employee's hour per day value in the employee master. If the benefit is to be based on hours, then employees with different daily hours will need different values populated to their leave balance. If you don't want the system to track this, the leave balance creation may be skipped.

## 1. Create EFMLEA 10 Day Leave Benefit

Follow the below extra step below to create a **EFMLEA-10 Accrual Code**. If plan to give all active employees 10 Days set the **Hours/Rate field to 10**; otherwise leave the **Hours/Rate at 0**.

1. Go to Payroll & Human Resources Menu => P/R File Maintenance => #9. Leave Benefit Tables.
2. Select the \* to create a new Leave Benefit Table,
3. Create the table as below with the correct Hours/Rate value.

No	Del	Max Months For Level	Hours/Rate%	Max Carry-Over
1	<input type="checkbox"/>	999	10	0.00

## 2. Add New Leave Benefit

To add the Leave Benefit to track the 10 Days, go to Payroll & Human Resources Menu => P/R File Maintenance => #5. Company Master => Benefit Codes Tab. Select the \* to add a new benefit.

- Benefit Number should be auto assigned
- Description – Identifier for the Benefit
- Unit of Measure – Select Days
- Default Leave Code – Select from the drop down list the code above.
- To add the code to All Active employees, Check the box; otherwise un-checked to manually the code to employees as requested.

### 3. Assign EFMLEA 10 Day Balance

If are going to track the allowed first 10 days of leave and wish to populate everyone's balance who was assigned the EMFLEA code in the prior section, Go to Personnel Menu => Personnel Maintenance Menu => #4. Calculate Leave Benefits.

**Calculate Leave Benefits**

This program will calculate the leave benefits for employees based on the cycle codes selected. Enter whether this is a New Year (to determine carry-over as determined by the calc-cd in the Leave Benefit Table). This program may be printed in EDIT mode prior to updating

**Selection Options**

Cycle Code: E

Calculate Time Used From: [Date Picker]

Processing Date: [Date Picker]

Reset Carry-Overs for New Year

Flag Carry Over on Report, Do Not Apply Limit

Print Order: L - Location

Subtotal & Page (Location / Department Only)

Additional Info: Set EFMLEA 10 Days

**Processing Options**

Processing Mode: Listing (selected) Update

**Output Options**

Output Format: File Output (selected) F - Adobe Acrobat (PDF) more

Direct To Printer HP4000 - ADG Office HP 604M more

Submit

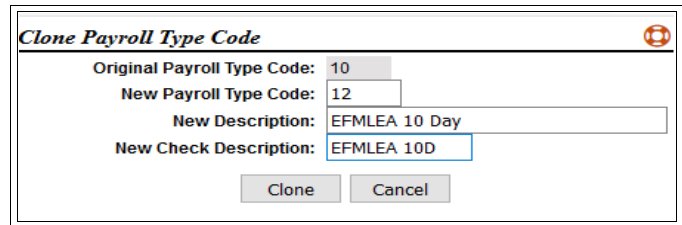
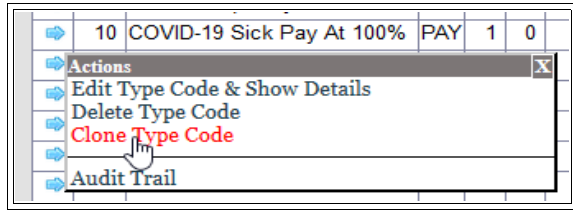
- Select the cycle code to be 'E' which was used in creating the EFMEA Accrual Code. The cycle code should **NOT** be used by any other leave benefit accrual code.
- Calculate Time Used From: leave as the existing date
- Processing Date: Enter today's date.
- Additional Info: Enter any additional description you would like to see in the Employee's Leave Benefit History for the accrual.
- RUN ONCE IN LISTING MODE TO VERIFY THE DAYS TO BE POSTED. IF THE REPORT IS CORRECT, RUN AGAIN IN UPDATE MODE.

### 4. Create EFMLEA Type Codes

#### 10 Day Unpaid EMFLEA Type Code

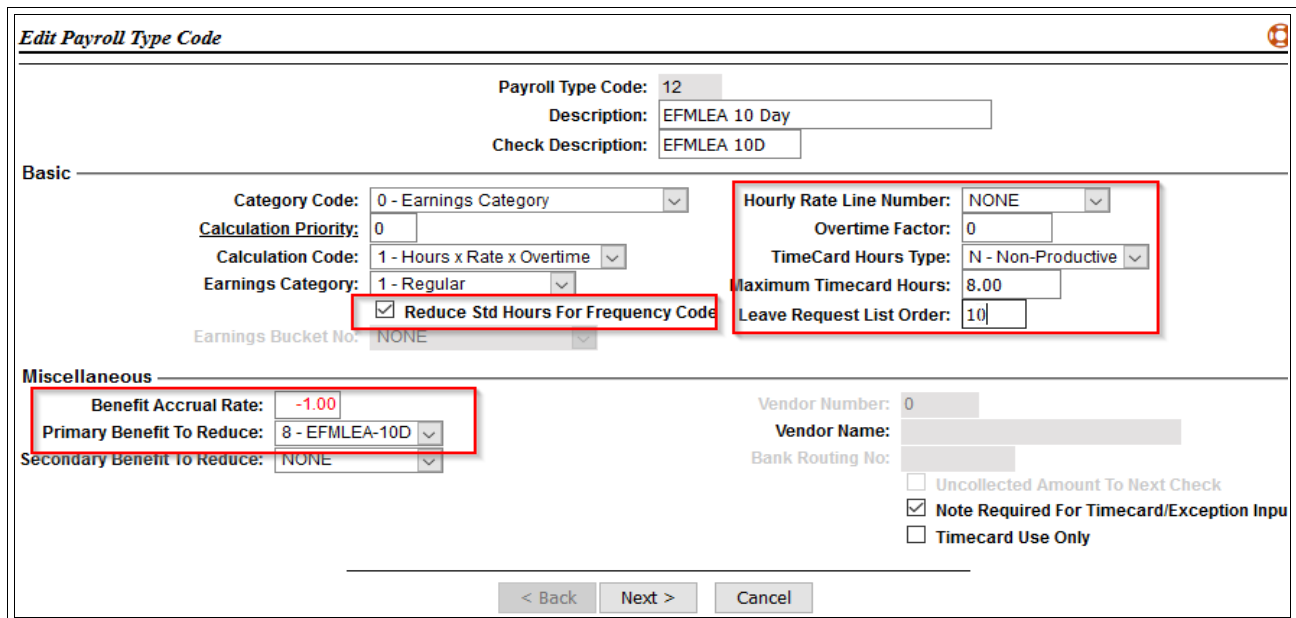
To create the the an EFMLEA Type Code to track the first 10 days of Unpaid Leave (or paid by other benefits), select an un-used type code number to use for the Payroll Type Code Maintenance grid. To add the new type code, it may be easisetsto CLONE the COVID-19 Sick Leave @ 100% Pay Type Code from it's Blue-Arrow option.





When the screen returns to the grid, the newly created type code will be at the top of the grid. Select the Blue-Arrow option to 'Edit Type Code and Show Detail'. Select Edit and at the bottom of the page to make the necessary changes.

On the first page the following changes should be made or verified



- Reduce Std Hours for Frequency Code – Should be checked
- Benefit Accrual Rate – set at -1.00
- Primary Benefit to Reduce – should be pointing the new EFMLEA Leave Benefit created in the previous step.
- Hourly Rate Line Number – from the drop down-list, select NONE. The intent of this Code it to track Un-Paid days,
- Overtime Factor – 0 because the intent is not to Pay using this type code.
- TimeCard Hours Type – if you have the ADG Timecard System, should be Non-Productive.
- Maximum Timecard Hours – enter maximum hours allowed in a day to be used by this code: 8, 10, 1,2 24?
- Leave Request List Order – optional. If a leave request is to be completed, enter a valid number

relating to other leave request type codes to determine the position this code will display in when creating a leave request. If NO leave request is required, leave blank.

- Note required for Timecard/Exceptions – optional setting if a note should be required or not.

Select Next for the Defaults Page.

**Edit Payroll Type Code**

Type Code: 10  
 Description: COVID-19 Sick Pay At 100%  
 Category Code: 0

**Employee Default Information**

Default Period Code: 0 - REG RECURRING EARNINGS  
 Default Amount or Percentage: 0.0000  
 Default Limit For This Type Code: 0.00  
 Limit Based On: 5 - Year To Date  
 Start Date Basis: H - Hire Date  
 No Of Days Before Type Started: 0  
 No Of Days Before Type Stopped: 0  
 Automatically Add Type Code To Employee

**G/L Information**

Debit G/L Account Code: 1 - reg earn exp.  
 Credit G/L Account Code: NONE

< Back   Next >   Cancel

- Select the correct Debit G/L Account from the drop down list. Depending on how the type code is expensed that the EFMLEA 10 Day Pay was cloned from, you may or may not change the value. If you want to expense the pay to a new G/L Account Number; not only will new G/L Accounts need to be added to the system, but the cost center control will need to be update and possibly all cost center detail records. Because the total hours and pay may be determined from the P/R Report Writer, this setup should not be needed.

Select Next button for the Accumulator Page.

Scroll down the Frame to find the two **New Employer Wage buckets created for FICA & Medicare**. Set the accumulator option to the first selection which is NOT USED for both. **Do Not** change the accumulators for the employee portion. Even though this pay should always be Zero, its a safe practice.

**Edit Payroll Type Code**

Enter Any Applicable Bucket Accumulations

Type Code: 10  
 Description: COVID-19 Sick Pay At 100%  
 Category Code: 0

7	Regular Earning	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	O.T. Earnings	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Local Wages	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	UNEMPLOYMENT	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	REG HOURS	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
12	O.T. HRS	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13	Work Comp Wages	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
15	WY STAT TAXES	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16	SECT 415 WAGES	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17	Emplr FICA Wg	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18	Emplr Medcr Wg	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

< Back   Next >   Cancel

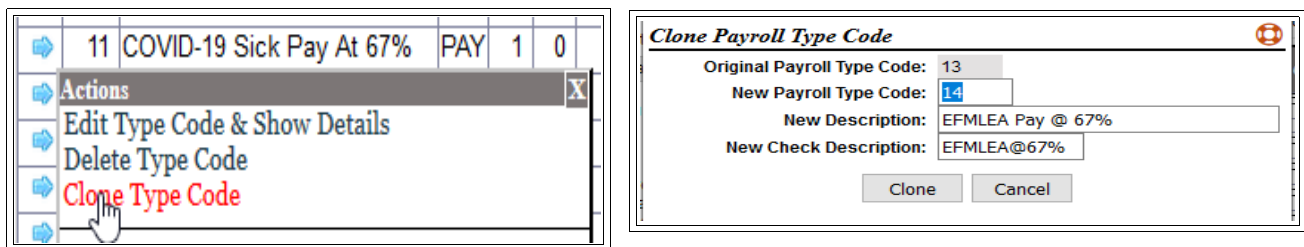
Select Next button for the Misc. Setup page. No changes are needed on this page, so select the Finish button to save the changes made. Close the screen to return to the grid.

If you do want to setup a Paid version of this code track to the 10 days when paid by each of the other allowable Leave Benefits, clone the normal Vacation, Sick, Comp, PTO type code for each leave benefit to use. Make changes to the first page as follows:

- Hourly Rate Line Number – would be the same value as the normal type code for the leave pay.
- Overtime Factor – should be 1.
- Leave Request List Order – set as desired for picking from the Leave Request Create program.
- Primary Benefit to Reduce - Leave as the regular leave benefit to be reduced
- Secondary Benefit to Reduce – Set the code to the EFMLEA 10 Day Code.
- If the code is chosen from the time cards system or entered in payroll exceptions, to be used there will need to be a balance available for the time entered in both leave benefits. The FICA/MEDICARE wages will NOT be changed since the pay appears to be normal pay for the leave benefit and is taxable to the employer's FICA/Medicare Wages.

## Paid EMFLEA Type Code at 67%

To create an EMFLEA Paid Leave code at 66.67% Rate of Pay, CLONE the COVID-19 Sick Leave Pay at 67% Rate type code. Select the Blue-Arrow 'Clone Type Code' option from the type code.



- New Payroll Type Code : Enter the new Type Code
- New Description: A description that represents the 67% rate.
- New Check Description: A check description that represents the 67% rate

Select Clone to create the new code. When the screen returns to the grid, the newly created type code will be at the top of the grid. Select the Blue-Arrow option to 'Edit Type Code and Show Detail'. Select Edit and at the bottom of the page to make the necessary changes.

*Edit Payroll Type Code*

Payroll Type Code: 14  
 Description: EFMLEA Pay @ 67%  
 Check Description: EFMLEA@67%

---

**Basic**

Category Code: 0 - Earnings Category  
 Calculation Priority: 0  
 Calculation Code: 1 - Hours x Rate x Overtime  
 Earnings Category: 1 - Regular  
 Reduce Std Hours For Frequency Code  
 Earnings Bucket No: NONE

Hourly Rate Line Number: 5 - COVID-67  
 Overtime Factor: 0.6667  
 TimeCard Hours Type: N - Non-Productive  
 Maximum Timecard Hours: 8.00  
 Leave Request List Order: 1

---

**Miscellaneous**

Benefit Accrual Rate: -1.00  
 Primary Benefit To Reduce: NONE  
 Secondary Benefit To Reduce: NONE

Vendor Number: 0  
 Vendor Name:  
 Bank Routing No:  
 Uncollected Amount To Next Check  
 Note Required For Timecard/Exception Input  
 Timecard Use Only

< Back   Next >   Cancel

- Reduce Std Hours for Frequency Code – should be checked
- Benefit Accrual Rate – should already be set to -1
- Primary Benefit to Reduce – should be NONE. No Leave Benefit balance will be reduced.
- Hourly Rate Line Number – select the new hourly rate code setup to track the 67% rate if you want the system to calculate the daily maximum.
- Overtime Factor – **Should already be set to .6667 to accomplish the 2/3rd rate.**
- Maximum Time Card Hours – should already be set.
- Leave Requests List Order – you may want to add 1 to the number, but not necessary.

Select the Next button for the Defaults page. No changes are needed on this page.

Select the Next button for the Accumulators page. No changes are need to this page because they were previously set.

## 5. Time Card System Changes for EFMLEA Type Codes

If you use ADG Timecards, you need to add the new type codes to the Pay Type Groups so they may be selected when creating a timecard detail record. In P/R File Maintenance => 11. T/C Pay Type Group Maintenance. In my example you can see 12 & 13 were added as Allowable Type Codes.

*Time Card Pay Type Group Maintenance*

Main   Maintenance   Filters   Sorts

Pay Group Code	Description	Default Pay Code	Default OT Code	Default OT@1.0
LIBR	Library - Comp OT@1 & OT@1.5	1	50	51
CLERK	CLERICAL	1	42	
ES	EMERGENCY SERVICES PAY	1	42	0
EXEC	EXECUTIVE EMPLOYEES	103	0	0
LIBR	Library - Comp OT@1 & OT@1.5	1	50	51
MGR	MANAGERS	1	0	
REG	REGULAR	1	42	0

Showing 1 To 6 Of 6 Records

*Edit Pay Type Group*

Master Information

Pay Group Code: CLERK  
 Description: CLERICAL

Default Type Code: 1 Regular Hourly  
 Default OT@1.0 Type Code: 0  
 Default OT Type Code: 42 Hourly OT@1.5

Allowed Type Codes: 1,2,3,42,50,101,103,104,108,109,110,111,10,11,12,13

## Time Card Entry

If the new Type Codes have been added to each of the Pay Type Group Codes, employee's may select the available codes. If the type code is based on a Leave Benefit Balance, there must be a balance available to pull the time from.

If the type code is for the EFMLEA first 10 days of un-paid leave, remember the system will convert the hours entered to a prorated value for the day, based on the employee's standard hours per day as set in their Employee Master.

Keep in mind, time card entries do not have the ability to test for the maximum pay values for the COVID-19 Sick Leave Pay or EFMLEA type codes.

## Payroll Exception Entry

When COVID-19 related type codes are entered or pulled from the time card system.

Covid-19 Sick Pay at 100% or 67% for hourly paid employee is limited to 80 hours. If the Leave Benefit was setup, the system will warn you against going to a negative balance.

The EFMLEA 10 day type code, if setup to NOT Pay an employee and reduce a leave balance will notify you against going negative. If employees are using the other available leave, then you may have to add the additional entry for tracking the 10 days, or you may manually post it as a Leave Benefit Adjustment to reduce the balance. If you did setup all the combinations of the EFMLA 10 day to reduce both a regular leave and the 10 day leave, nothing else needs to be done.

If a 67% pay is used for hourly paid employees for either Covid-19 Sick Leave or EFMLA, If the separate 67% pay rate was entered, the system will be able to calculate the maximum daily pay of \$200. The \$10,000 aggregate limit is not validated by the system. It can only be validated by the a Payroll Report Writer Report. If the 67% Covid Rate was not setup, you may override the result value with the actual pay amount required.

For Salaried paid employee's, hour recorded either COVID-19 Sick Leave to EFMLA, you need to verify the employee is not getting double paid. The employee's regular salary pay will need to have an exception entry added to reduce the regular pay by the amount necessary due to the COVID-19 Sick Leave or EFMLA pay.

## Payroll Processing

On Tax Tables Report, FICA and Medicare Taxable Wages will no longer be the same between employee and employer. The difference will be the total pay for all COVID-19 Sick Pays and EFMLEA post 10 day pays.

For each of the Covid-19 Sick Leave Pay Codes and EFMLEA codes, after the payroll is calculated, you may want to run '#19 Print Type Code Detail' from the P/R Processing Menu. Review the report to look for any possible errors or anomalies regarding pay, hours, or type code used incorrectly.

# Payroll Report Writer COVID-19 Audit Report

A report writer report should be created for you to track all of the type codes associated with the ACT. It is a way verify the maximum pays and maximum hours/days requirements have been met.

To create a new Report, go to P/R File Maintenance Menu => #6. Payroll Report Writer. Select to 'Add New Report' from the \* option.

- Report Number - Any available number yo choose
- Description - Any description you choose.
- Print Order – any value you choose
- Include Employee Address – leave un-checked
- New Page After Break – you choice based on the print order.

For the maintenance page, select the \* option to Add new Columns. You should report each of the new pay types created and the ytd values for amount and hours as appropriate. Use the type code created in your system. Below is the type code and description used in the documentation.

Column Number	Column Type	Use Value & Description	Total Code	Column Heading	Include Empl
10	H-Type Code Hours	10 - Covid Sick Leave Pay at 100%	5-Cal Yr	SckHr@100%	Yes
20	T-Type Code Amount	10 - Covid Sick Leave Pay at 100%	5-Cal Yr	SckPay@100%	Yes
30	H-Type Code Hours	11 – Covid Sick Leave Pay at 67%	5-Cal Yr	SckHr@67%	Yes
40	T-Type Code Amount	11 Covid Sick Leave at 67%	5-Cal Yr	SckPy@67%	Yes
50	C-Column Operate	10+30	N/A	Tot Hrs	N/A
60	L-Leave Balance	Select Your Covid-19 Leave Balance Code	N/A	SckLV Bal	No
70	H-Type Code Hours	12 EFMLEA – UnPaid	5-Cal Yr	UnPd Days	Yes
80	T-Type Code Amount	12 EMFLA – un Paid	5-Cal Yr	10D Amt	Yes
90	L-Leave Balance	Select Your EFMLEA 10 Day Leave Balance Code	N/A	10D Bal	No
100	H-Type Code Hours	13 – EFMLA – Paid 67%	5-Cal Yr	EFML PD Hr	Yes
110	T-Type Code Amount	13 – EFMLA – Paid 67%	5-Cal Yr	EFML Pd \$	Yes

If you setup type codes for salary paid sick leave, you may want to add columns for each of those type codes as well.

Exit the setup screen and from the Blue-Arrow option for the report, you may run the Test Report Option. If you haven't posted any thing to the type codes included in the report, the report should be empty.

Again, the purpose of the reeport is to look for anomalies.

Column 10 – No one should have more than 80 Hours

Column 20 – column total should not be greater than Column 10 Total divide by 8 times 511

Column 30 – No one should have more than 80 Hours

Column 40 – column total should not be greater than Column 30 Total divide by 8 times 200

Column 50 – No one should have more than 80 Hours.

Column 60 – There should be NO negative Values.

Column 80 – Amounts should be 0 unless you are combined with other leave benefits

Column 90 – No employee should have a negative value

Column 110 – No employee should be greater than \$10,000.