Creating Time Off Codes in Sage HRMS and Abra Suite to Accommodate the Families First Act and Expansion of the Family Medical Leave Act.

The Federal Government has passed HR 6201, known as FFCRA, to provide relief to families directly affected by COVID-19. There are two distinct categories of employees who will qualify. These will remain in effect at this time till 12/31/2020. This document is to assist with the creation of codes to track as well as the means to report at the end of the year for Tax Credit purposes.

	Covered Employers	Duration of Leave	Qualifying Reasons for Leave	Required Wage Replacement	Applicability of: Division G – Tax Credits for Paid Sick and Paid Family and Medical Leave
Division E – Emergency Paid Sick Leave Effective 15 days after enactment. Expires 12/31/2020	Private sector employers with fewer than 500 employees. Public sector employers with 1 or more employees. Good cause exemption for employers with fewer than 50 employees. Applies to reason #5 only. (DOL Rule)	Employer must provide 2 weeks of paid sick leave for full-time covered employees. Special rule for part-time employees.	1. Employee is subject to a Federal, state or local quarantine related to COVID-19. 2. Employee has been advised by a health care provider to self-quarantine. 3. Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis. 4. Employee is caring for an individual who is subject to quarantine pursuant to 1 and 2. 5. To care for a child or children whose school or care provider is unavailable due to COVID-19. 6. Employee is experiencing a similar condition as specified by HHS, DOL or Treasury.	Reasons #1-3: Employee's regular rate of pay. Capped at $511/day and $5,110 total. Reasons #4-6: 2/3 of employee's regular rate of pay. Capped at $200/day and $2,000 total. Special rule for part-time employees.	Private sector employers with fewer than 500 employees may obtain a credit for wage replacement: Employers receive 100% payroll tax credit (refundable as needed) for required paid sick leave wages plus certain health care expenses of the employer. Special rule for self-employed.
Division C – Emergency Family and Medical Leave Effective 15 days after enactment. Expires 12/31/2020	Private sector employers with fewer than 500 employees. Good cause exemption for employers with fewer than 50 employees. (DOL rule)	Employer must provide 10 weeks of paid family and medical leave for employees (employed for at least 30 days). Special rule for part-time employees.	Employee is unable to work (or telework) due to a need for leave to care for a son or daughter under 18 years of age if the school or place of care has been closed, or the child care provider is unavailable, due to a public health emergency.	Not less than 2/3 of regular rate of pay based on # of hours scheduled to work. Capped at $200/day and $10,000 total. Special rule for part-time employees.	Private sector employers with fewer than 500 employees may obtain a credit for wage replacement: Employers receive 100% payroll tax credit (refundable as needed) for required paid family and medical leave wages plus certain health care expenses of the employer. Special rule for self-employed.

FFCRA Overview from DOL Wage and Hour Division:
https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide employees with paid sick or family leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- *Two weeks (up to 80 hours) of **paid sick time** at the employee's regular rate of pay* where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- *Two weeks (up to 80 hours) of **paid sick time** at two-thirds the employee's regular rate of pay* because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- *Up to an additional 10 weeks of **paid sick leave** at two-thirds the employee's regular rate of pay* where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees.[1] Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or childcare unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.[2]

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave:

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (**or unable to telework**) due to a need for leave because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
6. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family and medical leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

Duration of Leave:

For reasons (1)-(4) and (6): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (5): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

Calculation of Pay:[3]

For leave reasons (1), (2), or (3): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to $511 per day and $5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $2,000 in the aggregate (over a 2-week period).

For leave reason (5): employees taking leave are entitled to pay at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher, up to $200 per day and $12,000 in the aggregate (over a 12-week period).[4]

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[1] Certain provisions may not apply to certain employers with fewer than 50 employees. *See* Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section.

## Establishing Pay Codes to best meet the requirements of your organization:

- 511.00 daily maximum = 63.87 per hour (5110.00 aggregate maximum for a maximum 2 week period);
- 200.00 daily maximum at 2/3 benefit = 25.00 per hour (2000.00 aggregate maximum for a maximum 2 week period);
- Specific Reason #5: 200.00 daily maximum at 2/3 benefit = 25.00 per hour (10000.00 aggregate maximum for a maximum 10 week period).

For most organizations this will include the majority of the included workforce, especially for **leave reasons (1), (2), or (3)** under Emergency Paid Sick Leave. If so, the normal "rate of pay" whether based on Hourly or Salary can be used without cause for concern of hitting the daily/aggregate maximum.

In organizations where the majority of the workforce is more highly compensated it may be necessary to use a hybrid solution or leverage the capabilities of Crystal Reports, Labor Interfaces or other options depending on your current payroll processes and options.

Establishing Pay Codes in HRMS:

Sage HRMS Options/Recommendations – Hourly Rate based Earning:
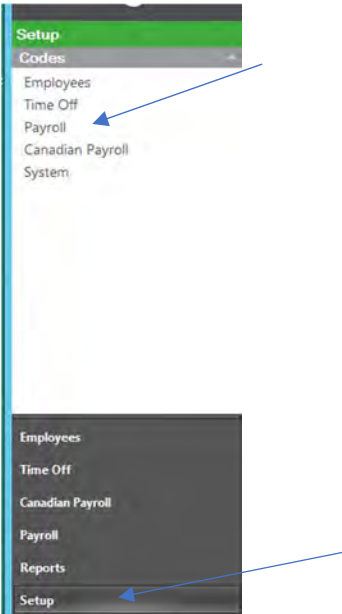
Log into HRMS and navigate to Setup, Payroll. If needed, from the Setup Menu, select General Ledger Accounts and add Expense Accounts for the new Earnings. Select Earnings/Deductions and click the "new" button to add a new Earning.

Enter the Earning Code, Long and Short Description. If it is determined all necessary management can be accommodated in Payroll, Select Earning as the Category. Complete the Basic Info setup as required for your organization. The following screen shots can be used as a reference/sample.

In this example, three distinct Earning Pay Codes have been created to accommodate the three distinct leave circumstances which could arise for an individual. This would allow maximum advantage to access information for each individually or as an aggregate as needed.

Earning/Deduction Codes

Earning/Deduction EPSL1 Description Emergency Paid Sick Leave

Basic Info | Employee | G/L Dist | Optional Fields

G/L Distribution

Code	Description	Regular Expense	Overtime Expense	Shift Expense
DEF	Default	6720-000-0000	6720-000-0000	6720-000-0000

Save   Delete   Close

Earning/Deduction Codes

Earning/Deduction EPSL2 Description Emergency Paid Sick Leave Reduced

Basic Info | Employee | G/L Dist | Optional Fields

Short Description	EPSL2	Last Maintained 03/25/2020
Category	Earning	☐ Inactive as of / /
Type	Salary & Wages	☑ Print Earning/Deduction On Check
Employee Calc. Method	Hourly Rate	☑ Subject to Workers' Compensation
		☐ Include in FLSA Overtime Calculation
Frequency	Biweekly	
Level	10	
Starts	Date of Hire	
Ends	12/31/2020	

Save   Delete   Close

Earning/Deduction Codes

Earning/Deduction EPSL2 Description Emergency Paid Sick Leave Reduced

Basic Info | Employee | G/L Dist | Optional Fields

Employee Calc. Method Hourly Rate

Hourly Rate   0.00000

Subject to the Following Taxes

Tax	Withholding Type
CASIT	Regular Rate
CASUTA	Regular Rate
USFIT	Regular Rate
USFUTA	Regular Rate
USMED	Regular Rate

Save   Delete   Close

Earning/Deduction Codes

Earning/Deduction EPSL2 Description Emergency Paid Sick Leave Reduced

Basic Info | Employee | G/L Dist | Optional Fields

G/L Distribution

Code	Description	Regular Expense	Overtime Expense	Shift Expense
DEF	Default	6720-000-0000	6720-000-0000	6720-000-0000

Save   Delete   Close

Using the capability of Earning mapping in Employee Configuration you can then link the new earnings to an individual's normal Hourly rate of pay. Then, using the Conversion Factor you can set the Earning to calculate the Earning at either Full Hourly Rate or 66%.

The following screen shots can be used as a reference/sample.

At this point the Earning will be included in Open Payroll and automatically add to the Employee Pay Page the same as any other earning.

The following screen shot is an example of the Open Payroll Audit results (EFML at 66%, ESPL1 at Full and ESPL2 at 66%).

It can then be manually added in Time Cards, or included in your Labor System for use in time entry and imported. These Earnings will then be included in Calculate Payroll and process as any other Earning with the same general setup. The Hours, Amount, Deductions, Employee and Employer Taxes will post and be available for analysis as any other Earning. These can then be used for future reporting as the availability of Employer Payroll Tax credit and other possible Employer expenses are clarified.

The following screen shots give an example of the Payroll Register including payments made for Qualifying Sick Leave Benefits.

EFT: Yes   Generated EFT: No   Entry Seq: 412
EFT Run No. 0   Overtime Override: No

Earning/Deduction/ Tax	Amount	Asset or Expense Account	Liability Account	Hours	Pieces/Base	Rate/Amt/Pct	WC Group	WC Code	Work Class.
EPSL2 EPSL2	1,042.80	6720-010-0100		80.00		13.04	DEU1	8810	
Total Earnings:	**1,042.80**								
5000 HDHP Med Plan	57.69		2225-000-0000			57.69			
5100 Dental Ins	3.69		2300-000-0000			3.69			
5200 Vision Ins	4.11		2300-000-0000			4.11			
5410 Long Term Dis	3.58		2300-000-0000			3.58			
5510 Life Insurace	4.15		2300-000-0000			4.15			
Total Deductions:	**73.22**								
USFIT	93.56		2200-000-0000			983.03			
USMED	14.19		2225-000-0000			978.88			
USSS	60.69		2220-000-0000			978.88			
CASIT	15.86		2240-000-0000			986.72			
Total Taxes:	**184.30**								
1000	150.00					150.00			
2000	635.28					635.28	100.00		
Total EFT:	**785.28**								
Employer Portion									
5300	0.04	6220-000-0000	2300-000-0000			0.00	0.04		
5500	9.30	6220-000-0000	2300-000-0000			0.00	9.30		
USMED	14.19	6725-010-0100	2235-000-0000			978.88			
USSS	60.69	6725-010-0100	2230-000-0000			978.88			
USFUTA	59.20	6725-010-0100	2210-000-0000			986.61			
CASUTA	33.42	6725-010-0100	2250-000-0000			983.03			
5000ER	173.08					0.00	173.08		
5100ER	13.85					0.00	13.85		
5520	9.30					0.00	9.30	DEU1	8810	
Workers' Compensation									
EPSL2 EPSL2	C	6.15252			1,042.80	0.590000	DEU1	8810	
5520	C	0.05487			9.30	0.590000	DEU1	8810	

Sage HRMS Option #2 if necessary – Flat Amount based Earning:

If your organization population is such that an Hourly Rate based Earning proves to not be a viable option there is another method available. You can create Flat Amount Based Earnings. The foundation and basic principles are the same as that for an Hourly Earning. However, instead of calculating the payment based on Hours you are paying a flat dollar amount. **Note, for this option to work you need to have available up to two numeric User-Defined fields in Sage HRMS HR. These are User Defined Field Four on the HR Status page or User Defined Fields Three or Four on the Current Pay page.** Again, if needed, from the Setup Menu, select General Ledger Accounts and add Expense Accounts for the new Earnings. Select Earnings/Deductions and click the "new" button to add a new Earning.

Enter the Earning Code, Long and Short Description. If it is determined all necessary management can be accommodated in Payroll, Select Earning as the Category. Complete the Basic Info setup as required for your organization. The following screen shots can be used as a reference/sample.

In this example, three distinct Earning Pay Codes have been created to accommodate the three distinct leave circumstances which could arise for an individual. This would allow maximum advantage to access information for each individually or as an aggregate as needed.

Earning/Deduction Codes

Earning/Deduction ⏮ ◀ FEPSL1 ▶ ⏭ 🔍 ⬚ Description | Emergency Paid Sick Leave

Basic Info | Employee | G/L Dist | Optional Fields

Short Description	EPSL1 Amt	Last Maintained	/ /
Category	Earning ⌄	☐ Inactive as of	/ /
Type	Salary & Wages ⌄	☑ Print Earning/Deduction On Check	
Employee Calc. Method	Flat ⌄	☑ Subject to Workers' Compensation	
		☐ Include in FLSA Overtime Calculation	
Frequency	Biweekly ⌄		
Level	10		
Starts	Date of Hire ⌄		
Ends	12/31/2020 ☐		

Add   Delete   Close

Earning/Deduction Codes

Earning/Deduction ⏮ ◀ FEPSL1 ▶ ⏭ 🔍 ⬚ Description | Emergency Paid Sick Leave

Basic Info | Employee | G/L Dist | Optional Fields

G/L Distribution

Code	Description	🔍 Regular Expense	🔍 Overtime Expense	🔍 Shift Expense
DEF	Default	6720-000-0000	6720-000-0000	6720-000-0000

Add   Delete   Close

Earning/Deduction Codes

Earning/Deduction ⏮ ◀ FEPSL1 ▶ ⏭ 🔍 ⬚ Description | Emergency Paid Sick Leave

Basic Info | Employee | G/L Dist | Optional Fields

G/L Distribution

Code	Description	🔍 Regular Expense	🔍 Overtime Expense	🔍 Shift Expense
DEF	Default	6720-000-0000	6720-000-0000	6720-000-0000

Add   Delete   Close

Earning/Deduction Codes

Earning/Deduction ⏮ ◀ FEPSL2 ▶ ⏭ 🔍 ⬚ Description | Emergency Paid Sick Leave Reduced

Basic Info | Employee | G/L Dist | Optional Fields

Short Description	EPSL2 Amt	Last Maintained	03/25/2020
Category	Earning	☐ Inactive as of	/ /
Type	Salary & Wages	☑ Print Earning/Deduction On Check	
Employee Calc. Method	Flat	☑ Subject to Workers' Compensation	
		☐ Include in FLSA Overtime Calculation	
Frequency	Biweekly		
Level	10		
Starts	Date of Hire ⌄		
Ends	12/31/2020 ☐		

Add   Delete   Close

Earning/Deduction Codes

Earning/Deduction ⏮ ◀ FEPSL2 ▶ ⏭ 🔍 ⬚ Description | Emergency Paid Sick Leave Reduced

Basic Info | Employee | G/L Dist | Optional Fields

Employee Calc. Method | Flat

Amount | 0.00

Subject to the Following Taxes

🔍 Tax	Withholding Type
CASUTA	Regular Rate
USFIT	Regular Rate
USFUTA	Regular Rate
USMED	Regular Rate
USSS	Regular Rate

Annual Maximum | 0.00
Lifetime Maximum | 2,000.00

Add   Delete   Close

Go to Setup, Employees, HR Setup. On the HR Options tab you will see the User Defined Fields. Again, Field 4 on the User-Defined Employment Fields (found on the HR Status page) and Fields 3 and 4 of the User-Defined Pay Fields (found on the Current Pay page) are Numeric type fields.

The screen shot below shows User Defined Pay Fields 3 and 4 have been labeled to store the values for 100% of Salary and 66% of Salary.

These fields can then be populated either individually by employee or using the capability and functionality available in the Mass Update Process found in Employee, Processes.

The following screen shots represent two individuals, both on a Bi-weekly pay frequency, one of whom exceeds the maximum allowable and one below.

Current Pay - Dunedin Enterprises - US

Hugh F Allen
SSN: XXX-XX-XXXX, **Active as of** 05/1...
Self Service

Pay Effective	09/15/2015
Unit Pay Rate	82.00000
Pay Period Salary	6560.00000
Hours / Units	80.00000
Pay Frequency	Biweekly
Annual Pay	170560.00

Current Pay - Dunedin Enterprises - US

Hugh F Allen
SSN: XXX-XX-XXXX, **Active as of** 05/...
Self Service

MISC5	
MISC6	
100% Salary	5110.00
66% Salary	2000.00

Current Pay - Dunedin Enterprises - US

John W Baird
SSN: XXX-XX-XXXX, **Active as of** 07/03/2007, **ID:** 120
Self Service

Pay Effective	01/01/2010
Unit Pay Rate	34.25081
Pay Period Salary	2740.06517
Hours / Units	80.00000
Pay Frequency	Biweekly
Annual Pay	71241.69

Current Pay - Dunedin Enterprises - US

John W Baird
SSN: XXX-XX-XXXX, **Active as of** 07/03,...
Self Service

MISC5	
MISC6	
100% Salary	2740.07
66% Salary	1644.04

Using the capability of Earning mapping in Employee Configuration you can then link the new earnings to the User Defined fields. Then, using the Conversion Factor you can set the Earning to calculate the Earning at either Full Hourly Rate or 66%.

The following screen shots can be used as a reference/sample.

At this point the Earning will be included in Open Payroll and automatically add to the Employee Pay Page the same as any other earning.

The following screen shot is an example of the Open Payroll Audit results where the earnings are populated with the values from the User-Defined fields.

Status	Employ...	Name	View Description	Parent Key ...	Field Description	Category	Old Value	New Valu ~
Gene...	021	Kahill, Nancy	Employee Earni...	FEFML	Employee Rate/Amt/Pct	Earning	0.00	948.00
Gene...	021	Kahill, Nancy	Employee Earni...	FEFML	Distribution code	Earning Distrib...		DEF
Gene...	021	Kahill, Nancy	Employee Earni...	FEFML	Start date	Earning Start ...	0	01/01/20
Gene...	021	Kahill, Nancy	Employee Earni...	FEFML	End date	Earning End D...	0	12/31/20
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL1	Employee Rate/Amt/Pct	Earning	0.00	1580.00
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL1	Distribution code	Earning Distrib...		DEF
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL1	Start date	Earning Start ...	0	01/01/20
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL1	End date	Earning End D...	0	12/31/20
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL2	Employee Rate/Amt/Pct	Earning	0.00	948.00
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL2	Distribution code	Earning Distrib...		DEF
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL2	Start date	Earning Start ...	0	01/01/20
Gene...	021	Kahill, Nancy	Employee Earni...	FEPSL2	End date	Earning End D...	0	12/31/20
Gene...	115	Craig, John	Employee Earni...	FEFML	Employee Rate/Amt/Pct	Earning	0.00	1179.21
Gene...	115	Craig, John	Employee Earni...	FEFML	Distribution code	Earning Distrib...		DEF
Gene...	115	Craig, John	Employee Earni...	FEFML	Start date	Earning Start ...	0	01/01/20
Gene...	115	Craig, John	Employee Earni...	FEFML	End date	Earning End D...	0	12/31/20
Gene...	115	Craig, John	Employee Earni...	FEPSL1	Employee Rate/Amt/Pct	Earning	0.00	1965.34
Gene...	115	Craig, John	Employee Earni...	FEPSL1	Distribution code	Earning Distrib...		DEF
Gene...	115	Craig, John	Employee Earni...	FEPSL1	Start date	Earning Start ...	0	01/01/20
Gene...	115	Craig, John	Employee Earni...	FEPSL1	End date	Earning End D...	0	12/31/20
Gene...	115	Craig, John	Employee Earni...	FEPSL2	Employee Rate/Amt/Pct	Earning	0.00	1179.21
Gene...	115	Craig, John	Employee Earni...	FEPSL2	Distribution code	Earning Distrib...		DEF
Gene...	115	Craig, John	Employee Earni...	FEPSL2	Start date	Earning Start ...	0	01/01/20
Gene...	115	Craig, John	Employee Earni...	FEPSL2	End date	Earning End D...	0	12/31/20
Gene...	120	Baird, John	Employee Earni...	FEFML	Employee Rate/Amt/Pct	Earning	0.00	1644.04
Gene...	120	Baird, John	Employee Earni...	FEFML	Distribution code	Earning Distrib...		DEF

Since these are Flat Amount Earnings, they will need to be set to "Calculate No" on the Pay Page until ready to use. This can be easily mass updated after the Earning is added through the Update Earning/Deduction process found in Payroll Processes.

It can then be manually added in Time Cards, or included in your Labor System for use in time entry and imported. These Earnings will then be included in Calculate Payroll and process as any other Earning with the same general setup. The Hours, Amount, Deductions, Employee and Employer Taxes will post and be available for analysis as any other Earning. These can then be used for future reporting as the availability of Employer Payroll Tax credit and other possible Employer expenses are clarified.
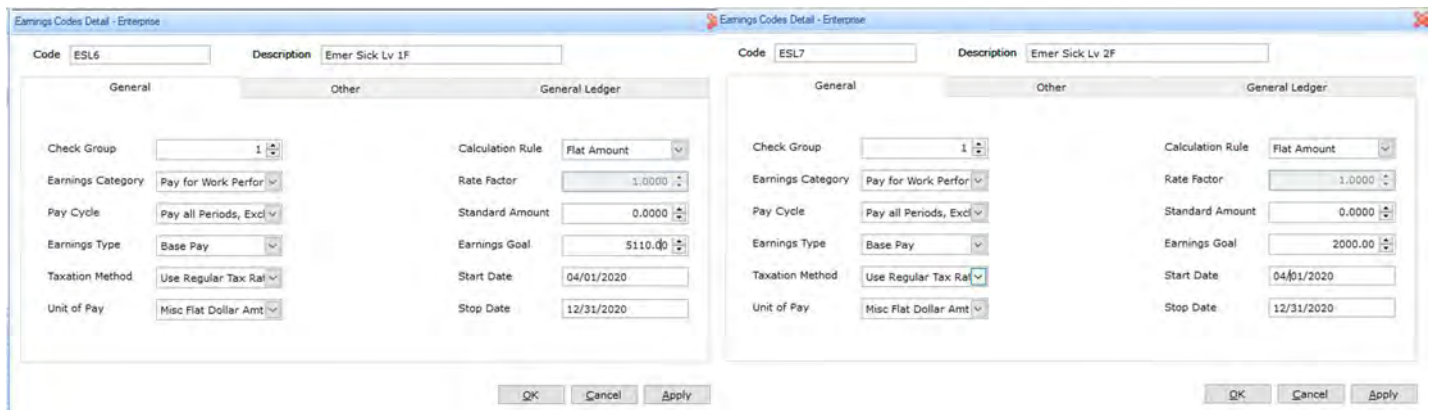
The following screen shots give an example of the Payroll Register including payments made for Qualifying Sick Leave Benefits.

EFT Run No.   0   Overtime Override: No

Earning/Deduction/ Tax	Amount	Asset or Expense Account	Liability Account	Hours	Pieces/Base	Rate/Amt/Pct	WC Group	WC Code	Work Class.
FEPSL1 EPSL1 Amt	1,580.00	6720-010-0100		80.00		19.75000	DEU1	8810	
Total Earnings:	1,580.00								
5000 HDHP Med Plan	57.69		2225-000-0000			57.69			
5100 Dental Ins	3.69		2300-000-0000			3.69			
5200 Vision Ins	4.11		2300-000-0000			4.11			
5410 Long Term Dis	3.58		2300-000-0000			3.58			
5510 Life Insurance	4.15		2300-000-0000			4.15			
Total Deductions:	73.22								
USFIT	158.02		2200-000-0000		1,520.23				
USMED	21.98		2225-000-0000		1,516.08				
USSS	94.00		2220-000-0000		1,516.08				
CASIT	43.20		2240-000-0000		1,523.92				
Total Taxes:	317.20								
1000	150.00					150.00			
2000	1,039.58				1,039.58	100.00			
Total EFT:	1,189.58								
Employer Portion									
5300	0.04	6220-000-0000	2300-000-0000		0.00	0.04			
5500	9.30	6220-000-0000	2300-000-0000		0.00	9.30			
USMED	21.98	6725-010-0100	2235-000-0000		1,516.08				
USSS	94.00	6725-010-0100	2230-000-0000		1,516.08				
USFUTA	91.43	6725-010-0100	2210-000-0000		1,523.81				
CASUTA	51.69	6725-010-0100	2250-000-0000		1,520.23				
5000ER	173.08				0.00	173.08			
5100ER	13.85				0.00	13.85			
5520	9.30				0.00	9.30	DEU1	8810	
Workers' Compensation									
FEPSL1 EPSL1 Amt	C	9.32200			1,580.00	0.590000	DEU1	8810	
5520	C	0.05487			9.30	0.590000	DEU1	8810	

EFT: Yes   Generated EFT: No   Entry Seq: 415
EFT Run No.   0   Overtime Override: No

Earning/Deduction/ Tax	Amount	Asset or Expense Account	Liability Account	Hours	Pieces/Base	Rate/Amt/Pct	WC Group	WC Code	Work Class.
FEPSL2 EPSL2 Amt	948.00	6720-010-0100		80.00		11.85000	DEU1	8810	
Total Earnings:	948.00								
5000 HDHP Med Plan	57.69		2225-000-0000			57.69			
5100 Dental Ins	3.69		2300-000-0000			3.69			
5200 Vision Ins	4.11		2300-000-0000			4.11			
5410 Long Term Dis	3.58		2300-000-0000			3.58			
5510 Life Insurance	4.15		2300-000-0000			4.15			
Total Deductions:	73.22								
USFIT	62.18		2200-000-0000		888.23				
USMED	12.82		2225-000-0000		884.08				
USSS	54.81		2220-000-0000		884.08				
CASIT	12.35		2240-000-0000		891.92				
Total Taxes:	162.16								
1000	150.00					150.00			
2000	562.62				562.62	100.00			
Total EFT:	712.62								
Employer Portion									
5300	0.04	6220-000-0000	2300-000-0000		0.00	0.04			
5500	9.30	6220-000-0000	2300-000-0000		0.00	9.30			
USMED	12.82	6725-010-0100	2235-000-0000		884.08				
USSS	54.81	6725-010-0100	2230-000-0000		884.08				
USFUTA	53.51	6725-010-0100	2210-000-0000		891.81				
CASUTA	30.20	6725-010-0100	2250-000-0000		888.23				
5000ER	173.08				0.00	173.08			
5100ER	13.85				0.00	13.85			
5520	9.30				0.00	9.30	DEU1	8810	
Workers' Compensation									
FEPSL2 EPSL2 Amt	C	5.59320			948.00	0.590000	DEU1	8810	
5520	C	0.05487			9.30	0.590000	DEU1	8810	

Establishing Earning Codes in Sage Abra Suite

Sage Abra Suite Options/Recommendations – Hourly Rate based Earning:
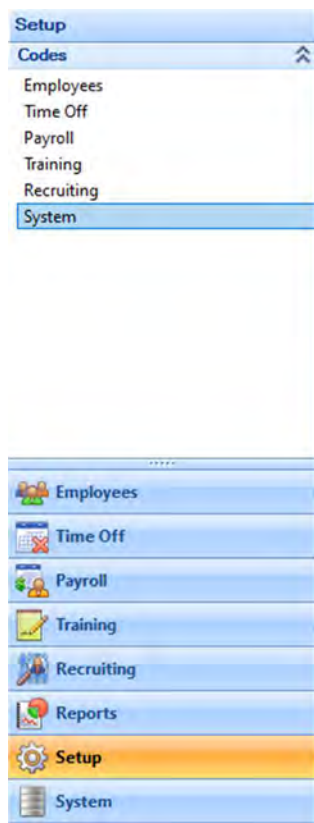
Log into Sage Abra Suite and navigate to Setup, Payroll. If needed, from the Setup Menu, select General Ledger Accounts and add Expense Accounts for the new Earnings. Select Earnings and click Add to add a new Earning.

Enter the Earning Code and Description. Select the applicable Category and other General information as required for your organization. The following screen shots can be used as a reference/sample.

In this example, three distinct Earning Pay Codes have been created to accommodate the three distinct leave circumstances which could arise for an individual. This would allow maximum advantage to access information for each individually or as an aggregate as needed. All are configured with a Calculation Rule of Pay Rate * Hours. The Rate Factor is 1.0 or .66 as required for the proper calculation of the earning rate.

The Earning will be added to all tax codes. If it is determined it is to be part of the calculated base for % based deductions remember to access those deductions and add.

It can then be manually added in Time Cards, or included in your Labor System for use in time entry and imported. These Earnings will then be included in Trial Payroll and process as any other Earning with the same general setup. The Hours, Amount, Deductions, Employee and Employer Taxes will post and be available for analysis as any other Earning. These

can then be used for future reporting as the availability of Employer Payroll Tax credit and other possible Employer expenses are clarified.

Sage Abra Suite Option #2 if necessary – Flat Amount based Earning:

If your organization population is such that an Hourly Rate based Earning proves to not be a viable option there is another. You can create Flat Amount Based Earnings. The foundation and basic principles are the same as that for an Hourly Earning. However, instead of calculating the payment based on Hours you are paying a flat dollar amount. Again, if needed, from the Setup Menu, select General Ledger Accounts and add Expense Accounts for the new Earnings. Select Earnings and click the Add button to add a new Earning.

Select the applicable Category and other General information as required for your organization. The following screen shots can be used as a reference/sample.

In this example, three distinct Earning Pay Codes have been created to accommodate the three distinct leave circumstances which could arise for an individual. This would allow maximum advantage to access information for each individually or as an aggregate as needed. All are configured with a Calculation Rule of Flat Amount. Since these are configured as Flat, you can enter the aggregate maximums in the Goal as well as assign the specific Start and Stop Dates.

Since this is a Flat Earning it will need to be added to the Payroll, Other Earnings page in order to be included in the payroll.