

Configuration Changes for Sage HRMS and Sage Abra Suite to Accommodate H.R. 6201 Families First Coronavirus Response Act

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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	<u>Private sector employers with fewer than 500 employees.</u> 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)	<u>Employer must provide 2 weeks</u> 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.	<u>Reasons #1-3:</u> Employee's regular rate of pay. Capped at \$511/day and \$5,110 total. <u>Reasons #4-6:</u> 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: <u>Employers receive 100% payroll tax credit (refundable as needed)</u> 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	<u>Private sector employers with fewer than 500 employees.</u> Good cause exemption for employers with fewer than 50 employees. (DOL rule)	<u>Employer must provide 10 weeks</u> 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.	<u>Not less than 2/3 of regular rate of pay</u> 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: <u>Employers receive 100% payroll tax credit (refundable as needed)</u> for required paid family and medical leave wages plus certain health care expenses of the employer. Special rule for self-employed.

To create the codes that will be needed you will need to access your Setup for the Payroll module in Sage Abra Suite or HRMS. We suggest the creation of new earnings codes to handle the new pay. A Time Off Plan can be created to track time if needed and we will include those instructions also. (These instructions will be included in the end of the document-[click here](#))

For use with Sage Abra Suite

1. Log in and Access Set up
2. Choose Payroll

3. If needed, Choose General Ledger and add a new GL Code for use
4. From Earnings/Deductions/Taxes choose Earnings
5. Click add and give it a code and description

Earnings Codes Detail - Enterprise

Code Description

General	Other	General Ledger
Check Group <input type="text" value="1"/>		Calculation Rule <input type="text" value="Pay Rate x Hours x"/>
Earnings Category <input type="text" value="Pay for Work Perfor"/>		Rate Factor <input type="text" value="1.0000"/>
Pay Cycle <input type="text" value="Pay 1st and 3rd Per"/>		Standard Amount <input type="text" value="0.0000"/>
Earnings Type <input type="text" value="Base Pay"/>		Earnings Goal <input type="text" value="9999999.99"/>
Taxation Method <input type="text" value="Use Regular Tax Rat"/>		Start Date <input type="text" value="01/01/2020"/>
Unit of Pay <input type="text" value="Hours of pay"/>		Stop Date <input type="text" value="12/31/2020"/>

- 6.
7. Make sure to choose the correct Pay Cycle and Earnings Type for your organization.
8. If you are choosing to link it to a Time Off Plan, make sure to choose the Absence Reason Code on the **OTHER** tab.

Earnings Codes Detail - Enterprise

Code Description

General	Other	General Ledger
Automatic Allocation <input type="radio"/> Yes <input checked="" type="radio"/> No		Time Clock Pay Type Code <input type="text"/>
Shift Differential Component <input type="radio"/> Yes <input checked="" type="radio"/> No		HR Benefit Code <input type="text" value="[Not Linked]"/>
Include in Retro Pay Calcs <input type="radio"/> Yes <input checked="" type="radio"/> No		Absence Reason Code <input type="text"/>
Include in Accrual Hours <input type="radio"/> Yes <input checked="" type="radio"/> No		
Include in FLSA Calculations <input type="radio"/> Yes <input checked="" type="radio"/> No		
Automatically Reset Balance Amount at Year End <input type="radio"/> Yes <input checked="" type="radio"/> No		

9. Make sure to update your Tax Codes with the new FFRC code in Set up, Payroll and Tax Codes.
10. If needed make sure to add to any other codes that would use this as a earnings basis.

11. Add your code for the General Ledger.
12. This code can then be added for pay to anyone who is affected within their Timesheet.

For use with Sage HRMS Payroll

1. Log in and Access Set up
2. Choose Payroll
3. If needed, Choose General Ledger and add a new GL Code for use
4. From Earnings/Deductions/Taxes choose Earning/Deductions Codes
5. Add a new code and description.
6. If adding an Earning set up as you see below. If creating an accrual to track with a Time Off Plan got to Step 10.

Earning/Deduction Codes

Earning/Deduction 0200 Description Emergency Paid Sick Leave

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

Short Description	EPSL	Last Maintained	/ /
Category	Earning	<input type="checkbox"/> Inactive as of	/ /
Type	Salary & Wages	<input checked="" type="checkbox"/> Print Earning/Deduction On Check	
Employee Calc. Method	Hourly Rate	<input type="checkbox"/> Subject to Workers' Compensation	
		<input type="checkbox"/> Include in FLSA Overtime Calculation	
Frequency	Biweekly		
Level	10		
Starts	Date of Hire		
Ends	/ /		

Add
Delete
Close

7. Click on the Employee Tab and add applicable taxes
8. Make sure to add your GL Distribution Code
9. You can use Assign Earnings/Deductions to push out to applicable employees or enter directly into the Employees Pay Detail.

10. FOR USE WITH ACCRUAL CODE – Make sure to link to an Accrual Earning

Earning/Deduction Codes

Earning/Deduction: 0200 Description: Emergency Paid Sick Leave

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

Short Description: EPSL Last Maintained: / /

Category: Accrual ☐ Inactive as of: / /


Type: Sick ☒ Print Earning/Deduction On Check


Employee Calc. Method: Hours per Hour Worked ☐ Subject to Workers' Compensation

Level: 10

Starts: Date of Hire

Ends: / /

Linked Accrual Earning: 



Add Delete Close

11. On the Employee Tab add applicable taxes. Also Make sure to set Through Service Year to 99 and add a Max Accrual and Max Carryover of 999.99 to allow the code to calculate correctly.
12. Make sure to add a GL Distribution code.
13. If you are using only as an Earning, you can use Assign Earnings/Deductions to push out to applicable employees or enter directly into the Employees Pay Detail.
14. If you are using as an accrual now is the time to create your [Time Off Plan](#).
15. When you create a Time Off plan and add to employees the Accrual Earning Code will automatically appear in the Employees Pay Detail

Time Off Plans

For Sage HRMS

1. Access Set up and Time Off
2. Choose Absence Reason Codes
3. Click Add and create a new code to track absences
4. Choose Attendance Plans
5. Click Add
6. Set the plan up as seen below

Attendance Plans Detail - Dunedin Enterprises - US

Code: Description:

General | Seniority Levels | Absence Reason Codes | Point System

☐ Use Payroll Accrual Rules

Plan Type:

Plan Year:

Calculation Method:

Accrual Period:

Payroll Accrual:

☐ Absence Transaction:

- 7.
8. Make plan a Lump Sum and follow guidelines to set up how much time is available to the employee
9. Create this as an Annual Plan since it is set to end 12/31/2020.
10. Makes sure to choose the Payroll Accrual Code you created from the Drop-Down List.
11. Access Absence Reason Codes tab and choose your newly created code
12. Add Plan to employees individually as needed or as a group in Time Off, Processes and Add Attendance Plans

For Sage Abra Suite

1. Access Set up and Time Off
2. Choose Absence Reason Codes
3. Click Add and create a new code to track absences
4. Choose Attendance Plans
5. Click Add

6. Set the plan up as seen below

Attendance Plans Detail - Enterprise

Code EPSL **Description** Emer Paid Sick Leave

General Seniority Levels Absence Reason Codes Point System

Plan Type FMLA Maximum Available 99999.99

Plan Year Annual Maximum Carryover Per Year 99999.99

Calculation Method Lump Sum Maximum Total Carryover 99999.99

Accrual Period Year

☐ Accrue Lump Sum Amount Based on Plan Year Start Date

☐ Absence Transactions Affect Perfect Attendance

☐ Accrue Time Based on Actual Hours Worked

OK Cancel Apply

7. Make plan a Lump Sum and follow guidelines to set up how much time is available to the employee.

Attendance Plans Detail - Enterprise

Code EPSL **Description** Emer Paid Sick Leave

General Seniority Levels Absence Reason Codes Point System

After Months Hours Earned

Level 1	0	80.00	Level 6	0	0.00
Level 2	0	0.00	Level 7	0	0.00
Level 3	0	0.00	Level 8	0	0.00
Level 4	0	0.00	Level 9	0	0.00
Level 5	0	0.00	Level 10	0	0.00

OK Cancel Apply

8. Create this as an Annual Plan since it is set to end 12/31/2020.
9. Access Absence Reason Codes tab and choose your newly created code
10. Add Plan to employees individually as needed or as a group in Time Off, Processes and Add Attendance Plans