

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

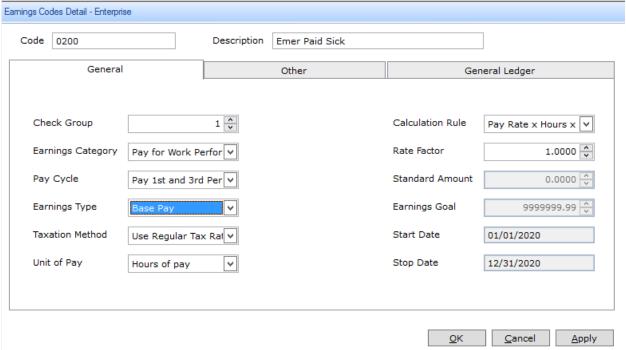
To create the codes that will be needed you will need to access your Setup for the Payroll module in Sage Abra Suite or HRMS. We suggest the creation of new earnings codes to handle the new pay. A Time Off Plan can be created to track time if needed and we will include those instructions also. (These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

For use with Sage Abra Suite

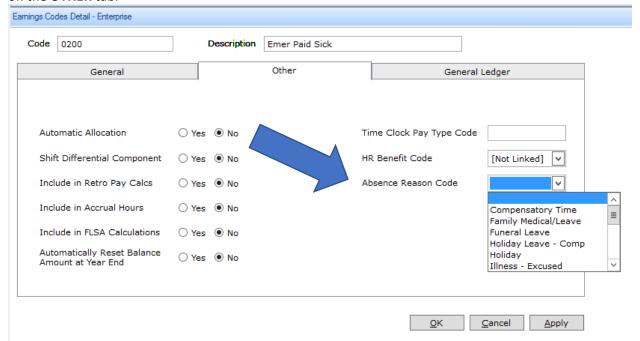
- 1. Log in and Access Set up
- 2. Choose Payroll



- 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



- 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.



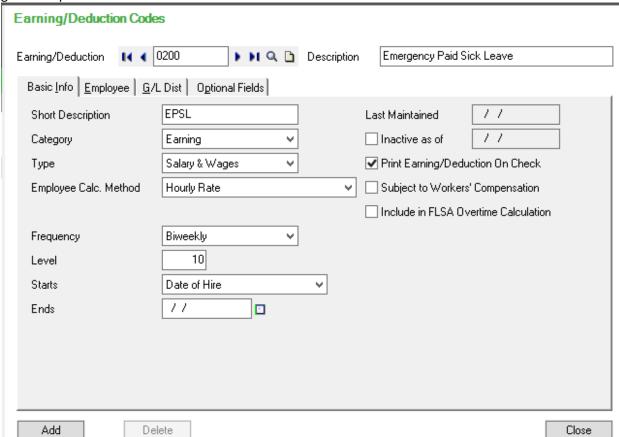
- 9. Make sure to update your Tax Codes with the new FFRCA code in Set up, Payroll and Tax Codes.
- 10. If needed make sure to add to any other codes that would use this as a earnings basis.



- 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

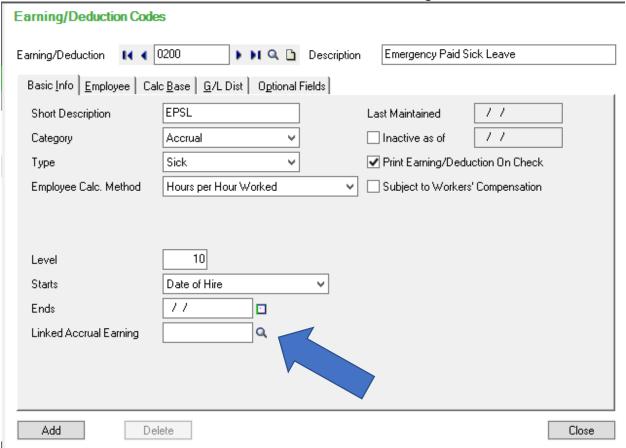
- 1. Log in and Access Set up
- 2. Choose Payroll
- 3. If needed, Choose General Ledger and add a new GL Code for use
- 4. From Earnings/Deductions/Taxes choose Earning/Deductions Codes
- 5. Add a new code and description.
- 6. If adding an Earning set up as you see below. If creating an accrual to track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



- 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



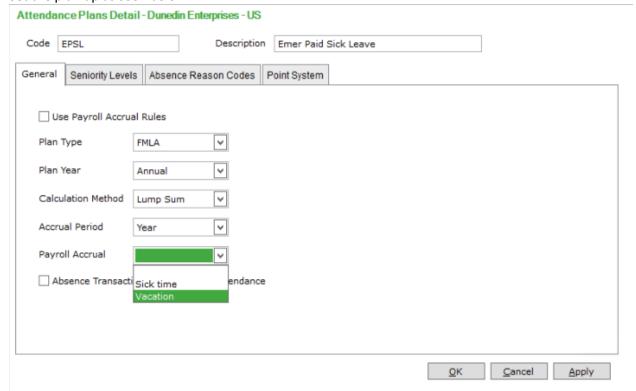
- 11. On the Employee Tab add applicable taxes. Also Make sure to set Through Service Year to 99 and add a Max Accrual and Max Carryover of 999.99 to allow the code to calculate correctly.
- 12. Make sure to add a GL Distribution code.
- 13. If you are using only as an Earning, you can use Assign Earnings/Deductions 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 <u>Time Off Plan</u>.
- 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



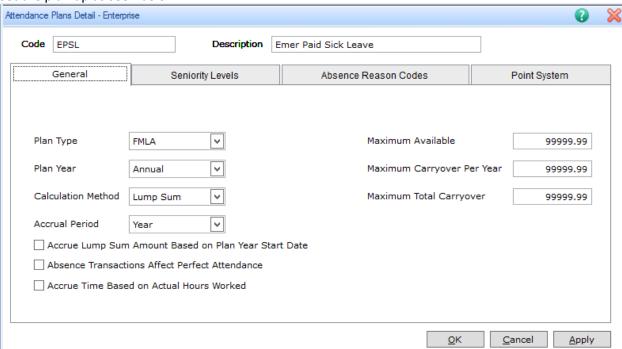
- 7.
- 8. Make plan a Lump Sum and follow guidelines to set up how much time is available to the employee
- 9. Create this as an Annual Plan since it is set to end 12/31/2020.
- 10. Makes sure to choose the Payroll Accrual Code you created from the Drop-Down List.
- 11. Access Absence Reason Codes tab 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

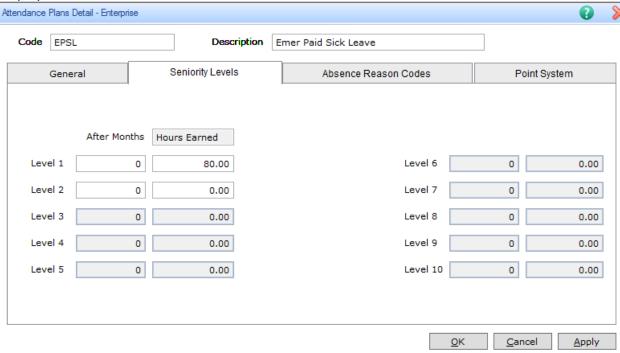
- 1. Access Set up and Time Off
- 2. Choose Absence Reason Codes
- 3. Click Add and create a new code to track absences
- 4. Choose Attendance Plans
- 5. Click Add



6. Set the plan up as seen below



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



- 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
- Add Plan to employees individually as needed or as a group in Time Off, Processes and Add Attendance Plans