COVID-19 Payroll Processing Guide

Revision History

| Date | Description of Revision | Revised Pages |
|----------------|--|-------------------------------|
| April 3, 2020 | Initial release. | |
| April 16, 2020 | In <i>Phase 2 Setup (Optional)</i> section of the guide, updated amount to be entered in Pay Frequency tab of Company Benefits screen from "1.00" to "100.000" for the following benefit codes: CX01, CX02, CX03, CXS1, CXS2, and CXS3. Update is also reflected in related screenshots. | 50, 53, 56, 60, 64, and 68 |

Overview

The FFCRA's paid leave provisions are effective on April 1, 2020, and apply to leave taken between April 1, 2020, and December 31, 2020.

R12-V12-010-2 Testing

Previous versions of CMiC may operate differently. Clients who experience variances should contact CMiC client services for guidance.

CMiC requests that all clients, where possible, use the same code-naming conventions as defined in this document. If codes are the same, it will enhance speed in support calls.

Master Leaves

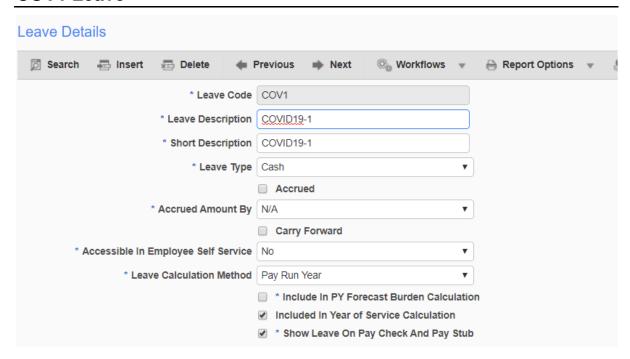
Users must add the following new master leaves to accommodate three scenarios:

- **COV1** Two weeks (up to 80 hours) of **paid sick leave** at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined.
- **COV2** Two weeks (up to 80 hours) of **paid sick leave** 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.
- COV3 Up to an additional 10 weeks of paid expanded family and medical leave at
 two-thirds the employee's regular rate of pay where an employee has been employed for
 at least 30 calendar days.

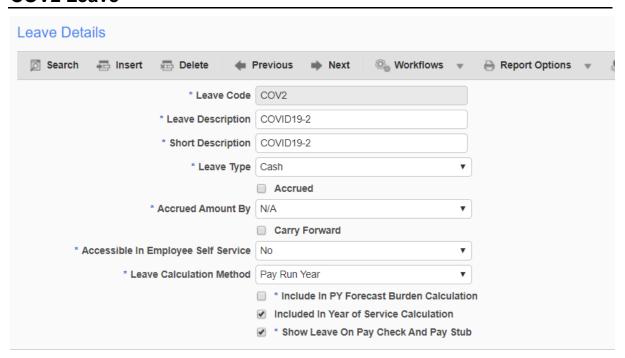
Master leave codes are created on the Leaves Master screen in the US Payroll module (*US Payroll > Administration > Leaves > Master*).

Add the following leaves to the master table, as shown in the subsections that follow.

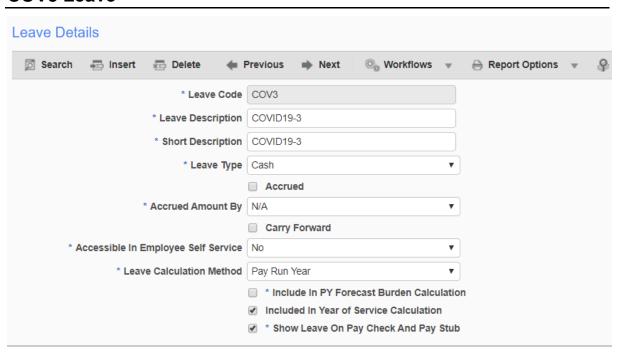
COV1 Leave



COV2 Leave



COV3 Leave

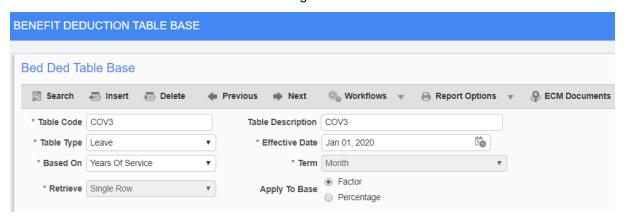


Benefit Deduction Table Base

The Benefit Deduction Table Base screen can be accessed from *US Payroll > Administration > Leaves > Table Bases*.

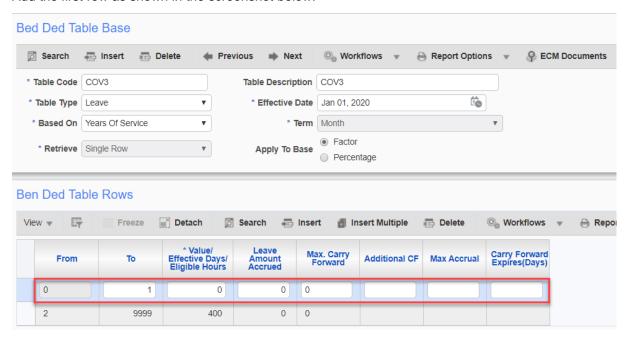
Click [Insert] in the block toolbar.

Add Table Code "COV3" as shown in the following screenshot.



Click [Insert] in the lower section of the screen.

Add the first row as shown in the screenshot below.



Click [Insert] and add the second row. Click [Save] in the top right corner when done.

This will accommodate the 1-month eligibility period for COV3 Leave.

Company Leaves



The Company Leaves screen can be accessed from *US Payroll > Administration > Leaves > Company*.

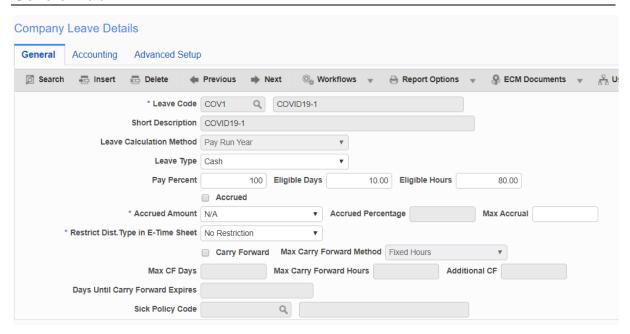
Define Pay Group as "ALL".

Any exceptions to the "ALL" Pay Group can be added separately. That will override the "ALL" Pay Group.

Add COV1, COV2, and COV3 leave codes to the Company Leave Details section of the screen, as shown in the subsections that follow.

COV₁

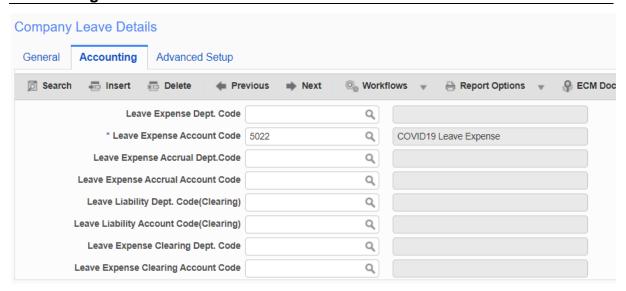
General Tab



Click [Insert] in the block toolbar.

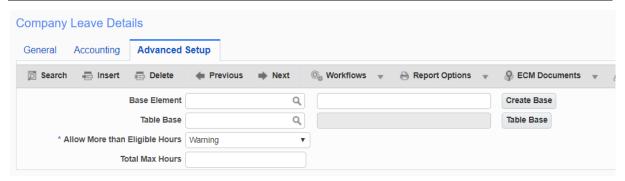
Add COV1 to the General tab, as shown in the screenshot above.

Accounting Tab



The user will need to determine what GL account they want to use for these COVID earnings. It may be that they want to add a new GL code to capture the full costs of COVID payroll earnings. In this example, a new GL code 5022 was added, which you will see throughout this document.

Advanced Setup Tab



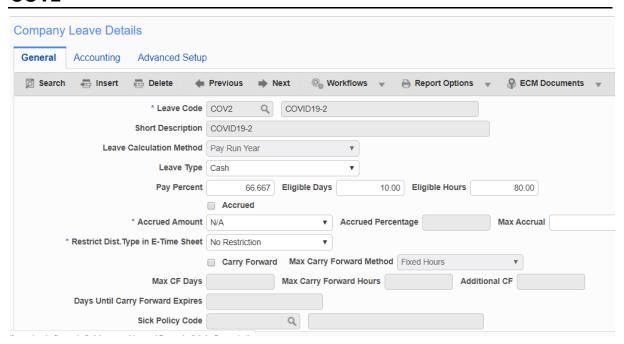
The Allow More than Eligible Hours field is determined by the user.

Selecting "Warning" in this field will allow the user to pay more than the eligible hours. The system will display a BLUE warning message at the top of the timesheet when saving the record.

If "NO" is selected, the system will display a RED warning message at the top of the timesheet and prevent you from saving the record.

Click [Save] in the top right corner of the screen to save the record.

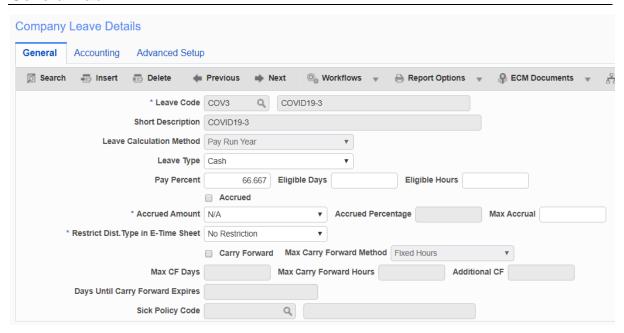
COV₂



Select [Insert] in the block toolbar and add COV2 to the Accounting tab and Advanced Setup tab, same as COV1 (see COV1 section).

COV₃

General Tab



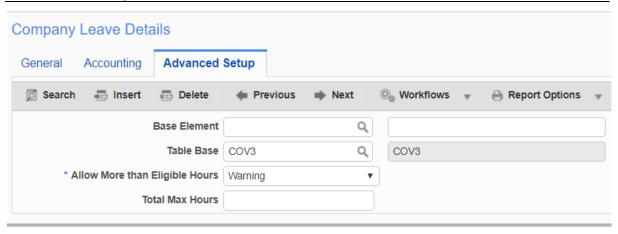
Click [Insert] on the block toolbar and add COV3 as shown in the screenshot above.

NOTE: The Eligible Days and Eligible Hours are using the Table Base from the Advanced Setup tab. (An employee must be employed for 30 days to get this leave.)

Accounting Tab

The Accounting tab setup is the same as COV1 (see COV1 section).

Advanced Setup Tab



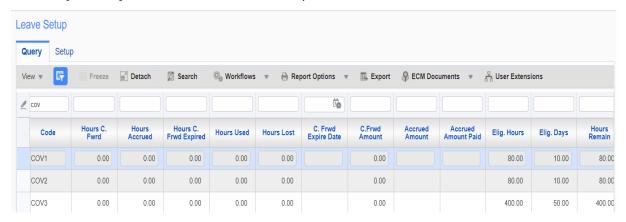
Select Table Base COV3.

Hourly Employees

Let's look at an employee record by navigating to *US Payroll > Administration > Employee*. Select an employee.



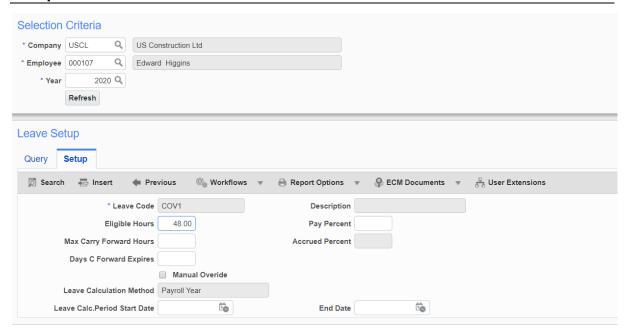
Click the [Refresh] button to view the Leave Setup.



The user may override the default eligibility at the employee level if necessary.

Click the record to be overridden, which highlights the row, and select the Setup tab.

Setup Tab



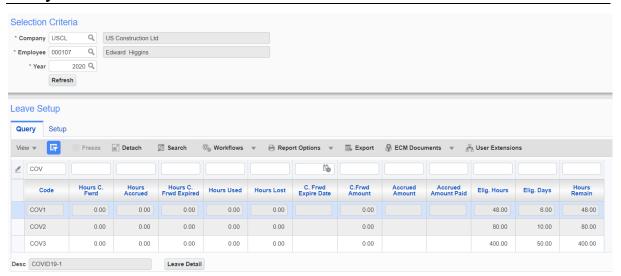
Click [Insert] in the block toolbar and the highlighted leave you selected will populate the Leave Code field.

Enter the desired change.

In our example, COV1 is being changed from 80 Elig. Hours to 48 Elig. Hours.

Click [Save].

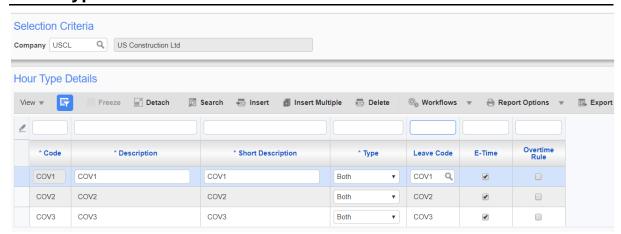
Query Tab



Click Query tab > [Refresh].

The Elig. Hours has been updated to 48 from 80.

Hour Type Codes



The Hour Type Maintenance screen can be accessed from *US Payroll > Setup > Company > Hour Types*.

The setup on this screen will allow the user to pay hours type COV1, COV2 or COV3 on the timesheet.

Click [Insert] on the block toolbar to add each one individually.

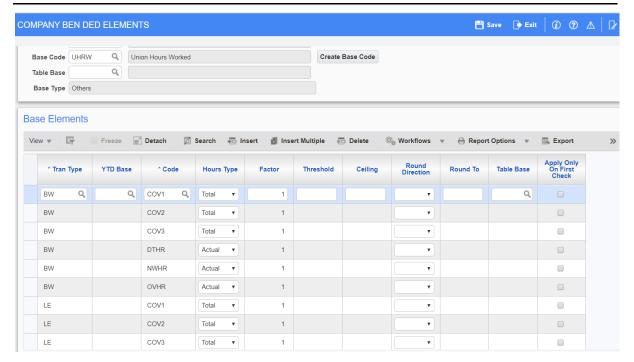
Select the appropriate "Leave Code":

COV1 to COV1

COV2 to COV2

COV3 to COV3

Benefit and Deduction Base Elements



If the COVID leave earning is to be used for any benefit or deduction calculations, the leave code must be added to the Base Elements table (*US Payroll > Administration > Leaves > Base Elements*).

Select your base code in the top section of the screen.

Click [Insert] in the block toolbar in the bottom section of the screen and add each row as shown in the screenshot above.

Each COV code should be added twice: once for Trans Type "BW" and the other for Trans Type "LE".

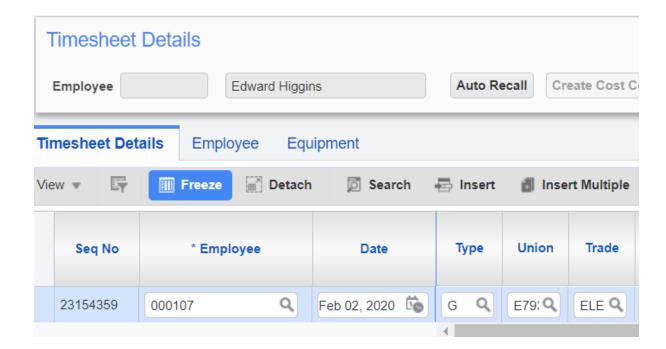
Click [Save] in the top right corner when done.

Timesheet Entry

The Timesheet Entry screen can be accessed from US Payroll > Timesheet > Timesheet Entry.

Timesheet Entry - Hourly Employee

The Type field on the timesheet should be "G" (General) if you do not want these earnings being costed to a job.



In this example, one employee is being paid three separate COV types. This is only to show what each COV type will do when processing payroll. The user is likely to only process one COV type in a payroll process.



Timesheet Edit Report

The Timesheet Edit Report can be accessed from *US Payroll > Timesheet > Reports > Timesheet Edit Listing Report*.

This Timesheet Edit Report will display the employee rate at 100%. The employee pay will be reduced when the timesheet is posted, as shown in the following screenshot.

USCL - US Construction Ltd PAYROLL - TIMESHEET EDIT LIST BY EMPLOYEE

Page 1 of 1
Date: Mar 31, 2020
Time 9:54 AM EDT

| ate | Comp | TRN TYP | Job/Eqp/WO Code | Phase/ Equip. Cat. | Cat./Tr/ WO Exp | WCB Code | <u>Union</u> | Trade / Batch# | Work Loc. | <u>Dept</u> | Account | Tran Stat. | Rate Type/ Shift/Void | Expen | | <u>Pa</u> ours | <u>yRate</u> | Amount | <u>Billable</u> <u>Rate</u> | Billable Amoun |
|-------------|-------|------------|--------------------|-----------------------|--------------------|-------------|--------------|-------------------|--------------|-------------|---------|---------------|--------------------------|------------|-------|-------------------|--------------|----------|--------------------------------|-------------------|
| imployee: 0 | 00107 | | Edward Higgi | ins | | | | | | | | NWHR | 0 | OVHR | 0 | 1 | DTHR: | 0 | OTHR: 30 | |
| eriod: | 4 | | | | | | | | | | | | | | | | | | | |
| 2-Feb-2020 | USCL | G | | | | 5190 | E793 | ELEC | JACK | 90 | 5020 | N | COV1 | 0.00 | | 5.00 | 40.000 | 200.00 | 0.000 | 0.0 |
| | | | | | | | | | | | | | All Shifts | | | | | | | |
| 2-Feb-2020 | USCL | G | | | | 5190 | E793 | ELEC | JACK | 90 | 5020 | N | COV3 | 0.00 | | 5.00 | 40.000 | 600.00 | 0.000 | 0.00 |
| | | | | | | | | | | | | | All Shifts | | | | | | | |
| 2-Feb-2020 | USCL | G | | | | 5190 | E793 | ELEC | JACK | 90 | 5020 | N | COV2 | 0.00 | | 0.00 | 40.000 | 400.00 | 0.000 | 0.0 |
| | | | | | | | | | | | | | All Shifts | | | | | | | |
| | | | | | | | | | | | | | | riod 4 Tot | al: 3 | 0.00 | | 1,200.00 | ·········· <u>···</u> | 0.00 |
| | | | | | | | | | | | | | Empl | oyee Tot | al: 3 | 0.00 | - | 1,200.00 | _ | 0.00 |
| | | | | | | | | | | | | | | Grand Tot | al: 3 | 0.00 | - | 1,200.00 | _ | 0.00 |

The screenshot below shows an example of the Timesheet Posting Report.

NOTE: The employee pay rate has been reduced to 66.667% for COV2 and COV3.

| | USCL - US Construction Ltd PAYROLL - TIMESHEET POSTING HISTORY REPORT | | | | | | | | Page 1 of 1 Date: Mar 31, 2020 Time 9:58 AM EDT | | | |
|--------------|---|--------|--------------------------|-----------------------------------|------------------|------------------|--------|--------|---|----------------|------------------|--|
| Date | Work Comp | Тур | Job/Dept/EQP/ WO Code | Phase/Acct/ Cat/WO Line No. | Cat/Tr/WO Exp | Transaction | Hrs/Qt | Pay | Pay | Charge Rate | Charge Amount | |
| Employee : | Edward | Higgin | 3 | | | | | | | | | |
| Feb 02, 2020 | USCL | G | 90 | 5022 | | COV3 | 15.00 | 26.667 | 400.00 | 26.667 | 400.00 | |
| Feb 02, 2020 | USCL | G | 90 | 5022 | | COV2 | 10.00 | 26.667 | 266.67 | 26.667 | 266.67 | |
| Feb 02, 2020 | USCL | G | 90 | 5022 | | COV1 | 5.00 | 40.000 | 200.00 | 40.000 | 200.00 | |
| | | | | | | Employee Total : | 30.00 | | 866.67 | | 866.67 | |
| | | | | | | Grand Total : | 30.00 | _ | 866.67 | | 866.67 | |

Register Report

The Register Report can be accessed from US Payroll > Processing > Reports > Register Report.

Payroll Register

| Employee | 000107 | Edward Higgins | | | Union | : E793 | IBEW Local 793 / 480 | Trade | ELEC | Electrician | |
|------------|-----------|----------------|-------|--------|-------|--------------|----------------------|--------|------|-------------------------|-----------|
| Check No.: | : | User Check | | | Chec | :k | 661.92 | Check | | | |
| Net Pay : | 661.92 | | | | | | | | | | |
| COV1 | COVID19-1 | 40.000 | 5.00 | 200.00 | FWT | Federal Wi | hhold (*ALL) | -93.27 | MXWG | COVID Max Wages | 44,286.84 |
| COV3 | COVID19-3 | 26.667 | 15.00 | 400.00 | MEDE | Medicare E | mploye (*ALL) | -14.31 | UVAC | Union Vacation | 120.00 |
| COV2 | COVID19-2 | 26.667 | 10.00 | 266.67 | SOCE | Social Seco | urity (*ALL) | -61.17 | FUTR | FUTA Employer (*ALL) | 5.92 |
| | | | | | STAT | State Withir | oldin (**MS) | -36.00 | MEDR | Medicare Employe (*ALL) | 14.31 |
| | | | | | | | | | SOCR | Social Security (*ALL) | 61.17 |

Pay Slip

| Employee ID | Employee Na | me | | Employee Type | e Peri | od Starting | Period Ending | Pay Date | Check Sort | |
|--|----------------|---------|-------|---------------|--------|--------------------|---------------|------------|------------|--------|
| 000107 | Higgins, Edwa | rd | | Hourly | 02-0 | 2-2020 | 02-15-2020 | 02-21-2020 | | |
| Net Pay Calculat | tion | Total I | Hours | Current | YTD | Pre-Tax De | eductions | | Current | YTD |
| Gross Pay | | | 30.00 | 866.67 | 866.67 | Total Pre-Ta | x Deductions | | 0.00 | |
| Bonus | | | | 0.00 | 0.00 | Taxes With | held ** | | Current | YTD |
| Other Earnings & R | Reimbursements | | | 0.00 | 0.00 | State Withho | Idin MS | | 36.00 | 36.00 |
| Taxes And Deduction | ons | | | 204.75 | 204.75 | Federal With | hold | | 93.27 | 93.27 |
| Net Pay | | | | 661.92 | 661.92 | Medicare Em | ploye | | 14.31 | 14.31 |
| (a. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. | | | | | | Social Secur | ity | | 61.17 | 61.17 |
| Check Amount | | | | 661.92 | 661.92 | Total Taxes | Withheld | | 204.75 | 204.75 |
| Earnings | | Ho | urs | Earnings | 3 | After Tax I | Deductions | | Current | YTD |
| Summary | Rate | Current | YTD | Current | YTD | Total After 1 | ax Deductions | | 0.00 | 0.00 |
| COV1 | | 5.00 | 5.00 | 200.00 | 200.00 | Direct Dep | osit | | Current | YTD |
| COV2 | | 10.00 | 10.00 | 266.67 | 266.67 | Direct Dep | osit | | Julione | 110 |
| COV3 | | 15.00 | 15.00 | 400.00 | 400.00 | | | | | |
| Other Earnings a | and Reimb. | Taxa | ble | Current | YTD | | | | | |
| Total Other Earning | as & Reimb | | | 0.00 | 0.00 | | | | | |

YTD 44,286.84 120.00

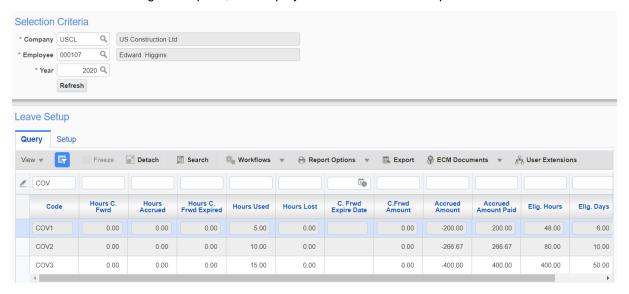
Current

| Non Cash Com | pensation | | | C |
|----------------------|-----------|--------|-------|--------|
| COVID Max Wag | es | | | 44, |
| Union Vacation | | | | |
| Leave | С | Accrue | Used | Balanc |
| COVID19-3 | 0.00 | 0.00 | 15.00 | 385.00 |
| COVID19-2 | 0.00 | 0.00 | 10.00 | 70.00 |
| COVID19-1 | 0.00 | 0.00 | 5.00 | 43.00 |

| | Statu | 8 | Exemp | Additional |
|---------|-------|---|-------|------------|
| Federal | S | 1 | 0 | |
| State: | S | 1 | 0 | |

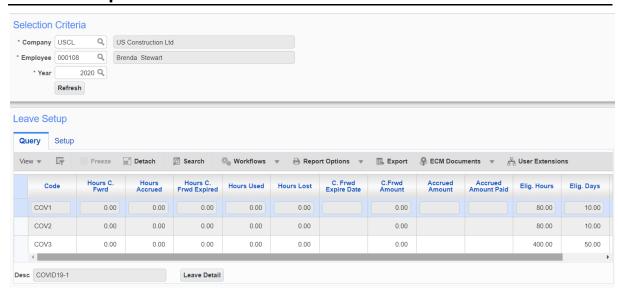
^{**} Employer Paid

Once Check Processing is complete, the Employee Leave table will be updated.

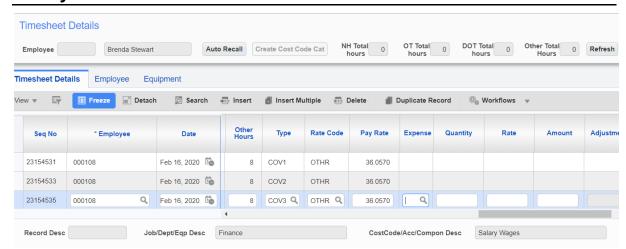


Salaried Employees

Leave Setup

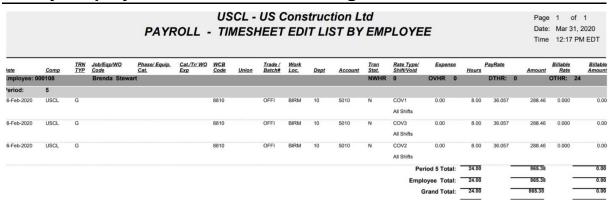


Salary Timesheet



Similar to the hourly employee, the employee rates have not yet reduced when entering COVID hours onto the timesheet.

Salary Employee Timesheet Edit Listing



Similar to the hourly employee, the employee rates have not yet reduced when running the Timesheet Edit Report.

Salary Employee Payroll Register



Phase 2 Setup (Optional)

Leave Maximums

NOTE: This is an optional design setup.

Now that you have populated all necessary tables to pay employees COVID - 19 leaves, we need to look at the maximum amounts an employee can receive in each of those leaves as defined in the legislation.

For clients that do not want to apply the daily dollar limits inherent in the legislation, this phase 2 design setup may be disregarded.

Additionally, if the client chooses to disregard the maximum leave amounts, they have the option to apply manual overrides on the employee timesheet.

This will be discussed on the last page of this document (refer to Overriding the Rate on Employee Timesheet – For Hourly Employees Only section).

DISCLAIMER NOTE:

When setting up your payroll tables in your CMiC software, it is critical that all the codes defined in this document be set up as stated in this document.

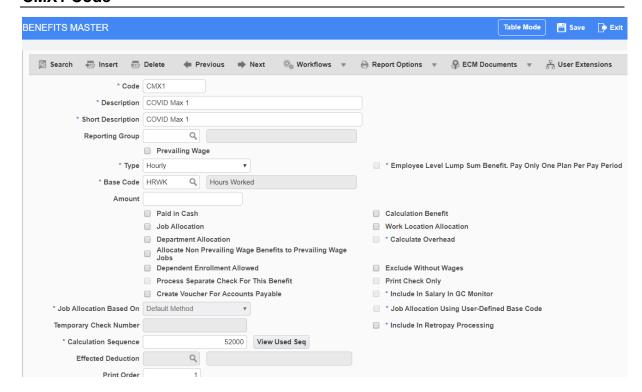
If the user links an incorrect code to a table, the employee paycheck will be incorrect.

This approach will only work for hourly - paid employees.

COVID Maximum Leave Codes

The following subsections describe how to create the COVID maximum leave codes.

CMX1 Code



From the Treeview, select US Payroll > Administration > Benefits > Master.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CMX1

Description - COVID Max 1

Short Description - COVID Max 1

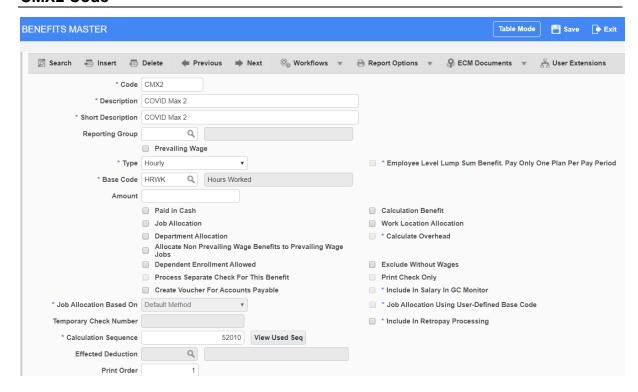
Type - Hourly

Base Code - HRWK will default

Calculation Sequence - 52000 is recommended if not previously used

Print Order - 1

CMX2 Code



From the Treeview, select US Payroll > Administration > Benefits > Master.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CMX2

Description - COVID Max 2

Short Description - COVID Max 2

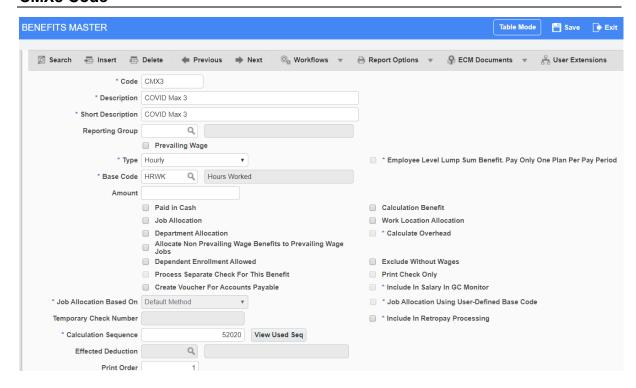
Type - Hourly

Base Code - HRWK will default

Calculation Sequence – 52010 is recommended if not previously used

Print Order - 1

CMX3 Code



From the Treeview, select *US Payroll > Administration > Benefits > Master*.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CMX3

Description - COVID Max 3

Short Description - COVID Max 3

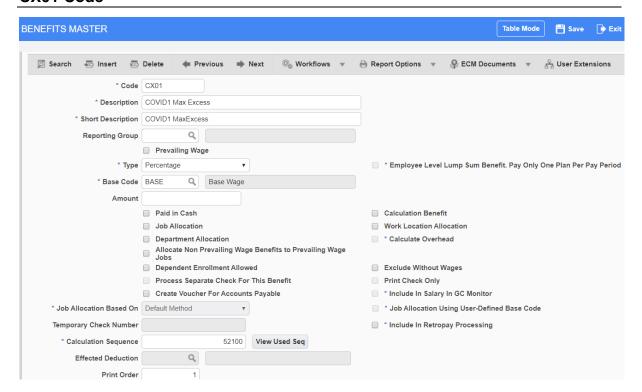
Type - Hourly

Base Code - HRWK will default

Calculation Sequence - 52020 is recommended if not previously used

Print Order - 1

CX01 Code



From the Treeview, select *US Payroll > Administration > Benefits > Master*.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CX01

Description - COVID1 Max Excess

Short Description - COVID1 MaxExcess

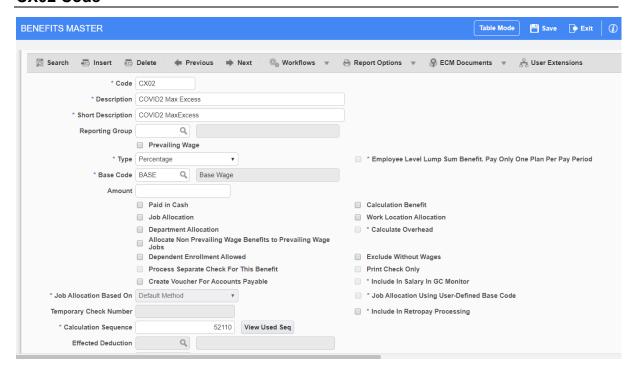
Type - Percentage

Base Code - BASE will default

Calculation Sequence – 52100 is recommended if not previously used

Print Order - 1

CX02 Code



From the Treeview, select *US Payroll > Administration > Benefits > Master*.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CX02

Description - COVID2 Max Excess

Short Description - COVID2 MaxExcess

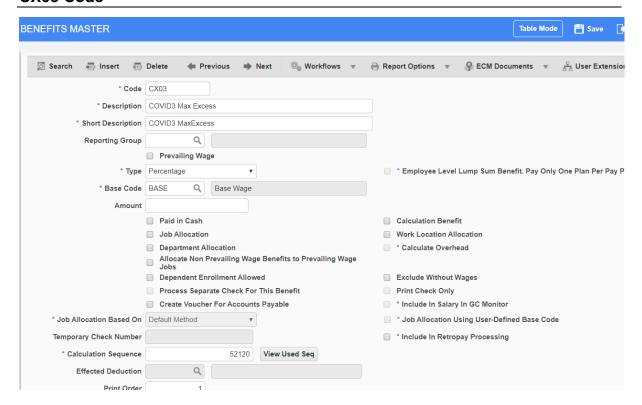
Type – Percentage

Base Code - BASE will default

Calculation Sequence – 52110 is recommended if not previously used

Print Order - 1

CX03 Code



From the Treeview, select US Payroll > Administration > Benefits > Master.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CX03

Description - COVID3 Max Excess

Short Description - COVID3 MaxExcess

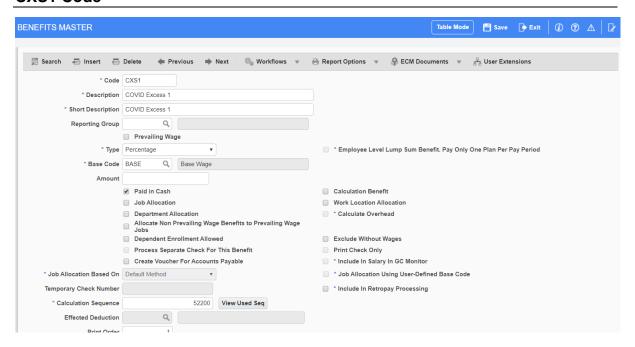
Type - Percentage

Base Code - BASE will default

Calculation Sequence – 52120 is recommended if not previously used

Print Order - 1

CXS1 Code



From the Treeview, select *US Payroll > Administration > Benefits > Master*.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CXS1

Description - COVID Excess 1

Short Description - COVID Excess 1

Type - Percentage

Base Code - Base will default

Paid in Cash - check this box

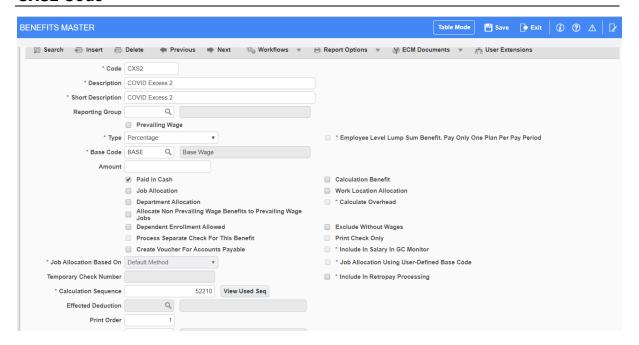
Calculation Sequence - 52200 is recommended if not previously used

Print Order - 1

Click [Save] in the top right of the screen to save the record.

Continue adding the next 2 codes on the Benefits Master table.

CXS2 Code



From the Treeview, select *US Payroll > Administration > Benefits > Master*.

Select [Insert] in the block toolbar.

Complete the fields as follows:

Code - CXS2

Description - COVID Excess 2

Short Description - COVID Excess 2

Type - Percentage

Base Code - Base will default

Paid in Cash - check this box

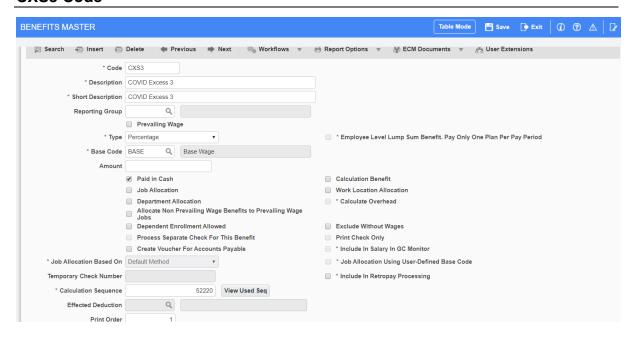
Calculation Sequence - 52210 is recommended if not previously used

Print Order - 1

Click [Save] in the top right of the screen to save the record.

Continue adding the final code to the Benefits Master table.

CXS3 Code



From the Treeview, select *US Payroll > Administration > Benefits > Master*.

Click [Insert] in the block toolbar.

Complete the fields as follows:

Code - CXS3

Description - COVID Excess 3

Short Description - COVID Excess 3

Type - Percentage

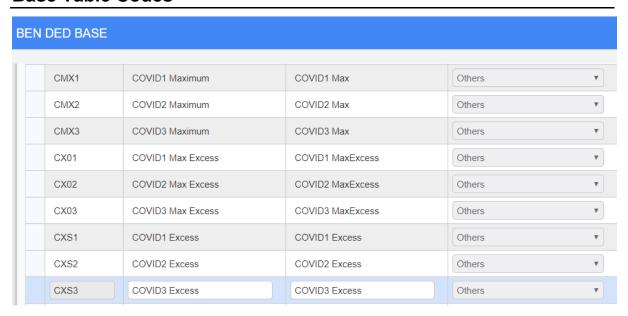
Base Code - Base will default

Paid in Cash - check this box

Calculation Sequence – 52220 is recommended if not previously used

Print Order - 1

Base Table Codes



From the Treeview, select US Payroll > Administration > Benefits > Bases.

In this table, you will be adding nine codes: three to determine the maximum payment allowed, three to capture the excess (from the defined maximum), and three to deduct the excess.

Select [Insert] in the block toolbar.

Complete the fields as follows:

Code - CMX1

Description - COVID1 Maximum

Short Description - COVID1 Max

Base Code Type - Other

Click [Save] in the top right of the screen to save the record.

Click [Insert] in the block toolbar.

Continue adding the additional eight codes exactly as shown in the screenshot above. Click [Save] after each one.

Base Elements

In this table, you will be adding the nine base elements to the nine codes previously set up in the Bases table.

CMX1

From the Treeview, select US Payroll > Administration > Benefits > Base Elements.

Base Code - Select CMX1. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

Complete the fields as follows:

Tran Type - BW

Code - COV1

Hours Type – Actual

Factor – 63.875 (This value is calculated using the daily max limit of \$511 / 8 hours)

Select [Insert] in the block toolbar.

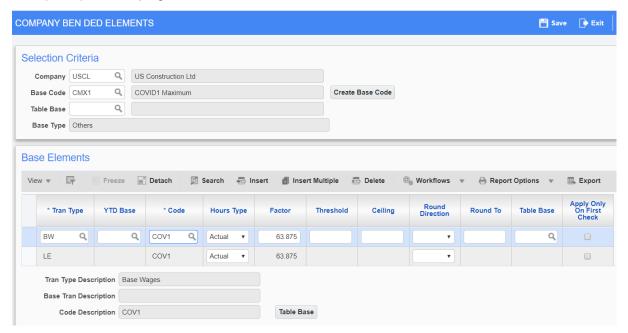
Complete the fields as follows:

Tran Type – LE

Code - COV1

Hours Type - Actual

Factor – 63.875 (This value is calculated using the daily max limit of \$511 / by 8 hours)



CMX2

From the Treeview, select US Payroll > Administration > Benefits > Base Elements.

In the top section of the screen, change the Base Code by selecting CMX2. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

Complete the fields as follows:

Tran Type - BW

Code - COV2

Hours Type - Actual

Factor – 25 (This value is calculated using the daily max limit of \$200 / 8 hours)

Click [Insert] in the block toolbar.

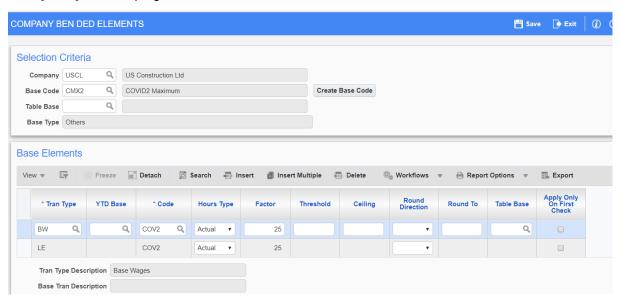
Complete the fields as follows:

Tran Type – LE

Code - COV2

Hours Type - Actual

Factor – 25 (This value is calculated using the daily max limit of \$200 / 8 hours)



CMX3

From the Treeview, select US Payroll > Administration > Benefits > Base Elements.

In the top section of the screen, change the Base Code by selecting CMX3. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

Complete the fields as follows:

Tran Type - BW

Code - COV3

Hours Type - Actual

Factor – 25 (This value is calculated using the daily max limit of \$200 / 8 hours)

Click [Insert] in the block toolbar.

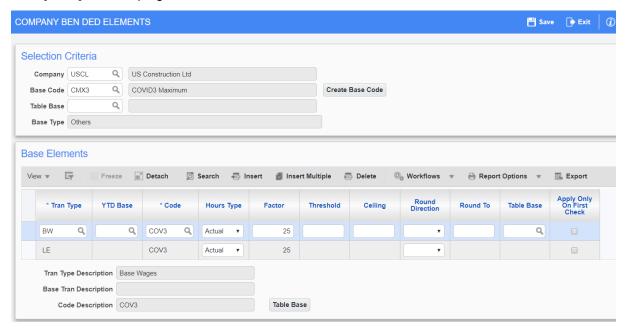
Complete the fields as follows:

Tran Type - LE

Code - COV3

Hours Type - Actual

Factor – 25 (This value is calculated using the daily max limit of \$200 / 8 hours)



From the Treeview, select *US Payroll > Administration > Benefits > Base Elements*.

In the top section of the screen, change the Base Code by selecting CX01. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

Complete the fields as follows:

```
Tran Type – BN
```

Code – CMX1

Hours Type – leave blank

Factor - NEGATIVE 1

Click [Insert] in the block toolbar.

Complete the fields as follows:

Tran Type - BW

Code - COV1

Hours Type - Total

Factor - 1

Click [Insert] in the block toolbar.

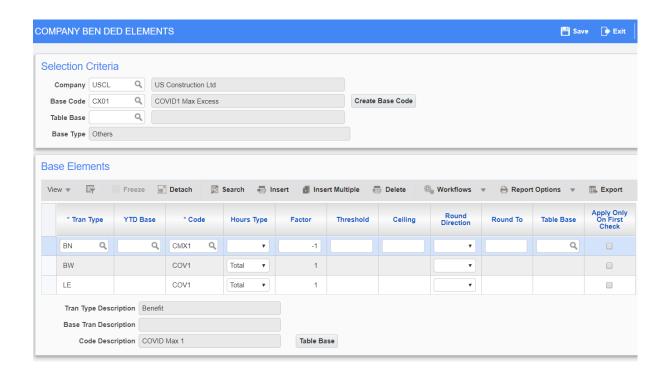
Complete the fields as follows:

Tran Type - LE

Code - COV1

Hours Type - Total

Factor - 1



CX02

From the Treeview, select *US Payroll > Administration > Benefits > Base Elements*.

In the top section of the screen, change the Base Code by selecting CX02. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

Complete the fields as follows:

```
Tran Type – BN
```

Code - CMX2

Hours Type – leave blank

Factor - NEGATIVE 1

Click [Insert] in the block toolbar.

Complete the fields as follows:

Tran Type - BW

Code - COV2

Hours Type - Total

Factor - 1

Click [Insert] in the block toolbar.

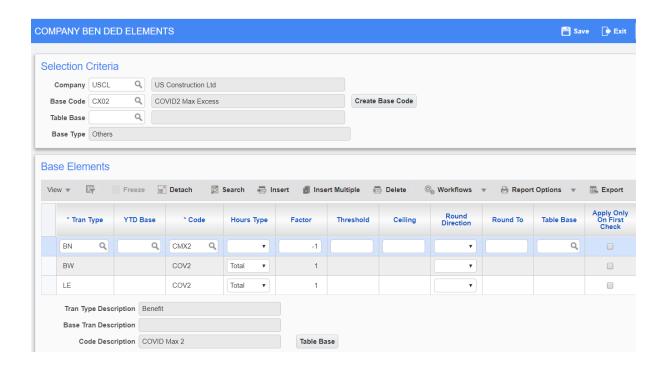
Complete the fields as follows:

Tran Type - LE

Code - COV2

Hours Type - Total

Factor - 1



CX03

From the Treeview, select *US Payroll > Administration > Benefits > Base Elements*.

In the top section of the screen, change the Base Code by selecting CX03. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

Complete the fields as follows:

```
Tran Type – BN
```

Code - CMX3

Hours Type – leave blank

Factor - NEGATIVE 1

Click [Insert] in the block toolbar.

Complete the fields as follows:

Tran Type - BW

Code - COV3

Hours Type - Total

Factor - 1

Click [Insert] in the block toolbar.

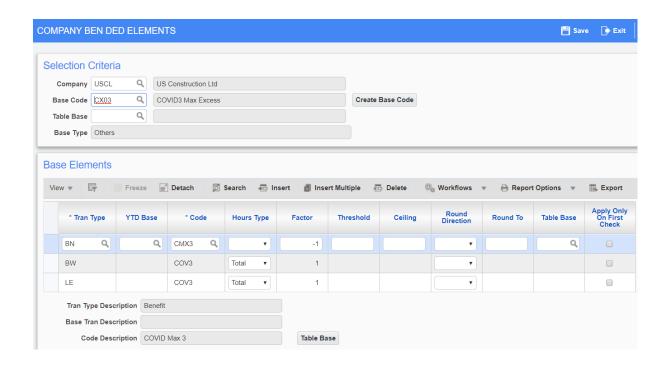
Complete the fields as follows:

Tran Type - LE

Code - COV3

Hours Type - Total

Factor - 1



CXS₁

From the Treeview, select US Payroll > Administration > Benefits > Base Elements.

In the top section of the screen, change the Base Code by selecting CXS1. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

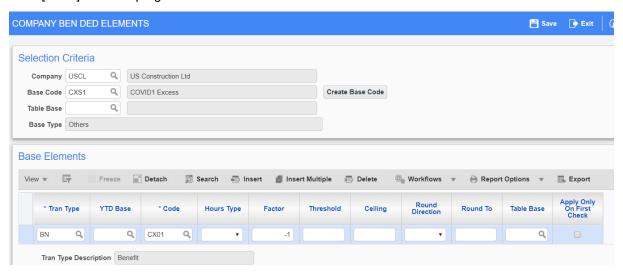
Complete the fields as follows:

Tran Type - BN

Code - CX01

Hours Type – leave blank

Factor - NEGATIVE 1



CXS₂

From the Treeview, select US Payroll > Administration > Benefits > Base Elements.

In the top section of the screen, change the Base Code by selecting CXS2. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

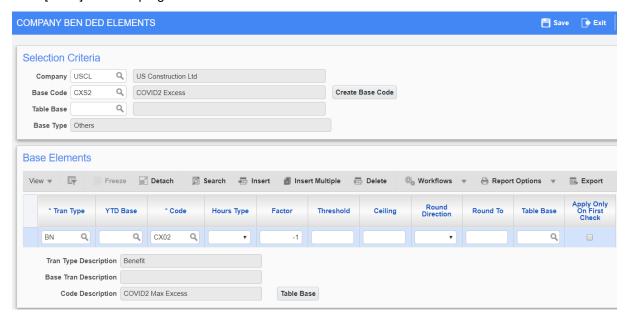
Complete the fields as follows:

Tran Type - BN

Code - CX02

Hours Type – leave blank

Factor - NEGATIVE 1



CXS3

From the Treeview, select US Payroll > Administration > Benefits > Base Elements.

In the top section of the screen, change the Base Code by selecting CXS3. Wait for the description to populate.

In the Base Elements table in the lower section of the screen, click [Insert] in the block toolbar.

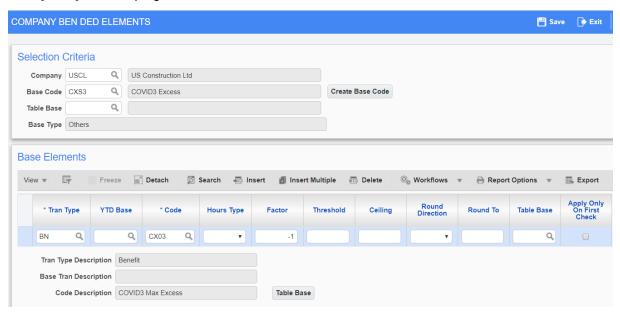
Complete the fields as follows:

Tran Type - BN

Code - CX03

Hours Type – leave blank

Factor - NEGATIVE 1



Company Benefits



The Company Benefits screen can be accessed from *US Payroll > Administration > Benefits > Company*.

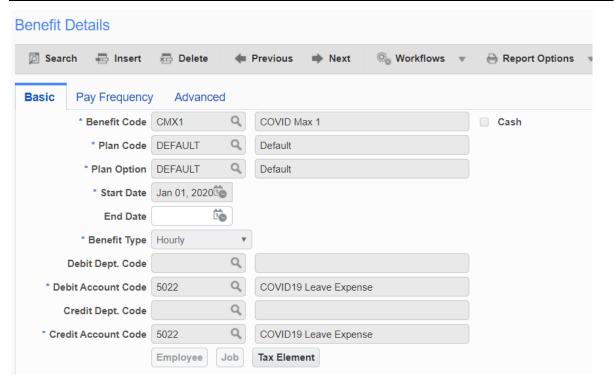
Define Pay Group as "ALL".

Any exceptions to the "ALL" Pay Group can be added separately. That will override the "ALL" Pay Group.

In the bottom section of the screen, click [Insert] in the block toolbar.

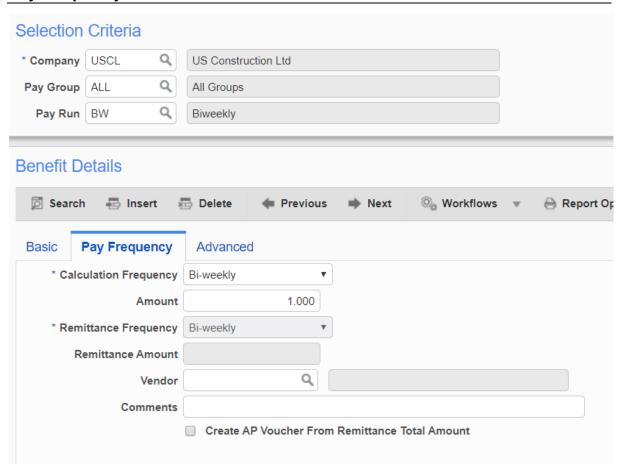
CMX1

Basic Tab



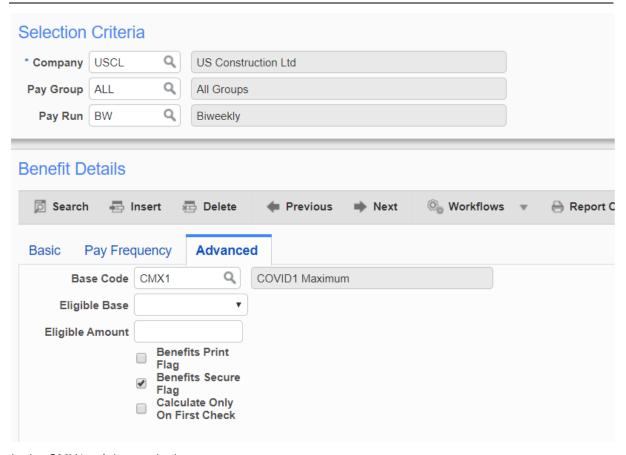
In the Benefit Code field, select CMX1.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.



In the CMX1 – Pay Frequency tab:

Amount - 1.000



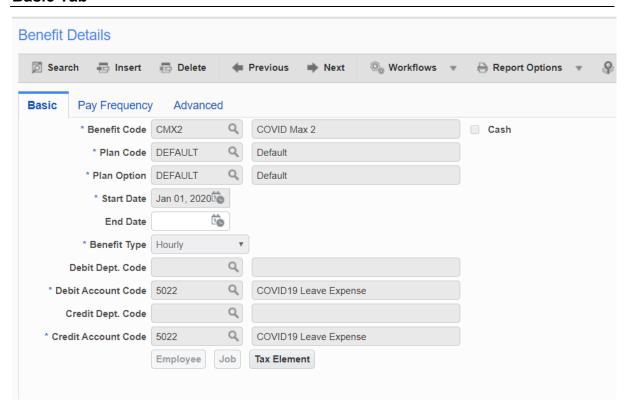
In the CMX1 – Advanced tab:

Base Code - Select CMX1.

Benefits Print Flag - Uncheck the checkbox.

CMX2

Basic Tab

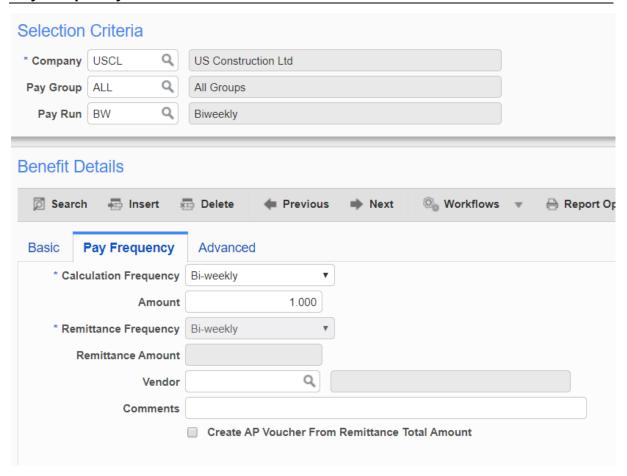


Go back to the Basic tab.

Click [Insert] in the block toolbar.

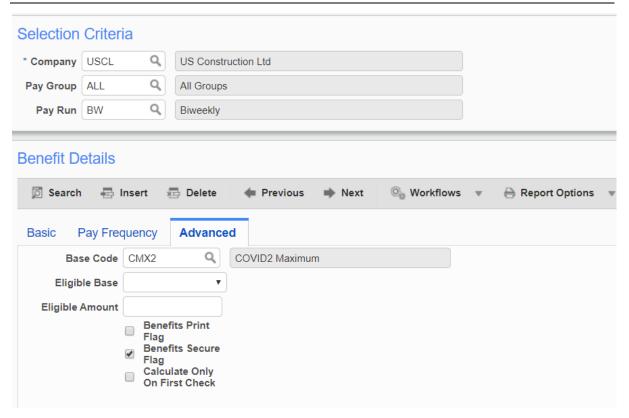
In the Benefit Code field, select CMX2.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.



In the CMX2 – Pay Frequency tab:

Amount - 1.000



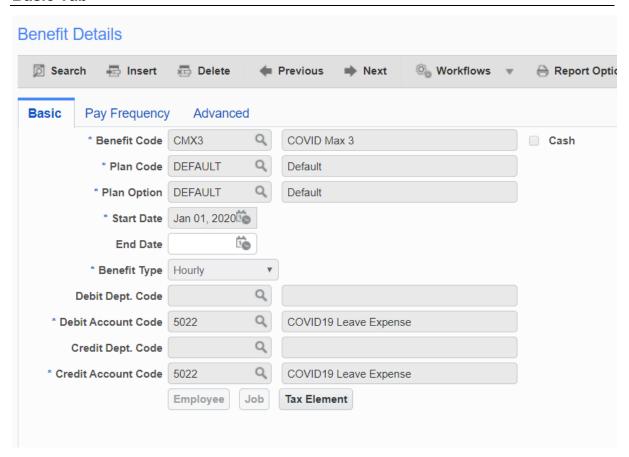
In the CMX2 – Advanced Tab:

Base Code - Select CMX2.

Benefits Print Flag – Uncheck the checkbox.

CMX3

Basic Tab

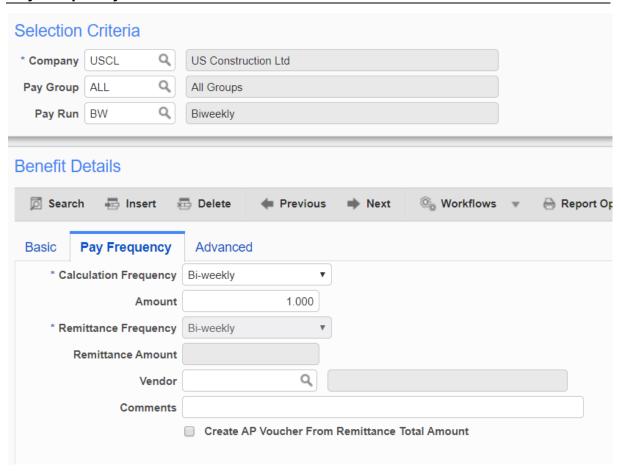


Go back to the Basic tab.

Click [Insert] in the block toolbar.

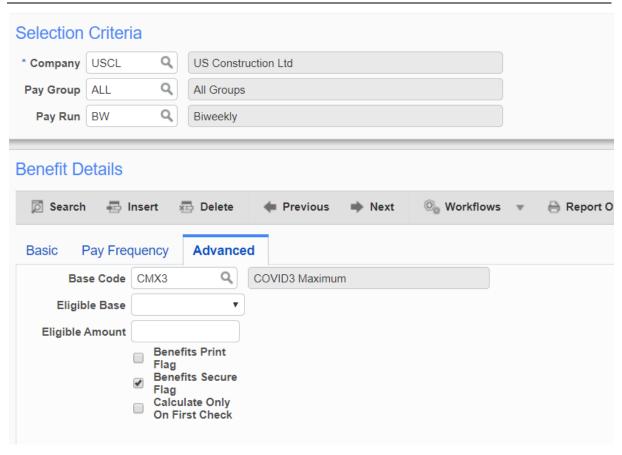
In the Benefit Code field, select CMX3.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.



In the CMX3 - Pay Frequency tab:

Amount - 1.000



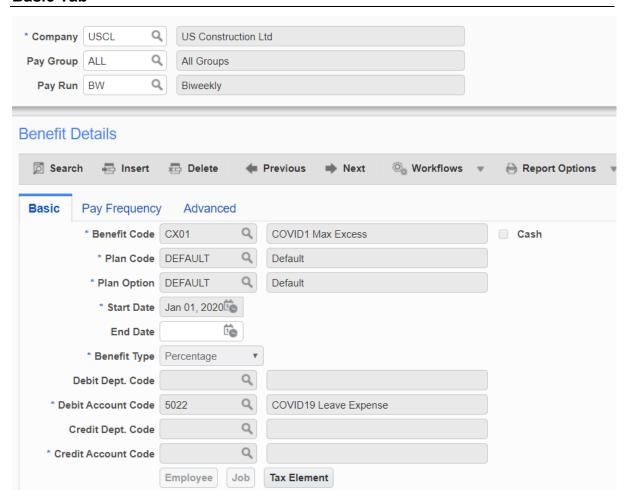
In the CMX3 - Advanced tab:

Base Code - Select CMX3.

Benefits Print Flag – Uncheck the checkbox.

CX01

Basic Tab



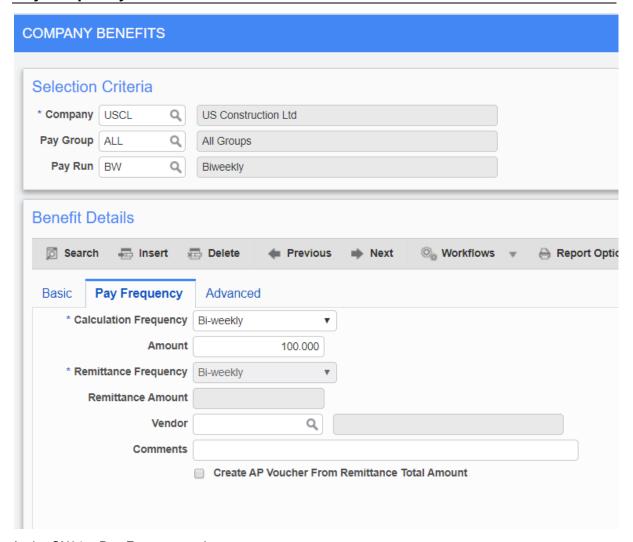
Go back to the Basic tab.

Click [Insert] in the block toolbar.

In the Benefit Code field, select CX01.

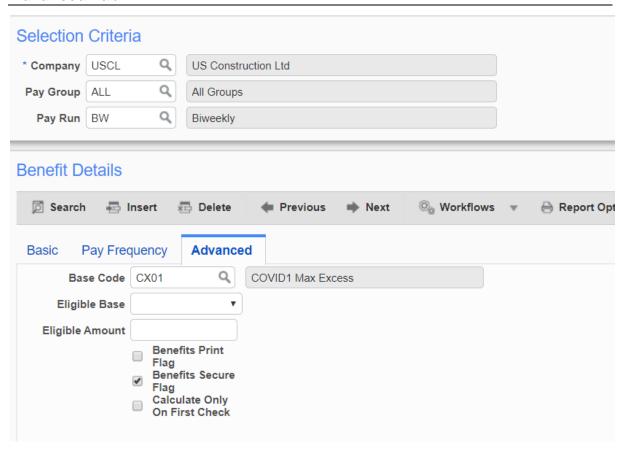
Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.

(Note: 5022 is missing in the Credit Account Code field. Yours should not.)



In the CX01 – Pay Frequency tab:

Amount - 100.000



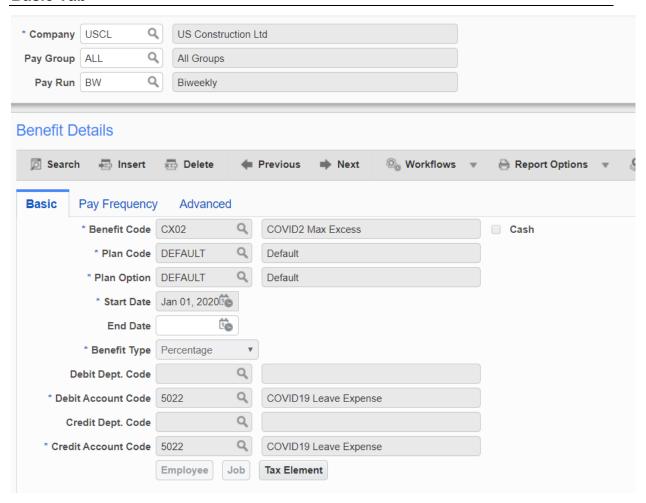
In the CX01 – Advanced tab:

Base Code - Select CX01.

Benefits Print Flag – Uncheck the checkbox.

CX02

Basic Tab

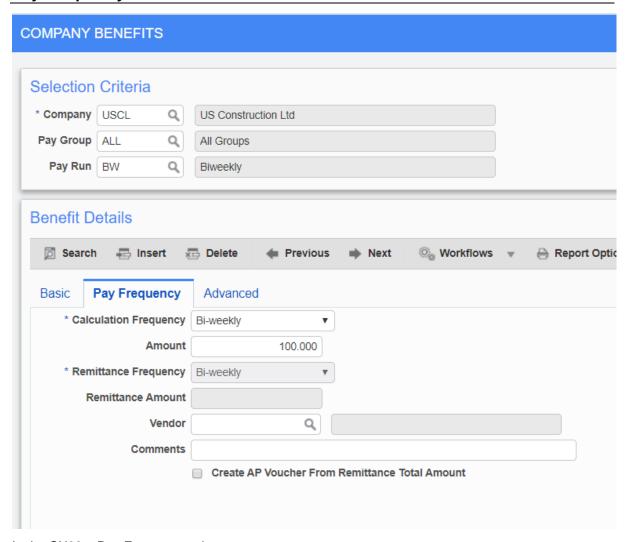


Go back to the Basic tab.

Click [Insert] in the block toolbar.

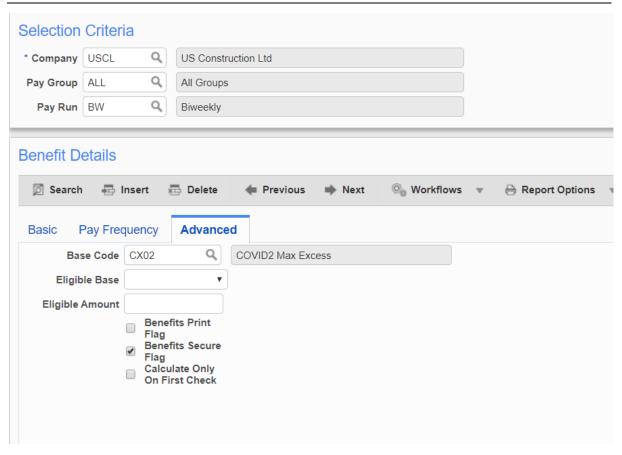
In the Benefit Code field, select CX02.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.



In the CX02 - Pay Frequency tab:

Amount - 100.000



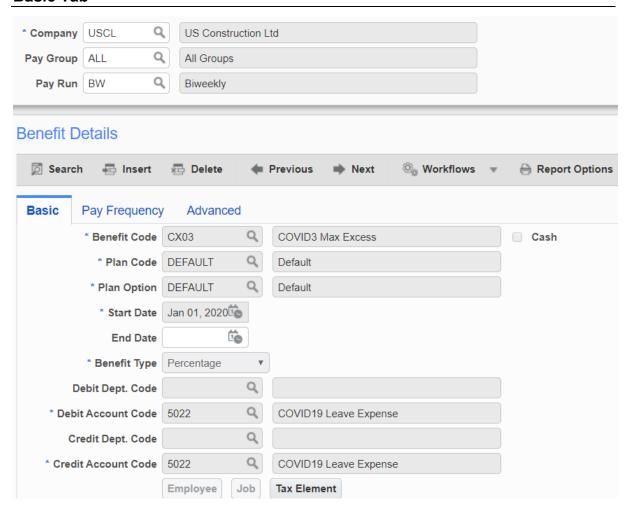
In the CX02 – Advanced tab:

Base Code - Select CX02.

Benefits Print Flag - Uncheck the checkbox.

CX03

Basic Tab

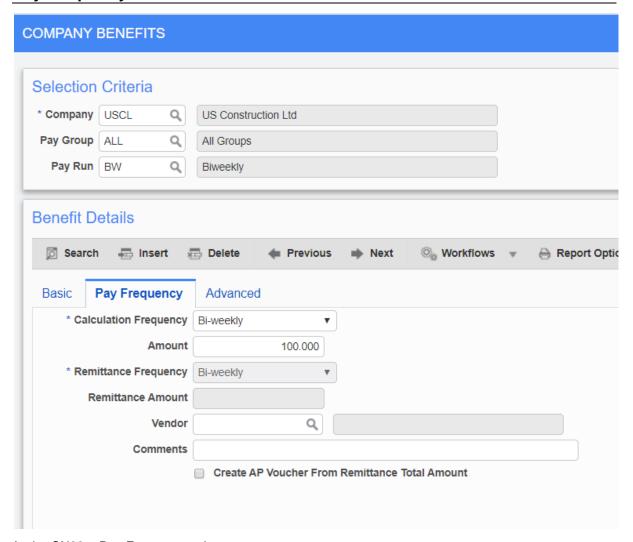


Go back to the Basic tab.

Click [Insert] in the block toolbar.

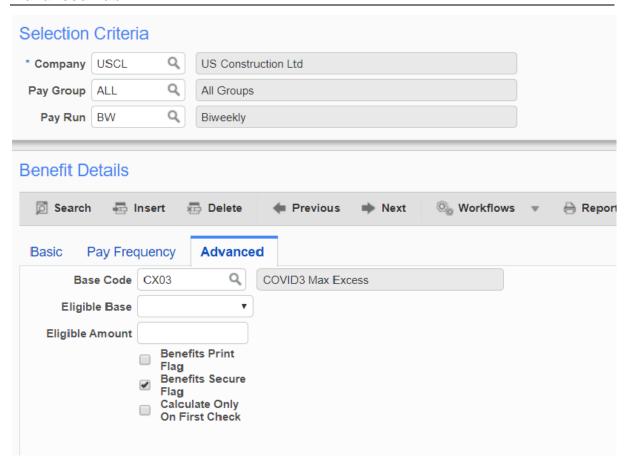
In the Benefit Code field, select CX03.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.



In the CX03 – Pay Frequency tab:

Amount - 100.000



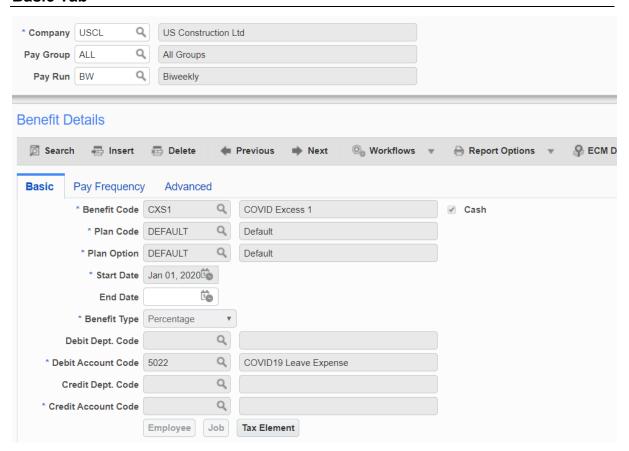
In the CX03 – Advanced tab:

Base Code - Select CX03.

Benefits Print Flag - Uncheck the checkbox.

CXS₁

Basic Tab



Go back to the Basic tab.

Click [Insert] in the block toolbar.

In the Benefit Code field, select CXS1.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.

(Note: 5022 is missing in the Credit Account Code field. Yours should not.)

For Code CXS1, select the [Tax Element] button at the bottom of the screen.



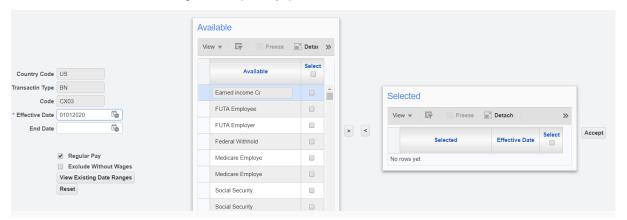
This screen below will open.

Enter the Effective Date. This example uses Jan 01, 2020.

In the Available window (center), click the 'Select' checkbox at the top in the column header. This will mass check all available boxes below it.

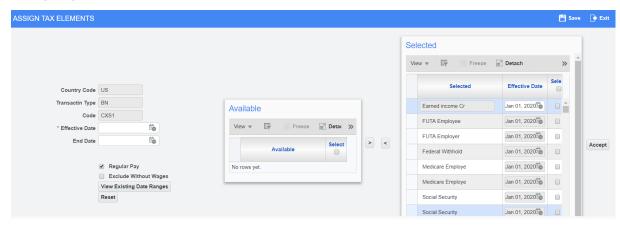
Click the [>] button to move all checked over to the Selected window.

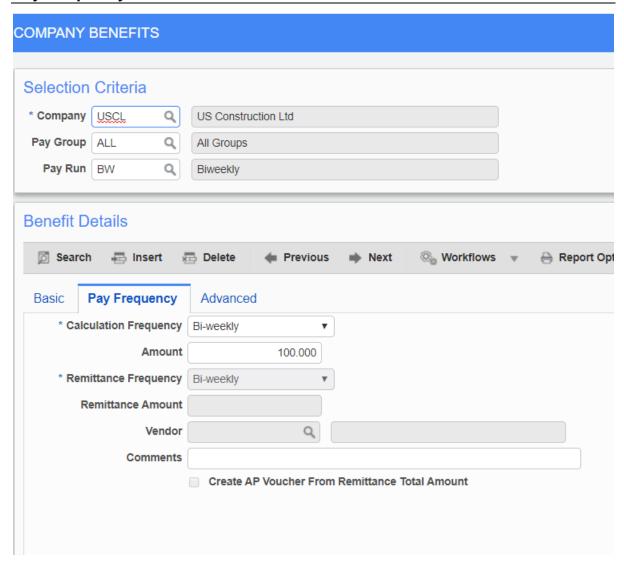
Once all have moved to the right, click [Accept].



Click [Save] on the top right side of your screen to save your change.

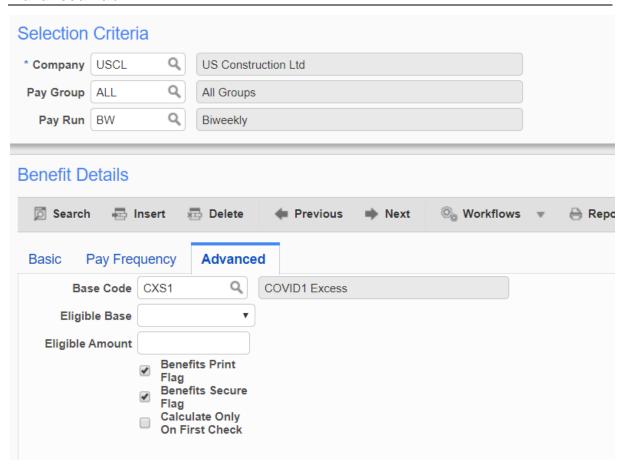
Click [Exit] to close the screen once saved.





In the CXS1 – Pay Frequency tab:

Amount - 100.000

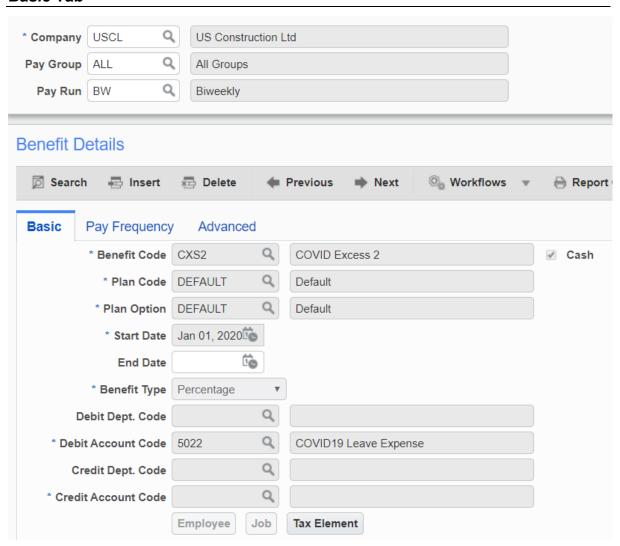


In the CXS1 - Advanced tab:

Base Code - Select CXS1.

CXS2

Basic Tab



Go back to the Basic tab.

Click [Insert] in the block toolbar.

In the Benefit Code field, select CXS2.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.

(Note: 5022 is missing in the Credit Account Code field. Yours should not.)

For Code CXS2, select the [Tax Element] button at the bottom of the screen.



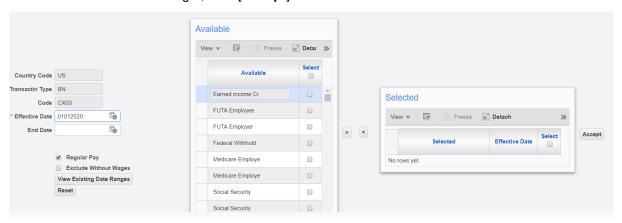
This screen below will open.

Enter the Effective Date. This example uses Jan 01, 2020.

In the Available window (center), click the 'Select' checkbox at the top in the column header. This will mass check all available boxes below it.

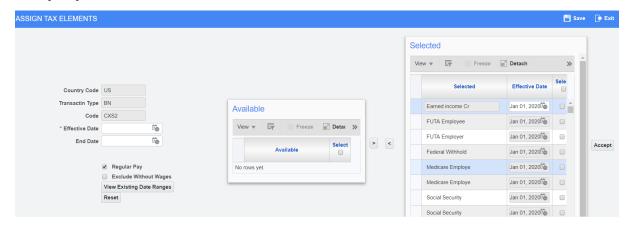
Click the [>] button to move all checked over to the Selected window.

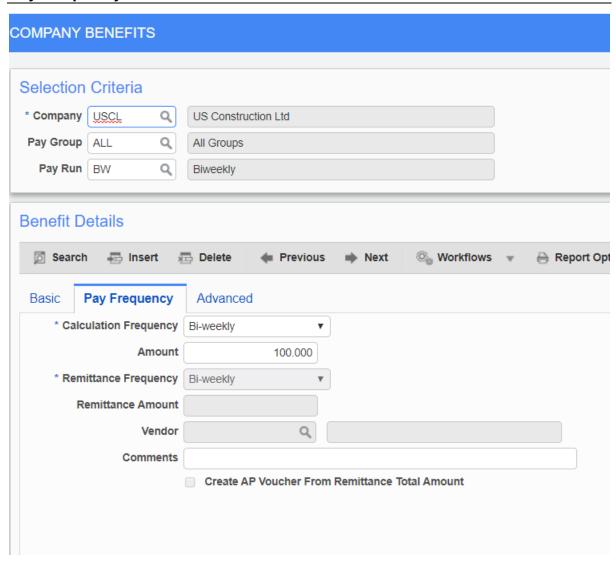
Once all have moved to the right, click [Accept].



Click [Save] on the top right side of your screen to save your change.

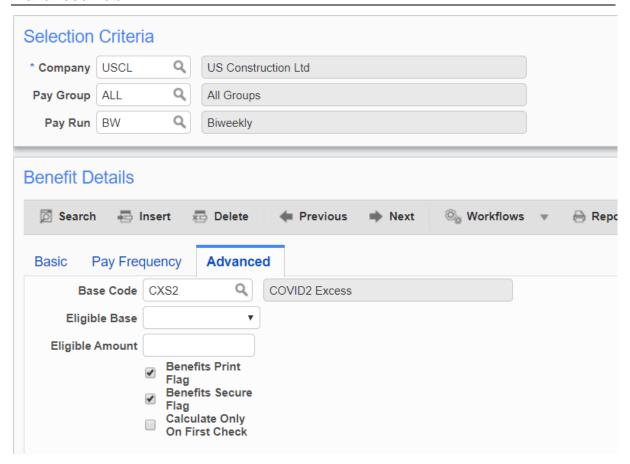
Click [Exit] to close the screen once saved.





In the CXS2 – Pay Frequency tab:

Amount - 100.000

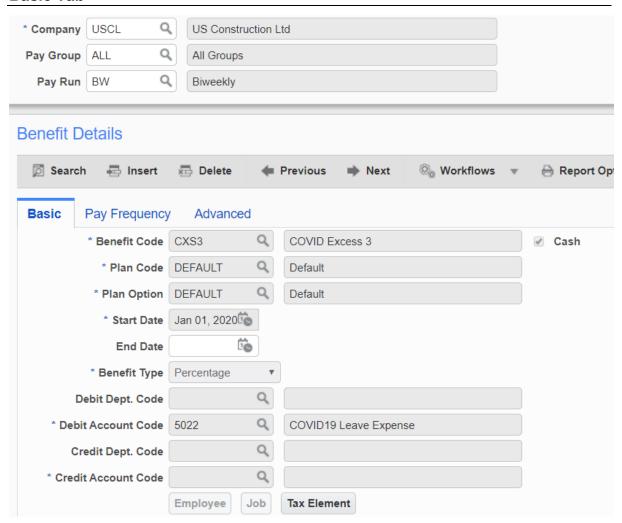


In the CXS2 – Advanced tab:

Base Code - Select CXS2.

CXS3

Basic Tab



Go back to the Basic tab.

Click [Insert] in the block toolbar.

In the Benefit Code field, select CXS3.

Enter exactly as shown in the screenshot above. Your Debit and Credit Account Code may differ from 5022.

(Note: 5022 is missing in the Credit Account Code field. Yours should not.)

For Code CXS3, select the [Tax Element] button at the bottom of the screen.



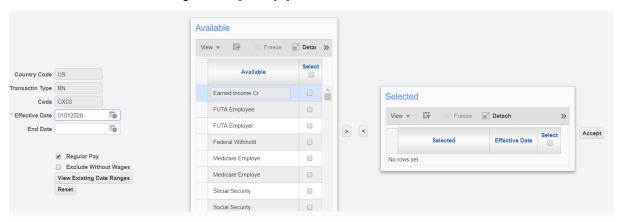
This screen below will open.

Enter the Effective Date. This example uses Jan 01, 2020.

In the Available window (center), click the 'Select' checkbox at the top in the column header. This will mass check all available boxes below it.

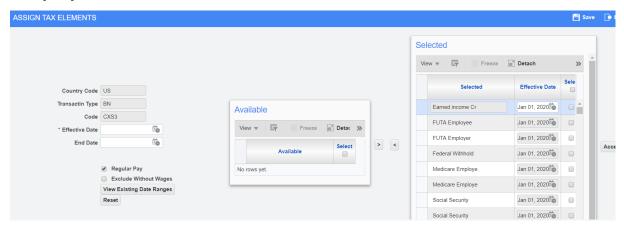
Click the [>] button to move all checked over to the Selected window.

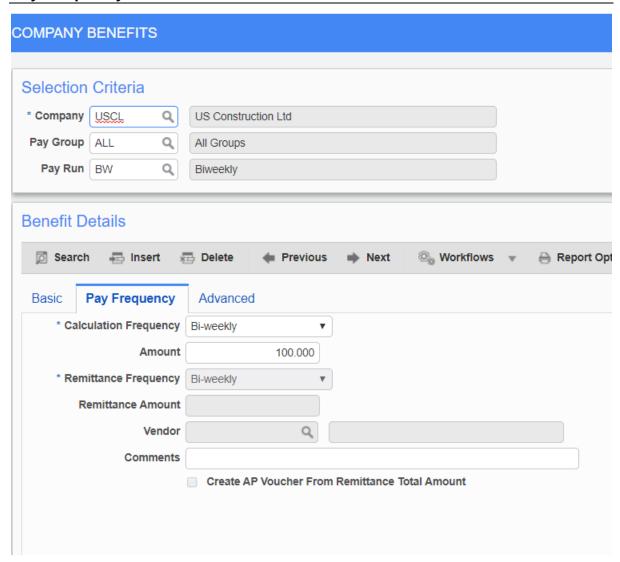
Once all have moved to the right, click [Accept].



Click [Save] on the top right side of your screen to save your change.

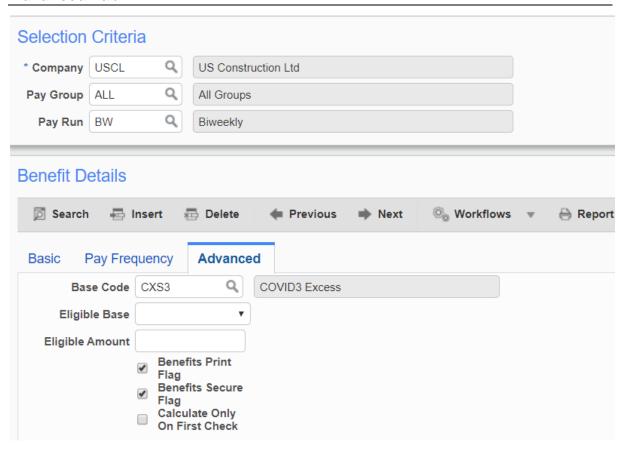
Click [Exit] to close the screen once saved.





In the CXS3 – Pay Frequency tab:

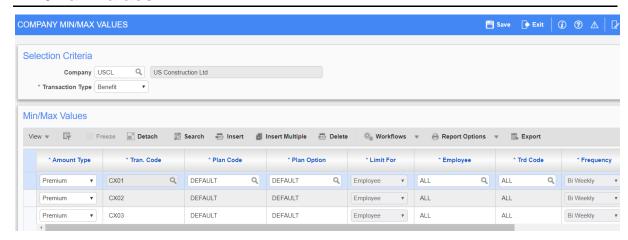
Amount - 100.000



In the CXS3 Advanced tab:

Base Code - Select CXS3.

Min/Max Values



From the Treeview, select US Payroll > Setup > Company > Min/Max Values.

In this screen, you will add three transaction codes.

Click [Insert] in the block toolbar.

Amount Type - Premium

Trans Code - CX01

Plan Code - Default

Plan Option - Default

Limit For - Employee

Employee – ALL

Frequency – as defined by your payroll frequency. In this example I am using biweekly

Minimum – 0

Maximum - 9999

Click [Save] in the top right corner to save your record.

Repeat to add CX02 and CX03.

Payroll Register

Example 1

In this example, the employee is being paid 16 hours for each COVID leave. As you can see, there is no concern about maximums because the employee earnings are less than the maximum payment allowed.

COV1 is paying 100% of her rate for 16 hours, totaling \$576.92.

The maximum payment allowed is \$63.875 per hour for 16 hours, totaling \$1,022.

Since, \$576. 92 is less than the maximum of \$1,022, no adjusting entry is calculated.

COV2 is paying 66.667% of her rate for 16 hours, totaling \$384.62

The maximum payment allowed is \$25 per hour for 16 hours, totaling \$400.

Since, \$384.62 is less than the maximum of \$400, no adjusting entry is calculated.

COV3 is paying 66.667% of her rate for 16 hours, totaling \$384.62.

The maximum payment allowed is \$25 per hour for 16 hours, totaling \$400.

Since, \$384.62 is less than the maximum of \$400, no adjusting entry is calculated.

| Employee | 000108 | Brenda Stewart | Uni | on: | Trade | : OFFI | Office | |
|------------|--------------|----------------|--------------|---------------------------|---------|--------|-------------------------|----------|
| Check No.: | | User Check | Ch | eck 1,853.90 | Check | | | |
| Net Pay : | 1,853.90 | | | | | | | |
| NWHR | Normal Hours | 32.00 | 1,153.86 FWT | Federal Withhold (*ALL) | -355.93 | CMX1 | COVID Max 1 | 1,022.00 |
| COV2 | COVID19-2 | 16.00 | 384.62 MED | E Medicare Employe (*ALL) | -36.25 | CMX2 | COVID Max 2 | 400.00 |
| COV3 | COVID19-3 | 16.00 | 384.62 SOC | E Social Security (*ALL) | -155.00 | CMX3 | COVID Max 3 | 400.00 |
| COV1 | COVID19-1 | 16.00 | 576.92 STA | T State Withholdin (**AL) | -98.94 | FUTR | FUTA Employer (*ALL) | 15.00 |
| | | | | | | MEDR | Medicare Employe (*ALL) | 36.25 |

Example 2

Let's review another example.

In this example, the employee is being paid 16 hours for COVID1, 12 hours for COVID2 and 24 hours for COVID3. Since this employee's normal earnings are \$86.538 per hour, the maximum allowed will be a factor.

COV1 is paying 100% of her rate for 16 hours, totaling \$576.92.

The maximum payment allowed is \$63.875 per hour for 16 hours, totaling \$1,384.62.

Since, \$1,384.62 is greater than the maximum of \$1,022, an adjusting entry is required. Code CSX1 will deduct the difference of \$362.62.

COV2 is paying 66.667% of her rate for 12 hours, totaling \$692.31.

The maximum payment allowed is \$25 per hour for 12 hours, totaling \$300.

Since, \$692.31 is greater than the maximum of \$300, an adjusting entry is required. Code CSX2 will deduct the difference of \$362.31.

COV3 is paying 66.667% of her rate for 24 hours, totaling \$1,384.62.

The maximum payment allowed is \$25 per hour for 24 hours, totaling \$600.

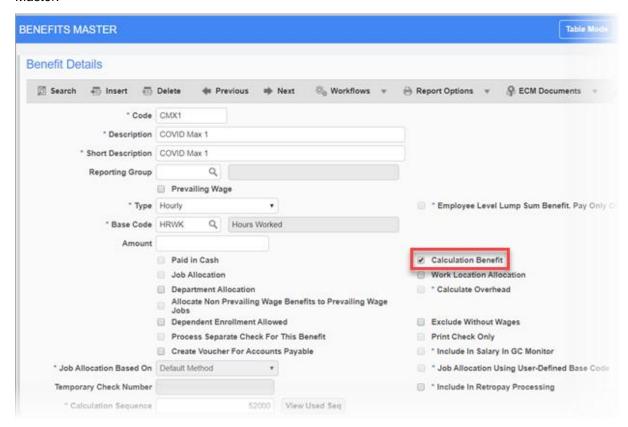
Since, \$1,394.62 is greater than the maximum of \$600, an adjusting entry is required. Code CSX3 will deduct the difference of \$784.62.

| Employee | 000109 | Margaret Smith | Un | ion: | Trade: | OFFI | Office | |
|-----------------|----------------|----------------|-------------|----------------------------|-----------|------|-------------------------|----------|
| Check No.: | | User Check | С | heck 3,062.68 | Check | | | |
| Net Pay : | 3,062.68 | | | | | | | |
| NWHR | Normal Hours | 28.00 | 2,423.08 FW | T Federal Withhold (*ALL) | -780.03 | CMX1 | COVID Max 1 | 1,022.00 |
| COV3 | COVID19-3 | 24.00 | 1,384.62 ME | DE Medicare Employe (*ALL) | -63.00 | CMX2 | COVID Max 2 | 300.00 |
| COV1 | COVID19-1 | 16.00 | 1,384.62 SO | CE Social Security (*ALL) | -269.39 | CMX3 | COVID Max 3 | 600.00 |
| COV2 | COVID19-2 | 12.00 | 692.31 STA | AT State Withholdin (**AL) | -169.98 | CX01 | COVID1 MaxExcess | 362.62 |
| CXS2 | COVID Excess 2 | | -392.31 | | | CX02 | COVID2 MaxExcess | 392.31 |
| CXS3 | COVID Excess 3 | | -784.62 | | | CX03 | COVID3 MaxExcess | 784.62 |
| CXS1 | COVID Excess 1 | | -362.62 | | | FUTR | FUTA Employer (*ALL) | 26.07 |
| | | | | | | MEDR | Medicare Employe (*ALL) | 63.00 |
| | | | | | | SOCR | Social Security (*ALL) | 269.39 |
| | | | | | | SUIR | State Unemployme (**AL) | 21.73 |
| | | | | | | 8810 | Clerical | 0.28 |
| Check Total 80. | | 80.00 | 4,345.08 | | -1,282.40 | | | 3,842.02 |
| | Employee | 80.00 | 4,345.08 | | -1,282.40 | | | 3,842.02 |

Limit Details Displayed on Pay Slip and Payroll Register

You may not want to show all the detail on the pay slip and payroll register. It may be confusing to the user. As such, you can hide the fields in the column on the right if you like.

To do this, open the Benefits Master screen by following *US Payroll > Administration > Benefits > Master*.



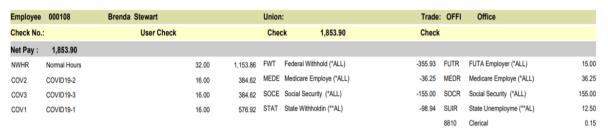
Check the 'Calculation Benefit' checkbox located in the right center of the screen, as shown in the screenshot above.

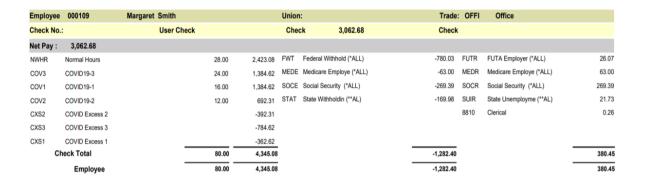
Do this for each of the CX01, CX02, CX03, CMX1, CMX2, CMX3 codes only.

Process payroll and these fields will be hidden. See screenshots below.

The fields are now hidden.

If you want to unhide them, simply uncheck the 'Calculation Benefit' checkbox on the Benefits Master record and process payroll.





Overriding the Rate on Employee Timesheet – For Hourly Employees Only

NOTE: The rate override on the timesheet will NOT work for salary employees. The client must have the maximums set up (see *Leave Maximums* section).

COV1 - If the employee's hourly rate is greater than \$63.875, you will override the rate to the maximum \$63.875.

Pay Rate field to the right of COV1.

COV2 – This rate would be 66 2/3 of the employee's hourly rate to a maximum of \$25.

Pay Rate field to the right of COV2.

COV3 – This rate would be 66 2/3 of the employee's hourly rate to a maximum of \$25.

Pay Rate field to the right of COV3.

