

# COVID-19 Payroll Processing Guide

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## 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

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## 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.

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## 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

### Leave Details

Search Insert Delete Previous Next Workflows Report Options

\* Leave Code COV1

\* Leave Description COVID19-1

\* Short Description COVID19-1

\* Leave Type Cash ▼

☐ Accrued

\* Accrued Amount By N/A ▼

☐ Carry Forward

\* Accessible In Employee Self Service No ▼

\* Leave Calculation Method Pay Run Year ▼

☐ \* Include In PY Forecast Burden Calculation

☒ Included In Year of Service Calculation

☒ \* Show Leave On Pay Check And Pay Stub

## COV2 Leave

### Leave Details

Search Insert Delete Previous Next Workflows Report Options

\* Leave Code COV2

\* Leave Description COVID19-2

\* Short Description COVID19-2

\* Leave Type Cash ▼

☐ Accrued

\* Accrued Amount By N/A ▼

☐ Carry Forward

\* Accessible In Employee Self Service No ▼

\* Leave Calculation Method Pay Run Year ▼

☐ \* Include In PY Forecast Burden Calculation

☒ Included In Year of Service Calculation

☒ \* Show Leave On Pay Check And Pay Stub

## COV3 Leave

### Leave Details

The screenshot shows the 'Leave Details' form for COV3 leave. The form includes a toolbar with Search, Insert, Delete, Previous, Next, Workflows, Report Options, and a user icon. The form fields are as follows:

- \* Leave Code: COV3
- \* Leave Description: COVID19-3
- \* Short Description: COVID19-3
- \* Leave Type: Cash (dropdown)
- ☐ Accrued
- \* Accrued Amount By: N/A (dropdown)
- ☐ Carry Forward
- \* Accessible In Employee Self Service: No (dropdown)
- \* Leave Calculation Method: Pay Run Year (dropdown)
- ☐ \* Include In PY Forecast Burden Calculation
- ☒ Included In Year of Service Calculation
- ☒ \* Show Leave On Pay Check And Pay Stub

## 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.

The screenshot shows the 'BENEFIT DEDUCTION TABLE BASE' screen. The title bar is blue with the text 'BENEFIT DEDUCTION TABLE BASE'. Below the title bar is the 'Bed Ded Table Base' section. The form includes a toolbar with Search, Insert, Delete, Previous, Next, Workflows, Report Options, and ECM Documents. The form fields are as follows:

- \* Table Code: COV3
- \* Table Type: Leave (dropdown)
- \* Based On: Years Of Service (dropdown)
- \* Retrieve: Single Row (dropdown)
- Table Description: COV3
- \* Effective Date: Jan 01, 2020 (calendar icon)
- \* Term: Month (dropdown)
- Apply To Base: ☒ Factor, ☐ Percentage

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

Add the first row as shown in the screenshot below.

**Bed Ded Table Base**

Search Insert Delete Previous Next Workflows Report Options ECM Documents

\* Table Code: COV3 Table Description: COV3

\* Table Type: Leave \* Effective Date: Jan 01, 2020

\* Based On: Years Of Service \* Term: Month

\* Retrieve: Single Row Apply To Base: ☒ Factor ☐ Percentage

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**Ben Ded Table Rows**

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report

	From	To	* Value/ Effective Days/ Eligible Hours	Leave Amount Accrued	Max. Carry Forward	Additional CF	Max Accrual	Carry Forward Expires(Days)
	0	1	0	0	0			
	2	9999	400	0	0			

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

**COMPANY LEAVES**

**Selection Criteria**

\* Company: USCL US Construction Ltd

\* Pay Group: ALL All Groups

\* Pay Run: BW Biweekly **Copy**

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

Company Leave Details

**General** Accounting Advanced Setup

Search Insert Delete Previous Next Workflows Report Options ECM Documents

\* Leave Code COV1 COVID19-1

Short Description COVID19-1

Leave Calculation Method Pay Run Year

Leave Type Cash

Pay Percent 100 Eligible Days 10.00 Eligible Hours 80.00

☐ Accrued

\* Accrued Amount N/A Accrued Percentage Max Accrual

\* Restrict Dist.Type in E-Time Sheet No Restriction

☐ Carry Forward Max Carry Forward Method Fixed Hours

Max CF Days Max Carry Forward Hours Additional CF

Days Until Carry Forward Expires

Sick Policy Code

Click **[Insert]** in the block toolbar.

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

## Accounting Tab

Company Leave Details

General **Accounting** Advanced Setup

Search Insert Delete Previous Next Workflows Report Options ECM Documents

Leave Expense Dept. Code

\* Leave Expense Account Code 5022 COVID19 Leave Expense

Leave Expense Accrual Dept.Code

Leave Expense Accrual Account Code

Leave Liability Dept. Code(Clearing)

Leave Liability Account Code(Clearing)

Leave Expense Clearing Dept. Code

Leave Expense Clearing Account Code

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

Company Leave Details

General Accounting **Advanced Setup**

Search Insert Delete Previous Next Workflows Report Options ECM Documents

Base Element

Table Base

\* Allow More than Eligible Hours Warning

Total Max Hours

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

Company Leave Details

**General** Accounting Advanced Setup

Search Insert Delete Previous Next Workflows Report Options ECM Documents

\* Leave Code COV2 COVID19-2

Short Description COVID19-2

Leave Calculation Method Pay Run Year

Leave Type Cash

Pay Percent 66.667 Eligible Days 10.00 Eligible Hours 80.00

☐ Accrued

\* Accrued Amount N/A Accrued Percentage Max Accrual

\* Restrict Dist.Type in E-Time Sheet No Restriction

☐ Carry Forward Max Carry Forward Method Fixed Hours

Max CF Days Max Carry Forward Hours Additional CF

Days Until Carry Forward Expires

Sick Policy Code

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

Company Leave Details

General Accounting Advanced Setup

Search Insert Delete Previous Next Workflows Report Options ECM Documents

\* Leave Code COV3 COVID19-3

Short Description COVID19-3

Leave Calculation Method Pay Run Year

Leave Type Cash

Pay Percent 66.667 Eligible Days Eligible Hours

☐ Accrued

\* Accrued Amount N/A Accrued Percentage Max Accrual

\* Restrict Dist. Type in E-Time Sheet No Restriction

☐ Carry Forward Max Carry Forward Method Fixed Hours

Max CF Days Max Carry Forward Hours Additional CF

Days Until Carry Forward Expires

Sick Policy Code

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

Company Leave Details

General Accounting Advanced Setup

Search Insert Delete Previous Next Workflows Report Options

Base Element

Table Base COV3 COV3

\* Allow More than Eligible Hours Warning

Total Max Hours

Select Table Base COV3.

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

# Hourly Employees

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

Select an employee.

**EMPLOYEE LEAVES**

**Selection Criteria**

\* Company

USCL

US Construction Ltd

\* Employee

000107

Edward Higgins

\* Year

2020

Refresh

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

Leave Setup												
Query		Setup										
View	Freeze	Detach	Search	Workflows	Report Options	Export	ECM Documents	User Extensions				
COV												
Code	Hours C. Fwd	Hours Accrued	Hours C. Fwd Expired	Hours Used	Hours Lost	C. Fwd Expire Date	C.Fwd Amount	Accrued Amount	Accrued Amount Paid	Elig. Hours	Elig. Days	Hours Remain
COV1	0.00	0.00	0.00	0.00	0.00		0.00			80.00	10.00	80.00
COV2	0.00	0.00	0.00	0.00	0.00		0.00			80.00	10.00	80.00
COV3	0.00	0.00	0.00	0.00	0.00		0.00			400.00	50.00	400.00

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

**Selection Criteria**

\* Company   US Construction Ltd

\* Employee   Edward Higgins

\* Year

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**Leave Setup**

Query **Setup**

\* Leave Code  Description

Eligible Hours  Pay Percent

Max Carry Forward Hours  Accrued Percent

Days C Forward Expires

☐ Manual Override

Leave Calculation Method

Leave Calc.Period Start Date   End Date

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

**Selection Criteria**

\* Company   US Construction Ltd

\* Employee   Edward Higgins

\* Year

---

**Leave Setup**

Query **Setup**

	Code	Hours C. Fwd	Hours Accrued	Hours C. Fwd Expired	Hours Used	Hours Lost	C. Fwd Expire Date	C.Fwd Amount	Accrued Amount	Accrued Amount Paid	Elig. Hours	Elig. Days	Hours Remain
COV													
	COV1	0.00	0.00	0.00	0.00	0.00		0.00			48.00	6.00	48.00
	COV2	0.00	0.00	0.00	0.00	0.00		0.00			80.00	10.00	80.00
	COV3	0.00	0.00	0.00	0.00	0.00		0.00			400.00	50.00	400.00

Desc

Click Query tab > **[Refresh]**.

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

## Hour Type Codes

### Selection Criteria

Company USCL  US Construction Ltd

### Hour Type Details

View										
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
	* Code	* Description	* Short Description	* Type	Leave Code	E-Time	Overtime Rule			
	COV1	COV1	COV1	Both	COV1	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	COV2	COV2	COV2	Both	COV2	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	COV3	COV3	COV3	Both	COV3	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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

COMPANY BEN DED ELEMENTS
Save Exit ? ? ? ?

Base Code UHRW Union Hours Worked Create Base Code

Table Base

Base Type Others

Base Elements

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
BW		COV1	Total	1						
BW		COV2	Total	1						
BW		COV3	Total	1						
BW		DTHR	Actual	1						
BW		NWHR	Actual	1						
BW		OVHR	Actual	1						
LE		COV1	Total	1						
LE		COV2	Total	1						
LE		COV3	Total	1						

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.

## Timesheet Details

Employee

Timesheet Details

Employee

Equipment

View
Freeze
Detach
Search
Insert
Insert Multiple

Seq No	* Employee	Date	Type	Union	Trade
23154359	<input type="text" value="000107"/>	<input type="text" value="Feb 02, 2020"/>	<input type="text" value="G"/>	<input type="text" value="E79:"/>	<input type="text" value="ELE"/>

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 Details											
Employee											
Equipment											
Seq No	* Employee	Date	Other Hours	Type	Rate Code	Pay Rate	Expense	Quantity	Rate	Amount	
23154387	<input type="text" value="000107"/>	<input type="text" value="Feb 02, 2020"/>	5	<input type="text" value="COV1"/>	<input type="text" value="OTHR"/>	40.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23154389	<input type="text" value="000107"/>	<input type="text" value="Feb 02, 2020"/>	10	<input type="text" value="COV2"/>	<input type="text" value="OTHR"/>	40.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
23154391	<input type="text" value="000107"/>	<input type="text" value="Feb 02, 2020"/>	15	<input type="text" value="COV3"/>	<input type="text" value="OTHR"/>	40.0000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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

Date	Comp	TRN TYP	Job/Dept/ WO Code	Phase/Equip. Cat.	Cat/Tr/WO Exp	WCB Code	Union	Trade/ Batch#	Work Loc.	Dept	Account	Tran Stat.	Rate Type/ Shift/Void	Expense	Hours	PayRate	Amount	Billable Rate	Billable Amount
Employee: 000107 Edward Higgins													NWHR	0	OVHR	0	DTHR: 0	OTHR: 30	
Period: 4																			
2-Feb-2020	USCL	G				5190	E793	ELEC	JACK	90	5020	N	COV1	0.00	5.00	40.000	200.00	0.000	0.00
													All Shifts						
2-Feb-2020	USCL	G				5190	E793	ELEC	JACK	90	5020	N	COV3	0.00	15.00	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	10.00	40.000	400.00	0.000	0.00
													All Shifts						
																Period 4 Total:	30.00	1,200.00	0.00
																Employee Total:	30.00	1,200.00	0.00
																Grand Total:	30.00	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	Typ	Job/Dept/ WO Code	Phase/Acct/ Cat/WO Line No.	Cat/Tr/WO Exp	Transaction	Hrs/Qt	Pay	Pay	Charge Rate	Charge Amount
Employee : Edward Higgins											
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	Check	661.92	Check			
Net Pay :	661.92							
COV1	COVID19-1	40.000	5.00	200.00	FWT Federal Withhold (*ALL)	-93.27	MXWG COVID Max Wages	44,286.84
COV3	COVID19-3	26.667	15.00	400.00	MEDE Medicare Employee (*ALL)	-14.31	UVAC Union Vacation	120.00
COV2	COVID19-2	26.667	10.00	266.67	SOCE Social Security (*ALL)	-61.17	FUTR FUTA Employer (*ALL)	5.92
				STAT State Withholdin (**MS)	-36.00	MEDR Medicare Employee (*ALL)	14.31	
						SOCR Social Security (*ALL)	61.17	

## Pay Slip

US Construction Ltd 110 Church Street Suite 101 Adamsville AL 35005

Employee ID	Employee Name	Employee Type	Period Starting	Period Ending	Pay Date	Check Sort		
000107	Higgins, Edward	Hourly	02-02-2020	02-15-2020	02-21-2020			
Net Pay Calculation		Total Hours	Current	YTD	Pre-Tax Deductions	Current	YTD	
Gross Pay		30.00	866.67	866.67	Total Pre-Tax Deductions	0.00		
Bonus			0.00	0.00	Taxes Withheld **	Current	YTD	
Other Earnings & Reimbursements			0.00	0.00	State Withholdin MS	36.00	36.00	
Taxes And Deductions			204.75	204.75	Federal Withhold	93.27	93.27	
Net Pay			661.92	661.92	Medicare Employe	14.31	14.31	
					Social Security	61.17	61.17	
Check Amount			661.92	661.92	Total Taxes Withheld	204.75	204.75	
Earnings		Hours	Earnings		After Tax Deductions	Current	YTD	
Summary	Rate	Current	YTD	Current	YTD	Total After Tax Deductions	0.00	0.00
COV1		5.00	5.00	200.00	200.00	Direct Deposit	Current	YTD
COV2		10.00	10.00	266.67	266.67			
COV3		15.00	15.00	400.00	400.00			
Other Earnings and Reimb.		Taxable	Current	YTD				
Total Other Earnings & Reimb.			0.00	0.00				
Non Cash Compensation			Current	YTD				
COVID Max Wages			44,286.84	44,286.84				
Union Vacation			120.00	120.00				
Leave	C	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				

Status	Exemp	Additional
Federal	S / 0	
State:	S / 0	

\*\* Employer Paid

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

**Selection Criteria**

\* Company   US Construction Ltd

\* Employee   Edward Higgins

\* Year

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**Leave Setup**

**Query** **Setup**

View

Code	Hours C. Fwd	Hours Accrued	Hours C. Fwd Expired	Hours Used	Hours Lost	C. Fwd Expire Date	C.Fwd Amount	Accrued Amount	Accrued Amount Paid	Elig. Hours	Elig. Days
COV1	0.00	0.00	0.00	5.00	0.00		0.00	-200.00	200.00	48.00	6.00
COV2	0.00	0.00	0.00	10.00	0.00		0.00	-266.67	266.67	80.00	10.00
COV3	0.00	0.00	0.00	15.00	0.00		0.00	-400.00	400.00	400.00	50.00

## Salaried Employees

### Leave Setup

**Selection Criteria**

\* Company   US Construction Ltd

\* Employee   Brenda Stewart

\* Year

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**Leave Setup**

**Query** **Setup**

View

Code	Hours C. Fwd	Hours Accrued	Hours C. Fwd Expired	Hours Used	Hours Lost	C. Fwd Expire Date	C.Fwd Amount	Accrued Amount	Accrued Amount Paid	Elig. Hours	Elig. Days
COV1	0.00	0.00	0.00	0.00	0.00		0.00			80.00	10.00
COV2	0.00	0.00	0.00	0.00	0.00		0.00			80.00	10.00
COV3	0.00	0.00	0.00	0.00	0.00		0.00			400.00	50.00

Desc

## Salary Timesheet

**Timesheet Details**

Employee  Auto Recall Create Cost Code Cat NH Total hours  OT Total hours  DOT Total hours  Other Total hours  Refresh

**Timesheet Details** Employee Equipment

View Freeze Detach Search Insert Insert Multiple Delete Duplicate Record Workflows

Seq No	* Employee	Date	Other Hours	Type	Rate Code	Pay Rate	Expense	Quantity	Rate	Amount	Adjustment
23154531	000108	Feb 16, 2020	8	COV1	OTHR	36.0570					
23154533	000108	Feb 16, 2020	8	COV2	OTHR	36.0570					
23154535	000108	Feb 16, 2020	8	COV3	OTHR	36.0570					

Record Desc  Job/Dept/Eqp Desc  CostCode/Acc/Compon Desc

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

## Salary Employee Timesheet Edit Listing

USCL - US Construction Ltd

PAYROLL - TIMESHEET EDIT LIST BY EMPLOYEE

Page 1 of 1

Date: Mar 31, 2020

Time 12:17 PM EDT

late	Comp	TRN TYP	Job/Eqp/WO Code	Phase/ Equip. Cat.	Cat/Tr/ WO Exp	WCB Code	Union	Trade / Batch#	Work Loc.	Dept	Account	Tran Stat	Rate Type/ Shift/Void	Expense	Hours	PayRate	Amount	Billable Rate	Billable Amount
Employee: 000108		Brenda Stewart																	
Period: 5																			
6-Feb-2020	USCL	G				8810		OFF1	BIRM	10	5010	N	COV1	0.00	8.00	36.057	288.46	0.000	0.00
																			All Shifts
6-Feb-2020	USCL	G				8810		OFF1	BIRM	10	5010	N	COV3	0.00	8.00	36.057	288.46	0.000	0.00
																			All Shifts
6-Feb-2020	USCL	G				8810		OFF1	BIRM	10	5010	N	COV2	0.00	8.00	36.057	288.46	0.000	0.00
																			All Shifts
Period 5 Total:															24.00		865.38		0.00
Employee Total:															24.00		865.38		0.00
Grand Total:															24.00		865.38		0.00

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

## Salary Employee Payroll Register

Employee	000108	Brenda Stewart	Union:	Trade: OFF1
Check No.:	User Check	Check	1,981.69	Check
Net Pay :	1,981.69			
NWHR	Normal Hours	56.00	2,019.24	FWT Federal Withhold (*ALL)
COV2	COVID19-2	8.00	192.31	MEDE Medicare Employee (*ALL)
COV3	COVID19-3	8.00	192.31	SOCE Social Security (*ALL)
COV1	COVID19-1	8.00	288.46	STAT State Withholdin (**AL)
				SUIR

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## Phase 2 Setup (Optional)

### Leave Maximums

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**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

**BENEFITS MASTER** [Table Mode] [Save] [Exit]

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Code: CMX1

\* Description: COVID Max 1

\* Short Description: COVID Max 1

Reporting Group: [Search] [Dropdown]

☐ Prevailing Wage

\* Type: Hourly [Dropdown]

\* Base Code: HRWK [Search] Hours Worked: [Text]

Amount: [Text]

☐ Paid in Cash

☐ Job Allocation

☐ Department Allocation

☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☐ Dependent Enrollment Allowed

☐ Process Separate Check For This Benefit

☐ Create Voucher For Accounts Payable

☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay Period

☐ Calculation Benefit

☐ Work Location Allocation

☐ \* Calculate Overhead

☐ Exclude Without Wages

☐ Print Check Only

☐ \* Include In Salary In GC Monitor

☐ \* Job Allocation Using User-Defined Base Code

☐ \* Include In Retropay Processing

\* Job Allocation Based On: Default Method [Dropdown]

Temporary Check Number: [Text]

\* Calculation Sequence: 52000 [View Used Seq]

Effected Deduction: [Search] [Text]

Print Order: 1

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

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

## CMX2 Code

**BENEFITS MASTER** [Table Mode] [Save] [Exit]

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Code: CMX2

\* Description: COVID Max 2

\* Short Description: COVID Max 2

Reporting Group: [Search] [ ]

☐ Prevailing Wage

\* Type: Hourly

\* Base Code: HRWK [Search] Hours Worked: [ ]

Amount: [ ]

☐ Paid in Cash

☐ Job Allocation

☐ Department Allocation

☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☐ Dependent Enrollment Allowed

☐ Process Separate Check For This Benefit

☐ Create Voucher For Accounts Payable

\* Job Allocation Based On: Default Method

Temporary Check Number: [ ]

\* Calculation Sequence: 52010 [View Used Seq]

Effected Deduction: [Search] [ ]

Print Order: 1

☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay Period

☐ Calculation Benefit

☐ Work Location Allocation

☐ \* Calculate Overhead

☐ Exclude Without Wages

☐ Print Check Only

☐ \* Include In Salary In GC Monitor

☐ \* Job Allocation Using User-Defined Base Code

☐ \* Include In Retropay Processing

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

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

## 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

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

## CX01 Code

**BENEFITS MASTER** [Table Mode] [Save] [Exit]

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Code: CX01

\* Description: COVID1 Max Excess

\* Short Description: COVID1 MaxExcess

Reporting Group: [Search] [Dropdown]

☐ Prevailing Wage

\* Type: Percentage [Dropdown]

\* Base Code: BASE [Search] [Dropdown: Base Wage]

Amount: [Text Box]

☐ Paid in Cash

☐ Job Allocation

☐ Department Allocation

☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☐ Dependent Enrollment Allowed

☐ Process Separate Check For This Benefit

☐ Create Voucher For Accounts Payable

☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay Period

☐ Calculation Benefit

☐ Work Location Allocation

☐ \* Calculate Overhead

☐ Exclude Without Wages

☐ Print Check Only

☐ \* Include In Salary In GC Monitor

☐ \* Job Allocation Using User-Defined Base Code

☐ \* Include In Retropay Processing

\* Job Allocation Based On: Default Method [Dropdown]

Temporary Check Number: [Text Box]

\* Calculation Sequence: 52100 [View Used Seq]

Effected Deduction: [Search] [Dropdown]

Print Order: 1

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

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

## CX02 Code

**BENEFITS MASTER** [Table Mode] [Save] [Exit]

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Code: CX02

\* Description: COVID2 Max Excess

\* Short Description: COVID2 MaxExcess

Reporting Group: [Search]

\* Type: Percentage

\* Base Code: BASE [Search] Base Wage

Amount: [Search]

☐ Prevailing Wage

☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay Period

☐ Paid in Cash

☐ Calculation Benefit

☐ Job Allocation

☐ Work Location Allocation

☐ Department Allocation

☐ \* Calculate Overhead

☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☐ Exclude Without Wages

☐ Dependent Enrollment Allowed

☐ Print Check Only

☐ Process Separate Check For This Benefit

☐ \* Include In Salary In GC Monitor

☐ Create Voucher For Accounts Payable

☐ \* Job Allocation Using User-Defined Base Code

\* Job Allocation Based On: Default Method

☐ \* Include In Retropay Processing

Temporary Check Number: [Search]

\* Calculation Sequence: 52110 [View Used Seq]

Effected Deduction: [Search]

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

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

## CX03 Code

**BENEFITS MASTER** Table Mode Save

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extension

\* Code CX03

\* Description COVID3 Max Excess

\* Short Description COVID3 MaxExcess

Reporting Group

☐ Prevailing Wage

\* Type Percentage

\* Base Code BASE   Base Wage

Amount

☐ Paid in Cash

☐ Job Allocation

☐ Department Allocation

☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☐ Dependent Enrollment Allowed

☐ Process Separate Check For This Benefit

☐ Create Voucher For Accounts Payable

\* Job Allocation Based On Default Method

Temporary Check Number

\* Calculation Sequence 52120

Effected Deduction

Print Order 1

☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay P

☐ Calculation Benefit

☐ Work Location Allocation

☐ \* Calculate Overhead

☐ Exclude Without Wages

☐ Print Check Only

☐ \* Include In Salary In GC Monitor

☐ \* Job Allocation Using User-Defined Base Code

☐ \* Include In Retropay Processing

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

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

## 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

The screenshot shows the 'BENEFITS MASTER' form with the following fields and options:

- \* Code:** CXS2
- \* Description:** COVID Excess 2
- \* Short Description:** COVID Excess 2
- Reporting Group:** [Searchable field]
- \* Type:** Percentage
- \* Base Code:** BASE (with a 'Base Wage' button)
- Amount:** [Field]
- Options (checkboxes):**
  - ☒ Paid in Cash
  - ☐ Job Allocation
  - ☐ Department Allocation
  - ☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs
  - ☐ Dependent Enrollment Allowed
  - ☐ Process Separate Check For This Benefit
  - ☐ Create Voucher For Accounts Payable
  - ☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay Period
  - ☐ Calculation Benefit
  - ☐ Work Location Allocation
  - ☐ \* Calculate Overhead
  - ☐ Exclude Without Wages
  - ☐ Print Check Only
  - ☐ \* Include In Salary In GC Monitor
  - ☐ \* Job Allocation Using User-Defined Base Code
  - ☐ \* Include In Retropay Processing
- \* Job Allocation Based On:** Default Method
- Temporary Check Number:** [Field]
- \* Calculation Sequence:** 52210 (with a 'View Used Seq' button)
- Effectuated Deduction:** [Searchable field]
- Print Order:** 1

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

**BENEFITS MASTER**

Table Mode Save Exit ? ? ? ?

Search Insert Delete Previous Next Workflows Report Options ECM Documents User Extensions

\* Code CXS3

\* Description COVID Excess 3

\* Short Description COVID Excess 3

Reporting Group

☐ Prevailing Wage

\* Type Percentage

\* Base Code BASE Base Wage

Amount

☒ Paid in Cash

☐ Job Allocation

☐ Department Allocation

☐ Allocate Non Prevailing Wage Benefits to Prevailing Wage Jobs

☐ Dependent Enrollment Allowed

☐ Process Separate Check For This Benefit

☐ Create Voucher For Accounts Payable

\* Job Allocation Based On Default Method

Temporary Check Number

\* Calculation Sequence 52220 View Used Seq

Effected Deduction

Print Order 1

☐ \* Employee Level Lump Sum Benefit. Pay Only One Plan Per Pay Period

☐ Calculation Benefit

☐ Work Location Allocation

☐ \* Calculate Overhead

☐ Exclude Without Wages

☐ Print Check Only

☐ \* Include In Salary In GC Monitor

☐ \* Job Allocation Using User-Defined Base Code

☐ \* Include In Retropay Processing

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

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

## Base Table Codes

BEN DED BASE				
	CMX1	COVID1 Maximum	COVID1 Max	Others ▼
	CMX2	COVID2 Maximum	COVID2 Max	Others ▼
	CMX3	COVID3 Maximum	COVID3 Max	Others ▼
	CX01	COVID1 Max Excess	COVID1 MaxExcess	Others ▼
	CX02	COVID2 Max Excess	COVID2 MaxExcess	Others ▼
	CX03	COVID3 Max Excess	COVID3 MaxExcess	Others ▼
	CXS1	COVID1 Excess	COVID1 Excess	Others ▼
	CXS2	COVID2 Excess	COVID2 Excess	Others ▼
	CXS3	COVID3 Excess	COVID3 Excess	Others ▼

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)

Click **[Save]** on the top right to save the record.

COMPANY BEN DED ELEMENTS
Save Exit

**Selection Criteria**

Company

Base Code   Create Base Code

Table Base

Base Type

**Base Elements**

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

	* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
	BW		COV1	Actual	63.875						<input type="checkbox"/>
	LE		COV1	Actual	63.875						<input type="checkbox"/>

Tran Type Description

Base Tran Description

Code Description  Table Base

## 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)

Click **[Save]** on the top right to save the record.

COMPANY BEN DED ELEMENTS

Save

Exit

Selection Criteria

Company

USCL

US Construction Ltd

Base Code

CMX2

COVID2 Maximum

Create Base Code

Table Base

Base Type

Others

Base Elements

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
BW		COV2	Actual	25						<input type="checkbox"/>
LE		COV2	Actual	25						<input type="checkbox"/>

Tran Type Description

Base Wages

Base Tran Description

## 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)

Click **[Save]** on the top right to save the record.

COMPANY BEN DED ELEMENTS

Save Exit

Selection Criteria

CompanyUSCLUS Construction Ltd

Base CodeCMX3COVID3 MaximumCreate Base Code

Table Base

Base TypeOthers

Base Elements

View FreezeDetachSearchInsertInsert MultipleDeleteWorkflowsReport OptionsExport

* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
BW		COV3	Actual	25						<input type="checkbox"/>
LE		COV3	Actual	25						<input type="checkbox"/>

Tran Type DescriptionBase Wages

Base Tran Description

Code DescriptionCOV3Table Base

## CX01

---

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

Click [**Save**] on the top right to save the record.

## Selection Criteria

Company USCL US Construction Ltd

Base Code CX01 COVID1 Max Excess

Create Base Code

Table Base

Base Type Others

## Base Elements

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

	* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
	BN		CMX1		-1						<input type="checkbox"/>
	BW		COV1	Total	1						<input type="checkbox"/>
	LE		COV1	Total	1						<input type="checkbox"/>

Tran Type Description Benefit

Base Tran Description

Code Description COVID Max 1

Table Base

## 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

Click [**Save**] on the top right to save the record.

COMPANY BEN DED ELEMENTS
Save
Exit

### Selection Criteria

Company
USCL
US Construction Ltd

Base Code
CX02
COVID2 Max Excess
Create Base Code

Table Base

Base Type
Others

### Base Elements

View
Freeze
Detach
Search
Insert
Insert Multiple
Delete
Workflows
Report Options
Export

	* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
	BN		CMX2		-1						
	BW		COV2	Total	1						
	LE		COV2	Total	1						

Tran Type Description
Benefit

Base Tran Description

Code Description
COVID Max 2
Table Base

## 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

Select [**Save**] on the top right to save the record.

COMPANY BEN DED ELEMENTS

Save

Exit

Selection Criteria

Company
USCL
US Construction Ltd

Base Code
COVID3
COVID3 Max Excess

Create Base Code

Table Base

Base Type
Others

Base Elements

View
Freeze
Detach
Search
Insert
Insert Multiple
Delete
Workflows
Report Options
Export

	* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
	BN		CMX3		-1						<input type="checkbox"/>
	BW		COV3	Total	1						<input type="checkbox"/>
	LE		COV3	Total	1						<input type="checkbox"/>

Tran Type Description

Benefit

Base Tran Description

Code Description

COVID Max 3

Table Base

## 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

Click **[Save]** on the top right to save the record.

The screenshot displays the 'COMPANY BEN DED ELEMENTS' interface. At the top, there is a blue header bar with 'COMPANY BEN DED ELEMENTS' on the left and 'Save' and 'Exit' buttons on the right. Below the header, the 'Selection Criteria' section contains several input fields: 'Company' (USCL), 'Base Code' (CXS1), 'Table Base' (empty), and 'Base Type' (Others). A 'Create Base Code' button is located to the right of the 'Base Code' field. The 'Base Elements' section below features a toolbar with options like View, Freeze, Detach, Search, Insert, Insert Multiple, Delete, Workflows, Report Options, and Export. A table with 12 columns is shown, including \* Tran Type, YTD Base, \* Code, Hours Type, Factor, Threshold, Ceiling, Round Direction, Round To, Table Base, and Apply Only On First Check. The first row of the table is populated with 'BN' for Tran Type, 'CX01' for Code, and '-1' for Factor. Below the table, there is a 'Tran Type Description' field showing 'Benefit'.

* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
BN		CX01		-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

Click **[Save]** on the top right to save the record.

COMPANY BEN DED ELEMENTS

SaveExit

Selection Criteria

Company

USCL

US Construction Ltd

Base Code

CXS2

COVID2 Excess

Create Base Code

Table Base

Base Type

Others

Base Elements

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

	* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
	BN		CX02		-1						

Tran Type Description

Benefit

Base Tran Description

Code Description

COVID2 Max Excess

Table Base

## 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

Click **[Save]** on the top right to save the record.

COMPANY BEN DED ELEMENTS

SaveExit

Selection Criteria

Company

USCL

US Construction Ltd

Base Code

CXS3

COVID3 Excess

Create Base Code

Table Base

Base Type

Others

Base Elements

View

Freeze

Detach

Search

Insert

Insert Multiple

Delete

Workflows

Report Options

Export

	* Tran Type	YTD Base	* Code	Hours Type	Factor	Threshold	Ceiling	Round Direction	Round To	Table Base	Apply Only On First Check
	BN		CX03		-1						

Tran Type Description

Benefit

Base Tran Description

Code Description

COVID3 Max Excess

Table Base

## Company Benefits

The screenshot shows the 'COMPANY BENEFITS' screen with a blue header. Below the header is a 'Selection Criteria' section. It contains three rows of input fields: 'Company' with 'USCL' and a dropdown showing 'US Construction Ltd'; 'Pay Group' with 'ALL' and a dropdown showing 'All Groups'; and 'Pay Run' with 'BW' and a dropdown showing 'Biweekly'. Each input field has a magnifying glass icon to its right.

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

The screenshot shows the 'Benefit Details' screen with a light blue header. Below the header is a toolbar with icons for Search, Insert, Delete, Previous, Next, Workflows, and Report Options. The 'Basic' tab is selected, showing fields for Benefit Code (CMX1), Plan Code (DEFAULT), Plan Option (DEFAULT), Start Date (Jan 01, 2020), End Date, Benefit Type (Hourly), Debit Dept. Code, Debit Account Code (5022), Credit Dept. Code, and Credit Account Code (5022). There are also checkboxes for Cash, Employee, Job, and Tax Element.

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.

## Pay Frequency Tab

### Selection Criteria

* Company	<input type="text" value="USCL"/>	<input type="button" value="Q"/>	<input type="text" value="US Construction Ltd"/>
Pay Group	<input type="text" value="ALL"/>	<input type="button" value="Q"/>	<input type="text" value="All Groups"/>
Pay Run	<input type="text" value="BW"/>	<input type="button" value="Q"/>	<input type="text" value="Biweekly"/>

### Benefit Details

Search Insert Delete Previous Next Workflows Report Op

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

▼

Amount

\* Remittance Frequency

▼

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CMX1 – Pay Frequency tab:

Amount – 1.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report C

Basic Pay Frequency **Advanced**

Base Code	CMX1	COVID1 Maximum
Eligible Base		
Eligible Amount		
	<input type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CMX1 – Advanced tab:

Base Code – Select CMX1.

Benefits Print Flag – Uncheck the checkbox.

Click **[Save]** on the top right to save the record.

## CMX2

### Basic Tab

Benefit Details

Search Insert Delete Previous Next Workflows Report Options

Basic Pay Frequency Advanced

\* Benefit Code CMX2 COVID Max 2 ☐ Cash

\* Plan Code DEFAULT Default

\* Plan Option DEFAULT Default

\* Start Date Jan 01, 2020

End Date

\* Benefit Type Hourly

Debit Dept. Code

\* Debit Account Code 5022 COVID19 Leave Expense

Credit Dept. Code

\* Credit Account Code 5022 COVID19 Leave Expense

Employee Job Tax Element

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.

## Pay Frequency Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Op

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

1.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CMX2 – Pay Frequency tab:

Amount – 1.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Options

Basic

Pay Frequency

Advanced

Base Code	CMX2	COVID2 Maximum
Eligible Base		
Eligible Amount		
	<input type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CMX2 – Advanced Tab:

Base Code – Select CMX2.

Benefits Print Flag – Uncheck the checkbox.

Click **[Save]** on the top right to save the record.

## CMX3

### Basic Tab

Benefit Details

Search Insert Delete Previous Next Workflows Report Options

Basic Pay Frequency Advanced

\* Benefit Code CMX3 COVID Max 3 ☐ Cash

\* Plan Code DEFAULT Default

\* Plan Option DEFAULT Default

\* Start Date Jan 01, 2020

End Date

\* Benefit Type Hourly

Debit Dept. Code

\* Debit Account Code 5022 COVID19 Leave Expense

Credit Dept. Code

\* Credit Account Code 5022 COVID19 Leave Expense

Employee Job Tax Element

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.

## Pay Frequency Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Op

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

1.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CMX3 – Pay Frequency tab:

Amount – 1.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report O

Basic Pay Frequency **Advanced**

Base Code	CMX3	COVID3 Maximum
Eligible Base		
Eligible Amount		
	<input type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CMX3 – Advanced tab:

Base Code – Select CMX3.

Benefits Print Flag – Uncheck the checkbox.

Click **[Save]** on the top right to save the record.

## CX01

### Basic Tab

\* Company USCL US Construction Ltd

Pay Group ALL All Groups

Pay Run BW Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Options

**Basic** Pay Frequency Advanced

\* Benefit Code CX01 COVID1 Max Excess ☐ Cash

\* Plan Code DEFAULT Default

\* Plan Option DEFAULT Default

\* Start Date Jan 01, 2020

End Date

\* Benefit Type Percentage

Debit Dept. Code

\* Debit Account Code 5022 COVID19 Leave Expense

Credit Dept. Code

\* Credit Account Code

Employee Job Tax Element

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.)

## Pay Frequency Tab

**COMPANY BENEFITS**

### Selection Criteria

\* Company

USCL

US Construction Ltd

Pay Group

ALL

All Groups

Pay Run

BW

Biweekly

### Benefit Details

Search

Insert

Delete

Previous

Next

Workflows

Report Options

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

100.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CX01 – Pay Frequency tab:

Amount – 100.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Options

Basic

Pay Frequency

Advanced

Base Code	CX01	COVID1 Max Excess
Eligible Base		
Eligible Amount		
	<input type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CX01 – Advanced tab:

Base Code – Select CX01.

Benefits Print Flag – Uncheck the checkbox.

Click **[Save]** on the top right to save the record.

## CX02

### Basic Tab

\* Company

Pay Group

Pay Run

---

### Benefit Details

**Basic** Pay Frequency Advanced

\* Benefit Code    ☐ Cash

\* Plan Code

\* Plan Option

\* Start Date

End Date

\* Benefit Type

Debit Dept. Code

\* Debit Account Code

Credit Dept. Code

\* Credit Account Code

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.

## Pay Frequency Tab

**COMPANY BENEFITS**

### Selection Criteria

\* Company

USCL

US Construction Ltd

Pay Group

ALL

All Groups

Pay Run

BW

Biweekly

### Benefit Details

Search

Insert

Delete

Previous

Next

Workflows

Report Options

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

100.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CX02 – Pay Frequency tab:

Amount – 100.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Options

Basic Pay Frequency **Advanced**

Base Code	CX02	COVID2 Max Excess
Eligible Base		
Eligible Amount		
	<input type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CX02 – Advanced tab:

Base Code – Select CX02.

Benefits Print Flag – Uncheck the checkbox.

Click [**Save**] on the top right to save the record.

## CX03

### Basic Tab

\* Company

Pay Group

Pay Run

---

### Benefit Details

Search Insert Delete Previous Next Workflows Report Options

**Basic** Pay Frequency Advanced

\* Benefit Code   ☐ Cash

\* Plan Code

\* Plan Option

\* Start Date

End Date

\* Benefit Type

Debit Dept. Code

\* Debit Account Code

Credit Dept. Code

\* Credit Account Code

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.

## Pay Frequency Tab

**COMPANY BENEFITS**

### Selection Criteria

\* Company

USCL

US Construction Ltd

Pay Group

ALL

All Groups

Pay Run

BW

Biweekly

### Benefit Details

Search

Insert

Delete

Previous

Next

Workflows

Report Options

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

100.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CX03 – Pay Frequency tab:

Amount – 100.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report

Basic Pay Frequency **Advanced**

Base Code	CX03	COVID3 Max Excess
Eligible Base		
Eligible Amount		
	<input type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CX03 – Advanced tab:

Base Code – Select CX03.

Benefits Print Flag – Uncheck the checkbox.

Click **[Save]** on the top right to save the record.

## CXS1

### Basic Tab

\* Company USCL US Construction Ltd

Pay Group ALL All Groups

Pay Run BW Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Options ECM D

**Basic** Pay Frequency Advanced

\* Benefit Code CXS1 COVID Excess 1 ☒ Cash

\* Plan Code DEFAULT Default

\* Plan Option DEFAULT Default

\* Start Date Jan 01, 2020

End Date

\* Benefit Type Percentage

Debit Dept. Code

\* Debit Account Code 5022 COVID19 Leave Expense

Credit Dept. Code

\* Credit Account Code

Employee Job Tax Element

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]**.

Country Code: US  
 Transactin Type: BN  
 Code: CX03  
 \* Effective Date: 01/01/2020  
 End Date:   
☒ Regular Pay  
☐ Exclude Without Wages  
 View Existing Date Ranges  
 Reset

**Available**

Available	Select
Earned income Cr	<input type="checkbox"/>
FUTA Employee	<input type="checkbox"/>
FUTA Employer	<input type="checkbox"/>
Federal Withhold	<input type="checkbox"/>
Medicare Employee	<input type="checkbox"/>
Medicare Employee	<input type="checkbox"/>
Social Security	<input type="checkbox"/>
Social Security	<input type="checkbox"/>

**Selected**

Selected	Effective Date	Select
No rows yet.		

Accept

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

Click **[Exit]** to close the screen once saved.

Country Code: US  
 Transactin Type: BN  
 Code: CXS1  
 \* Effective Date:   
 End Date:   
☒ Regular Pay  
☐ Exclude Without Wages  
 View Existing Date Ranges  
 Reset

**Available**

Available	Select
No rows yet.	

**Selected**

Selected	Effective Date	Sele
Earned income Cr	Jan 01, 2020	<input type="checkbox"/>
FUTA Employee	Jan 01, 2020	<input type="checkbox"/>
FUTA Employer	Jan 01, 2020	<input type="checkbox"/>
Federal Withhold	Jan 01, 2020	<input type="checkbox"/>
Medicare Employee	Jan 01, 2020	<input type="checkbox"/>
Medicare Employee	Jan 01, 2020	<input type="checkbox"/>
Social Security	Jan 01, 2020	<input type="checkbox"/>
Social Security	Jan 01, 2020	<input type="checkbox"/>

Accept

## Pay Frequency Tab

**COMPANY BENEFITS**

**Selection Criteria**

\* Company

USCL

US Construction Ltd

Pay Group

ALL

All Groups

Pay Run

BW

Biweekly

**Benefit Details**

Search

Insert

Delete

Previous

Next

Workflows

Report Opt

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

100.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐

 Create AP Voucher From Remittance Total Amount

In the CXS1 – Pay Frequency tab:

Amount – 100.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report

Basic Pay Frequency **Advanced**

Base Code

CXS1

COVID1 Excess

Eligible Base

Eligible Amount

☒ Benefits Print Flag

☒ Benefits Secure Flag

☐ Calculate Only On First Check

In the CXS1 – Advanced tab:

Base Code – Select CXS1.

Click **[Save]** on the top right to save the record.

## CXS2

### Basic Tab

\* Company USCL US Construction Ltd

Pay Group ALL All Groups

Pay Run BW Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report

**Basic** Pay Frequency Advanced

\* Benefit Code CXS2 COVID Excess 2 ☒ Cash

\* Plan Code DEFAULT Default

\* Plan Option DEFAULT Default

\* Start Date Jan 01, 2020

End Date

\* Benefit Type Percentage

Debit Dept. Code

\* Debit Account Code 5022 COVID19 Leave Expense

Credit Dept. Code

\* Credit Account Code

Employee Job Tax Element

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.

Employee Job Tax Element

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]**.

The screenshot shows the 'Assign Tax Elements' interface. On the left, there are input fields for Country Code (US), Transaction Type (BN), Code (CX03), Effective Date (01/01/2020), and End Date. Below these are checkboxes for 'Regular Pay' (checked) and 'Exclude Without Wages' (unchecked), along with a 'View Existing Date Ranges' button and a 'Reset' button. In the center is the 'Available' window, which has a table with two columns: 'Available' and 'Select'. The 'Select' column has a checkbox that is checked. Below the table is a 'No rows yet.' message. To the right of the 'Available' window is a 'Selected' window, which also has a table with columns 'Selected', 'Effective Date', and 'Select'. The 'Select' column has a checkbox that is checked. Below the table is a 'No rows yet.' message. To the right of the 'Selected' window is an 'Accept' button.

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

Click **[Exit]** to close the screen once saved.

The screenshot shows the 'Assign Tax Elements' interface after the tax elements have been moved to the 'Selected' window. The 'Available' window now shows 'No rows yet.' The 'Selected' window shows a table with the following data:

Selected	Effective Date	Select
Earned income Cr	Jan 01, 2020	<input checked="" type="checkbox"/>
FUTA Employee	Jan 01, 2020	<input type="checkbox"/>
FUTA Employer	Jan 01, 2020	<input type="checkbox"/>
Federal Withhold	Jan 01, 2020	<input type="checkbox"/>
Medicare Employee	Jan 01, 2020	<input checked="" type="checkbox"/>
Medicare Employer	Jan 01, 2020	<input type="checkbox"/>
Social Security	Jan 01, 2020	<input type="checkbox"/>
Social Security	Jan 01, 2020	<input type="checkbox"/>

At the top right of the interface, there are 'Save' and 'Exit' buttons. An 'Accept' button is also visible at the bottom right of the 'Selected' window.

## Pay Frequency Tab

**COMPANY BENEFITS**

**Selection Criteria**

\* Company

USCL

US Construction Ltd

Pay Group

ALL

All Groups

Pay Run

BW

Biweekly

**Benefit Details**

Search

Insert

Delete

Previous

Next

Workflows

Report Opt

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

100.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐

 Create AP Voucher From Remittance Total Amount

In the CXS2 – Pay Frequency tab:

Amount – 100.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report

Basic

Pay Frequency

Advanced

Base Code	CXS2	COVID2 Excess
Eligible Base		
Eligible Amount		
	<input checked="" type="checkbox"/> Benefits Print Flag	
	<input checked="" type="checkbox"/> Benefits Secure Flag	
	<input type="checkbox"/> Calculate Only On First Check	

In the CXS2 – Advanced tab:

Base Code – Select CXS2.

Click [**Save**] on the top right to save the record.

## CXS3

### Basic Tab

\* Company USCL US Construction Ltd

Pay Group ALL All Groups

Pay Run BW Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report Op

**Basic** Pay Frequency Advanced

\* Benefit Code CXS3 COVID Excess 3 ☒ Cash

\* Plan Code DEFAULT Default

\* Plan Option DEFAULT Default

\* Start Date Jan 01, 2020

End Date

\* Benefit Type Percentage

Debit Dept. Code

\* Debit Account Code 5022 COVID19 Leave Expense

Credit Dept. Code

\* Credit Account Code

Employee Job Tax Element

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.

Employee Job Tax Element

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]**.

The screenshot shows the 'Assign Tax Elements' window. On the left, there are input fields for Country Code (US), Transaction Type (BN), Code (CX03), Effective Date (01012020), and End Date. Below these are checkboxes for Regular Pay (checked) and Exclude Without Wages (unchecked), along with a 'View Existing Date Ranges' button and a 'Reset' button. In the center, the 'Available' window is open, showing a table with columns 'Available' and 'Select'. The 'Select' checkbox is checked. The table lists various tax elements: Earned income Cr, FUTA Employee, FUTA Employer, Federal Withhold, Medicare Employee, Medicare Employer, Social Security, and Social Security. On the right, the 'Selected' window is open, showing a table with columns 'Selected', 'Effective Date', and 'Select'. It currently has 'No rows yet.' and an 'Accept' button is visible on the far right.

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

Click **[Exit]** to close the screen once saved.

The screenshot shows the 'Assign Tax Elements' window after the tax elements have been moved. The 'Available' window is now empty, showing 'No rows yet.' The 'Selected' window is populated with the same list of tax elements as before, but now each row has an 'Effective Date' of 'Jan 01, 2020' and the 'Select' checkbox is checked. The 'Accept' button is still visible on the far right. The top of the window has a blue header bar with the text 'ASSIGN TAX ELEMENTS' and a 'Save' button.

## Pay Frequency Tab

**COMPANY BENEFITS**

### Selection Criteria

\* Company

USCL

US Construction Ltd

Pay Group

ALL

All Groups

Pay Run

BW

Biweekly

### Benefit Details

Search

Insert

Delete

Previous

Next

Workflows

Report Opt

Basic

**Pay Frequency**

Advanced

\* Calculation Frequency

Bi-weekly

Amount

100.000

\* Remittance Frequency

Bi-weekly

Remittance Amount

Vendor

Comments

☐ Create AP Voucher From Remittance Total Amount

In the CXS3 – Pay Frequency tab:

Amount – 100.000

## Advanced Tab

### Selection Criteria

* Company	USCL	US Construction Ltd
Pay Group	ALL	All Groups
Pay Run	BW	Biweekly

### Benefit Details

Search Insert Delete Previous Next Workflows Report

Basic Pay Frequency **Advanced**

Base Code	CXS3	COVID3 Excess
Eligible Base		
Eligible Amount		
<input checked="" type="checkbox"/> Benefits Print Flag <input checked="" type="checkbox"/> Benefits Secure Flag <input type="checkbox"/> Calculate Only On First Check		

In the CXS3 Advanced tab:

Base Code – Select CXS3.

Select **[Save]** on the top right to save the record.

## Min/Max Values

**COMPANY MIN/MAX VALUES** Save Exit ? ? ? ?

**Selection Criteria**

Company

\* Transaction Type

**Min/Max Values**

View Freeze Detach Search Insert Insert Multiple Delete Workflows Report Options Export

* Amount Type	* Tran. Code	* Plan Code	* Plan Option	* Limit For	* Employee	* Trd Code	* Frequency
Premium	CX01	DEFAULT	DEFAULT	Employee	ALL	ALL	Bi Weekly
Premium	CX02	DEFAULT	DEFAULT	Employee	ALL	ALL	Bi Weekly
Premium	CX03	DEFAULT	DEFAULT	Employee	ALL	ALL	Bi Weekly

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	Union:	Trade: OFFI	Office
Check No.:	User Check	Check	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	MEDE Medicare Employee (*ALL)	-36.25 CMX2 COVID Max 2 400.00
COV3	COVID19-3	16.00	384.62	SOCE Social Security (*ALL)	-155.00 CMX3 COVID Max 3 400.00
COV1	COVID19-1	16.00	576.92	STAT State Withholdin (**AL)	-98.94 FUTR FUTA Employer (*ALL) 15.00
				MEDR Medicare Employee (*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	Union:	Trade: OFFI	Office
Check No.:	User Check	Check	3,062.68	Check	
<b>Net Pay : 3,062.68</b>					
NWHR	Normal Hours	28.00	2,423.08 FWT Federal Withhold (*ALL)	-780.03 CMX1 COVID Max 1	1,022.00
COV3	COVID19-3	24.00	1,384.62 MEDE Medicare Employee (*ALL)	-63.00 CMX2 COVID Max 2	300.00
COV1	COVID19-1	16.00	1,384.62 SOCE Social Security (*ALL)	-269.39 CMX3 COVID Max 3	600.00
COV2	COVID19-2	12.00	692.31 STAT 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 Employee (*ALL)	63.00
				SOCR Social Security (*ALL)	269.39
				SUIR State Unemployme (**AL)	21.73
				8810 Clerical	0.28
<b>Check Total</b>		<b>80.00</b>	<b>4,345.08</b>	<b>-1,282.40</b>	<b>3,842.02</b>
<b>Employee</b>		<b>80.00</b>	<b>4,345.08</b>	<b>-1,282.40</b>	<b>3,842.02</b>

## 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*.

The screenshot shows the 'BENEFITS MASTER' screen with the 'Benefit Details' tab selected. The 'Calculation Benefit' checkbox is checked and highlighted with a red box. Other visible fields include: \* Code: CMX1, \* Description: COVID Max 1, \* Short Description: COVID Max 1, Reporting Group, \* Type: Hourly, \* Base Code: HRWK, Hours Worked, Amount, and various allocation and processing checkboxes.

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.

Employee	000108	Brenda Stewart	Union:	Trade: OFFI	Office
Check No.:	User Check	Check	1,853.90	Check	
Net Pay :	1,853.90				
NWHR	Normal Hours	32.00	1,153.86 FWT	Federal Withhold (*ALL)	-355.93 FUTR FUTA Employer (*ALL) 15.00
COV2	COVID19-2	16.00	384.62 MEDE	Medicare Employee (*ALL)	-36.25 MEDR Medicare Employee (*ALL) 36.25
COV3	COVID19-3	16.00	384.62 SOCE	Social Security (*ALL)	-155.00 SOCR Social Security (*ALL) 155.00
COV1	COVID19-1	16.00	576.92 STAT	State Withholdin (**AL)	-98.94 SUJR State Unemployem (**AL) 12.50
				8810 Clerical	0.15

Employee	000109	Margaret Smith	Union:	Trade: OFFI	Office
Check No.:	User Check	Check	3,062.68	Check	
Net Pay :	3,062.68				
NWHR	Normal Hours	28.00	2,423.08	FWT Federal Withhold (*ALL)	-780.03 FUTR FUTA Employer (*ALL) 26.07
COV3	COVID19-3	24.00	1,384.62	MEDE Medicare Employee (*ALL)	-63.00 MEDR Medicare Employee (*ALL) 63.00
COV1	COVID19-1	16.00	1,384.62	SOCE Social Security (*ALL)	-269.39 SOCR Social Security (*ALL) 269.39
COV2	COVID19-2	12.00	692.31	STAT State Withholdin (**AL)	-169.98 SUIR State Unemployme (**AL) 21.73
CXS2	COVID Excess 2		-392.31		8810 Clerical 0.26
CXS3	COVID Excess 3		-784.62		
CXS1	COVID Excess 1		-362.62		
Check Total		80.00	4,345.08		-1,282.40 380.45
Employee		80.00	4,345.08		-1,282.40 380.45

## 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.

Timesheet Details								
Employee Equipment								
View	Freeze	Detach	Search	Insert	Insert Multiple	Delete	Duplicate Record	
Seq No	* Employee	Date	Other Hours	Type	Rate Code	Pay Rate	Expense	Quan
23154646	000109	Feb 16, 2020	16	COV1	OTHR	63.8750		
23154648	000109	Feb 16, 2020	12	COV2	OTHR	25.0000		
23154650	000109	Feb 16, 2020	24	COV3	OTHR	25.0000		