

Instructions for Adding a Compensation Type and Associated Distributions for 2020 FFCRA Rules

Approach: Add a new Compensation type named FFCRA.

Then add distribution types as needed. Examples:

1. FFCRA Paid Sick Leave Regular Pay Rate
2. FFCRA Paid Sick Leave 2/3 Regular Pay Rate
3. FFCRA Paid Expanded Family & Medical Leave

Preparation for Adding FFCRA activity: You might want to add one or more account codes to track this activity. If so, do it before proceeding to the next steps

Add Compensation type:

1. Open the Payroll application
2. Hover over Modify and choose Compensation Information
3. Click the Search button
4. Click the Add New Compensation link
5. Enter FFCRA in the Description field

Add Distribution types:

1. While still on the new Compensation Information page, click the Add New Distribution link
2. In the Name field, append a description to the existing FFCRA title, i.e., FFCRA Paid Sick Leave.
3. Click the edit icon or double click on Sick Pay
 - a. Fill in the General Ledger account fields.
 - b. Click the Update button to save the account code locations
 - c. Click the OK button to save the new distribution
4. If you need to add a distribution, then repeat steps 1 – 3 above.
5. When finished, click the Update button on the Compensation Information Update page

Use Payrolls' Employee Earnings report to see total compensation for each FFCRA deduction type used.