

Instructions for Tracking Families First Coronavirus Response Act's Paid Salaries

New regulations now require COVID salary payments to be reported in box 14 on the employee's Form W-2 2020.

If your organization is required to report COVID salary payments, then use the following steps to configure Payroll.

Payroll will include FFCRA payments in box 14 on the new Form W-2 2020 that has a Compensation type of FFCRA and has associated disbursements with the following wording. Therefore, carefully follow the steps below.

Approach: Add a new Compensation type named **FFCRA**. Then add distribution types exactly as worded below.

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

Step 1:

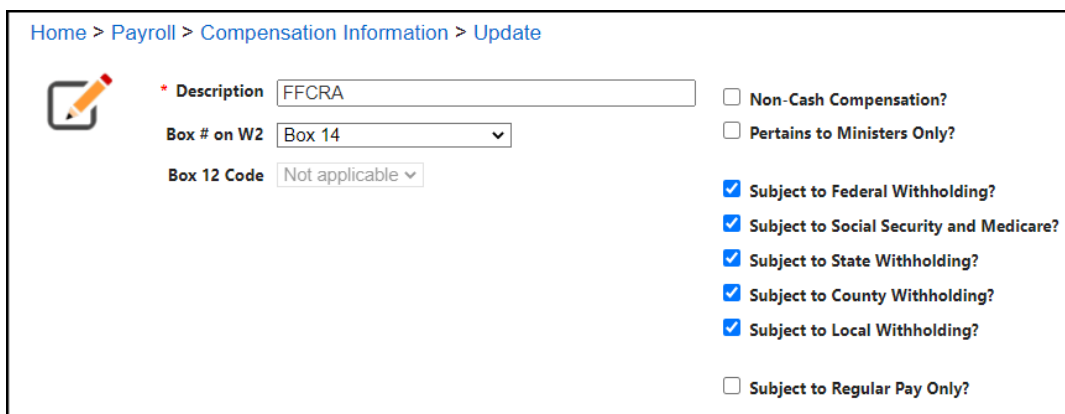
(Optional) Add one or more account codes in Financials General Ledger to track this activity. I have added "COVID Payments" as a new account type

Step 2:


Add a Compensation type:

CAUTION: Enter Compensation Descriptions exactly as shown in point 5 below. **Watch your spelling.**

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.
6. Use the dropdown arrow and select Box 14 for the Box # on W2 field
7. Use the field selections shown below



Home > Payroll > Compensation Information > Update

 * Description Non-Cash Compensation?

Box # on W2 Pertains to Ministers Only?

Box 12 Code Subject to Federal Withholding?

Subject to Social Security and Medicare?

Subject to State Withholding?

Subject to County Withholding?

Subject to Local Withholding?

Subject to Regular Pay Only?

Step 3:

Add Distribution types

CAUTION: Enter Distribution Descriptions exactly as shown below. Watch your spelling.

While still on the new Compensation Information page, click the Add New Distribution link.

In the Name field, enter **FFCRA Paid Sick Leave Regular Pay Rate**

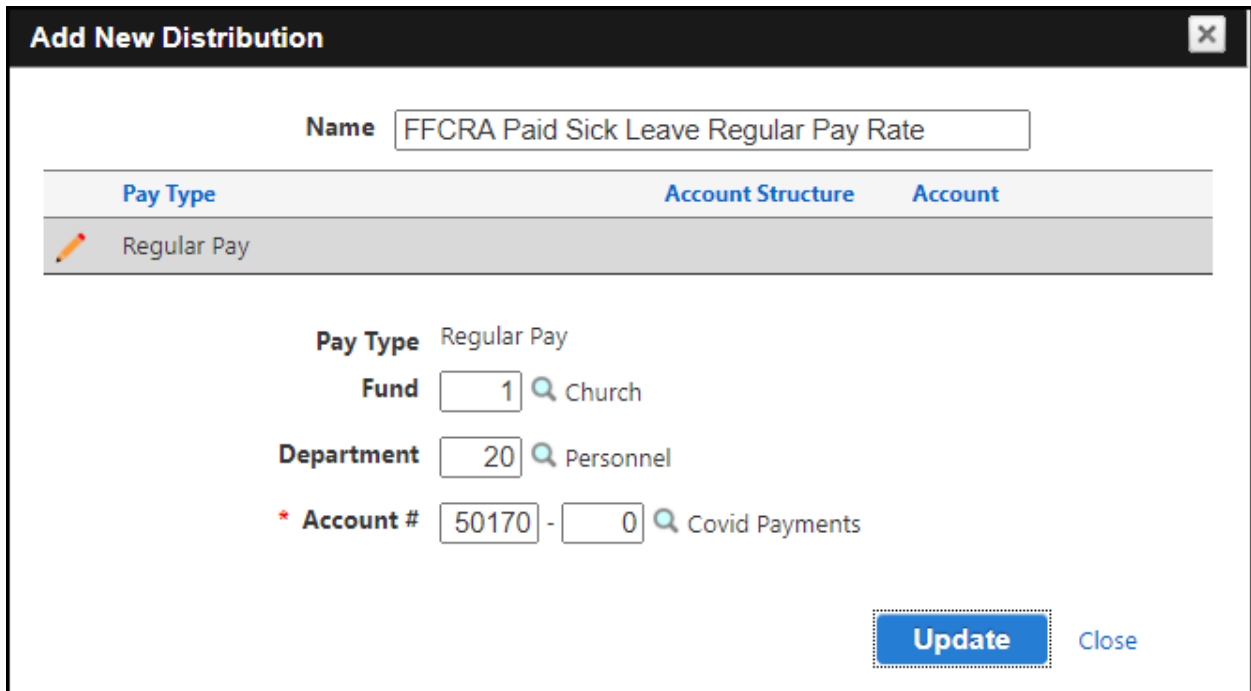


Add New Distribution [X]

Name


Click the edit icon for Regular Pay and enter the account information requested.

Click Update



Add New Distribution [X]

Name

Pay Type	Account Structure	Account
 Regular Pay		

Pay Type Regular Pay

Fund Church

Department Personnel

* Account # - Covid Payments

Update Close

Click OK to save the Distribution and proceed

Step 4: In the Name field, enter the following exactly as shown: FFCRA Paid Sick Leave 2/3 Regular Pay Rate

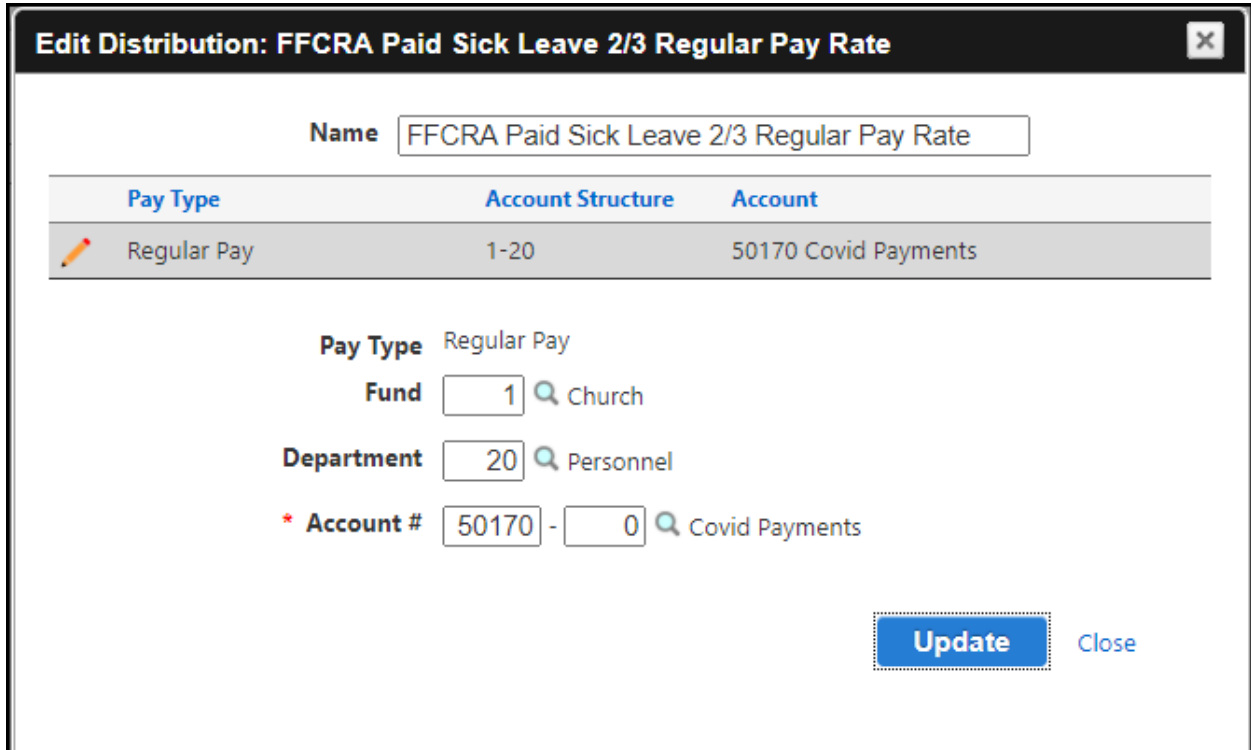


Edit Distribution: FFCRA Paid Sick Leave 2/3 Regular Pay Rate

Name


Click the edit icon for Regular Pay and enter the account information requested

Click Update



Edit Distribution: FFCRA Paid Sick Leave 2/3 Regular Pay Rate

Name

Pay Type	Account Structure	Account
 Regular Pay	1-20	50170 Covid Payments

Pay Type Regular Pay

Fund Church

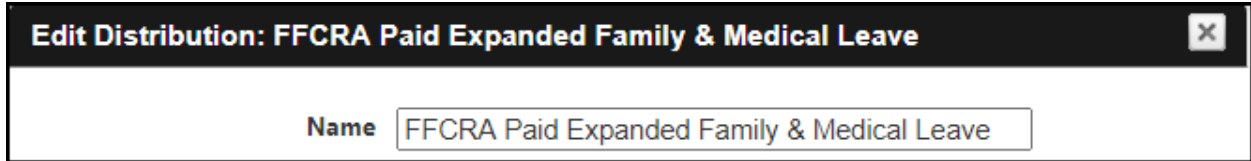
Department Personnel

* Account # - Covid Payments

Update Close

Click OK to save the Distribution and proceed

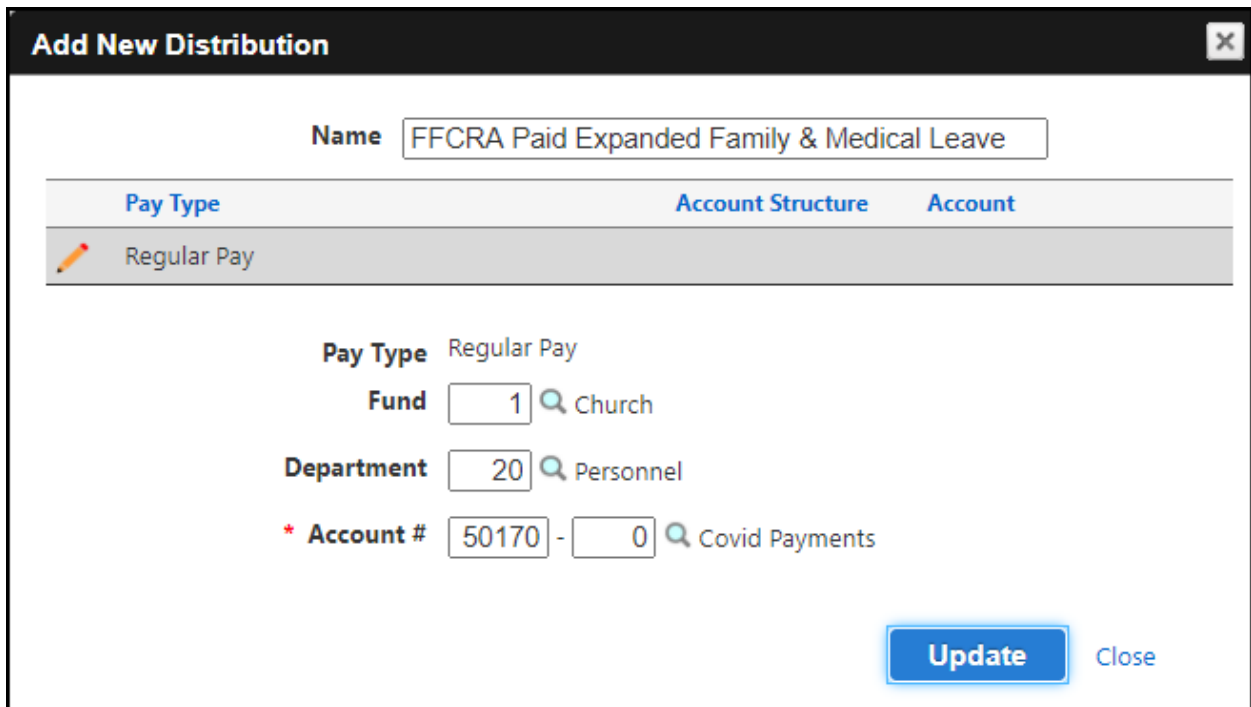
Step 5: In the Name field, enter the following exactly as shown: FFCRA Paid Expanded Family & Medical Leave



The screenshot shows a dialog box titled "Edit Distribution: FFCRA Paid Expanded Family & Medical Leave". It contains a single text input field labeled "Name" with the text "FFCRA Paid Expanded Family & Medical Leave" entered.

Then click the edit icon for Regular Pay and enter the account information requested

Click Update



The screenshot shows a dialog box titled "Add New Distribution". It contains a text input field for "Name" with "FFCRA Paid Expanded Family & Medical Leave" entered. Below this is a table with three columns: "Pay Type", "Account Structure", and "Account". The first row of the table is "Regular Pay". Below the table, there are three rows of form fields: "Pay Type" (Regular Pay), "Fund" (1) with a search icon and "Church", "Department" (20) with a search icon and "Personnel", and "* Account #" (50170 - 0) with a search icon and "Covid Payments". At the bottom right, there is a blue "Update" button and a "Close" link.

Click OK to save the Distribution and proceed


Step 6: Review your settings

Your Compensation Information should look similar to the screenshot below.

Also, it is time to **CHECK YOUR SPELLING**. Make absolutely sure that the Compensation Type is FFCRA, and the distributions you created are EXACTLY like shown below:

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

Home > Payroll > Compensation Information > Update ?

 * Description

Box # on W2

Box 12 Code

Non-Cash Compensation?

Pertains to Ministers Only?

Subject to Federal Withholding?


Subject to Social Security and Medicare?







Subject to State Withholding?

Subject to County Withholding?

Subject to Local Withholding?

Subject to Regular Pay Only?

 Add New Distribution

Description	Account Structure	Account
  FFCRA Paid Sick Leave Regular Pay Rate	1-20	50170 Covid Payments
  FFCRA Paid Sick Leave 2/3 Regular Pay Rate	1-20	50170 Covid Payments
  FFCRA Paid Expanded Family & Medical Leave	1-20	50170 Covid Payments

Page size: 50 3 items in 1 pages

Update Reset or Cancel

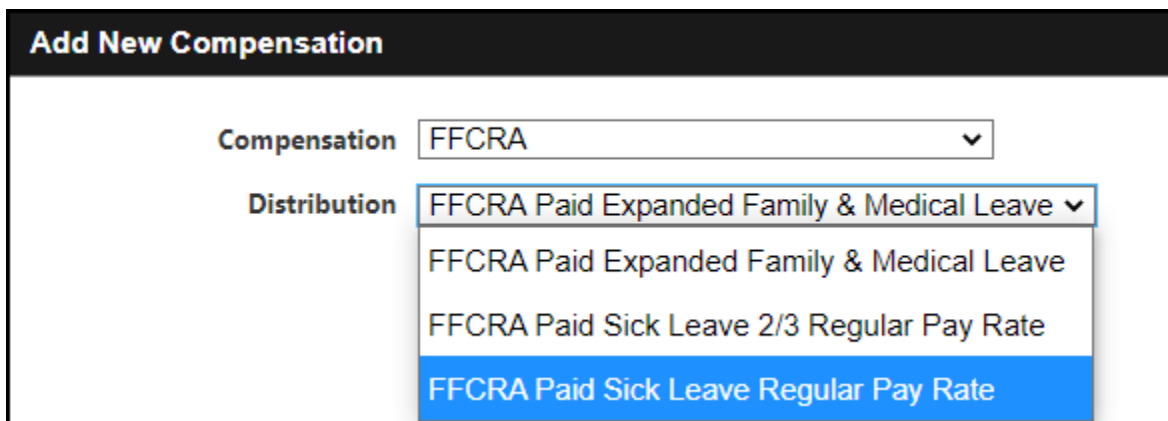
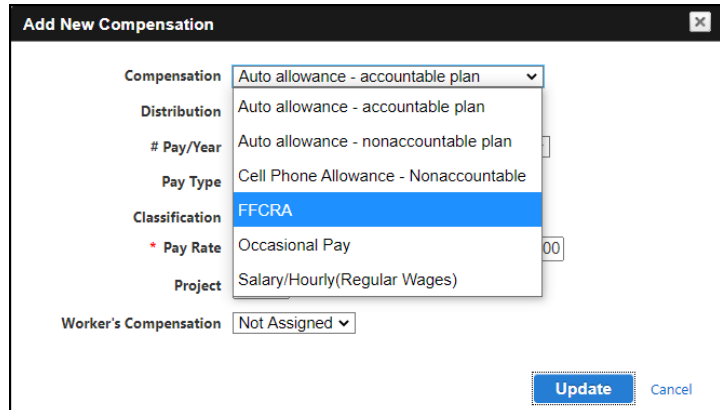
When finished, click the Update button on the Compensation Information Update page, shown above

Step 7:

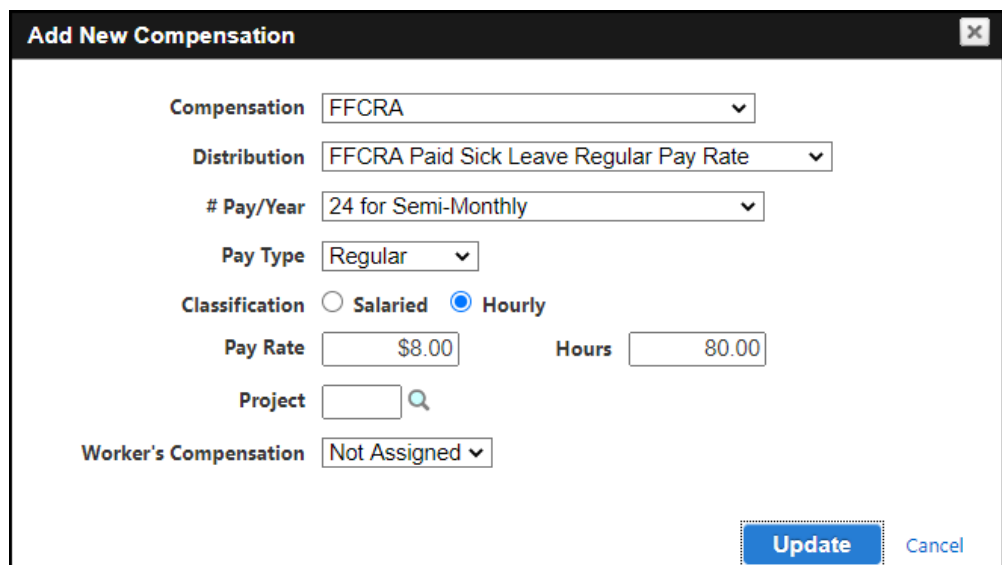
Adding FFCRA Compensation for Paid Sick Leave Regular Pay Rate during a Payroll run

Process your Payroll as usual up to the point where your payroll screen shows all employees being paid.

1. Click the edit icon associated with an employee who will need to have a COVID payment recorded.
2. Click the Add New Compensation link
3. Using the Compensation's pull-down arrow, locate and select FFCRA
4. Use the Distribution pull-down arrow and Select FFCRA Paid Sick Leave Regular Pay Rate








5. Choose either Salaried or Hourly radio button
6. Fill in the Pay Rate and Hours Worked (this employee is usually paid \$8.00 per hour and works typically 80 hours for two weeks) See Settings below
7. Click Update to proceed



8. You now have two 80 hour compensations for this employee, as shown below

Atlas, Rebecca



Compensation	Distribution	Pay Type	Classification	Rate	Hours	Project	WC
  Salary/Hourly(Regular Wages)	Nurse Staff	Regular	Hourly	\$8.00	80.00		2
  FFCRA	FFCRA Paid Sick	Regular	Salaried	\$8.00	80.00		Not Assigned

9. Click the red X icon to remove the Salary/Hourly(Regular Wages) entry. (Note: If only part of the Payroll's two weeks were COVID related, then adjust the COVID hours, and then change the Salary/Hourly(Regular Wages) values.

10. Click Update to save your work.

Step 8:

Adding FFCRA Compensation for Paid Sick Leave 2/3 Pay Rate during a Payroll run

1. Use the same steps as above except choosing the FFCRA Pain Sick Leave 2/3 Pay Rate distribution.
2. You will need to reduce their regular payment amount by 1/3 and enter that value in the Pay Rate and Hours fields.

Step 9:

Adding FFCRA Compensation for FFCRA Paid Expanded Family & Medical Leave during a Payroll run

Use the same steps as above. This payment type is not limited to two weeks, like the two above.

Step 10:

Use Payroll's Employee Earnings report to see total Compensation for each FFCRA distribution type used.

1. Hover over Reports and choose Employee Earnings
2. Run the report (Note: might be helpful to run for a specific check date)
3. Check each employee's section to make sure that the COVID payment exists. If not, review the spelling on the Compensation type and on each of the Distributions.

Atlas, Rebecca							
	137	8/18/2018	0.00	\$500.00	\$15.00	\$70.72	\$414.28
FFCRA Paid Sick Leave Regular Pay Rate(Reg)				\$500.00			
ROTH 401 K			500.00		\$15.00		
FWT			500.00			\$27.12	
Social Security			500.00			\$31.00	
Medicare			500.00			\$7.25	
CA - California - Married <=1 Allow			500.00			\$5.35	

Final Totals							
Final Totals			1760.00	\$25,084.73	\$885.17	\$3,787.25	\$20,409.94
				Non-Cash Compensation 2.37			
Administration Staff(Reg)			480.00	\$5,825.16			
Auto Allowance(Reg)			160.00	\$370.83			
Cell Allowance(Reg)			80.00	\$42.50			
Directors(Reg)			160.00	\$6,291.67			
Facility Staff(Reg)			120.00	\$3,260.00			
FFCRA Paid Expanded Family & Medical Leave(Reg)				\$3,164.07			
FFCRA Paid Sick Leave 2/3 Regular Pay Rate(Reg)			80.00	\$480.00			
FFCRA Paid Sick Leave Regular Pay Rate(Reg)				\$500.00			
Life Insurance(Reg)			80.00	\$2.37			
Pastor Housing(Reg)			280.00	\$1,616.67			
Pastoral Salaries(Reg)			160.00	\$3,125.00			
Social Security Allowance(Reg)			160.00	\$406.46			
Cafeteria Plan					\$357.69		
Elective Deferral			4,047.16		\$112.08		
Elective deferral 401 (k)			3,164.07		\$126.56		
Garnishment					\$25.00		
Giving					\$110.00		
Health Insurance					\$25.00		
Oregon Transit Tax Withheld			3,990.29		\$3.99		
ROTH 401 K			2,905.50		\$115.00		
State Family Leave			5,500.00		\$6.25		
State Medical Leave			3,000.00		\$3.60		