

Instructions for correcting Families First Coronavirus Response Act's Paid Salaries (Compensation)

In this example Dano Williams compensation for 03/31/20 should have been classified as FFCRA Paid Sick Leave Regular Pay Rate. It needs to be corrected to comply with the Act.

From the Earnings Inquiry – note that the check from 03/31/20 was distributed to Administration(Reg) and needs to be corrected to FFCRA Paid Sick Leave Regular

Home > Payroll > Earnings Inquiry

Filters

Dano Williams Print Preview

Summary	Check #	Date	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net	Non-Cash	Journal
Detail	1012	1/15/2020	.00	\$1,600.00	\$0.00	\$122.77	\$122.40	\$28.80	\$1,326.03	\$0.00	PR 1
Time Off Hours	1024	1/31/2020	.00	\$1,600.00	\$0.00	\$122.77	\$122.40	\$28.80	\$1,326.03	\$0.00	PR 2
	1034	2/14/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 3
	1046	2/29/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 4
	1060	3/13/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 7
	1072	3/31/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 8
	1084	10/15/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 9
			.00	\$11,637.50	\$375.00	\$866.89	\$861.60	\$202.75	\$9,331.26	\$0.00	

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Description	Hours	Compensation	Deductions	Taxes
Administration(Reg)	.00	\$1,687.50		
Health Ins Deduct			\$75.00	
Federal Withholding				\$124.27
Medicare				\$23.38
Social Security				\$99.98
Arizona				\$29.03
	.00	\$1,687.50	\$75.00	\$276.66

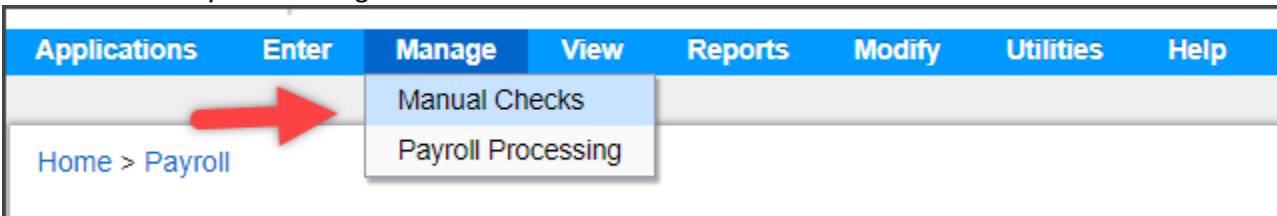
Note also the W2 edit box 1, 2 and 3 \$11,262.50

Edit List Of W2s
Company#: 10 Name: Daves Church 2
Calendar Year 2020

Employee	Box	Amount	Box	Amount
Dano Williams 8877 W Union Hills Dr Peoria AZ 85382-3008				
528-74-1852	1	11,262.50	2	866.89
	3	11,262.50	4	698.30
	5	11,262.50	6	163.30
State AZ 86-123456	Wages	11,262.50	Tax	202.75
Totals				
	1	11,262.50	2	866.89
	3	11,262.50	4	698.30
	5	11,262.50	6	163.30
State AZ 86-123456	Wages	11,262.50	Tax	202.75

Correcting Compensation for FFCRA

- Go to Payroll > Manage > Manual Checks



- Add New Manual Check



- A Check # and Check date are required. In this example Check # 10000 and Check Date 12/31/20. Then added two New Compensations

Home > Payroll > Manual Checks > Update

Employee Dano Williams (#235) Q

Check # Check Date

Third Party Sick Pay?

Distribution	Amount	Project	WC	Reg	OT	DT	Hol	Other	Vac.	Sick	Pers	Misc
Directors	(\$1,687.50)		Not Assigned	0.00								
FFCRA Paid Sick Leave Regular Pay Rate	\$1,687.50		Not Assigned	0.00								
Total Hours: 0.00	\$0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Deduction	Amount
No records to display.	
Total	

State/County/Local Taxes	Amount
AZ - Arizona	\$0.00
Total	\$0.00

Federal Taxes

- Withholding: \$0.00
- Social Security: \$0.00
- Medicare: \$0.00
- EIC: \$0.00


Total Taxes: \$0.00
Non-Cash: \$0.00
Net: \$0.00

- First one to reverse the 03/31/20 Compensation Administration with a negative amount

Add New Compensation ✕

Compensation ▾

Distribution ▾

Amount 

Project 🔍

Worker's Compensation ▾

Hours

Regular	<input type="text"/>	Vacation	<input type="text"/>
Overtime	<input type="text"/>	Sick	<input type="text"/>
Double Time	<input type="text"/>	Personal	<input type="text"/>
Holiday	<input type="text"/>	Misc.	<input type="text"/>
Other	<input type="text"/>		

- Second one to Add correct FFCRA Compensation with a positive amount

Add New Compensation

Compensation:

 Distribution:

 Amount:

 Project:

 Worker's Compensation:

Hours

Regular	<input type="text"/>	Vacation	<input type="text"/>
Overtime	<input type="text"/>	Sick	<input type="text"/>
Double Time	<input type="text"/>	Personal	<input type="text"/>
Holiday	<input type="text"/>	Misc.	<input type="text"/>
Other	<input type="text"/>		

Update the Manual Check

Verify the Manual Check entry by running the edit, then Post Manual Check – note that the Final Totals net to zero. In this example the Posting Date is 12/31/20 and was posted to December

Home > Payroll > Manual Checks > Post

Finalize Post • Posting Date: 12/31/2020 Post Directly to General Ledger without Editing? Cancel

1 of 1 | Export to the selected format | Export

Payroll Manual Check Register Journal: PR 12
Company#: 10 Name: Daves Church 2
Fiscal Year: 2020

Name	Check#	Date	Hours Basis	Compensation	Deductions	Taxes	Net
Williams, Dano	10001	12/31/2020					
Administration(Reg)				(1,687.50)			
FFCRA Paid Sick Leave Regular Pay Rate(Reg)				1,687.50			
FWT			.00				
Social Security			.00				
Medicare			.00				
AZ - Arizona			.00				
Williams, Dano				0.00			.00
Final Totals							
Administration(Reg)				(1,687.50)			
FFCRA Paid Sick Leave Regular Pay Rate(Reg)				1,687.50			
FWT			.00				
Social Security			.00				
Medicare			.00				
AZ - Arizona			.00				
Final Totals				0.00			.00

This is the Journal Entry

Edit List of Journals
 Company#: 10 Name: Daves Church 2
 Fiscal Year Beginning 1/1/2020

Period 12 December

	Date	Account Numb	Name	Description/Project	Debit	Credit
PR 12	12/31/2020		Payroll Manual Checks			
	12/31/2020	5-20-50130	Administration	Administration		1,687.50
	12/31/2020	5-20-50200	Covid Payments	FFCRA Paid Sick Leave Regular Pay Rate	1,687.50	
				PR 12	1,687.50	1,687.50
				Final Totals	1,687.50	1,687.50

Now go back to Payroll > Earnings Inquiry and confirm the change on the employee's earnings – note the Compensation is 1,687.50 less and the FFCRA is now 1,687.50. The total Compensation is the same \$11,637.50 as prior to the correction.

Home > Payroll > Earnings Inquiry

Filters

Dano Williams Print Preview

Summary	Description	Hours	Compensation	Deductions	Taxes
Detail	> Administration(Reg)	.00	\$9,950.00		
Time Off Hours	> FFCRA Paid Sick Leave Regular Pay Rate(Reg)	.00	\$1,687.50		
	> Health Ins Deduct			\$375.00	
	> Federal Withholding				\$866.89
	> Medicare				\$163.30
	> Social Security				\$698.30
	> Arizona				\$202.75
		.00	\$11,637.50	\$375.00	\$1,931.24
					Net: \$9,331.26

Filters

Dano Williams

Print Preview

Summary	Check #	Date	Hours	Gross	Deductions	Federal	FICA	Other Taxes	Net	Non-Cash	Journal
Detail	1012	1/15/2020	.00	\$1,600.00	\$0.00	\$122.77	\$122.40	\$28.80	\$1,326.03	\$0.00	PR 1
Time Off Hours	1024	1/31/2020	.00	\$1,600.00	\$0.00	\$122.77	\$122.40	\$28.80	\$1,326.03	\$0.00	PR 2
	1034	2/14/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 3
	1046	2/29/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 4
	1060	3/13/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 7
	1072	3/31/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 8
	1084	10/15/2020	.00	\$1,687.50	\$75.00	\$124.27	\$123.36	\$29.03	\$1,335.84	\$0.00	PR 9
	10001	12/31/2020	.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	PR 12
Description				Hours	Compensation	Deductions	Taxes				
Administration(Reg)				.00	(\$1,687.50)						
FFCRA Paid Sick Leave Regular Pay Rate(Reg)				.00	\$1,687.50						
Arizona							\$0.00				
				.00	\$0.00	\$0.00	\$0.00				
			.00	\$11,637.50	\$375.00	\$866.89	\$861.60	\$202.75	\$9,331.26	\$0.00	



Now run a new W2 edit for the employee – note Box 1, 2 and 3 are correct 11,262.50 and now there is a box 14FFCRA for 1,687.50

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State AZ 86-123456	14FFCRA	1,687.50		
	Wages	11,262.50	Tax	202.75
Totals				
	1	11,262.50	2	866.89
	3	11,262.50	4	698.30
	5	11,262.50	6	163.30
	14FFCRA	1,687.50		
State AZ 86-123456	Wages	11,262.50	Tax	202.75

