



April 27, 2020

Complementary FFCRA Sick Leave Tracker application is now available for all Payroll Clients!

The FFCRA requires most private employers with less than 500 employees to provide paid leave through two separate provisions: (i) the Emergency Paid Sick Leave Act (EPSLA), which entitles workers to up to 80 hours of paid sick time when they are unable to work for certain reasons related to COVID-19, and (ii) the Emergency Family and Medical Leave Expansion Act (+FMLA), which entitles workers to certain paid family and medical leave.

We have created a new application called the **FFCRA Sick Leave Tracker** for our payroll clients that is designed to help track special employee pay rates, hours and employer tax credit items associated with the 'Families First Coronavirus Response Act' (FFCRA). The new tracker can be used seamlessly integrated with the CertiflexDimension Payroll system or run in a separate after-the-fact mode to assist you with your FFCRA tracking needs. The tracker helps you to ascertain that you have not paid more than 80 hours per employee for qualified sick time, and it also helps you to track all of the maximum amounts that you can receive credits for from the government for providing this extra sick and family leave benefits for your employees. We highly recommend that you take advantage of this powerful tool as soon as you begin to have employees who need this assistance.

The **FFCRA Sick Leave Tracker** is now available for downloading from our web-servers by clicking > **Tools** then > **Software Updates**, and can then be accessed by clicking > **Payroll** then > **Transactions** and then > **FFCRA Sick Leave Tracker**.

Sample Sick Leave Pay Screen

Record New Paid Sick Leave Days

Name Oslaw, Sandra P		Number 157792	EPSL Hours (Sick Time)	
Sick Leave Pay Rate per Hour \$17.75	Hourly Health Insurance Cost \$2.71	Default Hrs. per Day 8.00	Prior Hours 40.00	New Hours Used 32.00
Employee Note Reason - Child Day Care - Start 04/03		Date Last Used 04/09/2020	New Balance 8.00	
			EFML Days	
			Prior Days 0	New Days Used 0
			New Balance 0	
			Prior Unpaid Hrs 0.00	New Unpaid Hrs 32.00
			Total Unpaid Hrs 32.00	
			Prior Unpaid Amt. 0.00	New Unpaid Amt. 378.56
			Total Unpaid Amt. 378.56	

To record daily sick time for the current employee, click > **New Day**. To repeat the next preset day and automatically Accept New Day, and click > **Repeat Next Day**. To delete an entered day, highlight the detail time line you want to delete and then click > **Delete Day**. When you are finished with all day entries for this employee click > **Save**. Reminder - If you are recording manual time, you will want to enter the **Date and Check Number** of the previously paid time.

Date	Manual Paid	T	Employee Reason	Hours	Rate	Pay Amount	Check Date	Health Ins.	Credit Amt.	Note
04/10/2020	<input type="checkbox"/>	<input type="checkbox"/>	5 EPSSL (5) Caring for a child no Sch or CC	8.00	\$11.83	\$94.64			\$21.68	
04/13/2020	<input type="checkbox"/>	<input type="checkbox"/>	5 EPSSL (5) Caring for a child no Sch or CC	8.00	\$11.83	\$94.64			\$21.68	
04/14/2020	<input type="checkbox"/>	<input type="checkbox"/>	5 EPSSL (5) Caring for a child no Sch or CC	8.00	\$11.83	\$94.64			\$21.68	
04/15/2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5 EPSSL (5) Caring for a child no Sch or CC	8.00	\$11.83	\$94.64			\$21.68	

FFCRA Employee Reason (1 - 6)

- (1) You are subject to a F/IS/L quarantine or isolation order related to COVID-19 (EPSSL Only)
- (2) You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19 (EPSSL Only)
- (3) You are experiencing symptoms of COVID-19 and seeking a medical diagnosis (EPSSL Only)
- (4) You are caring for another for reason 1 or reason 2 (EPSSL Only)
- (5) You are taking paid sick leave to care for your child whose school or child care is closed because of COVID-19 related reasons (EPSSL or EFML)
- (6) You are experiencing any other substantially similar condition specified S.H.H.S. or S.L. & T. (EPSSL Only)

Date Requested: 04/16/2020

Hours to be Paid: 8.00

Note

Options

Skip Saturday/Sunday

Allow Partial Days (Ask Hrs)

Turn off Validation Checking

The **FFCRA Sick Leave Tracker** also helps you with the much more complicated than normal process of calculating your payroll tax deposits adjusting for the credits that you will be receiving from the IRS due to this law. It also gives you the opportunity to adjust your tax deposit for the special Employer's share of FICA tax payment deferral provided for in a different law.

The **FFCRA Sick Leave Tracker** also contains substantial Help screens to walk you through the process.

Sample FFCRA Adjusted Tax Deposit

Add/Change Employer Federal Employment Tax Deposit

Payroll Dates
 Payroll Check Run Date: 04/10/2020
 Payroll Period Dates: 04/03/2020 - 04/09/2020

[Section 1] Payroll Tax Deposit Liabilities		[Section 2] FFCRA Payroll Tax Deposit Credits	
1a) Total Employee FIT	1a \$ 7,754.00 <input type="text"/>	2a) Total Sick Leave (Pay) Credit	2a \$ 14,796.32 <input type="text"/>
1b) Total Employee FICA Tax	1b \$ 2,827.94 <input type="text"/>	2b) Total Health Insurance Credit	2b \$ 1,821.28 <input type="text"/>
1c) Total Employee Medicare Tax	1c \$ 661.34 <input type="text"/>	2c) Total Employer Medicare Tax Credit	2c \$ 1,540.28 <input type="text"/>
1d) Total Employer FICA Tax	1d \$ 1,910.57 <input type="text"/>	2d) Other Tax Credit	2d <input type="text"/>
1e) Total Employer Medicare Tax	1e \$ 661.34 <input type="text"/>	Total Available FFCRA Tax Deposit Credits \$18,157.88	
Total Tax Deposit Liabilities \$13,815.19			

[Section 3] Deposit Adjustments		Notes	
Tax Deposit before Adjustment	\$13,815.19 <input type="text"/>	Deposit Note (1)	EFTPS Sent - N/A <input type="text"/>
Deposit Adjustment Amount for FFCRA Tax Credit	\$ 13,815.19 <input type="text"/>	Deposit Note (2)	EFTPS Scheduled Deposit Date - N/A <input type="text"/>
Tax Deposit after Adjustment	\$0.00 <input type="text"/>	Deposit Note (3)	Confirmation Number - N/A : 7200 Sent 04/11/2020 <input type="text"/>
Remaining Available FFCRA Tax Credit	\$4,342.69 <input type="text"/>	https://www.eftps.gov	
Apply Remaining to Form 7200 FFCRA Tax Credit <input checked="" type="checkbox"/>	\$4,342.69 <input type="text"/>		