How to Use COVID19 Earning Codes

The new Earning Codes will allow the system to separately track the dollars that should be applied toward the payroll tax credit. When additional reporting guidance is released, the amounts will be easily identified by the system and users.

Note: This guide is intended for payroll only customers.

COVID19 Emergency Sick Leave Care for Self

This earning code is to be used to track time taken for self care related to COVID19.

When hours are entered for this code the system will:
- Pay employee base rate of pay
- Exclude employer portion of FICA Social Security tax
- Reduce balance of Emergency Paid Sick Leave accrual bucket.

Following are instructions on how to use these new codes when paying your employees.

COVID19 Emergency Sick Leave Care of Others

This earning code is to be used to track time taken to care for others related to COVID19 illness.

When hours are entered for this code the system will:
- Pay 2/3 employee base rate of pay
- Exclude employer portion of FICA Social Security tax
- Reduce balance of Emergency Paid Sick Leave accrual bucket.

This code can be added directly to an employees pay statement by selecting the drop down on the edit pay statement entry screen and selecting the code indicated below:

COVID19 Extended Leave

This earning code is to be used to track time taken for extended FMLA leave due to COVID19 for employees to care for others.

When hours are entered for this code the system will:
- Pay 2/3 employee base rate of pay
- Exclude employer portion of FICA Social Security tax
- Reduce balance of Emergency Paid Sick Leave accrual bucket.

This code can be added directly to an employees pay statement by selecting the drop down on the edit pay statement entry screen and selecting code indicated below:

For detailed information codes please review **Families First Coronavirus Response Act Payroll Earnings Codes Guide in download documents.**