

## Entering Paid Child Care (Family Leave) & Health Insurance Costs

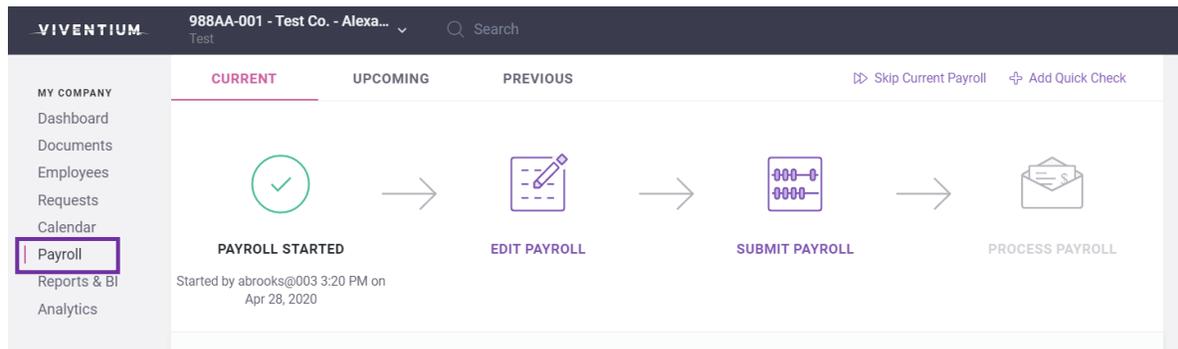
There is an earning code (FFCHLDCARE) available for recording paid child care wages. There is also a memo deduction code (FFCCHI) to record the employer portion of health insurance benefits paid during the time an employee was paid child care wages.

### Steps:

- **My Company → Payroll**
- **Edit Payroll**

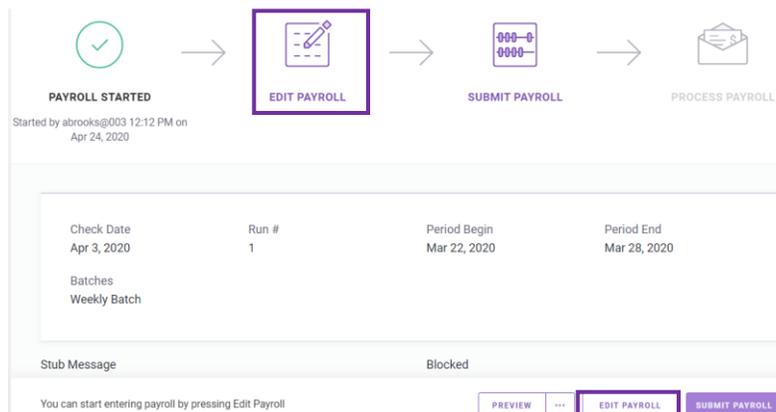
### Step 1 –

From the Dashboard, click **Payroll** under **My Company** on the left side.



### Step 2 –

Click on **Edit Payroll** at the top or bottom of the page.



Step 3 –

The following paid child care (family leave) earning and health insurance deduction codes are available:

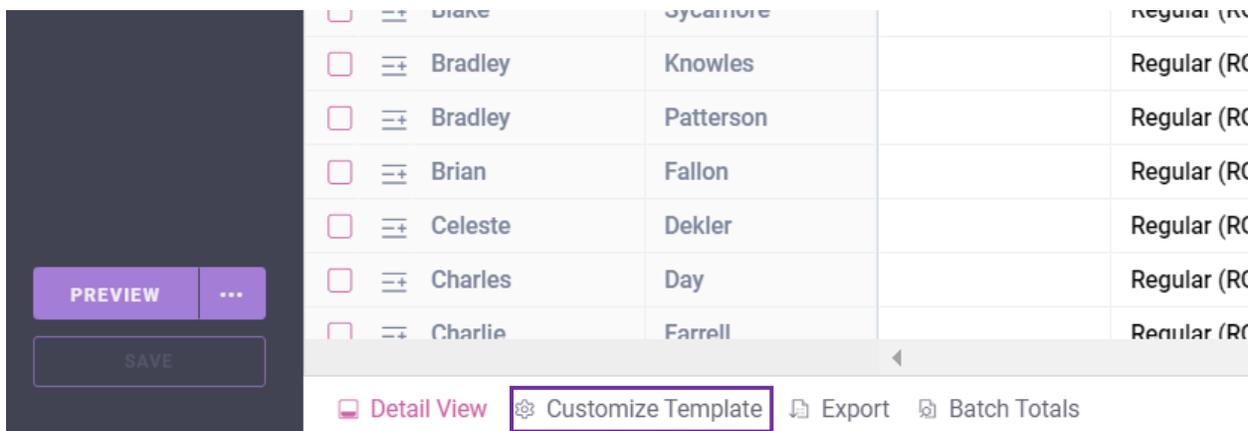
- **FFCHLDCARE** (Earning) – When utilizing an hourly rate and entering hours using this code, the employee will automatically be paid at 2/3 of the rate.
- **FFCCHI** (Deduction)

**Note:** For salaried employees, the employer will need to block auto pay and enter 2/3 of the employee's salary using the FFCHLDCARE code in the **Amount** column. Alternatively, the employer can calculate and enter the employee's hourly rate in the **Temp Rate** column and enter hours using the FFCHLDCARE code in the **Hours** column.

There are two ways to add this information: either in the payroll grid or through an employee's detail view.

### Payroll Grid

In the payroll grid, select **Customize Template** at the bottom of the page.



<input type="checkbox"/>	⇒	Blake	Sycamore	Regular (RC
<input type="checkbox"/>	⇒	Bradley	Knowles	Regular (RC
<input type="checkbox"/>	⇒	Bradley	Patterson	Regular (RC
<input type="checkbox"/>	⇒	Brian	Fallon	Regular (RC
<input type="checkbox"/>	⇒	Celeste	Dekler	Regular (RC
<input type="checkbox"/>	⇒	Charles	Day	Regular (RC
<input type="checkbox"/>	⇒	Charlie	Farrell	Regular (RC

PREVIEW ...

SAVE

Detail View
  Customize Template
  Export
  Batch Totals



Type the earning and/or deduction code in the **Search Columns** box. The following options are available to choose from:

- FFCHLDCARE Hours (Earning)
- FFCHLDCARE Amount (Earning)
- FFSKHI Amount (Deduction)

Drag and drop the desired codes from the **Available** column to the **Current** column, and select **SAVE**.

RESET COLUMNS

Available

ooo  
**FFCHLDCARE Amount**  
 (Earning)

ADD →

Current

ooo First Name 1st ▲

ooo Last Name 2nd ▲

All items above are frozen

ooo  
**FFCHLDCARE Hours**  
 (Earning)

ooo  
**FFCCHI Amount**  
 (Deduction)

ooo REG Hours

← REMOVE

MAKE DEFAULT
CANCEL SAVE

The selected columns will now show in the payroll grid. You can then enter in hours and/or amounts as needed.

	<small>ooo</small> First Name ▼ ▲ <sub>1</sub>	<small>ooo</small> Last Name ▼ ▲ <sub>2</sub>	<small>ooo</small> FFCHLDCARE Hours (Earning) ▼	<small>ooo</small> FFCCHI Amount (Deduction) ▼
<input type="checkbox"/>	<small>≡</small> Abigail	Baker	30.0000	95.12
<input type="checkbox"/>	<small>≡</small> Adrian	Jones	26.0000	113.78
<input type="checkbox"/>	<small>≡</small> Alan	Standford		

### Employee Detail View

Select the employee from the list so that they're highlighted in purple, and click **Detail View** in the bottom-left corner of the grid.

<input type="checkbox"/>	☰+	Celeste	Dekler
<input type="checkbox"/>	☰+	Charles	Day
<input type="checkbox"/>	☰+	Charlie	Farrell

For hourly employees, select the appropriate paid child care code in the **Code** drop-down menu on either the earning and/or deduction tabs, and enter in the amount or hours as needed.

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOS
	Code	Temp Rate	Hours
☰+	FF Child Care (FFCH... ▾		80.0000
☰+	▾		

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOSIT	OPTIONS
	Code	Scheduled Amount		Additional Amount
☰+	FF CC Hlth Ins (FFCCHI) ▾	0.00		60.00
☰+	▾	0.00		

For salaried employees using FFCHLDCARE, click **Block Auto Pay** in the top-right corner of the employee's detail view.

92 Checks

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 BLOCK AUTO PAY

 BLOCK ALL DEDUCTIONS

Department	Frequency	Pay Method
Human Resources	Weekly	Check

Then, use the employee's salary to calculate a temporary rate.

Grid View  Customize Template  Export  Batch Totals

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⌂ Jami Gertz | ⌂ Janis Little



**Jane Doe**

✓ Active

EE#

040

Pay Type

Salary

Manager

\$1,200.00

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOSIT
Code	Temp Rate	Hours	Amount
<span>☰</span> FF Child Care (FF... <span>▼</span>	30.000000	40.0000	
<span>☰</span> <span>▼</span>			

Once all information has been added for the particular employee, select **SAVE PAY ENTRY** at the bottom of the Detail View page. To preview the check for a single employee, select **Preview Check** at the bottom of the employee's detail view.

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SAVE PAY ENTRY

 Preview Check

 Delete Check

 Add Check

# VIVENTIUM<sup>®</sup>

in it with you | ACADEMY

The preview for a single check will include any paid sick leave earnings or deductions entered in the payroll grid or in the employee's detail view.



**Jane Doe** ✓ ACTIVE  
Client Services at Test Co. - Alexandra A

EE# 040    Hired On Jun 1, 2019    SSN XXX-XX-XXXX

Mar 29, 2020 - Apr 4, 2020

## \$800.04

Gross

→ Earnings 40h    \$800.04

→ Net Pay \$631.47

→ Direct Deposit \$0.00

← Taxes & Deductions \$168.57

→ Earnings [Customize Table](#)

Code	Rate	Hours	Amount	Time In	Time Out
FF Child Care (FFCHLDCARE)	\$20.00	40.0000	\$800.04		

← Deductions Memos

To view the preview for the entire payroll, select **Preview** on the left-hand side of the payroll grid.

PREVIEW

SAVE

<input type="checkbox"/>	≡+	Alicia	Denby
<input type="checkbox"/>	≡+	Andy	Dufresne
<input type="checkbox"/>	≡+	Arty	Varrella
<input type="checkbox"/>	≡+	Ashley	Grey
<input type="checkbox"/>	≡+	Ashton	Kyle

Detail View     Customize Template     Export

The example below shows an employee with FFCHLDCARE earnings and a FCCCHI deduction amount.

040 - Doe, Jane Department: CSA Check Type: RG	FFCHLDCARE -	20.00	40.00	800.04	Social Sec.	800.04	49.60	Social Sec. ER	0.00	0.01	FFCCHI - FF CC	101.56	Net Pay:	631.47	
					Medicare	800.04	11.60	Medicare ER	800.04	11.60			Net Check:	631.47	
					Federal	800.04	83.44	FF C. Care CR	901.60	-913.20					
					NJ State	800.04	17.17	NJ SDI ER	800.04	0.00					
					NJ Disability	800.04	2.08	NJ Unemployment	800.04	0.00					
					NJ SUI EE	800.04	3.40	NJ WFD ER	800.04	0.00					
					NJ FLI EE	800.04	1.28	FUTA ER	800.04	4.80					
					<b>Total Earnings:</b>	<b>40.00</b>	<b>800.04</b>	<b>Total Taxes:</b>	<b>168.57</b>	<b>Total Taxes:</b>	<b>-896.79</b>	<b>Total Deductions:</b>	<b>101.56</b>		



The payroll preview will also include any paid child care amounts/hours for earnings and deductions in the **Report Totals** at the bottom of the payroll preview.

<b>Report Totals</b>	BO - Bonus	0.00	100.00	Social Sec.	58,848.41	3,648.60	Social Sec. ER	56,894.97	3,527.49	401K\$ - 401K\$	303.00	Net Pay:	60,308.48	
	FFCHLDCARE - FF Child Care	96.00	1,953.44	Medicare	94,822.78	1,374.94	Medicare ER	94,822.78	1,374.92	401K% - 401K%	60.00	Net Check:	60,308.48	
	REG - Regular	399.00	9,088.00	Federal	94,459.78	19,987.73	NJ SDI ER	27,260.29	0.00	CS 1 - Child Suppt 1	27.16	Dir Deposit:	0.00	
	REIM - Reimbursement	0.00	50.00	NJ State	69,038.04	4,037.87	NJ Unemployment	27,260.29	0.00	FFCCHI - FF CC	310.46	Checks:	42	
	SA - Salary	200.00	84,054.64	NJ Disability	32,921.79	85.61	NJ WFD ER	27,260.29	0.00	FT EE - FT EE	20.00	Employees:	42	
				NJ SUI EE	27,260.29	111.87	FUTA ER	3,528.07	21.17	G1\$ - Garnish\$	522.00			
				NJ FLI EE	32,921.79	52.67	NY Unemployment	2,424.29	96.97	LN1 - Loan 1	10.00			
				NY State	25,647.52	1,488.66	NY MTA	25,707.52	87.41	MED - Med Pretax	328.30			
				NY Local	62,341.89	2,477.54	NC	674.37	0.00					
				NY Disability	25,549.29	8.90	FF C.Care CR	2,263.90	-2,292.22					
				NY Paid Leave	25,549.29	68.98								
				Medicare Add	35,974.37	323.77								
				<b>Total Earnings:</b>	<b>695.00</b>	<b>95,246.08</b>	<b>Total Taxes:</b>	<b>33,667.14</b>	<b>Total Taxes:</b>	<b>2,815.74</b>	<b>Total Deductions:</b>	<b>1,580.92</b>		

Still have questions? Contact your Dedicated Client Service Team, or email us:

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