VIVENTIUM
in it with you | ACADEMY

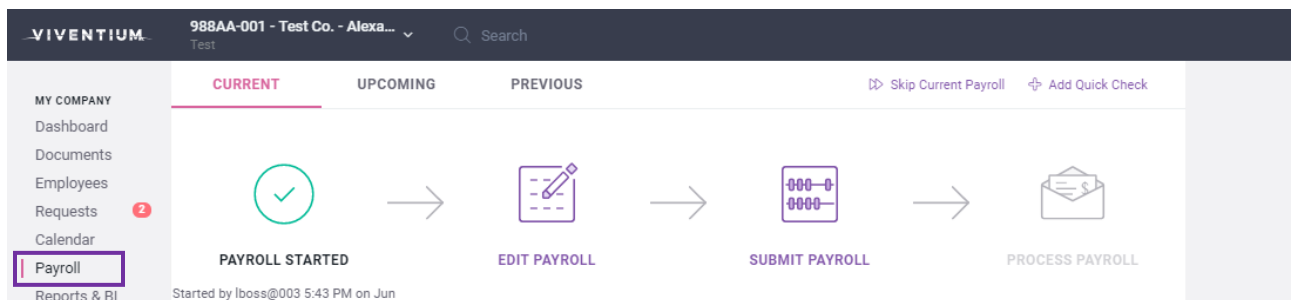## *Entering Paid Sick Leave & Health Insurance Costs*

There are two earnings codes (FFSICK & FFSICKOTHR) available for recording paid sick wages. There is also a memo deduction code (FFSKHI) to record the employer portion of health insurance benefits paid during the time an employee was paid sick wages.

Steps:

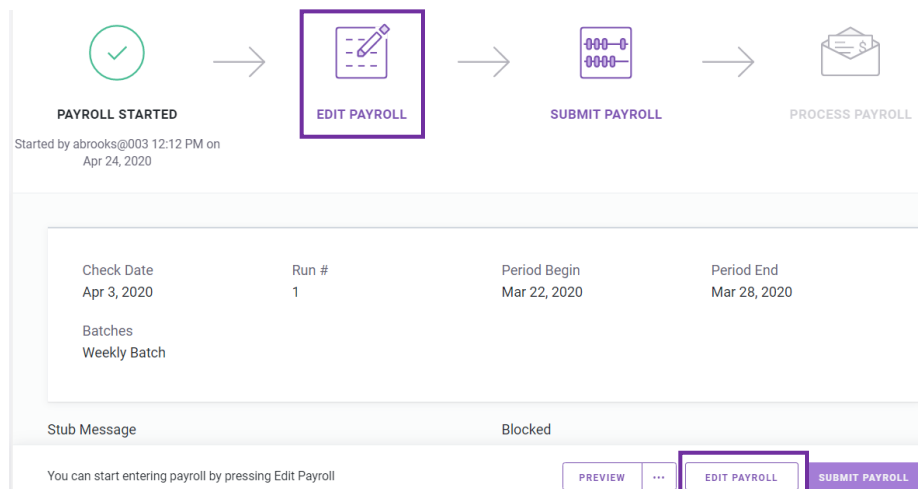- o **My Company → Payroll**
- o **Edit Payroll**

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 sick leave earning and health insurance deduction codes are available:

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

Note: For salaried employees, the employer will need to block auto pay and enter 2/3 of the employee's salary using the FFSICKOTHR 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 FFSICKOTHR 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.

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

- o FFSICK Hours (Earning)
- o FFSICK Amount (Earning)
- o FFSICKOTHR Hours (Earning)
- o FFSICKOTHR Amount (Earning)
- o FFSKHI Amount (Deduction)

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

FF	RESET COLUMNS

Available

- FFCHLDCARE Hours (Earning)
- FFSICKOTHR Hours (Earning)
- FFCHLDCARE Amount (Earning)
- FFSICK Amount (Earning)
- FFSCHI Amount

ADD →

Current

Last Name 2nd ▲

All items above are frozen

- FFSICK Hours (Earning)
- FFSICKOTHR Amount (Earning)
- FFSKHI Amount (Deduction)

← 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.

		First Name ▽ ▲₁	Last Name ▽ ▲₂	FFSICK Hours (Earning) ▽	FFSICKOTHR Amount (Earning) ▽	FFSKHI Amount (Deduction) ▽
☐	≡+	Abigail	Baker	40.0000		123.67
☐	≡+	Adam	Dinonna	25.0000		
CHECK #2						
☐	≡+					

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.

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

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

92 Checks

🔒 BLOCK AUTO PAY   🔒 BLOCK ALL DEDUCTIONS

Department	Frequency	Pay Method
Human Resources	Weekly	Check

Then, use the employee's salary to enter an amount.

⊙ Jami Gertz | Janis Little ⊙

JD   **Jane Doe**   EE#   Pay Type   Manager
✓ Active   040   Salary $1,200.00

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOSIT	OPTIO

	Code	Temp Rate	Hours	Amount	
☰+	FF Sick (FFSICK) ⌄			1,200.00	
☰+	⌄				

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

92 Checks

🔒 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.

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.

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.

To view the preview for the entire payroll, select **Preview** on the left-hand side of the payroll grid.
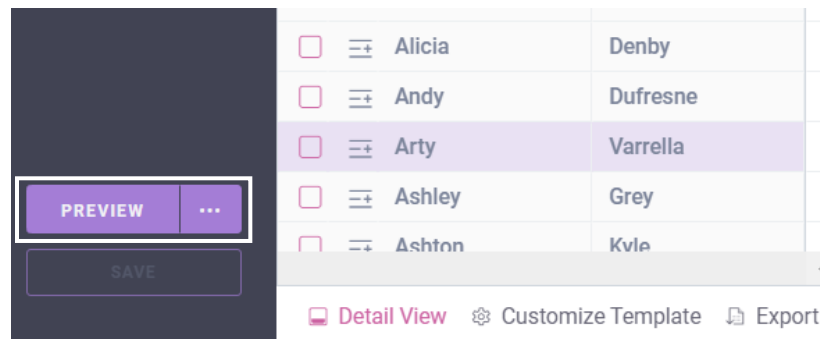
The example below shows an employee with FFSICKOTHR earnings and a FFSKHI deduction amount.

040 - Doe, Jane Department: CSA Check Type: RG	FFSICKOTHR -	20.00	40.00	800.04	Social Sec.	800.04	49.60	Social Sec. ER	0.00	0.01	FFSKHI - FF Sk	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 Sick 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				
	Total Earnings:		40.00	800.04	Total Taxes:		168.57	Total Taxes:		-896.79	Total Deductions:	101.56		

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

Report Totals	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	56.00	1,153.40	Medicare	94,822.78	1,374.94	Medicare ER	94,822.78	1,374.92	401K% - 401K%	60.00	Net Check:	60,308.48
	FFSICKOTHR - FF Other Sick	40.00	800.04	Federal	94,459.78	19,987.73	NJ SDI ER	27,260.29	0.00	CS1 - Child Suppt 1	27.16	Dir Deposit:	0.00
	REG - Regular	399.00	9,088.00	NJ State	69,038.04	4,037.87	NJ Unemployment	27,260.29	0.00	FFCCHI - FF CC	208.90	Checks:	42
	REIM - Reimbusement	0.00	50.00	NJ Disability	32,921.79	85.61	NJ WFD ER	27,260.29	0.00	FFSKHI - FF Sk	101.56	Employees:	42
	SA - Salary	200.00	84,054.64	NJ SUI EE	27,260.29	111.87	FUTA ER	3,528.07	21.17	FT EE - FT EE	20.00		
				NJ FLI EE	32,921.79	52.67	NY Unemployment	2,424.29	96.97	G1$ - Garnish$	522.00		
				NY State	25,647.52	1,488.66	NY MTA	25,707.52	87.41	LN1 - Loan 1	10.00		
				NY Local	62,341.89	2,477.54	NC	674.37	0.00	MED - Med Pretax	328.30		
				NY Disability	25,549.29	8.90	FF Sick CR	901.60	-913.20				
				NY Paid Leave	25,549.29	68.98	FF C.Care CR	1,362.30	-1,379.02				
				Medicare Add	35,974.37	323.77							
	Total Earnings:	695.00	95,246.08	Total Taxes:		33,667.14	Total Taxes:		2,815.74	Total Deductions:	1,580.92		

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

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