

Understanding the COVID-19 Dashboard

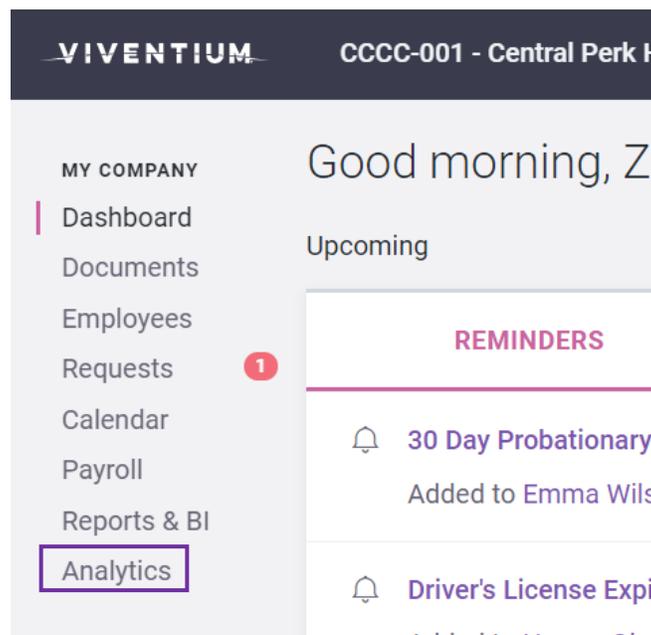
Utilizing the COVID-19 Dashboard within the Analytics tool allows employers to view additional details for FFCRA Tax Credits.

Steps:

- My Company → **Analytics**
- **COVID-19** Tab

Step 1 –

From the Dashboard, click **Analytics** under **MY COMPANY** on the left-hand side.



Step 2 –

Click on the **COVID-19** tab at the top of the page.

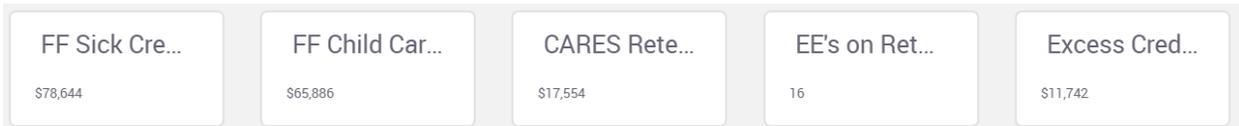




At the top of the **COVID-19** Dashboard, there are five key performance indicators (KPIs):

- **FF Sick Credits**
- **FF Child Care Credits**
- **CARES Reten. Credits**
- **EE's on Retention**
- **Excess Credits (F7200)**

Note: These KPIs show year-to-date information.



On the right-hand side of the COVID-19 Dashboard, there is a Company/Division filter. By default, the COVID-19 Dashboard will display information from all related companies/divisions that the user has access to. To filter the dashboard, use the checkboxes to select which companies/divisions are displayed.

Company Division

- 003-001
- 988AA-001
- 988M1-001
- 99MSL-001
- CCCC-001
- CCCC-002
- CCCC-003
- QQQQ-001
- QQQQ-002
- ZZZZ-001

To filter the dashboard further, use the checkboxes in the Quarters filter to select which quarters are displayed.

Note: Selecting a specific quarter will not affect the KPIs at the top of the dashboard.

Quarters

Q2 2020

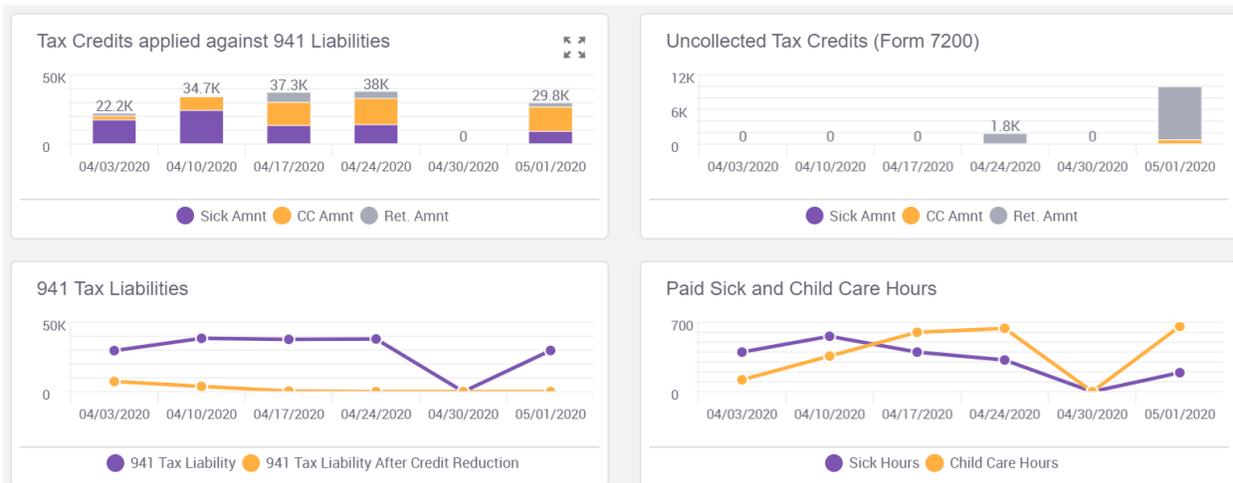
Q3 2020

Q4 2020

Underneath the five KPI tiles at the top, there are four graphs, or dashlets, with additional information to support the calculated KPIs. These graphs will display information per payroll.

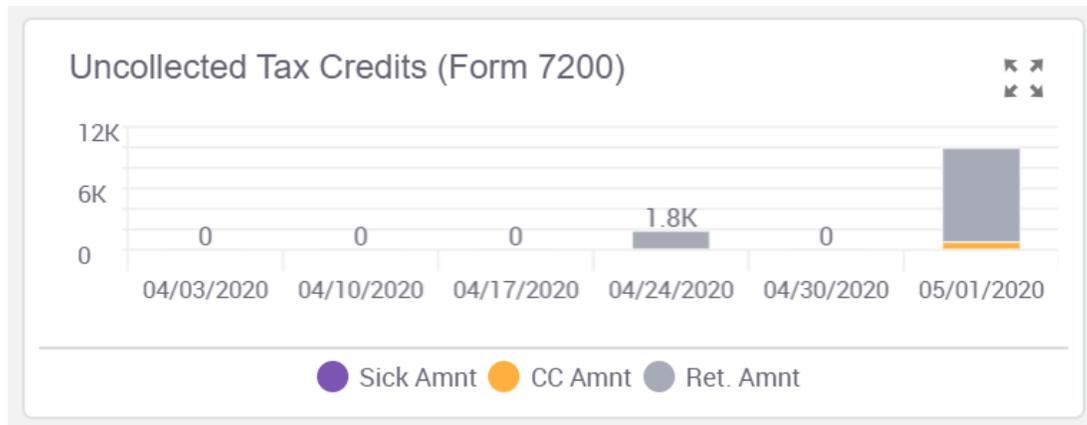
Note: Use the expand icon in each dashlet to see additional payroll periods.

- Tax Credits applied against 941 Liabilities
- Uncollected Tax Credits (Form 7200)
- 941 Tax Liabilities
- Paid Sick and Child Care Hours



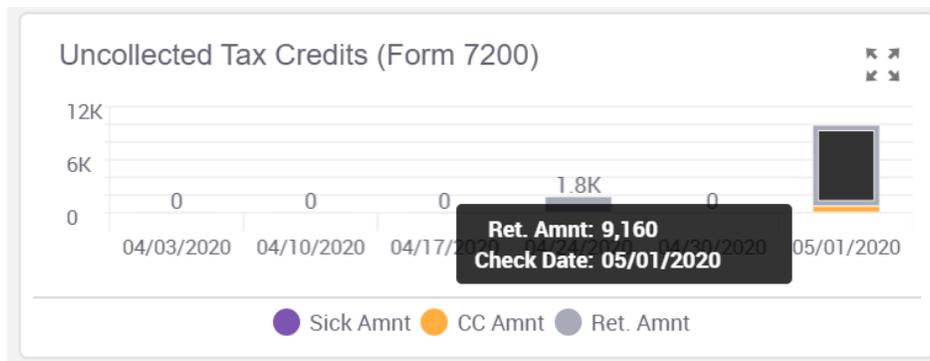
Let's take a look at the **Uncollected Tax Credits (Form 7200)** graph located at the top-left. This bar graph shows you an overview of the following uncollected tax credits per payroll:

- Sick Amount
- Child Care Amount
- Retention Amount



To obtain the amounts needed to fill out the Form 7200, please see the Understanding the Uncollected COVID-19 Tax Credits Report.

To view the actual value for each credit, hover the mouse over a specific credit on the graph.



In the below example, May 1, 2020 from the Uncollected Tax Credit graph was selected. The tax credits are then further broken down by each employee.

< B... COVID... Payroll Demog... Attrition

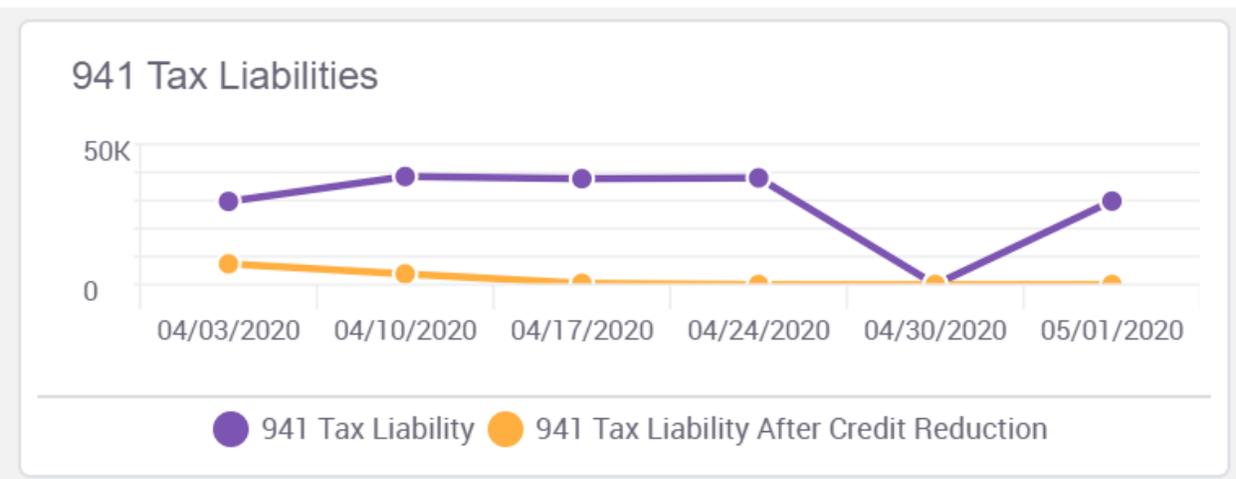
F7200 Sick ... 90 F7200 Child... \$755.94 F7200 Rete... \$9,160

Uncollected Tax Credits (Form 7200) for check date May 1, 2020

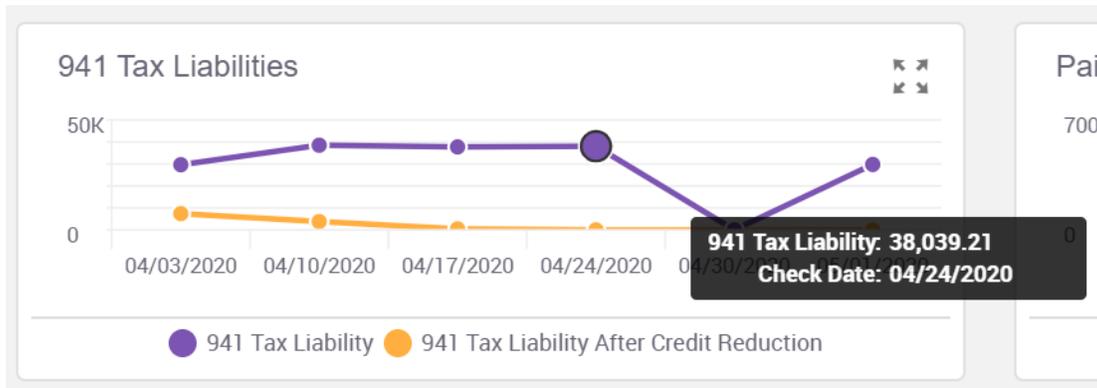
##	Company Division	Employee Number	Name	Current Status	Department	Form 7200 Sick Tax Credit Amount	Form 7200 Child Care Tax Credit Amount	Form 7200 Retention Tax Credit Amount	
44	ZZZZ-001	1051	Aaron Parker	Active	Electrical	0	0	0	
41	ZZZZ-001	1047	Alexander Phillips	Active	Plumbing	0	0	0	
17	ZZZZ-001	1020	Andrew White	Active	Carpentry	0	470.67	0	
11	ZZZZ-001	1013	Anthony Taylor	Active	Electrical	0	0	0	
49	ZZZZ-001	1115	Barney Rubble	Active	Management	0	0	0	
39	ZZZZ-001	1044	Benjamin Mitchell	Active	Demolition	0	0	0	
48	ZZZZ-001	1114	Betty Rubbel	Active	Executives	0	0	0	
36	ZZZZ-001	1040	Brandon Nelson	Active	Carpentry	0	0	0	
6	ZZZZ-001	1008	Chad Williams	Active	Executive	0	0	0	
#	62					Σ	755.94	Σ	9,160

Company Divi...
 003-0...
 988A...
 988M...
 99MS...
 CCCC...
 CCCC...
 CCCC...
 QQQ...
 QQQ...
 ZZZZ...

Now, let's look at the **941 Tax Liabilities** graph. This line graph shows tax liabilities before and after credits were applied.



To view the drilldown by check date, click on a particular point in the graph, and additional details will populate on a new screen.



In the below example, April 3, 2020 on the 941 Tax Liability graph was selected. This information is then further broken down by each employee.

< B... COVID... Payroll Demog... Attrition

941 Liabiliti... \$29,631

Adjust. 941 ... \$7,381

941 Tax Liabilities for check date Apr 3, 2020

##	Company Division	Employee Number	Name	Current Status	Department	941 Tax Liabilities	941 Tax Liabilities After Credit Reduction
44	ZZZZ-001	1051	Aaron Parker	Active	Electrical	127.66	127.66
40	ZZZZ-001	1047	Alexander Phillips	Active	Plumbing	1,017.94	1,017.94
17	ZZZZ-001	1020	Andrew White	Active	Carpentry	529.82	529.82
11	ZZZZ-001	1013	Anthony Taylor	Active	Electrical	53.38	-691.82
49	ZZZZ-001	1115	Barney Rubble	Active	Management	237.94	237.94
62	ZZZZ-001	999013	Ben Jamming	Active	Carpentry	309.02	309.02
38	ZZZZ-001	1044	Benjamin Mitchell	Active	Demolition	539.37	539.37
#	82					Σ 29,631.05	Σ 7,381.22

Company Divi...
 003-0...
 988A...
 988M...
 99MS...
 CCCC...
 CCCC...
 CCCC...
 QQ...
 QQ...
 ZZZZ...

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

North Star Clients – csnorthstar@viventium.com

Health Services Clients – cshealth@viventium.com



Online Clients – csonline@viventium.com