



# COVID-19 TAXCREDITS

VIVENTIUM SOFTWARE



## Contents

Paid Sick Leave .....	2
How to enter Paid Sick Leave and associated Health Insurance Cost in payroll .....	2
Preview Payroll .....	3
What happens after payroll is processed .....	4
Paid Child Care (Family Leave) .....	5
How to enter Paid Child Care (Family Leave) and associated Health Insurance Cost in payroll .....	5
Preview Payroll .....	6
What happens after payroll is processed .....	7
Employee Retention .....	8
How to mark an employee as eligible for Employee Retention .....	8
How to un-mark an employee as eligible for Employee Retention .....	10
How to enter Employee Retention related Health Insurance Cost in payroll .....	11
Preview Payroll .....	12
What happens after payroll is processed .....	12



## Paid Sick Leave

### How to enter Paid Sick Leave and associated Health Insurance Cost in payroll

Two new Earning Codes (FFSICK & FFSICKOTHR) have been made available to you for recording Paid Sick wages. The screenshot below is from Payroll Entry > Detail View, but you can also add the new Earning Codes to your Payroll Grid if needed by using the Customize Table feature.

Grid View Customize Template Export Batch Totals

Jennifer Williams

**RS** Ryan Smith Active EE# 01 Pay Type Hourly Base Rate \$20.00 Auto Pay Yes Standard Hours 0h

EARNINGS		DEDUCTIONS	TAXES	DIRECT DEPOSIT		OPTIONS	
Code	Job	Hours	Amount	Departmen	Temp Rate	Charge Dat	Time In
Regular (RG)		8.0000					
FF Sick (FFSICK)		32.0000					
FF Other Sick (FFSICKOTHR)		40.0000					

SAVE PAY ENTRY Preview Check Delete Check Add Check Custom



A new Memo Deduction Code (FFSKHI) has also been made available to you for recording your (the employer) portion of health insurance benefits paid during the time the employee was paid **Sick** wages.

Grid View Customize Template Export Batch Totals

Jennifer Williams

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOSIT	OPTIONS
Code	Scheduled Amount	Additional Amount	Arrears	
Med Pretax (MED)	120.00			
<b>FF Sk Hlth Ins (FFSKHI)</b>	<b>0.00</b>	<b>60.00</b>		
	0.00			

SAVE PAY ENTRY Preview Check Delete Check Add Check

### Preview Payroll

In addition to the Earnings and Deduction amounts you entered using the new codes, you will see a tax credit of \$-1,250.37 labeled "FF Sick CR" in the Employer Taxes section of the Preview Payroll Report.

	Earnings				Taxes (Employee)			Taxes (Employer)			Deductions		Net Pay:	Net Check:	
	Earning	Department	Rate	Hours	Amount	Tax	Taxable	Amount	Tax	Taxable	Amount	Deduction			Amount
01 - Smith, Ryan Department: 100 Check Type: RGWK	FFSICK - FF		20.00	32.00	640.00	Social Sec.	1,213.36	75.23	Social Sec. ER	40.00	2.48	FFSKHI - FF Sk	60.00	889.67	
	FFSICKOTHR -		13.33	40.00	533.36	Medicare	1,213.36	17.59	Medicare ER	1,213.36	17.60	MED - Med Pretax	120.00	889.67	
	RG - Regular		20.00	8.00	160.00	Federal	1,213.36	169.90	FF Sick CR	1,233.36	-1,250.37				
						NJ State	1,333.36	49.70	NJ SDI ER	1,333.36	0.00				
					NJ Disability	1,333.36	3.47	NJ Unemployment	1,333.36	44.00					
					NJ SUI EE	1,333.36	5.67	NJ WFD ER	1,333.36	0.00					
					NJ FLI EE	1,333.36	2.13	FUTA ER	1,213.36	7.28					
	<b>Total Earnings:</b>		<b>80.00</b>	<b>1,333.36</b>	<b>Total Taxes:</b>		<b>323.69</b>	<b>Total Taxes:</b>		<b>-1,179.01</b>	<b>Total Deductions:</b>	<b>180.00</b>			



This amount is calculated by adding the Sick wages paid using the new Earning Codes (FFSICK & FFSICKOTHR) + the employer’s portion of health insurance benefits paid during the time the employee was paid Sick wages (FFSKHI) + the employer portion of Medicare tax (Medicare ER) on the sick wages. This tax credit will reduce your tax liability.

- \$640 FFSICK
  - + \$533.36 FFSICKOTHR
  - + \$60 FFSKHI
  - +\$17.01 Medicare ER (only on the FFCHLDCARE portion of wages)
- \$1,250.37 Total Tax Credit**

### What happens after payroll is processed

After payroll is processed, the Federal 941 Tax Liability is calculated and adjusted. The Payroll Summary Report will show all tax amounts as it normally would. In addition, the Payroll Summary Report will also show the tax credit(s) calculated reflecting as a negative (credit) amount that will reduce your Federal 941 Tax Liability and potentially bring it down to \$0. You will only be debited based on the Payroll Summary Report.

Tax Liabilities	Tax Type	Filing Responsibility	Taxable Wages	Tax Amount	Tax Rate
Federal Withholding Tax 941	Social Security Employee	Client	2,333.35	144.66	
	Social Security Employer	Client	1,205.00	74.72	
	Medicare	Client	2,333.35	33.84	
	Medicare Employer	Client	2,333.35	33.83	
	Federal Withholding	Client	2,333.35	105.56	
	FF Paid Sick Credit	Client	11,131.68	-392.61	
	FF Child Care Credit	Client	6,066.67	0.00	
	FF EE Retention Credit	Client	425.00	0.00	
			<b>*Total</b>	<b>0.00</b>	
Federal Unemployment 940	Federal Unemployment	Client	1,538.35	9.23	
			<b>*Total</b>	<b>9.23</b>	
NY State Withholding Tax	NY State Withholding	Client	2,333.35	86.36	
			<b>*Total</b>	<b>86.36</b>	
NY State Unemployment Tax	NY Unemployment Employer	Client	2,363.35	61.44	2.60 %
			<b>*Total</b>	<b>61.44</b>	
<b>*Total Taxes</b>				<b>157.03</b>	
Cash Analysis	Bank Name	Account Number	Description	Amount	
			Payroll Checks	1,954.12	
			Direct Deposit	0.00	
	JPMORGAN CHASE BANK, NA	111223333	<b>*Total</b>	<b>1,954.12</b>	
<b>Total net cash to deduct</b>				<b>1,954.12</b>	



## Paid Child Care (Family Leave)

### How to enter Paid Child Care (Family Leave) and associated Health Insurance Cost in payroll

A new Earning Code (FFCHLDCARE) have been made available to you for recording Child Care wages. The screenshot below is from Payroll Entry > Detail View, but you can also add the new Earning Code to your Payroll Grid if needed by using the Customize Table feature.

Grid View Customize Template Export Batch Totals

Jennifer Williams

**RS** **Ryan Smith** EE# Pay Type Base Rate Auto Pay Standard Hours  
Active 01 Hourly \$20.00 Yes 0h

EARNINGS		DEDUCTIONS		TAXES		DIRECT DEPOSIT		OPTIONS	
Code	Job	Hours	Amount	Department	Temp Rate	Charge Dat	Time In		
Regular (RG)	▼	8.0000		▼		📅			
FF Child Care (FFCHLDCARE)	▼	80.0000		▼		📅			
	▼			▼		📅			

SAVE PAY ENTRY Preview Check Delete Check Add Check Cust



A new Deduction Code (FFCCHI) has also been made available to you for recording your (the employer) portion of health insurance benefits paid during the time the employee was paid **Child Care Sick** wages.

Grid View Customize Template Export Batch Totals

Jennifer Williams

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOSIT	OPTIONS
Code		Scheduled Amount	Additional Amount	Arrears
Med Pretax (MED)		120.00		
FF CC Hlth Ins (FFCCHI)		0.00	60.00	
		0.00		

SAVE PAY ENTRY Preview Check Delete Check Add Check

### Preview Payroll

In addition to the Earnings and Deduction amounts you entered using the new codes, you will see a tax credit of \$-1,142.19 labeled **FF C Care CR** in the Employer Taxes section of the Preview Payroll Report.

	Earnings			Taxes (Employee)			Taxes (Employer)			Deductions			
	Earning	Department	Rate	Hours	Amount	Tax	Taxable	Amount	Tax	Taxable	Amount		Deduction
01 - Smith, Ryan	FFCHLD CARE -		13.33	80.00	1,066.72	Social Sec.	1,106.72	68.62	Social Sec. ER	40.00	2.48	FFCCHI - FF CC	60.00
Department: 100	RG - Regular		20.00	8.00	160.00	Medicare	1,106.72	16.05	Medicare ER	1,106.72	16.04	MED - Med Pretax	120.00
Check Type: RGWK						Federal	1,106.72	146.44	FF C Care CR	1,126.72	-1,142.19		
						NJ State	1,226.72	43.20	NJ SDI ER	1,226.72	0.00		
						NJ Disability	1,226.72	3.19	NJ Unemployment	1,226.72	40.48		
						NJ SUI EE	1,226.72	5.21	NJ WFD ER	1,226.72	0.00		
						NJ FLI EE	1,226.72	1.96	FUTA ER	1,106.72	6.64		
	<b>Total Earnings:</b>		<b>88.00</b>	<b>1,226.72</b>	<b>Total Taxes:</b>	<b>284.67</b>	<b>Total Taxes:</b>	<b>-1,076.55</b>	<b>Total Deductions:</b>	<b>180.00</b>			
												Net Pay:	822.05
												Net Check:	822.05



This amount is calculated by adding the Child Care wages paid using the new Earning Codes (FFCHLDCARE) + the employer portion of health insurance benefits paid during the time the employee was paid Sick wages (FFCCHI) + the employer portion of Medicare tax (Medicare ER) on the sick wages. This tax credit will reduce your tax liability.

\$1,066.72 FFCHLDCARE

+ \$60.00 FFCCHI

+\$15.47 Medicare ER (only on the FFCHLDCARE portion of wages)

**\$1,142.19 Total Tax Credit**

### What happens after payroll is processed

After payroll is processed, the Federal 941 Tax Liability is calculated and adjusted. The Payroll Summary Report will show all tax amounts as it normally would. In addition, the Payroll Summary Report will also show the tax credit(s) calculated reflecting as a

Tax Liabilities	Tax Type	Filing Responsibility	Taxable Wages	Tax Amount	Tax Rate
Federal Withholding Tax 941	Social Security Employee	Client	26,156.72	1,621.72	
	Social Security Employer	Client	25,090.00	1,555.58	
	Medicare	Client	26,156.72	379.28	
	Medicare Employer	Client	26,156.72	379.26	
	Federal Withholding	Client	26,156.72	8,703.81	
	FF Child Care Credit	Client	1,126.72	-1,142.19	
			*Total	11,497.46	
Federal Unemployment 940	Federal Unemployment	Client	8,106.72	48.64	
			*Total	48.64	
NJ State Withholding Tax	NJ State Withholding	Client	1,226.72	43.20	
	NY State Withholding	Client	25,050.00	2,325.86	
			*Total	2,369.06	
NJ State Unemployment Tax	NJ Unemployment Employer	Client	1,226.72	40.48	3.30 %
	NJ Unemployment EE	Client	1,226.72	5.21	3.30 %
	NY Unemployment Employer	Client	11,600.00	0.00	
	NJ Disability Employee	Client	1,226.72	3.19	
	NJ Family Leave Insurance EE	Client	1,226.72	1.96	
	NJ Disability ER	Client	1,226.72	0.00	
	NJ Workforce Development ER	Client	1,226.72	0.00	
		*Total	50.84		
	*Total Taxes			13,966.00	

  

Cash Analysis	Bank Name	Account Number	Description	Amount
			Payroll Checks	13,004.25
			Direct Deposit	0.00
			*Total	13,004.25
			<b>Total net cash to deduct</b>	<b>13,004.25</b>



negative (credit) amount that will reduce your Federal 941 Tax Liability and potentially bring it down to \$0. You will only be debited based on the Payroll Summary Report

## Employee Retention

### How to mark an employee as eligible for Employee Retention

To mark an employee eligible for Employee Retention Pay, navigate to the Employee's Profile, select **Pay Info** at the top, then select the **edit icon** on the Taxes section.

The screenshot shows the employee profile for Astrid Comet, who is active. The 'PAY INFO' tab is selected and highlighted with a red box. Below the tabs, the 'Taxes' section is expanded, showing a table with the following data:

Tax Type	Work Location	State Unemployment
W2	NTSIT/MTA	NY State Unemployment Tax

A yellow edit icon is highlighted over the 'State Unemployment' column. Below the table, the 'Deductions' section is also visible, with an 'EXPAND' button.

Select **+Add Tax Credit**, then in the Tax Credit section, locate the **Tax Code** field and select **FF EE Ret. CR (FFRETCR)** from the dropdown, then Save.

The screenshot displays the employee profile for Astrid Comet (ACTIVE). Key details include EE# 12, Hired On Nov 13, 2018, and SSN XXX-XX-XXXX. The 'Work Location' section contains a circled 'Add Tax Credit' button. Below this, the 'FF Child Care Credit' is set to 'Exempt'. The 'Status' is 'Select Status', 'Exemptions' is '0', and 'Tax Withholdings' is 'Don't Calculate'. The 'Additional Amount' is '\$ 0.00'. The 'Tax Credit' section shows a 'Delete' and 'Exempt' button. The 'Tax Code \*' dropdown is set to 'FF EE Ret. CR (FFRETCR)'. Below this, the 'Status' is 'Select Status', 'Exemptions' is '0', and 'Tax Withholdings' is 'Don't Calculate'. The 'Additional Amount' is '\$ 0.00'. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Once the employee has been marked eligible for Employee Retention Credit, the employer will receive a tax credit of 50% of all wages\* paid to this employee. For example, if an employee is paid \$800 in "Regular" wages, the Employee Retention Tax Credit will be \$400.

*\*The wages paid out for Paid Sick and Child Care are not included in the Employee Retention Credit since the employer already receives a 100% Tax Credit on those wages.*



## How to un-mark an employee as eligible for Employee Retention

If an employee is no longer eligible for the Employee Retention Credit Program, you will need to remove the Tax Credit Tax Code (FFRETCR) from the employee's profile. To delete the tax credit from the employee's profile, navigate to the **Pay Info** page within the employee's profile, hover over the Taxes section and select the **Edit pencil** icon on the right.

**AC** Astrid Comet ✓ ACTIVE EE# 12 Hired On Nov 13, 2018 SSN XXX-XX-7898

PERSONAL EMPLOYMENT **PAY INFO** PAY HISTORY TIME OFF BENEFITS MORE

Taxes + Add Work Location

DEFAULT WORK LOCATION  EXPAND

Tax Type	Work Location	State Unemployment
W2	NTSIT/MTA	NY State Unemployment Tax

Deductions + Add Deduction

Medical Pretax Last Date Deduct Accumulated To Goal Frequency  EXPAND

Scroll down to the Tax Credit section and select **Delete** on the top-right.

AC Astrid Comet ACTIVE
EE# 12
Hired On Nov 13, 2018
SSN XXX-XX-XXXX

Work Location + Add Tax Credit + Add Resident Tax ▼

FF Child Care Credit Exempt

Status Select Status
 Exemptions 0
 Tax Withholdings  Don't Calculate
 Additional Amount ? \$ % \$ 0.00

Tax Credit Delete Exempt

Tax Code \* FF EE Retention Credit (FFRETCR)

Status Select Status
 Exemptions 0
 Tax Withholdings  Don't Calculate
 Additional Amount ? \$ % \$ 0.00

CANCEL SAVE

## How to enter Employee Retention related Health Insurance Cost in payroll

A new Deduction Code (FFRETHI) has also been made available to you for recording the employer portion of health insurance benefits paid during the time the employee was paid **Retention Credit** eligible wages.

Grid View Customize Template Export Batch Totals

Ryan Smith BLD

AC Astrid Comet ACTIVE
EE# 12
Pay Type Salary
Base Rate \$4,400.00
Auto Pay × No
Standard Hours 0h
Department Campus Fa

EARNINGS	DEDUCTIONS	TAXES	DIRECT DEPOSIT	OPTIONS
Code	Scheduled Amount	Additional Amount	Arrears	
Med Pretax (MED)	75.00			
FF RT Hlth Ins (FFRETHI)	0.00	150		
	0.00			

SAVE PAY ENTRY Preview Check Delete Check Add Check



## Preview Payroll

In the sample Preview Payroll Report below, you will see a Tax Credit of \$400. This amount is calculated by taking 50% of the wages paid to the employee.

	Earnings				Taxes (Employee)			Taxes (Employer)			Deductions		Net Pay:	Net Check:
	Earning	Department	Rate	Hours	Amount	Tax	Taxable	Amount	Tax	Taxable	Amount	Deduction		
12 - Comet, Astrid Department: 100 Check Type: RGWK	RG - Regular		0.00	800.00	Social Sec.	725.00	44.95	Social Sec. ER	725.00	44.95	MED - Med Pretax	75.00	611.07	611.07
					Medicare	725.00	10.51	Medicare ER	725.00	10.52				
					Federal	725.00	42.02	FF EE Ret. CR	800.00	-400.00				
					NJ State	800.00	13.69	NY Unemployment	800.00	0.00				
					NY Disability	800.00	0.60	FUTA ER	725.00	4.35				
					NY Paid Leave	800.00	2.16	NY MTA	725.00	2.47				
	<b>Total Earnings:</b>		<b>0.00</b>	<b>800.00</b>	<b>Total Taxes:</b>		<b>113.93</b>	<b>Total Taxes:</b>		<b>-337.71</b>	<b>Total Deductions:</b>	<b>75.00</b>		

## What happens after payroll is processed

After payroll is processed, the Federal 941 Tax Liability is calculated and adjusted. The Payroll Summary Report will show all tax amounts as it normally would. In addition, the Payroll Summary Report will also show the tax credit(s) calculated reflecting as a negative (credit) amount that will reduce your Federal 941 Tax Liability and potentially bring it down to \$0. You will only be debited based on the Payroll Summary

Tax Liabilities	Tax Type	Filing Responsibility	Taxable Wages	Tax Amount	Tax Rate
Federal Withholding Tax 941	Social Security Employee	Client	3,305.00	204.91	
	Social Security Employer	Client	3,305.00	204.91	
	Medicare	Client	3,305.00	47.92	
	Medicare Employer	Client	3,305.00	47.93	
	Federal Withholding	Client	3,305.00	529.83	
	FF EE Retention Credit	Client	800.00	-400.00	
	*Total			635.50	
Federal Unemployment 940	Federal Unemployment	Client	3,305.00	19.83	
	*Total			19.83	
NJ State Withholding Tax	NJ State Withholding	Client	3,500.00	158.07	
	NY Metropolitan Commuter Tax	Client	725.00	2.47	
	*Total			160.54	
NJ State Unemployment Tax	NJ Unemployment Employer	Client	2,700.00	89.10	3.30 %
	NJ Unemployment EE	Client	2,700.00	11.48	3.30 %
	NY Unemployment Employer	Client	800.00	0.00	
	NJ Disability Employee	Client	2,700.00	7.02	
	NJ Family Leave Insurance EE	Client	2,700.00	4.32	
	NJ Disability ER	Client	2,700.00	0.00	
	NJ Workforce Development ER	Client	2,700.00	0.00	
	*Total			111.92	
*Total Taxes				927.79	
Cash Analysis	Bank Name	Account Number	Description	Amount	
			Payroll Checks	2,338.69	
			Direct Deposit	0.00	
			*Total	2,338.69	
			Total net cash to deduct	2,338.69	

# VIVENTIUM<sup>®</sup>