

## Welcome to FFCRA and Sage HRMS

Please download the Handout located in the  
GoToWebinar Pane prior to the start of this webinar.

Thank you.



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**sage** University

Sage HRMS Learning Series:  
FFCRA and Sage HRMS

Duration: 60 Minutes

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# Sage Legal Disclaimer



The information contained herein is for general guidance purposes only. It should not be taken for, nor is it intended as, legal advice. We would like to stress that there is no substitute for customers making their own detailed investigations or seeking their own professional advice if they are unsure about the implications Families First Coronavirus Response Act (FFCRA) or Emergency Paid Sick Leave Act (EPSLA).

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# Welcome

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  - ☐ Handout
  - ☐ Phones are muted
  - ☐ Questions
- Audio and visual is done through your computer. For any audio issues, trying exiting and logging back into the webinar.

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# Today's Topics

- Overview of Families First Coronavirus Response Act and Emergency Paid Sick Leave Act
- Setup of earnings and taxes relating to FFCRA in Sage Abra Suite and Sage HRMS



## **COVID-19: Resource, regulations, and the road ahead**

**Wed, April 15: 9:30-10:00 AM Pacific Time | 12:30-1:00 PM**

NSBA President Todd McCracken will help sort through COVID-19 related programs, assistance, and issues.

## **Anticipating the balance of 2020: Scenarios exploring COVID-19**

**Fri, Apr 17: 8:30-9:00 AM Pacific Time | 11:30 AM-12:00 PM**

Kantar Senior Partner Don Abraham will explore scenarios for how the U.S. marketplace will unfold over the balance of 2020.

## **CARES Act deep dive**

**Mon, April 20: 9:30-10:00 AM Pacific Time | 12:30-1:00 PM**

Attorney Susan J. Market from Maison, LLP will share their understanding of the CARES Act and dive deeper into the resources available for businesses.

Click [here](#) to register.

Topic	Link	Details
US COVID-19 Hub	<a href="https://www.sage.com/en-us/coronavirus/">https://www.sage.com/en-us/coronavirus/</a>	FAQs, Webinars/Training, Small business resources, Business survival guide, Live twitter chat, Paycheck Protection Program and more!
Canada COVID-19 Hub	<a href="https://www.sage.com/en-ca/coronavirus/">https://www.sage.com/en-ca/coronavirus/</a>	FAQs, Business advice about Coronavirus, Articles such as Creating a workplace plan for business disruptions, Managing Uncertainty, Working remotely for small business owners and more!

[https://www.sagecity.com/support\\_communities/sage\\_hrms/f/announcements-news-updates/148418/sage-hrms-covid-19-legislation](https://www.sagecity.com/support_communities/sage_hrms/f/announcements-news-updates/148418/sage-hrms-covid-19-legislation)

## Sage HRMS: COVID-19 Legislation

### **Families First Coronavirus Relief Act (H.R. 6201)**

- [How to set up earning codes and tax codes associated with the Families First Coronavirus Response Act \(FFCRA\) in Sage Abra Suite](#)
- [How to set up earning codes and tax codes associated with the Families First Coronavirus Response Act \(FFCRA\) in Sage HRMS.](#)

### **C.A.R.E.S. (Coronavirus Aid, Relief, and Economic Security) Act H.R. 748**

- [Reporting for the C.A.R.E.S. Act \(H.R. 748\) Paycheck Protection Plan](#)
- [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act FAQ](#)

### **Additional resources:**

- [Free learning- Supporting our customers](#)
- [COVID-19 Legislation Explained](#) (RubinBrown)
- [SOS Business Planning Guide](#) (Collective)
- [Business Survival Guide](#) (SWK Technologies)
- [Paycheck Protection Program Resources](#) (AICPA)
- [EIDL vs PPP Comparison Chart](#) (EideBailly)
- [PPP Small Business Application Check List](#) (EideBailly)
- [Overview of the CARES Act](#) (U.S. Chamber of Commerce)



# Complimentary Training



<http://sageu.com/covid19/us/>

## Complimentary Training

To help you and your business through these trying times, Sage is offering access to select eLearning packages, certifications, and webinars at no charge.

Offer available through May 31, 2020.

### Your Sage Training Resource

Develop confidence and competence in effectively utilising your Sage solution.  
View our complimentary offerings and get started today.

Select your product

Sage 50—U.S. Edition

Sage 100

Sage 100 Contractor

Sage 300

Sage 300 Construction and  
Real Estate

Sage 500 ERP

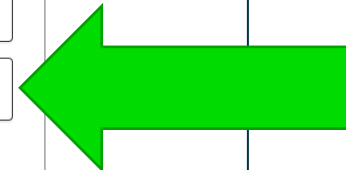
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## Supporting our customers



We are all being impacted by the COVID-19 pandemic and having to learn new ways of managing our businesses. Sage wants to help our customers through this time by providing complimentary training. We've combed through our library of courses and have highlighted content we feel will be most relevant and beneficial.

### Anytime Learning\*

- ✓ [HR Application Specialist Package](#)
- ✓ [Payroll Application Specialist Package](#)

\*These offerings are available to you, from within your transcript, for 60 days after registration.

### Webinars

Please bookmark and visit the link below often to register for our Learning Series of Free Webinars

<https://get.sage.com/HRMSLearningSeries>

### Certification Exams\*

- ✓ [HR Generalist](#)
- ✓ [HR Benefits Admin](#)
- ✓ [HR System Admin](#)
- ✓ [Payroll Generalist](#)
- ✓ [Payroll System Admin](#)

\*Additional fee-based training may be required to pass certification exam.

[https://www.sagecity.com/support\\_communities/sage\\_hrms/f/announcements-news-updates/148418/sage-hrms-covid-19-legislation](https://www.sagecity.com/support_communities/sage_hrms/f/announcements-news-updates/148418/sage-hrms-covid-19-legislation)

## Sage HRMS: COVID-19 Legislation

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- [EIDL vs PPP Comparison Chart](#)(EideBailly)
- [PPP Small Business Application Check List](#)(EideBailly)
- [Overview of the CARES Act](#)(U.S. Chamber of Commerce)



## Hotfix

- Knowledgebase Article ID #104347
- **US Social Security** (SST) may continue to calculate when paying regular wages and COVID-19 emergency sick leave for employees who have reached their annual SST Wage Base Limit in **Sage HRMS**
- 2020 Social Security Wage Cap is \$137,700
- 2020 Maximum social security tax employees will pay is \$8,537.40

H.R.6201 is the Families First Coronavirus Response Act (aka FFCRA)

This bill responds to the COVID -19 (coronavirus disease)

FFCRA becomes effective April 1, 2020

# FFCRA Overview – IRS Website



The Eligible Employer is entitled to a fully refundable tax credit equal to the required paid sick leave. This tax credit also includes the Eligible Employer's share of Medicare tax imposed on those wages and its allocable cost of maintaining health insurance coverage for the employee during the sick leave period (qualified health plan expenses). The Eligible Employer is not subject to the employer portion of social security tax imposed on those wages. (Eligible Employers subject to the Railroad Retirement Tax Act are not subject to either social security tax or Medicare tax on the qualified sick leave wages; accordingly, they do not get a credit for Medicare tax.)

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# FFCRA Overview – Employee Taxes



Qualified leave wages are wages subject to withholding of federal income tax and the employee's share of Social Security and Medicare taxes. Qualified leave wages are also considered wages for purposes of other benefits that the eligible employer provides, such as contributions to 401(k) plans.

It is status quo for employee taxes.

***Emergency Paid Sick Leave Act (EPSLA).*** The EPSLA requires employers with less than 500 employees to provide paid sick leave to employees unable to work or telework because the employee:

1. Is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. Is experiencing symptoms of COVID-19 and seeking a medical diagnosis;
4. Is caring for an individual subject to an order described in (1) or who has been advised as described in (2);
5. Is caring for a child if the school or place of care has been closed, or the childcare provider is unavailable, due to COVID-19 precautions; or
6. Is experiencing any other substantially similar condition specified by the U.S. Department of Health and Human Services.

# Emergency Family and Medical Leave



April 2- Dec 31, 2020 legislation expands the reasons for which FMLA leave may be taken to include an employee that is unable to work (or telework) due to a need to care for a son or daughter under 18 years of age, and the child's school or place of care has been closed or a child care provider is unavailable due to a public health emergency.

- Eligible employees may take up to 12 weeks emergency leave
- First two weeks unpaid (may substitute vacation/PTO for the unpaid leave)
- Remaining 10 weeks are paid at a rate of at least 2/3 of the employee's regular rate of pay not to exceed \$200 per day
- Covered employers are those with fewer than 500 employees



# Emergency Family & Medical Leave Expansion Act



***Emergency Family and Medical Leave Expansion Act.*** The Emergency Family and Medical Leave Expansion Act requires employers with less than 500 employees to provide public health emergency leave under the Family and Medical Leave Act of 1993 to an employee who has been employed for at least 30 calendar days. The requirement to provide leave generally applies when an employee is unable to work or telework due to the need to care for a child under age 18 because the school or place of care has been closed, or the childcare provider is unavailable, due to a public health emergency.

The first 10 days for which an employee takes leave may be unpaid. During this period, employees may use other forms of paid leave, such as qualified sick leave, accrued sick leave, annual leave, or other paid time off. After an employee takes leave for 10 days, the employer must provide the employee paid leave (that is, qualified family leave wages) for up to 10 weeks. For more information from the Department of Labor on these requirements, possible exceptions, and the limitations discussed below, see [DOL.gov/agencies/whd/pandemic](https://www.dol.gov/agencies/whd/pandemic).

## **Emergency Paid Family Medical and Medical Leave applies to:**

- All employers with greater than 50 employees and fewer than 500 employees
- And employees who have been employed at least 30 calendar days \*

## **Emergency Paid Sick Leave applies to:**

- Employees that take sick leave subject to seeking medical diagnosis, quarantine or isolation related to COVID-19

## **Emergency Paid Sick Leave (Others) applies to:**

- Employees that care for others subject to childcare provided it is not available
- Or employee is experiencing any other similar conditions specified by the Secretary of Health and Human Service in consultation with the Secretary of Treasury and the Secretary of Labor
- See Sage Knowledgebase Article Attachments section for more information

How much will an employee be paid while taking paid sick leave or expanded family and medical leave under FFCRA?

Depends on your normal schedule and why you are taking the leave. If you are to work and need leave because

(1) you are subject to quarantine or isolation related to COVID-19;  
(2) have been advised by a healthcare provider to quarantine due to COVID-19; or  
(3) are experiencing symptoms of COVID-19 and are seeking medical diagnosis,  
you will receive for each applicable hours the greater of:

- Your Regular Rate of Pay
- Federal minimum wage in effect under FLSA
- Applicable state or local minimum wage

In these circumstances you are entitled to a maximum of \$511 per day, or \$5,110 total over the entire paid sick leave period.

If you are taking paid sick leave because you are:

- (1) Caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or an individual who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- (2) Caring for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons; or
- (3) Experiencing any other substantially-similar condition that may arise, as specified by the Secretary of Health and Human Services, you are entitled to compensation at 2/3 of the greater of the amounts above.

Under these circumstances, you are subject to a maximum of \$200 per day, or \$2,000 over the entire two week period.



For more FFCRA questions and answers, go to the Department of Labor website at:

<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

## Question:

If you are providing child care-related paid sick leave and expanded family and medical leave at a business with fewer than 50 employees would jeopardize the viability of the business as a going concern, how do I take advantage of the small business exemption?

## Answer:

To elect this small business exemption, you should document your business with fewer than 50 employee meets the criteria set forth by the Department, which will be addressed in more detail in forthcoming regulations.

<https://www.irs.gov/coronavirus>

# Form 7200 – Advance Payment of Employer Credits Due to COVID-19



Instructions on IRS Website for Form 7200  
<https://www.irs.gov/pub/irs-pdf/i7200.pdf>

Form <b>7200</b> (March 2020) Department of the Treasury Internal Revenue Service		<b>Advance Payment of Employer Credits Due to COVID-19</b>		OMB No. 1545-0029	
<b>▶ Go to <a href="https://www.irs.gov/Form7200">www.irs.gov/Form7200</a> for instructions and the latest information.</b>					
Name (not your trade name)		Employer identification number (EIN)			
Trade name (if any)		Applicable calendar quarter (check one) (2) <input type="checkbox"/> April, May, June (3) <input type="checkbox"/> July, August, September (4) <input type="checkbox"/> October, November, December			
Number, street, and apt. or suite no. If a P.O. box, see instructions.					
City or town, state, and ZIP code. If a foreign address, also complete spaces below. (See instructions.)					
Foreign country name		Foreign province/county		Foreign postal code	
Does a third-party payer file your employment tax return? (See instructions.) If "Yes," enter its name.				Third-party payer's EIN (if applicable)	
<b>Tip:</b> File Form 7200 if you can't reduce your employment tax deposits to fully account for these credits that you expect to claim on your employment tax return for the applicable quarter. Don't reduce your employment tax deposits and request advanced credits for the same expected credits. You will need to reconcile your advanced credits and reduced deposits on your employment tax return. You can't request an advance payment of the credit for sick and family leave for self-employed individuals.					
<b>Part I Tell Us About Your Employment Tax Return</b>					
<b>A</b> Check the box to indicate which employment tax return form you file (or will file for 2020): (1) <input type="checkbox"/> 941, 941-PR, or 941-SS (2) <input type="checkbox"/> 943 or 943-PR (3) <input type="checkbox"/> 944 or 944(SP) (4) <input type="checkbox"/> CT-1					
<b>B</b> Is this a new business started on or after January 1, 2020? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If "Yes," skip line C unless you've already filed Form 941, Form 941-PR, or Form 941-SS for at least one quarter of 2020.					
<b>C</b> Amount reported on line 2 of your most recently filed Form 941 (or wages reported on Schedule R (Form 941), column (c), by your third-party payer (see instructions)). If you file a different employment tax return, see instructions . . . . . ▶					
<b>D</b> Enter the total number of employees you have. See instructions . . . . . ▶					
<b>Part II Enter Your Credits and Advance Requested</b>					
1 Total employee retention credit for the quarter. See instructions . . . . .				1	
2 Total qualified sick leave wages eligible for the credit and paid this quarter. See instructions . . . . .				2	
3 Total qualified family leave wages eligible for the credit and paid this quarter. See instructions . . . . .				3	
4 Add lines 1, 2, and 3 . . . . .				4	
5 Total amount by which you have already reduced your federal employment tax deposits for these credits for this quarter . . . . .				5	
6 Total advanced credits requested on previous filings of this form for this quarter . . . . .				6	
7 Add lines 5 and 6 . . . . .				7	
8 Advance requested. Subtract line 7 from line 4. If zero or less, don't file this form . . . . .				8	
<b>Third-Party Designee</b>		Do you want to allow an employee, a paid tax preparer, or another person to discuss this return with the IRS? See the instructions for details. <input type="checkbox"/> Yes. Complete below. <input type="checkbox"/> No			
		Designee's name ▶ and phone number ▶			
		Select a 5-digit personal identification number (PIN) to use when talking to the IRS ▶			
<b>Sign Here</b>		Under penalties of perjury, I declare that I have examined this form, including any accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
		Your signature		Date	
		Printed name		Printed title	
		Print/Type preparer's name		Preparer's signature	
		Date		PTIN	
<b>Paid Preparer Use Only</b>		Firm's name ▶		Firm's EIN ▶	
		Firm's address ▶		Phone no.	
<b>How To File</b>		Fax your completed form to 855-248-0552.			

Go to [Support.na.sage.com](https://support.na.sage.com) and Log on

Article ID #	Title	Details
104144	How to set up earnings codes and tax codes associated with Families First Coronavirus Response Act (FFCRA) in <b>Sage Abra Suite</b>	<ol style="list-style-type: none"><li>1. Create 3 Emergency Paid earning codes for:<ul style="list-style-type: none"><li>- Family Medical and Medical Leave (Paid Leave)</li><li>- Sick Leave (Paid Sick Leave Credit)</li><li>- Sick Leave – Others (Child Care Leave Credit)</li></ul></li><li>2. Change EMP1 tax code for above earning to be Accumulate Wages Only</li></ol>

# Knowledgebase Articles



Go to [Support.na.sage.com](https://support.na.sage.com)

Article ID #	Title	Details
104347	<b>US Social Security</b> (SST) may continue to calculate when paying regular wages and COVID-19 emergency sick leave for employees who have reached their annual SST Wage Base Limit in <b>Sage HRMS</b>	<ul style="list-style-type: none"><li>- Must be on latest version 10.7046</li><li>- Download and copy hotfix to all locations where Sage HRMS client is installed (follow Readme file for detailed instructions)</li></ul>
104155	How to set up earnings codes and tax codes associated with Families First Coronavirus Response Act (FFCRA) in <b>Sage HRMS</b>	<ol style="list-style-type: none"><li>1. Create 3 Emergency Paid earning codes for:<ul style="list-style-type: none"><li>- <b>EFMLA</b> - Family Medical and Medical Leave (Paid Leave)</li><li>- <b>EPSLA</b> - Sick Leave</li><li>- <b>EPSLO</b> - Sick Leave – Others</li></ul></li><li>2. Create two local tax codes CVIDSS and CVIDMD</li></ol>



Go to [Support.na.sage.com](https://support.na.sage.com)

Article ID #	Title	Details
104157	COVID-19 <b>Canada</b> Temporary Wage Subsidy for Employers in <b>Sage HRMS</b>	<p>Temporary Wage Subsidy to assist business impacted by COVID-19.</p> <p>To calculate subsidy, use either the Payroll Register Report Summary or Detail format.</p> <p>Check Export Utility in the articles Attachment section that will export information to an Excel Spreadsheet for calculation.</p>

# Demonstrate FFCRA Setup



## Sage Abra Suite


Version 9.20



☐ Use Windows Logon

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Welcome to Sage HRMS Learning Series

FFCRA and Sage HRMS



# Questions and Answers



Questions and Answers will be posted to

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An on-demand recording of FFCRA webinar from last week is currently available on the Learning Series Registration Page Recording and Resources tab along with the handout at

<https://get.sage.com/hrmslearningSeries>



Thank you for participating in today's session!

For more information:  
Sage University <https://sageu.com>  
Sage City <https://sagecity.com>

Learning Series on-demand recordings are available at  
<https://get.sage.com/HRMSLearningSeries>