

FAQ: Emergency Paid Sick Leave and Emergency Family Medical Leave associated with the HR_6201 - Families First Coronavirus Response Act (FFCRA) in Sage 100.

Q: If we have a customized Crystal payroll check and direct deposit stubs, will there be a process to update those forms or will we have to start over with our customizations using new forms included in this update?

A: No, the check forms were not affected. The new taxes will print on check and direct deposit forms. In the PR6024T program fix we had to change PR_FormCommon.pvc so that the other federal tax descriptions print correctly.

Q: Is there anything special we need to do in payroll in response to the Families First Coronavirus Response Act (FFCRA) act?

A: Yes, you will need to do the following:

1. If you're using **Sage 100 Payroll 2.20.1**, [Download Sage 100 Program Fix PR6024T for Sage 100 Payroll 2.20.1](#) The program fix includes programs to update the Employers' Expense Report-Deposit Liability, Pre-Check Register and Check Register to report these new federal taxes in the "Other Taxes" column and the new taxes have also been added in check and direct deposit stub printing.

Note: *If you are unable to install Payroll 2.20.1 at this time, the remaining instructions will allow you to process Payroll with appropriate earnings and taxation, but check & direct deposit stubs, as well as some registers and reports will not reflect the correct Federal Other Taxes. We strongly urge you to install or work with your partner to install Payroll 2.20.1 and the PR6024T program fix at your earliest convenience in order to remain in compliance.*

2. Download and install the **Payroll Tax Update** located on the Payroll Utilities menu.
3. In **Tax Profile Maintenance** and update all applicable tax profiles by selecting the checkbox next to each of the new Federal Taxes.
4. In **Company Group Tax Setup**, enter the applicable G/L Accounts on the Additional tab for the Federal tax group.
5. In **Earnings Code Maintenance**, create new earnings codes for the 3 new tax rules.

Note: *For the more details please read [Sage Knowledgebase article 104181](#) in its entirety.*

Q: Why is the employer's expense summary not reporting federal income tax withheld even though it is being withheld from the check?

A: If you do not have Payroll 2.20.1 and the PR6024T program fix installed, some of the registers and reports will not reflect the correct Federal other taxes. After installing both updates the correct information will print on the applicable reports. (Employers' Expense Report-Deposit Liability, Pre-Check Register and Check Register to report these new federal taxes in the "Other Taxes" column and they have also been added in check and direct deposit stub printing.

Q: Which tax rules do I need to use for the new earnings related to Families First COVID-19?

A: The following new earning tax rules were included in Payroll Tax Update deployed April 3, 2020. Reference the [Payroll Tax Update Guide](#)

- Tax Rule -800123, Emergency Paid Family and Medical Leave
- Tax Rule -800121, Emergency Paid Sick Leave – Self
- Tax Rule -800125, Emergency Paid Sick Leave - Others

Q: Will the Sage end-user need to manually track these amounts or will Sage automatically cut off the amounts at the maximum rate?

A: In payroll data entry if they are paying an employee an earnings code(s) that is setup to use any of the new tax rules they will need to manually keep track of both the daily and overall maximum for each.

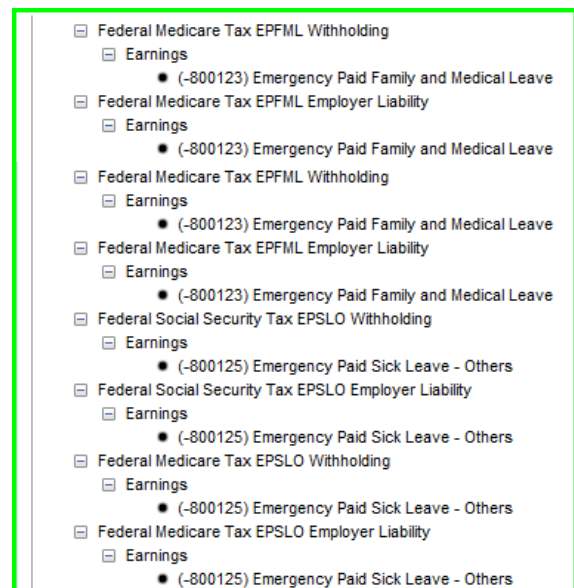
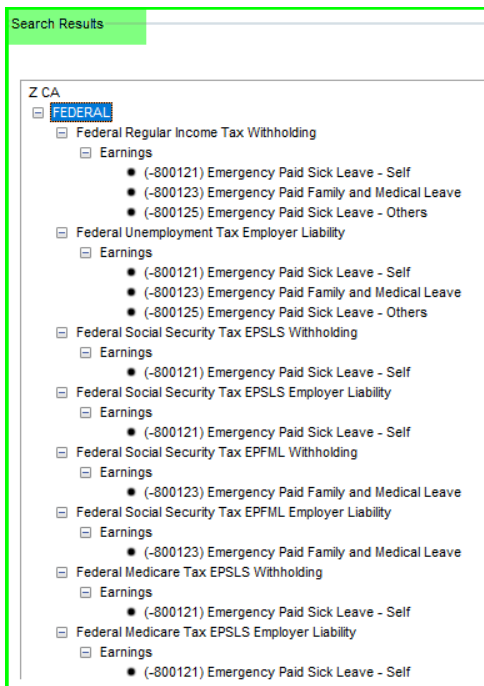
Q: After I installed the tax update why are the new taxes not calculating?

A: Verify the Tax Profile has the new other federal taxes selected and the Earnings Codes have the appropriate tax rule setup. For a list of the new federal other taxes please read [Sage Knowledgebase article 104181](#)

Q: Where can I see which taxes these new earning tax rules are subject to?

A: You can view tax rules that are subject to taxes in Tax Rule Inquiry located on the Payroll Utilities menu. First, you select a Tax Profile then click the Tax Rule Filter button and select the 3 new Earning Tax Rules. Click the Binoculars button to view Search Results. The search results reflect the taxes included in the selected tax profile. If the tax rule is listed under a tax it means it is subject to that tax.

NOTE: Medicare and Social Security taxes for these new tax rules were also added. In Sage 100, we have previously grouped all Social Security and Medicare wages and taxes into one category (for regular wages, tips, group term life insurance, and so forth). Because these new emergency leave wages may need to be reported separately, we will not group the wages and taxes into the standard Medicare and Social Security categories. Instead, they will be treated as Other Federal taxes. This is the best way to handle these changes in a timely manner and to ensure that we have the data needed for future reporting purposes.



Q: Where can I see the tax rates for these new federal taxes?

A: After installing the Payroll Tax Update deployed 4/3/2020, run the Payroll Tax Update Report. Then under the PR_TaxRateHistory table, you will see these new taxes and applicable rates that are effective 4/1/2020.

Payroll Tax Update Report
Date Update Installed: 4/6/2020

Copy of PR2 (PR3)

| Change Type | Tax Rule | Tax Code Description | Effective Date | Tax Rate Percent | Tax Limit Amount |
|-------------|----------|--|----------------|------------------|------------------|
| Add | -609229 | Federal Social Security Tax EPSLS Withholding | 4/1/2020 | 6.20000 | 137,700.00 |
| Add | -609230 | Federal Social Security Tax EPSLS Employer Liability | 4/1/2020 | .00000 | 137,700.00 |
| Add | -609235 | Federal Social Security Tax EPFML Withholding | 4/1/2020 | 6.20000 | 137,700.00 |
| Add | -609236 | Federal Social Security Tax EPFML Employer Liability | 4/1/2020 | .00000 | 137,700.00 |
| Add | -609255 | Federal Medicare Tax EPSLS Employer Liability | 4/1/2020 | 1.45000 | |
| Add | -609263 | Federal Medicare Tax EPFML Employer Liability | 4/1/2020 | 1.45000 | |
| Add | -609285 | Federal Social Security Tax EPSLO Withholding | 4/1/2020 | 6.20000 | 137,700.00 |
| Add | -609286 | Federal Social Security Tax EPSLO Employer Liability | 4/1/2020 | .00000 | 137,700.00 |
| Add | -609299 | Federal Medicare Tax EPSLO Employer Liability | 4/1/2020 | 1.45000 | |

Below is a chart summarizing the subject to taxes and tax rate for each of the new earning tax rules.

| Earning Tax Rule | Federal Regular Income Tax Withholding | Medicare Tax EPFML Employer Liability | Medicare Tax EPFML Withholding | Social Security Tax EPFML Employer Liability | Social Security Tax EPFML Withholding | Medicare Tax EPSLS Employer Liability | Medicare Tax EPSLS Withholding | Social Security Tax EPSLS Employer Liability | Social Security Tax EPSLS Withholding | Medicare Tax EPSLO Employer Liability | Medicare Tax EPSLO Withholding | Social Security Tax EPSLO Employer Liability | Social Security Tax EPSLO Withholding | Federal Unemployment Employer Liability |
|---|--|---------------------------------------|--------------------------------|--|---------------------------------------|---------------------------------------|--------------------------------|--|---------------------------------------|---------------------------------------|--------------------------------|--|---------------------------------------|---|
| | TAX RATES | 1.45% | 1.45% | 0% | 6.2% | 1.45% | 1.45% | 0% | 6.2% | 1.45% | 1.45% | 0% | 6.2% | |
| Emergency Paid Family and Medical Leave (-800123) | Y | Y | Y | Y | Y | | | | | | | | | Y |
| Emergency Paid Sick Leave - Self (-800121) | Y | | | | | Y | Y | Y | Y | | | | | Y |
| Emergency Paid Sick Leave - Others (-800125) | Y | | | | | | | | | Y | Y | Y | Y | Y |

Q: Why are the new taxes not automatically selected in my Tax Profiles after installing the tax update?

A: When the PR_TaxProfile table is updated we do not turn on any taxes. We do not make the assumption the end-user wants their existing tax profiles modified to calculate these new taxes.

On the Payroll Tax Update Report for the Payroll Tax Update deployed April 3, 2020. Under the PR_TaxGroupDetail table you will see that each new federal other tax was added to the FEDERAL tax group. When a new tax is added to a tax group, it is not automatically set to calculate for existing tax profiles. In order to calculate the tax on existing tax profiles, you must go into Tax Profile Maintenance, select the applicable tax profile, and then select the check box for the new tax. **NOTE:** If a new tax with a company-specific rate is added, be sure to add your rate in Company Tax Group Setup.

| Change Type | Tax Rule | Start Date | End Date | Tax Group Reporting Group | Company Specific Rate |
|-------------|----------------------------------|------------|----------|--|-----------------------|
| Add | -609263 FMEDEPFMLERLIAB | 4/1/2020 | 1/1/3000 | FEDERAL EmployerOther | No |
| Add | -609261 Fed Med Epfml ER Liab | 4/1/2020 | 1/1/3000 | FEDERAL Federal Medicare Tax EPFML Employer Liability | No |
| Add | -609239 FMEDEPFMLVH | 4/1/2020 | 1/1/3000 | FEDERAL EmployeeOther | No |
| Add | -609236 Fed Med Epfml WH | 4/1/2020 | 1/1/3000 | FEDERAL Federal Medicare Tax EPFML Withholding | No |
| Add | -609297 FMEDEPSLOERLIAB | 4/1/2020 | 1/1/3000 | FEDERAL EmployerOther | No |
| Add | -609235 Fed Med Epslo ER Liab | 4/1/2020 | 1/1/3000 | FEDERAL Federal Medicare Tax EPSLO Employer Liability | No |
| Add | -609255 FMEDEPSLOWH | 4/1/2020 | 1/1/3000 | FEDERAL EmployeeOther | No |
| Add | -609263 Fed Med Epslo WH | 4/1/2020 | 1/1/3000 | FEDERAL Federal Medicare Tax EPSLO Withholding | No |
| Add | -609263 FMEDEPSLSERLIAB | 4/1/2020 | 1/1/3000 | FEDERAL EmployerOther | No |
| Add | -609263 Fed Med Epsls ER Liab | 4/1/2020 | 1/1/3000 | FEDERAL Federal Medicare Tax EPSLS Employer Liability | No |
| Add | -609263 FMEDEPSLSVH | 4/1/2020 | 1/1/3000 | FEDERAL EmployeeOther | No |
| Add | -609263 Fed Med Epsls WH | 4/1/2020 | 1/1/3000 | FEDERAL Federal Medicare Tax EPSLS Withholding | No |
| Add | -609235 FSOCCEPFMLERLIAB | 4/1/2020 | 1/1/3000 | FEDERAL EmployerOther | No |
| Add | -609236 Fed SocSec Epfml ER Liab | 4/1/2020 | 1/1/3000 | FEDERAL Federal Social Security Tax EPFML Employer Liability | No |
| Add | -609235 FSOCCEPFMLVH | 4/1/2020 | 1/1/3000 | FEDERAL EmployeeOther | No |
| Add | -609236 Fed SocSec Epfml WH | 4/1/2020 | 1/1/3000 | FEDERAL Federal Social Security Tax EPFML Withholding | No |
| Add | -609235 FSOCCEPSLOERLIAB | 4/1/2020 | 1/1/3000 | FEDERAL EmployerOther | No |
| Add | -609285 Fed SocSec Epslo ER Liab | 4/1/2020 | 1/1/3000 | FEDERAL Federal Social Security Tax EPSLO Employer Liability | No |
| Add | -609285 FSOCCEPSLOWH | 4/1/2020 | 1/1/3000 | FEDERAL EmployeeOther | No |
| Add | -609285 Fed SocSec Epslo WH | 4/1/2020 | 1/1/3000 | FEDERAL Federal Social Security Tax EPSLO Withholding | No |
| Add | -609285 FSOCCEPSLSERLIAB | 4/1/2020 | 1/1/3000 | FEDERAL EmployerOther | No |
| Add | -609285 Fed SocSec Epsls ER Liab | 4/1/2020 | 1/1/3000 | FEDERAL Federal Social Security Tax EPSLS Employer Liability | No |
| Add | -609285 FSOCCEPSLSVH | 4/1/2020 | 1/1/3000 | FEDERAL EmployeeOther | No |
| Add | -609285 Fed SocSec Epsls WH | 4/1/2020 | 1/1/3000 | FEDERAL Federal Social Security Tax EPSLS Withholding | No |

On this same report you can see that the new taxes were added to each existing tax profile listed under the PR_TaxProfileDetail table. The default setting for existing tax profiles is to not calculate, which is reflected in the 'Calculate Tax' column. This is why the user will need to manually select each new tax for each applicable tax profile. **NOTE:** *If a NEW tax profile is created these new taxes are selected by default but can be deselected if desired.*

| Payroll Tax Update Report | | | | |
|---------------------------------|---|---|-----------|---------------|
| Date Update Installed: 4/6/2020 | | | | |
| Table Name: PR_TaxProfileDetail | | | | |
| Change Type | Tax Profile Code Tax Rule | Tax Rule Description | Tax Group | Calculate Tax |
| Add | Z CA -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z CA SANFRAN -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z CO -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z CO ARACO GLECT -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z FL -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z KY -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z LIVE IN OR WORK IN WA -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z MABRISTOL -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z MI -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z MS -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z OH LIVEMANVI RESIDE W UNCT -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z PA -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z PA LOCAL EXAMPLE -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z SD -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z WA -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z WI -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z WORKS IN IN LIVES IN MI -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z WORKS IN NJ LIVES IN NYC -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |
| Add | Z WORKS NY LIVES NJ -609263 | Federal Medicare Tax EPFML Employer Liability | FEDERAL | No |