Get a list of Employees and the Gross Wage amounts they received for FFCRA COVID-19 wages, not the Net Pay. You could run the PR COVID-19 FFCRA Time Card Edit Report by MISC Code with Date Range crystal report to get this information, as long as the timecards are coded with FFCRA.

1. Enter new PR Deduction in Admin>Payroll>Deductions/Addons/Fringes/Taxes for FFCRA, below is print screen on how it should look. You must have a GL Account Number on this deduction for it to be a deduction. You can use a clearing account or misc GL account number.

2. Go to File>Payroll>Employees, enter the deduction on all employees that received FFCRA COVID-19 wages for 2020.
3. After the deduction is saved to the employee file, go to the amount column and enter the amount of FFCRA COVID-19 wages this employee received as a positive number.
Also enter the same amount in the Maximum column, leave Accumulated and YTD Amounts at zero.

PR Employees - TERRI - Terri Test

	Employee Information		Page 2	Deductions			Quarterly Total

	Code	Union ID	Type		Frequency		Amount/%	Maximum	Accumulated	YTD Amount	Ur
	125		AMOUNT	✓	EVERY	✓	$30.00	0.00	0.00	240.00	
	401K		AMOUNT	✓	EVERY	✓	$125.00	0.00	0.00	1,000.00	
	MISC		AMOUNT	✓	EVERY	✓	$16.78	0.00	0.00	134.24	
	SWT-IL			✓		✓	0.00%	0.00	0.00	2,991.53	
	SWT-WI			✓		✓	0.00%	0.00	0.00	17.27	
	DUES	L999	PERCENTAFT	✓	EVERY	✓	0.00%	0.00	0.00	2,085.65	
▶	FFCRA		AMOUNT	✓	EVERY	✓	$1,000.00	1,000.00		0.00	

4. Enter Non-Tax timecard in a payroll weekending date for the tax year of 2020 for the same amount as the deduction.
   Very important, It CANNOT go into the year of 2021.
   Day of Week = N
   Enter dates for the COVID-19 wages if possible
   Use the same GL Account number that was used on the deduction above
   No Union, Job or Phase
   Enter non-tax dollar amount equal to PR Deduction above

PR Time Cards - TERRI - Terri Test

Pay Period Date	12/26/2020	12/2020 Select Pay Period	Entry ID	247551 Check#	

Employee ID: TERRI — Terri Test   Supervisor ID:

Union/Payrate ID:

Day of Week: N   Nontax   Start 08/02/2020 End 08/31/2020

Job ID:

Phase ID: SWT State: IL

GL Account#: 600.99   Misc.   SUT State: IL   **Uncalc'd**

Work Class: Work Status   Local Tax   **Non-Billable**

WC Code:

				Daily	Weekly	Overhead
Regular Hours	0.00 @	$39.2000 =	$0.00	0.00	0.00	
Overtime Hours	0.00 @	$58.8000 =	$0.00	0.00	0.00	
Double Time Hrs	0.00 @	$78.4000 =	$0.00	0.00	0.00	
Add On Hours	0.00 @	$0.0000 =	$0.00			
Taxable Amount	$0.00	Total	$0.00	$0.00	$0.00	Misc
Nontax Amount	$1,000.00	Code			Save & Add	

Equipment ID: Time   0.00 @ $0.0000 = $0.00

Equipment Loads: 0.00 @ CYds   0.0000 =   0.00 Production Units   0.0000

5. Calculate PR Checks, uncheck Calculate 401K and Calculate Section 125, Check Create Paper Checks Only. Click ok.

PR Calculate Checks

Pay Period Date	12/26/2020
Beginning Employee ID	
Ending Employee ID	
Day to Calculate	All
Confidential Employees Only	☐
Calculate Taxes	☑
Calculate 401k	☐
Calculate Section 125	☐
Calculate All Other Deductions	☑
Create Paper Checks Only	☑

OK   Cancel

6. Go into File>Payroll>Review/Void Checks, use binoculars and hit 'T' to find temporary check, make sure it nets to zero.
You may have to manually add the deduction for FFCRA in the Review/Void Checks screen by clicking on the Add Deduction Button, then selecting the FFCRA deduction.
You may also have to manually add the dollar amount to the deduction.
Make sure check nets to ZERO.

PR Select Employee Deductions

Select Employee Deductions

Pick	Code	Union ID	
☐	401K		
☐	DUES	L999	
☑	FFCRA		
☐	MISC		

OK   Cancel

Pay Period Date	12/26/2020	Select Pay Period		Unprinted	Check Type	PR Check
					Check#	T012260001
Employee ID	TERRI	Terri Test		Void	Check Date	/ /
Cash GL Acct#	103.11	Cash-Bank One			Check Year	2020 Qtr 4

Posted to	Hours	$ this Check	$ YTD		
Regular	0.00	$0.00	$61,045.55	Social Security	$0.00
Overtime	0.00	$0.00	$147.00	Medicare	$0.00
Double Time	0.00	$0.00	$0.00	Medicare Addt.	$0.00
Vacation	0.00	$0.00	$0.00		
Holiday	0.00	$0.00	$0.00	FWT	$0.00
Sick	0.00	$0.00	$0.00	SWT	0.00
Commission	0.00	$0.00	$500.00	Local Tax	0.00
Bonus	0.00	$0.00	$0.00	Total Tax	0.00
Additional Taxable $		$0.00	$0.00	Deductions	1,000.00
Totals	0.00	$0.00	$61,692.55	EIC	$0.00
FICA Wages		$0.00	$61,452.55	Net Pay	0.00
FWT Wages		$0.00	$60,452.55		
Nontax Wages		$1,000.00	$1,000.00	Add Deductions	

Code	Union ID	Amount	SWT Gross	SWT Adjust	SWT Net	
SWT-IL		$0.00	0.00	0.00	0.00	
►FFCRA		$1,000.00	0.00	0.00	0.00	

7. Print check to paper using a fake check number like the date, 20201222.
8. Close and Post PR as usual.

Let me know if you have questions or problems with this.