

FFCRA Categories

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The Families First Coronavirus Response Act (FFCRA) requires certain employers provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19.

Important Note: Agvance build 6.0.14830 or later must be installed to recognize FFCRA pay categories. Additional Agvance updates will be released as new government information is made available.

Setup

Important: It is imperative to review the FFCRA guidelines to understand the eligible categories and the pay rates and/or caps applied to each. Contact your accountant to determine the best approach for your company to track the FFCRA eligible payroll and, if using Agvance, to ensure pay rates are set up properly. More information about the FFCRA guidelines and eligibility requirements is available at <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>.

To address FFCRA in the Agvance Payroll module, additional pay categories must be created at *Accounting/Preferences* on the *Payroll* tab. **In order for Agvance to properly track these pay categories, it is important they be named exactly as indicated below.**

The pay categories are:

- **ESL** – Employees who are subject to State, Federal or Local quarantine or isolation orders related to COVID-19; have been advised by a health care provider to self-quarantine related to COVID-19; are experiencing COVID-19 symptoms and are seeking a medical diagnosis.
EFSL – Employees who are caring for an individual subject to an order or self-quarantine related to COVID-19; are experiencing any substantially-similar condition specified by the U.S. Department of Health and Human Services.
- **EFMLA** – Employees who are caring for their child whose school or place of care is closed due to COVID-19 related reasons.

Once the pay categories are created, each employee must be edited to include the appropriate G/L posting account and pay rate. It is important to consult with your accountant to verify pay rates and pay caps. Agvance will not address any pay caps identified in the FFCRA guidelines.

Note: Agvance builds 6.0.14830 or later address payroll posting of FFCRA pay categories. If any FFCRA eligible payrolls were posted prior to installing build 6.0.14830, contact the SSI Support team.

Until a follow-up Agvance update addressing additional FFCRA changes is available:

1. The Check Register Tax Withholding Liability Summary report accurately reflects the employer Liability when posting payroll with one or more of the new pay categories of ESL, EFS, and EFMLA.
2. To view the total values of gross pay wages for the FFCRA categories, run the Check Register Gross

Pay/Wages report.

3. The Quarterly 941 report will not reflect any changes until additional information is provided by the government on filing quarterly tax guidelines.