



# Infor VISUAL Payroll CARES Act and FFRCA Management

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## About this document

This document describes how to use VISUAL Payroll to track emergency paid sick leave and extended Family and Medical Leave Act (FMLA) benefits that are related to the Families First Coronavirus Response Act (FFCRA). It also describes how to track wages related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

## Product versions

To complete the procedures in this guide, you must use the latest version of the VISUAL Payroll executable and apply the latest patch script:

- If you use VISUAL Payroll 9.0.6, click this link to download the updated files:  
<https://www.inforxtreme.com/espublic/EN/AnswerLinkDotNet/SoHo/Solutions/SoHoViewSolution.aspx?SolutionID=1922912>
- If you use VISUAL Payroll 8.0.0, click this link to download the updated files:  
<https://www.inforxtreme.com/espublic/EN/AnswerLinkDotNet/SoHo/Solutions/SoHoViewSolution.aspx?SolutionID=1653274>

## Disclaimer

This document is subject to change. When the federal government introduces updates that affect the use of VISUAL Payroll, this document will be updated.

## Related links

Updates to VISUAL Payroll were made based on information available at these URLs:

<https://www.irs.gov/newsroom/covid-19-related-tax-credits-for-required-paid-leave-provided-by-small-and-midsize-businesses-faqs>

<https://www.irs.gov/newsroom/irs-employee-retention-credit-available-for-many-businesses-financially-impacted-by-covid-19>

We recommend that you frequently check these URLs for updates.

## Terminology

### **CARES Act**

The Employee Retention Credit (CARES Act) is a tax credit for employers equal to 50% of qualified wages (including qualified health plan expenses) that eligible employers pay their employees. The credit applies to wages paid after March 12, 2020 through December 31, 2020. An employer can receive credits for leave pay paid under the FFCRA and the Employee Retention credit under the CARES Act, however NOT for the same wages.

There are dollar limits on qualified wages and credits.

### **Families First Coronavirus Response Act (FFCRA)**

The FFCRA includes the Emergency Paid Sick Leave Act (EPSLA) and the Emergency Family and Medical Leave Expansion Act (Expanded FMLA). Under these provisions, eligible employers can receive refundable tax credits for qualified sick leave wages and qualified family leave wages. Wages paid after April 1, 2020 through December 31, 2020 may be eligible.

# Updating VISUAL Payroll

To comply with changes for FFCRA and the CARES Act, changes were made to the Payroll executable. The Payroll database must also be updated.

## Summary of changes

This table shows the changes made to Payroll for FFCRA and the CARES act.

Release date	Updates
April 2020	A new group type, Fam 1st COVID-19 Resp Act, is available in the Earnings and Deduction Codes dialog. Use the group type for the new earnings codes that you use for FFCRA. When you apply the group to an earning type, the OASDI-C taxes are not applied to the earnings.

## Installing the Payroll update

- 1 Sign in to the Infor Support Portal at [www.infor.com/inforxtreme](http://www.infor.com/inforxtreme).
- 2 Open the KB that includes files for your installation of Payroll.
  - For Payroll 9.0.6, open this link:  
<https://www.inforxtreme.com/espublic/EN/AnswerLinkDotNet/SoHo/Solutions/SoHoViewSolution.aspx?SolutionID=1922912>
  - For Payroll 8.0.0, open this link:  
<https://www.inforxtreme.com/espublic/EN/AnswerLinkDotNet/SoHo/Solutions/SoHoViewSolution.aspx?SolutionID=1653274>
- 3 Download the most recent versions of these files and copy them to the VISUAL Payroll directory:
  - For Payroll 9.0.6:

- PAYROLL.EXE
- OR906PY01.SQL
- SS906PY01.SQL
- For Payroll 8.0.0
  - PAYROLL.EXE
  - OR800PY04.SQL
  - SS800PY04.SQL

4 In the Payroll executables directory, double-click **VPCVTUTL.EXE**.

5 In the Database Engine section, click the button for the database engine that you use with Payroll.

6 In the Database field, specify the name of the Payroll database.

7 Complete one of these tasks:

- If you clicked **SQL Server** in the Database Engine section, specify the password of the sa user in the SA password field.
- If you clicked **Oracle** in the Database Engine section, specify the password of the SYSADM user in the SYSADM password field.

8 Click **Run Script**.

9 Select the script for your version of Payroll and your database engine. This table shows the script to run:

Payroll version	Database engine	Script
9.0.6	SQL Server	SS906PY01.SQL
9.0.6	Oracle	OR906PY01.SQL
8.0.0	SQL Server	SS800PY04.SQL
8.0.0	Oracle	OR800PY04.SQL

10 Click **Run**.

## Payroll and FFCRA

Use the procedures in this section to set up Payroll for processing FFCRA wages and to reprocess wages that you paid before you applied the April 2020 Payroll update.

### Setting up Payroll for FFCRA

To track refundable emergency paid sick leave and emergency FMLA pay, create earning codes for these scenarios:

- Emergency sick leave reimbursed at 100%
- Emergency sick leave reimbursed at 2/3 the employee's regular rate
- Emergency FMLA pay reimbursed at 2/3 the employee's regular rate

**NOTE:** You must create new earning codes. DO NOT reuse existing earning codes.

- 1 In VISUAL Payroll, select **Maintenance > Company Data > Earnings and Deduction Codes**.
- 2 Click the **Insert Row** button.
- 3 Specify this information:
  - Code**  
Specify the code to use for 100% sick leave reimbursement.
  - Type**  
Select **Earning**.
  - Group**  
Select **Fam 1st COVID-19 Resp Act**. If this code is unavailable, check the database patch level. To check the patch level, select **Help > About** from the main Payroll window. For 9.0.6, the patch level should be 9.0.6.1. For 8.0.0, the patch level should be 8.0.0.4.
- 4 Specify information in the remaining fields as necessary for your company.
- 5 Repeat steps 2 through 4 for the other two earning codes.
- 6 Click **Save**.

When appropriate, apply one of the new codes to employees' earnings.



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## Reprocessing wages paid after April 1, 2020

If you paid wages that are subject to FFCRA before you applied the April 2020 Payroll update, void the original payments and reprocess them with the new earnings codes that you created for FFCRA.

**NOTE:** Do not issue new checks or submit a new direct deposit file to a bank for the reprocessed checks. You are voiding the payments in the system only. You are not voiding the actual payments that you made to your employees.

- 1 Ensure that you create the new earnings codes as described in [Setting up Payroll for FFCRA](#).
- 2 Void the checks that you use to pay the wages that are subject to FFCRA.
  - a Select **Tools > Void/Null Processing > Void Checks**.
  - b Click the **Open Calendar** browse button and select the calendar to use.
  - c Click the **Employee ID** browse button and select the employee.
  - d Select the check to void.
  - e Repeat steps c and d to void additional checks.
  - f Click the **Process Payroll** button.
  - g Click the **Update Payroll** button.
  - h Print the voided checks. You can use plain paper for the checks. Print the checks to ensure that the voided payments are included in reports.
- 3 Create manual checks.
  - a Select **Tools > Special Processing > Manual Checks**.
  - b Click the **Open Calendar** browse button and select the calendar to use.
  - c Click the **Employee ID** browse button and select the employee.
  - d In the Check No field, specify a check number. You must specify a check number to prevent the generation of a check.
  - e Click **Insert Row**.
  - f In the Code column, specify the appropriate FFCRA earning code.
  - g Ensure that all amounts match the check you voided.
  - h Click the **Process Payroll** button.
  - i Click the **Update Payroll** button.
- 4 If you pay by direct deposit, select **Tools > Regular Payroll Processing > Checks > Create Direct Deposit File**.
- 5 Create a direct deposit file, but do not send the file to the bank.

## Processing regular pay in the same period as FFRCA pay

If an employee receives regular wages and FFRCA wages in the same pay period, process the regular wages in a separate check from the FFRCA wages.

## Tracking wages for FFCRA and the CARES Act

Use the Pay Detail report to track wages that are subject to FFCRA or the CARES Act.

- 1 Select **Reports > Management and Audit Reports > Pay Detail Report**.
- 2 Specify the information to include in the report. For example, to review wages that are subject to the CARES Act, specify 03/12/2020 in the From field in the Payroll Check Date section. Or, to review leave that is subject to FFCRA, run the report by earning code ID.
- 3 Click **Ok**.