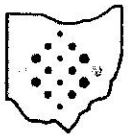
# Add to 001 Federal record

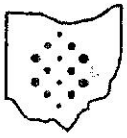
- Added 3 new fields
  - COVID 1 – COVID-SELF
  - COVID 2 – COVID-OTH
  - COVID 3 – COVID-EMER
- Three (3) new COVID fields have been added to the Federal deduction record. They are labeled COVID 1, COVID 2 and COVID 3. These new fields will be used to appear on the W2 in Box 14. This was mandated by the IRS. All these amounts are already included in the gross and taxable gross amounts but must be entered/shown here separately on the Federal record, so the employee will see these amounts on the W2 in Box 14.



163

# Added to 001 Federal

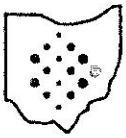
```
Deduction type - Federal Tax          Name: STATE BANK AND TRUST
 Calculate option: E  # exemptions: __  Fringe: _______  COVID 1: _______
 Tax %    : _______  Pension plan: A  Life  : _______  COVID 2: _______
 Addtl w/h: _______  Hth Re: _______  Adopt : _______  COVID 3: _______
 Error adj: _______  Emp Hth: _______                  Dep care: _______
                        Move Exp : _______            3rd party: _______
 Marital/filing stat: 2  _ Tax Ben: _______            Vehicle : _______
 Use new W4 :  N    ---------------Accum--QTD Totals-FYTD Totals--YTD Totals
 2 like jobs:  _    Deduct    : _______  _______  _______  _______
 Depend: _______    Gross pay: _______  _______           _______
 Income: _______    Tax gross: _______  _______           _______
 Deduct: _______    Add whold:                            _______
```



164

# COVID 1
# COVID-SELF

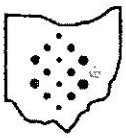
- COVID 1 is the Covid amount for the employee. It will sometimes be Referred to as COVID-SELF.
- This leave is if the employee uses time off for themselves for COVID. The per day limit is $511 per day and can be used for 10 days. The max limit is $5,110.



165

# COVID 2
# COVID-OTH

- COVID 2 is the Covid amount for others. It will sometimes be referred to as COVID-OTH.
- This leave is if the employee uses time off for others for COVID. The per day limit is $200 per day and can be used for 10 days. The max limit is $2,000.



166

# COVID 3
# COVID-EMER

- COVID 3 is the Covid amount for emergency family leave. It will sometimes be referred to as COVID-EMER.
- This leave is if the employee uses time off for family leave. The per day limit is $200 per day and can be used for 10 weeks. The max limit is $10,000.

167

# W2REPT.TXT

| | | | | |
|---|---|---|---|---|
| 1000044 [redacted] | | | | |
| 001 FED TAX | 1,161.87 | 13,187.85 | 16,457.28 | 3,269.43 |
| COVID-SELF | 5,100.00 | | | |
| COVID-OTHERS | 2,000.00 | | | |
| COVID-EMER | 5,000.00 | | | |
| EMPLR HLTH COV | 5,406.00 | | | |
| SECTION 125 | 965.43 | | | |
| 002 OHIO TAX | 357.36 | 13,187.85 | 16,457.28 | 3,269.43 |
| MEDICARE | 224.64 | 15,491.85 | 16,457.28 | |
| Retire Plan Box Checked | | | | |

168

# Max COVID pay

- Both the COVID-OTH and COVID-EMER pays the employee 2/3 of their pay up to $200 max per day.

169

## For more information on COVID reporting

- The Department of Labor has this website for more information:
- https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave
- and
- https://www.irs.gov/pub/irs-drop/n-20-23.pdf.
- You can also google other IRS or DOL websites for more information.

170

# USPLOAD/DEDSCN COVID

- The 3 new COVID fields can be uploaded to DEDSCN Federal record.
- The new fields are:
  - "COVID_SELF"
  - "COVID_OTH"
  - "COVID_EMER"

171

# Audit Report

- The three new fields for the COVID will be audited and appear on the Audit report.
- The fields will be called:
  - Covid Self deduct
  - Covid Other deduct
  - Covid Emer deduct.

172

# W2PROC

- Due to the Covid pandemic, the IRS has added 3 new amounts that need to show in Box 14 of the employees W2 (if applicable).
  - On the Federal DEDSCN records, the employer must enter amounts in the Covid fields if they apply to the employee. The Covid amounts on the Federal 001 DEDSCN records will appear in Box 14. These amounts will show on the W2REPT and W2FORM files. Box 14 amounts do NOT show up on the Federal, State or any output tape files.

173

# W2FORM.TXT

The Covid fields will appear as "COVID-SE" for Covid-Self which is for Sick Leave Wages subject to the $511 per day limit. "COVID-OT" is for Covid-Others which is for Sick Leave Wages subject to the $200 per day leave. "COVID-EM is for Covid-Emergency Family Leave subject to the $200 per day limit.

174

# W2FORM.TXT
# Box 14

```
COVID-SE  5100.00
COVID-OT  2000.00
COVID-EM  5000.00
```

175

# Vehicle Lease Amount

- Box 14 will also show the Vehicle Lease first if there is an amount for that field.

176