Setting up COVID Accounts
Sick Leave Act – By Claudia Allen

1. Create a new payroll item

2. Make it an addition

3. For Tracking make a "COVID Expense" Acct.

4. For Tax tracking pick the National Paid Leave Employee acct.

5. For the taxes portion everything is marked except the Social Security for employee and employer.

6. Calculate based on quantity

7. Finish

8. Find that item again in payroll items (it will be under miscellaneous addition), edit the item and call it "National Paid Leave Employee

a. **Paying an Employee for COVID pay or Quarantine Pay.**

9. Every Employee gets 80 hours of COVID pay once. Anything over 80 hours use their Vacation or sick pay.

10. First go to the employee and edit them on the pay employee window.

11. Click on their name

12. Under other payroll items select "National Paid Leave Employee"

13. Enter their wage under rate

14. Enter the amount of COVID hours under Quantity

15. Make sure pay in subtracted from the Federal withholding payment after payroll is complete. To do this, take the gross amount of the sick leave pay, add an item to the bottom of your 941 payment and assign it the National Paid Leave Credit (QB automatically added this to your payroll) and then subtract that amount and hit the "Recalculate" button on the bottom left of your check stub and it will adjust the 941 payment automatically and also subtract it from your quarterly 941 form.

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