

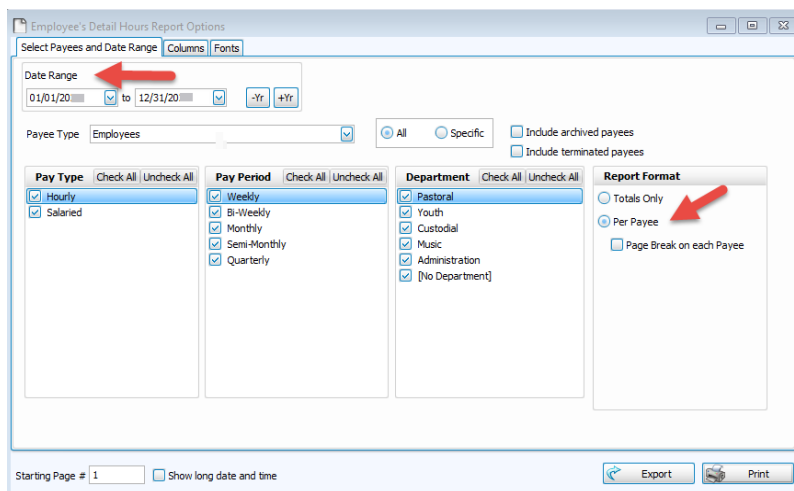
Some States offer Earned Sick Time Based on Weeks or Hours Worked. Workers earn 1 hour of Sick Time for every 30 or 40 hours worked, depending on their state. This document shows the accrual figures for each option found on Pages 4 and 5.

Please search your state website for the set-up requirements for sick time earned based on weeks or hours worked.

Sick time can be calculated in days, but we recommend and the example shown is in hours.

Run a Payee's Detail Hours Report on each employee to determine if there had been any previous time entered in Payroll for Sick time.

- Go to Payroll>Reports/Export>Pay Reports>History Reports>Payee's Detail Hours Report
- Date Range defaults to the whole year
- Payee Type - Employees
- Report Format - Per Payee
- Click Print

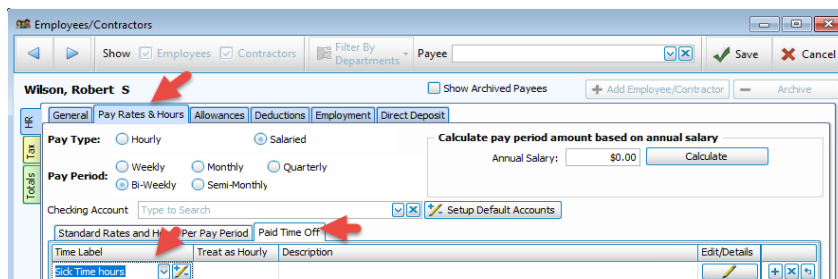


The report shows the Sick and Vacation time for the year. If the figures are correct, nothing needs to be done. If the figures need to be zeroed out or adjusted, go to <https://eadn-wc03-1142452.nxedge.io/cdn/wp-content/uploads/2020/11/PayCalcAdjVacationSick.pdf> calculate an adjustment.

Salaried and Hourly employees with standard hours each pay period. Example: State Sick Pay Accrual 1 hour for 30 hours worked.

Example: Robert Wilson works 80 hours each pay period.

Enter the Accrued Sick Pay through Data Setup>Employees/Contractors



- Choose the applicable employee
- Click Pay Rates & Hours
- Click Paid Time Off
- Click under Time Label, choose Sick Time from the drop arrow

Note: once the Time Label is created you may

- Click plus (+) to add the another Time Label
- Click the pencil at the right of to adjust hours

On the Paid Time Off screen, fill in what is applicable to your church.

Our example shows either a salaried or hourly employee with standard hours each pay period of 80 hours which

Sick Pay Accrual - 1 hours for 30 hours worked			
Hrs Worked	Sick Pay to Accrue	Hrs Worked	Sick Pay to Accrue
37	1.233	77	2.567
38	1.267	78	2.600
39	1.300	79	2.633
40	1.333	80	2.667

accumulates 2.667 per hours worked.

Based on 1 hour for 30 hours worked found on Page 4.

Click OK and Click Save

Hourly Employees that do not have set hours

Example: Employee works 18 hours this pay period.

Our example shows an hourly employee that does NOT have set hours.

- Choose the applicable employee
- Click Pay Rates & Hours
- Click Paid Time Off

Sick Pay Accrual - 1 hours for 30 hours worked			
Hrs Worked	Sick Pay to Accrue	Hrs Worked	Sick Pay to Accrue
1	0.033	41	1.367
2	0.067	42	1.400
3	0.100	43	1.433
4	0.133	44	1.467

- Click under Time Label, choose Sick Time

Enter one hour for hours worked and hours and .033 hours are accumulated.

Click OK and Click Save

PLEASE NOTE: if the specifications are different than the Standard of 1 hour per 30 or 40 hours worked of Sick Time, see the example below.

Example: Employee works 28 hours per week and is paid bi-weekly (56 hours in a pay period). Employee's employment contract states they are entitled to 50 hours of sick time per year, which is higher than the AZ standard.

Step 1 - 28 hours per week x 52 weeks per year = 1456 hours of work time per year.

Step 2 - Divide 50 hours of sick time per year by 1456 hours of work time per year = .0343406 time earned per hour.

Step 3 - .0343406 time earned per hour x 56 hours worked in a pay period = 1.923

The Calculation...

Step 1 - Hours worked per week x 52 weeks per year = Total hours of work time per year

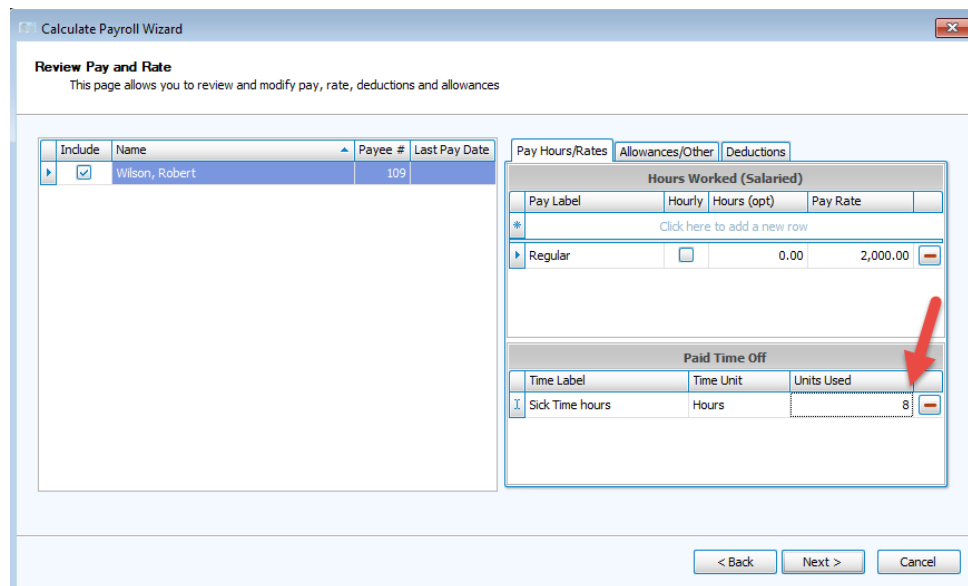
Step 2 - Hours of sick or vacation time earned in a year ÷ Total work time per year = Time earned per hour

Step 3 - Time earned per hour x Hours worked in pay period = Time to accrue for that pay period

When Sick Pay is used - the hours are deducted when you Calculate Payroll. The example shows 8 hours of Sick Time was used

Go to Payroll>Calculate Payroll>choose your Pay Date and Employee>

On the Review Pay and Rate screen, add Sick Time Used under Units Used.



Calculate Payroll Wizard

Review Pay and Rate
This page allows you to review and modify pay, rate, deductions and allowances

Include	Name	Payee #	Last Pay Date
<input checked="" type="checkbox"/>	Wilson, Robert	109	

Pay Hours/Rates | Allowances/Other | Deductions

Hours Worked (Salaried)

Pay Label	Hourly	Hours (opt)	Pay Rate
* Click here to add a new row			
Regular	<input type="checkbox"/>	0.00	2,000.00

Paid Time Off

Time Label	Time Unit	Units Used
Sick Time hours	Hours	8

< Back | Next > | Cancel

- The Pay Period Pay Type Earnings Detail report shows the Vacation & Sick time taken.
- Continue posting the payroll

PLEASE NOTE: We have calculated SICK PAY ACCRUAL for 1 hour for 30 hours worked and 1 hour for 40 hours worked are found on Pages 4 and 5,

SICK PAY ACCRUAL—1 Hour for 30 hours worked

Hrs Worked	Sick Pay to Accrue	Hrs Worked	Sick Pay to Accrue
1	0.033	41	1.367
2	0.067	42	1.400
3	0.100	43	1.433
4	0.133	44	1.467
5	0.167	45	1.500
6	0.200	46	1.533
7	0.233	47	1.567
8	0.267	48	1.600
9	0.300	49	1.633
10	0.333	50	1.667
11	0.367	51	1.700
12	0.400	52	1.733
13	0.433	53	1.767
14	0.467	54	1.800
15	0.500	55	1.833
16	0.533	56	1.867
17	0.567	57	1.900
18	0.600	58	1.933
19	0.633	59	1.967
20	0.667	60	2.000
21	0.700	61	2.033
22	0.733	62	2.067
23	0.767	63	2.100
24	0.800	64	2.133
25	0.833	65	2.167
26	0.867	66	2.200
27	0.900	67	2.233
28	0.933	68	2.267
29	0.967	69	2.300
30	1.000	70	2.333
31	1.033	71	2.367
32	1.067	72	2.400
33	1.100	73	2.433
34	1.133	74	2.467
35	1.167	75	2.500
36	1.200	76	2.533
37	1.233	77	2.567
38	1.267	78	2.600
39	1.300	79	2.633
40	1.333	80	2.667



Sick Time Earned Based on Weeks or Hours Worked

(Rev 5/24)

SICK PAY ACCRUAL—1 Hour for 40 hours worked

Hrs Worked	Sick Pay to Accrue	Hrs Worked	Sick Pay to Accrue
1	0.025	41	1.025
2	0.050	42	1.050
3	0.075	43	1.075
4	0.100	44	1.100
5	0.125	45	1.125
6	0.150	46	1.150
7	0.175	47	1.175
8	0.200	48	1.200
9	0.225	49	1.225
10	0.250	50	1.250
11	0.275	51	1.275
12	0.300	52	1.300
13	0.325	53	1.325
14	0.350	54	1.350
15	0.375	55	1.375
16	0.400	56	1.400
17	0.425	57	1.425
18	0.450	58	1.450
19	0.475	59	1.475
20	0.500	60	1.500
21	0.525	61	1.525
22	0.550	62	1.550
23	0.575	63	1.575
24	0.600	64	1.600
25	0.625	65	1.625
26	0.650	66	1.650
27	0.675	67	1.675
28	0.700	68	1.700
29	0.725	69	1.725
30	0.750	70	1.750
31	0.775	71	1.775
32	0.800	72	1.800
33	0.825	73	1.825
34	0.850	74	1.850
35	0.875	75	1.875
36	0.900	76	1.900
37	0.925	77	1.925
38	0.950	78	1.950
39	0.975	79	1.975
40	1.000	80	2.000