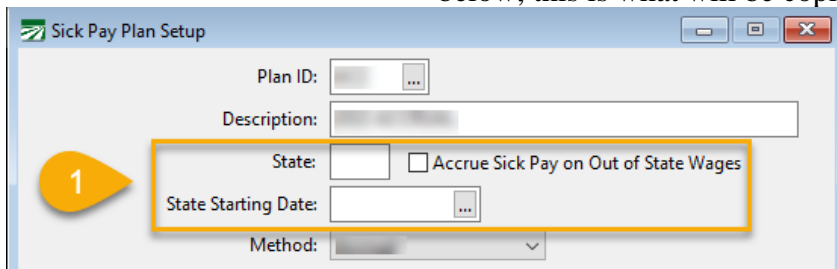# 2024 Sick Pay Plan Setup: Changing From Accrual to Lump Sum

IMPORTANT! This setup must be done:

(1) <u>Before</u> printing your first payroll checks that have a check date in January 2024 and

(2) <u>After</u> printing your last payroll checks that have a check date in December 2023.

Some of the information from your old Sick Pay Plan must be copied to the new Sick Pay Plan to keep your company's current policies. To help you do this, begin by going to **Payroll** > **Sick Pay Setup/Maintenance** > **Sick Pay Plan Setup**.

1. In the *Plan ID* entry, enter your <u>old</u> Sick Pay Plan ID or use the lookup button to select it. Then write down or take a screenshot of the information you have entered in the highlighted entries below; this is what will be copied to the <u>new</u> Sick Pay Plan.

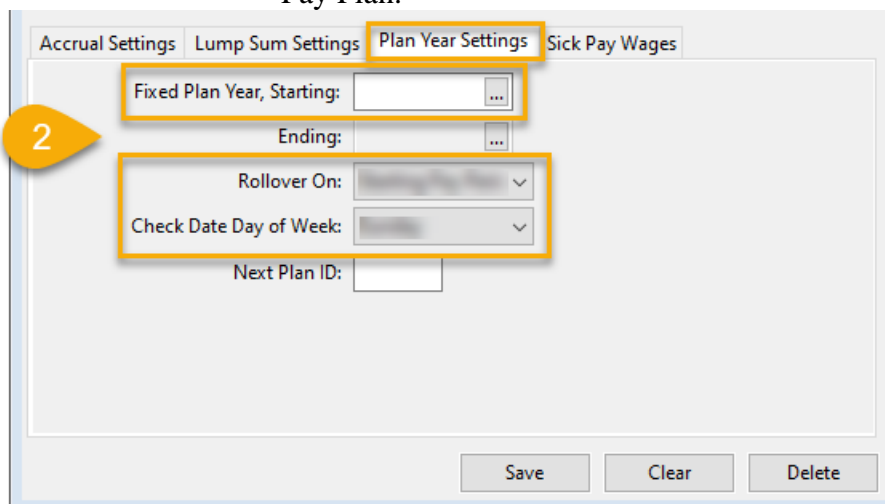2. Click on the *Plan Year Settings Tab*. Write down or take a screen shot of the information you have entered in the highlighted entries below; this will be copied to the <u>new</u> Sick Pay Plan.

3. Click on the *Sick Pay Wages* tab. Write down or take a screenshot of the information you have entered highlighted in the entries below; this will also be copied to the new Sick Pay Plan.

4. Click **Clear**.

5. While still in the *Sick Pay Plan Setup* window, enter a **Plan ID** and a **Description** of your choice for the new Sick Pay Plan. Information for the following entries should be as follows:

- **State**: If all of your employees work in California, enter **CA**.

- If you have multi-state employees, enter the information used for your old Sick Pay Plan in both the **State** entry and *Accrue Sick Pay on Out of State Wages* option.

- **State Starting Date**: If you have multi-state employees, enter the date used in the old Sick Pay Plan. If this was left blank in the old Sick Pay Plan, leave it blank here too.

- **Method**: From the drop-down menu, select *Lump Sum Pre-funded*.

6. Click on the *Lump Sum Settings* tab. In **Hours Per Year**, enter **40.00**.

7. Click on the *Plan Year Settings* tab and enter the information you used for your old Sick Pay Plan in the highlighted entries.

8. Click on the *Sick Pay Wages* tab.

- **Waiting Period to Pay**: Enter **90**.

- **Max Allowed Sick Pay Per Year**: Enter **40.00**

- For all other entries under this tab, enter the information you used for your old Sick Pay Plan.

9. Click **Save**. Doing this will save the new Plan ID and clear the window.

10. While still in the *Sick Pay Plan Setup* window, enter your <u>old</u> Sick Pay Plan ID in the **Plan ID** entry or use the lookup button to select it.
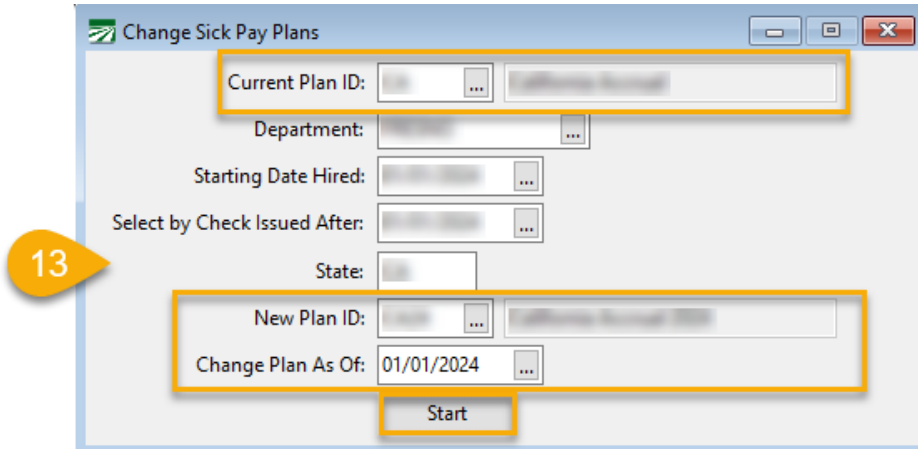

11. Click on the *Plan Year Settings* tab. In the Next Plan ID entry, enter the <u>new</u> Sick Pay Plan you created in steps 5-9.

12. Leave all other entries under this tab as they are. Then click **Save**.

13. Go to **Payroll** > **Sick Pay Setup/Maintenance** > **Change Sick Pay Plans**.

- **Current Plan ID**: Enter your old Sick Pay Plan ID or click on the lookup button to select it.

- **New Plan ID**: Enter the new Sick Pay Plan ID that you set up in steps 5-9 or click on the lookup button to select it.

- **Change Plan As Of**: Enter 01/01/2024.

- Leave all other entries in this window blank. Then click **Start**.

14. Go to **Tools** > **Program Setup** > **Payroll** > **Benefits**. In the *Default Sick Pay Plan ID* entry, enter the <u>new</u> Sick Pay Plan ID or use the lookup button to select it.

15. Click **Ok**.

16. You will need to close and reopen the software for the new *Default Sick Pay Plan ID* setting to take effect.