



Sage 300 and the Healthy Workplaces, Healthy Families Act of 2014

Overview

The Healthy Workplaces, Healthy Families Act of 2014 requires employers to provide paid sick leave to employees for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. It also covers domestic violence, sexual assault, or stalking of the employee.

Employees who work in the state of California for 30 or more days within a year from the commencement of employment are entitled to paid sick days, to be accrued at a rate of no less than one hour for every 30 hours worked (one hour for every 40 hours worked for an employee exempt from overtime, unless the employee's normal workweek is less than 40 hours, in which case the employee will accrue paid sick days based upon that normal workweek).

Q: When did B-29026 go into effect?

A: It went into effect July 1, 2015.

Q: How will Sage 300 support these requirements?

A: Sage 300 is supporting both, the accrual method as well as the lump sum option.

Q: What is the accrual method?

A: Employees who work in the state of California for 30 or more days within a year from the commencement of employment are entitled to paid sick days, to be accrued at a rate of no less than one hour for every 30 hours worked (one hour for every 40 hours worked for an employee exempt from overtime, unless the employee's normal workweek is less than 40 hours, in which case the employee will accrue paid sick days based upon that normal workweek).

Q: How does the accrual option work in Sage 300?

A: Example of using the accrual method in Sage 300

In this example, we assume an Accrual plan based on 48 hours 6 days per year.

The plan is based on a weekly accrual, so the accrual amount is calculated as such:

48 hours divided by 52 weeks (hours divided by the frequency).

Round up and use Max Accrual to limit any overage (using 3-5 decimal places will reduce fractions).

The screenshot shows the 'Basic Info' tab of the 'TRU - Payroll Earnings and Deductions' window. The 'Earning/Deduction' is 'CAPSAH' and the 'Description' is 'CA Paid Sick Accrual Hours'. The 'Employee Calc. Method' is set to 'Hours per Frequency' and the 'Frequency' is 'Weekly'. Other fields include 'Short Description' (CAPSAH), 'Category' (Accrual), 'Type' (Sick), 'Level' (10), 'Starts' (Date of Hire), and 'Linked Accrual Earning' (REG). There are 'Add', 'Delete', and 'Close' buttons at the bottom.

The screenshot shows the 'Employee' tab of the 'TRU - Payroll Earnings and Deductions' window. The 'Accrual Carry-over Date' is 'Date of Hire'. There is a checkbox for 'Calc Max. Carry-over based on Remaining Balance'. A table shows the 'Through Service Year' with columns for 'Beginning' and 'Increment'. The table has 10 rows, with the first row showing 99, 0.00, and 0.93. The 'Accrual Payment Subject to the Following Taxes' section is also visible.

Through Service Year	Beginning	Increment
99	0.00	0.93
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00
0	0.00	0.00

Calc Max. Carry-over based on Remaining Balance

Increment	Max. Accrual	Max. Carry-over
0.93	48.00	48.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

Here is the example setup considering a limiting concession of only being able to accrue 48 hours or 6 days per year.

TRU - Payroll Earnings and Deductions

Earning/Deduction: CAPSHW Description: CA Paid Sick Hours Worked

Basic Info | Employee | Calc Base | G/L Dist | Optional Fields

Short Description: CAPSHW Last Maintained: 03/26/2015

Category: Accrual Inactive as of: / /

Type: Sick Print Earning/Deduction On Check

Employee Calc. Method: Hours per Hour Worked Subject to Workers' Compensation

Level: 10

Starts: Date of Hire

Ends: / /

Linked Accrual Earning: REG

Save Delete Close

TRU - Payroll Earnings and Deductions

Earning/Deduction: CAPSHW Description: CA Paid Sick Hours Worked

Basic Info | Employee | Calc Base | G/L Dist | Optional Fields

Accrual Carry-over Date: Date of Hire

Calc Max. Carry-over based on Remaining Balance

Through Service Year	Beginning	Increment
99	0.00	0.03334
0	0.00	0.00000
0	0.00	0.00000
0	0.00	0.00000
0	0.00	0.00000
0	0.00	0.00000
0	0.00	0.00000
0	0.00	0.00000
0	0.00	0.00000

Accrual Payment Subject to the Following Taxes

Tax	Withholding Type

Save Delete Close

Calc Max. Carry-over based on Remaining Balance

Increment	Max. Accrual	Max. Carry-over
0.03334	48.00	48.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00
0.00000	0.00	0.00

Q: What is the lump sum option?

A: Instead of the accrual method, employers can give all employees at least 24 hours (three days) of paid sick leave at the beginning of each year. Under this option, no accrual or carryover is required.

Q: How does the lump sum option work in Sage 300?

A: Sage 300 does not have a yearly lump sum frequency, but the lump sum option can be used through limiting increments in the setup on a frequency that matches the payroll.

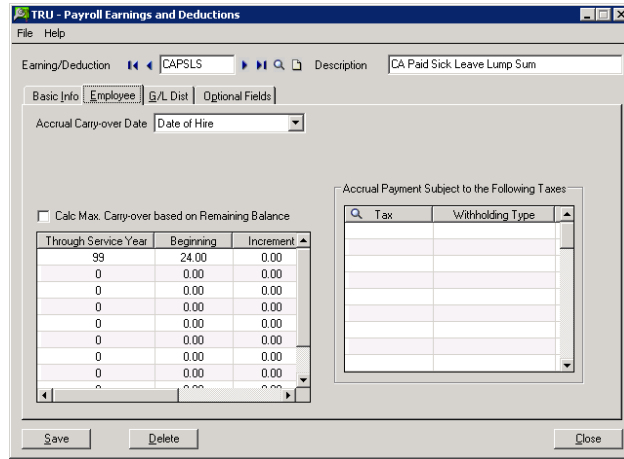
Example of using the lump sum method in Sage 300

This example will assume a weekly payroll and 24 hours (3 Days) of paid sick leave as a Lump Sum (this can be changed to 48 Hours or 6 days per year whereby the payout is monitored to 24 hours per year).

The screenshot shows the 'TRU - Payroll Earnings and Deductions' window. The 'Earning/Deduction' dropdown is set to 'CAPSLS' and the 'Description' is 'CA Paid Sick Leave Lump Sum'. The 'Basic Info' tab is active, showing the following fields:

- Short Description: CAPSLS
- Category: Accrual
- Type: Sick
- Employee Calc. Method: Hours per Frequency
- Frequency: Weekly
- Level: 10
- Starts: Date of Hire
- Ends: / /
- Linked Accrual Earning: REG
- Last Maintained: 03/26/2015
- Inactive as of: / /
- Print Earning/Deduction On Check
- Subject to Workers' Compensation

Buttons for 'Save', 'Delete', and 'Close' are visible at the bottom.



Calc Max. Carry-over based on Remaining Balance

Increment	Max. Accrual	Max. Carry-over
0.00	24.00	24.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00

The first payroll will show an exception that the balance of the plan will increase by 24 hours.

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Payroll Processing Exceptions(UPEXCPT 1)

Employee	Name	Earnings/ Deductions/ Taxes Code	Short Description	Comment
323	Tucker, Tommy	CAPSLS	CAPSLS	New accrual period. Posting will increase bal. by 24.00 hours.

1 employee printed

The check will show the balance:

		Period Start	Period End	Check Date	Check Number			
Employee Name Tucker, Tommy		3/20/2015	3/26/2015	3/26/2015	128			
		Employee No	Soc. Sec. No	Hours Paid	Check Amount			
		323		40.00	\$58,765.57			
Current Earnings	Current Deductions	Current Taxes	YTD Earnings	YTD Subject to FIT	YTD Net Pay			
120,000.00	0.00	61,234.43	120,000.00	120,000.00	58,765.57			
Category	Earning/Ded/Tax	Type	Hours	Rate or %	Pieces or Base	Amount	Year to Date	Balance
Earnings	REG	Regular	40.00	3,000.00		120,000.00	120,000.00	
Taxes	FIT				120,000.00	46,663.43	46,663.43	
	Medicare				120,000.00	1,740.00	1,740.00	
	Soc Sec				118,500.00	7,347.00	7,347.00	
	PA SIT				120,000.00	3,684.00	3,684.00	
Other	PA5088				120,000.00	1,800.00	1,800.00	
	CAPSLS							24.00

The subsequent weekly payroll shows the balance with no additional hours accrued or provided as a lump sum:

		Period Start	Period End	Check Date	Check Number			
Employee Name Tucker, Tommy		3/27/2015	4/2/2015	4/2/2015	129			
		Employee No	Soc. Sec. No	Hours Paid	Check Amount			
		323		40.00	\$65,752.57			
Current Earnings	Current Deductions	Current Taxes	YTD Earnings	YTD Subject to FIT	YTD Net Pay			
120,000.00	0.00	54,247.43	240,000.00	240,000.00	124,518.14			
Category	Earning/Ded/Tax	Type	Hours	Rate or %	Pieces or Base	Amount	Year to Date	Balance
Earnings	REG	Regular	40.00	3,000.00		120,000.00	240,000.00	
Taxes	FIT				120,000.00	46,663.43	93,326.86	
	Medicare				120,000.00	2,100.00	3,840.00	
	Soc Sec						7,347.00	
	PA SIT				120,000.00	3,684.00	7,368.00	
Other	PA5088				120,000.00	1,800.00	3,600.00	
	CAPSLS							24.00

If paid out, no additional lump sum will be provided and the balance will decrease accordingly:

		Period Start	Period End	Check Date	Check Number			
Employee Name Tucker, Tommy		4/3/2015	4/9/2015	4/9/2015	130			
		Employee No	Soc. Sec. No	Hours Paid	Check Amount			
		323		48.00	\$89,032.57			
Current Earnings	Current Deductions	Current Taxes	YTD Earnings	YTD Subject to FIT	YTD Net Pay			
144,000.00	0.00	54,967.43	384,000.00	360,000.00	213,550.71			
Category	Earning/Ded/Tax	Type	Hours	Rate or %	Pieces or Base	Amount	Year to Date	Balance
Earnings	REG	Regular	40.00	3,000.00		120,000.00	360,000.00	
	CAPSLS		8.00	3,000.00		24,000.00	24,000.00	
Taxes	FIT				120,000.00	46,663.43	139,990.29	
	Medicare				120,000.00	2,820.00	6,660.00	
	Soc Sec						7,347.00	
	PA SIT				120,000.00	3,684.00	11,052.00	
Other	PA5088				120,000.00	1,800.00	5,400.00	
	CAPSLS							16.00