



- Add Pay Batch Loading has been reprogrammed to allow for two add pays for the same employee with the same earning code in the same period to be allowed. The requirements for these to load are:
 - Only one at a time can be pending in workflow, so the first must be executed (not paid, just executed with department approval).
 - Either the HR Department or the Amount must be different to allow the second payment.
- Fringe has been corrected to be calculated at actual.
- DC plans are calculating as they were in the legacy system. DC on regular wages are reflected as Defined Contribution Plan 401a on the earnings statement. The PPP DC plans are now indicated with PPP-Defined Contrib Plan.
- PPP Payments for employees who receive regular biweekly wages can begin to be processed biweekly or monthly. Please note, paying these monthly may create a slight over withholding due to the system estimating the income every period for the rest of the year. Employees can adjust their W4 if they wish. This is similar to any employee receiving a bonus type payment. We cannot systematically mark these payments as monthly on the biweekly payroll as it causes the system to not add the total earnings together to choose the correct tax bracket for W4 withholdings. This causes a significant under withholding for the year (see example calculations on the next page). The earning code for these payments remains the regular PPP code (200) regardless of biweekly or monthly payments.
- If an employee is Affiliate only (no biweekly paycheck) these employees should either be paid biweekly using the regular PPP earning code (200) OR paid monthly using the new PPP Monthly Affiliate earning code (201). It is important to use this new code (201) for the affiliate population if paying monthly as this will change their taxes to Monthly calculations. For this group, if you use the regular PPP code, then they could be significantly over withheld.

*** The new PPP Affiliate Code 201 is only available for use on AFF paygroup employees (employees that do not receive a base pay amount and that are paid their PPP supplement on a monthly basis). The system will not allow entry for the other employee groups.

Scenario	Earn Code
Employees who receive regular biweekly paycheck and a PPP payment paid monthly	200
Employees who receive a regular biweekly paycheck and a PPP payment paid biweekly	200
Employees who do not receive any regular biweekly paycheck (AFF employees) and receive a PPP payment paid monthly	201
Employees who do not receive any regular biweekly paycheck (AFF employees) and receive a PPP payment paid biweekly	200



Federal Tax Obligation* - This is the tax obligation when entering numbers into the IRS Tax Withholding Estimator

NOTE: we found those that are still using the 2019 W4 (haven't updated) have a significantly higher withholding

Base Pay as Biweekly and PPP Paid Monthly, System taxes as Biweekly Pay Frequency						
(Results in slight over W/H)						
Base Pay	PPP Pay	2020 W-4 Version	Annual Wage	Federal Tax Obligation*	System Fed Tax Deducted	Difference in Annual Tax Withholding
4,000	5,000	Single	164,000	30,396	32,622.54	2,226.54
4,000	10,000	Single	224,000	48,768	53,622.54	4,844.54
4,000	20,000	Single	344,000	91,848	96,433.50	4,585.50
4,000	5,000	Married	164,000	22,055	22,504.46	449.46
4,000	10,000	Married	224,000	35,778	37,238.66	1,460.66
4,000	20,000	Married	344,000	65,424	78,131.66	12,707.66
4,000	5,000	Head of Household	164,000	26,917	29,367.00	2,450.00
4,000	10,000	Head of Household	224,000	45,257	50,367.00	5,110.00
4,000	20,000	Head of Household	344,000	88,211	93,120.12	4,909.12
Affiliate	10,000	Head of Household	120,000	16,357	26,545.44	10,188.44

Base Pay as Biweekly and PPP Paid Monthly, System taxes PPP as Monthly and Base as Bi-Weekly						
(Results in significant under W/H for PPP employees with Base Salary –WILL NOT BE USED EXCEPT AFF)						
Base Pay	PPP Pay	2020 W-4 Version	Annual Wage	Federal Tax Obligation*	System Fed Tax Deducted	Difference in Annual Tax Withholding
4,000	5,000	Single	164,000	30,396	22,156.50	(8,239.50)
4,000	10,000	Single	224,000	48,768	35,777.94	(12,990.06)
4,000	20,000	Single	344,000	91,848	70,120.74	(21,727.26)
4,000	5,000	Married	164,000	22,055	12,860.06	(9,194.94)
4,000	10,000	Married	224,000	35,778	21,445.10	(14,332.90)
4,000	20,000	Married	344,000	65,424	48,688.10	(16,735.90)
4,000	5,000	Head of Household	164,000	26,917	17,700.00	(9,217.00)
4,000	10,000	Head of Household	224,000	45,257	29,897.04	(15,359.96)
4,000	20,000	Head of Household	344,000	88,211	63,555.00	(24,656.00)
Affiliate	10,000	Head of Household	120,000	16,357	16,857.00	500.00

Base Pay and PPP both paid as Biweekly and System taxes both on BW Pay Frequency						
(Results in more accurate W/H)						
Base Pay	PPP Pay	2020 W-4 Version	Annual Wage	Federal Tax Obligation*	System Fed Tax Deducted	Difference in Annual Tax Withholding
4,000	2,307.69	Single	164,000	30,396	30,369.04	(26.96)
4,000	4,615.38	Single	224,000	48,768	48,551.62	(216.38)
4,000	9,230.77	Single	344,000	91,848	90,551.76	(1,296.24)
4,000	2,307.69	Married	164,000	22,055	22,055.02	0.02
4,000	4,615.38	Married	224,000	35,778	35,778.08	0.08
4,000	9,230.77	Married	344,000	65,424	64,578.02	(845.98)
4,000	2,307.69	Head of Household	164,000	26,917	27,417.00	500.00
4,000	4,615.38	Head of Household	224,000	45,257	45,040.84	(216.16)
4,000	9,230.77	Head of Household	344,000	88,211	86,915.14	(1,295.86)
Affiliate	4,615	Head of Household	120,000	16,357	16,857.00	500.00