



**PAYROLL**  
**PTF 8.2.3**  
**January 2021**

Computer Arts, Inc. is pleased to announce the release of Payroll v8.2.3. Improved and updated features are included that will have a positive impact on our users. The new 2020 W-2 COVID wages statement and 941 reports for reduced tax liability are packaged with this update.

The following pages provide the enhancements and changes included in this revision. Please share this documentation with all Payroll users in your office.

We appreciate the input from our users, helping to prioritize and aid in the development of all our programs. If you have any questions, please feel free to contact the service desk.

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Don't forget to check our website  
for additional Payroll information  
[CAI website](#)

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## SOFTWARE

### *Bugs & Fixes*

- Issue #54479 New employee process needs to prompt W4 panel. When a new employee is added to CAI Payroll, Step #2 in the process now opens the W4 panel to update the employee information.
- Issue #53752 When selecting a report in Payroll Control Menu / Web Control / Setup Position Codes, the following error occurs: 'The file S7HP29V.DLL could not be opened. This has been fixed.
- Issue #54082 What If calculator defaulting to a different federal status after updating to new W4, this has been fixed.
- Issue #51249 CAI Payroll program no longer allows the user to add or change Payroll Item Adjustments on an Inactive position, this was causing an issue that is now resolved.
- Issue #54058 Corrected typo on W2 print filter.

### *Development*

- Issue #55268 Update W2 report filter by adding option to print W2 Addendum for COVID Statement.
- Issue #55031 New mapping for 2020 W2 Box 14 needed breakdown for COVID paid wages.

Please read [IRS Bulletin 2020-31](#), this explains the changes to the W2 form. CAI opted to print a separate statement rather than add to Box 14. The W2 Addendum for Covid statement is printed on separate, plain paper, there is no form required. It is mandatory that you send this statement out to all employees that earned wages due to Covid-19.


**NOTE: If you have already built or processed your W2 file for 2020, you *must* rebuild the W2 file again after mapping the Time and Attendance Codes.**

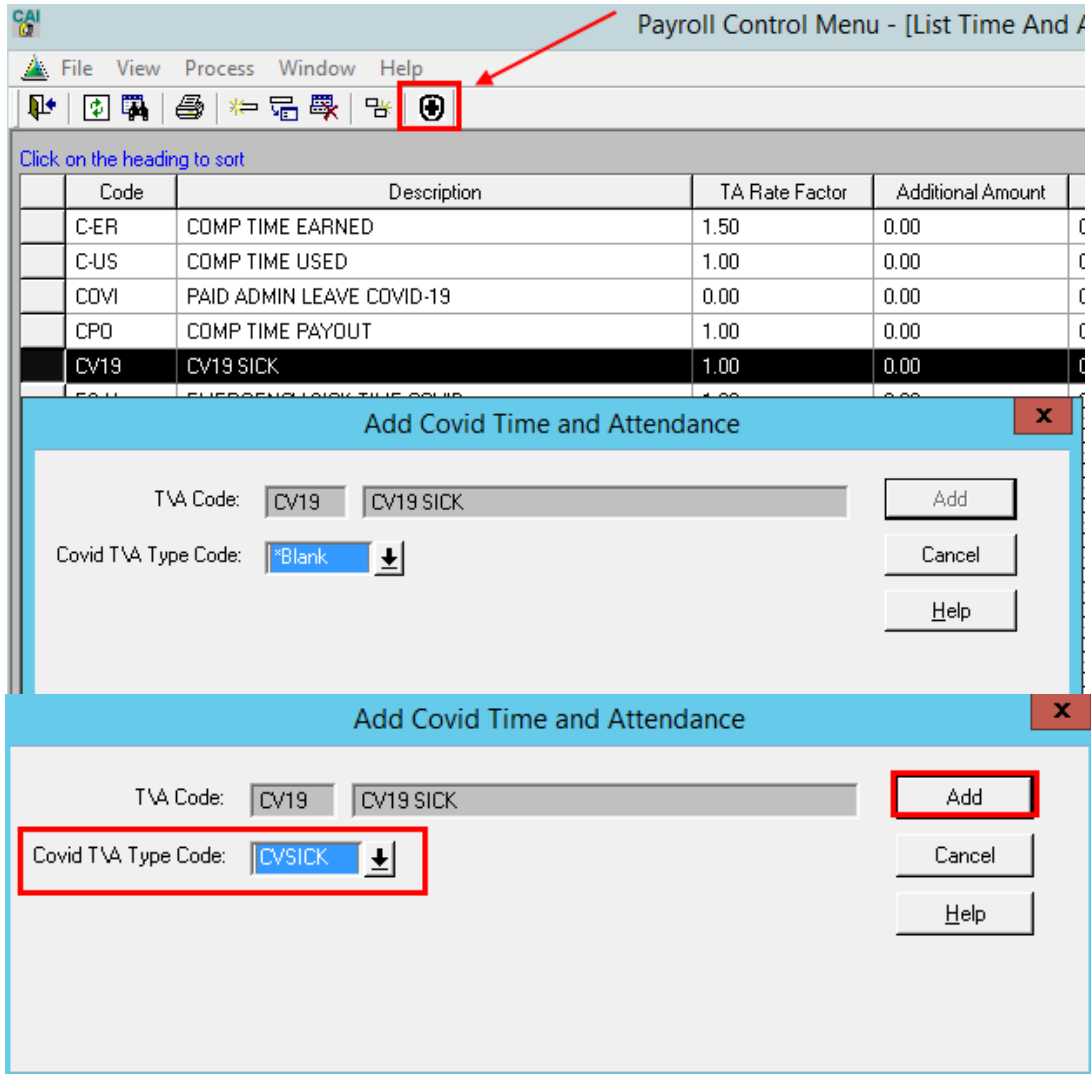
#### Map Time and Attendance COVID Codes

In order to gather the Covid related paid wages, we needed to tie the codes counties use to pay those wages, with the 3 codes that the IRS wanted used.

We created a Mapping table to accomplish this.

To map the Time and Attendance Codes, open the **Payroll Control Menu / Time and Attendance codes**.

1. Select the Covid-19 code used for employee sick only.
2. Then select the  Covid Time and Attendance Mapping icon.
3. From the Covid T\A Type Code, click the down arrow to make the CVSICK selection, then click the Add button.

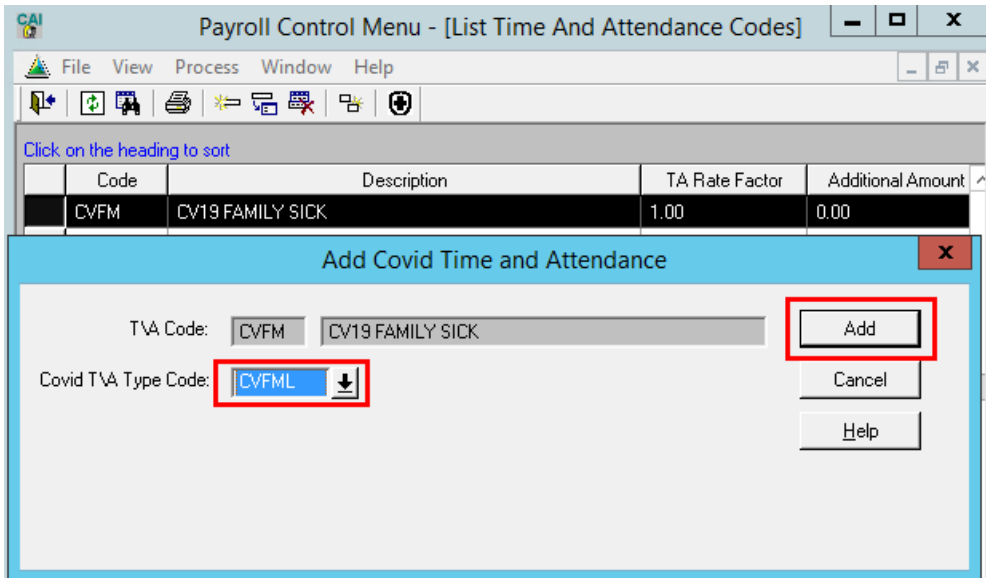


The screenshot shows the 'Payroll Control Menu - [List Time And Attendance Codes]' window. A table lists various codes and their descriptions. The 'CV19' code is highlighted. Below the table, there are two 'Add Covid Time and Attendance' dialog boxes. The top dialog box shows 'T\A Code: CV19 CV19 SICK' and 'Covid T\A Type Code: \*Blank'. The bottom dialog box shows 'T\A Code: CV19 CV19 SICK' and 'Covid T\A Type Code: CVSICK'. The 'Add' button in the bottom dialog box is highlighted with a red box.

Code	Description	TA Rate Factor	Additional Amount
C-ER	COMP TIME EARNED	1.50	0.00
C-US	COMP TIME USED	1.00	0.00
COVI	PAID ADMIN LEAVE COVID-19	0.00	0.00
CPO	COMP TIME PAYOUT	1.00	0.00
CV19	CV19 SICK	1.00	0.00
CVFML	EMERGENCY LOCK TIME COVID	1.00	0.00

If your county used Covid family-related sick, follow the same steps for that particular code (CVFML) on wages subject to the \$200.00 per day limit.

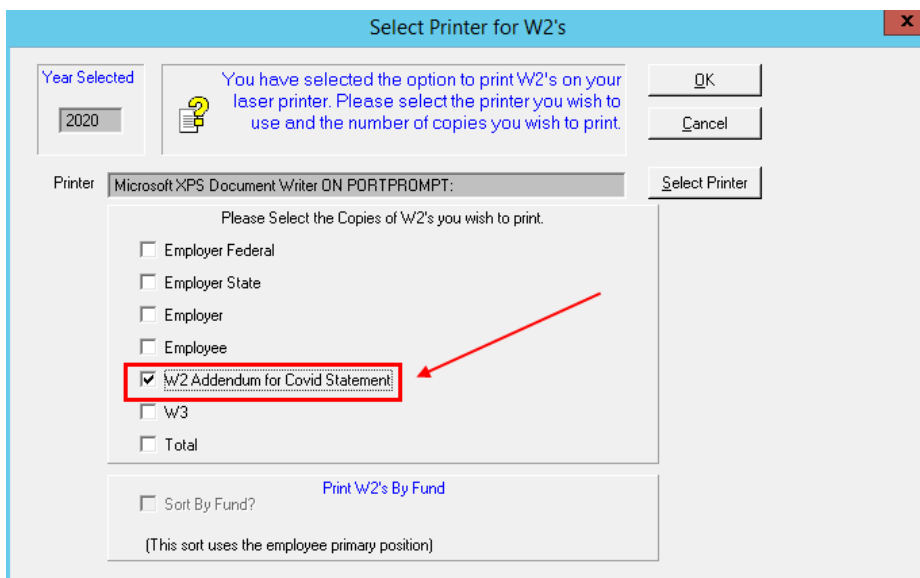
Make the CVFML selection for the Family code, then click Add.



For COVID paid wages related to Emergency Family leave, map those Time and Attendance Codes to the CVEMFL mapping code. There are not any notable differences or changes to these codes, it is only mapped in the back ground. The wages mapped to these codes will report on the W2 Addendum Statement.

**NOTE:** If you have already built or processed your W2 file for 2020, you *must* rebuild the W2 file again after mapping the Time and Attendance Codes.

Follow the normal steps to process the W2 file. Click the Print W2's icon again. Select Printer. Select W2 Addendum for Covid Statement. Click OK, this will print the statements on plain, regular paper.



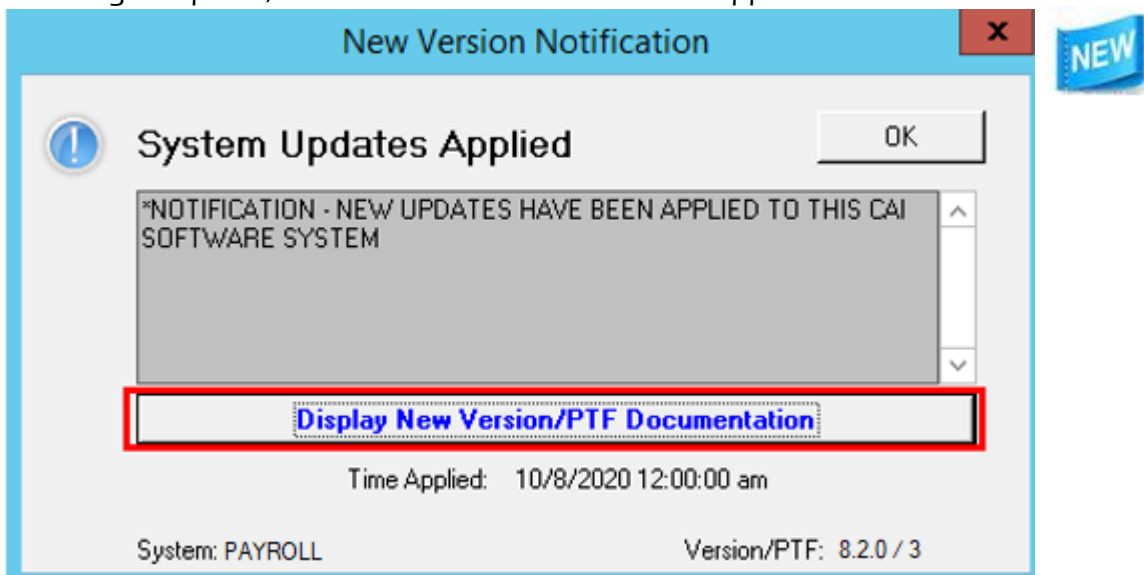
This does not require any special forms. Print on regular blank paper.

You will need to print this and distribute to all employees who were paid for sick time and/or sick leave related to COVID.

<b>a Employer Identification number (EIN)</b> 00-0000000	If you have self-employment income in addition to wages paid by your employer, and you intend to claim any qualified sick leave or qualified family leave equivalent credits, you must report the qualified sick leave or qualified family leave wages on Form 7202, Credits for Sick Leave and Family Leave for Certain Self-Employed Individuals, included with your income tax return and reduce (but not below zero) any qualified sick leave or qualified family leave equivalent credits by the amount of these qualified leave wages. If you have self-employment income, you should refer to the instructions for your individual income tax return for more information. Included in Box 14, if applicable, are amounts paid to you as qualified sick leave wages or qualified family leave wages under the Families First Coronavirus Response Act. Specifically, up to three types of paid qualified sick leave wages or qualified family leave wages are reported in Box 14:  <b>14 Other</b> Sick leave wages subject to the \$511 per day limit because of care required by employee <input type="text" value="\$0.00"/> Sick leave wages subject to the \$200 per day limit because of care provided by employee <input type="text" value="\$550.32"/> Emergency family leave wages <input type="text" value="\$0.00"/>
<b>b Employer's name, address, and ZIP code</b> 0000 COMPANY 000 SOUTH MAIN STREET BARRETT, SD 57007	
<b>c Employee's social security number</b> ██████████	
<b>d Employee's first name and initial</b> <b>Last Name</b> <b>Suff.</b> ██████████      ██████████ ██████████      ██████████ <b>CVSICK wages amount</b> ██████████      ██████████ <b>CVFML wages amount</b> ██████████      ██████████ <b>CVEFML wages amount</b>	
<b>f Employee's address and ZIP code</b>	
<b>e State</b> <b>Employer's state ID:</b> ID      0000	

- CVSICK (Sick Leave wages subject to the \$511.00 per day limit because of care employee required).
- CVFML (Sick leave wages subject to the \$200.00 per day limit because of care employee provided to another).
- CVEFML (Emergency family leave wages).

Issue #55458 Update on CAI Payroll program for new CAI Security features. A Systems Update Notification has been added to the CAI Payroll Program. When users first log in following an update, the New Version Notification will appear.

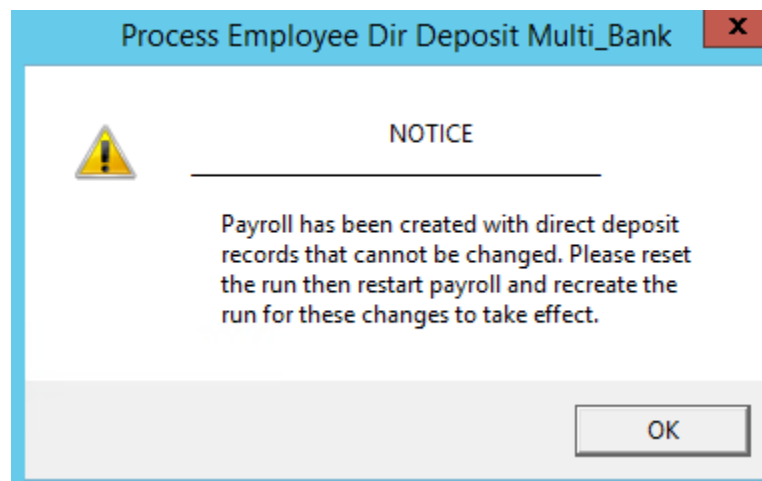


Click the Display New Version/PTF Documentation button to open the documentation for the latest update, or click OK to close the window and open the Payroll Main Menu.

## Enhancements

Issue #36462 We added a notification that you will see if changes are made to employee direct deposit after payroll has been created.

If this is ever the case, you will need to reset the run and start the create process over.



Issue #53495 Made certain alignment adjustments to payroll warrants and the What If panel to add consistency .

Issue #54942 Fixed the report filter on Web time Entered by Emp report (PRW140) so that the List Employee Net Pay grid does not display when Cancel is selected on Search Employee #.

## Reports

### Bugs & Fixes

Issue #54933 Fixed Monthly Salary amount that was being reported incorrectly on the Employee Payroll History report (PR006).

Issue #55164 Fixed the PR941QCVwith Employer Social Security deductions, calculations were incorrect.

Issue #54841 Fixed overlapping text columns of position over status and fund names were being cut off on the Web TA Cross W Employee report (PRW130EP).

Issue #52406 State Withholding showing as 'H' and employee as Married at Higher Single rate on the Payroll Register Detail report (PR012). This has been corrected by listing Married at a Single Rate as an 'S' instead of 'H'.

Issue #53959 W2 reprint not printing, this has been fixed.

## *Changes*

Issue #54760 Report Development - Consolidated the custom payroll and vendor warrant/remittances.

Issue #54886 Enlarged the time and attendance code description text object that was getting cut off on the Web Time & ATT Code Setup report (PR905W), this has been fixed.

Issue #53678 Moved the Summary by Code Time and Attendance Summary by Code table/grid to the end of the Fund/Dept Hours and Wages by Code/Emp report (PR980).

Issue #53393 (Custom Change) Payroll Register Detail report (PR012) Widened the amount column. Changed where the Description information was in from so there are no blanks.

## *New*

Issue #55184 Updated and renamed the Annual Audit report PR941R to PR941A and added a new report PR941ACV. The PR941ACV Yearly Audit report includes the Covid fields for the Employer Social Security credit on Line 5a(i) and Line 5a (ii).

Issue #54823 New 2020 W2 Covid Statement added.