

# Sick Pay Stubs

## COATS

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### Sick Pay Stubs

**SITUATION:** The User is interested in using the Sick Pay calculator and or the Sick Pay Benefits to show on the Check, Direct Deposit, and/or pay stub upload file.

#### STEPS:

- I. The user will set up the Sick Pay Calculator based upon the parameters of their company and/or State mandated law.

**Important note:** The calculator calculates by **VIEW**, be sure to include or exclude those that should or should not receive the hours in your view when calculating.

- a. Open **COATS**.
  - b. Click **Payroll**.
  - c. Click **Sick Pay Calculator**.
  - d. Enter the parameters.
    - Choose Hours, Months or Years
    - Only Count Hrs based upon a beginning date
    - **Each** # of hours that have to be WORKED
    - For Each # of **Worked** Hours **Earns**
    - Until a TOTAL max of gross hours **is reached**.  
Example: 48 hours max allowed = 48x30 = 1,440 gross hours.
  - e. Click **Save Settings** if these settings will be used on an on-going basis.
  - f. "X" out of all screens.
- II. **Every time a payroll is created and checks are in the Check Processing Tab the user should calculate the Sick Pay prior to printing the Checks, Direct Deposit, or exporting the Paystub file.**
    1. To Calculate the used and accrued Sick Pay, perform the following steps:
      - a. Open **COATS**.
      - b. Click **Payroll**.
      - c. Click **Sick Pay Calculator**.

- d. Review the parameters.
- e. Review the **View** prior to calculating.
- f. Click **Calculate**.
- g. "X" out of all screens.

2. The updated information is present under the Employees' Benefit Data Screen, if the user is interested in viewing the Employee Benefit data, perform the following steps :

- a. Open **COATS**.
- b. Click **Employees**.
- c. Find desired Employee.
- d. Right click on **Tax**.
- e. The Benefit data window appears

Benefit Data -- AARDVARK, MELISSA A

Benefits ☐ Eligible For Holiday Pay ☐ Prev Qual SK Pay ☐ VC Pay

Eligible Sick Hrs: 8.00      Eligible Vac Hrs: 8.00

Previous Sick Hrs: 0.00      Previous Vac Hrs: 0.00

Start Date: 12/01/2006      Start Date: 12/01/2006

Earned Sick Hrs: 8.00      Earned Vac Hrs: 80.00

Used Sick Hrs: 0.00      Used Vac Hrs: 72.00

3. After calculating the user can now print the checks, direct deposit stubs and export the paystub file as normal.

4. The Eligible hours appear as below:

07/10/2015

THE SUM OF SEVEN HUNDRED FIFTY-SIX AND 10/100

JIM ARNOLD  
890 E. PATRIOT STREET  
APT. B  
RENO, NV 89511

21ST REMODELING	R	40.00	@	12.50	=	500.00
21ST REMODELING	R	40.00	@	12.50	=	500.00
TOTAL GROSS						1,000.00

REGULAR PAY WK 7/5/2015

FICA DEDUCTION

MEDICARE DEDUCTION

FEDERAL WITHHOLDING DEDUCTION

STATE WITHHOLDING DEDUCTION

LOCAL WITHHOLDING DEDUCTION

NET PAY PAYMENT ARNOLD, JIM - XXX-XX-9879 CHECK NUMBER:1

YTD TOTALS

REGULAR PAY

OVERTIME PAY

BONUS PAY

NON TAXABLE

FICA DEDUCTION

MEDICARE DEDUCTION

FEDERAL WITHHOLDING DEDUCTION

STATE WITHHOLDING DEDUCTION

LOCAL WITHHOLDING

NET PAY PAYMENT

AVAILABLE VACATION HOURS 32.00 SICK HOURS 8.00

07/10/2015 \*\*\*\*\*

\*\* THIS IS DIRECT DEPOSIT ADVICE! \*\*

TRISHA ATKINS JR  
6544 NORTH BLVD.  
VIRGINIA BEACH, VA 23452

\*\* NON-NEGOTIABLE \*\*

21ST REMODELING	R	40.00	@	12.50	=	500.00	FDSW 02 VA 0
TOTAL GROSS						500.00	

REGULAR PAY WK 7/5/2015 500.00

FICA DEDUCTION 31.00

MEDICARE DEDUCTION 7.25

FEDERAL WITHHOLDING DEDUCTION 37.00

STATE WITHHOLDING DEDUCTION 20.48

HEALTH INSURANCE 10.00

NET PAY PAYMENT ATKINS JR, TRISHA - XXX-XX-8489 CHECK NUMBER:3 394.27

YTD TOTALS

	HRS	AMOUNT
REGULAR PAY	186.00	2,310.00
FICA DEDUCTION		118.42
MEDICARE DEDUCTION		27.70
FEDERAL WITHHOLDING DEDUCTION		134.50
STATE WITHHOLDING DEDUCTION		68.75
HEALTH INSURANCE		60.00
NET PAY PAYMENT		1,520.62

AVAILABLE VACATION HOURS 24.00 SICK HOURS 8.00

DIRECT DEPOSIT: First Regional -- AMOUNT: 394.27 || -- AMOUNT: 0.00

Direct Deposit Check Stub

Standard Pay Check