

ESST (Earned Sick and Safe Time) Step by Step Instructions

If you have been tracking ESST for 2024 and are only interested in learning how to set up those balances in CTAS, skip to [Setting Up 2024 Balances](#).

Employee Section:

For detailed information on entering employee information into CTAS, not related to ESST, please see [Chapter 11 of the User Manual](#).

For both new and existing employees, you will be able to enable ESST functionality. ESST accrual information is located on the Payroll tab (circled), Employee icon (boxed), an individual employee record from the Employee List tab (existing employee) or the Add Employee tab (new employees), and then the Sick, Vacation, Comp, ESST (F7) tab (indicated with a hexagon).

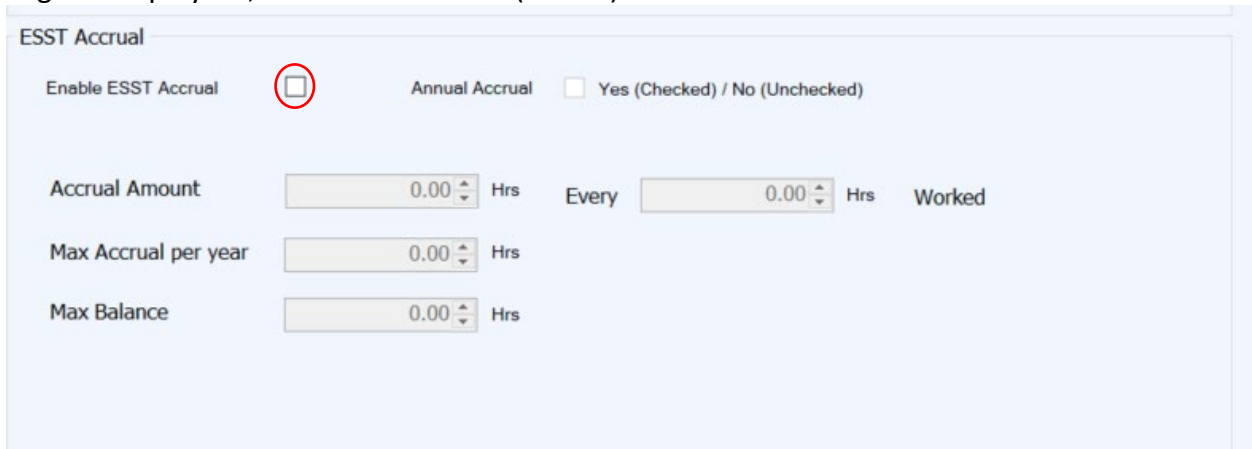
The screenshot shows the CTAS interface. At the top, there is a navigation bar with tabs: Accounting, Payroll, Investments, Indebtedness, Reports, Admin, and Exit. Below this, there is a sub-navigation bar with icons for Employee, Payroll, and Tax Tables. The Employee icon is boxed. The main area is titled 'Employee' and has two sub-tabs: 'Employees List' and 'Add Employees'. Below these, there is a table with columns: Employee Number, Name, John Doe, and a checkbox for 'Active'. The table has several tabs: Demographics and Job (F3), Tax and Insurance (F4), Other and Employer (F5), Acct. Dist (F6), Sick, Vacation, Comp, ESST (F7), and Official Role (F8). The 'Sick, Vacation, Comp, ESST (F7)' tab is highlighted with a hexagon. Below the table, there are two sections: 'Sick Accrual' and 'Comp Accrual'. Each section has a checkbox for 'Enable Sick Accrual' and 'Enable Comp Accrual' respectively.

Once on this tab, the ESST accrual information is on the bottom right (boxed). Here you can check the appropriate boxes for the type of accrual your entity is using and fill in the appropriate accrual rates/maximum accrual rates.

The screenshot shows the 'Sick, Vacation, Comp, ESST (F7)' tab. It has several sections: 'Sick Accrual', 'Vacation Accrual', 'Comp Accrual', and 'ESST Accrual'. Each section has a checkbox for 'Enable' and a text input for 'Accrual Amount' with a unit dropdown (Hrs, Per Payroll Period). The 'ESST Accrual' section is boxed and contains: 'Enable ESST Accrual' checkbox, 'Annual Accrual' dropdown (Yes (Checked) / No (Unchecked)), 'Accrual Amount' text input with a unit dropdown (Hrs), 'Every' text input with a unit dropdown (Hrs), 'Max Accrual per year' text input with a unit dropdown (Hrs), and 'Max Balance' text input with a unit dropdown (Hrs). At the bottom right, there are 'Save' and 'Cancel' buttons.

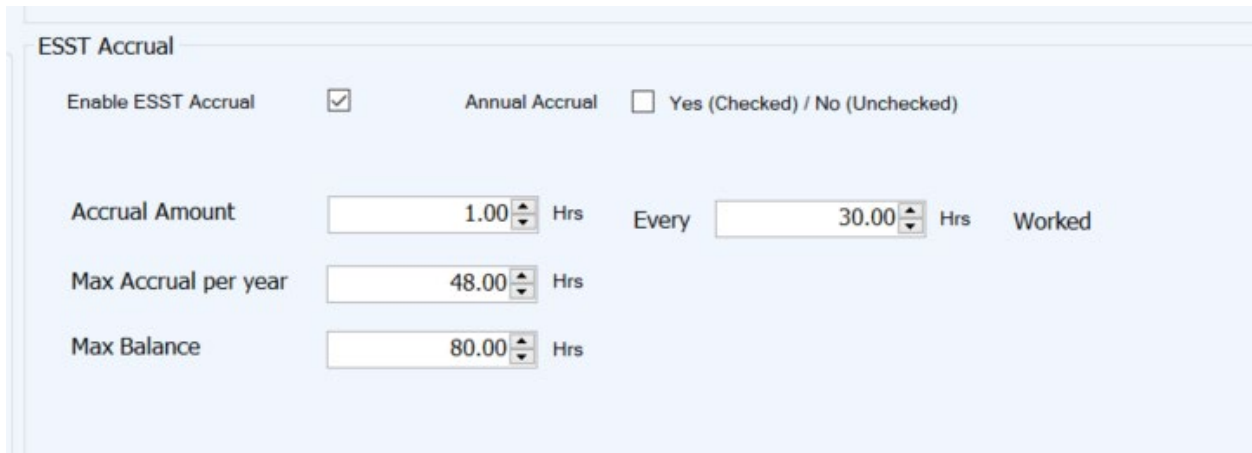
Sick Accrual, Vacation Accrual, Comp Accrual Section:

ESST does not apply to all employees so you will need to determine which employees are eligible for ESST. For ineligible employees, there is nothing that needs to be done. For eligible employees, click the check box (circled).



The screenshot shows the 'ESST Accrual' form. At the top, there is a section for 'Enable ESST Accrual' with a checkbox that is currently unchecked and circled in red. To the right of this is the 'Annual Accrual' section with a checkbox labeled 'Yes (Checked) / No (Unchecked)' which is also unchecked. Below these are three input fields: 'Accrual Amount' set to 0.00 Hrs, 'Max Accrual per year' set to 0.00 Hrs, and 'Max Balance' set to 0.00 Hrs. To the right of the 'Accrual Amount' field is a section for 'Every' and 'Worked' hours, both set to 0.00 Hrs.

Once the checkbox is active, the information below is no longer grayed out and can be edited.



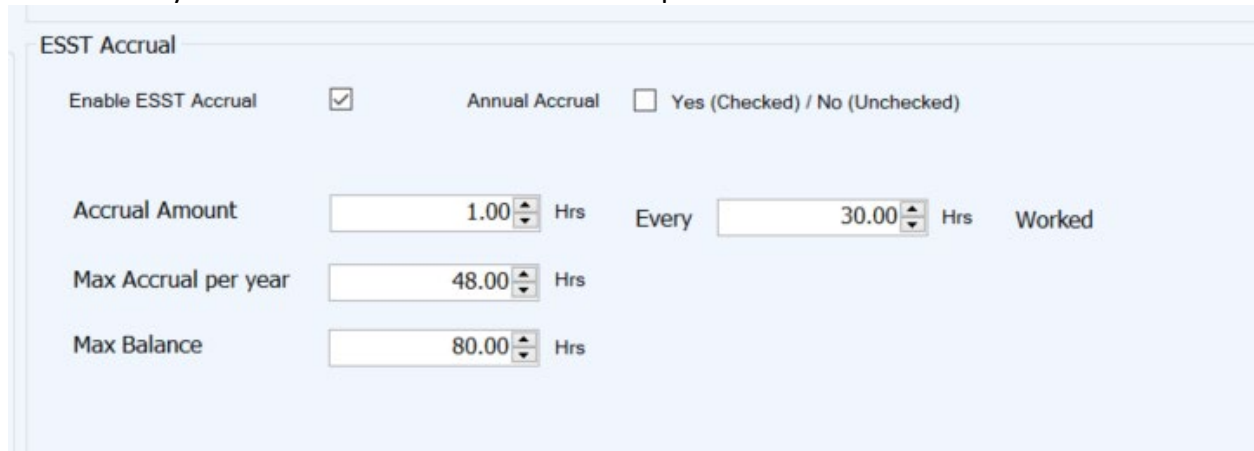
The screenshot shows the 'ESST Accrual' form with the 'Enable ESST Accrual' checkbox now checked. The 'Annual Accrual' checkbox remains unchecked. The input fields are now active and contain the following values: 'Accrual Amount' is 1.00 Hrs, 'Max Accrual per year' is 48.00 Hrs, and 'Max Balance' is 80.00 Hrs. The 'Every' and 'Worked' hours fields are still set to 30.00 Hrs.

The ESST law allows ESST to be accrued in two different ways: based on the hours worked or the balance given upfront at the beginning of the year, which CTAS calls "Annual Accrual". It is up to the entity to decide which method to use.

Please note: If you have salaried employees who will be accruing a set number of ESST hours each pay period, please follow the "Hours Worked Accrual Option".

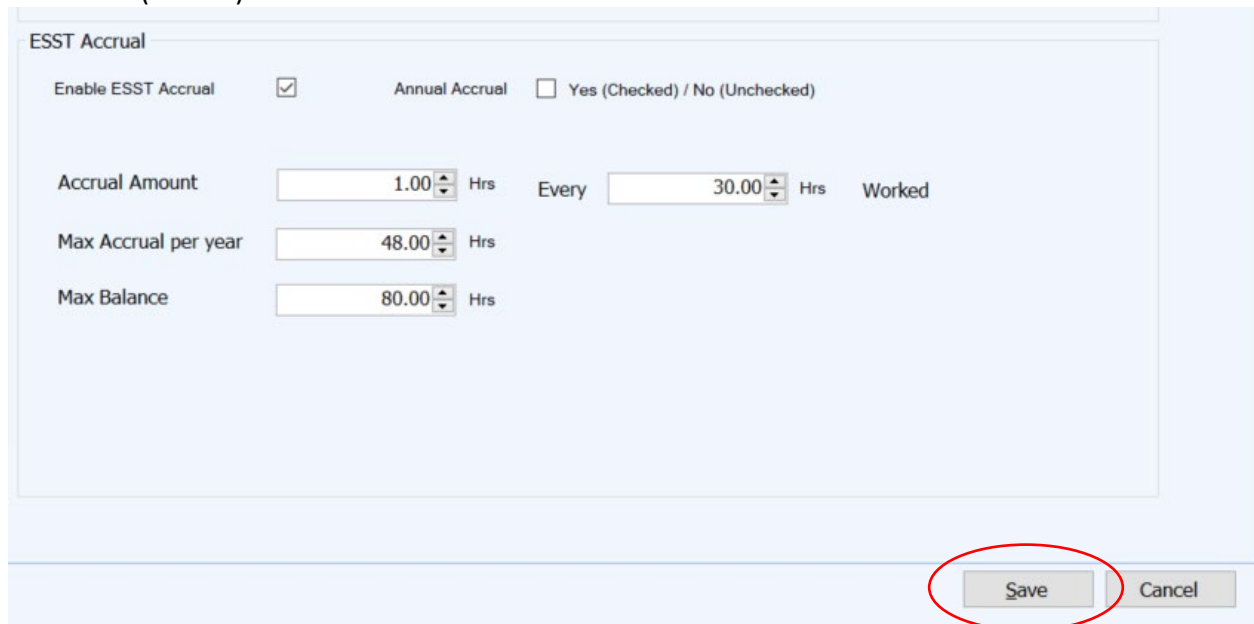
Hours Worked Accrual Option

One option the law allows is to accrue ESST based on the hours worked. When the Enable ESST Accrual box is selected (but the Annual Accrual box is not selected), the information is automatically filled out based on the minimum requirements set forth in the law.



The screenshot shows a form titled "ESST Accrual". It has two checkboxes: "Enable ESST Accrual" which is checked, and "Annual Accrual" which is unchecked. Below these are three input fields: "Accrual Amount" with a value of 1.00, "Max Accrual per year" with a value of 48.00, and "Max Balance" with a value of 80.00. All three input fields are followed by the unit "Hrs". To the right of the "Accrual Amount" field is the text "Every" followed by another input field with a value of 30.00, followed by "Hrs" and the word "Worked".

The information above means that the employee will earn one 1 hour of ESST time for every 30 hours they work. In addition, the employee can only accrue 48 hours in a year. And finally, the employee's maximum balance at any given time (including hours carried over from previous years) is 80 hours. You can edit any of the values in the boxes if your entity is using values greater than the minimums required by law. Once the values are as you wish, click Save (circled).



This screenshot is identical to the one above, showing the "ESST Accrual" form with the "Enable ESST Accrual" checkbox checked and the "Annual Accrual" checkbox unchecked. The input fields for "Accrual Amount", "Max Accrual per year", and "Max Balance" all contain the values 1.00, 48.00, and 80.00 respectively, each followed by "Hrs". The "Every" field contains 30.00, followed by "Hrs" and the word "Worked". At the bottom right of the form, the "Save" button is circled in red, and the "Cancel" button is next to it.

If you have a salaried employee who, for example, you pay once a month and since their pay is not based on hours worked, you have decided that they will accrue 2.5 hours of ESST each month. In the accrual amount box, you would enter 2.5 hours and in the every hours worked box, you would enter 1 hour worked.

Annual Accrual Option

If the entity is using the Annual Accrual option, the Annual Accrual checkbox (circled) will need to be checked (in addition to the Enable ESST Accrual checkbox).

The screenshot shows the 'ESST Accrual' form. At the top, there are two checkboxes: 'Enable ESST Accrual' (checked) and 'Annual Accrual' (unchecked, circled in red). Below these are four input fields: 'Accrual Amount' (0.00 Hrs), 'Every' (0.00 Hrs), 'Max Accrual per year' (0.00 Hrs), and 'Max Balance' (0.00 Hrs). The 'Max Accrual per year' field is highlighted with a yellow background.

When this checkbox is active, the information below is grayed out, with the exception of the Max Accrual per year box. The Max Accrual per year that needs to be entered here will be equal to the balance that is being given to the employee upfront at the beginning of the year. The law sets minimum amounts for different methods under this option. Enter the amount your entity is using in the Max Accrual per year box (circled) and click Save (boxed).

This screenshot shows the same 'ESST Accrual' form, but now the 'Annual Accrual' checkbox is checked. The 'Max Accrual per year' field is updated to '48.00 Hrs' and is circled in red. The 'Save' button at the bottom right is also circled in red. The other fields remain the same as in the previous screenshot.

The ESST accrual information is now set up and will accrue each pay period based on the information that has been entered here.

Note: There are a few items that have not been updated in CTAS yet but will be soon. Even though the maximum information can be entered in the employee's record, the balances aren't currently being restricted by the maximums entered. In addition, we have not worked out the functionality of how these balances will be rolled over/re-started in the next year.

Entering and Processing a Payroll:

For detailed information entering and processing a payroll in CTAS, not related to ESST, please see [Chapter 12 of the User Manual](#).

To enter a payroll, click on the Payroll tab (circled), Payroll icon (boxed), and Add Payroll tab (indicated with a hexagon).

The screenshot shows the top navigation bar with tabs: Accounting, Payroll (circled), Investments, Indebtedness, Reports, Admin, and Exit. Below the tabs is a row of icons: Employee (boxed), Payroll (boxed), and Tax Tables. The main area is titled "Payroll" and contains a "Payroll Period List" with a tab labeled "Add Payroll" (indicated with a hexagon). Below this, there are input fields for "*Payroll Period Ending Date" (04/15/2024), "*Description", "Notes", and "*Check Date".

Add the payroll by filling in the required information (circled) and clicking Save (boxed).

The screenshot shows the "Payroll" form with the following fields filled in: "*Payroll Period Ending Date" (04/15/2024), "*Description" (April Payroll), and "*Check Date" (04/15/2024). The "Posting Date" is set to "<Not Posted>". The "Save" button is boxed, and the "Cancel" button is also visible.

Then add employees to the payroll, using the Create/Update Payroll button.

The screenshot shows the "Payroll Processing" screen. The top navigation bar includes "Payroll Period List" and "Add Payroll" (1-4/15/2024). The main area contains a table with columns: Last Name, First & Middle Name, Employee #, SSN #, PERA#, and Payroll_ID. The "Create/Update Payroll Roster" button is circled. Below this button are several other buttons: "Enter Hours/Edit Payroll Check", "View Payroll Register", "Print Payroll Checks / Paystubs", "Enter Payroll Check Numbers", "Print Payroll Register", "Net Pay Account Distribution Report", and "Post Net Pay to Disbursements".

On the Payroll Roster screen, highlight the employees to add to the roster and use the arrow buttons (circled) to move them to the right-hand box.

Payroll Roster

Unselected Employees			Employees on Payroll Roster		
Last Name	First & Middle Name	Employee #	Last Name	First & Middle Name	Employee #
Doe	John				
Doe	Jane				

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Employees in Red are missing PERA Information

Save Cancel

And click Save.

Payroll Roster

Unselected Employees			Employees on Payroll Roster		
Last Name	First & Middle Name	Employee #	Last Name	First & Middle Name	Employee #
			Doe	John	
			Doe	Jane	

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Employees in Red are missing PERA Information

Save Cancel

Payroll

Payroll Period List

Add Payroll

1-4/15/2024 x

*Payroll Period Ending Date

04/15/2024

*Description

April Payroll

Notes

*Check Date

04/15/2024

Posting Date

Not Posted

Advanced...

Save

Cancel

Last Name	First & Middle Name	Employee #	SSN #	PERA#	Payroll_ID	Payroll Processing
						Create/Update Payroll Roster
						Enter Hours/Edit Payroll Check
						View Payroll Register
						Print Payroll Checks / Paystubs
						Enter Payroll Check Numbers
						Print Payroll Register
						Net Pay Account Distribution Report
						Post Net Pay to Disbursements

This tab will function in the same way as before, with the exception of being able to enter the hours that have been used in the ESST column (boxed). ESST will need to be enabled in the individual employee record in order to enter used hours on this tab.

[illegible]

Sick, Vacation, Comp, ESST (F8) tab:

This tab was created to track the balances of the different leave types, including ESST for each pay period. In order for ESST to not be grayed out in this tab, ESST will need to be enabled in the employee record for that individual employee.

Payroll Check Information											
Employee #:		Name: Jane Doe									
Gross Pay (F3)		Taxes (F4)		Employee Deduction (F5)		Employer's Share (F6)		Acct. Dist (F7)		Sick, Vacation, Comp, ESST (F8)	
Sick Balance											
Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00				
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00				
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00				
Vacation Balance											
Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00				
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00				
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00				
Comp Balance											
Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00				
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00				
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00				
ESST Balance											
Beginning	48.00	Accrued	0.00	Used	10.00	Ending	38.00				
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00				
Adjusted Beginning	48.00	Adjusted Accrued	0.00	Adjusted Used	10.00	Adjusted Ending	38.00				

Once the information has been added into the Employee Record and Gross Pay tab and Saved, it will flow into the calculations on the Sick, Vacation, Comp, ESST (F8) tab. In the ESST section you will see beginning balance, accrued, used, and ending balance. The accrued balance will pull from the information entered in the employee's record/the information entered on the Gross Pay tab. The used balance will pull from what was entered on the Gross Pay tab. The ending balance is a calculation of the beginning balance plus the accrued balance minus the used amount.

Hours Worked Accrual Option

In an example for John Doe, he is earning 1 hour for every 30 hours worked according to his employee record.

ESST Accrual

Enable ESST Accrual ☒ Annual Accrual ☐ Yes (Checked) / No (Unchecked)

Accrual Amount Hrs Every Hrs Worked

Max Accrual per year Hrs

Max Balance Hrs

And in this pay period, he worked 40 hours.

Gross Pay								
Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Amount	Overtime	Gross Pay
▶ Hourly	40.00	0.00	0.00	0.00		\$15.000	<input type="checkbox"/>	\$600.00
*							<input type="checkbox"/>	

Since he is earning 1 hour for every 30 hours and he worked 40 hours, he would earn 1.33 hours this pay period (40 hours worked/30 hours = 1.33).

ESST Balance							
Beginning	0.00	Accrued	1.33	Used	0.00	Ending	1.33
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	1.33	Adjusted Used	0.00	Adjusted Ending	1.33

If John Doe was salaried and paid monthly instead of hourly and he is accruing a set 2.5 hours each pay period, the information in his employee record would be entered like this.

ESST Accrual

Enable ESST Accrual ☒ Annual Accrual ☐ Yes (Checked) / No (Unchecked)

Accrual Amount Hrs Every Hrs Worked

Max Accrual per year Hrs

Max Balance Hrs

In this pay period, he is being paid his monthly salary.

Gross Pay								
Name	Reg Hrs	Sick Hrs	Vac Hrs	Comp Hrs	ESST Hrs	Amount	Overtime	Gross Pay
Monthly Pay	1.00	0.00	0.00	0.00		\$250.00	<input type="checkbox"/>	\$250.00
*							<input type="checkbox"/>	

Since he is accruing 2.5 ESST hours each time he is paid, he will accrue 2.5 hours this pay period.

ESST Balance							
Beginning	0.00	Accrued	2.50	Used	0.00	Ending	2.50
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	2.50	Adjusted Used	0.00	Adjusted Ending	2.50

Annual Accrual Option

In the example for Jane Doe, she is earning ESST based on an annual accrual of 48 hours, according to her employee tab.

ESST Accrual

Enable ESST Accrual ☒ Annual Accrual ☒ Yes (Checked) / No (Unchecked)

Accrual Amount Hrs Every Hrs Worked

Max Accrual per year Hrs

Max Balance Hrs

It doesn't matter how many hours she worked this pay period because her ESST accrual is not based on the hours she works. So, her ESST accrual will be 48 hours.

ESST Balance							
Beginning	48.00	Accrued	0.00	Used	0.00	Ending	48.00
Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	<input type="text" value="0.00"/>	Adjustment	0.00
Adjusted Beginning	48.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	48.00

There is also a spot to adjust the accrued and used balances. For the annual accrual option, only the used balance can be adjusted. This is because the total balance is given upfront and therefore, no other hours should accrue that year. You will notice that the beginning balance can't be adjusted, and you might be wondering why that is and how then you are supposed to enter hours that have already been earned/used so far in 2024. The beginning balance can't be adjusted because everything needs to run through the accrued/used adjustments in order for the max accrual amounts to work properly. To set up the balances so far in 2024, see the section below.

Setting Up 2024 Balances

It is very important that you follow these instructions to set up balances that you have been tracking outside of CTAS. If you do not set up the balances as illustrated in these instructions, the ESST calculations will not work properly. To adjust the ESST balance to the correct amount, you will need to enter the amount earned thus far into the accrued adjustment and the amounts used thus far into the used adjustment. **DO NOT NET THE ACCRUED BALANCE WITH THE USED BALANCE AND ENTER THE CURRENT EXISTING BALANCE IN THE ACCRUED COLUMN.**

We will use John Doe as an example. He has accrued a total of 4.85 hours (boxed) and has used a total of 3.92 hours (boxed).

	Entity Name:	Sample Township		
	Employee Name	John Doe		
	Earned Sick and Safe Time			
	Beginning Balance	Accrued	Used	Ending Balance
Payperiod 1	-	2.67	-	2.67
Payperiod 2	2.67	2.18	1.67	3.18
Payperiod 3	3.18	-	2.25	0.93
		4.85	3.92	

As a result, we will enter those amounts into the adjustments (boxed) on the Sick, Vacation, Comp, ESST (F8) tab and click Save (circled). **DO NOT NET THE 4.85 HOURS ACCRUED WITH THE 3.92 HOURS USED AND ENTER .93 IN THE ACCRUED ADJUSTMENT.**

Payroll Check Information

Employee #:
Name: John Doe

Gross Pay (F3)
Taxes (F4)
Employee Deduction (F5)
Employer's Share (F6)
Acct. Dist (F7)
Sick, Vacation, Comp, ESST (F8)

Sick Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00

Vacation Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00

Comp Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00

ESST Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	4.85	Adjustment	3.92	Adjustment	0.93
Adjusted Beginning	0.00	Adjusted Accrued	4.85	Adjusted Used	3.92	Adjusted Ending	0.93

Save
Close

After entering these amounts, you can see that the Adjusted Accrued balance, the Adjusted Used balance, and the Adjusted Ending balance all match the numbers in the spreadsheet. This is how it should look when it is entered correctly.

In addition to setting up the beginning balances, whenever you are making adjustments to ESST, you will need to make the adjustment by running the adjustments through the accrued balance and the used balance, instead of netting the accrued and used adjustments.

Payroll register:

The payroll register (both the landscape and the portrait version) has been updated to include ESST on the report. Click on View Payroll Register (circled).

The screenshot shows the 'Payroll' interface. At the top, there's a 'Payroll Period List' with a tab for '1-4/15/2024'. Below this, there are fields for '*Payroll Period Ending Date' (04/15/2024), '*Description' (April Payroll), 'Notes', '*Check Date' (04/15/2024), and 'Posting Date' (Not Posted). To the right of these fields are buttons for 'Advanced...', 'Save', and 'Cancel'. Below the fields is a table with columns: Last Name, First & Middle Name, SSN, Employee #, and PERA #. The first row shows 'Doe, John' with SSN '000-00-0000'. To the right of the table is a 'Payroll Processing' sidebar with buttons: 'Create/Update Payroll Roster', 'Enter Hours/Edit Payroll Check', 'View Payroll Register' (circled in red), 'Print Payroll Checks / Paystubs', 'Enter Payroll Check Numbers', 'Print Payroll Register', 'Net Pay Account Distribution Report', and 'Post Net Pay to Disbursements'.

Click the radial button for your preferred version of the report (boxed) and then click Preview (circled) to run the report.

The screenshot shows the 'CTAS Payroll Register' dialog box. It contains the text: 'This report can be displayed in either Landscape or Portrait display format. Select the format:'. Below this text are two radio buttons: 'Landscape' (which is selected and boxed in red) and 'Portrait'. At the bottom right of the dialog are two buttons: 'Preview' (circled in red) and 'Close'.

On the landscape version, there is a column for the ESST hours used (boxed) and a column for the earnings associated with those used hours (circled).

Sample Township

Payroll Register - Landscape

4/15/2024

Payroll Period Ending: 04/15/2024

Employee		Hours						Earnings							
ID	Name	Regular	Overtime	Sick	Vacation	Comp	ESST	Regular	Overtime	Tips	Sick	Vacation	Comp	ESST	Gross
	Doe, Jane	10.00		0.00	0.00	0.00	10.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$400.00
	Doe, John	40.00		0.00	0.00	0.00	0.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
TOTALS		50.00		0.00	0.00	0.00	10.00	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$1,000.00

Employee		Pretax Deductions				Taxable Wages		Federal/VA/WTax	FICA	Medicare	State/VA/WTax
ID	Name	PERA	Def. Income	Cafeteria	Other						
	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00		\$400.00	\$0.00	\$0.00	\$0.00	\$0.00
	Doe, John	\$0.00	\$0.00	\$0.00	\$0.00		\$600.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS		\$0.00	0.00	0.00	0.00		\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00

Employee		Insurance							Net Pay		EIC	Net Pay & EIC	Check #
ID	Name	Health	Dental	Life	Union Dues	Others 1	Others 2	Others 3					
	Doe, Jane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00		\$0.00	\$400.00	
	Doe, John	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00		\$0.00	\$600.00	
TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00		\$0.00	\$1,000.00	

And on the portrait version, there are added rows for both the ESST hours used (boxed) and the earnings associated with those used hours (circled).

Payroll Register		4/15/2024
Payroll Period Ending:		04/15/2024
Doe, Jane		
Hourly		10.00
Sick Hours		0.00
Vacation Hours		0.00
Comp Hours		0.00
ESST Hours		10.00
Regular Earnings		\$200.00
Sick Earnings		\$0.00
Vacation Earnings		\$0.00
Comp Earnings		\$0.00
ESST Earnings		\$200.00
Overtime Earnings		\$0.00
Tips		\$0.00
Total Gross Earnings		\$400.00
PERA		\$0.00
Deferred Income		\$0.00
Cafeteria Plan		\$0.00
Pretax Other		\$0.00
Taxable Wages		\$400.00
Federal Withholding		\$0.00
FICA		\$0.00
Medicare		\$0.00
State Withholding		\$0.00
Health Insurance		\$0.00
Dental Insurance		\$0.00
Life Insurance		\$0.00
Union Dues		\$0.00
Others1.		\$0.00
Others2.		\$0.00
Others3.		\$0.00
Net Pay		\$400.00
Earned Income Credit		\$0.00
Net Pay & Earned Income Credit		\$400.00
Check Number		

Payroll checks/Paystubs:

The ESST law requires the balances to be present on the paystub. As a result, the paystub has two updates. The used amount for ESST was added to the pay rate section. Another section was also added at the bottom to display the beginning, accrued, used, and the ending balance for ESST. Note: The balances shown here are the adjusted balances. These balances should match the Sick, Vacation, Comp, ESST (F8) tab for that employee.

Click on Print Payroll Checks/Paystubs.

The screenshot shows the 'Payroll' window with a 'Payroll Processing' sidebar on the right. The sidebar contains several buttons: 'Create/Update Payroll Roster', 'Enter Hours/Edit Payroll Check', 'View Payroll Register', 'Print Payroll Checks / Paystubs' (circled in red), 'Enter Payroll Check Numbers', 'Print Payroll Register', 'Net Pay Account Distribution Report', and 'Post Net Pay to Disbursements'. The main window displays a table with columns: Last Name, First & Middle Name, SSN, Employee #, and PERA #. The first row shows 'Doe, John' with SSN '000-00-0000' and Employee # '000-00-0000'. The 'Posting Date' is 'Not Posted'.

Choose applicable options and click Preview (boxed).

The 'Select Date' dialog box is shown with the following options: 'Select Date' (04/15/2024), 'Vertical Adj' (No adjustment), 'Selected Employee(s) Only' (checkbox), and 'Only Print Paystub' (checkbox). The 'Preview' button is highlighted with a red box.

The paystub shows the used ESST hours in the Pay Rate section (boxed). And it shows the adjusted beginning balance, adjusted accrued balance, adjusted used, and adjusted ending balance (circled).

Jane Doe		Payroll End Date: 04/15/2024		Check Date: 04/15/2024		Pay Type: Salary		
	<u>Gross Pay</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Federal Tax</u>	<u>State Tax</u>	<u>Total Deductions</u>	<u>Net Pay</u>	
Current	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	
Year To Date	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	
<u>Description</u>	<u>PayRate</u>	<u>Regular Hrs</u>	<u>Sick Hrs</u>	<u>Vacation Hrs</u>	<u>Comp Hrs</u>	<u>ESST Hrs</u>	<u>OT</u>	<u>Amount</u>
Hourly	\$20.00	10.00	0.00	0.00	0.00	10.00		\$400.00
<u>Employee Before-Tax Deductions</u>			<u>Employee After-Tax Deductions</u>			<u>Employer Contributions</u>		
Deferred Income	\$0.00		Health Insurance	\$0.00		Health Insurance		\$0.00
Cafeteria Plan	\$0.00		Dental Insurance	\$0.00		Dental Insurance		\$0.00
PERA	\$0.00		Life Insurance	\$0.00		Life Insurance		\$0.00
Other Pretax	\$0.00		Union Dues	\$0.00		PERA		\$0.00
			Other After Tax	\$0.00				
Employer Sample Township			123 Main Street Somewhere, MN 55555			(555) 555-5555		

<u>Sick</u>		<u>Vacation</u>		<u>Comp</u>		<u>ESST</u>	
Beginning	0.00	Beginning	0.00	Beginning	0.00	Beginning	48.00
Accrued	0.00	Accrued	0.00	Accrued	0.00	Accrued	0.00
Used	0.00	Used	0.00	Used	0.00	Used	10.00
Ending	0.00	Ending	0.00	Ending	0.00	Ending	38.00
Employer Sample Township			123 Main Street Somewhere, MN 55555			(555) 555-5555	

Here is an example for John Doe, where there were adjustments, and you can see the balances tie to the adjusted balances.

John Doe		Payroll End Date: 04/15/2024		Check Date: 04/15/2024		Pay Type: Salary	
	<u>Gross Pay</u>	<u>Social Security</u>	<u>Medicare</u>	<u>Federal Tax</u>	<u>State Tax</u>	<u>Total Deductions</u>	<u>Net Pay</u>
Current	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year To Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>Description</u>	<u>PayRate</u>	<u>Regular Hrs</u>	<u>Sick Hrs</u>	<u>Vacation Hrs</u>	<u>Comp Hrs</u>	<u>ESST Hrs</u>	<u>OT</u>
	\$0.00	0.00	0.00	0.00	0.00	0.00	
							<u>Amount</u>
							\$0.00
<u>Employee Before-Tax Deductions</u>		<u>Employee After-Tax Deductions</u>		<u>Employer Contributions</u>			
Deferred Income	\$0.00	Health Insurance	\$0.00	Health Insurance		\$0.00	
Cafeteria Plan	\$0.00	Dental Insurance	\$0.00	Dental Insurance		\$0.00	
PERA	\$0.00	Life Insurance	\$0.00	Life Insurance		\$0.00	
Other Pretax	\$0.00	Union Dues	\$0.00	PERA		\$0.00	
		Other After Tax	\$0.00				
Employer Sample Township		123 Main Street Somewhere, MN 55555		(555) 555-5555			
<u>Sick</u>		<u>Vacation</u>		<u>Comp</u>		<u>ESST</u>	
Beginning	0.00	Beginning	0.00	Beginning	0.00	Beginning	0.00
Accrued	0.00	Accrued	0.00	Accrued	0.00	Accrued	4.85
Used	0.00	Used	0.00	Used	0.00	Used	3.92
Ending	0.00	Ending	0.00	Ending	0.00	Ending	0.93
Employer Sample Township		123 Main Street Somewhere, MN 55555		(555) 555-5555			

Payroll Check Information

Employee #: Name: John Doe

Gross Pay (F3) Taxes (F4) Employee Deduction (F5) Employer's Share (F6) Acct. Dist (F7) Sick, Vacation, Comp, ESST (F8)

Sick Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00

Vacation Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00

Comp Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	0.00	Adjustment	0.00	Adjustment	0.00
Adjusted Beginning	0.00	Adjusted Accrued	0.00	Adjusted Used	0.00	Adjusted Ending	0.00

ESST Balance

Beginning	0.00	Accrued	0.00	Used	0.00	Ending	0.00
Adjustment	0.00	Adjustment	4.85	Adjustment	3.92	Adjustment	0.93
Adjusted Beginning	0.00	Adjusted Accrued	4.85	Adjusted Used	3.92	Adjusted Ending	0.93

Save

Close