Paid Sick Leave Setup

Currently California and Oregon have implemented mandatory Paid Sick Leave. We have separate instructions for California, but if you are in any other state, you can adapt these instructions to your situation. If you find that our process won't get the results you need, consult with us and we may be able to modify it. Below is a limited amount of information about the law, you are responsible for investigating the requirements for your business.

Oregon:

- Beginning January 1, 2016 Oregon employers with more than 10 employees must begin accruing sick leave for each employee up to 40 hours. Employers with less than 10 employees must provide unpaid sick leave.

- Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment. As an alternative, sick time may be "front loaded" with the 40 hours given Annually at the beginning of the year or employment.

- There may be a waiting period for new employees of 90 days before they can begin using the sick leave. Accrued paid sick leave shall carry over to the following year of employment and may be capped at 80 hours. Employers may limit the use of sick leave to 40 hours per year.

How to set up Sick Leave in BAS or GrowPoint:

First of all, you must decide if you will be complying by the Accrual method or the Annual method. Either method, you will setup the Earnings Type as noted below through number 4.

1. Create a new Earnings Type which will be a "Leave" type as noted by checking the box in the upper right to make it a "Leave".
2. Give it a code and description of your choice, but make it taxable pay and Hourly.
3. You will add the rate on the Employee earnings type but you can put in a rate of minimum wage here if you like, as a default.
4. Decide whether it needs to default on all employees, if so check Employee Default.

   Accrual Method: If you are using the Accrual method, after checking the "Leave" box enter the rate of .0333 to designate an accrual of 1 hour per 30 hours and a limit of 40 hours total accrued. Do Not check the Accrual Dollars or Accrual by Period since you are accruing by the hour. If you check Allow Negative Leave Balance that will allow you to pay out more than they have accrued. That is your choice. Next, add the earnings type to the employee and on the earnings tab there, also put in the .0333 rate and a 24 hour limit if you are using the Accrual method. The yearly accrual limit is 40, but they can accrue up to 80 hours ongoing, therefore after the first year, you will need to increase their individual limit to 80 hours.
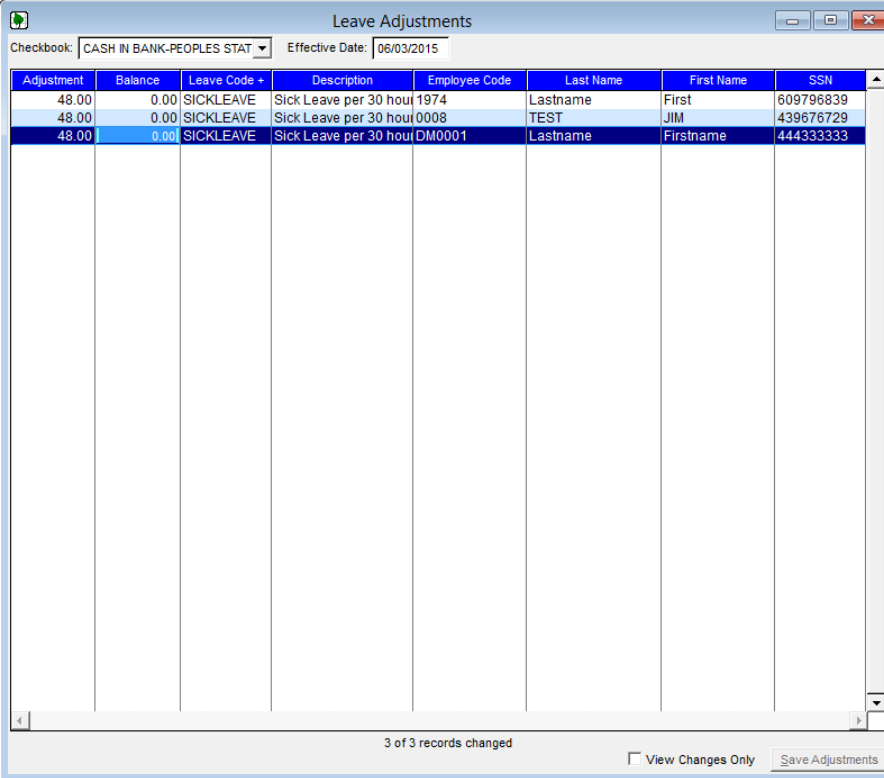
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Annual Method: Use the Adjustment utility to give everyone 40 hours at the beginning of the year, or whatever the amount is for your state. You still must create the Earnings Type as above but do not enter a rate or accrual limit. Assign the Earnings Type to each employee as above, then they will appear in the Leave Adjustment grid. Enter the Adjustment hours, either up or down, and select View Changes Only at the bottom, then Save Adjustments if they meet your approval.

Pay Out Sick Leave:
For both methods, just use the Sick Leave earnings type on the timecard for the hours taken.