WebPay Functionality

Executive Order 2020-17899 - Employee Social Security Tax Deferral



Table of Contents

New Employee Social Security Deferral in WebPay	3
Deferral of Employee Share of Social Security Taxes	
Recording Deferred Social Security Tax in WebPay	4
Standard Payroll Reports	
Standard Payrott Reports	
Deduction Report	3



New Employee Social Security Deferral in WebPay

To assist in tracking deferred Social Security taxes related to Executive Order 2020-17899, NCR provides the following WebPay functionality:

- **Deferral of Employee Social Security Tax:** A completed Authorization form available from your Client Service Representative is required.
- New Exempt Status: Employee Social Security Tax: Access to a deferred option on employee tax settings.
- Standard Payroll Reports: Will include deferred employee Social Security tax amounts.
- **Deduction Report:** An optional report can be enabled, includes deferred employee Social Security tax amounts.

For more information on the Executive order: https://payments.ncr.com/docs/ee-ss-tax-deferral/

Contact your CSR or HR Business Partner to assist with configuration.



Deferral of Employee Share of Social Security Taxes

Based on a company's participation in relief programs they may choose to defer the withholding, deposit and payment of the employee's portion of Social Security taxes. Per IRS guidelines, employees earning wages or compensation of less than\$4,000 bi-weekly, or the equivalent threshold amount with respect to other pay periods, can request their employer defer the withholding, deposit, and payment of their employee portion of Social Security Tax.

The deferral applies to withholding, deposits and payments of the employee's share of Social Security tax that would otherwise be required to be made during the period beginning on September 1, 2020 and ending December 31, 2020. Employees that defer this tax are required to repay the deferred amount in full in the period beginning on January 1, 2021 and ending on April 30, 2021. Interest, penalties, and additions to tax will begin to accrue on May 1, 2021.

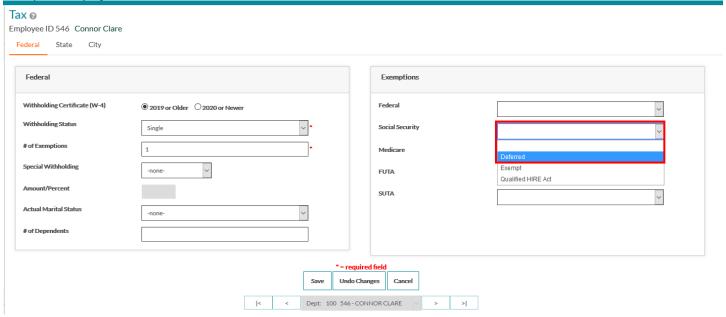
If you wish to participate in this deferral, a completed authorization form is required. Contact your CSR for an authorization form if needed.

Recording Deferred Social Security Tax in WebPay

- 1. **Note**: Prior to processing payroll for employees who have opted to have this tax deferred, contact your CSR for initial deduction configuration assistance.
- 2. Navigate to Employee Changes → Employee Data → Tax
 - a. On the "Federal" tab select the drop down, "Social Security".
 - b. Select the value, "Deferred" from the drop list.
 - i. Notes:
 - 1. "Deferred" will not appear in the drop list of the company deduction of "DEFSS" or "DEF SS" has not been defined.
 - 2. If the employee is already exempt from Social Security tax, "Deferred" cannot be selected.
 - 3. If the employee is marked as exempt from Medicare, "Deferred" cannot be selected.



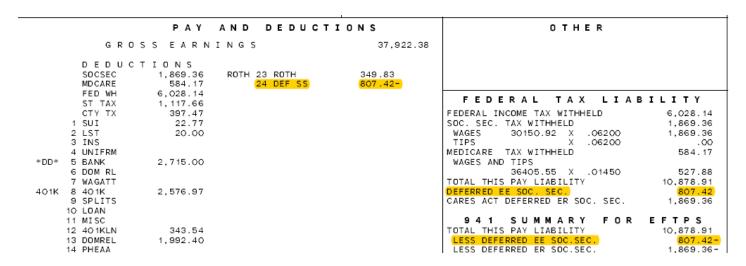
Example – Employee Tax



Standard Payroll Reports

Several reports have been updated to include the deferred tax amounts. This information will be included on the following reports where appropriate: Management Summary, Record of Federal Tax Liability, Tax Analysis, Quarterly Wage / Tax Analysis, Quarterly Tax Statement, and Payroll Register.

• Management Summary



Record of Federal Tax Liability

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Employer's Record of Federal Tax Liability

			A. Daily Tax Liability	y — First Month	of Quarter			
1		8	15	22	2	29		
2	30967.76	9	16	23	3	30		
3		10	17	27908.16 24	3	53894.59		
4		11	18	25		·		
5		12	19	26				
6		13	20	27				
7		14	21	28				
Α	Total tax liabilty f	or	first month of quarter		A	112770.51		
			B. Daily Tax Liability	— Second Month		,		
1		8	15	22		29		
2		9	16	23		30		
3		10	17	24	3	31		
4		11	18	25				
5		12	19	26				
6		13	20	27				
7		14	28629.66 21	28	29243.20			
В	Total tax liabilty f	or	second month of quart	er	B	57872.86		
	C. Daily Tax Liability — Third Month of Quarter							
1		8	15	22		29		
2		9	16	23		30		
3		10	17	24	_	31		
4		11	49696.54 18	25	10878.91			
5		12	19	26				
6		13	20	27				
7		14	21	28				
c	Total tax liabilty f	or	third month of quarter		<u>C</u>	60575.45		
D	Total for quarter	(ac	d lines A, B, and C).		D	231218.82		

Tax Analysis

```
FEDERAL TAX LIABILITY
       FIT WAGES 33828.58 TAX WITHHELD SOC. SEC. TAX WITHHELD
                                                                        6,028.14
                                                                        1,869.36
      WAGES 30150.92 X 6.200 PCT TIPS .00 X 6.200 PCT MEDICARE TAX WITHHELD
                                                                               .00
                                                                          584.17
       WAGES AND TIPS
                              36405.55 X 1.450 PCT
                                                                527.88
941 FEDERAL TAX LIABILITY

E941 DEFERRED EE SOC. SEC.-CREDIT

D941 CARES ACT DEFERRED ER SOC. SEC.-CREDIT
                                                                             10,878.91
807.42CR
1,869.36CR
```

Quarterly Wage / Tax Analysis

	QUARTER-TO-DATE	YEAR-TO-DATE
FEDERAL TAXABLE WAGES	801,824.83	2,123,945.40
FEDERAL WITHHOLDING	111,829.45	281,521.69
SOC. SEC. TAXABLE WAGES	762,159.65	2,162,869.22
MEDICARE TAXABLE WAGES	850,042.99	2,250,752.56
DEFERRED EE SOC. SEC.	807.42	807.42
CARES ACT DEFERRED ER SOC. SEC.	1,869.36	1,869.36
FUTA TAXABLE WAGES	11,550.75	350,000.38



• Quarterly Tax Statement

ACCT	DUE/DEPOSITED	DRAFTED	VARIANCE
FEDERAL TAX LIABILITY 941 FEDERAL INCOME TAX WITHHELD	111.829.45	111,829,45	.00
SOC. SEC. WAGES 762159.65 X 12.400 PCT	94,507.80	,	
TIPS .OO X 12.400 PCT MEDICARE WAGES AND TIPS	.00		
850042.99 X 2.900 PCT TAX OVER 200000.00	24,651.25		
25583.34 X .900 PCT FORM 941 LINE 7 8 9 ADJUSTMENTS	230.25 .07		
941 FICA TOTAL E941 DEFERRED EE SOC. SEC. TAX	119,389.37 807.42CR	119,389.37 807.42CR	.00
D941 DEFERRED ER SOC. SEC. TAX	1,869.36CR	1,869.36CR	.00

• Payroll Register (Deductions this Pay and Other Deductions)

DEDUCTIONS THIS PAY

DESCR	AMOUNT	DESCR	AMOUNT
SOCSEC	15155	SUI	147
MDCARE	3544	LST	200
FED WH	30597	401K	17148
PA TAX	7504	INS125	528
CTY TX	3544	ROTH	19598
		DEDS	97965
SOCSEC	19436	LST	200
MDCARE	4546	BANK	104000
FED WH	26552	401K	33794
PA TAX	9624	INS125	24454
CTY TX	3762	DEF SS	-19436
SUI	203		
		DEDS	207135

	* * *	<u>O T H E R</u>	D E D U C T I O N	<u>S</u> * * *	
DEDUCTIONS	THIS PAY	EMPLOYEES	MONTH-TO-DATE	QRTR-TO-DATE	YEAR-TO-DATE
	A MOUNT S	THIS PAY	AMOUNTS	AMOUNTS	AMOUNT S
1 SUI	SEE BELOW	10	SEE BELOW TAXABLE	WAGES / EMPLOYE	EE WITHHOLDING
2 LST	SEE BELOW	10	SEE BELOW TAXABLE	WAGES / EMPLOYE	EE WITHHOLDING
DD 5 BANK	2715.00	4	6480.00		68410.00
401K 8 401K	2576.97	9	14642.42	48218.16	126807.16
12 401KLN	343.54	1	1176.77		16481.12
13 DOMREL	1992.40	1	3984.80		29310.11
17 401KLN	291.02	1	768.17		8612.35
FLEX 19 INS125	1516.83	10	6956.44	28469.08	92550.11
ROTH 23 ROTH	349.83	2	1354.31	7425.22	22732.87
24 DEF SS	-807.42	4	-807.42	-807.42	-807.42
TOTAL	8978.17		34555.49		364096.30



Deduction Report

Optionally, an additional report can be generated. This report includes a detailed per employee breakdown of deferred Social Security tax amounts. Contact your CSR for more information regarding configuration and standard fees of this report.

DEF SS DEDUCTION REGISTER

		D E	F S S C	EDU	CTION	REGI	STER		
10 TH	GARDEN S	HOP				PAY PERI	DD ENDING	CHECK DATE PAGE	NO.
134	4 MAIN STR	EET							
YOL	JR TOWN PA	12345				9/20/20:	O QUARTER	9/25/2020	1
DEPT NUMBER	RECORD NUMBER	SOCIAL SECURIT	Y NAME		DEDUCTION THIS PAY	DEDUCTION Y-T-D	MAXIMUM DEDUCTION	ACCUMULATED AMOUNT	BALANC
100	25	XXX-XX-XXXX	BROWN, ROSE		194.36-	194.36-			
100	3	XXX-XX-XXXX	DANIELS, LILY		177.78-	177.78-			
200	2	XXX-XX-XXXX	THOMSON, HOLLY		192.89-	192.89-			
100	9	XXX-XX-XXXX	WILLIAMS.JASMIN	IF	242.39-	242.39-			

