

## Paid Catholic Family & Medical Leave

Visit [catholicbenefits.org/cfml](http://catholicbenefits.org/cfml) for additional information.

Contact the RCAB Benefits Department at [cfml@rcab.org](mailto:cfml@rcab.org) for any questions.

### BASELINE – MEDICAL LEAVE

- The medical leave portion of the employer **Baseline** contribution (0.342%).
- The default is to be imputed income to the employee in BAS & Paylocity.
  - The employee will pay taxes on 0.342% of all eligible **earnings** each pay period.
  - The employee will also see a **deduction** of this amount, since the medical portion of the employer Baseline contribution is considered imputed income and not actual wages paid to the employee.
  - The employee will see both the earnings and the deduction amounts on their pay stub (see example on page 3, below).
  - When the employee files for a claim, the employer portion (40% of earnings) will be tax-free (federal/state income tax, FICA/MHI).
- If the employee opts out of treating this amount as imputed income in BAS, updated codes will automatically be sent to Paylocity.
  - The baseline medical portion will not be taxable to the employee.
  - The employee will not see this portion on their pay stub.
  - When employee files for a claim, the employer portion (40% of earnings) will be taxed (federal/state income tax, FICA/MHI).
  - Earnings code is set up in Paylocity to calculate amount due by employer and paid through Agency Check. This is viewable on the administrator side in Paylocity on the employee record under Pay then Checks or using the Agency Check Summary Report (see instructions below).
- The employer funds for the Baseline contributions will be sent to the Pastoral Center through an Agency Check in Paylocity (see below for instructions on running a report).

### BASELINE – FAMILY LEAVE

- The family leave portion of the employer **Baseline** contribution (0.228%) is not considered income at the time the employer remits these contributions.
- The employee will not see this portion on their pay stub.
- When employee files for a claim, the employer portion (40% of earnings) will be taxed (federal/state income tax, FICA/MHI).
- Earnings code is set up in Paylocity to calculate amount due by employer and paid through Agency Check. This is viewable on the administrator side in Paylocity on the employee record under Pay then Checks or using the Agency Check Summary Report (see instructions below).
- The employer funds for the Baseline contributions will be sent to the Pastoral Center through an Agency Check in Paylocity (see below for instructions on running a report).

### FULL BENEFIT

- Employees can opt into the **Full** CFML benefit, which provides an additional 40% of earnings when a claim is approved.
- The employee will see a deduction of 0.57% on all eligible earnings (see example on page 3, below).
- This deduction is an after-tax deduction.
- When an employee files for a claim for the employee's own medical condition, the employee portion will be tax-free (federal/state income tax, FICA/MHI).
- Employee contributions will be sent to the Pastoral Center through an Agency Check in Paylocity (see below for instructions on running a report).

## PAYLOCITY EARNINGS & DEDUCTION CODES

Code	Type	Purpose	Taxed?	Description
CFML <b>F</b>	earnings code	employer/Baseline contribution for family leave	no	for all CFML-eligible employees, since this portion cannot be added to imputed income, per IRS guidance
CFML <b>R</b>	earnings code	employer/Baseline contribution for medical leave	no	for employees who opt out of imputing the medical portion of the employer contribution to themselves
CFML <b>T</b>	earnings code	employer/Baseline contribution for medical leave	yes	for employees who have the medical portion of the employer contribution imputed to themselves (this is the “in”)
CFML <b>T</b>	deduction code	employer/Baseline contribution for medical leave	n/a	for employees who have the medical portion of the employer contribution imputed to themselves (this is the “out”)
CFML <b>E</b>	deduction code	employee voluntary deduction/Full contribution	yes	for employees electing the Full benefit

## PAYLOCITY AGENCY CHECK SUMMARY REPORT

The CFML codes are considered agency codes in Paylocity. Paylocity will remit all CFML funds to the CFML program on each processed check run. These will be listed on the Agency Check Summary Report within Paylocity. Totals for the employer and employee portions will be on separate pages.

- Reports & Analytics
- Payroll Process
- Select the payroll Process ID
- Agency Check Summary Report

The screenshot shows the Paylocity interface. In the top navigation bar, 'Reports & Analytics' is highlighted. A dropdown menu is open, showing 'Reporting', 'Year End Dashboard', 'Quarter & Year End', 'Payroll Process' (highlighted with a red box), 'Cash Management', and 'Groups & Scheduling'. Below this, the 'Agency Check Summary Report' is displayed. The report header includes 'Check Date: 09/13/2024', 'Process: 2024091301', and 'Page 2 of 3'. The 'CFMLR - CFML ER Portion' is highlighted with a red box. At the bottom, a table shows the total for Agency ID: CFMLR, with 1 check for an amount of 12.09, highlighted with a red box.

Chk/Vch #	Amount
557	12.09
<b># of Checks</b>	<b>Amount</b>
<b>1</b>	<b>12.09</b>

Reports Pickup		
Process ID	09/13/2024 - 2024091301	
Report Name		
Report Group	Standard Reports For Payrun	
Generated Date	-- All --	
Search	Show All	Reset
Name	Status	
<a href="#">Check Register</a>	Complete	9/10/2024
<a href="#">Invoice Co</a>	Complete	9/10/2024
<a href="#">Payroll Register With YTD</a>	Complete	9/10/2024
<a href="#">Payroll Summary</a>	Complete	9/10/2024
<a href="#">401(k) Report</a>	Complete	9/10/2024
<a href="#">Agency Check Summary Report</a>	Complete	9/10/2024
<a href="#">Employee Setup - Invalid SSN</a>	Complete	9/10/2024

## CFML Deductions – Administrator Paycheck View

Gross Earnings			
	Hours	Rate	Amount
401A - 401A	0.00	\$0.00	\$3.17
401M - 401 Match	0.00	\$0.00	\$81.74
BRVMT - Bereavement	0.00	\$0.00	\$0.00
CFMLF - Base Fam ER Contrib (Not Taxed)	0.00	\$0.00	\$4.82
CFMLT - Base Med ER Contrib (Taxed)	0.00	\$0.34	\$7.24
GTL - GROUP TERM LIFE CALCULATED	0.00	\$0.00	\$13.31
HOL - Holiday	0.00	\$0.00	\$0.00
REG - Regular	60.00	\$35.27	\$2,115.97

Red = Baseline Family  
(Employer contribution)

Purple = Baseline Medical -Taxable  
Under both earnings and  
deductions

Blue = Full  
(Employee Contribution)

Deductions	
	Amount
401P - 401K PRETAX	\$100.00
CFMLE - Full EE Contrib (Taxed)	\$12.06
CFMLT - Base Med ER Contrib (Taxed)	\$7.24
GTL - GROUP TERM LIFE CALCULATED	\$13.31

## CFML Deductions – Employee Paystub View

From the initial pay view in Paylocity, the earnings and deductions will appear as follows:

Earnings Breakdown for 11/17/2024 - 11/30/2024				
Description	Hours	Rate	Amount	YTD
401 Match	0.00	\$0.00		
✓ Base Med ER Contrib (Taxed)	0.00		\$19.78	\$138.46

Deductions Breakdown for 11/17/2024 - 11/30/2024		
Description	Amount	YTD
Full EE Contrib (Taxed)	\$32.97	
401K PRETAX		
Base Med ER Contrib (Taxed)	\$19.78	
CFML Medical ER	\$0.00	

Once you download your paystub, the earnings and deductions will appear as follows:

### Earnings

Earnings	Rate	Hours	Amount
401 Match		0.00	
Base Med E	0.34	0.00	14.01

Purple = Baseline Medical -Taxable  
Under both earnings and  
deductions

### Deductions

Deductions	Amount
Full EE Contrib (Taxed)	23.34
401K PRETAX	
CFML Medical ER	14.01

Blue = Full  
(Employee Contribution)