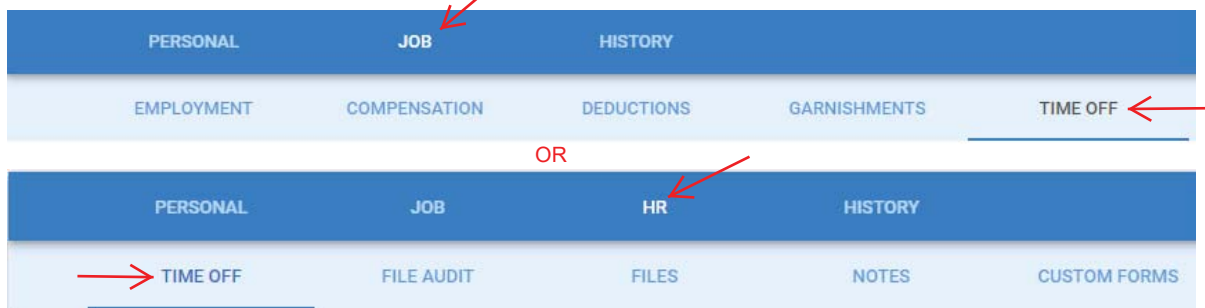


Setting up Colorado Paid Sick Leave

IMPORTANT: Do this for **ALL Colorado-based** employees that are not already set up with PTO/Vacation/Sick accrual that meets or exceeds the required time (.0333 hours per hour worked or 48 hours per year) or for employees to whom you wish to offer this policy in addition to your existing policy.

1. Login to your payroll account
2. Click **Workers** from the menu on the left side of the screen to go to your list of Employees
3. Click the *name of the employee*
4. Click **Job** in the blue menu at the top of the screen
 - * **IMPORTANT NOTE** – if you see **HR** in the blue menu at the top of the screen, click that instead of Job
5. Click **Time Off** from the sub-menu



6. Click the *down arrow* in the **Sick** box and do the following:

- a) From the **Sick Policy** dropdown, select *CO Paid Sick Leave*
- b) In the **Anniversary Date** box, enter *01/01/2022**
- c) Click the *up arrow* in the **Sick** box
- d) Click the **X** in the upper right corner of the screen and proceed to add this policy to all employees as applicable
 - * Use 01/01/2022 for all *current employees*.
 - ** For each *new employee* that you add in 2022 and beyond, you will need to add this policy on the Time Off page but the Anniversary Date will be their actual Date of Hire

Sick 6c ^

Selected Policy: CO Paid Sick Leave
Current Balance:

Sick Policy

6a ▾

Per Hours Worked
Leave time accrues each hour worked from employee's anniversary date.

Anniversary Date

6b 📅

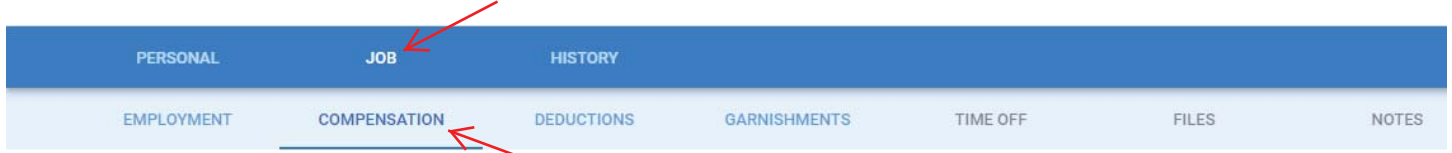
Last Accrual Date

/ / 📅

Amount Available

7. Click **Job** in the blue menu at the top of the screen

8. Click **Compensation** from the sub-menu



9. Click the + symbol at the bottom the Pay Types list

10. From the Pay Type dropdown, select **Sick**

11. Click **Add**

Continue to do this for each employee who is eligible to accrue CO Paid Sick Leave starting January 1, 2022.