

Banyon Data is sending this notice to help our customers get the new Minnesota Paid Leave that goes into effect on January 1, 2026 setup in Payroll. We have included a summary and detailed set-up, hopefully this helps ease the process of what needs to be done for the accounting and the payroll functions.

FYI:

There are 2-rates proposed by the State of Minnesota (.88% and .66%). Banyon cannot determine or tell you which rate your City (Employer) qualifies for. Go to <https://mn.gov/deed/paidleave/> for more details or reach out to your auditor.

It is up to the City(employer) to determine if they will pay the full % as a benefit or if they are sharing the responsibility of this tax with the employee as a deduction.

Listed below is the summary of the complete setup for Banyon Fund Accounting and Payroll, also attached is the detailed screen by screen instructions:

1. Setup Fund Accounting code in Chart of Accounts
 - a. Create new BalSht code (for Liability)
 - b. Create new Object code (for the Expense)
 - c. Add/Build GL code for Liability (to your Payroll/General Fund)
 - d. Add/Build Expense code to all Fund/Dept that apply to all employees
2. Bring in FA codes to Payroll
 - a. Codes and Descriptions #5 Account Reference – load in GL and Exp codes
3. Create Deduction (*if employer is having the employee pay a portion of tax*)
 - a. Codes and Description #6 Deduction/Benefit – do insert wizard to create the deduction
4. Create Benefit
 - a. Codes and Description #6 Deduction/Benefit – do insert wizard to create the benefit

Once the adding of the deduction/benefit wizard is completed, it will have added information to each employee selected.

If you are wanting to get it added now – they probably shouldn't schedule it during the 'wizard' setup. This will still add it to the employees but will not calculate until it is scheduled. Once you are ready to start you will go back to Codes and Descriptions #7 and check the boxes to schedule this new deduction/benefit.

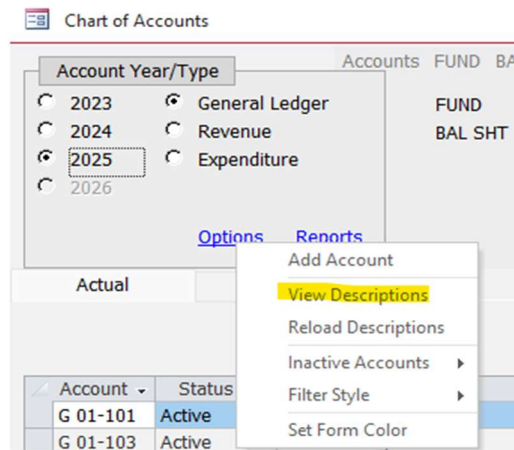
MINNESOTA PAID LEAVE

You will need to create in **Fund Accounting** the account codes for the expense and liability to go to:

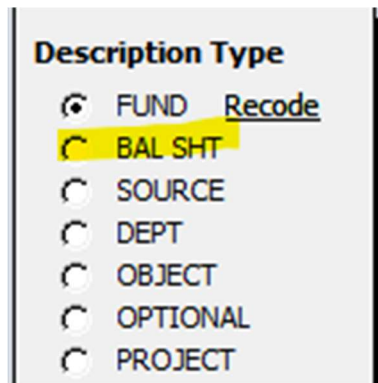
Go to Chart of Accounts (top ribbon)

Click on Options (top left box)

Select View Descriptions:



Select BalSht (liability)



Scroll down to the * line to add the new Balance Sheet: fill in your # and description, Bal Type=liability

*	239	MN Paid Leave	MNPDLVE	Liability
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Select Object (benefit-employer expense)

Description Type

☐ FUND [Recode](#)

☒ BAL SHT

☐ SOURCE

☐ DEPT

☒ OBJECT

☐ OPTIONAL

☐ PROJECT

Scroll down to the * line to add the new Object: fill in your # and description, fill in ALT code if you use it.

* 135 | MN Paid Leave Insurance | MNPDLAVE | PAYROLL

Once the description types are entered. You will need to attach the expense to all appropriate Funds and Dept you use in Payroll and add the BalSht type to the Payroll Fund (most likely General Fund) Go to options again and select 'Add Account':

Chart of Accounts

Account Year/Type Accounts FUND

☐ 2023 ☒ General Ledger FUND

☐ 2024 ☐ Revenue BAL SH

☒ 2025 ☐ Expenditure

☐ 2026

[Options](#) [Reports](#)

Actual

Account Status

G 01-101 Active

Add Account

View Descriptions

Reload Descriptions

Inactive Accounts ▶

Filter Style ▶

Set Form Color

(LIABILITY) GL, Fill in Fund, Select new type, Add

Add Account

Account Type
☒ GL
☐ Revenue
☐ Expense

FUND: 01 Banyon Data Systems

Select one or more 'BAL SHT'(s) to add [Select All](#)

- 01-102 Petty Cash
- 01-120 PERFORMANCE BOND
- 01-130 IOWA STATE
- 01-142 Inventory for Resale
- 01-145 Prepaid Expenses
- 01-150 Employee Advances
- 01-202 GCS Limited Payable
- 01-207 Notes Payable -Vision
- 01-210 N/P-Officer
- 01-219 PAYROLL PAYABLE
- 01-223 FICA
- 01-226 Est Tax State
- 01-227 Est Tax Federal
- 01-239 MN Paid Leave**

Add Account

(BENEFIT) Expense, Fill in Fund, Dept, Select Type, Click on the new object, Add

Add Account

Account Type
☐ GL
☐ Revenue
☒ Expense

FUND: 01 Banyon Data Systems
DEPT: 00 Administrative

Select one or more 'OBJECT'(s) to add [Select All](#)

- 01-00-103 Salaries Part Time
- 01-00-104 Temporary Help
- 01-00-135 MN Paid Leave Insurance**
- 01-00-203 Referral Opportunity Program
- 01-00-585 Website Design/Development
- 01-00-610 DO NOT USE
- 01-00-612 Hardware for Resell
- 01-00-800 Refund Software
- 01-00-801 Refund Support
- 01-00-802 Refund Training
- 01-00-803 Refund Travel Expenses
- 01-00-900 LOSS

Add Account

In Payroll:

You will need to bring into Payroll the Fund Accounting codes you created:

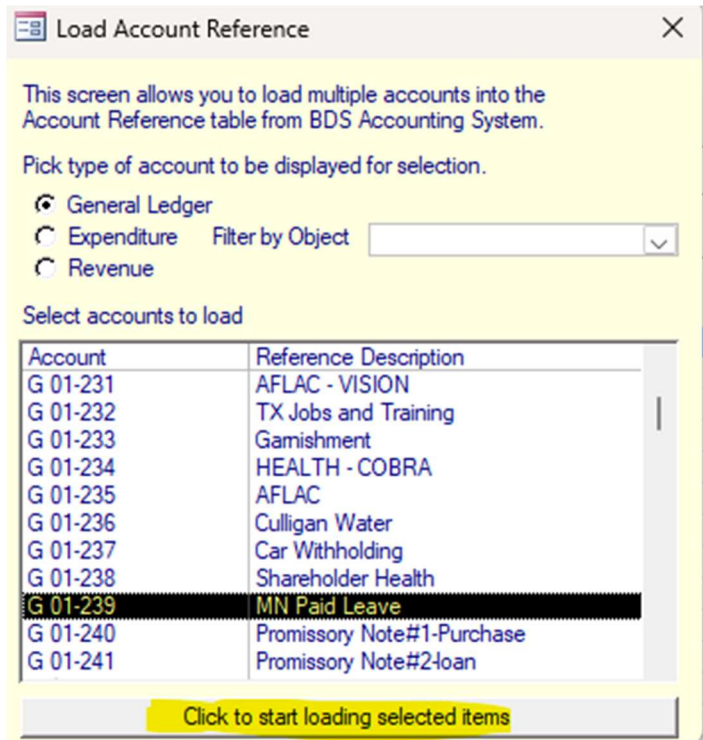
Go To CODES AND DESCRIPTIONS:

Select #5 Account Reference

Select Load from BDS Accounting (top middle)

Select General Ledger: Click the GL you created and click to load

Select Expenditure: Click all the fund/dept/obj codes you created and click load



Load Account Reference

This screen allows you to load multiple accounts into the Account Reference table from BDS Accounting System.

Pick type of account to be displayed for selection.

☒ General Ledger
☐ Expenditure Filter by Object
☐ Revenue

Select accounts to load

Account	Reference Description
G 01-231	AFLAC - VISION
G 01-232	TX Jobs and Training
G 01-233	Gamishment
G 01-234	HEALTH - COBRA
G 01-235	AFLAC
G 01-236	Culligan Water
G 01-237	Car Withholding
G 01-238	Shareholder Health
G 01-239	MN Paid Leave
G 01-240	Promissory Note#1-Purchase
G 01-241	Promissory Note#2-loan

Click to start loading selected items

Select #6 Deduction/Benefit

Click New Deduction/Benefit (bottom) -follow the steps:

To create Deduction: *(if employee will share the MN Paid Leave Tax-if not only create the Benefit code)* Click Deduction for Employee rate - follow steps:

To create Benefit: Click Benefit-regular for Employer rate

New Deduction/Benefit Wizard

What new deduction/benefit would you like to add?

Deductions:

- ☐ State Tax
- ☐ Local Tax
- ☐ Retirement (Employee Contribution)
- ☐ Earned Income Credit
- ☒ Other Deduction

Benefits:

- ☐ Regular
- ☐ Pre-Paid Employer Taxable
- ☐ Pre-Paid Fully Taxable

Go Back Next Finish Cancel

Deduction: if pre-taxed check the boxes that apply as pre-taxed deduction

Benefit: DO NOT check the boxes as it would tax the benefit to the employee

New Deduction/Benefit Wizard

Is this deduction a tax sheltered item (gross is reduced by its amount before tax is computed). Which of the following taxes are affected?

- ☐ Federal Tax
- ☐ State Tax
- ☐ Local Tax
- ☐ Social Security and Medicare

Go Back Next Finish Cancel

Label the Deduction (and Benefit when you are doing)

New Deduction/Benefit Wizard

Enter Short Name for this Deduction

MN Paid Leave Deduction

Go Back Next Finish Cancel

Fill in the rate when doing the deduction and also the benefit

New Deduction/Benefit Wizard

Enter the default amount or rate. The wizard will later ask if you want to adjust them for individual employees. If both amount and rate are given, the system will compute both the percentage and the flat amounts.

Amount \$0.00

Rate 0.000

Specify maximum accumulative amount if applicable

Annual Limit \$0.00

Monthly Limit \$0.00

Go Back Next Finish Cancel

Click on all employees – this will auto fill the deduction and benefit when the wizard is finished to the employees

New Deduction/Benefit Wizard

Select Employees having this deduction

GARNER, JOHN A.
HO, HIEU NGO
LAURSEN, MAUREEN
SHAND, DEBORAH K
STENSRUD, HEIDI ANN
THAI, RANDY
TON NU, ANNA T

2 employee(s) selected

[Go Back](#) [Next](#) [Finish](#) [Cancel](#)

Select how often the deduction and benefit with calculate

New Deduction/Benefit Wizard

How often do you use this deduction

☒ Every payroll

☐ Only on 1st payroll of the month

☐ Only on 2nd payroll of the month

☐ Only on 1st & 2nd payrolls of the month

☐ Will schedule to use when needed

[Go Back](#) [Next](#) [Finish](#) [Cancel](#)

BENEFIT ONLY SCREEN – select the object code. This will calculate to the Fund and Dept the employee gets paid from

New Deduction/Benefit Wizard

Enter/Select the Expense Object to debit from your BDS Accounting for this benefit

103	Salaries Part Time
104	Temporary Help
110	COVID-19 pay
115	Bonus Pay
121	Retirement
122	FICA Contribution
131	Health
132	Dental
133	Life
134	WORKERS COMPENSATION
135	MN Paid Leave Insurance
141	Unemployment Payment
142	DISABILITY
143	COMMERCIAL INSURANCE
147	Lease Insurance (Car)
150	Employee Training
201	Office Supplies
202	Computer Supplies/
203	Referral Opportunity Program
301	Accounting Fees

[Go Back](#) [Next](#) [Finish](#) [Cancel](#)

Select End of Calendar year as a reset accumulation

New Deduction/Benefit Wizard

At the end of which cycle do you reset the Accumulated Total

at End of Calendar Year
at End of Fiscal Year
at End of 1st Quarter
at End of 2nd Quarter
at End of 3rd Quarter
at End of 4th Quarter
at End of January
at End of February
at End of March
at End of April
at End of May
at End of June
at End of July
at End of August
at End of September
at End of October
at End of November
at End of December

[Go Back](#) [Next](#) [Finish](#) [Cancel](#)

Add the Fund Accounting Liability code from the drop down list



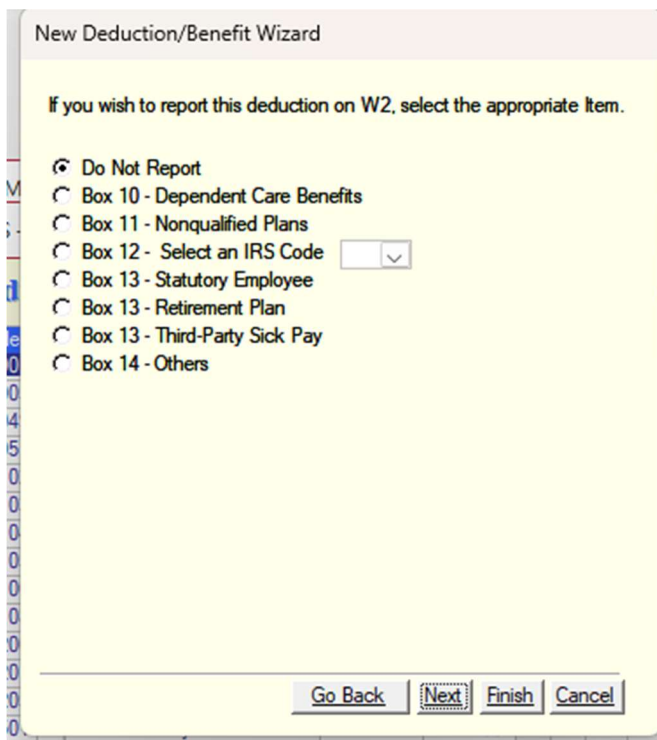
New Deduction/Benefit Wizard

Select a Liability Account to hold this Deduction/Benefit amount so that you can write a check to pay to its vendor later.

01-239 MN Paid Leave

Go Back Next Finish Cancel

If the Deduction is reported on the W2 – you can select where from the screen



New Deduction/Benefit Wizard

If you wish to report this deduction on W2, select the appropriate item.

☒ Do Not Report

☐ Box 10 - Dependent Care Benefits

☐ Box 11 - Nonqualified Plans

☐ Box 12 - Select an IRS Code

☐ Box 13 - Statutory Employee

☐ Box 13 - Retirement Plan

☐ Box 13 - Third-Party Sick Pay

☐ Box 14 - Others

Go Back Next Finish Cancel

FINISH