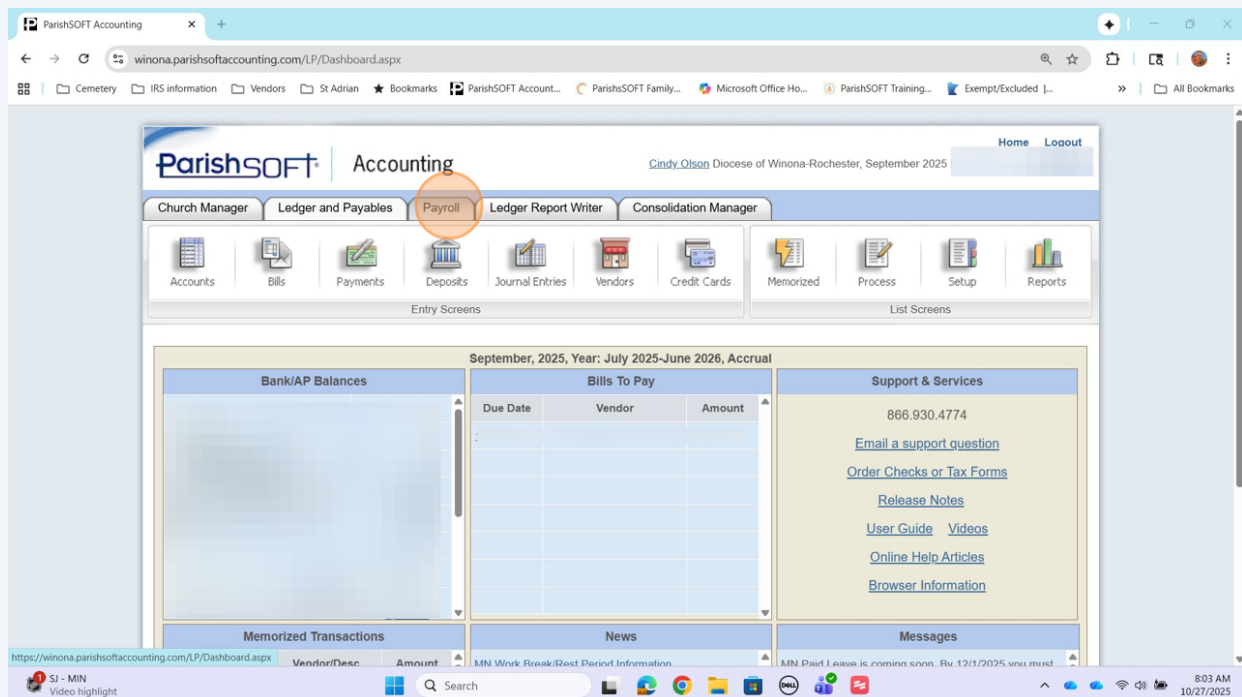


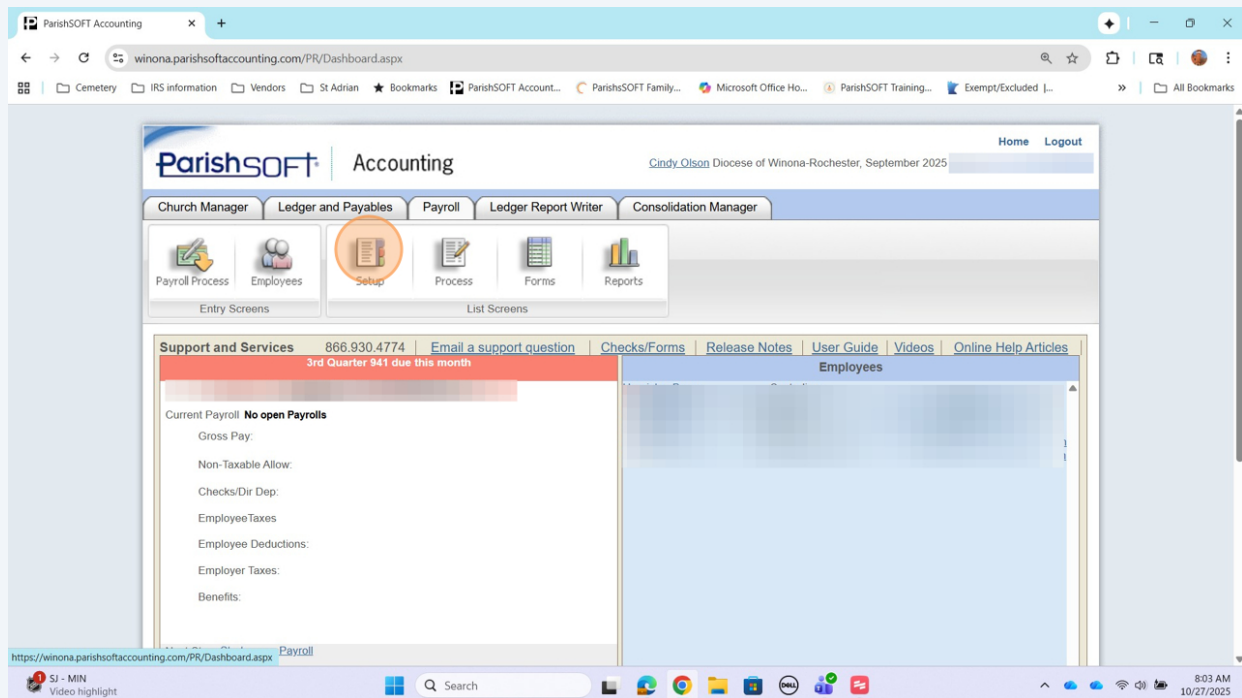
Adding MN Paid Leave deductions/benefits to Employee payroll records.

This is a step by step process to add the deduction for Employee Paid Leave premium and to add the benefit of the Employer Paid Leave premium. It also includes the W-2 set up for reporting purposes.

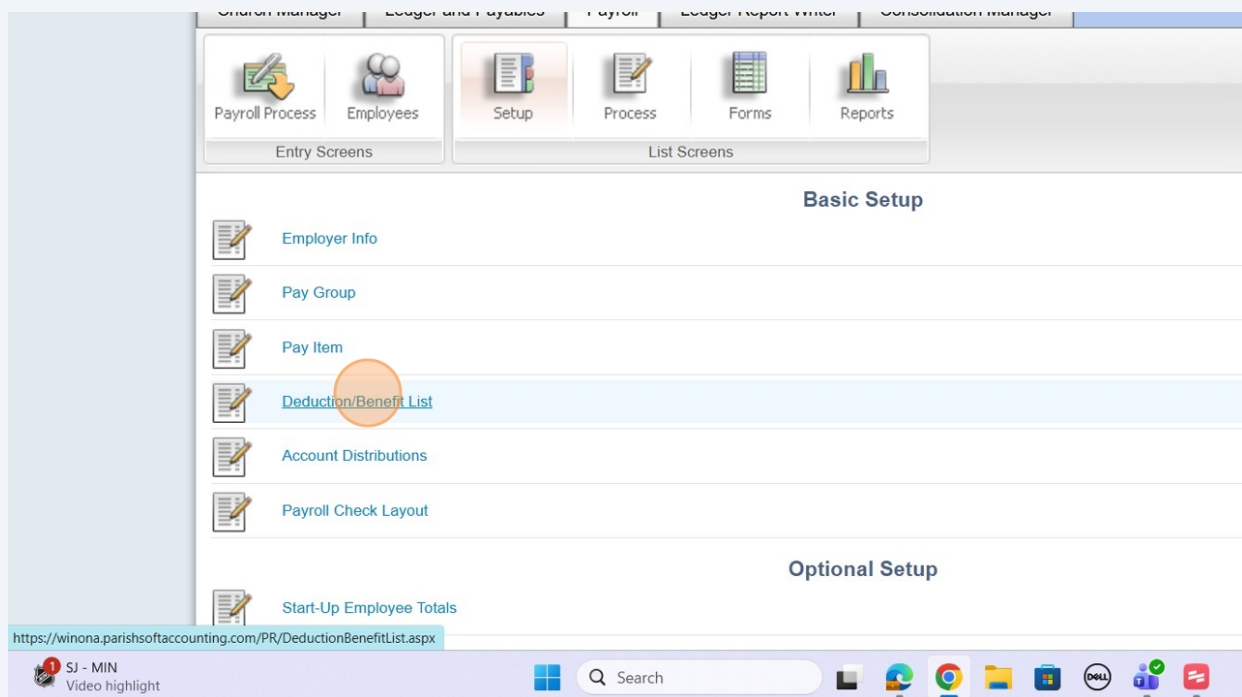
1 Click "Payroll"



2 Click "Setup"



3 Click "Deduction/Benefit List"



4 Click "Add a New Deduction/Benefit From Template"

The screenshot shows the ParishSOFT Accounting software interface. At the top, there's a navigation bar with tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below this is a menu with icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. A sub-menu labeled 'Entry Screens' is open, and the option 'Add a New Deduction/Benefit From Template' is highlighted with an orange circle.

Deductions/Benefits				
	Code	Type	Description	Category
Edit	1	Benefit	Social Security Employer	System
Edit	1	Deduction	Social Security Withheld	System
Edit	2	Benefit	Medicare Employer	System
Edit	2	Deduction	Medicare Withheld	System
Edit	3	Deduction	Federal	System
Edit	4	Deduction	State	System

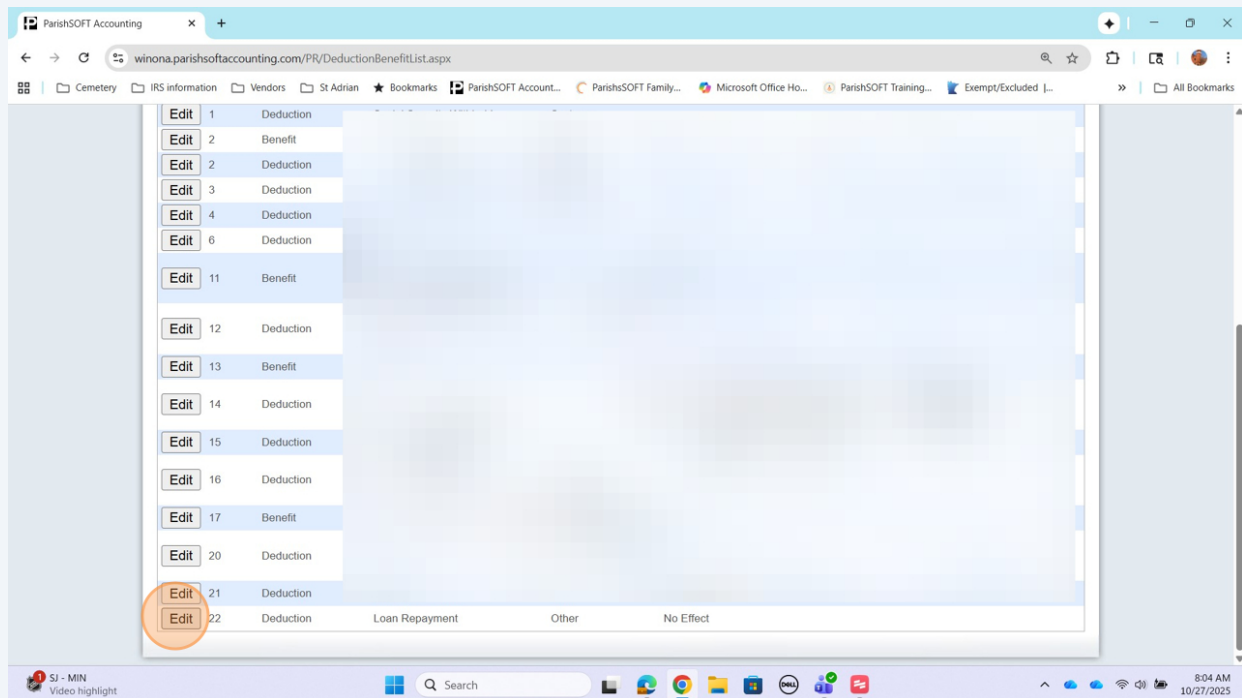
5 Click "Select" You can pretty much choose any deduction.

The screenshot shows a list of deductions in the ParishSOFT Accounting software. Each row has a 'Select' button, a 'Deduction' type, a description, and a detailed explanation. The 'Select' button for 'Loan Repayment' is highlighted with an orange circle.

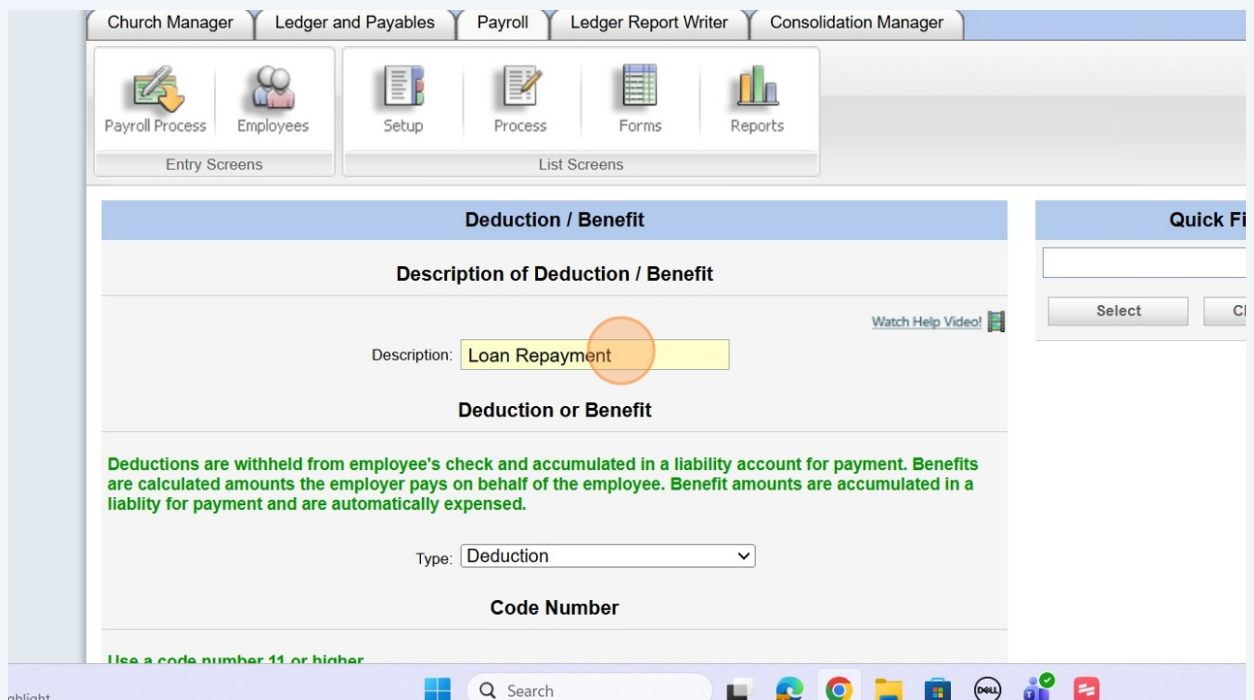
Select	Deduction	Description	Effect on Taxes and Wages
Select	Deduction	After-tax IRA	IRA deduction withheld. Taxes are calculated on full amount of gross pay.
Select	Deduction	Before tax IRA	Deduction is taken before federal tax is calculated but after Social Security
Select	Deduction	Cafeteria/Flex Plan Deduction	Withhold a tax-free amount from employee's pay for a Cafeteria/Flex Plan. calculated.
Select	Deduction	Disability Insurance Deduction	The employee pays a percentage of gross pay for long or short term disability insurance. This is an after-tax deduction. Please revise the percent for your needs. Some grace periods may apply. Please contact the plan administrator if you are not sure.
Select	Deduction	Garnishment	A deduction from an employee's pay after taxes are calculated. Amount is determined by court order.
Select	Deduction	Loan Repayment	The church has loaned an employee some money. This deduction will withhold that amount from a paycheck. Set to zero on employee screen after loan is repaid.
Select	Deduction	Tax Shelter Annuity Deduction	Withhold a Federal and State tax-deferred deduction for a typical TSA plan.
Select	Deduction	Tax-Free Health Insurance Deduction	A health or dental insurance plan that is deducted from an employee before taxes.
Select	Deduction	Taxable Health Insurance Deduction	After-tax deduction from employee for a health or dental insurance plan.
Select	Deduction	Tuition	Withhold school tuition from employee. Accumulates in a liability account.

Cancel

6 Find your deduction at the bottom of the list and click "Edit"



7 Click here to rename the deduction



8 Rename the deduction MN Paid Leave Employee Deduction

Deduction / Benefit

Description of Deduction / Benefit

Description: **MN Paid Leave Employee Dec**

Deduction o MN Paid Leave Employee Ded... X

Deductions are withheld from employee's check and accumulated in a liability account for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type: Deduction

Code Number

Use a code number 11 or higher.

Quick Find

Select Clear Valu

9 Make sure that the W-2 category is Other and none of the subject to Tax boxes are checked. Click "Submit"

Code Number: 22

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

This deduction will reduce the following checked taxes. When the checked taxes are calculated, the taxable wage amount used will be reduced by the amount of the deduction.

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

Submit Cancel Delete

10 Click "Add a New Deduction/Benefit From Template"

The screenshot shows the ParishSOFT Accounting web application. The top navigation bar includes tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below these are icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. A link labeled "Add a New Deduction/Benefit From Template" is highlighted with an orange circle. Below this link is a table titled "Deductions/Benefits" with columns: Code, Type, Description, Category, and Effect on Taxes and Wages.

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	
Edit	2	Deduction	Medicare Withheld	System	
Edit	3	Deduction	Federal	System	
Edit	4	Deduction	State	System	

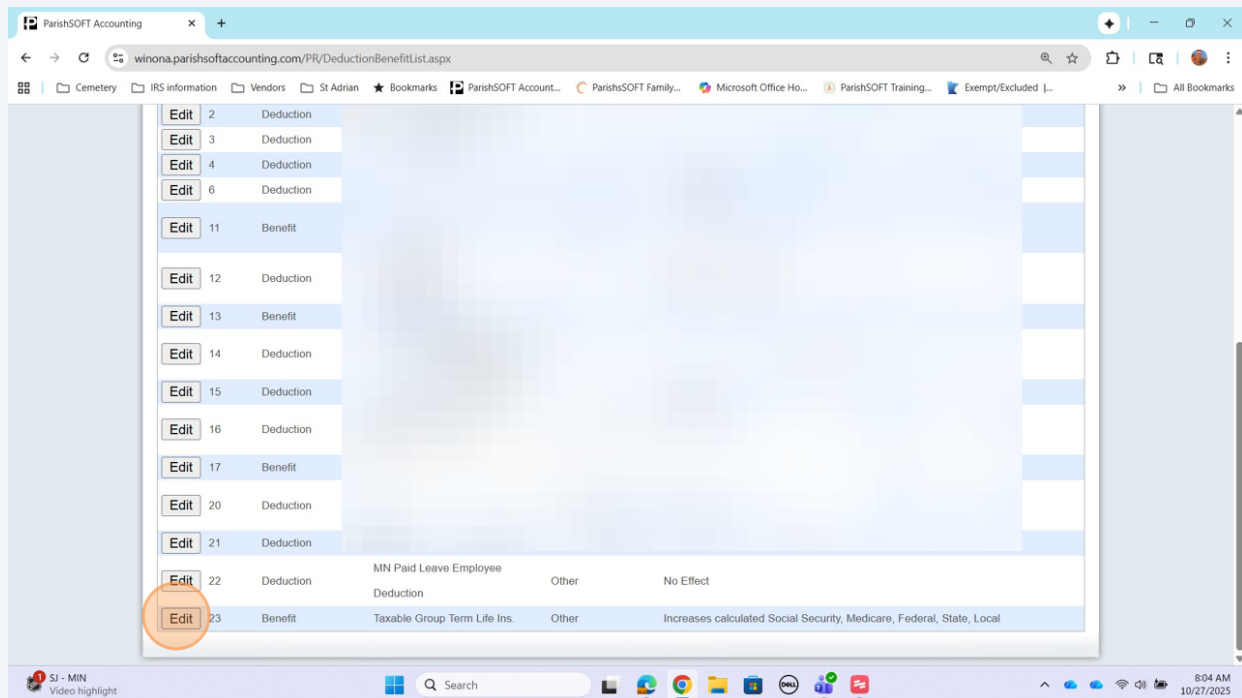
11 The easiest benefit to select is probably Taxable Group Term Life Ins. Click "Select"

The screenshot shows the ParishSOFT Accounting web application. The top navigation bar includes tabs for Church Manager, Ledger and Payables, Payroll, Ledger Report Writer, and Consolidation Manager. Below these are icons for Payroll Process, Employees, Setup, Process, Forms, and Reports. A link labeled "Add a New Deduction/Benefit From Template" is highlighted with an orange circle. Below this link is a table titled "Deduction/Benefit Templates" with columns: Type, Description, and Extended Information.

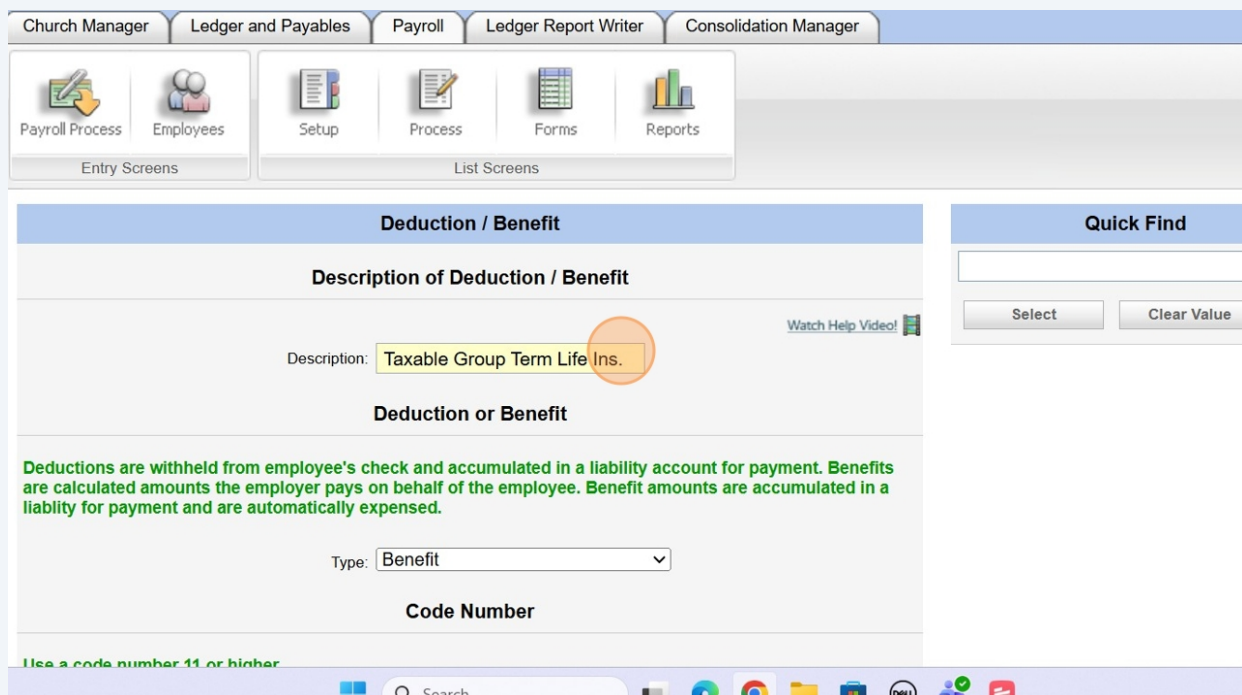
Select a Deduction or Benefit from the template list below to insert a new Deduction or Benefit. You may Edit the Deduction/Benefit for your needs. REQUIRED: You must link for all Gross Pay Accounts on the Account Distribution page to calculate a Payroll.

	Type	Description	Extended Information
Select	Benefit	403(b) Employer Benefit	Percentage of gross pay to be paid by employer on behalf of the employee expense account and a liability account for payment.
Select	Benefit	Health Care Benefit	Health care cost provided to employees by the employer as a benefit. Incl plans.
Select	Benefit	Taxable Group Term Life Ins.	Used to record and report on W-2 the cost of group term life insurance pro Increases taxable wages.
Select	Deduction	403(b) Employee Deduction	Withhold a percent of gross pay from employee. Taken before Federal and and Medicare.

12 Click "Edit" to change the name and check the settings.



13 Click here and rename the benefit.



14 Rename the benefit "MN Pd Leave-Employer"

Deduction / Benefit

Description of Deduction / Benefit

Description:

Deduction o MN Paid Leave Employee Ded...
MN Pd Leave-Employer X

Deductions are withheld from employee's check and accumulated in a liability for payment. Benefits are calculated amounts the employer pays on behalf of the employee. Benefit amounts are accumulated in a liability for payment and are automatically expensed.

Type:

Code Number

Use a code number 11 or higher.

Quick Find

Select Clear

15 Make sure that all of the Subject to Tax boxes are unchecked. Click here

Code Number:

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category:

Subject to Tax

The amount of this benefit will be added to taxable wage amounts when calculating the checked taxes below, thereby increasing the amount of tax.

☒ Social Security
☒ Medicare
☒ Federal
☒ State
☒ Local

Submit Cancel Delete

42°F Sunny

Search

Google, Microsoft, Dell, and other logos are visible in the taskbar.

42°F Sunny

Search

Google Drive

Google Chrome

Google Docs

Google Sheets

Google Slides

Google Maps

Google Calendar

Google Assistant

Google Photos

Google Play Store

Google News

Google Search

Code Number: 23

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

The amount of this benefit will be added to taxable wage amounts when calculating the checked taxes below, thereby increasing the amount of tax.

☐ Social Security

☐ Medicare

☐ Federal

☒ State

☒ Local

Submit

Cancel

Delete

42°F Sunny

Search

Code Number: 23

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

The amount of this benefit will be added to taxable wage amounts when calculating the checked taxes below, thereby increasing the amount of tax.

☐ Social Security

☐ Medicare

☐ Federal

☐ State

☒ Local

Submit

Cancel

Delete

42°F Sunny

Search

16 Click "Submit"

Code Number: 23

W2 Category

Used for checking applicable boxes for Form W-2 printing.

Category: Other

Subject to Tax

The amount of this benefit will be added to taxable wage amounts when calculating the checked taxes below, thereby increasing the amount of tax.

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

Submit Cancel Delete

17 Click "Employees"

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/DeductionBenefitList.aspx

Cemetery IRS information Vendors St Adrian Bookmarks ParishSOFT Account... ParishSOFT Family... Microsoft Office Ho... ParishSOFT T

ParishSOFT Accounting

Cindy Olson Diocese of Winona-Rochester, Septe

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Payroll Process Employees Setup Process Forms Reports

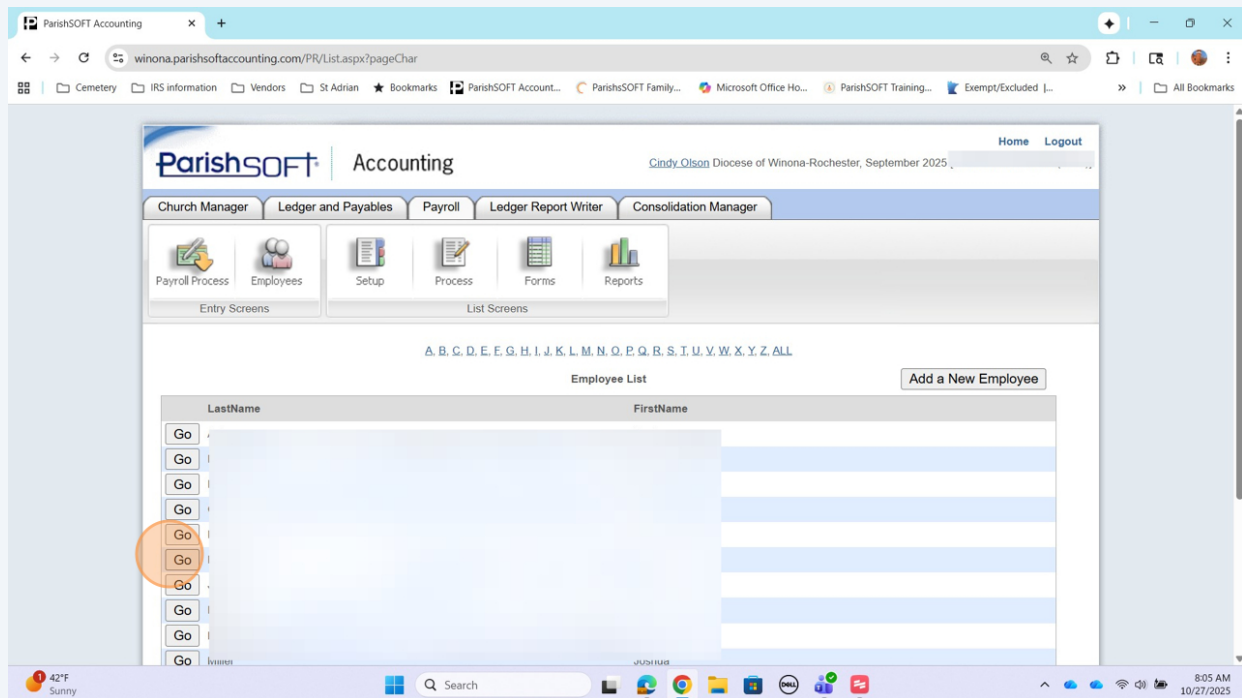
Entry Screens List Screens

Add a New Deduction/Benefit From Template

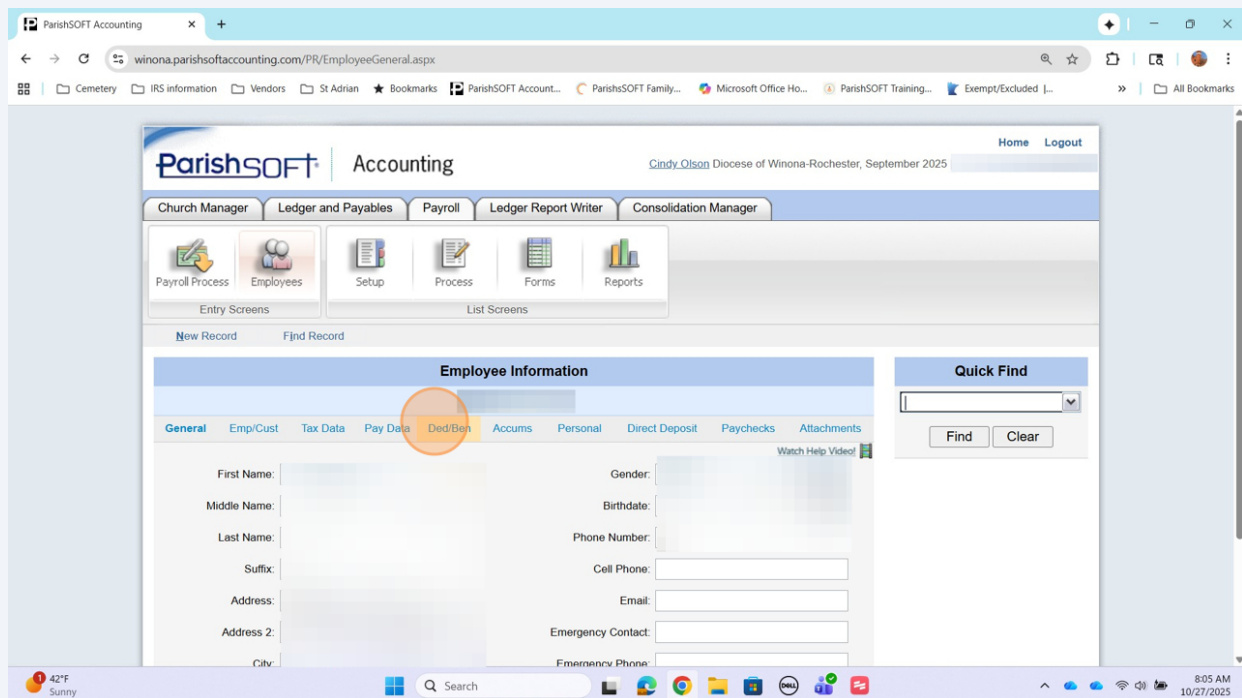
Deductions/Benefits

	Code	Type	Description	Category	Effect on Taxes and Wages
Edit	1	Benefit	Social Security Employer	System	
Edit	1	Deduction	Social Security Withheld	System	
Edit	2	Benefit	Medicare Employer	System	

18 Select an active employee and click "Go"



19 Click "Ded/Ben"



20 Click "More Lines"

ParishSOFT Accounting

Cindy Olson Diocese of Winona-Rochester, September 2025

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1	11 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
2	12 Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
3	17 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
Total:		0.00	9.00	2,999,999.97		

Quick Find

Find Clear

More Lines

Submit Delete

https://winona.parishsoftaccounting.com/PR/EmployeeDB.aspx#

42°F Sunny

8:05 AM 10/27/2025

21 Click here

ParishSOFT Accounting

Cindy Olson Diocese of Winona-Rochester, September 2025

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1	11 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
2	12 Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
3	17 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
4						
5						
Total:		0.00	9.00	2,999,999.97		

Quick Find

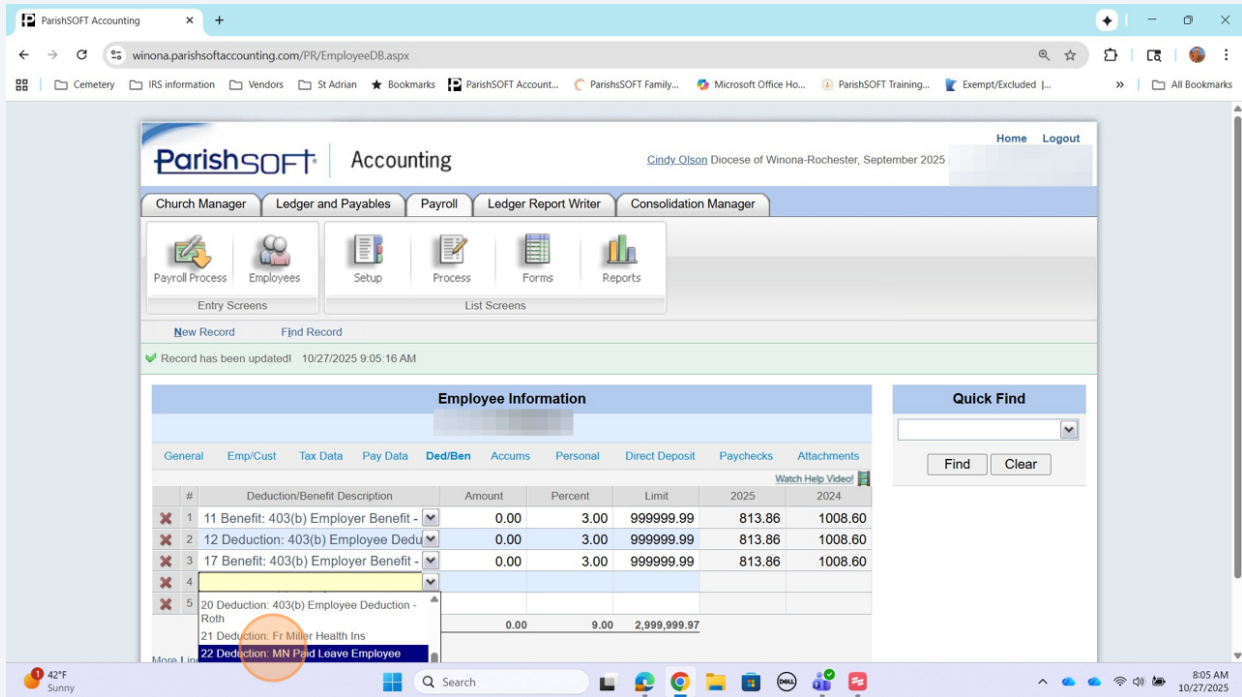
Find Clear

https://winona.parishsoftaccounting.com/PR/EmployeeDB.aspx#

42°F Sunny

8:05 AM 10/27/2025

22 Click here to add the new deduction



ParishSOFT Accounting

Cindy Olson Diocese of Winona-Rochester, September 2025

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

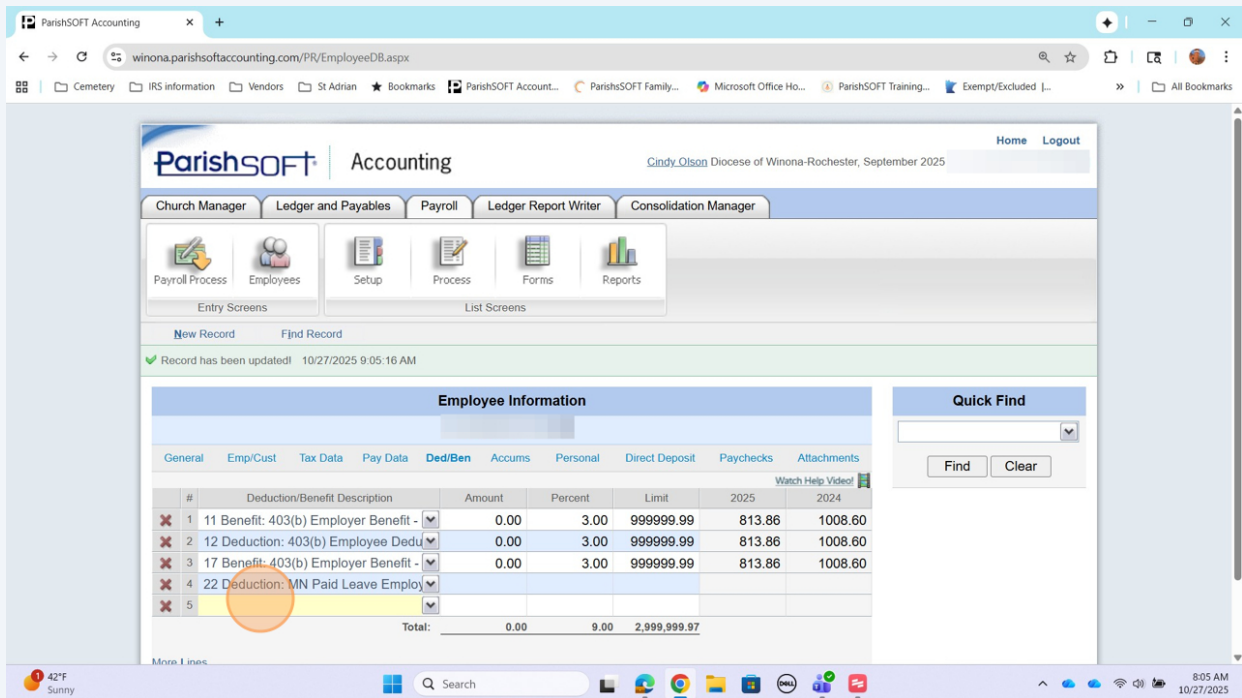
Watch Help Video!

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
11	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
12	Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
17	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
20	Deduction: 403(b) Employee Deduction - Roth	0.00	9.00	2,999,999.97		
21	Deduction: Fr Miller Health Ins					
22	Deduction: MN Paid Leave Employee					
Total:		0.00	9.00	2,999,999.97		

Quick Find

Find Clear

23 Click here to add the new benefit line



ParishSOFT Accounting

Cindy Olson Diocese of Winona-Rochester, September 2025

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

Watch Help Video!

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
11	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
12	Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
17	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
22	Deduction: MN Paid Leave Employee					
Total:		0.00	9.00	2,999,999.97		

Quick Find

Find Clear

24 Click to add the MN Pd Leave Employer benefit.

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

Quick Find

Find | Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1	11 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
2	12 Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
3	17 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
4	22 Deduction: MN Paid Leave Employ					
5						
20	Deduction: 403(b) Employee Deduction - Roth	0.00	9.00	2,999,999.97		
21	Deduction: Fr Miller Health Ins					
22	Deduction: MN Paid Leave Employee Deduction					
23	Benefit: MN Pd Leave-Employer					

Submit | Delete

25 Click here to enter the employee withholding percentage

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

Quick Find

Find | Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1	11 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
2	12 Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
3	17 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
4	22 Deduction: MN Paid Leave Employ					
5	23 Benefit: MN Pd Leave-Employer					

Total: 0.00 9.00 2,999,999.97

Submit | Delete

26

Click here and type in .44 (after you have completed/closed your last December 2025 payroll).

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

Quick Find

Find | Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
11	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
12	Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
17	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
22	Deduction: MN Paid Leave Employ		.44			
23	Benefit: MN Pd Leave-Employer					
Total:		0.00	9.00	2,999,999.97		

More Lines

Submit | Delete

42°F Sunny | Search | 8:05 AM 10/27/2025

27

Click on the next line (employer portion) and enter .22 for small employers or .44 for large employers (after you have completed/closed your last December 2025 payroll).

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accruals | Personal | Direct Deposit | Paychecks | Attachments

Quick Find

Find | Clear

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
11	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
12	Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
17	Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
22	Deduction: MN Paid Leave Employ	0.00	0.44			
23	Benefit: MN Pd Leave-Employer		.22			
Total:		0.00	9.44	2,999,999.97		

More Lines

Submit | Delete

42°F Sunny | Search | 8:05 AM 10/27/2025

28

Click "Submit". Repeat the process until all of your active employees have been updated with the new information. DO not enter the percentages until after your last December 2025 payroll has been completed/closed!

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/EmployeeDB.aspx

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

New Record | Find Record

Record has been updated! 10/27/2025 9:05:16 AM

Employee Information

General | Emp/Cust | Tax Data | Pay Data | **Ded/Ben** | Accums | Personal | Direct Deposit | Paychecks | Attachments

#	Deduction/Benefit Description	Amount	Percent	Limit	2025	2024
1	11 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
2	12 Deduction: 403(b) Employee Dedu	0.00	3.00	999999.99	813.86	1008.60
3	17 Benefit: 403(b) Employer Benefit -	0.00	3.00	999999.99	813.86	1008.60
4	22 Deduction: MN Paid Leave Employ	0.00	0.44			
5	23 Benefit: MN Pd Leave-Employer	0.00	0.22			
Total:		0.00	9.66	2,999,999.97		

More Lines

Submit Delete

Quick Find

Find Clear

42°F Sunny 8:05 AM 10/27/2025

29

Click "Ledger and Payables" to activate the MN Paid Leave liability and expense accounts (if you have not already done this)

ParishSOFT Accounting

winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx

Church Manager | **Ledger and Payables** | Payroll | Ledger Report Writer | Consolidation Manager

Payroll Process | Employees | Setup | Process | Forms | Reports

Entry Screens | List Screens

Account Distributions

Wages: E-10-00-15-5044-00 5044BG00P00

Account Code

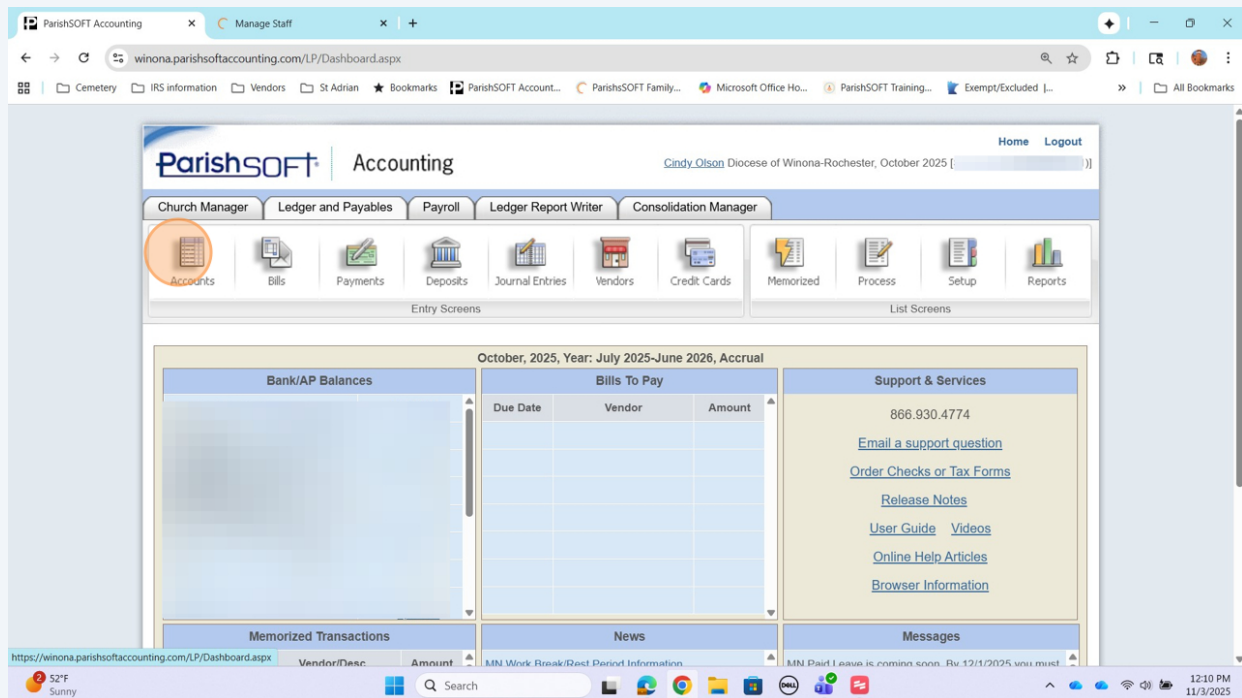
Find Acco

Deductions

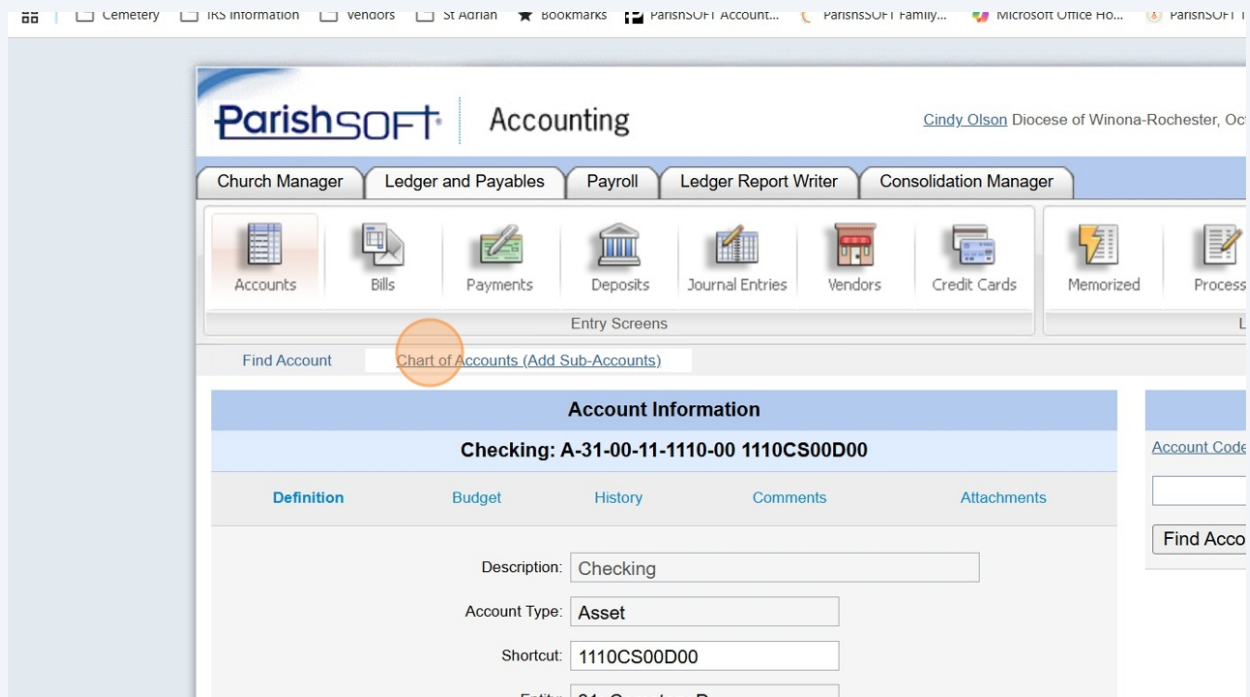
#	Code	Description	State	Liability
1	1	Social Security Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02
2	2	Medicare Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02

Watch Help Video!

30 Click "Account"



31 Click "Chart of Accounts (Add Sub-Accounts)"



32 Click here

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process

Entry Screens

Chart of Accounts

Account Type: Income

Entity: 10: Parish

Funding Source: 0: Unrestricted

Department:

Natural Account: 4550: Special Collections to be Forw

Description:

3 records returned

33 Click "Funding Source:"

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process

Entry Screens

Chart of Accounts

Account Type: Income

Asset

Liability

Net Asset

Income

Expense

Dedicated

Description:

3 records returned

34 Click Natural Account

Chart of Accounts

Account Type: Liability

Entity: 10: Parish

Funding Source: 0: Unrestricted

Class:

Natural Account:

Description:

3 records returned

35 Click "Employment Liabilities"

Chart of Accounts

Account Type: Liability

Entity: 10: Parish

Funding Source: 0: Unrestricted

Class:

Natural Account:

Description:

3 records returned

- 2209: Catholic Home Missions
- 2210: Black/Native American
- 2211: World Mission Sunday
- 2212: Campaign for Human Development
- 2213: Retirement Fund For Religious
- 2214: Catholic University
- 2215: Archdiocese for the Military Servic
- 2216: Pastoral Solidarity Fund for the Ch
- 2217: Missionary Cooperative Plan
- 2218: Natural Disaster Assistance
- 2219: Other USCCB Collections
- 2300: Funds Held for Others
- 2325: Funds Held as an Agent for Oth
- 2330: Fees Collected for Trips
- 2350: Due To / Due From
- 2400: Employment Liabilities**
- 2400: Employment Liabilities

36 Click "Search"

ParishSOFT Accounting Cindy Olson Diocese of Winona-Rochester, October 2025

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Accounts | Bills | Payments | Deposits | Journal Entries | Vendors | Credit Cards | Memorized | Process

Entry Screens | List Screens

Chart of Accounts

Account Type: Liability Search Show All

Entity: 10: Parish

Funding Source: 0: Unrestricted

Class:

Natural Account: 2400: Employment Liabilities

Description:

37 Click here to enable MN Paid Leave Withholding

☐ L-10-00-20-2400-00, Employee withholding, 2400AP00P00

L-10-00-20-2400-01, Federal Withholding, 2400AP01P00

L-10-00-20-2400-02, FICA/Medicare Withholding, 2400AP02P00

L-10-00-20-2400-03, Minnesota Withholding, 2400AP03P00

☐ L-10-00-20-2400-04, Other States Withholding, 2400AP04P00

L-10-00-20-2400-05, 403(b) Pension Withholding, 2400AP05P00

☐ L-10-00-20-2400-06, Flex Plan Dependent Care, 2400AP06P00

L-10-00-20-2400-07, Flex Plan Medical, 2400AP07P00

L-10-00-20-2400-08, Health Insurance, 2400AP08P00

L-10-00-20-2400-09, Roth IRA Withholdings, 2400AP09P00

L-10-00-20-2400-10, Life Insurance, 2400AP10P00

L-10-00-20-2400-11, Supplemental Life Insurance, 2400AP11P00

☐ L-10-00-20-2400-12, MN Paid Leave Withholding, 2400AP12P00

☐ L-10-00-20-2400-13, LTD Insurance, 2400AP13P00

☐ L-10-00-20-2400-14, Accident Insurance, 2400AP14P00

☐ L-10-00-20-2400-15, Priest Pension Withholding, 2400AP15P00

☐ L-10-00-20-2400-16, Critical Illness Insurance, 2400AP16P00

☐ L-10-00-20-2400-17, Dental Insurance, 2400AP17P00

☐ L-10-00-20-2400-18, Vision Insurance, 2400AP18P00

☐ L-10-00-20-2400-19, Hospital Indemnity Insurance, 2400AP19P00

☐ L-10-00-20-2400-20, Other Withholding, 2400AP20P00

[Add Sub-Account](#)

38 Click "Submit"

L-10-00-20-2400-05, 403(b) Pension Withholding, 2400AP05P00

☐ L-10-00-20-2400-06, Flex Plan Dependent Care, 2400AP06P00

L-10-00-20-2400-07, Flex Plan Medical, 2400AP07P00

L-10-00-20-2400-08, Health Insurance, 2400AP08P00

L-10-00-20-2400-09, Roth IRA Withholdings, 2400AP09P00

L-10-00-20-2400-10, Life Insurance, 2400AP10P00

L-10-00-20-2400-11, Supplemental Life Insurance, 2400AP11P00

☒ L-10-00-20-2400-12, MN Paid Leave Withholding, 2400AP12P00

☐ L-10-00-20-2400-13, LTD Insurance, 2400AP13P00

☐ L-10-00-20-2400-14, Accident Insurance, 2400AP14P00

☐ L-10-00-20-2400-15, Priest Pension Withholding, 2400AP15P00

☐ L-10-00-20-2400-16, Critical Illness Insurance, 2400AP16P00

☐ L-10-00-20-2400-17, Dental Insurance, 2400AP17P00

☐ L-10-00-20-2400-18, Vision Insurance, 2400AP18P00

☐ L-10-00-20-2400-19, Hospital Indemnity Insurance, 2400AP19P00

☐ L-10-00-20-2400-20, Other Withholding, 2400AP20P00

[Add Sub-Account](#)

Submit **Cancel**

39 Click "Chart of Accounts (Add Sub-Accounts)"

ParishSOFT Accounting Cindy Olson Diocese of Winona-Rochester, Oc

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process

Entry Screens

Find Account **Chart of Accounts (Add Sub-Accounts)**

Account Information

Checking: A-31-00-11-1110-00 1110CS00D00

Account Code

Find Acco

Definition	Budget	History	Comments	Attachments
Description: Checking				
Account Type: Asset				
Shortcut: 1110CS00D00				
Editor: 24-00-00-00-00-00				

40 Click here

ParishSOFT® Accounting Cindy Olson Diocese of Winona-Rochester, Oc

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process

Entry Screens

Chart of Accounts

Account Type
Liability

Entity
10: Parish

Funding Source:
0: Unrestricted

Class:

Natural Account:
2400: Employment Liabilities

Description

21 records returned

41 Click "Expense"

Church Manager Ledger and Payables Payroll Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process

Entry Screens

Chart of Accounts

Account Type
Liability

Asset
Liability
Net Asset
Income
Expense
Dedicated

Description

21 records returned

52°F Sunny

Search

42 Click "Natural Account"

Chart of Accounts

Account Type: Expense

Entity: 10: Parish

Funding Source: 0: Unrestricted

Department:

Natural Account:

Description:

259 records returned

43 Click "5052:MN Paid Leave Expense"

Chart of Accounts

Account Type: Expense

Entity: 10: Parish

Funding Source: 0: Unrestricted

Natural Account: 5052: MN Paid Leave Tax Expense

Description:

259 records returned

44 Click "Search"

ParishSoft Accounting Sunny 52°F Diocese of Winona-Rochester, October 2024

Church Manager | Ledger and Payables | Payroll | Ledger Report Writer | Consolidation Manager

Accounts | Bills | Payments | Deposits | Journal Entries | Vendors | Credit Cards | Memorized | Process

Entry Screens | List Screens

Chart of Accounts

Account Type
Expense

Entity
10: Parish

Funding Source:
0: Unrestricted

Department:
[Empty]

Natural Account:
5052: MN Paid Leave Tax Expense

Description
[Empty]

Search **Show All**

259 records returned

45 Click to enable the accounts needed based on the departments used for your payroll.

Funding Source:
0: Unrestricted

Department:
[Empty]

Natural Account:
5052: MN Paid Leave Tax Expense

Description
[Empty]

8 records returned

Expense

- Unrestricted**
 - Building & Grounds-Parish**
 - MN Paid Leave Tax Expense**
☒ E-10-00-15-5052-00, MN Paid Leave Tax Expense, 5052BG00P00
[Add Sub-Account](#)
- Evangelization**
 - MN Paid Leave Tax Expense**
☐ E-10-00-38-5052-00, MN Paid Leave Tax Expense, 5052EV00P00
[Add Sub-Account](#)
- Faith Formation - Adult**
 - MN Paid Leave Tax Expense**
☐ E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052FA00P00

52°F Sunny

Search

46 Click "Submit"

Faith Formation - Youth
MN Paid Leave Tax Expense
☒ E-10-00-30-5052-00, MN Paid Leave Tax Expense, 5052FY00P00
[Add Sub-Account](#)

General & Administrative
MN Paid Leave Tax Expense
☒ E-10-00-10-5052-00, MN Paid Leave Tax Expense, 5052GA00P00
[Add Sub-Account](#)

Liturgy & Worship
MN Paid Leave Tax Expense
☒ E-10-00-20-5052-00, MN Paid Leave Tax Expense, 5052LW00P00
[Add Sub-Account](#)

Pastoral Ministry
MN Paid Leave Tax Expense
☐ E-10-00-35-5052-00, MN Paid Leave Tax Expense, 5052PM00P00
[Add Sub-Account](#)

Youth Ministry
MN Paid Leave Tax Expense
☐ E-10-00-33-5052-00, MN Paid Leave Tax Expense, 5052YM00P00
[Add Sub-Account](#)

Submit **Cancel**

47 Click "Payroll"

ParishSOFT Accounting x Manage Staff x +

winona.parishsoftaccounting.com/LP/Account.aspx

Cemetery IRS information Vendors St Adrian Bookmarks ParishSOFT Account... ParishSOFT Family... Microsoft Office Ho... ParishSOFT T

ParishSOFT Accounting [Cindy Olson](#) Diocese of Winona-Rochester, Oc

Church Manager Ledger and Payables **Payroll** Ledger Report Writer Consolidation Manager

Accounts Bills Payments Deposits Journal Entries Vendors Credit Cards Memorized Process

Entry Screens

Find Account Chart of Accounts (Add Sub-Accounts)

Account Information

Checking: A-31-00-11-1110-00 1110CS00D00

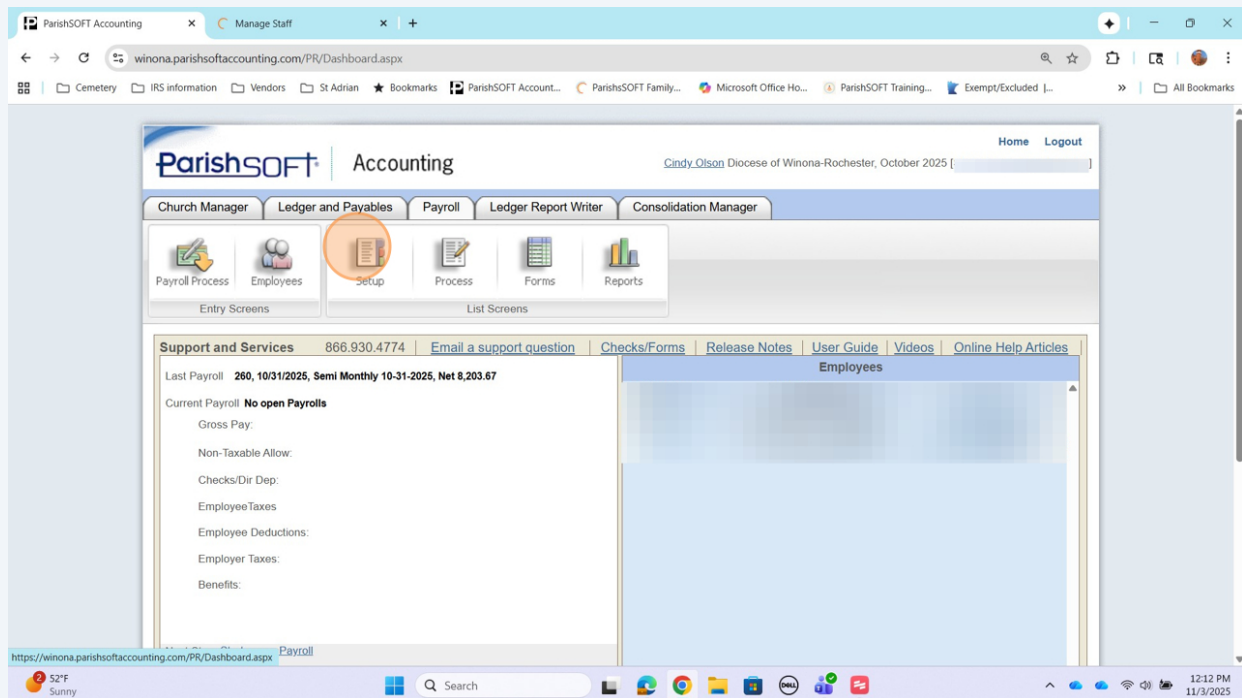
Definition Budget History Comments Attachments

Description:

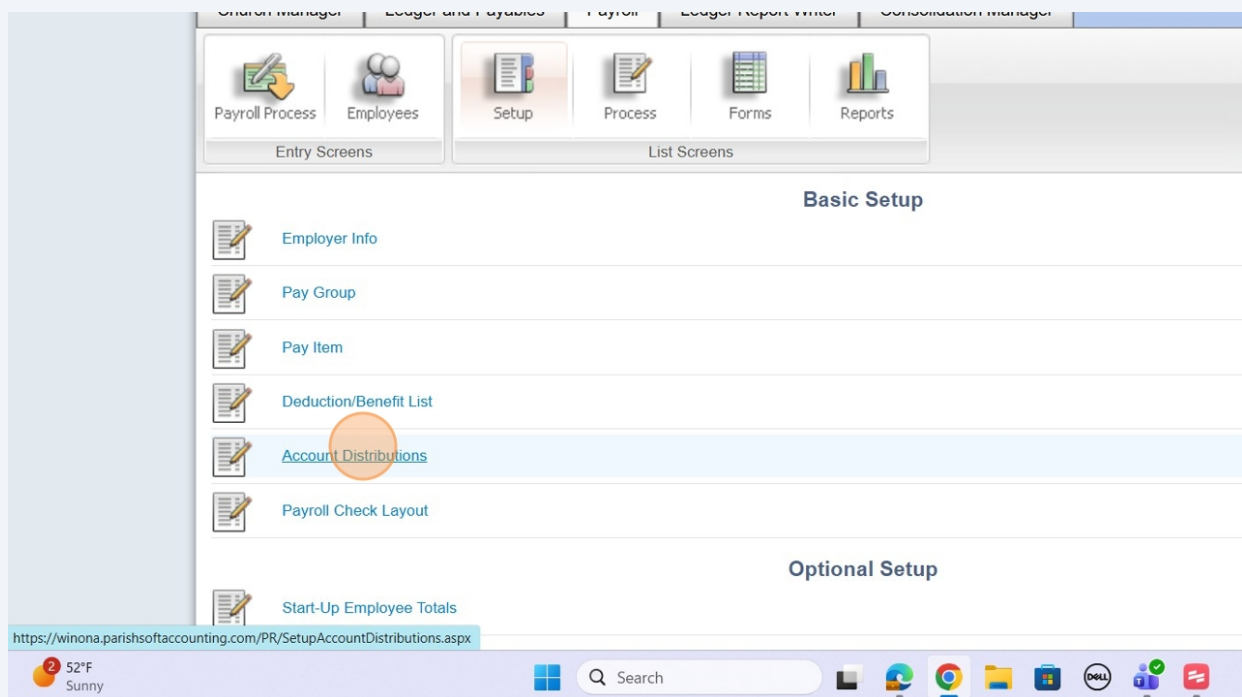
[Account Code](#)

Find Acco

48 Click "Setup"



49 Click "Account Distributions"



50 Click here

Accounting [Cindy Olson](#) Diocese of Winona-Rochester, October 2025 [St Catherine Church (3/91)]

ables Payroll Ledger Report Writer Consolidation Manager

Setup Process Forms Reports

List Screens

Account Distributions

Tracking: A-31-00-11-1110-00 1110CS00D00

[Watch Help Video!](#)

State	Liability
MN	
MN	
MN	
MN	
MN	
MN	
MN	
MN	
MN	
MN	
MN	

Quick Find

[Account Code](#) [Description](#) [Shortcut](#)

Find Account

Clear Value

51 Click "Find Account"

ables Payroll Ledger Report Writer Consolidation Manager

Setup Process Forms Reports

List Screens

Account Distributions

Tracking: A-31-00-11-1110-00 1110CS00D00

[Watch Help Video!](#)

State	Liability
MN	
MN	
MN	
MN	
MN	
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MN	
MN	
MN	
MN	

Quick Find

[Account Code](#) [Description](#) [Shortcut](#)

5044BG00P00: Wages E-10-00-15-504

Find Account

Clear Value

Search

12:12 PM
11/3/2025

52 Click here to add the MN Paid Leave Liability Account

1	1	Social Security Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02	▼
2	2	Medicare Withheld	MN	2400AP02P00: FICA/Medicare Withholding L-10-00-20-2400-02	▼
3	3	Federal	MN	2400AP01P00: Federal Withholding L-10-00-20-2400-01	▼
4	4	State	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
5	6	Local	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
6	12	403(b) Employee Deducti	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
7	14	Employee Health Insuranc	MN	2400AP08P00: Health Insurance L-10-00-20-2400-08	▼
8	15	Flex Plan Medical Deduct	MN	2400AP07P00: Flex Plan Medical L-10-00-20-2400-07	▼
9	16	Supplemental Life Insuranc	MN	2400AP11P00: Supplemental Life Insurance L-10-00-20-2400-11	▼
10	20	403(b) Employee Deducti	MN	2400AP09P00: Roth IRA Withholdings L-10-00-20-2400-09	▼
11	21	Fr Miller Health Ins	MN	5057GA00P00: Priest-Health/Dental Insurance E-10-00-10-5057-	▼
12	22	MN Paid Leave Employee	MN		▼

#	Code	Description	Liability	Ex
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051BG00P00: FICA and M
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051BG00P00: FICA and M
3	11	403(b) Employer Benefit -	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063BG00P00: Pension E-1
4	13	Health Care Insurance	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059BG00P00: Health/Dent
5	17	403(b) Employer Benefit -	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063BG00P00: Pension E-1
6	23	MN Pd Leave-Employer		

Submit Copy

53 Click here to add the MN Paid Leave Liability account

4	4	State	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
5	6	Local	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
6	12	403(b) Employee Deducti	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
7	14	Employee Health Insuranc	MN	2400AP08P00: Health Insurance L-10-00-20-2400-08	▼
8	15	Flex Plan Medical Deduct	MN	2400AP07P00: Flex Plan Medical L-10-00-20-2400-07	▼
9	16	Supplemental Life Insuranc	MN	2400AP11P00: Supplemental Life Insurance L-10-00-20-2400-11	▼
10	20	403(b) Employee Deducti	MN	2400AP09P00: Roth IRA Withholdings L-10-00-20-2400-09	▼
11	21	Fr Miller Health Ins	MN	5057GA00P00: Priest-Health/Dental Insurance E-10-00-10-5057-	▼
12	22	MN Paid Leave Employee	MN	2400AP12P00: MN Paid Leave Withholding L-10-00-20-2400-12	▼

#	Code	Description	Liability	Ex
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051BG00P00: FICA and M
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051BG00P00: FICA and M
3	11	403(b) Employer Benefit -	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063BG00P00: Pension E-1
4	13	Health Care Insurance	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059BG00P00: Health/Dent
5	17	403(b) Employer Benefit -	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063BG00P00: Pension E-1
6	23	MN Pd Leave-Employer		

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<https://winona.parishsoftaccounting.com/PR/SetupAccountDistributions.aspx#>

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Search

54

Press **Tab** and add the appropriate **MN Paid Leave Tax Expense** account under the **Expense** heading.

55

Click "Submit" Do this for all your employee wage related accounts (including Accounts Receivable accounts for shared employees).

4	4	State	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
5	6	Local	MN	2400AP03P00: Minnesota Withholding L-10-00-20-2400-03	▼
6	12	403(b) Employee Deducti	MN	2400AP05P00: 403(b) Pension Withholding L-10-00-20-2400-05	▼
7	14	Employee Health Insuranc	MN	2400AP08P00: Health Insurance L-10-00-20-2400-08	▼
8	15	Flex Plan Medical Deduct	MN	2400AP07P00: Flex Plan Medical L-10-00-20-2400-07	▼
9	16	Supplemental Life Insura	MN	2400AP11P00: Supplemental Life Insurance L-10-00-20-2400-11	▼
10	20	403(b) Employee Deducti	MN	2400AP09P00: Roth IRA Withholdings L-10-00-20-2400-09	▼
11	21	Fr Miller Health Ins	MN	5057GA00P00: Priest-Health/Dental Insurance E-10-00-10-5057-	▼
12	22	MN Paid Leave Employee	MN	2400AP12P00: MN Paid Leave Withholding L-10-00-20-2400-12	▼

Benefits

#	Code	Description	Liability	Expense
1	1	Social Security Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051BG00P00: FICA and Medicare Taxes E-10-00-1
2	2	Medicare Employer	2400AP02P00: FICA/Medicare Withholding L-10-00-20-24	5051BG00P00: FICA and Medicare Taxes E-10-00-1
3	11	403(b) Employer Benefit -	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063BG00P00: Pension E-10-00-15-5063-00
4	13	Health Care Insurance	2400AP08P00: Health Insurance L-10-00-20-2400-08	5059BG00P00: Health/Dental/Life/LTD Insurance E-
5	17	403(b) Employer Benefit -	2400AP05P00: 403(b) Pension Withholding L-10-00-20-24	5063BG00P00: Pension E-10-00-15-5063-00
6	23	MN Pd Leave-Employer	2400AP12P00: MN Paid Leave Withholding L-10-00-20-24	5052BG00P00: MN Paid Leave Tax Expense E-10-0

Submit

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