FEMS Tip Sheet: How to Create CRA Claims



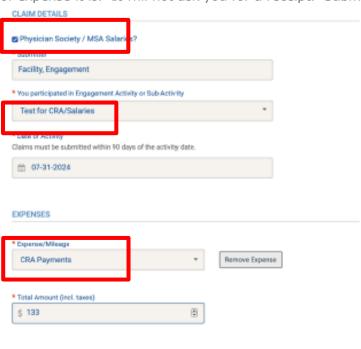
A governance claim is for any director of a **PHYSICIAN SOCIETY** to attend a facility engagement governance activity (i.e., an MSA executive meeting, a working group meeting, etc.). Because directors of a physician society are considered employees, these claims have payroll taxes and CPP deducted. Your accounting software does these calculations. Once a governance claim is marked paid in FEMS, an expense must be added to FEMS to account for the employer portion of the CPP expense filed with the CRA.

How to solve it in FEMS

1. FEMS ADMINISTRATORS: Create a new engagement activity named CRA Expenses and be sure to select the relevant MOU category noted below.



2. **FINANCE ADMINISTRATORS:** When submitting a claim for CRA payments select Submit an Expense. Click the text box at the top of the claim and select the activity from step 1. Select which type of expense it is. It will not ask you for a receipt. Submit claim as usual.



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- 3. The claim will automatically move to PAID status in FEMS, no approval required.
 - NOTE: If you need to adjust the claim, or it was made in error, you can reverse the claim as noted below and it will move to declined status.

Claim #5YVGZR

Claim #5YVGZR

Paid

Add Comment Reverse Salary Claim

CLAIM DETAILS

Contract Contract

Claimant Facility, Engagement

Date of Submission Aug. 01, 2024

Date of Activity Jul. 30, 2024

Physician Society/MSA F.E. Services Inc.

Engagement Activity Test for CRA/Salaries

4. Complete the payment to CRA as normal.