



# **Payroll User's Guide**

Version 8.0

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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## CHAPTER 1

# 1

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## Introduction

### Welcome to OSAS

Welcome to the Payroll application for OPEN SYSTEMS Accounting Software® (OSAS®). Payroll helps you automatically figure employee wages; federal, state, and local withholding; and deductions. Payroll also tracks bonus pay and sick and vacation time and accumulates information for tax reporting. Finally, Payroll helps you produce paychecks, reports, and employee W-2 forms.

Payroll plugs into Resource Manager, the foundation of OSAS. Consult the Resource Manager guide for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

### About This Guide

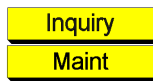
This guide describes the functions that make up the Payroll application and gives details on how Payroll fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Payroll application, and describes the basics of the Payroll system and how to navigate around OSAS.

- Chapter 2, Installation and Conversion, details how to install Payroll using Resource Manager and how to create or convert the data files it requires.
- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Payroll.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Payroll menu.
- The Appendixes contain supplementary material not directly related to Payroll functionality.
- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

## Conventions

This guide uses the following conventions to present information.



When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-32 and page 1-36 for more information on these commands.

When you see the phrase “use the **Proceed (OK)** command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.



If you use the Direct Deposit application that is available for Payroll, additional features and functions were added to Payroll when you installed Direct Deposit. When a feature or function has been added and is only available when you use Payroll with Direct Deposit, the Direct Deposit icon appears in the margin. See page 1-15 for more information.



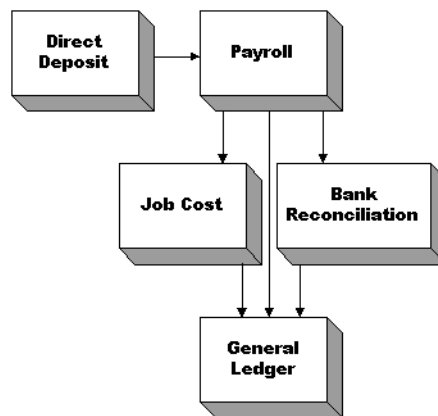
If a function or feature is only available if the Banking application is installed, this banking flag appears in the margin.

# The Payroll System

Use the Payroll system to automatically figure employee wages; federal, state, and local withholding; and deductions. The Payroll system also tracks bonus pay and sick and vacation time and accumulates information for tax reporting. Finally, use the Payroll system to produce paychecks, reports, and employee W-2 forms.

## Application Interaction

Payroll can be used as a standalone application, but you get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications, reducing data entry time and the number of errors that might creep in along the way.

## Menu Structure

The Payroll menu structure is similar to the structure of other OSAS applications. Functions appear roughly in order of use.

### **Codes Maintenance**

Use the functions on the **Codes Maintenance** menu to set up such codes for your payroll system as earning codes, deductions, and withholdings.

### **File Maintenance**

Use the functions on the **File Maintenance** menu to set up and maintain information about your employees. For example, use the **Employees** function to establish and update information about your employees.

### **Employee Inquiry**

Use the functions on the **Employee Inquiry** menu to view (but not change) information about employees. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

### **Daily Work**

Once you establish the employee records using the functions on the **File Maintenance** and **Codes Maintenance** menus, you can use the functions on the **Daily Work** menu to enter transactions for your employees. The kind of entries you make depends on how your employees are paid—whether the employee is paid by the hour or piece or whether the employee is salaried. You might not use these functions every day; if your employees are paid monthly, for example, you might enter transaction information only once a month.

After you enter transactions, you can edit and review them. Then post the transactions so that you can produce paychecks.

## Payday Work

Use the functions on the **Payday Work** menu to calculate and/or enter, produce, and post checks. The system can automatically calculate an employee's pay (for example, if the employee is salaried), or you can manually enter checks (for example, if the employee is paid according to how many pieces he or she produced).

You can also void checks, adjust vacation and sick hours accruals, and produce several reports.

## Reports

Payroll offers two categories of reports: **Payroll Reports** and **Personnel Reports**. Both types summarize information from files. Payroll reports list information primarily from the history files. Personnel reports list information from the employee files.

Use the functions on the **Reports** menu as often as necessary to produce summarized information about transactions, tax information, employees' statuses, and salary history.

## Periodic Processing

After doing daily work and producing reports, you can use the functions on the **Periodic Processing** menu to produce monthly, quarterly, and annual reports for federal, state, and local tax authorities. You can also produce a worksheet that helps you fill out the 941 form, and you can produce employee W-2s. Finally, you can close last year's files in preparation for the new year.

## Master File Lists

Information that you enter in the functions on the **File Maintenance** menu is kept in major files. Use the functions on the **Master File Lists** menu to produce lists containing the files' contents: details about employees, withholdings and deductions, and payroll formulas.

## File Information

The information you enter in Payroll functions is stored in files. Each file falls into one of four categories: employee files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

### Employee Files

The employee files serve as permanent sources of information: data stays in the files until you remove it.

The **PAEGxxx** (Employee General Information) file holds the following information, which you enter through the **Employees** function:

- general employee information (employee ID, name, address, and so on)
- employee codes (EEO code, vacation codes, earning code, and so on)
- department, group code, labor class, and payment type (hourly or salaried)
- salary and/or hourly pay rate
- pay periods per year
- job title
- accrued and taken sick and vacation time

The **PAEPxxx** (Employee Personnel) file holds the following additional employee information, which you enter through the **Employees** function:

- educational history
- pay change and bonus information
- ten user-defined dates
- comments

The **PAESxxx** (Employee Federal/State/Local Withholdings) file stores the federal, state and local withholding codes that an employee is set up to have money withheld for. A code is set up for each state or locality in which the employee works.



## Attribute Files

The attribute files hold data that you can assign to each employee. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The **PACO** (Payroll Codes) file stores information about federal, state, and local tax districts, which you enter through the **Tax Authority Setup** function. Each state or local code record contains the withholding code, tax table ID, and tax formula for the tax district. The file stores both employee- and employer-side withholding information.

The **PADExxx** (Employee Deductions) file stores information for each payroll deduction, which you enter through the **Deductions** function. Each deduction has a description and a general ledger account number; whether or not the deduction is deferred compensation, employer-paid, and calculated on gross or net pay is indicated. The **PADExxx** file also stores the employer liability account number for employer-paid withholdings and the override factors for deductions.

The **PADDxxx** (Company Deductions) file stores the payroll deduction codes and information relating to these codes, which you enter through the **Deductions** function.

The **PADPxxx** (Department) file stores general information for each department you set up: each earning code for the department, the employer-paid withholding and deduction, and pieces totals and total hours for the department. You enter this information through the **Departments** function.

The **PADXxxx** (Deduction Exclusion) file stores exclusions of earning codes from payroll deductions, which you enter through the **Deductions** function.

The **PAECxxx** (Earning Codes) file stores information that you use when entering time tickets or manual checks. Each earning code includes the following information, which you enter through the **Earning Codes** function:

- description
- whether the earning code is included in net pay and fixed withholding
- the earning type
- the general ledger account number
- the multiplier and add-to-base factor

The **PAETxxx** (Earnings Types) file stores earning codes information, which you enter through the **Earning Types** function. (Each earning code must be assigned an earning type.).

The **PAEXxxx** (Employee Exclusion) file stores withholding code exclusion records for employees and the override factors for each withholding code, which you enter through the **Employees** function.

The **PAFMHDR** (Formula Definitions) file stores the individual formula lines needed to process a function. Set up these formulas through the **Formula Maintenance** function.

The **PAFMLIN** (Formula Line Detail) file stores separate lines of a complete formula.

The **PAGDxxx** (Tax Group Detail) and the **PAGHxxx** (Tax Group Header) files store combinations of tax authorities and withholding codes for use in calculating tax withholdings for employees.

The **PAINxxx** (Payroll Information) file stores a variety of general information, which you enter through the **Payroll Information** function:

- records for state unemployment report
- company address
- bank account ID
- degree codes and descriptions

The **PALCxxx** (Labor Class) file stores the labor classes and their descriptions, which you enter through the **Labor Classes** function.

The **PARExxx** (Recurring Entries) file stores information about recurring time tickets, which you enter through the **Recurring Entries** function.

The **PAWIxxx** (Withholdings) file stores payroll information for federal, state, and local withholdings, which you enter through the **Withholdings** function. Each withholding has a description, a general ledger account number, a tax ID, and a fixed percentage (if appropriate); whether or not the withholding is employer-paid and the weeks worked limit are indicated. If the withholding is an employer-paid withholding, this file also holds the employer liability account.

The **PAWXxxx** (Withholding Exclusion) file stores the exclusions of deductions and earning codes from payroll withholding, which you enter through the **Withholdings** function.

### Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The **PACDxxx** (Checks Deductions) file stores the deductions taken for each employee paycheck.

The **PACExxx** (Checks Earning) file stores the earning codes for each employee paycheck.

The **PACHxxx** (Checks) file stores the latest batch of unposted checks that have been prepared for employees.

The **PATPxxx** (Transactions Post) file stores records that were posted after transactions were entered. Records are stored for each earning code, deduction code, and pieces (if you pay employees piece rates). Earnings can be split between paychecks if a sequence number is assigned to each transaction. The **Calculate Checks** function creates checks based on the information stored in this file. When you post checks, this file is cleared.

The **PATRxxx** (Transactions) file stores the detailed records of time tickets and miscellaneous payroll entries you make through the **Payroll Transactions** function. You can view the contents of the file by producing the Time Ticket Journal and the Miscellaneous Deductions Journal. The file is cleared when you post transactions.

The **PACWxxx** (Checks Withholdings) file stores the withholdings for each employee paycheck.

### History Files

The history files get information as a result of a post.

The **PAEDxxx** (Employee Deduction History) file stores month-to-date, quarter-to-date, and year-to date information about each employee's payroll deductions.

The **PAEExxx** (Employee Earnings History) file stores each employee's month-to-date, quarter-to-date, year-to-date earnings and hours worked—both gross and net pay amounts.

The **PAEMxxx** (Employee Miscellaneous History) file stores miscellaneous historical information for each employee: weeks worked, allocated tips, cost of GTLI, DCB, 457 and non-457 plans for each month, advance EIC payments, uncollected Medicare, and other information.

The **PAEWxxx** (Employee Withholding History) file stores month-to-date, quarter-to-date, and year-to-date information about each employee's payroll withholdings.

The **PAHCxxx** (Check History) file stores general information (employee ID, department, check number) for each check you disburse for payroll expenses. Check records are deleted through the **Periodic Maintenance** function.

The **PAHDxxx** (Check Deductions History) file stores a record of the deductions taken from each check you disburse for payroll expenses. Check records (and the deductions associated with them) are deleted through the **Periodic Maintenance** function.

The **PAHExxx** (Check Earnings History) file stores a record of the earnings associated with each check you disburse for payroll expenses. Check records (and the earnings associated with them) are deleted through the **Periodic Maintenance** function.

The **PAHWxxx** (Check Withholdings History) file stores a record of the withholdings associated with each check you disburse for payroll expenses. Check records (and the withholdings associated with them) are deleted through the **Periodic Maintenance** function.

The **PATHxxx** (Transaction History) file stores the time tickets and miscellaneous payroll entries you make through the **Payroll Transactions** function. Transaction history is deleted through the **Periodic Maintenance** function.

The **PAHVxxx** (Leave Adjustment History) file stores the positive and negative adjustments you make to an employee's sick and vacation pay.

## File Interaction

### Daily, Payday, and Periodic Work

Once your Payroll system is set up, nearly all the new data in the system comes through the **PATRxxx** file. This file stores the detailed records of each transaction entry. To view the contents of the file, produce the Time Ticket Journal and the Miscellaneous Deductions Journal.

Periodically you post detailed information from the **PATRxxx** file to the **PATHxxx**, **PATPxxx**, and **PADPxxx** files. After the information is posted, the system prints the totals for the earning codes; the grand totals of all hours and wages; the totals for deductions and one-time contributions; and the grand totals of all deductions.

How often you post this information is up to you, but you must post it before you can calculate payroll checks. After the information is posted, the data from the **PATRxxx** file is deleted to make room for the next series of entries.

Here is a closer look at the relationship between the **PATRxxx** file and other files in the Payroll system.

### Posting Payroll Transactions

When you post payroll transactions, you can save the details of each transaction in the **PATHxxx** file. It keeps a record of all transactions to help you analyze your payroll expenses. Posting payroll transactions also updates the **PATPxxx** file.

When you post payroll transactions, summary information is transferred to the **PADPxxx**, **PATHxxx**, and **PATPxxx** files. They store such information as the number of hours worked and pieces produced (if appropriate); hourly and premium wages; and vacation, sick leave, or other out-of-the-ordinary payroll transactions.

The information in the **PADPxxx** file is used when you print the **Department Report** and when you post labor expense to General Ledger. The information in the **PATHxxx** file is used when you print the Transaction History Report.

The information from the **PAHDxxx**, **PAEDxxx**, **PAEExxx**, **PAEMxxx**, **PAEWxxx**, **PAHCxxx**, **PAHExxx**, **PAHWxxx**, **PATHxxx**, **PAEGxxx**, and **PAESxxx** files is used to produce, for example,

- payroll checks
- the Quarterly Employer's Tax Report
- the Quarterly Withholding Report
- the Sick Leave and Vacation Report
- the Employee Detail List
- W-2 forms and magnetic media
- the Check History Register

### Calculating Checks

With the Payroll system, you can calculate checks for any number of pay periods a year.

To calculate checks for hourly employees, the system uses the accumulated totals of the summary information posted from the **PATRxxx** file to the **PATPxxx** file since the last time you calculated checks. For salaried employees, the system reads the amount stored in the **PAEGxxx** file. For both, it reads the deduction and withholding information in the **PADExxx**, **PAEMxxx**, **PAEWxxx**, and **PAESxxx** files to calculate appropriate deductions, withholdings, and net pay, protecting against exceeding withholding limits or declining balance deductions. Check records are stored in the **PACDxxx**, **PACExxx**, **PACHxxx**, and **PACWxxx** files.

If an employee is set up to receive more than one paycheck (for example, if the employee worked in different departments or is receiving a bonus), the system automatically calculates multiple checks for the employee. If you void one of the multiple checks, the system does not recalculate the remaining checks.

If you have produced manual checks, you can use the **Manual Checks** function to recalculate them.

Information from the **PACDxxx**, **PACExxx**, **PACHxxx**, and **PACWxxx** files is used to produce

- the Edit Register
- payroll checks
- the Check Register

- the Withholding Report
- the Employer's Tax Report

After you print the paychecks and the related reports, post the check detail to the **PAHCxxx**, **PAHDxxx**, **PAHExxx**, and **PAHWxxx** files. These files store the detail of the paychecks so that you can review checks when you need to investigate salary, deduction, or tax withholding questions. Information in these files appears in the Check History Register.

Posting checks transfers summary information to the **PAEGxxx**, **PAEDxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files. This information includes such things as the number of hours recorded for each employee and the type and amounts of pay each should receive for them. Specifically, it includes earning code entries from checks, tips, pieces completed, vacation and sick leave hours and pay, and deductions and withholdings from pay.

### Year-End Maintenance

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure accomplishes the following things:

- clears out the quarter-to-date and year-to-date balances in the **PADPxxx** file
- removes history from the **PATHxxx** and **PAHCxxx** files previous to the date you specify (optional)
- clears out month-to-date and year-to-date balances and removes records of terminated employees from the **PAEDxxx**, **PAEWxxx**, **PAEPxxx**, **PAEGxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files
- creates last-year files

When you do year-end maintenance, files for the previous year are created with the extension **.LY**. You can begin processing in the new year while you are completing processing for the previous year. After you have produced your W-2s and backed up your files, you can use the **Close Last Year** function to delete last-year files and to make room for next year's entries.

**Note:** After you delete last-year files, you cannot produce W-2s unless you have backed up your files.

## Productivity Reports

Payroll includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS 8.0) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.



# Payroll with Direct Deposit

The Direct Deposit application is an add-on to the Payroll application that you can purchase separately through your value added reseller. Direct Deposit adds enhancements to Payroll functions and also adds new functions to help you set up and maintain an automatic method of depositing employee paychecks directly into employees' bank accounts. You can distribute an employee's pay among as many as six accounts.



The Direct Deposit application is an optional application that adds functionality to support employee direct deposits; it does not alter normal Payroll processing. When you see the Direct Deposit icon in the margin, it alerts you that an enhancement or function is available if you have the Direct Deposit application installed. If you do not, skip that step or paragraph.

When you install the Direct Deposit application (after you install Payroll), the **Payroll** application menu on the main menu changes to **Payroll with Direct Deposit** to indicate that you added functionality. Installing Direct Deposit also adds to the following Payroll menus:

## **Payday Work**

Enhancements are added to the **Calculate Checks** and **Manual Checks** functions to produce vouchers for employees participating in direct deposit. In addition, the **Print Direct Deposit Vouchers** and **Create Direct Deposit File** functions are added to the menu to print employee vouchers and create the file you need to send to your company's bank.

## **Periodic Processing**

The **Create Prenotification File** function is added to the menu to create a file containing account numbers and routing codes for trial runs.

|                          |                                                                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>File Maintenance</b>  | The <b>Direct Deposit</b> function is added to the menu to set up and maintain information for employees participating in direct deposit. In addition, enhancements are added to the Employer Bank Information screen in the <b>Payroll Information</b> function to enter routing code and account number information. |
| <b>Master File Lists</b> | The Employee Direct Deposit Information function is added to the menu to print a list of direct deposit transaction records and check prenotification status.                                                                                                                                                          |

See “Installation and Conversion” on page 2-1 and “Setup” on page 3-1 for more information on installing and setting up Payroll with Direct Deposit.

## File Information

Payroll with Direct Deposit uses files in addition to those described previously (page 1-6) to store employee and company direct deposit information.

The **DDDIxxx** (Direct Deposit) file stores employee information, such as names, account numbers, and bank and routing information.

The **DDVHxxx** (Voucher History) file stores voucher history. This file is cleared when you remove check history in the **Periodic Maintenance** function.

The **DDVKxxx** (Voucher) file stores voucher information used in conjunction with the **PACHxxx** (Checks) file.

## Direct Deposit Work Flow

Your work flow is divided into daily and periodic tasks.

### Daily Tasks

Depending on the size and nature of your company and your payroll, you might process your payroll once a month or every two weeks, or you might use manual checks weekly or daily to pay employees.

See “File Interaction” on page 1-11 for information on organizing other Payroll tasks.

You must do the following tasks to process direct deposit transactions:

1. Calculate checks and manual checks.
2. Print checks and vouchers for employees.
3. Generate the Direct Deposit file.
4. Send or transmit the file to your bank.
5. Produce the Paycheck Received Report.
6. Post checks.
7. Produce the Check History Register.

### **Calculate Checks and Manual Checks**

When you have finished posting payroll transactions, use the **Calculate Checks** or the **Manual Checks** function to create check information before you print checks or vouchers. When you use the **Calculate Checks** function, you can have the system calculate direct deposit transactions at the same time. When you use the **Manual Checks** function, you can choose to create an employee voucher.

### **Print Vouchers**

After you have calculated checks or created manual checks, use the **Print Direct Deposit Vouchers** function to produce vouchers for employees whose pay is directly deposited.

### **Generate and Transmit Direct Deposit File**

Use the **Create Direct Deposit File** function to generate the ACH (Automated Clearing House) file you will send to the bank. Contact your company’s bank to determine whether the file should be transmitted by modem or on a diskette. Back up this file on a diskette each time you process your payroll, and keep a copy of the ACH File Report.

## Batching

You can process multiple payrolls in a pay period for transmittal to the bank on the same day. Banks refer to this process as batching. Each direct deposit file you transmit must have a unique batch number. When you process several payroll batches in a working day, the system increments the batch number. If you process one or more additional batches on different working days before sending your direct deposit transactions to the bank, the system begins numbering batches starting at 00000001 again. This may result in different batches with the same number. To edit the batch number, use the Employer Bank Information screen in the Payroll Information function.

For example, if you process batches 1, 2, and 3 on Monday and process another batch on Tuesday, you must change Tuesday's batch number to 4.

**Note:** You can have only one batch for each ACH file.

## Print Paycheck Received Report

Produce a Paycheck Received Report to see which employees are scheduled to be paid for the pay period. The report shows which employees receive vouchers and which receive checks.

## Post Checks

Before posting checks, you must create the Direct Deposit file.

If Payroll with Direct Deposit interfaces with Bank Reconciliation, a direct deposit transaction is posted to the **BRTRxxx** (Bank Reconciliation Transactions) file, along with the disbursement entries for the regular checks.

## Print Check History Register

Produce the Check History Register as a record of earnings, deductions, withholdings, cash disbursements, and amounts that have been directly deposited, along with voucher numbers.

## Periodic Tasks

You must do the following tasks periodically:

1. Create the Prenotification file.
2. Print selected reports and lists.

### Create Prenotification File

Use the **Create Prenotification File** function whenever your company needs to add or change information for employees on direct deposit. Only employee records that have been added or changed since the last time you used this function are included in the new file, unless you choose to resend all prenotifications.

You must send the prenotification file to and receive approval from the bank before you can process direct deposit transactions for employees.

### Print Selected Reports and Lists

Periodically you will print selected reports and lists to review information about your payroll and direct deposit information. Use the functions on the **Payday Reports and Posting** submenu of the **Payday Work** menu, the **Payroll Reports** menu, the **Personnel Reports** menu, the **Periodic Processing** menu, and the **Master File Lists** menu.



# Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

**In Windows** To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

**In Other Operating Systems** To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

**Using Parameters** You can use the -u, -c, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, and company ID to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

```
C:\basis\bin\bbj.exe osasstrt.txt -q -tT00 -cD:\osas80\progrm\config.bbx - -  
uSam -cH
```

**Note:** In Windows, the **-u** and **-c** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

```
osas -t T2 -c B
```

**Note:** You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t** or **-c**) and the parameter itself.

Refer to the Resource Manager guide for more information on these parameters.

## Logging In

After you start OSAS, the login screen appears.



To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Password**. If you want to save your password so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. This check box appears only if the **Remember Password?** option is selected for your user ID in the **Users** function in Resource Manager.

Check the **Change Password?** box to change your password upon logging in. You will be prompted to enter and confirm your new password.

Finally, press **Enter** or click **OK** to log in.

This screen appears only after you have set up the system, including setting up users. See the *Resource Manager Guide* for information on setting up users and roles.



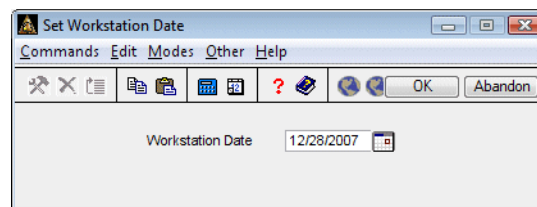
## Roles

Roles limit use of the system and protect sensitive information. Each role allows access to specific applications, menus, and functions. If you cannot select a menu or function, your assigned role is not authorized for it. Use the **Roles** function in Resource Manager to set up roles.

## Workstation Date



To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.



When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.



# Navigating OSAS

---

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens independently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

## Graphical Mode

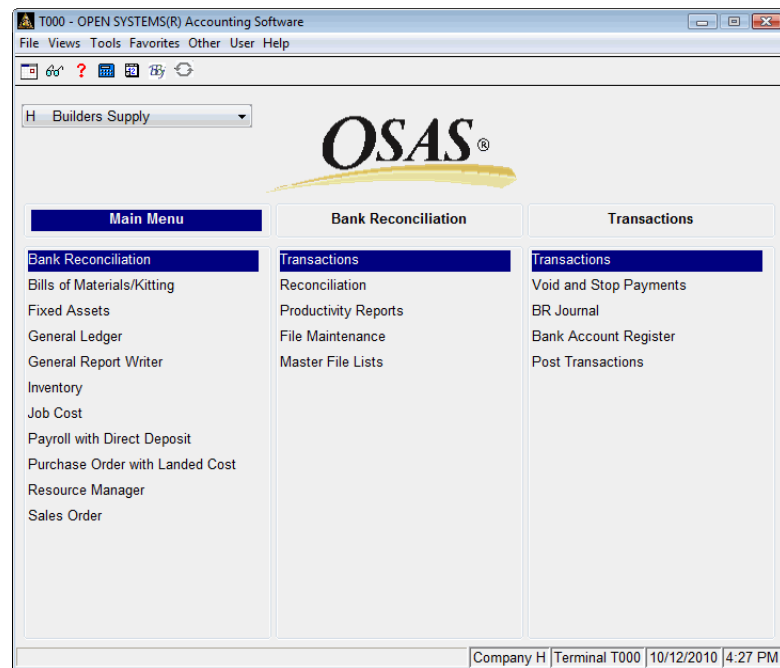
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

## Main Menu

The main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**.

### Graphical Main Menu

The graphical main menu is shown below.

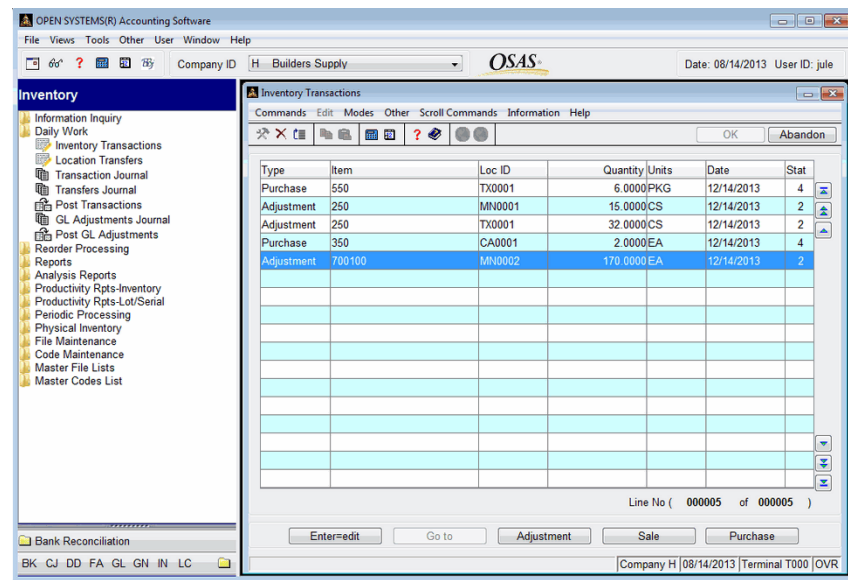


You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.
- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.
- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

## MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.



You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.
- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.
- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

## Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.

| Class      | Description     | Sales Tax | Purch Tax | Tax Collected | Tax Paid |
|------------|-----------------|-----------|-----------|---------------|----------|
| 00         | Consumer Goods  | 6.500     | 6.500     | 1307.00       | .00      |
| 01         | Resale Sales    | 0.000     | 0.000     | .00           | .00      |
| 02         | Exempt Sales    | 0.000     | 0.000     | .00           | .00      |
| 03         | Ind/Agr Prod.   | 0.000     | 0.000     | .00           | .00      |
| 04         | Interstate Comm | 0.000     | 0.000     | .00           | .00      |
| 05         | Motor Vehicles  | 0.000     | 0.000     | .00           | .00      |
| 06         | Food Products   | 0.000     | 0.000     | .00           | .00      |
| 07         | Clothing        | 0.000     | 0.000     | .00           | .00      |
| 08         | Gasoline        | 0.000     | 0.000     | .00           | .00      |
| 09         | Services        | 0.000     | 0.000     | .00           | .00      |
| Total      |                 |           |           | 1307.00       | .00      |
| Calculated |                 |           |           | 1307.01       | .00      |
| Over/Short |                 |           |           | -.01          | .00      |

You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **Page Down** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

## Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the Resource Manager guide for more information on the menus available in OSAS and their commands.

### Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

### Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult Appendix A in the Resource Manager guide for more information on the commands available on the **Other Commands** menu.

### Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult the *Resource Manager Guide* for more information on how to use the functions on the **Information** menu.

#### **Favorites Menu**

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

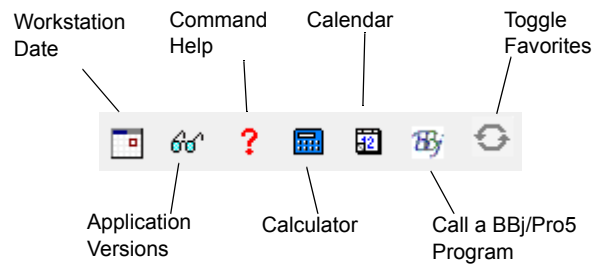
#### **Toolbars**

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.



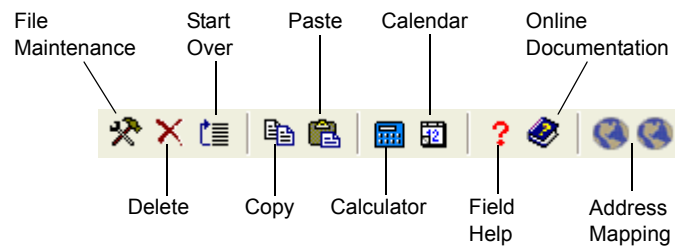
### Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.



### Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.



### Date Fields



If you use graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

## Browse



If you use graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

## Inquiry



The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

## Maintenance



The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

## Address Mapping



When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

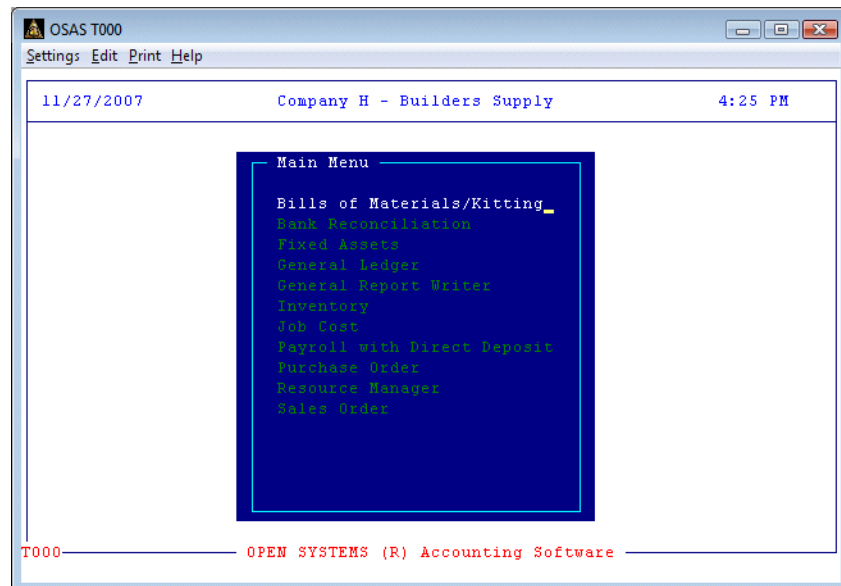
**Note:** Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

## Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

### Main Menu

The text main menu is shown below.



When you select an application, the application's menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.

- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.
- Use the mouse to click an application to view that application's menu.
- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.
- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.
- To exit from OSAS, press **F7**.

## Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.

The screenshot shows the OSAS T000 application window. The title bar reads "OSAS T000" and the menu bar includes "Settings", "Edit", "Print", and "Help". The main screen is titled "Orders" and displays "Header Information". The data shown includes:

|              |        |      |            |        |     |
|--------------|--------|------|------------|--------|-----|
| Batch ID     | 000002 | Date | 11/27/2007 | Status | New |
| Our Order No |        |      |            |        |     |
| Loc ID       | MN0001 |      |            |        |     |

Below this, there is a "Sold to:" section and a "Transaction Type" menu. The "Transaction Type" menu is a teal box with a list of options:

1. New Order
2. Shipped Order
3. Change Order
4. Verify Order
5. Miscellaneous Credits
6. Price Quote
7. Blanket Order

The cursor is positioned on option 1. Other fields visible on the screen include "Sales Rep 1", "Sales Rep 2", "Cust Level", "Terms Code", "Terms Desc", "Terms %", "Order No", "Order Date", "Inv No", "GL Period", "Taxable?", "Tax Group", and "Description". At the bottom, there are buttons for "Company H" and "Verify".

You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.
- To use a command that is listed in the command bar, press the highlighted letter.
- Use hot key commands to access information screens or to toggle commands on and off. Refer to Appendix B in the Resource Manager guide for more information on these commands and their corresponding hot keys.
- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.
- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.
- To exit the screen and return to the menu, press **F7**.

## Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to Appendix A in the Resource Manager guide for full details about the menus available in OSAS.

### Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-29 for more information on this menu.

### Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-29 for more information.

#### **Favorites Menu**

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-30 for more information on this menu.

### **Commands and Flags**

Both the text menu and text function screens let you use commands to drill down to more information, change companies, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to Appendix B in the Resource Manager guide for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.
- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-29 for more information on this menu.

**Maint**

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one “on the fly.” When you finish, press **F7** to return to the function you were using.

**Inquiry**

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.
- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed (OK)** command. Press **Ctrl+V** to toggle verification on and off.

### Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

Enter = edit, Append, Header, Totals, View, Online, Next trans

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

### Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

Verification —————  
Press <PgDn> to proceed

### Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

**Note:** Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.



# Reports

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OSAS applications contain a variety of reports that help you make the best decisions for your business. With reports, you can view transaction summaries, print audit trails of activity managed through OSAS functions, make lists of your basic master file information for reference, and analyze all aspects of your company's cash flow.

This section summarizes the basics of using reports. For detailed information on a specific report, see that report's description in the appropriate section.

## Selecting a Range of Information

To produce a report, you must specify what information you want to include in the report.

- To produce a report that includes all information available, leave the **From-Thru** fields on the report screen blank. For example, if you want to include information about all the vendors you work with in a report, leave the **Vendor ID From** and **Thru** fields blank.
- To limit the amount of information in the report, enter a range in the **From-Thru** fields. For example, if you want a report to include information only about vendor ACE001, enter **ACE001** in both the **Vendor ID From** and **Thru** fields. If you want the report to include information only about vendors that start with CO, enter **CO** at **From** and **COZZZZ** at **Thru**.
- You can also choose a non-contiguous list of values for inclusion in the report using the **Inquiry (F2)** command at the **From** field. In the inquiry window, you can select the **Tag** check mark next to any selection you want to include. In fields where you've tagged individual choices, the selection will appear as an asterisk in the From/Thru fields after the selection.

Each field where you enter information on a report screen usually restricts the overall output of the report. For example, if you leave the **Vendor ID From** and **Thru** fields blank, the report contains information about all the vendors. But if you enter invoice **100** in the **Invoice Number From** and **Thru** fields, and invoice **100** is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

## Sorting

Information for reports is sorted first by a space ( ), then by special characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the **From** and **Thru** fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID **ACL** comes before the ID **BB** because A comes before B.

Use caution when you enter codes or IDs consisting of characters other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20, and all are included in a report, you might enter **1** at **From** and **20** at **Thru**, expecting them to be listed 1, 2, 3, . . . 19, 20. However, since OSAS sorts in alphabetical order, rather than numerical order, the numbers are listed in this order: 1, 10–19, 2, 20. In this example, numbers 3–9 are not included in the sort since they fall after 20 in an alphabetical sort. To prevent this situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above, the items could be labeled 000001 through 000020.

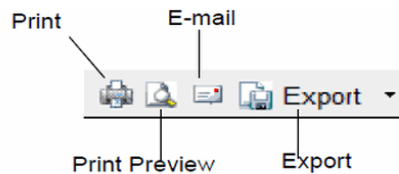
## Outputting Reports

You can output reports in a variety of ways, including printing, previewing the report on the screen, emailing the document to a recipient of your choosing, or exporting the report or form to certain file formats. The screen mode you use, either graphical or text-based, controls which output options are available to you.

## Choosing Output Types

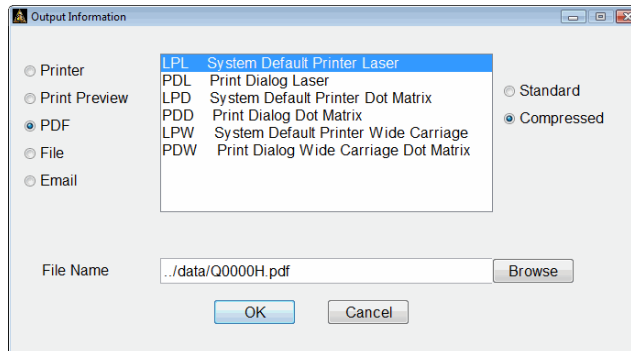
The type of report output available depends on whether you are generating a report, or a form such as an invoice, purchase order, packing slip, etc.

- If you use graphical screens to generate a report (as opposed to a form), the reports toolbar appears on the report criteria screen.



Once you finish making your selections on the report criteria screen, click your desired output option to begin generating the report. Alternatively, you can output to your default method based on your user preference settings.

- If you use graphical screens, and you are printing a form (such as an invoice, purchase order, packing slip, and so on), the Output Information dialog box appears after you select the range of information to include in the report.



Select the radio button next to the type of output you want. Select a printer from the list, and specify a file name if necessary. Click **OK** to complete the process.

- If you use text screens, the options available to you appear at the bottom of the screen after you select what to include in the report and how to organize it.

```
Output: (P)rinter p(R)eview (F)ile (S)creen e(M)ail (E)nd
```

The options available to you may vary depending on the specific report or form you are producing. Press the letter corresponding to your output choice, then press **Enter** to generate the report.

## Print the Report

Follow these steps to print a report:

1. Select **Printer** (in graphical screens) or enter **P** (in text screens).
2. If multiple printers are available for the terminal, either select the printer from the list or enter the appropriate code for the printer and press **Enter**.

Use the **Devices** function in Resource Manager to add printers to the terminal for certain forms, or use your operating system to set up printer connections for reports.

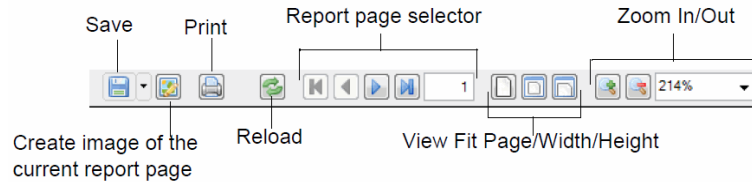
3. When available, select either **Standard** (or enter **S**) to print the report in standard width or **Compressed** (or enter **C**) to print it in compressed width.
4. Click **OK** or press **Enter** to begin printing the report.
5. Click **OK** or press **Enter** to continue.

## Preview the Report

The Print Preview option is available only on workstations with graphical display capabilities.

To view a report using Print Preview, click the **Print Preview** icon (in graphical screens) or enter **R** (in text screens).

The preview displays the report in a JasperReports print preview window. This window has its own toolbar.



The **Save** command pull-down offers these options:

- The **Save** and the **Save As...** commands will open the operating system save file dialog box. Navigate to the desired location for the saved file. Change the report name from the system-generated default, if desired, in the file name field. By default, the report will be saved in PDF format. To change the file type, use the **Files of Type** pull-down to select a different file type from the list. Click the **Save** button to save the report file.
- The **Save as Google Document...** command will open a Google Login dialog box. Enter your Google Docs e-mail address and password. A Save Google Document screen will open, and you can select the Google folder in which to store the file, and set the name and type of file. Click the **Save** button to save the report to your Google Drive.

The **Create image of the current report page** command allows you to save the displayed report page as a PNG (Portable Network Graphics) image.

The **Print** command opens a print dialog box to allow you to print the report to the selected printer.

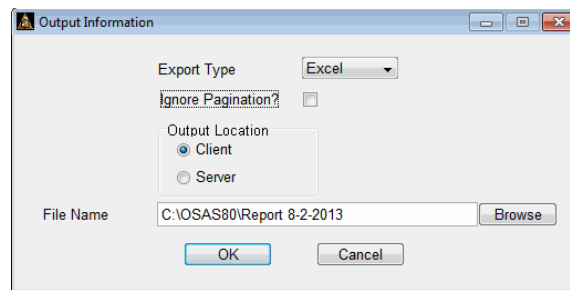
The **Reload** command reloads the report in the print preview window.

To navigate through the report, use the **Report page selector**. To adjust the view of the report in the preview window, use the **View** or the **Zoom** options.

## Export the Report

To export the report to one of the available file types, select the type from the pull-down **Export** list on the report toolbar on graphical screens, or enter **X** on text screens, then enter the letter for the desired format.

The **Export** command will open an Output Information dialog box. The **Export Type** pull-down allows you to select the type of file to export. The **Ignore Pagination?** check box, if marked, will result in one continuous report without page breaks. The **Output Location** option determines where the exported file will be stored. Use the **Browse** button to navigate to the location where the report file will be saved. Enter the desired file name in the **File Name** field. Click **OK**. The report file will be saved in the selected location.



In text mode, you will have the same types of prompts. Follow the on-screen instructions to export the report in the desired format and location.

## E-mail the Report

Before you can e-mail reports, you must enter details about your e-mail system using the **E-Mail Setup** function on the Resource Manager **Installation and Configuration** menu. You can e-mail only selected reports. In general, any report or form that makes up part of your audit trail cannot be e-mailed.

Follow these steps to e-mail a report:

1. Select **E-mail** or enter **M**. The **E-Mail Information** screen appears.

E-Mail Information

Commands Edit Modes Other Scroll Commands Help

OK Abandon

E-Mail From: samd@builders\_supply.com

To: Customer ACE001 [Search] [Email Address]

CC: Employee BOU001 [Search] [Email Address]

BCC: Employee STO001 [Search] [Email Address]

Subject: AR Analysis Report

Attachment Type: YES

Attachment File

C:/OSAS76/data/0npqq79x005.TXT

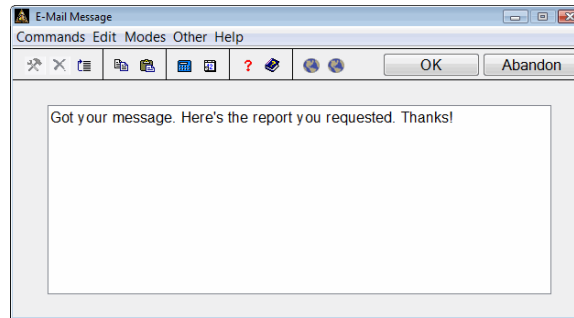
Enter = Edit Append Go to Header Done

Company H | 10/26/2010 | Terminal T000 | OVR

2. The **E-Mail From** field displays the originating e-mail address. Change it if you want the return e-mail address to be different from the one set up in the **E-Mail Setup** function in Resource Manager.

**Inquiry**

3. In the **To**, carbon copy (**CC**), and blind carbon copy (**BCC**) fields, select **Other** and enter the e-mail address, or select **Vendor**, **Customer**, or **Employee** and choose from the e-mail addresses on file for those respective categories (depending upon installed applications), or select **None** to leave the field blank (you must choose at least one **To**, **CC**, or **BCC** address).
4. The name of the report appears in the **Subject** field. Change the subject line, if necessary.
5. Select **Yes** in the **Attachment** field to send the report as a text file attachment to the e-mail message, select **No** to send the report in the body of the e-mail, or select **PDF** to attach the report as a PDF file.
6. The E-Mail Message dialog box appears.



Enter the message you would like included in the body of the e-mail, and use the **Proceed (OK)** command. You are returned to the E-Mail Information Screen.

7. Use one of the following commands in the Attachment File scroll region:
  - Press **Enter** to edit the highlighted attachment (if any). Browse to or enter the name of the file you would like to attach in the **Edit Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-47).
  - Press **A** to add an attachment to the e-mail. Browse to or enter the name of the file you would like to attach in the **Append Attachment** dialog box (see “Edit/Append Attachment dialog box” on page 1-47).

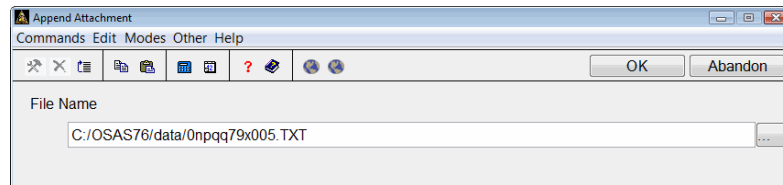


- Press **G** to go to a specific attachment line item (this command is only available if there are more than six attachments to the e-mail).
  - Press **H** to change the header information of the e-mail, including the **E-Mail From** field, the recipient(s), the subject line, and the attachment type.
  - Press **D** when done entering the e-mail information, and you are ready to process the e-mail.
8. If you choose **No** in the **Send E-Mails Immediately?** option in the Resource Manager Options and Interfaces, the e-mail will be held in the E-Mail Queue for processing. Consult the *Resource Manager Guide* for more information. Otherwise, the e-mail will be sent immediately.

**Note:** To preserve formatting, view e-mailed reports (or e-mail attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

### Edit/Append Attachment dialog box

The Edit/Append Attachment dialog box appears when you press Enter or A in the Attachment File scroll region of the E-Mail Information screen.



1. Enter the File Name of the file you want to attach to the e-mail, or click the browse button (  ) to navigate to the file.
2. Use the **Proceed (OK)** command to add the attachment to the e-mail, and return to the E-Mail Information Screen.

### View the Report on Screen (Text Screens Only)

If you use text screens without any graphical display capability, you can view selected reports directly on the OSAS screen.

Follow these steps to view the report on screen:

1. Enter **S** to select **(S)creen**.
2. When available, enter **S** if you want to view the report in standard width or **C** if you want to view it in compressed width.
3. When the report appears, press the **Up**, **Down**, **PgUp**, **PgDn**, **Home**, and **End** keys to navigate through the report.

## Form Preview Commands

Use the following commands when a form appears on the screen (these commands do not apply to the JasperReports-generated reports):

| Key            | Operation                                                                                              |
|----------------|--------------------------------------------------------------------------------------------------------|
| <b>PgUp</b>    | Moves to the previous page of the report.                                                              |
| <b>PgDn</b>    | Moves to the next page of the report.                                                                  |
| <b>Home</b>    | Moves directly to the top of a group of pages.                                                         |
| <b>End</b>     | Moves directly to the bottom of a group of pages.                                                      |
| <b>F7</b>      | Exits to the menu from any point in the report.                                                        |
| <b>Left</b>    | Moves left one character.                                                                              |
| <b>Right</b>   | Moves right one character.                                                                             |
| <b>Tab</b>     | Toggles between the left and right halves of a report.                                                 |
| <b>Up/Down</b> | Moves a line up and down the screen to line up information when you toggle between halves of a report. |

## Loading and Saving Report Criteria

You can save the pick criteria from any report screen to make it easier to run reports without redefining the criteria each time.

You must set the Resource Manager option **Use Report Defaults?** to **Yes** to use this functionality.

After you choose to generate a report, the Save Report Criteria screen appears.

Save Report Criteria

Commands Edit Modes Other Help

Save as Personal Report Picks? ☒

Save as Global Report Picks? ☒

Description: Northeast Region Requisition Report

Set as Personal Default? ☒

Set as Global Default? ☐

Status Bar: Company H 10/20/2010 Terminal T000 OVR

- In the **Save as Personal Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use at a later time on your workstation, or uncheck the box (or enter **N** in text mode) to skip saving the criteria.
- In the **Save as Global Report Picks?** field, check the box (or enter **Y** in text mode) to save the selection criteria for use by anyone in your organization who has access to this report, or uncheck the box (or enter **N** in text mode) to keep the criteria private.
- Enter a **Description** for these report defaults for identification.
- If you check the **Set as Personal Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen the next time you run the report from the menu.
- If you check the **Set as Global Default?** box (or enter **Y** in text mode), these selection criteria will be automatically applied on the report screen whenever anyone in your organization runs the report from the menu.

Whether or not you set saved criteria as a default, you can load any report criteria you have saved for a report by clicking in any field on the selection criteria screen, pressing **Shift+F3**, and then choosing the description you want to use.

Consult the [Resource Manager Guide](#) for more information about reports.



## CHAPTER 2

# 2

|                             |     |
|-----------------------------|-----|
| Payroll Installation        | 2-1 |
| Direct Deposit Installation | 2-3 |
| Conversion                  | 2-5 |

## Installation and Conversion

### Payroll Installation

#### Before You Install Payroll

Make sure your system meets these minimum requirements before you install Payroll.

The Payroll system needs a minimum of 13 megabytes (13 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. You will also need more disk space available for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

#### Installing Payroll

Use the **Install Applications** function on the Resource Manager **Installation** menu (see your Resource Manager installation guide) to install Payroll. Install the State Tax Routines after you install Payroll. If you intend to use Direct Deposit with Payroll, install it after you install the State Tax Routines.

## Setting up Payroll

Once you install Payroll on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the Resource Manager **Company Setup** menu (see your Resource Manager installation manual). For instructions on converting your files, see “Conversion” on page 2-5.

If you want to use General Ledger, Bank Reconciliation, or Job Cost with Payroll, you must set up those applications before setting up Payroll.

# Direct Deposit Installation



Use this section as a guide only if you have purchased the Direct Deposit add-on application for use with Payroll. If you do not have the Direct Deposit add-on application, skip this section.

## Before You Install Direct Deposit

Make sure your system meets these minimum requirements before you install Direct Deposit.

Direct Deposit is an add-on module to the OSAS Payroll application. You must install OSAS Payroll before you install Direct Deposit.

The Direct Deposit system needs a minimum of 2 megabytes (2 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files (in addition to the space required by Payroll). Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

## Installing Direct Deposit

1. Use the **Install Applications** function in Resource Manager (see the [Resource Manager Guide](#)) to install Payroll. Install the State Tax Routines after you install Payroll.
2. Use the **Install Applications** function in Resource Manager to install Direct Deposit.

## Setting up Direct Deposit

Once you install Direct Deposit on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll with Direct Deposit in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the [Resource Manager Guide](#)). For instructions on converting your files, see “Conversion” on page 2-5.

If you plan to use General Ledger, Bank Reconciliation, or Job Cost with Payroll with Direct Deposit, you must set up those applications before you set up Payroll and Direct Deposit.

## Setting up Direct Deposit

Once you install Direct Deposit on your system, you must prepare your data files for everyday use. See “Setup” on page 3-1 for setup instructions.



# Conversion

---

If you use an earlier version of OSAS Payroll or Payroll with Direct Deposit, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the Resource Manager **Company Setup** menu (see the [Resource Manager Guide](#)) to upgrade Payroll or Direct Deposit data files. You can upgrade from version 3.2, 4.xx, 5.xx, 6.xx, or 7.xx. If you want to convert to version 8.0 from a version earlier than 3.2, contact a client support representative.

You must install the new versions of Payroll and Direct Deposit (if applicable) before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

Before you convert an application's files, make note of the version number from the application you are converting. The **Data File Conversion** function has no way of determining the information from within the function.

Because tables are also converted when you convert data files, any changes made (including those in **Options and Interfaces**) since the initial set up may be lost. Check table settings and verify your options and interfaces selections after converting all companies. If you need to reconvert a company, either reset your options after conversion or back up the **xxTB** files before converting.

Before you convert an application's files, back up your data files.

## Consider Your Setup

Before you convert from your version of Payroll or Direct Deposit (if applicable), consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your Open Systems software provider.

Follow the guidelines below to convert your files to version 8.0.

## Converting from Version 4.x and Earlier

Before you begin the conversion from a version before 5.00, you must set up one table and gather some additional information.

Each local code must be assigned to its respective state. The system looks for the **PA50CNVT** table and uses it to assign local codes to their respective states. To update the **PA50CNVT** table, follow these steps:

1. Select **Application Tables** from the Resource Manager **Data File Maintenance** menu.

2. In the **Enter Table Filename** field, enter **PATB**.

The screenshot shows the 'Application Tables' dialog box. The 'Enter File Name' field is populated with 'PATB'. The 'Table ID' and 'Number of Cols' fields are empty. The 'Description' and 'Column Length' fields contain '0'. The 'Type' field is a dropdown menu. The 'OK' and 'Abandon' buttons are visible. The status bar at the bottom shows 'Company H', '11/27/2007', 'Terminal T000', and 'OVR'.

- 3. Use the **Inquiry (F2)** command to select **PA50CNVT** or enter **PA50CNVT** in the **Table ID** field. The **PA50CNVT** table appears.

PATB

Commands Edit Modes Other Help

Table ID: PA50CNVT Description: Conversion for Local Codes

Number of Cols: 20 Column Length: 2 Type: A

| LO | ST | LO | ST | LO | ST | LO | ST | LO | ST | LO | ST | LO | ST | LO | ST | LO | ST | LO | ST |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 01 |    | 02 |    | 03 |    | 04 |    | 05 |    | 06 |    | 07 |    | 08 |    | 09 |    | 10 |    |
| 11 |    | 12 |    | 13 |    | 14 |    | 15 |    | 16 |    | 17 |    | 18 |    | 19 |    | 20 |    |
| 21 |    | 22 |    | 23 |    | 24 |    | 25 |    | 26 |    | 27 |    | 28 |    | 29 |    | 30 |    |
| 31 |    | 32 |    | 33 |    | 34 |    | 35 |    | 36 |    | 37 |    | 38 |    | 39 |    | 40 |    |
| 41 |    | 42 |    | 43 |    | 44 |    | 45 |    | 46 |    | 47 |    | 48 |    | 49 |    | 50 |    |
| 51 |    | 52 |    | 53 |    | 54 |    | 55 |    | 56 |    | 57 |    | 58 |    | 59 |    | 60 |    |
| 61 |    | 62 |    | 63 |    | 64 |    | 65 |    | 66 |    | 67 |    | 68 |    | 69 |    | 70 |    |
| 71 |    | 72 |    | 73 |    | 74 |    | 75 |    | 76 |    | 77 |    | 78 |    | 79 |    | 80 |    |
| 81 |    | 82 |    | 83 |    | 84 |    | 85 |    | 86 |    | 87 |    | 88 |    | 89 |    | 90 |    |
| 91 |    | 92 |    | 93 |    | 94 |    | 95 |    | 96 |    | 97 |    | 98 |    | 99 |    | 00 |    |

Company H 11/27/2007 Terminal T000 OVR

One hundred entries are in the table. You can enter state codes, assigning them to local codes. If you do not use local codes or do not add them to the table at this point, the conversion still completes successfully. When you finish entering codes, exit to the main menu.

## Converting from Version 5.0x and Earlier

In previous versions of Payroll, earnings and withholdings amounts in employee history were broken down only to the quarter-to-date level. Beginning in version 5.1, those amounts are broken down to a month-to-date level. To accommodate this situation, the conversion program must allocate quarter-to-date figures from previous versions into the new month-to-date fields. The conversion program prompts you to select one of these methods:

- The **monthly** method divides total quarterly amounts evenly among the monthly fields. For example,

January: 33.3%  
February: 33.3%  
March: 33.3%

- The **daily** method allocates amounts precisely. The program calculates days per month and the percentage of each day in the quarter. If the last payroll check run was in the middle of a month, the system allocates amount percentages correctly up to that date. If you select this option, you must enter the last check date. For example,

Quarter 1

January: 31 days of 90 in Quarter 1 = 34.44%  
February: 28 days of 90 in Quarter 1 = 31.11%  
March: 31 days of 90 in Quarter 1 = 34.44%

If you are converting files from OSAS 4.0x or lower, do not use the following option.

- The **history** method reads check amounts from your previous Payroll version's Check History file, producing a quarterly total and calculating the monthly percentage by dividing each monthly subtotal into the quarter. The system adds only checks that fall within one calendar year.

This choice requires accurate historic data and is the most time-consuming, yet accurate, of the three methods. If you select this option, you must enter the current payroll year. For example,

| Employee ID | Check Number | Check Date | Gross Check Amount | Totals    |
|-------------|--------------|------------|--------------------|-----------|
| John Doe    | 1111         | 01/15/00   | \$1000.00          |           |
| John Doe    | 2222         | 01/31/00   | \$1200.00          |           |
|             |              |            |                    | \$2200.00 |
| John Doe    | 3333         | 02/15/00   | \$1000.00          |           |
| John Doe    | 4444         | 02/28/00   | \$800.00           |           |
|             |              |            |                    | \$1800.00 |
| John Doe    | 5555         | 03/15/00   | \$1000.00          |           |
|             |              |            |                    | \$1000.00 |

Total

January = \$2200.00 out of total earnings of \$5000.00 = 44%

February = \$1800.00 out of total earnings of \$5000.00 = 36%

March = \$1000.00 out of total earnings of \$5000.00 = 20%

Any of these split methods can cause leftover amounts to be rounded. If this situation happens for the first quarter, the amount is entered in the first month of the quarter. If it happens for the year, the amount is entered in January.

## Converting to Version 8.0

Select **Data File Conversion** from the Resource Manager **Company Setup** menu. The Data File Conversion function screen appears.

| Appl | Description         | Version |
|------|---------------------|---------|
| GL   | General Ledger      | 6.50    |
| IN   | Inventory           | 6.50    |
| JO   | Job Cost            | 6.50    |
| BR   | Bank Reconciliation | 6.50    |
| PA   | Payroll             | 6.50    |

At the bottom of the window, there is a status bar showing: Company H | 11/18/2007 | Terminal T000 | OVR

1. The system lists all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. If you are converting Payroll only, enter **PA** in the **Appl** column; **Payroll** appears.



If you are converting Payroll with Direct Deposit, enter **DD** in the **Appl** column; **Direct Deposit** appears.

6. Enter your earlier version number of Payroll or Direct Deposit and press **Enter**. You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

If you are converting from a Payroll version before 5.10 without Direct Deposit to the current version with Direct Deposit, you'll see the message **Some source files missing for DD. Do you want a printout of them?** Select **No** (or enter **N** in text mode) and continue with the remaining steps.

7. If data files already exist for Payroll or Direct Deposit in the intended destination path, the **PA/DD data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
8. If you are converting Direct Deposit files, Payroll and its version number appear automatically. You must convert Payroll data files as well in order to use Direct Deposit. If data files already exist for Payroll in the intended destination path because you already converted them, the **PA data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).
9. To begin the conversion process, use the **Proceed (OK)** command.



10. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Payroll files, your answer to this prompt makes no difference.
11. Answer the questions that appear relating to the conversion of the employee history and last-year files.
12. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).
13. When the process is finished, the files are converted. Select the output device for the error log. After the conversion finishes and the error log prints, the main menu—with **Payroll** or **Payroll with Direct Deposit** added—appears.



## CHAPTER 3

# 3

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## Setup

### Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system operates.

To properly set up the Payroll system, you need to gather and organize your payroll data. You need the following information:

- your payroll department procedures
- payroll records for each employee
- federal, state, and local tax publications
- the *Payroll State Tax Routines* media
- a chart of accounts for your business
- a list of the deductions you use
- a list of the other-pay types (bonuses, tips, and so on) you use

### Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list, codes and IDs are sorted from lowest to highest, and dashes represent spaces.

```

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

```

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

```

blank spaces
characters (-, *, /, and so forth)
numbers (0-9)
uppercase letters (A-Z)
lowercase letters (a-z)

```

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: when the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically*. If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

When you assign IDs and codes, establish a format that makes sense for your business and use it consistently. The following suggestions may help:

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.
- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, SALES01 and MKTG01 are more descriptive IDs than 000001 and 000002. However, if you already use a numbered system, you might want to stick with it.
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize employees by their last names, put the first characters of the last name in the employee ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of AND001 and AND005 leaves room for three IDs in between.



# Setup Checklist

---

Follow the steps below to set up the Payroll system. Following the order of the steps should save you from repeating your work. Each step is explained in this section.

1. Set up the options and interfaces.
2. Set up earning types (**PAETxxx** file).
3. Set up earning codes (**PAECxxx** file).
4. Set up tables (**PATBxxx** file).
5. Set up tax tables (**PATXxxx** file).
6. Set up withholding codes for tax authorities (**PACO** file).
7. Set up withholdings (**PAWIxxx** file) and tax groups (**PATGxxx** file).
8. Set up company deductions (**PADDxxx** file).
9. If necessary, use the **Formula Maintenance** function to add formulas to the **PAFMHDR** (Formula Definition) and the **PAFMLIN** (Formula Line Detail) files.
10. Set up departments (**PADPxxx** file).
11. Set up payroll information (**PAINxxx** file).
12. Set up labor classes (**PALCxxx** file).
13. Set up employees (**PAEGxxx** and **PAEPxxx** files).
14. Use the **Roll Up Leave Balances** function on the **Periodic Maintenance** menu to set up leave adjustments (**PAHVxxx** file).

15. If necessary, set up employee history (**PAEDxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files).
16. Enter initial balances.
17. Set up recurring time tickets and deductions.
18. Set up roles.
19. Reset options and interfaces for using the system.
20. Set up a backup schedule.



# Setup Functions

---

## Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Payroll can interface with General Ledger, Bank Reconciliation, and Job Cost.

### General Ledger

When Payroll interfaces with General Ledger, posting in Payroll makes summary entries (such as gross wages payable, taxes and other deductions withheld, net pay, and payroll expenses incurred) in the General Ledger **GLJRxxx** (Journal) file for transactions that affect the ledger.

If you void a payroll check after it has been posted, the check is backed out from General Ledger and the check record can be added to the Payroll **PACHxxx** (Checks), **PACDxxx** (Checks Deductions), **PACExxx** (Checks Earning), and **PACWxxx** (Checks Withholdings) files for a manual check or to the **PATRxxx** (Transactions) file for a calculated check.

### Bank Reconciliation

When Payroll interfaces with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation **BRTRxxx** (Transactions) file for the bank account you specify.

The Payroll system can keep track of checks lost to alignment problems in the Bank Reconciliation application and in Payroll history to account for those lost checks.

### Job Cost

When Payroll interfaces with Job Cost, you can assign actual labor hours and dollars to the appropriate job and phase in the Job Cost **JOBSxxx** (Jobs) file. When and where appropriate, the interface also updates the number of pieces completed.

## Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The Options and Interfaces screen appears.

The name of the company you are working with appears. Specify whether the Options table is **shared** or **owned**. (See the *Resource Manager User's Guide* for information about Options tables.) Then enter **PA** as the application ID. The Payroll Options screen appears.

The screenshot shows the 'Payroll Options' window with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Help) and a toolbar. The main area contains a table of options:

| Description                                                 | Value      |
|-------------------------------------------------------------|------------|
| Interface to General Ledger?                                | YES        |
| Interface to Job Cost?                                      | YES        |
| Interface to Bank Reconciliation?                           | YES        |
| Save Payroll transaction history?                           | YES        |
| Save check history?                                         | YES        |
| Post Voided Checks to Check History?                        | YES        |
| Post Voided Checks to Bank Reconciliation?                  | YES        |
| Automatic Accrual of Vacation/Sick Time?                    | YES        |
| Include vacation/sick hours for accrual calculation?        | YES        |
| Use First or Last Name First?                               | LAST       |
| Print company name on checks?                               | YES        |
| Print checks on blank, preprinted or laser forms?           | PREPRINTED |
| Print Social Security Numbers on Checks?                    | Last 4     |
| Use time card calculator?                                   | YES        |
| Post Employer Taxes/Deduction to Home or Worked Department? | HOME       |
| Allow Editing of Amounts in Departments?                    | YES        |
| Use Transaction Batching?                                   | YES        |

At the bottom of the table, it says 'Option ( 001 of 021 )'. Below the table are buttons for 'Enter = Toggle', 'Goto', and 'Write'. The status bar at the bottom shows 'OK (PgDn)', 'Company H', '12/28/2007', 'Terminal T000', and 'OVR'.

To toggle an option (for example, between **YES** and **NO**), press **Enter**.

1. Toggle between **YES** or **NO** to indicate whether you want to interface Payroll with General Ledger, Job Cost, and Bank Reconciliation. The interface options work independently of each other. You can respond to them with any combination of settings.
2. Toggle between **YES** or **NO** to indicate whether you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle between **YES** or **NO** to indicate whether you want to save check history. You cannot produce the Check History Register or the 941 Worksheet unless you save check history.
4. Toggle between **YES** or **NO** to indicate whether you want voided checks to be posted to the **PAHCxxx** (Check History) file. These check forms have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.
5. Toggle between **YES** or **NO** to indicate whether you want voided checks to be posted to Bank Reconciliation if Payroll interfaces with Bank Reconciliation. These check forms have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.
6. Toggle between **YES** or **NO** to indicate whether you want to accrue vacation and sick time automatically.
7. Toggle between **YES** or **NO** to indicate whether you want to use vacation and sick hours for accrual calculations of additional sick and vacation time.
8. Toggle between **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports or whether you want to print last names first.
9. Toggle between **YES** or **NO** to indicate whether you want to print the company name on checks.
10. Toggle between **BLANK STUB**, **LASER**, **BLANK FORM**, or **PREPRINTED**, to indicate whether you want to print checks on blank check stubs, laser forms, blank forms, or preprinted stock.

If you use preprinted checks, the stub prints first; if you use blank check stubs or laser forms, the check prints first.

11. Toggle between **Last 4**, **Hide All**, or **Show All** to indicate how to print employees' social security numbers on checks and vouchers. Toggle this option to **Hide All** to protect your employees' sensitive information.
12. Toggle between **YES** or **NO** to indicate whether you want to print the company name on direct deposit vouchers.





13. Toggle between **BLANK**, **PREPRINTED**, or **LASER** to indicate whether you want to print vouchers on blank forms, preprinted forms, or laser forms.



14. Toggle between **PREPRINTED** or **BLANK** to indicate whether you want to use preprinted vouchers preprinted or blank stubs.



15. Toggle between **YES** or **NO** to indicate whether you want to print full account numbers on vouchers.



16. Toggle between **YES** or **NO** to indicate whether you want to email vouchers to employees.



17. Toggle between **YES** or **NO** to indicate whether you want to create a user document link for emailed vouchers.



18. Toggle between **YES** or **NO** to indicate whether you want to use prenumbered voucher forms.



19. Toggle between **YES** or **NO** to indicate whether you want to save archived voucher links to Print Manager.

20. Toggle between **YES** or **NO** to indicate whether you want to use the time card calculator during entry of time tickets for hourly employees.

21. Toggle between **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employee's home department from the **PAEGxxx** (Employee General Information) file or the department(s) they worked in during the pay period.

22. Toggle between **YES** or **NO** to indicate whether you want to allow editing of amounts in departments.

23. Toggle to **YES** or **NO** to use transaction batching during your daily operations.

24. Toggle to **YES** to allow the system to generate batch numbers automatically. Toggle **NO** to manually create the batch numbers.

25. Toggle between **YES** or **NO** to indicate whether to allow posting without printing reports.



26. Toggle between **YES** or **NO** to indicate whether to allow posting before checks have been printed.
27. Toggle between **YES** or **NO** to indicate whether to allow posting before vouchers have been printed.
28. Toggle between **Last 4**, **Hide All**, or **Show All** to indicate how to display employees' social security numbers onscreen. Toggle this option to **Hide All** to protect your employees' sensitive information.
29. Toggle between **Last 4**, **Hide All**, or **Show All** to indicate how to print employees' bank account numbers onscreen. Toggle this option to **Hide All** to protect your employees' sensitive information.
30. Toggle between **YES** or **NO** to indicate whether to allow the entry of expired deductions.
31. Toggle between **YES** or **NO** to indicate whether to allow the editing of taxable wages in manual checks.
32. After you finish setting options, press **W** to save your entries. The system returns you to the Options and Interfaces screen where you can select another application whose options you want to change or exit to the main menu.

## Earning Types

Use the **Earning Types** function (see page 11-15) to set up and modify the way the system groups earning codes. The system has nine preset earning types which are used by the system in special ways.

You cannot change or delete the preset earning types. You can, however, set up additional earning types. When you set up earning codes, you specify the earning type to which the code belongs. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under one earning type.

## Earning Codes

An earning code stores pay rate information, the GL holding account number, the pay type, and other information for a particular kind of work. When entering time tickets or manual checks, you can enter an earning code and the number of hours worked; the system calculates the employee's pay based on the information stored in the **PAECxxx** (Earning Codes) file.

Use the **Earning Codes** function (see page 11-9) to set up earning codes.

You can set up earning codes for types of work. For example, you can set up an earning code for work involving assembly, another for packaging, and so on. You can set up earning codes for overtime and double-time work that automatically multiply or add amounts to the base pay.

If your company offers Cost of GTLI, Cost of DCB, 457 Plan, or Non-457 Plan benefits, use earning codes to track these amounts as part of normal payroll processing. Previously, you manually entered these amounts in the appropriate fields on the Employee Miscellaneous History screen in the **Employee History** function. However, due to changes in federal regulations concerning Forms W2 and 941, and to eliminate reporting errors, Open Systems is discontinuing the use of these fields in any processing. After setting up these codes, use the **Tables** function to create the tables OSAS uses to identify these amounts, then enter the new codes into those tables.

## Tables and Tax Tables

Tables store information relating to the system, data, options, and default settings for other applications. Tax tables are used to calculate federal, state, and local tax withholding.

**Note:** Use tables only to enter and store data. Do not delete lines or rearrange account descriptions. The system looks for information by the position of the lines in the table. For example, in the **FREQxxx** table, the system assumes that the first group code is on the first line, the second group code is on the second line, and so on.

You must set up and/or review the following system tables and tax tables before you build the Payroll data files:

- 457xxx
- ADJMNxxx
- DCBxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- GTLIxxx
- MAXVSxxx
- PACTLxxx
- SICccxxx
- TCACLxxx
- USRDDxxx
- USRDFxxx
- VACccxxx
- EIC
- FEDM
- FEDS
- FICA
- FUTAx
- LTXssllm
- SOTss
- STSss
- STXssm
- SUTssxxx
- W2CODE
- W2CODE2

You can set up the **ADJMNxxx**, **FREQxxx**, **GLDEPxxx**, **GLPAYxxx**, **PACTLxxx**, **SICccxxx**, **TCALCxxx**, **USRDFxxx**, **USRDDxxx**, and **VACccxxx** system tables and the **FUTAx**, **STSss**, **STXssm**, **SUTssxxx**, **W2CODE**, and **W2CODE2** tax tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

**Note:** You must enter **OWN** in the **Option Table Type** field in the **Options and Interfaces** function to be able to set up company-specific options.

For example, you can set up table **GLPAY** for companies that post payroll transactions to the same accounts; and you can set up table **GLPAYA01** for company A01, **GLPAYB01** for company B01, and so forth if those companies post payroll transactions to different accounts.

These tables are identified by a three-character to five-character prefix and a two-character to five-character suffix. The prefix is the table name—**FUTA** for federal unemployment tax, for example. For company-specific tables, the suffix is a company ID. Generic system-wide tables do not have suffixes. If you delete a company-specific table, that company uses the generic table. For example, if you delete table **GLPAYA01**, company A01 then uses the **GLPAY** table.

You can set up the **SUTssxxx**, **SOTss**, **STSss**, and **STXssm** tax tables for each state where you do business. For example, you can set up table **SUTAZ** to store the percentage and earnings limit that Arizona uses to calculate employer state unemployment.

You can set up the **LTXssllm** table for each locality where you do business. For example, you can set up table **LTX01** to store the base and percentage figures that the locality uses to calculate tax withholding.

In addition, you can set up the **LTXssllm** table for marital statuses. For example, you can set up table **LTX01S** to store the base and percentage figures that the locality uses to calculate tax withholding for unmarried employees.

You must set up a **MAXVSxxx** table for each company that uses the table.

For more information on setting up tables, see page 10-79. For more information on setting up tax tables, see page 10-99.

## Withholding Codes for Tax Authorities

Use the **Tax Authority Setup** function (see page 11-5) to enter and maintain withholding codes for federal, state, and local tax authorities that employees need for withholdings. You can also set up the formula names associated with each code for the states and localities. You can enter 15 additional employee and employer withholding codes for each federal, state, and local tax authority. Most federal and state codes are preset.



## Withholdings

Use the **Withholdings** function (see page 11-25) to set up and maintain federal, state, and local withholdings for your employees. The information is stored in the **PAWIxxx** (Withholdings) file. You can exclude deductions and/or earning codes from withholdings and set up employer-paid withholdings.

To establish the order in which withholdings are taken, use the **Tax Authority Setup** function (see page 11-5).

### Federal Withholdings

You can set up the following federal tax codes:

- **FWH** Federal withholding
- **OAS** Employee FICA
- **MED** Employee FICA
- **FUT** Unemployment insurance
- **EIC** Earned Income Credit
- **EOA** Employer FICA
- **EME** Employer FICA

Fixed percent withholding applies to the **FWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to **FICA** or **FUTA** tax codes.)

### State Withholdings

To use state withholding, you must install the Payroll Tax Routines provided by Open Systems.

For each state authority, you can set up the following tax codes:

- **SWH** State withholding
- **SUI** State Unemployment Insurance (employer)
- **SO1** State-other withholding 1
- **SO2** State-other withholding 2
- **SO3** State-other withholding 3

The state withholding and state unemployment insurance tax codes are used by the system and should not be modified or deleted.

Use of the state-other withholding varies from state to state. See the *Payroll State Tax Routines* for information about the states where employees live. These codes must first be set up in the **Tax Authority Setup** function.

Fixed withholding applies to the **SWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to **SUI** or **SOx** tax codes.)

You can set up other codes (for example, **WKC** for worker's compensation) as you need them in the **Tax Authority Setup** function.

### Local Withholdings

To use local withholding, you must create and install your own local tax routines in the **Tax Authority Setup** function. Contact your dealer or installer for more information.

For each local authority, you can set up these tax codes:

- **LWH** Local withholding
- **LO1** Local-other withholding

Fixed withholding applies to the **LWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (Do not assign fixed withholding percentages to the **LO1** tax code.)

## Deductions

Use the **Deductions** function (see page 11-19) to set up and maintain payroll deductions. You can enter 999 deductions. You must enter a description and a general ledger liability account number before you can use a deduction.

You can set up deductions that are strictly employer-paid. You can exclude some earning codes from deductions—for example, 401(k) programs—so that deductions will be withheld from specific earnings. You can flag deductions as deferred compensation (such as flexible spending account dependent care deductions), which is reported on employee W-2 forms. In addition, you can determine whether deductions are to be taken from net or gross pay. You can also copy deductions to a group of employees you specify.

The employer expense account for employer-paid deductions is stored, along with the deduction record, in the **PADDxxx** (Deductions) file. Deductions information updates the **PADDxxx** and **PADXxxx** (Deduction Exclusion) files.

## Formulas

Most of the formulas you need are preset, but you can use the **Formula Maintenance** function (see page 10-103) to set up and maintain the formulas needed to calculate deductions and withholdings. For a detailed explanation of formulas, see appendix C.

After a formula has been set up, you can use the **Deductions** function (see page 11-19) or the **Withholdings** function (see page 11-25) to edit it.

## Departments

Department records store amounts posted from time tickets and checks. This information is used to update accounts in the General Ledger system.

Use the **Departments** function (see page 10-59) to set up and maintain departments. You can set up earning codes and employer-paid withholdings and deductions, and through Resource Manager you can specify precision for the **Hours** fields. New entries are automatically appended when you post time tickets or checks. The information is stored in the **PADPxxx** (Department) file.

Divisions summarize groups of departments in the Department Report, which summarizes the labor expenses posted to each department. If you use divisions, each department ID must begin with the two-character division ID. If you do not use divisions, department IDs must be at least three characters long.

## Payroll Information

Payroll information includes state unemployment reports and the company address. This information is essential to the Payroll system and must be set up before you can begin processing. It is stored in the **PAINxxx** (Payroll Information) file.

### State Unemployment Reports

Most states that collect unemployment taxes require a quarterly report that lists employee names, wages earned, and weeks or hours worked. Use the **Payroll Information** function (see page 10-65) to set up your state unemployment reports for the states where you pay unemployment taxes.

The Payroll system credits employees for the full number of weeks they worked in pay periods they receive pay. The system looks at the **Weeks Worked Limit** field in the **SWH** record in the **PAWIxxx** (Withholdings) file for the minimum number of hours worked to be credited for one week of work. Consult the state tax authorities about the appropriate method for determining weeks worked in your state, and adjust the **Weeks Worked** field in the **Employee History** function as necessary before printing the report.

### Company Address

Use the **Payroll Information** function to enter or change the company address.

### Employer Bank Information

Use the **Payroll Information** function to enter the next check number for printing checks.

### Degree Descriptions

Use the **Payroll Information** function to enter degrees and descriptions for employees. These descriptions are used in the **Personnel Information** function.

## Labor Classes

Use the **Labor Classes** function (see page 11-1) to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class **EXM** for executive managers, **MIM** for midlevel management, and so on.

Labor classes are stored in the **PALCxxx** (Labor Class) file and are used in the **Employees** function. They are helpful for report sorting.

## Employees

Each employee record consists of four sections: general information, salary information, tax information, and personnel information. Use the **Employees** function (see page 10-3) to set up and maintain employee records.

The information is stored in the **PAEGxxx** (Employee General Information), **PAEPxxx** (Employee Personnel), **PAESxxx** (Employee Federal/State/Local Withholdings), **PAEXxxx** (Employee Exclusion), and **PADExxx** (Employee Deductions) files.

### General Information

Use the **General Information** portion of the **Employees** function to enter and maintain such fundamental employee information as the employee's home address, sex, job title, and so on.

### Salary Information

Use the **Salary Information** portion of the **Employees** function to enter and maintain pay information for the employee.

If the employee's normal salary does not meet federal minimum standards, you can use the **Adjust to Minimum** feature to automatically bring the employee's paycheck up to minimum wage.

### Group Codes

Group codes identify the employees you want to pay when you calculate checks. Common practice is to use different group codes for different pay cycles. For example, hourly employees who are paid weekly might be group 1, salaried employees who are paid monthly might be group 2, and commissioned employees might be group 3.

### Override Pay

You can enter override pay when you want to pay salaried employees something other than their normal salaries—for example, when employees start or quit within a pay period. Override pay applies only to the pay cycle in which you enter it. When the pay cycle is completed, override pay is cleared from the system.

### Tax Information

Use the **Tax Information** portion of the **Employees** function to enter federal, state, and local tax information. Research the state and local tax information before entering the data. In particular, marital status and number of exemptions can differ among tax authorities.

The valid marital statuses for federal tax purposes are **married** and **single**, but in some states employees can be married, single, unmarried heads of households, married filing jointly, or married filing jointly and both working. Consult the *Payroll Tax Routines* for information about marital status in the states where employees file; Open Systems does not supply information about local tax regulations.

### Personnel Information

Use the **Personnel Information** portion of the **Employees** function to enter information about the employee's education, pay history, and so on.

## Leave Adjustments

Before using the **Leave Adjustments** function, use the **Roll Up Leave Balances** function (see page 9-51) if you elected to include vacation/sick hours for accrual calculation in the Resource Manager **Options and Interfaces** function. Then use the **Leave Adjustments** function (see page 10-53) to make positive and negative adjustments to an employee's sick and vacation pay.

## Employee History

If you start Payroll at any time other than the beginning of the year and you elect to create either check or transaction history (see **Initial Balances** below), you must collect and enter historical information. Fortunately, you need enter data for only a handful of deductions for most employees. Remember to get month-to-date, quarter-to-date, and year-to-date figures for all fields.

The number of weeks worked is calculated on the basis of the number of pay periods the employee received a check for *any* amount. For example, if you use biweekly pay periods and an employee received one hour of sick pay in that pay period, the employee would be credited for two weeks worked. If you entered a week's worked limit for the state in the **Payroll Information** function, the number of hours worked would be compared to the limit, and in this case two weeks under limit would be recorded.

When you calculate **FUTA**, **SUI**, and **FICA (OASDI)**, remember that there is no withholding above the ceiling on these wages.

Employee history information is stored in the **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

**Note:** Due to changes in federal regulations concerning Forms 941 and W2, the **Cost of GTLI**, **Cost of DCB**, **457 Plan**, and **Non-457 Plan** fields on the Employee Miscellaneous History screen in the **Employee History** function are no longer used in any OSAS processing. Instead, set up earning and deduction codes to track these amounts as part of normal payroll processing.

## Initial Balances

Unless you are setting up the Payroll system at the beginning of the year, you must enter the payroll history for employees from the beginning of the current calendar year so that reports accurately reflect the payroll for the year. How you enter initial balances and payroll history depends on whether you are setting up the system with or without check, employee, and transaction history.

If you installed Payroll, General Ledger, Bank Reconciliation, and Job Cost at the same time, leave the application interfaces turned on. If you are adding Payroll to an existing system, turn the application interfaces off to prevent double-posting while you set up initial balances.

### Setting up Without Check or Transaction History

If you do not need check or transaction history, the simplest way to set up Payroll is to collect all the period-to-date, quarter-to-date, and year-to-date numbers for departments, then use the **Departments** function to enter this information into your records. Next, collect month-to-date and year-to-date numbers for employees, then use the **Employee History** function (see page 10-35) to enter this information into your records.

While this method produces records with accurate month-to-date and year-to-date information, you will have no history and no audit trail. Use this method only if you want to get started as quickly as possible.

### Setting up With Check History Only

If you need only check history, turn off the interfaces with General Ledger, Bank Reconciliation, and Job Cost. Do not enter period-to-date, quarter-to-date, or year-to-date numbers in the **Departments** function, and do not enter month-to-date or quarter-to-date numbers for employees in the **Employee History** function. Instead, enter all the checks for each period, post the checks, and post expenses to General Ledger. Do quarter-end maintenance as necessary, and continue entering checks and printing reports until you are up to the current payroll period (see “Entering Manual Checks” on page 3-25). This method produces accurate check history, employee history records, department records, and an audit trail. It does not produce transaction history.



## Setting up With Transaction, Employee, and Check History

If you need complete transaction, employee, and check history, you must re-create all the entries for the current year. After you set up the **PAINxxx** (Payroll Information), **PADPxxx** (Department), and **PAEHxxx** (Employee History) files (do not enter QTD and YTD information), set the system date to the beginning of the fiscal year and begin entering payroll transactions in sequence. Post transactions at the end of each “day.” Then reset the system date and enter the next day’s transactions. When you reach the end of a payroll period, calculate checks and post expenses to General Ledger. (For information, see chapter 1.)

**Note:** When you post checks, you must select the tax month.

Do quarter-end maintenance as necessary, and continue processing transactions and printing reports until you are up to the current pay period.

This method produces the most accurate history and the most thorough audit trail, but it is practical only if payroll records are small or if it is early in the year.

## Entering Initial Balances

You can enter initial balances in one of two ways: by entering payroll transactions or by entering manual checks.

## Entering Payroll Transactions

First, verify that you have set up the options you want in the Resource Manager **Options and Interfaces** function. Then follow these steps to enter your initial balances based on payroll transactions:

1. Use the **Payroll Transactions** function (page 5-3) to enter transactions for the first pay period.
2. Print the Time Ticket Journal (page 5-19) and the Miscellaneous Deductions Journal (page 5-21) to verify that you entered the transactions correctly.
3. If you find an error in the journals, delete the incorrect transaction and enter the correct one. Repeat steps 2 and 3 until the Time Ticket Journal and Miscellaneous Deductions Journal are correct.

4. Back up your data files.
5. Post the transactions (see “Post Transactions” on page 5-29).
6. Use the **Calculate Checks** function (see page 6-3) to process the transactions and calculate checks.
7. Print the Edit Register (see page 6-21) to verify that the checks were calculated correctly.
8. If you find an incorrect entry in the Edit Register, use the **Payroll Transactions** function (page 5-3) to enter a reversing and a correct transaction. Post the correcting transactions, calculate checks again, and reprint the Edit Register to verify the corrections. Repeat this step until the Edit Register is correct.
9. If you do not need check numbers in the history, skip to step 11. If you want complete check history, print the checks on paper or save them in a file. (If you use the **Void Checks** function after the checks are posted to history, you must print checks to assign check numbers. Because you will void these checks immediately, use plain paper or send the output to a file.)
10. Print the reports on the **Payday Work** menu as an audit trail.
11. Back up your data files.
12. Post the checks (see page 6-61).
13. If the pay period falls on a quarter-end date, skip to step 14. If it does not, go back to step 1 and begin entering transactions for the next pay period.
14. After you post checks for the last pay period in a quarter, follow these steps:
  - Print the Department Report (see page 9-13).
  - Back up your data files.
  - Post expenses to General Ledger (see page 9-15).
  - Print the quarterly tax, withholding, and unemployment reports necessary for the states where you do business.

- Use the **Periodic Maintenance** function (see page 9-57) to prepare your files for the next quarter.
15. Return to step 1 and begin entering payroll transactions for the next quarter. Repeat the above steps until you are up to the current pay period.

### Entering Manual Checks

If you need to enter manual checks, use steps 1-3 below instead of the steps for entering payroll transactions above.

Follow these steps to enter your initial balances based on manual checks:

1. Enter manual checks for the first pay period (see page 6-9). Enter a check number for each entry.
2. Print the Edit Register (see page 6-21), and verify that you entered the checks correctly.
3. If you find an error in the Edit Register, use the **Manual Checks** function again to change or delete the incorrect check. Repeat steps 1 and 2 until everything is correct.
4. If you have not assigned check numbers, use the **Print Checks** function (see page 6-29) to assign check numbers. When the check numbers for all the checks have been entered, post the checks (see page 6-61).

If you use the **Void Checks** function (page 6-39) after the checks are posted to history, you must print checks to assign check numbers.

## Recurring Time Tickets and Recurring Deductions

Instead of entering the same time tickets and nonscheduled deductions repeatedly, you can set up and copy recurring time tickets and recurring deductions. After you have set them up, print the Recurring Time Ticket List and the Recurring Deductions List to verify that you have set these up correctly.

## Roles

To safeguard your system, you'll need to prevent access by unauthorized people. Use the Resource Manager **Roles** function to set up roles on your system. You can set up roles for the Payroll system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an roles for each user or group of users that performs the same functions.

### Different Roles for Each Company

Roles are company-specific. When you set up a role, the role is assigned the company you are in.

Because the roles are company-specific, you must set up roles for each company a user needs to access.

### What Should Be Protected

Because of the sensitive nature of some of the information in the Payroll data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Payroll application itself, each of the Payroll menus, and the individual functions. In particular, restrict access to the **Calculate Checks** and **Print Checks** functions.

For more information about roles, see the [Resource Manager Guide](#).

## Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

### Backing up Data Files

Back up your Payroll data files whenever they change—every day or every pay period—and before you run these functions:

- **Post Transactions**
- **Post Checks**
- **Post Expense to GL**
- **Periodic Maintenance**
- **Close Last Year**

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

**Note:** You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

### **Backing up Programs**

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

### **Backup Media**

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.



# Setting Up Direct Deposit



If the Direct Deposit application is installed, you need to perform the tasks described in this section to set up the system for direct deposit in addition to those detailed previously.

## Preparing Your Data

Follow these steps to prepare your data:

- Gather your bank information—routing codes, account numbers, and security codes for file transfers.
- Gather account information for your employees, such as account numbers and amounts/percentages to be allocated to various accounts.

## Entering Your Data

When you set up Direct Deposit, gather and enter the information in the order below. As you complete the setup steps, use the **Master File Lists** functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the Direct Deposit tables.
2. Set up employer bank information.
3. Enter direct deposit information for each employee who participates in direct deposit in the **Direct Deposit** function.
4. Create the prenotification file.

5. Send the prenotification file to your bank for approval. When you receive approval from the bank, use the **Create Prenotification File** function or the **Direct Deposit** function to mark direct deposit employees approved.
6. Set up roles.

### Direct Deposit Tables

Set up the **DDTB** file before you set up anything else. All companies use the **DDTB** file. You can set up company-specific tables in the **DDTB** file. See “Tables” on page 10-79 for table descriptions.

If you have already set up Payroll, and you do not want to set up all the tables again in Direct Deposit, use your operating system to make a copy of the **PATB** file in your data directory. Next, rename the copy to **DDTB**.

### Employer Bank Information

Use the Employer Bank Information option in the **Payroll Information** function to enter the bank information necessary to process direct deposit transactions.

### Direct Deposit

Use the **Direct Deposit** function on the **File Maintenance** menu to set up and maintain direct deposit transactions for employees. Have your bank routing codes and employee bank account numbers at hand for this step.

### Prenotification File

Use the **Create Prenotification File** function on the **Periodic Processing** menu to set up a file to use as a trial run before you begin processing direct deposit transactions. Whenever an employee changes direct deposit information, you must process a new prenotification. You cannot produce a direct deposit voucher for an employee until a prenotification file has been sent to and received from your bank. Back up your data files before using this function.



## Creating a Backup Schedule

Back up your Direct Deposit data files whenever they change and before you run the **Create Direct Deposit File** and **Post Checks** functions:

Back up your programs once a month as insurance against media damage or deterioration. Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

**Note:** You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.



## CHAPTER 4

# 4

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## Employee Inquiry

### Introduction

Use the functions on the **Employee Inquiry** menu to view employee information. You cannot use these functions to add or change information. If you want to add or change employee information, use the functions on the **File Maintenance** menu instead.



# General Information

Use the **General Information** function to view general information about employees—name, address, phone number, and so on. The information comes from the **PAEGxxx** (Employee General Information) file and is entered in the **Employees** function (see page 10-3 for an explanation of the fields).

To add to or change this information, use the **Employees** function on the **File Maintenance** menu.

## General Information Inquiry Screen

Select **General Information** from the **Employee Inquiry** menu. The inquiry screen appears.

|                     |                                     |                 |                                     |                              |                   |
|---------------------|-------------------------------------|-----------------|-------------------------------------|------------------------------|-------------------|
| Emp ID              | BOU001                              | Direct Deposit? | <input checked="" type="checkbox"/> | Job Title                    | Admin. Asst.      |
| Status              | Active                              |                 |                                     | Work Phone                   | ( ) -             |
| Last Name           | Bourne                              |                 |                                     | Extension                    |                   |
| First Name          | Linda                               | Middle In       | C                                   | Supr ID                      | LUK001            |
| W-2 Name            | Linda C Bourne                      |                 |                                     | Adj Hire Date                | 01/09/1998        |
| Address 1           | 501 N Hamilton Ave                  |                 |                                     | Start Date                   | 01/09/1998        |
| Address 2           |                                     |                 |                                     | Birth Date                   | 06/07/1964        |
| Address 3           |                                     |                 |                                     | Term Date                    |                   |
| Res City            | Edina                               | State           | MN                                  | Last Review Date             | 11/12/2005        |
| Zip Code            | 55435                               | Country         |                                     | Next Review Date             | 11/12/2006        |
| Phone No            | (612)555-1212                       |                 |                                     | Last Check Date              |                   |
| SS No               | XXX-XX-1099                         |                 |                                     | Ins Coverage                 | Family/Blue Cross |
| Sex                 | F                                   |                 |                                     | User Label 2                 |                   |
| EEO Class           | 2                                   |                 |                                     | User Label 3                 |                   |
| Voucher Delivery    | No vouchers                         |                 |                                     |                              |                   |
| Retirement Plan?    | <input checked="" type="checkbox"/> |                 |                                     | Emergency Contact Name       | Jim Bourne        |
| Statutory Employee? | <input type="checkbox"/>            |                 |                                     | Emergency Contact Work Phone | (612)567-3319     |
|                     |                                     |                 |                                     | Emergency Contact Home Phone | (612)555-1212     |
|                     |                                     |                 |                                     | Emergency Contact Relation   | Husband           |

Employee First Last Next Previous User fields

Company H 09/20/2007 Terminal T000 OVR

**Inquiry**

1. Enter the ID of the employee whose information you want to view.  
  
The **Direct Deposit?** flag appears only if Direct Deposit is installed to alert you that the employee participates in direct deposit.
2. Use the commands to find the information you need:
  - Press **E** to view a different employee record.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
  - Press **U** to view the employee's user-defined fields.
3. Press **Shift+F2** or use the **Information** menu to access any comments that have been made about the employee or to view any documents that have been attached to the employee record. See "Employee Comments Screen" on page 10-29 and "Documents Screen" on page 10-32 for more information.

**Exiting from General Information Inquiry**

When you finish viewing information for an employee, press **E** to clear the screen and return to the Emp ID field.

Enter a different employee ID or use the Exit (**F7**) command to return to the Employee Inquiry menu.

# Salary Information

Use the **Salary Information** function to view employee salary information—pay rate, remaining vacation hours, and so on. Use the **Employees** function on the **File Maintenance** menu to add or edit information.

## Salary Information Inquiry Screen

Select **Salary Information** from the **Employee Inquiry** menu. The Salary Information screen appears.

| Codes                |     | Pay Information  |         |
|----------------------|-----|------------------|---------|
| Home Department      | 500 | Pay Periods/Year | 12      |
| Labor Class          | Prs | Salary           | 7500.00 |
| Check Location       |     | Hourly Rate      | .000    |
| Default Earning Code | SAL | Override Pay     | .00     |

| General Information   |                          | Sick and Vacation Information |         |
|-----------------------|--------------------------|-------------------------------|---------|
| Corporate Officer?    | <input type="checkbox"/> | Sick Accrual Code             | XX      |
| Seasonal Employee?    | <input type="checkbox"/> | Vac Accrual Code              | XX      |
| Employee Type         | S                        | Sick Hours Remaining          | 99.344  |
| Exempt from Overtime? | <input type="checkbox"/> | Vacation Hours Remaining      | 120.000 |
| Adjust to Minimum?    | <input type="checkbox"/> |                               |         |
| Group Code            | 1                        |                               |         |
| Status                | Full-time                |                               |         |

Navigation buttons: Employee, Next, Previous, First, Last

Status Bar: Company H | 08/18/2010 | Terminal T000 | OVR

### Inquiry

1. Enter the ID of the employee whose salary information you want to view.
2. Use the commands to find the information you need.
  - Press **E** to view a different employee record.

- Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.
  4. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit (F7)** command to return to the Employee Inquiry menu.



Downloaded from <http://ajph.org/> on November 10, 2015

Use the **Scheduled Deductions** function to view employee scheduled deductions information. Use the **Employees** function on the **File Maintenance** menu to add or edit information.

## Scheduled Deductions Inquiry Screen

Select **Scheduled Deductions** from the **Employee Inquiry** menu. The Scheduled Deductions screen appears.

[illegible]

**Inquiry**

1. Enter the ID of the employee whose scheduled deductions you want to view.

2. Use the commands to find the information you need.
  - Press **E** to view a different employee record.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
  - Press **V** to view factor information for a scheduled deduction. The Factor Inquiry screen appears.
3. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit (F7)** command to return to the Employee Inquiry menu.

### Factor Inquiry Screen

The Factor Inquiry screen appears when you press **V** or click **View** to view information for a scheduled deduction.

| Factor   | Value |
|----------|-------|
| Factor 1 | .0000 |
| Factor 2 | .0000 |
| Factor 3 | .0000 |
| Factor 4 | .0000 |
| Factor 5 | .0000 |
| Factor 6 | .0000 |

The information listed is pulled from the **PADExxx** (Employee Deductions) and **PAEGxxx** (Employee General Information) files and is entered in the **Employees** function (see page 10-3 for an explanation of the fields). Press any key to return to the **Salary Information** screen.

# Earnings Codes

Use the **Earnings Codes** function to view employee scheduled deductions information. Use the **Employees** function on the **File Maintenance** menu to add or edit information.

## Earnings Codes Inquiry Screen

Select **Earnings Codes** from the **Employee Inquiry** menu. The Earnings Codes screen appears.

| Code | Description   | Rate     | Override?                |
|------|---------------|----------|--------------------------|
| P01  | Bonus         | 1000.000 | <input type="checkbox"/> |
| SAL  | Salaried Wage | .000     | <input type="checkbox"/> |
| VAC  | Vacation Pay  | 10.500   | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |
|      |               |          | <input type="checkbox"/> |

Line No ( 000001 of 000003 )

Employee Next Previous First Last Go to

Company H | 10/15/2013 | Terminal T000 | OVR

### Inquiry

1. Enter the ID of the employee whose earnings codes you want to view.

2. Use the commands to find the information you need.
  - Press **E** to view a different employee record.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.

When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit (F7)** command to return to the Employee Inquiry menu.

# Tax Information

Use the **Tax Information** function to view employees' federal, state, and local payroll tax information. To add to or change this information, use the **Employees** function on the **File Maintenance** menu.

## Tax Information Inquiry Screen

Select **Tax Information** from the **Employee Inquiry** menu. The Tax Information screen appears.

2007 Tax Information

Commands Edit Modes Other Scroll Commands Information Help

Employee ID: BOU001    Bourne, Linda C

Tax Group: MN

| Federal Tax Information |      |       |           |           |          |          |
|-------------------------|------|-------|-----------|-----------|----------|----------|
| Fed.                    | Stat | Exemp | Extra W/H | Fixed W/H | EIC Code | Table ID |
| FED                     | M    | 4     | .00       | .00       | N        | FEDM     |

| State Tax Information |      |       |           |                    |           |           |
|-----------------------|------|-------|-----------|--------------------|-----------|-----------|
| State                 | Stat | Exemp | Extra W/H | Fixed W/H Table ID | SUI State | Name      |
| MN                    | M    | 4     | .00       | .00 STXMNM         | MN        | Minnesota |

| Local Tax Information |       |      |       |           |                    |               |
|-----------------------|-------|------|-------|-----------|--------------------|---------------|
| State                 | Local | Stat | Exemp | Extra W/H | Fixed W/H Table ID | Locality Name |
|                       |       |      |       |           |                    |               |
|                       |       |      |       |           |                    |               |
|                       |       |      |       |           |                    |               |

Employee    Next    Previous    First    Last    Switch to Local    Goto line    View

Company H    11/27/2007    Terminal T000    OVR

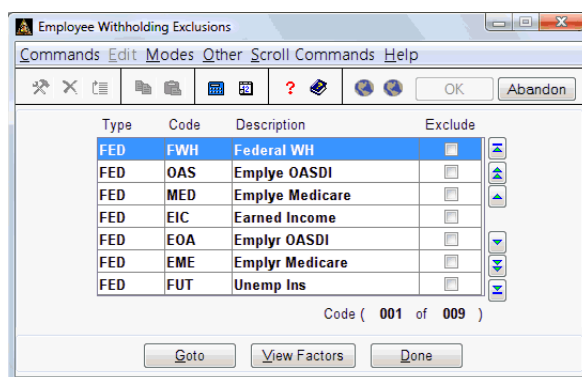
The information listed is pulled from the **PAEGxxx** (Employee General Information), **PAESxxx** (Employee Federal/State/Local Withholdings), **PAEXxxx** (Employee Exclusion), and **PAWIxxx** (Withholdings) files and is entered in the **Employees** function (see page 10-3 for more information).

**Inquiry**

1. Enter the ID of the employee whose tax information you want to view.
2. Use the commands to find the information you need:
  - Press **E** to view a different employee record.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
  - Press **S** to switch between the federal, state, and local sections of the screen.
  - Press **G** to view a particular employee tax, then enter the line number or use the **Inquiry (F2)** command to select a line. This command appears only when there is more than one page of records.
  - Press **V** to view withholding exclusion information for a particular employee. The Employee Withholding Exclusions screen appears.
3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-29 and “Documents Screen” on page 10-32 for more information.
4. When you finish viewing the tax information for an employee, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.

## Employee Withholding Exclusion Screen

The Employee Withholding Exclusions screen appears when you press **V** or click **View** to view withholding exclusion information for a specific employee.



Use the commands on the command bar to find the information you need:

- Press **G** to view a particular type of withholding, then enter the code or entry number or use the **Inquiry (F2)** command to select a type.
- Press **V** to view factors. The Factor Inquiry screen appears. See “Scheduled Deductions” on page 4-7 for more information.
- Press **D** to return to the Tax Information screen.





## Personnel Information One/Two

Use the **Personnel Information** function to view miscellaneous personnel information set up for employees. The Personnel Information One screen provides miscellaneous comments, degrees, pay change, and bonus information. The Personnel Information Two screen is user-defined; the field names are provided by the **USRDDxxx** table. The information that appears on both screens comes from the **PAEPxxx** (Employee Personnel) file and is entered in the **Employees** function (see page 10-3 for an explanation of the fields).

To maintain data, use the **Employees** function on the **File Maintenance** menu.

### Personnel Information Inquiry Screens

Select **Personnel Information One** or **Personnel Information Two** from the Employee Inquiry menu. The appropriate inquiry screen appears.

2007 Personnel Information One

Commands Edit Modes Other Information Help

Employee ID: BOU001      Bourne, Linda C

Comments 1: Linda is on the board of directors for Mulcahy Companies  
Comments 2:  
Comments 3:

|        |    |                  |       |                         |
|--------|----|------------------|-------|-------------------------|
| Degree | BA | Bachelor of Arts | Major | Business Administration |
| Degree | MA | Master of Arts   | Major | Business Finance        |
| Degree |    |                  | Major |                         |

| --- Pay Change --- |                 |          | --- Bonus Issued --- |        |        |
|--------------------|-----------------|----------|----------------------|--------|--------|
| Date               | Reason          | Old Rate | Date                 | Reason | Amount |
| 11/12/2007         | Annl Review     | 7250.00  |                      |        | .00    |
| 04/04/2007         | Board Review    | 6750.00  |                      |        | .00    |
| 12/31/2006         | Co. Performance | 6500.00  |                      |        | .00    |
| 08/23/2005         | Performance     | 6150.00  |                      |        | .00    |
|                    |                 | .00      |                      |        | .00    |
|                    |                 | .00      |                      |        | .00    |
|                    |                 | .00      |                      |        | .00    |
|                    |                 | .00      |                      |        | .00    |

Employee    First    Last    Next    Previous

Company H    11/27/2007    Terminal T000    OVR

The screenshot shows a window titled "2007 Personnel Information Two". The menu bar includes "Commands", "Edit", "Modes", "Other", "Information", and "Help". Below the menu bar is a toolbar with icons for search, print, save, and other functions, along with "OK" and "Abandon" buttons. The main area displays employee information for "Employee ID" BOU001, "Bourne, Linda C". Below this, a table lists various dates: License (05/13/2006), Last Phys (10/09/2007), Driver Lic (02/04/2009), and User Dates 04 through 10. At the bottom, there are navigation buttons: "Employee", "First", "Last", "Next", and "Previous". The status bar at the very bottom shows "Company H", "11/27/2007", "Terminal T000", and "OVR".

| Field           | Value      |
|-----------------|------------|
| Employee ID     | BOU001     |
| Bourne, Linda C |            |
| License         | 05/13/2006 |
| Last Phys       | 10/09/2007 |
| Driver Lic      | 02/04/2009 |
| User Date 04    |            |
| User Date 05    |            |
| User Date 06    |            |
| User Date 07    |            |
| User Date 08    |            |
| User Date 09    |            |
| User Date 10    |            |

The commands and instructions for the two screens are identical:

**Inquiry**

1. Enter the ID of the employee whose personnel information you want to see.
2. Use the commands to find the information you need:
  - Press **E** to view a different employee record.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See "Employee Comments Screen" on page 10-29 and "Documents Screen" on page 10-32 for more information.
4. When you finish viewing the information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit (F7)** command to return to the Employee Inquiry menu.

# Employee History

Use the **Employee History** function to view employee payroll history—hours, pay, deductions, and so on—for each quarter and for the year. Information comes from the **PAEGxxx** (Employee General Information), **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

To add to or change this information, use the **Employee History** function on the **File Maintenance** menu (see page 10-35).

## Employee History Inquiry Selection Screen

Select **Employee History** from the **Employee Inquiry** menu. The Employee History Inquiry selection screen appears.

2013 Employee History

Commands Edit Modes Other Information Help

OK Abandon

Employee ID: BOU001

Last Name: Bourne

First Name: Linda

Middle Initial: C

Do you want to see:

|                                |                                     |
|--------------------------------|-------------------------------------|
| Employee Miscellaneous History | <input checked="" type="checkbox"/> |
| Employee Earnings History      | <input checked="" type="checkbox"/> |
| Employee Deductions History    | <input checked="" type="checkbox"/> |
| Employee Federal Tax History   | <input checked="" type="checkbox"/> |
| Employee State Tax History     | <input checked="" type="checkbox"/> |
| Employee Local Tax History     | <input checked="" type="checkbox"/> |

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**Inquiry**

Enter the employee ID for whom you want to view information, then select the check box (or enter **Y** in text mode) next to each type of history you want to view. Clear a check box (or enter **N** in text mode) if you do not want to view that type of employee history. After you've selected the information to view, use the **Proceed (OK)** command to open the screen for the first history type selected.

Use the commands on the **Information** menu (press **Shift+F2** in text mode) when available to view any employee comments or documents. See "Employee Comments Screen" on page 10-29 and "Documents Screen" on page 10-32 for more information.

## Employee Miscellaneous History Inquiry Screen

This screen appears when you select **Employee Miscellaneous History** on the selection screen.

|                 | October | November | December | --QTR 4-- | ---YTD--- |
|-----------------|---------|----------|----------|-----------|-----------|
| Hours Worked    | 173.330 | .000     | .000     | 173.330   | 173.330   |
| Weeks Worked    | 13.00   | .00      | .00      | 13.00     | 13.00     |
| Wks Under Limit | .00     | .00      | .00      | .00       | .00       |
| Paid/Month      | Y       | N        | N        | YNN       |           |
| Allocated Tips  | .00     | .00      | .00      | .00       | .00       |
| 100% Use Auto   | .00     | .00      | .00      | .00       | .00       |
| Cost of GTLI    | .00     | .00      | .00      | .00       | .00       |
| Cost of DCB     | .00     | .00      | .00      | .00       | .00       |
| 457 Plan        | .00     | .00      | .00      | .00       | .00       |
| Non-457 Plan    | .00     | .00      | .00      | .00       | .00       |
| FICA Tips       | .00     | .00      | .00      | .00       | .00       |
| Adv EIC Payment | .00     | .00      | .00      | .00       | .00       |
| Uncol OASDI     | .00     | .00      | .00      | .00       | .00       |
| Uncol Medicare  | .00     | .00      | .00      | .00       | .00       |

Next Page   Change Quarter   Quarter totals   Month Totals

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See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.

## Employee Earnings History Inquiry Screen

This screen appears when you select **Employee Earnings History** on the selection screen.

2007 Employee Earnings History

Employee ID **80U001** **Bourne, Linda C**

| Earning Hours |         |          |          |           |           |
|---------------|---------|----------|----------|-----------|-----------|
| Code          | October | November | December | --QTR 4-- | ---YTD--- |
| P01           | .000    | .000     | .000     | .000      | .000      |
| P03           | .000    | .000     | .000     | .000      | .000      |
| REG           | .000    | .000     | .000     | .000      | .000      |
| SIC           | .000    | .000     | .000     | .000      | .000      |
| VAC           | 8.500   | .000     | .000     | 8.500     | 8.500     |

| Earning Amounts |          |          |          |           |           |
|-----------------|----------|----------|----------|-----------|-----------|
| Code            | October  | November | December | --QTR 4-- | ---YTD--- |
| P01             | 750.00   | .00      | .00      | 750.00    | 750.00    |
| P03             | 133.82   | .00      | .00      | 133.82    | 133.82    |
| REG             | 29738.00 | .00      | .00      | 29738.00  | 29738.00  |
| SIC             | .00      | .00      | .00      | .00       | .00       |
| VAC             | 262.00   | .00      | .00      | 262.00    | 262.00    |

|           |          |     |     |          |          |
|-----------|----------|-----|-----|----------|----------|
| Gross Pay | 30883.82 | .00 | .00 | 30883.82 | 30883.82 |
| Net Pay   | 18271.94 | .00 | .00 | 18271.94 | 18271.94 |

Switch to Amounts Enter=edit Append Next page Previous page

Goto Total gross and net pay Change quarter Quarter Totals Month Totals

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See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit (F7)** command to exit to the **Employee Inquiry** menu.

## Employee Deductions History Inquiry Screen

This screen appears when you select **Employee Deductions History** on the selection screen.

[illegible]

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.

## Employee Federal Tax History Inquiry Screen

This screen appears when you select **Employee Federal History** on the selection screen.

2007 Employee Federal Tax History

Commands Edit Modes Other Scroll Commands Information Help

Employee ID **B0U001** **Bourne, Linda C**

Earnings

| Code | October  | November | December | --QTR 4-- | ---YTD--- |
|------|----------|----------|----------|-----------|-----------|
| EME  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |
| EOA  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |
| FUT  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
| FWH  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
| MED  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |
| OAS  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |

Tax Amounts

| Code | October | November | December | --QTR 4-- | ---YTD--- |
|------|---------|----------|----------|-----------|-----------|
| EME  | 447.82  | .00      | .00      | 447.82    | 447.82    |
| EOA  | 1914.80 | .00      | .00      | 1914.80   | 1914.80   |
| FUT  | 434.00  | .00      | .00      | 434.00    | 434.00    |
| FWH  | 5624.45 | .00      | .00      | 5624.45   | 5624.45   |
| MED  | 447.82  | .00      | .00      | 447.82    | 447.82    |
| OAS  | 1914.80 | .00      | .00      | 1914.80   | 1914.80   |

Switch to Tax Amounts Enter=edit Append Next page Previous page

Goto Change quarter Quarter Totals Month Totals

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See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.

## Employee State Tax History Inquiry Screen

This screen appears when you select **Employee State History** on the selection screen.

2007 Employee State Tax History

Commands Edit Modes Other Scroll Commands Information Help

Employee ID **BOU001** **Bourne, Linda C**

Earnings

| State | Code | October  | November | December | --QTR 4-- | ---YTD--- |
|-------|------|----------|----------|----------|-----------|-----------|
| MN    | SUI  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
| MN    | SWH  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
|       |      |          |          |          |           |           |
|       |      |          |          |          |           |           |

Tax Amounts

| State | Code | October | November | December | --QTR 4-- | ---YTD--- |
|-------|------|---------|----------|----------|-----------|-----------|
| MN    | SUI  | 459.20  | .00      | .00      | 459.20    | 459.20    |
| MN    | SWH  | 2043.61 | .00      | .00      | 2043.61   | 2043.61   |
|       |      |         |          |          |           |           |
|       |      |         |          |          |           |           |

Switch to Tax Amounts Enter=edit Append Next page Previous page

Goto Change quarter Quarter Totals Month Totals

Company H 11/27/2007 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.



## Employee Local Tax History Inquiry Screen

This screen appears when you select **Employee Local History** on the selection screen.

2007 Employee Local Tax History

Commands Edit Modes Other Scroll Commands Information Help

Employee ID: B0U001 Bourne, Linda C

Earnings

| State | Lo | Code | October | November | December | --QTR 4-- | --YTD-- |
|-------|----|------|---------|----------|----------|-----------|---------|
|       |    |      |         |          |          |           |         |
|       |    |      |         |          |          |           |         |
|       |    |      |         |          |          |           |         |
|       |    |      |         |          |          |           |         |

Tax Amounts

| State | Lo | Code | October | November | December | --QTR 4-- | --YTD-- |
|-------|----|------|---------|----------|----------|-----------|---------|
|       |    |      |         |          |          |           |         |
|       |    |      |         |          |          |           |         |
|       |    |      |         |          |          |           |         |
|       |    |      |         |          |          |           |         |

Switch to Tax Amounts Enter=edit Append Next page Previous page

Goto Change quarter Quarter Totals Month Totals

Company H 11/27/2007 Terminal T000 OVR

See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to go to the Employee History Inquiry selection screen. Enter another employee for which to view history or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.



## Time Ticket History

Use the **Time Ticket History** function to view an employee's time ticket history for each quarter and for the year.

## Time Ticket History Screen

Select **Time Ticket History** from the **Employee Inquiry** menu. The Time Ticket History screen appears.

[illegible]

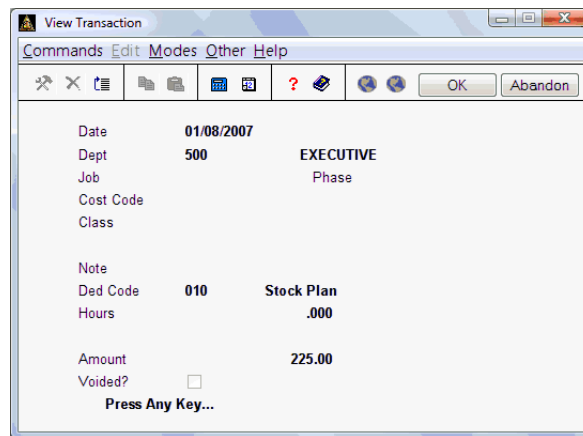
**Inquiry**

1. Enter the employee ID whose time ticket information you want to view.
2. Enter the start date for the time period you want to work with.
3. Use the commands to find the information you need:

- Press **E** to view a different employee record.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **V** to view time ticket details for the selected entry. The View Transaction screen appears.
  - Press **S** to change the start date.
4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-29 and “Documents Screen” on page 10-32 for more information.
  5. When you finish viewing the information, press **E** to clear the screen and return to the **Employee ID** field or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.

## View Transaction Screen

The View Transaction screen appears when you select a transactions and press **V** (or click **View**). The screen lists detailed tax, employee, and amount information about the selected transaction.



The screenshot shows a window titled "View Transaction" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for back, forward, and other functions. The main area displays the following information:

|           |                          |            |
|-----------|--------------------------|------------|
| Date      | 01/08/2007               |            |
| Dept      | 500                      | EXECUTIVE  |
| Job       |                          | Phase      |
| Cost Code |                          |            |
| Class     |                          |            |
| Note      |                          |            |
| Ded Code  | 010                      | Stock Plan |
| Hours     |                          | .000       |
| Amount    |                          | 225.00     |
| Voided?   | <input type="checkbox"/> |            |

Press Any Key...



## Check History

Use the **Check History** function to view an employee's check history for each quarter and for the year.

## Check History Screen

Select **Check History** from the **Employee Inquiry** menu. The Check History screen appears.

[illegible]

## Inquiry

1. Enter the employee ID whose time ticket information you want to view.
2. Enter the start date for the time period you want to view. Leave this field blank to view all check history.

3. Use the commands to find the information you need:
  - Press **E** to view a different employee record.
  - Press **F** to view the first employee record on file.
  - Press **L** to view the last employee record on file.
  - Press **N** to view the next employee record on file.
  - Press **P** to view the previous employee record on file.
  - Press **S** to change the start date.
  - Press **C** to view summary information about the selected check. The Check Summary screen appears.
  - Press **A** to view summary earnings information about the selected check. The Check History Earnings screen appears.
  - Press **D** to view deductions from the selected check. The Check History Deductions screen appears.
  - Press **W** to view withholdings from the selected check. The Check History Withholdings screen appears.
  - Press **R** to print the entry screen, then select the output device.
4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents. See “Employee Comments Screen” on page 10-29 and “Documents Screen” on page 10-32 for more information.
5. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field. Enter a new employee ID for which to view information or use the **Exit (F7)** command to return to the **Employee Inquiry** menu.



## Check History Earnings Screen

The Check History Earnings screen appears when you use the appropriate command on the Check History Inquiry, Check History Deductions, or Check History Withholdings screen to view earning information for the selected entry.

| Earn Code | Description    | Tax Group | Class | Hours | Rate | Amount  |
|-----------|----------------|-----------|-------|-------|------|---------|
|           | Dept Job Phase | Cost Code |       |       |      |         |
| REG       | Regular Pay    | MN        |       | .000  |      | 7500.00 |
|           |                |           |       | .000  |      |         |
| P01       | Bonus          | MN        |       | .000  |      | 750.00  |
|           |                |           |       | .000  |      |         |
|           |                |           |       |       |      |         |
|           |                |           |       |       |      |         |
|           |                |           |       |       |      |         |
|           |                |           |       |       |      |         |
|           |                |           |       |       |      |         |
|           |                |           |       |       |      |         |

Earning ( 000 of 000 )

Done dEductions Withholdings Goto

Status Bar Company H 11/27/2007 Terminal T000 OVR

### Field Descriptions

| Field                                  | Description                                                           |
|----------------------------------------|-----------------------------------------------------------------------|
| <b>Earn Code</b>                       | The employee's earning code appears.                                  |
| <b>Description/Dept/<br/>Job/Phase</b> | The earning code description, job, and phase IDs appear.              |
| <b>Tax Group/Cost<br/>Code</b>         | The tax group and job cost code appear.                               |
| <b>Hours/Rate</b>                      | The amount of hours and the rate of pay for the earning code appears. |
| <b>Amount</b>                          | The amount earned for each earning code appears.                      |

### Commands

Use the commands on the Check History Earnings screen to perform the function you want and to find the information you need:

- Press **D** to return to the Check History Inquiry screen.
- Press **E** to view deductions for the selected entry.
- Press **W** to view withholdings for the selected entry.
- Press **G** to go to a specific earning code. This command is available only when there is more than one page of earning codes.

## Check History Deductions Screen

The Check History Deductions screen appears when you use the appropriate command on the Check History Inquiry, Check History Earnings, or Check History Withholdings screen to view deductions for a selected entry.

| Code | Description  | Hours | Amount | Gross or Net | Emplr Paid?              |
|------|--------------|-------|--------|--------------|--------------------------|
| 001  | Medical Ins  | .000  | 10.56  | Gross        | <input type="checkbox"/> |
| 002  | Dental Ins   | .000  | 3.52   | Gross        | <input type="checkbox"/> |
| 003  | United Way   | .000  | 76.34  | Gross        | <input type="checkbox"/> |
| 004  | Credit Union | .000  | 50.00  | Gross        | <input type="checkbox"/> |
| 006  | 401K         | .000  | 343.52 | Gross        | <input type="checkbox"/> |
| 010  | Stock Plan   | .000  | 100.00 | Gross        | <input type="checkbox"/> |
|      |              |       |        |              | <input type="checkbox"/> |
|      |              |       |        |              | <input type="checkbox"/> |
|      |              |       |        |              | <input type="checkbox"/> |
|      |              |       |        |              | <input type="checkbox"/> |

Deduction ( 000 of 000 )

Employee Total 583.94      Employer Total .00

Done   Earnings   Withholdings   Go to

Company H | 10/15/2013 | Terminal T000 | OVR

### Field Descriptions

| Field               | Description                                                                                                |
|---------------------|------------------------------------------------------------------------------------------------------------|
| <b>Code</b>         | The code for the deduction type appears (see page 11-19 for more information on setting up on deductions). |
| <b>Description</b>  | The description for the deduction code appears.                                                            |
| <b>Hours</b>        | If the employee has elected to deduct pay by hours worked, the amount of hours appears.                    |
| <b>Amount</b>       | The amount of money for the deductions appears                                                             |
| <b>Gross or Net</b> | Lists whether the amount is deducted before taxes (gross) or after taxes (net).                            |
| <b>Emplr Paid?</b>  | If the box is selected, the deduction is paid by the employer, for example, a 401k matching amount.        |

### Commands

Use the commands on the Check History Deductions screen to perform the function you want and to find the information you need:

- Press **D** to return to the Check History Inquiry screen.
- Press **E** to view earnings for the selected entry. The Check History Earnings screen appears.
- Press **W** to view withholdings for the selected entry. The Check History Withholdings screen appears.
- Press **G** to go to a specific earning code. This command is available only when there is more than one page of earning codes.

## Check History Withholdings Screen

The Check History Withholdings screen appears when you use the appropriate command on the Check History Inquiry, Check History Earnings, or Check History Deductions screen to view withholdings for a selected entry.

Check History - Withholdings

Commands Edit Modes Other Scroll Commands Information Help

Employee ID **BOU001** **Bourne, Linda C** Check No **0001073**

Start Date

Employee Withholdings

| Type    | State | Locality | Code | Description   | Txbl. Earn | Amount  |
|---------|-------|----------|------|---------------|------------|---------|
| Federal | N/A   | N/A      | FWH  | Federal WH    | 7190.30    | 1295.70 |
| Federal | N/A   | N/A      | OAS  | Empl OASDI    | 7633.82    | 473.30  |
| Federal | N/A   | N/A      | MED  | Empl Medicare | 7633.82    | 110.69  |
| State   | MN    | N/A      | SWH  | MN W/H        | 7190.30    | 461.04  |

Withholding ( 001 of 004 )

Employer Liability

| Type    | State | Locality | Code | Description    | Txbl. Earn | Amount |
|---------|-------|----------|------|----------------|------------|--------|
| Federal | N/A   | N/A      | EOA  | Emplr OASDI    | 7633.82    | 473.30 |
| Federal | N/A   | N/A      | EME  | Emplr Medicare | 7633.82    | 110.69 |
| Federal | N/A   | N/A      | FUT  | Unemp Ins      | 7190.30    | .00    |
| State   | MN    | N/A      | SUI  | MN Unemp Ins   | 7190.30    | .00    |

Contribution ( 001 of 004 )

Total Withholdings **2340.73** Employer Liability **583.99**

Switch to Liability Earnings dedUctions Done Go to

Company H 10/15/2013 Terminal T000 OVR

The screen contains two sections: **Employee Withholdings** and **Employer Liability**. The **Employee Withholdings** section displays information for the amount of taxes for which the employee is liable. The **Employer Withholdings** section displays the taxes for which the employer is responsible.

### Field Descriptions

| Field       | Description                                                          |
|-------------|----------------------------------------------------------------------|
| Type        | Lists the tax withholding description.                               |
| State       | The state in which the employee pays taxes appears.                  |
| Locality    | If the employee is subject to locality taxes, that locality appears. |
| Code        | The code for the withholding type appears.                           |
| Description | The description for the code appears.                                |
| Txbl Earn   | The amount of income subject to the withholding type appears.        |
| Amount      | The calculated amount of tax appears.                                |

### Commands

Use the commands on the Check History Withholdings screen to perform the function you want and to find the information you need:

- Press **S** to switch between the **Employee Withholdings** and **Employer Liability** sections.
- Press **E** to view earnings for the selected entry. The Check History Earnings screen appears.
- Press **U** to view deductions for the selected entry. The Check History Deductions screen appears.
- Press **D** to return to the Check History Inquiry screen.
- Press **G** to go to specific withholdings code. This command is available only if there is more than one page of withholdings present.

## CHAPTER 5

# 5

|                                     |      |
|-------------------------------------|------|
| Payroll Transactions                | 5-3  |
| Import Transactions                 | 5-17 |
| Time Ticket Journal                 | 5-19 |
| Miscellaneous Deductions<br>Journal | 5-21 |
| Copy Recurring Entries              | 5-23 |
| Change Batches                      | 5-25 |
| Batch Control                       | 5-27 |
| Post Transactions                   | 5-29 |

## Daily Work





# Payroll Transactions

Use the **Payroll Transactions** function to enter, change, or delete the number of hours each employee worked; allocate labor dollars, hours and pieces to various departments, jobs, and phases for hourly and salaried employees; and enter miscellaneous earnings and deductions that appear on employee payroll checks. If Payroll interfaces with Job Cost, the **JOHIxxx** (Detail History), **JOBSxxx** (Jobs), and **JOCDxxx** (Cost Codes Detail) files are updated when you post.

You cannot use the **Payroll Transactions** function if you are working with last-year files.

How you use the **Payroll Transactions** function depends on whether employees are hourly or salaried and whether you enter a time ticket or make a miscellaneous payroll entry.

Hourly employees are paid according to the time ticket data you enter. Hour, dollar, and piece data are distributed to the department you specify and to the job and/or phase you specify if Payroll interfaces with Job Cost.

Salaried employees are paid according to the salary you entered in the **PAEGxxx** (Employee General Information) file, not according to the time you enter in the **Payroll Transactions** function; but you must use this function to enter payroll transactions for salaried employees for other types of pay (such as bonuses, overtime and double time), other deductions, and vacation and sick pay.

Salaries can be allocated to different departments by entering time tickets. The system keeps track of the employee's posted and unposted dollar amounts. You cannot exceed an employee's salary with time tickets if you elected to replace wages for salaried employees in the **Earning Types** function. If no time tickets are entered, all expenses go to the home department. If time tickets are entered, the earnings go to the specified department, and the employer withholdings and deductions go either to the home department or the department where the employee worked, based on the option you selected in the Resource Manager **Options and Interfaces** function. To determine hours for salaried employees, the system uses the information from the **FREQxxx** table.

To record other pay that employees have earned in addition to their regular pay (commission, tips, bonuses, and so on) and to record other deductions that are to be withheld from paychecks (items that are not regularly scheduled such as one-time contributions), make miscellaneous payroll entries. Define these deduction types through the **Deductions** function (see page 11-19).

To reverse incorrect time tickets and miscellaneous entries that have been posted, enter the time ticket with a negative number of hours or the miscellaneous entry with negative amounts. This procedure provides an audit trail of the change.

**Note:** an employee with an Inactive status may not have new transactions entered in their records.

## Payroll Transactions Screen

Select **Payroll Transactions** from the **Daily Work** menu. This screen appears.

2013 Payroll Transactions

Commands Edit Modes Other Scroll Commands Information Help

Batch ID HOURLY

Employee ID JON001 Jonchim, Maria K (HOURLY)

Department 501 EXEC. SECRETARIAL

Date 10/15/2013 Class SEC Rate 7.5000

| Date       | Dept | Job | Type | Code | Hours  | Rate   | Amount | Pieces |
|------------|------|-----|------|------|--------|--------|--------|--------|
| 12/14/2013 | 501  |     | Pay  | REG  | 32.000 | 7.500  | 240.00 | 0      |
| 12/14/2013 | 501  |     | Pay  | OVT  | .750   | 11.253 | 8.44   | 0      |
| 12/14/2013 | 501  |     | Pay  | VAC  | 8.000  | 7.500  | 60.00  | 0      |
|            |      |     |      |      |        |        |        |        |
|            |      |     |      |      |        |        |        |        |
|            |      |     |      |      |        |        |        |        |
|            |      |     |      |      |        |        |        |        |
|            |      |     |      |      |        |        |        |        |
|            |      |     |      |      |        |        |        |        |
|            |      |     |      |      |        |        |        |        |

Entry ( 000001 of 000003 )

Enter = edit Add trans Employee First Last Next Previous Totals

Company H 10/15/2013 Terminal T000 OVR

Inquiry

Maint

1. Choose the Batch ID which contains or will contain the transaction you want to enter, change, or delete.



2. Enter the employee ID for which you want to enter, change, or delete information. Data from the employee's record appears.
3. Use the commands to work with the information on the screen:
  - To edit the selected transaction, press **Enter**. See “Editing a Transaction” on page 5-5 for more information.
  - To add a transaction, press **A**. See “Adding a Transaction” on page 5-10 for more information.
  - To view a different employee record, press **E**.
  - To view the first employee record on file, press **F**.
  - To view the last employee record on file, press **L**.
  - To view the next employee record on file, press **N**.
  - To view the previous employee record on file, press **P**.

The four commands above skip employees that have been terminated when locating the appropriate record to speed transaction entry. To view terminated employee information, select the appropriate employee ID.

  - To view transaction totals for the employee, press **T**. See “Viewing Totals” on page 5-16 for more information.
  - To delete a line item, use the **Delete (F3)** command.
4. Press **Shift+F2** or use the **Information** menu to access employee comments or documents.

### Editing a Transaction

When you press **Enter** at the line you want to edit on the Payroll Transactions screen, either the earnings or the deductions Edit Transactions screen appears. The deductions screen differs slightly from the earnings screen.

**Edit Transactions Screen - Earnings**

The screenshot shows the 'Edit Transactions' window with the 'Earnings' tab selected. The form contains the following fields and values:

| Field        | Value        |
|--------------|--------------|
| Tax Group    | MIN          |
| Date         | 12/29/2010   |
| Dept         | 500          |
| Job          |              |
| Cost Code    |              |
| Class        | Prs          |
| Seq No       | 0            |
| Note         | Vacation Pay |
| Earning Code | VAC          |
| Hours        | 8.000        |
| Rate         | 40.000       |
| Amount       | 320.00       |
| Pieces       | 0            |

Buttons: OK, Abandon

**Edit Transactions Screen - Deductions**

The screenshot shows the 'Edit Transactions' window with the 'Deductions' tab selected. The form contains the following fields and values:

| Field          | Value      |
|----------------|------------|
| Date           | 12/29/2010 |
| Dept           | 500        |
| Job            |            |
| Cost Code      |            |
| Class          | Prs        |
| Seq No         | 0          |
| Note           | Dues       |
| Deduction Code | 005        |
| Hours          | 1.000      |
| Amount         | 40.00      |

Buttons: OK, Abandon

|                                     | Field            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div> <div>Maint</div> | <b>Tax Group</b> | <p>This field appears only if you are editing earning transactions. Use the <b>Maintenance (F6)</b> command to open the <b>Tax Groups</b> function to edit tax groups.</p> <p>Press <b>Enter</b> if you want to use the current tax group, or enter a different tax group.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                     | <b>Date</b>      | <p>Press <b>Enter</b> to accept today's date for the transaction, or enter a different date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <div>Inquiry</div>                  | <b>Dept</b>      | <p>The department ID determines the distribution of expenses in General Ledger. It also indicates where the hours, amount, and pieces are distributed for accumulation in the <b>PADPxxx</b> (Department) file.</p> <p>Expense for salaried employees is automatically distributed to the employees' departments. If you want to distribute expenses to different departments, you must enter payroll transactions for each employee to do so.</p> <p>Press <b>Enter</b> to accept the current department, or enter a different department ID.</p>                                                                                                                                                                                                                            |
|                                     | <b>Job</b>       | <p>Enter the job ID to which you want to charge the time and amount on the time ticket. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost. The description appears at the bottom of the screen for verification.</p> <p>If Payroll interfaces with Job Cost and you want to charge the hours, amount, and pieces on a time ticket to a job or phase, enter the job ID and, if applicable, the phase ID. When you post transactions, the data updates the <b>JOHIxxx</b> (Job Detail History) file.</p> <p>If Payroll does not interface with Job Cost, you can enter a job and phase so that you can organize the Time Ticket Journal accordingly or produce the Transaction History Report by job activity.</p> |

|                                     | Field       | Description                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div> <div>Maint</div> | Phase       | If you entered a Job ID for this entry, enter the phase ID to which you want to charge the time and amount, if any. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost.                                                                                               |
|                                     | Cost Code   | If Payroll interfaces with Job Cost and you entered a job ID for this entry, enter the labor code for the job.                                                                                                                                                                                                                    |
| <div>Inquiry</div> <div>Maint</div> | Class       | Press <b>Enter</b> to accept the employee's current labor class or enter a different class for the time ticket. Use the <b>Maintenance (F6)</b> command to edit labor classes.                                                                                                                                                    |
|                                     | Sequence No | If you want to split earnings and override deductions for an employee receiving two paychecks, enter a sequence number. The sequence number you use prints in the Time Ticket Journal.                                                                                                                                            |
|                                     | Note        | Enter a description of the time ticket or deduction entry.                                                                                                                                                                                                                                                                        |
| <div>Inquiry</div> <div>Maint</div> | Earn Code   | This field appears only if you are editing a time ticket earnings transaction.<br><br>Press <b>Enter</b> to accept the employee's current earning code or enter a different earning code for the time ticket. Use the <b>Maintenance (F6)</b> command to edit earning codes.                                                      |
|                                     | Ded Code    | This field appears only if you are editing a deduction.<br><br>If you want to override an employee's scheduled deduction or give a deduction the employee is not scheduled to receive, enter the code for the deduction. Use the <b>Maintenance (F6)</b> command to open the <b>Deductions</b> function to edit a deduction code. |

| Field  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hours  | <p>If you are entering a time ticket, press <b>Enter</b> if the employee worked the current number of hours or enter a different number of hours.</p> <p>If you are entering a deduction transaction, enter the number of hours to use in calculating the deduction, if necessary.</p>                                                                                                                                                               |
| Rate   | <p>Press <b>Enter</b> to accept the employee's current pay rate or enter a different pay rate for the time ticket. The rate will change depending on the earning code entered and the <b>Multiplier</b> and <b>Add to Base</b> fields for that earning code.</p>                                                                                                                                                                                     |
| Amount | <p>If you are entering a time ticket, the amount calculated for the time ticket appears. To change this figure, change the earning code, rate of pay, or number of hours worked.</p> <p>If you are entering a deduction transaction, enter the amount of the deduction.</p>                                                                                                                                                                          |
| Pieces | <p>If the employee did piece work, the number of pieces he or she produced appears. Press <b>Enter</b> to accept it, or enter a different number.</p> <p>The Payroll system does not use piece information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, if Payroll interfaces with Job Cost, you can post period-to-date, year-to-date, and job-to-date pieces to the <b>JOBSxxx</b> file.</p> |

Use the **Proceed (OK)** command to save the information. The Payroll Transactions screen appears.

Adding a Transaction

The Enter Transactions screen appears when you press **A** on the Payroll Transactions screen to add a transaction.

Enter Transactions

Commands Edit Modes Other Information Help

Employee ID

BOU001

Tax Group

MN

Date

12/29/2010

Job

Class

Prs

Bourne, Linda C

(SALARIED)

Dept

500

Phase

Cost Code

Sequence No

0

Pieces

0

Salary

7500.00

| Earn Code | Note         | Hours | Rate   | Amount |
|-----------|--------------|-------|--------|--------|
| VAC       | Vacation Pay | 8.000 | 40.000 | 320.00 |
| OVT       | Overtime Pay | 8.000 | 80.000 | 640.00 |

| Deduction | Note       | Hours | Amount |
|-----------|------------|-------|--------|
| 005       | Dues       | 1.000 | 40.000 |
| 003       | United Way | .000  | 15.000 |
| 11        | Uniform    | .000  | 35.00  |

|                                               | Field       | Description                                                                                                                                                                                                                              |
|-----------------------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>Inquiry</div><div>Maint</div></div> | Employee ID | Press <b>Enter</b> to add a transaction for the current employee or enter a different employee ID. Use the <b>Maintenance (F6)</b> function to enter the <b>Employees</b> function to edit employee information.                         |
| <div><div>Inquiry</div><div>Maint</div></div> | Tax Group   | Press <b>Enter</b> to use the current tax group, or enter a different group if the employee is subject to tax in more than one group. Use the <b>Maintenance (F6)</b> command to enter the <b>Tax Group</b> function to edit tax groups. |
|                                               | Date        | Press <b>Enter</b> to use the current date or enter a different date.                                                                                                                                                                    |



|                                                                                                                                                                            | Field              | Description                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                           | <b>Dept</b>        | <p>Press <b>Enter</b> to use the current department code or enter a different code.</p> <p>If you enter a department code that is different from the employee's default department, it is used to update the employer tax information in the <b>PADPxxx</b> (Department) file, depending on which option you selected in the Resource Manager <b>Options and Interfaces</b> function.</p> |
| <br>     | <b>Job</b>         | <p>Enter the job ID to which you want to charge the time and amount. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost.</p>                                                                                                                                                                                                  |
| <br>  | <b>Phase</b>       | <p>If you entered a job ID for this entry, enter the phase ID to which you want to charge the time and amount, if any. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost.</p>                                                                                                                                                |
| <br> | <b>Cost Code</b>   | <p>If Payroll interfaces with Job Cost and you entered a job ID for this entry, enter the cost code for the job. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll is interfaced with Job Cost.</p>                                                                                                                                                   |
| <br> | <b>Class</b>       | <p>Press <b>Enter</b> to accept the employee's current labor class or enter a different class for the time ticket. Use the <b>Maintenance (F6)</b> command to enter the <b>Labor Classes</b> function to edit labor classes.</p>                                                                                                                                                          |
|                                                                                                                                                                            | <b>Sequence No</b> | <p>If you want to produce multiple checks for an employee, enter all the transactions for the first paycheck under sequence number <b>0</b>. Then enter the transactions for the second paycheck under sequence number <b>1</b>, and so on.</p>                                                                                                                                           |

|                                     | Field                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <b>Pieces</b>         | <p>If the employee did piecework, enter the number of pieces the employee produced.</p> <p>The Payroll system does not use this information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, if Payroll interfaces with Job Cost, you can post pieces to the <b>JOBSxxx</b> file.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                     | <b>Salary or Rate</b> | <p>If the employee is salaried, the employee's normal salary amount appears.</p> <p>If the employee is hourly, enter the hourly rate to apply to these transactions or press <b>Enter</b> to accept the current rate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <div>Inquiry</div> <div>Maint</div> | <b>Earn Code</b>      | <p>Press <b>Enter</b> to accept the current earning code or enter an earning code for the time ticket. Use the <b>Maintenance (F6)</b> command to enter the <b>Earning Codes</b> function to edit earning codes.</p> <p>You can enter five line items for an employee on this screen; if you need to enter more items, use the <b>Proceed (OK)</b> command to save these transactions, return to the Payroll Transactions scroll region, and then reenter the Enter Transactions screen.</p> <p>If you elected to use the time card calculator (which is for hourly employees only) in the Resource Manager <b>Options and Interfaces</b> function, a message appears. If you elect to use the time card calculator, the Time Card Entry window appears (see "Time Card Entry" on page 5-14).</p> |
|                                     | <b>Note</b>           | A description of the earning code appears. Press <b>Enter</b> to accept that description, or enter a different description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                     | <b>Hours</b>          | Enter the number of regular work hours recorded on the time ticket, or enter a negative number of hours to reverse a time ticket that has already been entered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                     | Field                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <b>Rate</b>                          | The pay rate for the earning code appears. Press <b>Enter</b> to accept the rate or enter a different rate for this time ticket.                                                                                                                                                                                                                                                                                                                                                                   |
|                                     | <b>Amount</b>                        | <p>The amount (the number of hours multiplied by the rate) appears. Press <b>Enter</b> to accept the amount or enter a different amount. If you enter a different amount, the rate is recalculated.</p> <p>When you accept the amount, the cursor moves to the next time ticket line. Enter another earning code or press <b>Enter</b> to leave the field blank and enter a deduction entry.</p>                                                                                                   |
| <div>Inquiry</div> <div>Maint</div> | <b>Deduction</b>                     | <p>Enter a deduction code. If you entered a job and phase, deductions are not posted to the job. Use the <b>Maintenance (F6)</b> command to enter the <b>Deduction Codes</b> function to edit deduction codes.</p> <p>You can enter five line items for an employee on this screen; if you have more than five deductions to enter, use the <b>Proceed (OK)</b> command to transfer the transactions to the Payroll Transactions scroll region and then reenter the Enter Transactions screen.</p> |
|                                     | <b>Note</b>                          | The deduction's description appears. Press <b>Enter</b> to accept that description, or enter a different description for this deduction.                                                                                                                                                                                                                                                                                                                                                           |
|                                     | <b>Hours</b>                         | Enter the number of hours associated with the deduction.                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                     | <b>Amount</b>                        | Enter the amount of the deduction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                     | <b>Vacation/Sick Hours Remaining</b> | Shows the employee's remaining sick or vacation time upon entry of a sick or vacation earning code.                                                                                                                                                                                                                                                                                                                                                                                                |

Use the **Proceed (OK)** command to save the information. Although the fields related to earnings and deductions are cleared, the employee and job information you entered remains on the screen. Change the information or enter a different employee ID. If you enter a different employee ID, job and phase information remains on the screen, making it easy to enter time tickets for the employees who worked on a job.

When you finish adding transactions, use the **Exit (F7)** command to return to the Payroll Transactions screen.

Time Card Entry

Time cards can be filled out daily or weekly for each employee. If you elected to use the time card calculator in the Resource Manager **Options and Interfaces** function and on the Enter Transactions screen for hourly employees, the Time Card Entry window appears.

| Employee ID   | Day 1          | Day 2   | Day 3   | Day 4    | Day 5   | Day 6   | Day 7   |
|---------------|----------------|---------|---------|----------|---------|---------|---------|
| JON001        | Jonchim, Maria |         |         |          |         |         |         |
| Time In       | 08 : 00        | 07 : 30 | 07 : 45 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Time Out      | 12 : 30        | 12 : 00 | 12 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Last Out      | .000           | .000    | .000    | .000     | .000    | .000    | .000    |
| Time In       | 13 : 30        | 12 : 30 | 13 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Time Out      | 17 : 00        | 17 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Last Out      | 1.000          | .500    | .000    | .000     | .000    | .000    | .000    |
| Time In       | 00 : 00        | 00 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Time Out      | 00 : 00        | 00 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Last Out      | .000           | .000    | .000    | .000     | .000    | .000    | .000    |
| Time In       | 00 : 00        | 00 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Time Out      | 00 : 00        | 00 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Last Out      | .000           | .000    | .000    | .000     | .000    | .000    | .000    |
| Time In       | 00 : 00        | 00 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Time Out      | 00 : 00        | 00 : 00 | 00 : 00 | 00 : 00  | 00 : 00 | 00 : 00 | 00 : 00 |
| Last Out      | .000           | .000    | .000    | .000     | .000    | .000    | .000    |
| Adjustment    | .000           | .000    | .000    | .000     | .000    | .000    | .000    |
| Totals        | 8.000          | 9.000   | 4.250   | .000     | .000    | .000    | .000    |
| Week: Regular |                | 21.250  |         | Overtime |         | .000    |         |

| Field            | Description                        |
|------------------|------------------------------------|
| Employee ID/Name | The employee's ID and name appear. |

| Field                 | Description                                                                                                                                                                                                                                                      |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Time In</b>        | For each day of the week, enter the hour and minute the employee punched in. Enter hours in military format. For example, if the employee started work at 5:00 P.M., enter <b>17</b> , press <b>Enter</b> to move to the minutes field, then enter <b>00</b> .   |
| <b>Time Out</b>       | For each day of the week, enter the hour and minute the employee punched out. Enter hours in military format. For example, if the employee finished work at 5:00 P.M., enter <b>17</b> , press <b>Enter</b> to move to the minutes field, then enter <b>00</b> . |
| <b>Last Out</b>       | The time elapsed between the time in and the previous time out appears. No number appears in the first <b>Last Out</b> field.                                                                                                                                    |
| <b>Adjustment</b>     | Enter hours or minutes adjustments for each day. For example, if an employee worked after punching out, you can compensate for that here.                                                                                                                        |
| <b>Totals</b>         | The total number of hours and minutes for each time in, time out, and adjustment (if any) appears.                                                                                                                                                               |
| <b>Week: Regular</b>  | The total number of regular hours the employee worked for the week appears.                                                                                                                                                                                      |
| <b>Week: Overtime</b> | <p>The total number of overtime hours the employee worked for the week is displayed, depending on how the <b>TCALCxxx</b> table is set up.</p> <p>If overtime has been calculated, you must enter the overtime codes on the Enter Transactions screen.</p>       |

Use the **Proceed (OK)** command to save your entries. The Enter Transactions screen appears and lists the updated hours information.

## Viewing Totals

When you press **T** on the Payroll Transactions screen, the Employee Transaction Totals screen appears.

</

The posted, unposted, and total hours and pay appear for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces appear at the bottom of the screen.

When you finish viewing employee transaction totals, press **Enter** to return to the Payroll Transactions screen.

# Import Transactions

Use the Import Transactions functions to import time tickets directly into Payroll transactions.

Select **Import Transactions** from the **Daily Work** menu. The Import Transactions screen appears.

| Emp ID | Date | Dept | Type | Code | Hours | Rate | Amount |
|--------|------|------|------|------|-------|------|--------|
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |
|        |      |      |      |      |       |      |        |

## Inquiry

1. Select the **Layout ID** for the import file (use the **Import Definitions** function in the Resource Manager System File Utilities menu to add or edit a layout ID). The **File Type** for the Layout ID is displayed.
2. Enter or browse to the **File Name** you would like to import.

3. The import information populates the Import Transactions scroll area. Press **W** to write the changes to transactions, or press **L** to return to the Layout ID field and begin again.
4. When you write the changes you will be prompted to commit imported transactions. Press **OK** to continue, or **Cancel** to quit.
5. Select the **Batch ID** to which you want to import the transactions, and click **OK**.
6. Select the output device to begin printing the import transaction journal. See “Reports” on page 1-39 for more information. After the journal is produced, the **Daily Work** menu appears.

Inquiry



# Time Ticket Journal

The time tickets you entered into the **PATRxxx** (Transactions) file but have not posted are listed in the Time Ticket Journal. Print the journal before you post transactions and use it to verify your entries and as part of your audit trail.

You cannot use the **Time Ticket Journal** function if you are working with last-year files.

## Time Ticket Journal Screen

Select **Time Ticket Journal** from the **Daily Work** menu. The Time Ticket Journal screen appears.

2013 Time Ticket Journal

Commands Edit Modes Other Help

Export Archive Abandon

Employee ID From: BOU001 Thru: LUK001

Transaction Date From: 11/01/2012 Thru: 11/30/2012

Batches to Print 1

Print by:

- ☒ Batch ID
- ☐ Transaction Date
- ☐ Employee ID
- ☐ Job and Phase
- ☐ Department
- ☐ Labor Class
- ☐ Group Code
- ☐ Name (Last Name First)
- ☐ Name (First Name First)

Company H | 08/05/2013 | Terminal T000 | OVR

**Inquiry**

1. Enter the range of employees you want to include in the journal.
2. Enter the range of transaction dates to include in the journal. Use this option to isolate groups of transactions when printing the journal.
3. Select the order in which you want to organize the journal.
4. Select the batch(es) you would like to include in the journal.
5. Select the output device to begin printing the report. See “Reports” on page 1-39 for more information. After the journal is produced, the **Daily Work** menu appears.

## Time Ticket Journal

| Builders Supply     |               |       |            |       |              |     |       |      |                        |              |              | Page 1 of 1 |        |
|---------------------|---------------|-------|------------|-------|--------------|-----|-------|------|------------------------|--------------|--------------|-------------|--------|
| Time Ticket Journal |               |       |            |       |              |     |       |      |                        |              |              |             |        |
| By Batch ID         |               |       |            |       |              |     |       |      |                        |              |              |             |        |
| Employee            |               | Type  | Date       | Tax   | Dept.        | Job | Phase | Cost | Class                  | Earning      |              | Rate        | Pieces |
| ID                  | Name          | Group | Batch ID   | Group | Note         |     |       | Code | Seq.                   | Code         | Description  | Hours       | Amount |
| JON001              | Jonchim, M K  | H     | 12/14/2013 | MN    | 501          |     |       |      | SEC                    | REG          | Regular Pay  | 7.500       | 0      |
|                     |               | 1     | HOURLY     |       | Regular Pay  |     |       |      | 000                    |              |              | 32.000      | 240.00 |
| JON001              | Jonchim, M K  | H     | 12/14/2013 | MN    | 501          |     |       |      | SEC                    | OVT          | Overtime Pay | 11.253      | 0      |
|                     |               | 1     | HOURLY     |       | Overtime Pay |     |       |      | 000                    |              |              | .750        | 8.44   |
| JON001              | Jonchim, M K  | H     | 12/14/2013 | MN    | 501          |     |       |      | SEC                    | VAC          | Vacation Pay | 7.500       | 0      |
|                     |               | 1     | HOURLY     |       | Vacation Pay |     |       |      | 000                    |              |              | 8.000       | 60.00  |
| ROS001              | Rossini, L A  | H     | 12/14/2013 | MN    | 501          |     |       |      | SEC                    | REG          | Regular Pay  | 5.750       | 0      |
|                     |               | 1     | HOURLY     |       | Regular Pay  |     |       |      | 000                    |              |              | 37.500      | 215.63 |
| STO001              | Stockard, A W | H     | 12/14/2013 | MN    | 100          |     |       |      | SHP                    | REG          | Regular Pay  | 8.950       | 0      |
|                     |               | 1     | HOURLY     |       | Regular Pay  |     |       |      | 000                    |              |              | 40.000      | 358.00 |
|                     |               |       |            |       |              |     |       |      | Pieces Total           |              |              |             | 0      |
|                     |               |       |            |       |              |     |       |      | OVT                    | Overtime Pay |              | .750        | 8.44   |
|                     |               |       |            |       |              |     |       |      | REG                    | Regular Pay  |              | 109.500     | 813.63 |
|                     |               |       |            |       |              |     |       |      | VAC                    | Vacation Pay |              | 8.000       | 60.00  |
|                     |               |       |            |       |              |     |       |      | Batch ID HOURLY Totals |              |              | 118.250     | 882.07 |
|                     |               |       |            |       |              |     |       |      | Pieces Total           |              |              |             | 0      |
|                     |               |       |            |       |              |     |       |      | OVT                    | Overtime Pay |              | .750        | 8.44   |
|                     |               |       |            |       |              |     |       |      | REG                    | Regular Pay  |              | 109.500     | 813.63 |
|                     |               |       |            |       |              |     |       |      | VAC                    | Vacation Pay |              | 8.000       | 60.00  |
|                     |               |       |            |       |              |     |       |      | GRAND TOTAL            |              |              | 118.250     | 882.07 |

# Miscellaneous Deductions Journal

The deductions you entered into the **PATRxxx** (Transactions) file but have not posted are listed in the Miscellaneous Deductions Journal. Print the journal before you post transactions to verify your entries and as part of your audit trail.

You cannot use the **Miscellaneous Deductions Journal** function if you are working with last-year files.

## Miscellaneous Deductions Journal Screen

Select **Miscellaneous Deductions Journal** from the **Daily Work** menu. The Miscellaneous Deductions Journal screen appears.

2013 Miscellaneous Deductions Journal

Commands Edit Modes Other Help

Export Archive Abandon

Employee ID From: BOU001 Thru: LUK001

Transaction Date From: 11/01/2012 Thru: 11/15/2012

Batches to Print 1

Print by:

- ☒ Batch ID
- ☐ Transaction Date
- ☐ Employee ID
- ☐ Department
- ☐ Group Code
- ☐ Name (Last Name First)
- ☐ Name (First Name First)

Company H | 08/05/2013 | Terminal T000 | OVR

### Inquiry

1. Enter the range of employees you want to include in the journal.

2. Enter the range of transaction dates to include in the journal. Use this option to isolate groups of transactions when printing the journal.
3. Select the batch(es) you would like to include in the journal.
4. Select the order in which you want to organize the journal.
5. Select the output device to begin printing the report. See “Reports” on page 1-39 for more information. After the journal is produced, the **Daily Work** menu appears.

## Miscellaneous Deductions Journal

| Builders Supply                  |             |      |     |        |            |       |                     |             |               |
|----------------------------------|-------------|------|-----|--------|------------|-------|---------------------|-------------|---------------|
| Miscellaneous Deductions Journal |             |      |     |        |            |       |                     |             |               |
| By Batch ID                      |             |      |     |        |            |       |                     |             |               |
| Employee                         |             | Type | Grp | Batch  | Date       | Dept. | Deduction           |             |               |
| ID                               | Name        |      |     |        |            |       | Code                | Description | Amt Note      |
| BOU001                           | Boume L C   | S    | 1   | HOURLY | 08/15/2013 | 500   | 008                 | Parking     | 12.50 Parking |
| GER001                           | Gerard T G  | S    | 1   | HOURLY | 08/15/2013 | 500   | 008                 | Parking     | 12.50 Parking |
| JEN001                           | Jenkins K M | S    | 1   | HOURLY | 08/15/2013 | 500   | 008                 | Parking     | 12.50 Parking |
| JON001                           | Jonchim M K | H    | 1   | HOURLY | 08/15/2013 | 501   | 008                 | Parking     | 12.50 Parking |
| ROS001                           | Rossini L A | H    | 1   | HOURLY | 12/14/2013 | 501   | 008                 | Parking     | 12.50 Parking |
|                                  |             |      |     |        |            |       | 008                 | Parking     | 62.50         |
|                                  |             |      |     |        |            |       | Batch HOURLY Totals |             | 62.50         |
|                                  |             |      |     |        |            |       | 008                 | Parking     | 62.50         |
|                                  |             |      |     |        |            |       | Grand Total         |             | 62.50         |

# Copy Recurring Entries

Use the **Copy Recurring Entries** function to copy recurring time tickets.

**Note:** Time tickets will not be copied for employees with an inactive status.

## Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the **Daily Work** menu. The Copy Recurring Entries screen appears.

2013 Copy Recurring Entries

Commands Edit Modes Other Help

Have You Printed the Recurring Time Ticket List  
and the Recurring Deductions List? ☒

Be sure that you have backed up your data files before copying.

Run Code From 1  
Thru 99

Cutoff Date 12/01/2012

Time Ticket Date 12/30/2012

Batch ID HOURLY

Opening files... Company H 08/05/2013 Terminal T000 OVR

1. Select the check box (or enter **Y** in text mode) when you have printed the Recurring Time Ticket List and the Recurring Deductions List. Clear the check box (or enter **N** in text mode) if you have not printed these lists and do so before proceeding.

Verify that you have backed up your data files before proceeding.

2. Enter the range of run codes you want to copy.
3. Enter the cutoff date. Recurring entries that have a cutoff date after the date you enter here will be copied.
4. Enter the date you want the system to use as the transaction date.
5. Select the output device to begin printing the Copy Recurring Entries Log. See “Reports” on page 1-39 for more information. After the log is produced, the **Daily Work** menu appears.

## Copy Recurring Entries Log

Builders Supply

Copy Recurring Entries

Page 1 of 1

Audit Trail

| Run Code              | Emp ID | Dept. ID | Tax Group | Job ID | Phase ID | Cost Code | Seq No. | Pay/Ded | Hours | Rate | Amount |
|-----------------------|--------|----------|-----------|--------|----------|-----------|---------|---------|-------|------|--------|
| 1                     | BOU001 | 500      |           |        |          |           | 000     | Ded     | .000  | .000 | 12.50  |
| 1                     | GER001 | 500      |           |        |          |           | 000     | Ded     | .000  | .000 | 12.50  |
| 1                     | JEN001 | 500      |           |        |          |           | 000     | Ded     | .000  | .000 | 12.50  |
| 1                     | JON001 | 501      |           |        |          |           | 000     | Ded     | .000  | .000 | 12.50  |
| RUN CODE 1 DED TOTALS |        |          |           |        |          |           |         |         | .000  |      | 50.00  |
| Grand Total Pay       |        |          |           |        |          |           |         |         | .000  |      | .00    |
| Grand Total Ded       |        |          |           |        |          |           |         |         | .000  |      | 50.00  |

# Change Batches

The **Change Batches** function allows you to manually change the batch ID for a single transaction or an entire batch of transactions that has not been posted. If you did not elect to use transaction batching, you cannot use this function.

Select **Change Batches** from the **Daily Work** menu. The Change Batches screen appears.

Change Batches

Commands Edit Modes Other Help

Change:

☒ Transaction Number  
☐ Batch ID

Old Batch ID 000001  
Employee ID BOU001  
Transaction Number 2  
New Batch ID 000002

Status Bar Company H 12/28/2007 Terminal T000 OVR

1. Select the type of change you want to make in the **Change** section of the screen. You can copy a single transaction to a new batch or you can move all transactions from one batch to another.

Inquiry

2. Enter the batch number from which you want to change in the **Old Batch ID** box.

**Inquiry**

3. If you selected the **Transaction Number** change option, enter the employee ID number for which you want to change batch IDs.

**Inquiry**

4. If you selected the **Transaction Number** change option, enter the transaction number for which you want to change batch IDs.

**Inquiry**

5. Enter the batch number to which you want to change in the **New Batch ID** box.

**Maint**

After the transactions are copied and the corresponding log is produced, the **Daily Work** menu appears.



# Batch Control

Use the **Batch Control** function to inquire about the status of your batches, to set up new batches, and to maintain existing batches. If you did not elect to use transaction batching, you cannot use this function.

Select **Batch Control** from the **Daily Work** menu. The Batch Control screen appears.

Batch Control

Commands Edit Modes Other Help

Batch ID: 000001

Description: Payroll Daily Work Batch

Lock Flag: Status: Released

Permanent? ☐

Report Status:

Time Ticket Journal: Not Applicable

Misc Deduction Jnl: Not Applicable

Term User Name

Company H 12/28/2007 Terminal T000 OVR

Inquiry

Maint

1. Enter the batch ID with which you want to work in the **Batch ID** box. If you elected to use automatic batch number generation in the **Options and Interfaces** function, you can create a new batch ID by using the **Proceed (OK)** command.
2. If a terminal ID appears in the **Lock Flag** box, the batch is or was produced or posted on that terminal. Do not change it unless you need to release a locked batch.

3. Enter a description of the transactions in this batch in the **Description** text box.
4. Enter the status of the batch: **H** if it is on hold, or **R** if it has been released. If you place the batch on hold, you can print or post it, but you cannot enter or edit transactions in it.
5. Check the **Permanent?** box to make the keep the batch from being deleted upon processing.
6. Toggle the year to **Current** or **Last** to set the GL year for this batch.
7. For each report listed, toggle the report status.

The report status begins as **Not Applicable**. When you enter purchases or miscellaneous debits, the status automatically changes to **Unprinted**. When you print the report, the status automatically changes to **Printed**. If you then add or change transactions, the status automatically changes to **Reprint**.

8. If you selected a batch that is in use, the terminal ID and the user name of the person entering transactions are displayed.

A maximum of 20 terminal IDs can appear at one time.

After you save the information, enter information about a different batch ID, or exit to the **Daily Work** menu.

# Post Transactions

When you post transactions, time ticket and miscellaneous deduction information is transferred from the **PATRxxx** (Transactions) file to the **PATPxxx** (Transactions Post) file. Once posted, you cannot change this information using the **Payroll Transactions** function. You can, however, view the totals of the posted entries using the **Totals** command in transaction entry. During posting, the detail from the time tickets is lost; only the summary information necessary to produce the next group of paychecks is stored.

In addition, the **PADPxxx** (Department) file is updated so that department records show the number of hours and pieces and the amount of the payroll expenses on the time tickets. If Payroll interfaces with Job Cost, the job and phase records are updated with labor expenses (excluding deductions) and hours.

If you elected to save transaction history when you installed Payroll, the **PATHxxx** (Transaction History) file is updated with the detail from the time tickets and miscellaneous deduction entries from the **PATRxxx** file. After the post completes, the **PATRxxx** file is erased, clearing the way for more time ticket and miscellaneous deduction entries.

You cannot use the **Post Transactions** function if you are working with last-year files.

## Before Posting

Before you post, perform these tasks:

- If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using Payroll functions.
- Print the Time Ticket Journal (see page 5-19).
- Print the Miscellaneous Deductions Journal (see page 5-21).

- Back up your data files.

The information in the Time Ticket Journal and the Miscellaneous Deductions Journal comes from the **PATRxxx** file. Posted entries are cleared from this file to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important to maintain an audit trail.

Backing up your data files before you post is an important practice. Unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data.

## Post Transactions Screen

Select **Post Transactions** from the **Daily Work** menu. The Post Transactions screen appears.

2013 Post Transactions

Commands Edit Modes Other Help

Export Archive Abandon

Have You:

- Printed the Time Ticket Journal?
- Printed the Miscellaneous Deductions Journal?
- Backed Up Your Data Files? ☐

Batches to Post 0

Company H | 08/15/2013 | Terminal T000 | OVR

1. Before you post, print the Time Ticket and Miscellaneous Deductions Journals and back up your data files. If you have not performed these tasks, clear the box (or enter **N** in text mode) and do so now. When you have completed these tasks, select the box (or enter **Y** in text mode) to continue.

2. Select the output device to print the posting log. See “Reports” on page 1-39 for more information.

The posting log lists the total hours and wages posted to the **PADPxxx**, **PATPxxx**, and **PATHxxx** files. After posting completes and the log is produced, the **Daily Work** menu appears.

## Payroll Posting Log

| Builders Supply    |                  |              |        | Page 1 of 1 |
|--------------------|------------------|--------------|--------|-------------|
| Post Transactions  |                  |              |        |             |
| Post Code 00000005 |                  |              |        |             |
| Pay or Deduction   |                  | Total Posted |        |             |
| Code               | Description      | Hours        | Wages  |             |
| OVT                | Overtime Pay     | .750         | 8.44   |             |
| REG                | Regular Pay      | 109.500      | 813.63 |             |
| VAC                | Vacation Pay     | 8.000        | 60.00  |             |
|                    | EARNINGS TOTALS  | 118.250      | 882.07 |             |
| 008                | Parking          |              | 62.50  |             |
|                    | DEDUCTION TOTALS |              | 62.50  |             |
|                    | Jobs Total       | .000         | .00    |             |



## CHAPTER 6

# 6

|                                    |      |
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## Payday Work

### Introduction

Perform the functions in the order they appear on the menu, but do not use the **Void Checks** function until you have posted checks. First, calculate checks and enter manual checks. Then produce the Edit Register to check your work. Print the checks and the Check Register. Produce the reports you need, and then post.

Several of the functions in this chapter appear on an additional **Payroll Reports and Posting** menu that appears on the **Payday Work** menu. To access these functions, select **Payroll Reports and Posting** from the **Payday Work** menu and then select the appropriate function.





# Calculate Checks

The **Calculate Checks** function uses the information in the **PATPxxx** (Transactions Post) file to calculate checks for your employees. The **PATPxxx** file is updated when you post transactions to calculate taxes and deductions and to build the **PACDxxx** (Checks Deductions), **PACExxx** (Checks Earnings), **PACHxxx** (Checks), and **PACWxxx** (Checks Withholdings) files in preparation for check printing.



If Direct Deposit is installed, you can also use the **Calculate Checks** function to calculate direct deposit transactions at the same time you calculate checks.

You cannot use the **Calculate Checks** function if you are working with last-year files.

You can calculate multiple checks for each employee each time you produce checks. If you have entered manual checks, you can use the **Calculate Checks** function without having fully processed and printed the manual checks; manual and calculated checks can be processed in the same check run.

**Note:** You must calculate checks before you add manual checks. If you create manual checks before you calculate checks, the manual checks will be erased.

After you calculate checks, the Calculate Checks Log prints. Use the log to verify totals and earning code information and as part of your audit trail. If an error occurs during check calculation, a message prints in the log. See appendix A for an explanation of error messages.

**Note:** Employees with an inactive status will only have checks calculated for them if they have transactions posted (a warning message will appear on the Calculate Checks log). If the inactive employee is salaried and does not have a time ticket posted, they will not have a check calculated for them during the Calculate Check processing.

## Calculate Checks Screen

Select **Calculate Checks** from the **Payday Work** menu. The Calculate Checks screen appears.

| Grp | Period Beg | Pd Code | Grp | Period Beg | Pd Code |
|-----|------------|---------|-----|------------|---------|
| 0   | 12/01/2013 | 1       | 1   | 12/01/2013 | 1       |
| 2   | 12/01/2013 | 1       | 3   | 12/01/2013 | 1       |
| 4   | 12/01/2013 | 1       |     |            |         |

☒ Calculate Direct Deposit?  
☐ Include Salary Wages?  
☐ Calculate Vacation/Sick Accruals?

Company H | 08/05/2013 | Terminal T000 | INS

If you calculated checks or entered manual checks without finishing the payday steps, the following message appears:

**Checks are already on file. Do you want to start over?**

**Note:** If you calculate checks again, the data that is on file is erased. Make sure that the previous day's payday work cycle was completed properly. If it was not, do not calculate checks again, because the checks that were issued are not reflected in the payroll totals or in the General Ledger balances. To verify checks that have been calculated, print the Check Register.

If you do not want to calculate checks, select **No** (or enter **N** in text mode) to exit to the **Payday Work** menu. If you want to calculate checks again, erasing the checks that are on file, select **Yes** (or enter **Y** in text mode).

| Field                   | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Payroll Number</b>   | The payroll number from the <b>PACTLxxx</b> table appears.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Quarter</b>          | The quarter from the <b>PACTLxxx</b> table appears.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Group Code (0–9)</b> | <p>Enter group codes 0-9. The codes you enter determine which employees are paid. The codes are compared to the group code for each employee in the <b>PAEGxxx</b> (Employee General Information) file. You cannot add a check for an employee who is not in an included group code.</p> <p>If you elect to include salary wages in this check run, salaried employees with the group code you enter are paid their salary amount, less deductions and taxes. Hourly employees with the group code you enter are paid according to the earnings accumulated in the <b>PATPxxx</b> file from transactions entered, less deductions and taxes.</p> |
| <b>Period End</b>       | Enter the date the pay period ends. The system uses this date and the period beginning date you enter for each group code (and checks each employee's start and termination dates in the employee records) to verify employment during the pay period.                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Date on Checks</b>   | Enter the date you want to print on the checks.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>GL Period/Year</b>   | <p>The General Ledger period is used when you post checks. The totals for the checks produced are posted to the General Ledger period you specify. (The totals in the Payroll system are affected in the current period, regardless of the period you enter.)</p> <p>Press <b>Enter</b> to post the checks to the current period or enter a different period.</p>                                                                                                                                                                                                                                                                                |

| Field                                                                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Bank Account</b>                                                                 | Enter the Bank ID to be used in the check run.                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Post to Payroll Tax Month</b>                                                    | Enter the payroll tax month you want updated by these checks when you post them.                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Grp</b>                                                                          | The group codes you entered above appear.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Period Beg</b>                                                                   | <p>The system uses this date and the period ending date you entered above to verify employment during the pay period.</p> <p>For each group code you entered, enter a date for the start of the pay period, or press <b>Enter</b> to accept the current date.</p>                                                                                                                                                                                        |
| <b>Pd Code</b>                                                                      | <p>The period code you entered in the <b>Scheduled Deductions</b> section of the Employee Salary Information screen indicates when and how each scheduled deduction is taken. During check calculation, the period codes are compared to the codes in the employee record to determine which deductions will be taken.</p> <p>For each group code you entered, enter the appropriate period code (<b>1–5</b>), or enter <b>6</b> to skip deductions.</p> |
|  | <p><b>Calculate Direct Deposit?</b></p> <p>Select the box (or enter <b>Y</b> in text mode) to include direct deposit transactions in the check calculations. Clear the box (or enter <b>N</b> in text mode) to exclude direct deposit transactions and to produce checks for all employees. If you exclude them, paychecks are produced for employees whose pay is normally directly deposited.</p>                                                      |

| Field                                    | Description                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Include Salary Wages?</b>             | Select the box (or enter <b>Y</b> in text mode) to include salary wages in the calculation for the group codes entered; clear the box (or enter <b>N</b> in text mode) to exclude the wages. Only time ticket and miscellaneous payroll information is processed, so you can process bonus checks without processing the salary wage. |
| <b>Calculate Vacation/Sick Accruals?</b> | <p>This field appears if you elected to use this option in the Resource Manager <b>Options and Interfaces</b> function.</p> <p>If you want the system to calculate vacation and sick accruals, select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode).</p>                           |

Select the output device to print the Calculate Checks Log. See “Reports” on page 1-39 for more information. After the calculation completes and the log prints, the **Payday Work** menu appears.

## Calculate Checks Log

| Builders Supply                 |               |            |     |            |          | Page 1 of 1 |
|---------------------------------|---------------|------------|-----|------------|----------|-------------|
| 2013 Calculate Checks           |               |            |     |            |          |             |
| Group Codes 1 2 3 4 5 6 7 8 9 0 |               |            |     |            |          |             |
| Period End                      |               | 12/15/2013 |     |            |          |             |
| Date on Checks                  |               | 12/15/2013 |     |            |          |             |
| GL Period/Year                  |               | 12/2013    |     |            |          |             |
| Post to Payroll Tax Month       |               | 12         |     |            |          |             |
| Bank Account                    |               | FNB001     |     |            |          |             |
| Grp                             | Period Beg    | Pd Code    | Grp | Period Beg | Pd Code  |             |
| 1                               | 12/01/2013    | 1          | 2   | 12/01/2013 | 1        |             |
| 3                               | 12/01/2013    | 1          | 4   | 12/01/2013 | 1        |             |
| 5                               | 12/01/2013    | 1          | 6   | 12/01/2013 | 1        |             |
| 7                               | 12/01/2013    | 1          | 8   | 12/01/2013 | 1        |             |
| 9                               | 12/01/2013    | 1          | 0   | 12/01/2013 | 1        |             |
| Calculate Checks Totals         |               |            |     |            |          |             |
| SAL                             | Salaried Wage |            |     |            | 23050.00 |             |
| Gross Pay                       |               |            |     |            | 23050.00 |             |
| Net Pay - Checks                |               |            |     |            | 18244.37 |             |
| Number of Employees             |               |            |     |            | 4        |             |
| Number of Checks                |               |            |     |            | 2        |             |
| Number of Vouchers              |               |            |     |            | 3        |             |

# Manual Checks

Use the **Manual Checks** function when you want to produce payroll checks outside the normal payroll cycle. For example, if an employee resigns, is going on vacation, or is receiving a bonus or other type of compensation on a separate check, you can produce a manual check for the employee before the next payday or produce multiple checks on payday.

**Note:** If you issue and print a check for a previous year, make sure that the check is dated for the correct year.

You can also use the **Manual Checks** function to change deductions and withholdings of calculated checks that are already in the **PACHxxx** (Checks) file.

**Note:** Employees with an inactive status may not have manual checks processed for them.



If Direct Deposit is installed, use the **Manual Checks** function to prepare or clear direct deposit vouchers.

## Before You Begin

If you have a multiuser system, make sure that no one else is calculating checks. You cannot enter manual checks if someone else is using the **PACHxxx** file to calculate checks.

## Manual Checks Selection Screen

Select **Manual Checks** from the **Payday Work** menu. The selection screen appears.

2010 Manual Checks

Commands Edit Modes Other Help

Payroll Number 000168

Quarter 4

Group Code 0 1 2 3 4 5 6

Period End 09/30/2010

Date on Checks 10/01/2010

GL Period 10/2010

Bank Account FNB001

Post to Payroll Tax Month 10

Grp Period Beg Pd Code Grp Period Beg Pd Code

☒ Add New Checks  
☐ Change Manual Checks  
☐ Change Calculated Checks  
☐ Start Over

Company H | 10/01/2010 | Terminal T000 | OVR

If manual checks are already on file, additional options appear at the bottom of the screen (as shown in the example). See “Options” on page 6-11 for more information. If no manual checks are on file, the entries you make in the other fields on the screen apply to all manual checks you enter until you post checks.

| Field                 | Description                                                                                            |
|-----------------------|--------------------------------------------------------------------------------------------------------|
| <b>Payroll Number</b> | The payroll number from the <b>PACTLxxx</b> table appears, which is stored in the <b>PATBxxx</b> file. |
| <b>Quarter</b>        | The current quarter in the <b>PACTLxxx</b> table appears.                                              |



| Field                   | Description                                                                                                                                                                                                                                                                                                                     |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Group Code (0–9)</b> | The codes you enter determine the employees for whom you can enter manual checks. The codes are compared to the group code for each employee in the <b>PAEGxxx</b> (Employee General Information) file.                                                                                                                         |
| <b>Period End</b>       | Enter the last day of the pay period.                                                                                                                                                                                                                                                                                           |
| <b>Date on Checks</b>   | Enter the date you want to print on the checks.                                                                                                                                                                                                                                                                                 |
| <b>GL Period/Year</b>   | Press <b>Enter</b> to post the General Ledger entries to the current accounting period and year, or enter a different period and year.                                                                                                                                                                                          |
| <b>Grp</b>              | The group codes you entered above appear.                                                                                                                                                                                                                                                                                       |
| <b>Period Beg</b>       | For each group code you entered above, enter a date for the start of the pay period.                                                                                                                                                                                                                                            |
| <b>Pd Code</b>          | Enter the period code ( <b>1–5</b> ) that indicates which scheduled deductions should be taken for the manual checks in the group, or enter <b>6</b> if you do not want deductions to be taken for these checks.<br><br>If you do not want deductions to be taken for certain checks, zero out the amounts as you enter checks. |

When you finish making selections, the Manual Checks screens appear.

### Options

If checks are already on file, select the action you want to take. You can:

- enter a manual check (see “Manual Checks Screens” on page 6-12).
- change a manual check that is on file (see “Manual Checks Screens” on page 6-12 for more information).
- change calculated checks (you can edit deductions and withholding information for calculated checks, but not earnings information).

- erase the manual checks that are on file and then enter new manual checks.

## Manual Checks Screens

### Manual Checks Screen One

When you proceed from the Manual Checks selection screen, the first of three Manual Checks screens appears. Use this screen to enter and edit earning codes for manual checks or to change or delete unposted manual checks.

Manual Checks Screen One

Page 1 of 3

Employee: BOU001, Bourne, Linda C, Sequence:

Gross Pay: 7500.00

Pieces:  Voucher on file:

Check No:  Weeks Worked:

| Earn Code | Description    | Tax Group | Class | Hours   | Amount  |
|-----------|----------------|-----------|-------|---------|---------|
|           | Dept Job Phase | Cost Code |       | Rate    |         |
| SAL       | Salaried Wage  | MN        | ADM   | 173.330 | 7500.00 |
| 500       |                |           |       | .000    |         |
|           |                |           |       |         |         |
|           |                |           |       |         |         |
|           |                |           |       |         |         |
|           |                |           |       |         |         |
|           |                |           |       |         |         |
|           |                |           |       |         |         |

Earning ( 001 of 001 )

Gross Pay Total: 7500.00

Buttons: Enter = edit, Append, Header, Go to, Calculate checks, Next page, Delete check

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#### Field

#### Description

Inquiry

Maint

#### Employee

Enter the employee ID.

|                                                                                     | Field                  | Description                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                     |                        | To change or delete an unposted manual check, enter the employee ID, then press <b>Enter</b> to list the first check in the file for that employee. If the check that appears is not the one you want, use the <b>Abandon (F5)</b> command to go to the <b>Employee</b> field and enter a different ID.                      |
|    | <b>Sequence</b>        | If you entered more than one check for the employee, enter the sequence number of the check with which you want to work.                                                                                                                                                                                                     |
|                                                                                     | <b>Gross Pay</b>       | The employee's gross pay for the check appears.                                                                                                                                                                                                                                                                              |
|                                                                                     | <b>Pieces</b>          | If applicable, enter the number of pieces for which the employee is being paid. Pieces are used for management information and job control and are not posted to Job Cost.                                                                                                                                                   |
|  | <b>Create voucher?</b> | This prompt appears if you are entering a check for an employee participating in direct deposit. If you want to create a voucher for direct deposit, select the box (or enter <b>Y</b> in text mode). If you want to issue a check for the entire amount of the transaction, clear the box (or enter <b>N</b> in text mode). |
|  | <b>Clear voucher?</b>  | This prompt appears if you are editing a voucher. If you want to issue a check for the entire amount of the transaction, select the box (or enter <b>Y</b> in text mode). If you want to create a direct deposit voucher, clear the box (or enter <b>N</b> in text mode).                                                    |
|                                                                                     | <b>Check No</b>        | If you are entering the check after it was issued, enter the number of the check you issued to the employee. If you do not enter a check number, check numbers are assigned automatically when you print checks.                                                                                                             |
|                                                                                     | <b>Weeks Worked</b>    | Enter the number of weeks the employee worked.                                                                                                                                                                                                                                                                               |

Use the **Proceed (OK)** command to go to the earning code scroll region, then use the commands to work with the information on the screen:

- To edit an earning code, press **Enter**. See “Editing and Adding Earning Codes” on page 6-15 for more information.
- To add an earning code, press **A**. See “Editing and Adding Earning Codes” on page 6-15 for more information.
- To calculate a check, press **C**.

If you elected to accrue sick and vacation time for an employee in the Resource Manager **Options and Interfaces** function, this message appears:

**Do you wish to accrue Vacation/Sick for this employee?**

If you want to accrue vacation and sick time for the employee, click **Yes** (or enter **Y** in text mode); if not, click **No** (or enter **N** in text mode). The check is then calculated and the second manual checks screen appears.

- If you elected not to accrue vacation and sick time for an employee, you can enter or edit a manual check or press **N** to go to the next page of line items.
- To enter or edit the number of pieces, the check number, or the weeks worked for the paycheck, press **H**.
- To delete the check, press **D**.

## Editing and Adding Earning Codes

When you press **Enter** or **A** to edit or add a manual check line on the first Manual Checks screen, the Manual Checks screen appears:

|                  | Field     | Description                                                                                                                                                                                                                               |
|------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inquiry<br>Maint | Tax Group | Press <b>Enter</b> to accept the current tax group ID or enter a different ID.                                                                                                                                                            |
|                  | Dept      | Press <b>Enter</b> to use the current department or enter a different department ID.                                                                                                                                                      |
| Inquiry<br>Maint | Job       | If Payroll interfaces with Job Cost, press <b>Enter</b> to use the current job ID or enter a different job ID. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost.            |
|                  | Phase     | If this earnings entry contains a job ID, press <b>Enter</b> to use the current phase ID or enter a different phase ID. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost.   |
| Inquiry<br>Maint | Cost Code | If this earnings entry contains a job ID, press <b>Enter</b> to use the current cost code or enter a different cost code. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost. |

|                                                                                   | Field            | Description                                                                                                                                     |
|-----------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Class</b>     | Press <b>Enter</b> to accept the employee's labor class or enter a different class.                                                             |
|  |                  |                                                                                                                                                 |
|  | <b>Earn Code</b> | Press <b>Enter</b> to accept the employee's earning code or enter a different code.                                                             |
|  |                  |                                                                                                                                                 |
|                                                                                   | <b>Hours</b>     | Press <b>Enter</b> if the employee worked the number of hours that appears or enter a different number of hours.                                |
|                                                                                   | <b>Rate</b>      | Press <b>Enter</b> to accept the employee's pay rate or enter a different pay rate.                                                             |
|                                                                                   | <b>Amount</b>    | The check amount appears. To change this figure, you must change the earning code or number of hours worked. The pay rate is then recalculated. |

When you have finished editing or adding transactions, use the **Proceed (OK)** command to save your changes. Use the **Next page** command to proceed to the second Manual Checks screen.

## Manual Checks Screen Two

Use the second Manual Checks screen to enter and edit deduction codes for manual checks generated for each employee.

Manual Checks

Commands Edit Modes Other Scroll Commands Information Help

Page 2 of 3

Employee BOU001 Bourne, Linda C

Gross Pay 7500.00

Deductions

| Code | Description | Hours | Amount | Gross or Net | Emplr Paid?              |
|------|-------------|-------|--------|--------------|--------------------------|
| 1    | Medical Ins | .000  | .00    | Gross Pay    | <input type="checkbox"/> |
| 6    | 401K        | .000  | .00    | Gross Pay    | <input type="checkbox"/> |
| 3    | United Way  | .000  | .00    | Gross Pay    | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |
|      |             |       |        |              | <input type="checkbox"/> |

Deduction ( 003 of 003 )

Employee Total .00 Employer Total .00

Enter = edit Append Go to

Recalc check Previous page Next page Delete check

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Use the commands to work with and add entries to the information on the screen:

- To edit a deduction code, press **Enter**. See “Editing and Adding Deductions” on page 6-18 for more information.
- To add a deduction code, press **A**. See “Editing and Adding Deductions” on page 6-18 for more information.
- To recalculate the employee withholdings and employer’s liability for a check, press **R**. The deductions are not recalculated.
- To go to the third Manual Checks screen, press **N**.

- To go to the previous page of items, press **P**.
- To go to a specific deduction, press **G**. This command appears only if there is more than one screen of items.
- To delete a check, press **D**.

### Editing and Adding Deductions

| Inquiry | Field               | Description                                                                                                                                                  |
|---------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Code</b>         | If you are adding a new a deduction, press <b>Enter</b> to accept the current deduction code or enter a different code.                                      |
|         | <b>Description</b>  | The description of the deduction code appears.                                                                                                               |
|         | <b>Hours</b>        | Press <b>Enter</b> to accept the current number of hours worked or enter a different number.                                                                 |
|         | <b>Amount</b>       | Press <b>Enter</b> to accept the current amount or enter a different amount for the deduction.                                                               |
|         | <b>Gross or Net</b> | If the deduction is taken from gross pay, <b>Gross Pay</b> appears. If the deduction is taken from net pay, <b>Net Pay</b> appears.                          |
|         | <b>Emplr Paid?</b>  | If the deduction is employer paid, the box is selected (or <b>Yes</b> appears in text mode); if not, the box is cleared (or <b>No</b> appears in text mode). |

When you press **N** at the scroll region command bar, the third Manual Checks screen appears.

### Manual Checks Screen Three

Use the third Manual Checks screen to enter and edit withholding and employer liability information for each manual check generated for each employee.



If you have entered a negative manual check (for example, to void a check without using the **Void Checks** function), the system will not calculate negative taxes. You must edit this information on Manual Checks screen three.

Manual Checks

Commands Edit Modes Other Scroll Commands Information Help

Page 3 of 3

Employee BOU001 Bourne, Linda C

Gross Pay 7500.00

Employee Withholdings

| Type    | State | Locality | Code | Description  | Taxable Wages | Tax Amount |
|---------|-------|----------|------|--------------|---------------|------------|
| Federal | N/A   | N/A      | FWH  | Federal WH   | .00           | 660.21     |
| Federal | N/A   | N/A      | OAS  | Emplie OASDI | .00           | 465.00     |
|         |       |          |      |              |               |            |
|         |       |          |      |              |               |            |

Withholding ( 002 of 002 )

Employer Liability

| Type    | State | Locality | Code | Description  | Taxable Wages | Tax Amount |
|---------|-------|----------|------|--------------|---------------|------------|
| Federal | N/A   | N/A      | FUT  | Unemp Ins    | .00           | .00        |
| State   | MN    | N/A      | SUI  | MN Unemp Ins | .00           | .00        |
|         |       |          |      |              |               |            |
|         |       |          |      |              |               |            |

Contribution ( 002 of 002 )

Total Withholdings 1125.21 Liability .00 Net Pay 6374.79

Enter = edit Append Go to

Switch to Liab. Previous page Next check Delete check

Company H 10/01/2010 Terminal T000 OVR

The withholding types that appear depend on the state and local taxes that apply to the employee.

Use the commands to work with the information on the screen:

- Press **S** to switch between the **Employee Withholdings** and **Employer Liability** sections of the screen.
- To edit a withholding or an employer liability, press **Enter**. See “Editing and Adding Withholding and Employer Liability” below for more information.

- To add a withholding or a liability, press **A**. See “Editing and Adding Withholding and Employer Liability” below for information. When you edit a withholding or employer liability, you can change only the amounts.
- To go to the previous page, press **P**.
- To go to the next check, press **N**.
- To delete the check, press **D**. Using the **Exit (F7)** command does not delete a new manual check.

### Editing and Adding Withholding and Employer Liability

| Field                                                                                               | Description                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>                                                                                         | Press <b>Enter</b> to accept the current withholding type, or enter <b>F</b> for federal withholdings, <b>S</b> for state withholdings, or <b>L</b> for local withholdings. |
|  <b>State</b>    | Press <b>Enter</b> to accept the current state code, or enter a different state code.                                                                                       |
|  <b>Locality</b> | If the withholding is a local type, enter the locality code.                                                                                                                |
|  <b>Code</b>     | Press <b>Enter</b> to accept the current withholding code, or enter a different withholding code.                                                                           |
| <b>Description</b>                                                                                  | The description of the withholding appears.                                                                                                                                 |
| <b>Taxable Wages</b>                                                                                | Enter or edit the amount of earnings upon which the withholding is calculated.                                                                                              |
| <b>Tax Amount</b>                                                                                   | Enter or edit the amount of the withholding.                                                                                                                                |

If you add or change any employee deductions, recalculate the check. When you have finished entering checks, use the **Exit (F7)** command to return to the **Payday Work** menu. The information is automatically saved.

## Edit Register

---

The Edit Register shows the earnings and deductions for the checks you calculated. Before you print the checks, produce the Edit Register to check the wages earned by hourly and salaried employees and the taxes and deductions. You can produce the Edit Register in detail or summary formats.

If you find inaccuracies in the check calculation, enter correcting transactions or change the general information in the **Employees** function on the **File Maintenance** menu (page 10-3). If you enter correcting transactions through the **Payroll Transactions** function, post the corrections, calculate checks a second time, then print the Edit Register again. If you find inaccuracies in checks you entered manually, use the **Manual Checks** (page 6-9) function to make changes.

## Edit Register Screen

Select **Edit Register** from the **Payday Work** menu. The Edit Register screen appears.

2013 Edit Register

Commands Edit Modes Other Help

Payroll Number 000055

Quarter 4

Group Code 1 2 3 4 5 6 7 8 9 0

Period End 12/15/2013

Date on Checks 12/15/2013

GL Period/Year 12/2013

Bank Account FNB001

Post to Payroll Tax Month 12

☐ Print employer tax and deduction information?

Print Register In:

☒ Summary

☐ Detail

Print By:

☒ Department

☐ Employee ID

☐ Sequence No.

☐ Check No.

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The payroll number, quarter, group code, period end, date on checks, GL period/year, bank account, and the payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want employer taxes and deductions to print in the register, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
2. Select the amount of detail you want in the register. **Detail** prints earnings, withholdings, and deductions data for all employees, while **Summary** prints earnings, withholdings, and deductions involved in the checks.
3. Select the order in which you want to print the report.
4. Select the output device. See “Reports” on page 1-39 for more information. After the register is produced, the **Payday Work** menu appears.

## Edit Register

Group Codes 1 2 3 4 5 6 7

Builders Supply

Page 1 of 2

Periods 1 1 1 1 1 1 1

Edit Register - Summary

For Pay Period Ending 12/15/2013

| Employee ID              |                 | Earnings             |             | Withholdings       |             | Deductions       |        |
|--------------------------|-----------------|----------------------|-------------|--------------------|-------------|------------------|--------|
| Soc Sec No.              | Hours           | Salary or Wages      | Description | Amnt               | Description | Amount           |        |
| Bourne, Linda C          | Total           | 173.330              | 7500.00     | Total Withholdings | 1579.00     | Total Deductions | 576.58 |
| BOU001                   | XXX-XX-1099     |                      |             |                    |             |                  |        |
| Gross Wages              | 7500.00         |                      |             |                    |             |                  |        |
| Net Pay                  | 5344.42         |                      |             |                    |             |                  |        |
| Check Amount             | 4994.17         |                      |             |                    |             |                  |        |
| Direct Dep               | 350.25          |                      |             |                    |             |                  |        |
| Gerard, Timothy G        | Total           | 173.330              | 5550.00     | Total Withholdings | 1126.80     | Total Deductions | 189.09 |
| GER001                   | XXX-XX-4819     |                      |             |                    |             |                  |        |
| Gross Wages              | 5550.00         |                      |             |                    |             |                  |        |
| Net Pay                  | 4234.11         |                      |             |                    |             |                  |        |
| Check Amount             | .00             |                      |             |                    |             |                  |        |
| Direct Dep               | 4234.11         |                      |             |                    |             |                  |        |
| <hr/>                    |                 |                      |             |                    |             |                  |        |
| Earnings, Withholdings   |                 | Amount               | Hours       |                    |             |                  |        |
| Deductions, Descriptions |                 |                      |             |                    |             |                  |        |
| Earnings                 |                 | Incl. Net?           |             |                    |             |                  |        |
| Gross Wages              | 23050.00        |                      |             |                    |             |                  |        |
| Net Pay                  | 18244.37        |                      |             |                    |             |                  |        |
| Check Amount             | 11370.34        |                      |             |                    |             |                  |        |
| Direct Deposit           | 6874.03         |                      |             |                    |             |                  |        |
| SAL                      | Salaried Wage   | 23050.00             | 693.320     | YES                |             |                  |        |
| TOTALS                   |                 | 23050.00             | 693.320     |                    |             |                  |        |
| Withholdings             |                 | Employer Tax?        |             |                    |             |                  |        |
| FED/FWH                  | Federal WH      | 1163.48              |             | NO                 |             |                  |        |
| FED/MED                  | Emplee Medicare | 334.22               |             | NO                 |             |                  |        |
| FED/OAS                  | Emplee OASDI    | 1429.10              |             | NO                 |             |                  |        |
| MN/SWH                   | MN W/H          | 1005.00              |             | NO                 |             |                  |        |
| Employee Totals          |                 | 3931.80              |             |                    |             |                  |        |
| Deductions               |                 | Employer Deductions? |             |                    |             |                  |        |
| 001                      | Medical Ins     | 42.24                |             | NO                 |             |                  |        |
| 002                      | Dental Ins      | 14.09                |             | NO                 |             |                  |        |
| 003                      | United Way      | 175.00               |             | NO                 |             |                  |        |
| 004                      | Credit Union    | 50.00                |             | NO                 |             |                  |        |
| 006                      | 401K            | 487.50               |             | NO                 |             |                  |        |
| 008                      | Parking         | 5.00                 |             | NO                 |             |                  |        |
| 010                      | Stock Plan      | 100.00               |             | NO                 |             |                  |        |
| Employee Totals          |                 | 873.83               |             |                    |             |                  |        |



# Accrual Adjustments

Use the **Accrual Adjustments** function to adjust sick and vacation time calculated through the **Calculate Checks** or **Manual Checks** functions. You can correct accrual errors or add to the accrual for a bonus.

## Accrual Adjustments Screen

Select **Accrual Adjustments** from the **Payday Work** menu. The Accrual Adjustments screen appears.

|                            | Vacation | Sick  |
|----------------------------|----------|-------|
| Current Pay Period Accrual | .500     | 3.344 |

| (Use File Maintenance to Edit) |         |        |
|--------------------------------|---------|--------|
| Hours Accrued Year-to-Date     | .000    | .000   |
| Hours Taken Year-to-Date       | .000    | .000   |
| Hours Taken This Period        | .000    | .000   |
| (Pre-Post) Remaining Hours     | 119.500 | 96.000 |
| Accrual Code                   | XX      | XX     |

Company H 11/27/2007 Terminal T000 OVR

### Inquiry

1. Enter the employee ID whose accrual record you want to change. The employee's name appears.
2. Edit the vacation and sick accrual adjustments for the employee.

The pay period-to-date and year-to-date hours accrued and hours taken totals appear in the lower portion of the screen. To edit vacation and sick accruals, use the **Leave Adjustments** function (see page 10-53).

The employee's remaining vacation and sick totals before posting appear.

Use the **Proceed (OK)** command to save your changes. The cursor returns to the **Employee ID** field. Enter the next employee you want to enter accrual adjustments for or use the **Exit (F7)** command to return to the **Payday Work** menu.

After you enter accrual adjustments, produce the Vacation and Sick Leave Report (page 6-27) to verify your changes.



# Vacation and Sick Leave Report

The Vacation and Sick Leave Report lists employees and their current vacation and sick accruals for the payroll run. Use the report to verify changes made through the **Accrual Adjustments** function and as part of your business records.

## Vacation and Sick Leave Report Screen

Select **Vacation and Sick Leave Report** from the **Payday Work** menu. The Vacation and Sick Leave Report screen appears.

2013 Vacation and Sick Leave Report

Commands Edit Modes Other Help

Employee ID From BOU001 Thru STO001

Display Dollar Amounts? ☒

Company H 08/16/2013 Terminal T000 OVR

### Inquiry

1. Enter the range of employees you want to include in the report.
2. If you want dollar amounts in the report (hours information is always included), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Vacation and Sick Leave Report

| Builders Supply                |                   |       |                   |          |                     |         |                   |         | Page 1 of 1    |          |
|--------------------------------|-------------------|-------|-------------------|----------|---------------------|---------|-------------------|---------|----------------|----------|
| Vacation and Sick Leave Report |                   |       |                   |          |                     |         |                   |         |                |          |
| Employee                       |                   | Type  | Beginning Balance |          | Accrued This Period |         | Taken This Period |         | Ending Balance |          |
| ID                             | Name              | Leave | Hours             | Dollars  | Hours               | Dollars | Hours             | Dollars | Hours          | Dollars  |
| BOU001                         | Bourne, Linda C   | VAC   | 120.000           | 5192.31  | .000                | 28.38   | .000              | .00     | 120.000        | 5220.69  |
|                                |                   | SICK  | 99.344            | 4298.54  | .656                | 28.38   | .000              | .00     | 100.000        | 4326.92  |
| GER001                         | Gerard, Timothy G | VAC   | 120.000           | 3842.31  | .000                | 107.07  | .000              | .00     | 120.000        | 3949.38  |
|                                |                   | SICK  | 83.344            | 2668.61  | 3.344               | 107.07  | .000              | .00     | 86.688         | 2775.68  |
| JEN001                         | Jenkins, Kathy M  | VAC   | 94.456            | 4087.04  | 14.456              | 144.69  | .000              | .00     | 108.912        | 4231.73  |
|                                |                   | SICK  | 35.344            | 1529.31  | 3.344               | 144.69  | .000              | .00     | 38.688         | 1674.00  |
| LUK001                         | Lukas, Gregg      | VAC   | 94.456            | 1362.35  | 14.456              | 48.23   | .000              | .00     | 108.912        | 1410.58  |
|                                |                   | SICK  | 35.344            | 509.77   | 3.344               | 48.23   | .000              | .00     | 38.688         | 558.00   |
| TOTALS                         |                   | VAC   | 428.912           | 14484.00 | 28.912              | 328.38  | .000              | .00     | 457.824        | 14812.38 |
|                                |                   | SICK  | 253.376           | 9006.23  | 10.688              | 328.38  | .000              | .00     | 264.064        | 9334.61  |

# Print Checks

Use the **Print Checks** function to print checks created through the **Calculate Checks** function or that you entered through the **Manual Checks** function that do not have assigned check numbers.

Checks do not print for employees who have negative gross pay. If an employee has negative net pay, the employee's deductions and withholdings are reduced until the net pay is zero before a check prints.

## Print Checks Screen

Select **Print Checks** from the **Payday Work** menu. The Print Checks screen appears.

2013 Print Checks

Commands Edit Modes Other Help

Payroll Number 000055

Quarter 4

Group Code 1 2 3 4 5 6 7 8 9 0

Period End 12/15/2013

Date on Checks 12/15/2013

GL Period/Year 12/2013

Bank Account FNB001

Post to Payroll Tax Month 12

First Check Number 4013

If Restart, Last Good Form Number

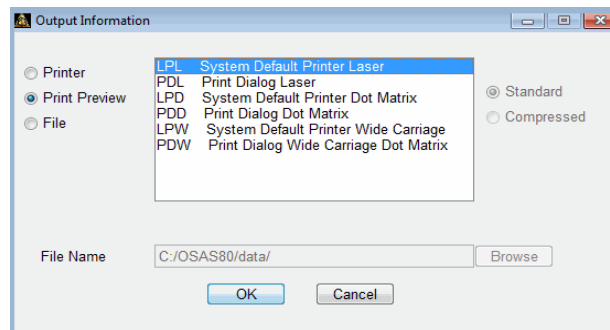
Check Printing Order? Employee ID

Print Remaining Leave? Vacation

Vacation, Sick, Both, None Company H 08/16/2013 Terminal T000 OVR

The payroll number, quarter, group code, period end, date on checks, GL period/year, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

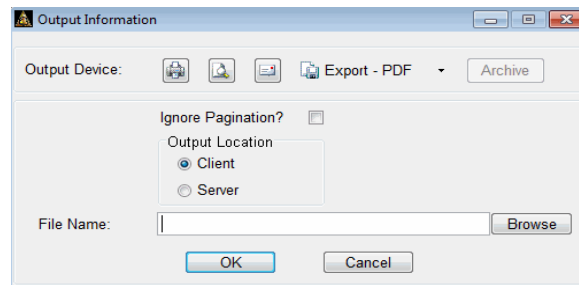
1. The next unused check number appears. Press **Enter** to use it or enter a different check number.
2. If you have problems when you print checks, you must restart the **Print Checks** function. To reprint checks that did not printed correctly, enter the number of the last check that printed correctly.
3. Select the order in which you want the checks to print: **Employee ID**, **Check Location**, or **Department**.
4. Select the kind of remaining leave you want the checks to include: **Vacation**, **Sick**, **Both**, or **None**.
5. A message tells you to mount forms for copy 1. Make sure the checks are loaded in your printer, then press **Enter**.
6. An output information window appears. Select the output device.



7. If you want to print an alignment form to make sure that the forms are lined up, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Whether the company name and address print on the checks depends on your selection in the Resource Manager **Options and Interfaces** function.

After the checks are produced, the message **Mount paper—Check log will now print** appears. Remove the check forms from the printer and insert regular paper. When you are ready to print the checks log, press **Enter**. An output information window appears. Select your output device for the check log, then press **Enter**.



After the check log prints, the **Payday Work** menu appears.

## Sample Check

| YOUR FIRM NAME HERE |                  |                     |              |                |                  |               |  | 1265 |
|---------------------|------------------|---------------------|--------------|----------------|------------------|---------------|--|------|
| EMP. NO./DEPT.      | EMPLOYEE NAME    | SOCIAL SECURITY NO. | PERIOD BEG.  | PERIOD END     | CHECK NO.        |               |  |      |
| JON001 501          | Jonchim, Maria K | 450-80-9944         | 08/01/08     | 08/15/08       | 1266             |               |  |      |
| EARNINGS            | HRS./UNITS       | CURRENT AMOUNT      | YEAR TO DATE | DEDUCTIONS     | CURRENT AMOUNT   | YEAR TO DATE  |  |      |
| Regular Pay         | 40.000           | 300.00              | 3650.00      | Empl'r FICA    | .00              | 52.20         |  |      |
| Sick Pay            | .000             | .00                 | 240.00       | Empl'r FICA    | .00              | 223.20        |  |      |
| Vacation Pay        | .000             | .00                 | .00          | Unemp Ins      | .00              | 206.25        |  |      |
|                     |                  |                     |              | Federal WH     | .00              | 52.20         |  |      |
|                     |                  |                     |              | Empl'e FICA    | .00              | 223.20        |  |      |
|                     |                  |                     |              | Empl'e FICA    | .00              | 147.60        |  |      |
|                     |                  |                     |              | MN Unemp Ins   | .00              | 168.00        |  |      |
|                     |                  |                     |              | MN W/H         | .00              | 30.00         |  |      |
|                     |                  |                     |              | Credit Union   | .00              |               |  |      |
| Vac Remaining       |                  | .000                |              |                |                  |               |  |      |
| Sick Remaining      |                  | 16.000              |              |                |                  |               |  |      |
| PAY RATE            | CURRENT EARNINGS | CURRENT DEDUCTIONS  | NET PAY      | Y T D EARNINGS | Y T D DEDUCTIONS | Y T D NET PAY |  |      |
| 7.5000              | 300.00           | .00                 | 300.00       | 3500.00        | 1325.85          | 3174.15       |  |      |

| YOUR FIRM NAME HERE                     |                                                           | NATIONAL STATE BANK                                             | 1265        |
|-----------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------|-------------|
| 1783 SHERIDAN DR. PH. 123-456-7890      | DOWNTOWN OFFICE                                           | YOUR CITY, STATE 12345                                          |             |
| YOUR CITY, STATE 04084                  | 00-6789-0000                                              |                                                                 |             |
|                                         |                                                           | DATE                                                            | AMOUNT      |
|                                         |                                                           | 08/30/08                                                        | *****300.00 |
| PAY<br>THREE HUNDRED AND 00/100 DOLLARS |                                                           |                                                                 |             |
| TO THE ORDER OF                         | Maria K Jonchim<br>3321 W 52 Ave<br>Minneapolis, MN 55055 |                                                                 |             |
|                                         |                                                           | SAMPLE-VOID<br>FORM 091102<br>COMPATIBLE ENVELOPE 091500/091508 |             |
| ⑈00 1265⑈ ⑆000067894⑆ 12345678⑈         |                                                           |                                                                 |             |

## Check Log

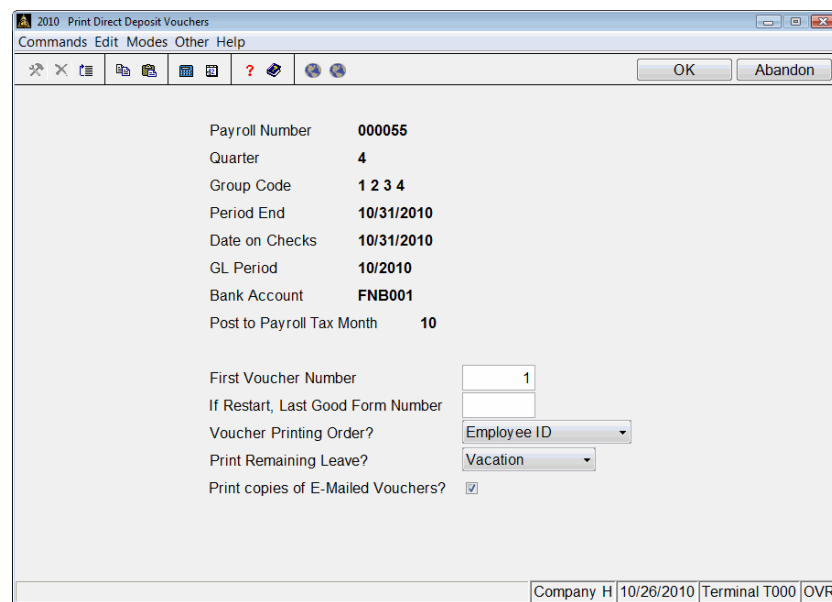
|                                             |            |
|---------------------------------------------|------------|
| STARTING CHECK NUMBER                       | 4013       |
| ENDING CHECK NUMBER                         | 4015       |
| DATE ON CHECK                               | 12/15/2013 |
| PERIOD ENDING                               | 12/15/2013 |
| TOTAL GROSS                                 | 15000.00   |
| TOTAL NET - CHECKS                          | 11370.34   |
| NUMBER OF CHECKS                            | 2          |
| CHECK 4013 VOIDED - A. USED TO ALIGN CHECKS |            |

# Print Direct Deposit Vouchers



Use the **Print Direct Deposit Vouchers** function on the **Payday Work** menu to print the direct deposit pay vouchers you created in the **Calculate Checks** and **Manual Checks** functions. This function is available only if you have Direct Deposit installed.

## Print Direct Deposit Vouchers Screen



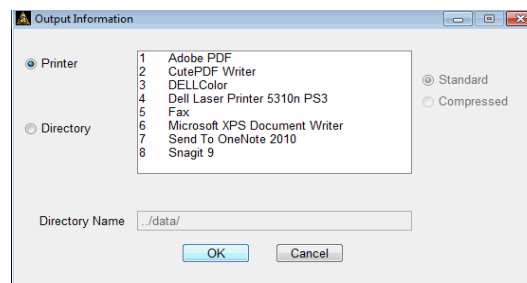
|                                    |                                     |
|------------------------------------|-------------------------------------|
| Payroll Number                     | 000055                              |
| Quarter                            | 4                                   |
| Group Code                         | 1 2 3 4                             |
| Period End                         | 10/31/2010                          |
| Date on Checks                     | 10/31/2010                          |
| GL Period                          | 10/2010                             |
| Bank Account                       | FNB001                              |
| Post to Payroll Tax Month          | 10                                  |
| First Voucher Number               | 1                                   |
| If Restart, Last Good Form Number  |                                     |
| Voucher Printing Order?            | Employee ID                         |
| Print Remaining Leave?             | Vacation                            |
| Print copies of E-Mailed Vouchers? | <input checked="" type="checkbox"/> |

Company H | 10/26/2010 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. The next unused voucher number appears. Press **Enter** to use it or enter a different voucher number.

2. If you have problems when you print vouchers, you must restart the **Print Direct Deposit Vouchers** function. To reprint vouchers that did not printed correctly, enter the number of the last voucher that printed correctly.
3. Select the order in which you want the vouchers to print: by **Employee ID**, **Check Location**, or **Department**.
4. Select the kind of remaining leave you want the vouchers to include: **Vacation**, **Sick**, **Both**, or **None**.
5. If you are sending vouchers by e-mail, you also have the option to print the vouchers as well. If you want to print copies of e-mailed vouchers, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
6. When the Output Information screen appears, select the output device.

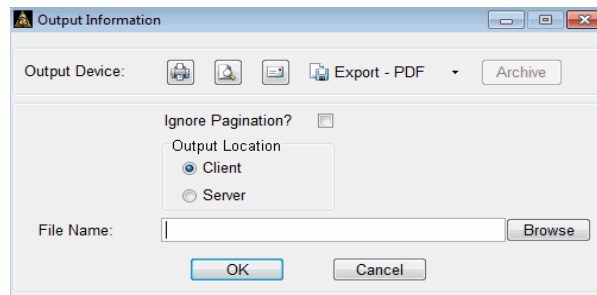


7. If you select **Printer** as your output device, place the correct forms in the printer. Press **Enter** to continue.

Whether the company name and address print on the checks depends on your selection in the Resource Manager **Options and Interfaces** function.



8. An output information screen appears after all vouchers are produced. Select your output device, press **Enter**, and a voucher log will be produced.



After the vouchers print, the **Payday Work** menu appears.

## Direct Deposit Voucher

|                                                                                   |                                            |                                           |  |
|-----------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------|--|
|  | <b>Builders Supply</b>                     | 1ST NATIONAL BANK<br>MINNEAPOLIS MN 55402 |  |
|                                                                                   | 4301 Dean Lakes Blvd<br>Shakopee, MN 55379 |                                           |  |

|          |           |                        |              |            |          |           |      |       |      |       |      |        |
|----------|-----------|------------------------|--------------|------------|----------|-----------|------|-------|------|-------|------|--------|
| * * *    | VOID      | * * *                  | VOID         | * * *      | VOID     | * * *     | VOID | * * * | VOID | * * * | VOID | * * *  |
| Chk Acct | *****2934 | Direct Deposit Account | Distribution | 10/31/2010 | Sav Acct | *****5875 |      |       |      |       |      | 200.00 |

|                      |                                                        |                                                      |
|----------------------|--------------------------------------------------------|------------------------------------------------------|
| PAY TO THE ORDER OF: | LINDA C BOURNE<br>501 N HAMILTON AVE<br>EDINA MN 55435 | <b>DIRECT DEPOSIT ADVICE SLIP<br/>NON-NEGOTIABLE</b> |
|----------------------|--------------------------------------------------------|------------------------------------------------------|

|                        |                 |             |            |            |         |  |
|------------------------|-----------------|-------------|------------|------------|---------|--|
| <b>Builders Supply</b> |                 |             |            |            |         |  |
| EMP NO/DEPT            | EMPLOYEE NAME   | SSN         | PER BEG    | PER END    | VC NO.  |  |
| BOU001 500             | Bourne, Linda C | XXX-XX-1099 | 10/01/2010 | 10/31/2010 | 0000001 |  |

|               |           |          |          |               |          |         |
|---------------|-----------|----------|----------|---------------|----------|---------|
| Earnings      | HRS/UNITS | Curr Amt | YTD      | Deductions    | Curr Amt | YTD     |
| Salaried Wag  | .000      | .00      | 7500.00  | Federal WH    | 660.21   | 7013.83 |
| Bonus         | .000      | .00      | 750.00   | Empl'ee OASDI | 465.00   | 2844.80 |
| Cash Value    | .000      | .00      | 133.82   | Empl'ee Medic | 108.75   | 665.32  |
| Regular Pay   | .000      | .00      | 29738.00 | MN W/H        | 320.00   | 2694.61 |
| Vacation Pay  | .000      | .00      | 262.00   | Medical Ins   | 10.56    | 63.36   |
| Vac Remaining | 120.000   |          |          | 401K          | 337.50   | 2064.77 |
|               |           |          |          | United Way    | 75.00    | 458.84  |
|               |           |          |          | Credit Union  | 50.00    | 300.00  |
|               |           |          |          | Stock Plan    | 100.00   | 725.00  |
|               |           |          |          | Dental Ins    | 3.52     | 21.12   |

|          |           |          |         |          |          |             |
|----------|-----------|----------|---------|----------|----------|-------------|
| Pay Rate | Curr Earn | Curr Ded | Net Pay | YTD Earn | YTD Ded  | YTD Net Pay |
| .0000    | 7500.00   | 2130.54  | 5369.46 | 45883.82 | 16851.65 | 28930.90    |

|                        |                 |             |            |            |         |  |
|------------------------|-----------------|-------------|------------|------------|---------|--|
| <b>Builders Supply</b> |                 |             |            |            |         |  |
| EMP NO/DEPT            | EMPLOYEE NAME   | SSN         | PER BEG    | PER END    | VC NO.  |  |
| BOU001 500             | Bourne, Linda C | XXX-XX-1099 | 10/01/2010 | 10/31/2010 | 0000001 |  |

|               |           |          |          |               |          |         |
|---------------|-----------|----------|----------|---------------|----------|---------|
| Earnings      | HRS/UNITS | Curr Amt | YTD      | Deductions    | Curr Amt | YTD     |
| Salaried Wag  | .000      | .00      | 7500.00  | Federal WH    | 660.21   | 7013.83 |
| Bonus         | .000      | .00      | 750.00   | Empl'ee OASDI | 465.00   | 2844.80 |
| Cash Value    | .000      | .00      | 133.82   | Empl'ee Medic | 108.75   | 665.32  |
| Regular Pay   | .000      | .00      | 29738.00 | MN W/H        | 320.00   | 2694.61 |
| Vacation Pay  | .000      | .00      | 262.00   | Medical Ins   | 10.56    | 63.36   |
| Vac Remaining | 120.000   |          |          | 401K          | 337.50   | 2064.77 |
|               |           |          |          | United Way    | 75.00    | 458.84  |
|               |           |          |          | Credit Union  | 50.00    | 300.00  |
|               |           |          |          | Stock Plan    | 100.00   | 725.00  |
|               |           |          |          | Dental Ins    | 3.52     | 21.12   |

|          |           |          |         |          |          |             |
|----------|-----------|----------|---------|----------|----------|-------------|
| Pay Rate | Curr Earn | Curr Ded | Net Pay | YTD Earn | YTD Ded  | YTD Net Pay |
| .0000    | 7500.00   | 2130.54  | 5369.46 | 45883.82 | 16851.65 | 28930.90    |

## Direct Deposit Log

|                         |            |
|-------------------------|------------|
| STARTING VOUCHER NUMBER | 6          |
| ENDING VOUCHER NUMBER   | 8          |
| DATE ON VOUCHER         | 12/15/2013 |
| PERIOD ENDING           | 12/15/2013 |
| TOTAL GROSS             | 15550.00   |
| TOTAL NET - VOUCHERS    | 6874.03    |
| NUMBER OF VOUCHERS      | 3          |



## Void Checks

Use the **Void Checks** function to void checks that you have printed and posted but need to reverse or void. You can create a copy of the voided check so that a new check can be printed for the employee. You cannot, however, void a check from a previous version of Payroll. The check you want to void must be posted to history.

When you select a check to void, the system searches for and verifies the check in the **PAHCxxx** (Check History) file. Then the system checks the **PACHxxx** (Checks) file; if a batch of checks is in process (that is, calculated and/or entered but not posted), you cannot void a check. If the check has been calculated, the system prompts you to reenter time tickets. If you have produced manual checks, you are asked to reenter the check.

Voiding a check is the reverse of posting. The check is backed out; if Payroll interfaces with General Ledger and Bank Reconciliation, the check history is backed out of those applications. The check remains in the **PAHCxxx** file but is marked as a voided check. It prints in the Check History Register, but its totals are not added to the register.

You can choose to make a copy of the check record in the **PACHxxx** file if the check is a manual check. If the check is a calculated check, you can make a copy of the time tickets used to calculate that check in the **PATRxxx** (Transactions) file. You can do this, though, only if the original time tickets are in the **PATHxxx** (Transaction History) file. The check or the transactions will then be re-created in the correct files, and you can edit the check in the **Manual Checks** function or the transaction in the **Payroll Transactions** function.



If you void a check that is part of a Direct Deposit, you will see the following message: **Warning: check is part of a Direct Deposit.** The system will proceed with normal processing, adding a void flag for that check in the check history file. **Note:** a negative ACH file will not be created for the voided Direct Deposit check.

## Before You Begin

Before you void a check, post the checks that you created through the **Calculate Checks** function or that you entered through the **Manual Checks** function.

## Void Checks Screen

Select **Void Checks** from the **Payday Work** menu. The Void Checks screen appears.

2013 Void Checks

Commands Edit Modes Other Help

Employee ID BOU001

Check Number 4010

Bank Account FNB001

GL Period/Year 08/2013

Post to Payroll Tax Month 8 August

Do you want to create copies of the original transactions in the Transaction File?

Batch ID

Company H 08/05/2013 Terminal T000 INS

Inquiry

1. Enter the ID of the employee for which you want to void a check.

Inquiry

2. Enter the check number you want to void.

Inquiry

3. If Payroll interfaces with Bank Reconciliation, enter the bank account to which the check was posted. This field appears only if Payroll interfaces with Bank Reconciliation.
4. The current period appears. Press **Enter** to accept the current period or enter a different GL period to which you want the resulting journal entries posted.

5. If last-year files exist in General Ledger, select the fiscal year to which you want to post.
6. Enter the payroll tax month to which you want to post.
7. If the check originated from transactions you entered in the **Transactions** function and you want to create a copy of the voided check in the Transactions file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

If the check originated from entries made in the **Manual Checks** or **Calculated Checks** function and you want to create a copy of the voided check in the Checks file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

**Inquiry**

8. If the check originated from transactions you entered in the **Transactions** function, choose the **Batch ID** for the check.
9. Select the output device to print the Void Checks Audit Log. See “Reports” on page 1-39 for more information. After the audit log is produced, the **Payday Work** menu appears.

## Void Checks Audit Log

| Builders Supply                      |            | Page 1 of 1 |         |
|--------------------------------------|------------|-------------|---------|
| Void Checks - Post to General Ledger |            |             |         |
| Post Code 00000008                   |            |             |         |
| Description                          | GL Account | Debit       | Credit  |
| Medical Ins                          | 535000     | 10.56       |         |
| Dental Ins                           | 535000     | 3.52        |         |
| United Way                           | 204000     | 75.00       |         |
| Credit Union                         | 999900     | 50.00       |         |
| 401K                                 | 205000     | 337.50      |         |
| Stock Plan                           | 205000     | 100.00      |         |
| Empl'r Medicare                      | 203200     | 108.75      |         |
| Empl'r OASDI                         | 203200     | 465.00      |         |
| Federal WH                           | 203000     | 729.17      |         |
| Empl'e Medicare                      | 203200     | 108.75      |         |
| Empl'e OASDI                         | 203200     | 465.00      |         |
| MN W/H                               | 203400     | 331.00      |         |
| Net Cash Entry                       | 100000     | 5289.50     |         |
| Hold. Acct Salaried Wage             | 202000     |             | 7500.00 |
| Empl'r Medicare                      | 530000     |             | 108.75  |
| Empl'r OASDI                         | 530000     |             | 465.00  |
| GL Balance - Period / Year 08 / 2013 |            | 8073.75     | 8073.75 |
| Employee ID                          | BOU001     |             |         |
| Check Number                         | 0004010    |             |         |
| Tax Month                            | 08         |             |         |
| Posted to Bank Account FNB001        |            |             | .00     |
|                                      |            | Hours       | Wages   |
| Job Totals                           |            | .000        | .00     |



# Create Direct Deposit File



Use the **Create Direct Deposit File** function on the **Payday Reports and Posting** submenu of the **Payday Work** menu to create an ACH (Automated Clearing House) file. This function is available only if you have Direct Deposit installed.

The ACH file contains all the direct deposit transaction information for your employees. After you have created the ACH file, send it to your company's bank. You cannot create this file if you are using last-year data, or if employer bank information has not been set up.

## Create Direct Deposit File Screen

Select **Create Direct Deposit File** from the **Payday Reports and Posting** submenu. The Create Direct Deposit File screen appears.

|                           |                     |
|---------------------------|---------------------|
| Payroll Number            | 000055              |
| Quarter                   | 4                   |
| Group Code                | 1 2 3 4 5 6 7 8 9 0 |
| Period End                | 12/15/2013          |
| Date on Checks            | 12/15/2013          |
| GL Period/Year            | 12/2013             |
| Bank Account              | FNB001              |
| Post to Payroll Tax Month | 12                  |

ACH Output Filename

C:/OSAS80/progPA/./data/DDEPOSIT.H

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account number, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

Press **Enter** to accept the current file name, or enter a different name. The system appends your company ID to this file name and lists the file's path.

Select the output device to print the ACH File Creation Report summarizing the contents of the file. See "Reports" on page 1-39 for more information on output devices. After this report is produced, the **Payday Work** menu appears. This report is for your information only; do not send it to your bank.

## ACH File Creation Report

| Builders Supply                                                       |                   |          |                |              | Page 1 of 1 |
|-----------------------------------------------------------------------|-------------------|----------|----------------|--------------|-------------|
| ACH File Creation Report                                              |                   |          |                |              |             |
| C:/OSAS80/progPA/./data/DDEPOSIT.H Batch :0000001 Pay Date 12/15/2013 |                   |          |                |              |             |
| Emp ID                                                                | Employee Name     | Type     | Account Number | Routing Code | Amount      |
| BOU001                                                                | Bourne, Linda C   | Checking | XXXXXXXXXX2934 | 000133333    | 150.25      |
|                                                                       |                   | Savings  | XXXXXXXXXX5875 | 000133333    | 200.00      |
|                                                                       |                   |          |                |              | 350.25      |
| GER001                                                                | Gerard, Timothy G | Checking | XXXXXXXXXX5333 | 000000013    | 423.41      |
|                                                                       |                   | Savings  | XXXXXXXXXX5353 | 000000013    | 423.41      |
|                                                                       |                   | Savings  | XXXXXXXXXX5333 | 000000013    | 423.41      |
|                                                                       |                   | Savings  | XXXXXXXXXX3353 | 055000165    | 423.41      |
|                                                                       |                   | Checking | XXXXXXXXXX3334 | 055000165    | 423.41      |
|                                                                       |                   | Checking | XXXXXXXXXX5333 | 055000165    | 2117.06     |
|                                                                       |                   |          |                |              | 4234.11     |
| LUK001                                                                | Lukas, Gregg      | Savings  | XXXXX5623      | 000000026    | 1717.25     |
|                                                                       |                   | Checking | XXXXX4641      | 000000026    | 572.42      |
|                                                                       |                   |          |                |              | 2289.67     |
| Total Amount Debited to Company Bank Account                          |                   |          | 0001658973     | 000000013    | 6874.03     |
| Total Number of Transactions 10                                       |                   |          |                |              |             |

# Check Register

The Check Register is a record of the checks issued for an employee group and pay period. It is similar to the Edit Register, except that it contains the number of the check that was printed for each employee and is sorted and subtotaled by department.

## Check Register Screen

Select **Check Register** from the **Payday Reports and Posting** submenu. The Check Register screen appears.

2013 Check Register

Commands Edit Modes Other Help

Print employer tax and deduction information? ☒

Print Register In:

☒ Summary  
☐ Detail

Print By:

☒ Department  
☐ Employee ID  
☐ Sequence No.  
☐ Check No.

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want employer tax and deduction information in the report, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
2. Select the level of detail you want to include in the register. **Detail** prints earnings, withholdings, and deductions information for all checks in the **PACHxxx** file, while **Summary** prints earnings, withholdings, and deductions involved in the checks.
3. Select the order in which you want to print the report.
4. Select the output device. See “Reports” on page 1-39 for more information. After the register is produced, the **Payday Work** menu appears.

## Check Register

| Group Codes 1 2 3 4 5 6 7 |       |          |                 | Builders Supply                  |         |                   |        | Page 1 of 4 |  |
|---------------------------|-------|----------|-----------------|----------------------------------|---------|-------------------|--------|-------------|--|
| Periods 1 1 1 1 1 1 1     |       |          |                 | Check Register - Summary         |         |                   |        |             |  |
|                           |       |          |                 | Pay Check Date 12/15/2013        |         |                   |        |             |  |
|                           |       |          |                 | For Pay Period Ending 12/15/2013 |         |                   |        |             |  |
|                           |       | Earnings |                 | Withholdings                     |         | Deductions        |        |             |  |
| Employee ID               |       | Hours    | Salary or Wages | Description                      | Amnt    | Description       | Amount |             |  |
| Soc Sec No.               |       |          |                 |                                  |         |                   |        |             |  |
| Bourne, Linda C           | Total | 173.330  | 7500.00         | Total Withholdings               | 1579.00 | Total Deductions  | 576.58 |             |  |
| BOU001 XXX-XX-1099        |       |          |                 | Total Emplr. With.               | 743.35  | Total Emplr. Ded. | .00    |             |  |
| Gross Wages               |       | 7500.00  |                 |                                  |         |                   |        |             |  |
| Net Pay                   |       | 5344.42  |                 |                                  |         |                   |        |             |  |
| Chk # 0004014             |       | 4994.17  |                 |                                  |         |                   |        |             |  |
| Vhr # 0000006             |       | 350.25   |                 |                                  |         |                   |        |             |  |
| Gerard, Timothy G         | Total | 173.330  | 5550.00         | Total Withholdings               | 1126.80 | Total Deductions  | 189.09 |             |  |
| GER001 XXX-XX-4819        |       |          |                 | Total Emplr. With.               | 575.57  | Total Emplr. Ded. | .00    |             |  |
| Gross Wages               |       | 5550.00  |                 |                                  |         |                   |        |             |  |
| Net Pay                   |       | 4234.11  |                 |                                  |         |                   |        |             |  |
| No Check Printed          |       |          |                 |                                  |         |                   |        |             |  |
| Vhr # 0000007             |       | 4234.11  |                 |                                  |         |                   |        |             |  |
| Jenkins, Kathy M          | Total | 173.330  | 7500.00         | Total Withholdings               | 1034.75 | Total Deductions  | 89.08  |             |  |
| JEN001 XXX-XX-9093        |       |          |                 | Total Emplr. With.               | 743.35  | Total Emplr. Ded. | .00    |             |  |
| Gross Wages               |       | 7500.00  |                 |                                  |         |                   |        |             |  |
| Net Pay                   |       | 6376.17  |                 |                                  |         |                   |        |             |  |
| Check Number              |       | 0004015  |                 |                                  |         |                   |        |             |  |

# Paycheck Received Report

The Paycheck Received Report lists employees scheduled to receive a paycheck. The list has a space for employees to sign for their paychecks. Use the report as a means for recording which employees have received their paychecks or to check which employees are scheduled to receive pay for that pay period.

## Paycheck Received Report Screen

Select **Paycheck Received Report** from the **Payday Reports and Posting** submenu. The Paycheck Received Report screen appears.

2013 Paycheck Received Report

Commands Edit Modes Other Help

Export Archive Abandon

Payroll Number 000055  
Quarter 4  
Group Code 1 2 3 4 5 6 7 8 9 0  
Period End 12/15/2013  
Date on Checks 12/15/2013  
GL Period/Year 12/2013  
Bank Account FNB001  
Post to Payroll Tax Month 12

Sort By:  
☒ Check Location  
☐ Department  
☐ Employee ID

Page Break After Department/Check Location? ☐

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. Select the order in which you want to print the report.
2. If you want each department or check location to be printed on a new page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
3. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Paycheck Received Report

| Builders Supply                 |                   |             |          |            |           |
|---------------------------------|-------------------|-------------|----------|------------|-----------|
| Paycheck Received Report        |                   |             |          |            |           |
| Pay Check Date 12/15/2013       |                   |             |          |            |           |
| Empl ID                         | Employee Name     | SSN         | Check #  | Date       | Signature |
| BOU001                          | Bourne, Linda C   | XXX-XX-1099 | 0004014  | 12/15/2013 | x         |
| BOU001                          | Bourne, Linda C   | XXX-XX-1099 | V0000006 | 12/15/2013 | x         |
| GER001                          | Gerard, Timothy G | XXX-XX-4819 | V0000007 | 12/15/2013 | x         |
| JEN001                          | Jenkins, Kathy M  | XXX-XX-9093 | 0004015  | 12/15/2013 | x         |
| LUK001                          | Lukas, Gregg      | XXX-XX-1281 | V0000008 | 12/15/2013 | x         |
| 2 Check(s) For Check Location   |                   |             |          |            |           |
| 3 Voucher(s) For Check Location |                   |             |          |            |           |

# Withholding Report

Federal, state, and local tax authorities may require your company to make a deposit based on the amounts you withheld from employees' checks. These deposits may be required after each pay period or at the end of every quarter. The Withholding Report is a summary of these employee payroll withholding amounts for one pay period. The Quarterly Withholding Report summarizes the statistics for one quarter.

## Withholding Report Screen

Select **Withholding Report** from the **Payday Reports and Posting** submenu. The Withholding Report screen appears.

2013 Withholding Report

Commands Edit Modes Other Help

Payroll Number 000055

Quarter 4

Group Code 1 2 3 4 5 6 7 8 9 0

Period End 12/15/2013

Date on Checks 12/15/2013

GL Period/Year 12/2013

Bank Account FNB001

Post to Payroll Tax Month 12

Print Earnings As

☒ Gross Earnings

☐ Taxable Earnings

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. Select the kind of earnings you want in the report. You can choose either gross earnings or taxable earnings.
2. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Withholding Report

| <b>Builders Supply</b><br><b>Withholding Report</b><br>For Pay Period Ending 12/15/2013<br>Group Codes 1 2 3 4 5 6 7 8 9 0<br>Gross Earnings |                   |             |          |                  |          |                  |          |             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|----------|------------------|----------|------------------|----------|-------------|--|
| Page 1 of 2                                                                                                                                  |                   |             |          |                  |          |                  |          |             |  |
| Emp.ID                                                                                                                                       | Employee Name     | Soc. Sec. # | Federal  |                  | State    |                  | Local    |             |  |
|                                                                                                                                              | Gross Wages/Tips  | Code        | Earnings | Withholding Code | Earnings | Withholding Code | Earnings | Withholding |  |
| State MN                                                                                                                                     |                   |             |          |                  |          |                  |          |             |  |
| Local                                                                                                                                        |                   |             |          |                  |          |                  |          |             |  |
| BOU001                                                                                                                                       | Bourne, Linda C   | XXX-XX-1099 |          |                  |          |                  |          |             |  |
|                                                                                                                                              | 7500.00           | FWH         | 7062.50  | 686.25 MN SWH    | 7062.50  | 319.00           |          |             |  |
|                                                                                                                                              | .00               | OAS         | 7500.00  | 465.00           |          |                  |          |             |  |
|                                                                                                                                              | .00               | MED         | 7500.00  | 108.75           |          |                  |          |             |  |
| GER001                                                                                                                                       | Gerard, Timothy G | XXX-XX-4819 |          |                  |          |                  |          |             |  |
|                                                                                                                                              | 5550.00           | FWH         | 5400.00  | 477.23 MN SWH    | 5400.00  | 225.00           |          |             |  |
|                                                                                                                                              | .00               | OAS         | 5550.00  | 344.10           |          |                  |          |             |  |
|                                                                                                                                              | .00               | MED         | 5550.00  | 80.47            |          |                  |          |             |  |
| -----                                                                                                                                        |                   |             |          |                  |          |                  |          |             |  |
| Local Total Number of Employees 4                                                                                                            |                   |             |          |                  |          |                  |          |             |  |
|                                                                                                                                              | 23050.00          | FWH         | 22462.50 | 1163.48 MN SWH   | 22462.50 | 1005.00          |          |             |  |
|                                                                                                                                              |                   | MED         | 23050.00 | 334.22           |          |                  |          |             |  |
|                                                                                                                                              |                   | OAS         | 23050.00 | 1429.10          |          |                  |          |             |  |
| -----                                                                                                                                        |                   |             |          |                  |          |                  |          |             |  |
| State MN Total Number of Employees 4( 4 )                                                                                                    |                   |             |          |                  |          |                  |          |             |  |
|                                                                                                                                              | 23050.00          | FWH         | 22462.50 | 1163.48 MN SWH   | 22462.50 | 1005.00          |          |             |  |
|                                                                                                                                              |                   | MED         | 23050.00 | 334.22           |          |                  |          |             |  |
|                                                                                                                                              |                   | OAS         | 23050.00 | 1429.10          |          |                  |          |             |  |
| -----                                                                                                                                        |                   |             |          |                  |          |                  |          |             |  |
| Grand Total Number of Employees 4( 4 )                                                                                                       |                   |             |          |                  |          |                  |          |             |  |
|                                                                                                                                              | 23050.00          | FWH         | 22462.50 | 1163.48 MN SWH   | 22462.50 | 1005.00          |          |             |  |
|                                                                                                                                              |                   | MED         | 23050.00 | 334.22           |          |                  |          |             |  |
|                                                                                                                                              |                   | OAS         | 23050.00 | 1429.10          |          |                  |          |             |  |

Page 2 of 2



# Employer's Tax Report

The Employer's Tax Report provides a record of the company's wage limits for taxes (for example, **OASDI**, Medicare, **SUI**, and **FUTA**) and wages in excess of the limits.

The liability calculations in this report are approximate because of rounding differences and may vary from actual posting totals. Compare the totals with those in the Employer's Liability Report for the actual liabilities.

## Employer's Tax Report Screen

Select **Employer's Tax Report** from the **Payday Reports and Posting** submenu. The Employer's Tax Report screen appears.

|                           |                   |
|---------------------------|-------------------|
| Payroll Number            | 000055            |
| Quarter                   | 4                 |
| Group Code                | 1 2 3 4 5 6 7 8 9 |
| Period End                | 12/15/2013        |
| Date on Checks            | 12/15/2013        |
| GL Period/Year            | 12/2013           |
| Bank Account              | FNB001            |
| Post to Payroll Tax Month | 12                |

☐ Print Other Employer Taxes ?

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want to print other employer taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
2. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Employer's Tax Report

| <b>Builders Supply</b><br><b>Employer's Tax Report</b><br>For Pay Period Ending 12/31/2013<br>Group Codes 0 1 2 3 4 5 |                   |             |                                 |           |             |             |            |             |             |
|-----------------------------------------------------------------------------------------------------------------------|-------------------|-------------|---------------------------------|-----------|-------------|-------------|------------|-------------|-------------|
| State MN                                                                                                              |                   |             | Employer FICA (113700/NO LIMIT) |           |             | SUI (29000) |            | FUTA (7000) |             |
| Gross Wages                                                                                                           |                   |             | Earnings                        | FICA Tips | Excess FICA | Earnings    | Excess SUI | Earnings    | Excess FUTA |
| BOU001                                                                                                                | Bourne, Linda C   | XXX-XX-1099 | 7500.00                         | .00       | .00         | .00         | 7062.50    | .00         | 7062.50     |
|                                                                                                                       |                   |             | 7500.00                         |           | .00         |             |            |             |             |
| GER001                                                                                                                | Gerard, Timothy G | XXX-XX-4819 | 5550.00                         | .00       | .00         | .00         | 5400.00    | .00         | 5400.00     |
|                                                                                                                       |                   |             | 5550.00                         |           | .00         |             |            |             |             |
| JEN001                                                                                                                | Jenkins, Kathy M  | XXX-XX-9093 | 7500.00                         | .00       | .00         | .00         | 7500.00    | .00         | 7500.00     |
|                                                                                                                       |                   |             | 7500.00                         |           | .00         |             |            |             |             |
| LUK001                                                                                                                | Lukas, Gregg      | XXX-XX-1281 | 2500.00                         | .00       | .00         | 2500.00     | .00        | .00         | 2500.00     |
|                                                                                                                       |                   |             | 2500.00                         |           | .00         |             |            |             |             |
| State Total MN Number of employees 4                                                                                  |                   |             | 23050.00                        | .00       | .00         | 2500.00     | 19962.50   | .00         | 22462.50    |
|                                                                                                                       |                   |             | 23050.00                        |           | .00         |             |            |             |             |
| SUI Liability                                                                                                         |                   |             | 2500.00 * .03000 =              | 75.00     |             |             |            |             |             |
| -----                                                                                                                 |                   |             |                                 |           |             |             |            |             |             |
| Page 2 of 2                                                                                                           |                   |             |                                 |           |             |             |            |             |             |
| Grand Total Number of employees 4 ( 4 )                                                                               |                   |             | 23050.00                        | .00       | .00         | 2500.00     | 19962.50   | .00         | 22462.50    |
|                                                                                                                       |                   |             | 23050.00                        |           | .00         |             |            |             |             |
| OASDI Liability                                                                                                       |                   |             | 23050.00 * .06200 =             | 1429.10   |             |             |            |             |             |
| Medicare Liability                                                                                                    |                   |             | 23050.00 * .01450 =             | 334.22    |             |             |            |             |             |
| FUTA Liability                                                                                                        |                   |             | .00 * .00600 =                  | .00       |             |             |            |             |             |



## Employer's Liability Report

Federal and state authorities may require your company to make a deposit based on the amounts calculated for employer taxes. The deposits may be required after each pay period or at the end of every quarter. The Employer's Liability Report is a summary of the employer payroll liability amounts for one pay period. The Quarterly Employer's Tax Report summarizes the liabilities for one quarter.

The Employer's Liability Report shows the employer's liability for taxes (**OASDI**, Medicare, **SUI**, and **FUTA**) based on taxable earnings for the pay period. The totals in the report are the actual liability. Check them against the approximate totals in the Employer's Tax Report.

## Employer's Liability Report Screen

Select **Employer's Liability Report** from the **Payday Reports and Posting** submenu. The Employer's Liability Report screen appears.

|                           |                   |
|---------------------------|-------------------|
| Payroll Number            | 000055            |
| Quarter                   | 4                 |
| Group Code                | 1 2 3 4 5 6 7 8 9 |
| Period End                | 12/15/2013        |
| Date on Checks            | 12/15/2013        |
| GL Period/Year            | 12/2013           |
| Bank Account              | FNB001            |
| Post to Payroll Tax Month | 12                |

☐ Print Other Employer Taxes

Company H 08/16/2013 Terminal T000 OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want to print other employer taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
2. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Employer's Liability Report

| <b>Builders Supply</b><br><b>Employer's Liability Report</b><br>Audit Report<br>For Pay Period Ending 12/15/2013<br>Group Codes 1 2 3 4 5 6 7 8 9 0 |                |             |           |                     |           |             |           |             |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|-----------|---------------------|-----------|-------------|-----------|-------------|-----------|
| Page 1 of 1                                                                                                                                         |                |             |           |                     |           |             |           |             |           |
| State MN                                                                                                                                            | OASDI (113700) |             |           | MEDICARE (NO LIMIT) |           | SUI (29000) |           | FUTA (7000) |           |
|                                                                                                                                                     | Gross Wages    | Tax. Earn.  | Liability | Tax. Earn.          | Liability | Tax. Earn.  | Liability | Tax. Earn.  | Liability |
| BOU001 Bourne, Linda C                                                                                                                              |                | XXX-XX-1099 |           |                     |           |             |           |             |           |
|                                                                                                                                                     | 7500.00        | 7500.00     | 465.00    | 7500.00             | 108.75    | .00         | 561.60    | .00         | 392.00-   |
| GER001 Gerard, Timothy G                                                                                                                            |                | XXX-XX-4819 |           |                     |           |             |           |             |           |
|                                                                                                                                                     | 5550.00        | 5550.00     | 344.10    | 5550.00             | 80.47     | .00         | 543.00    | .00         | 392.00-   |
| JEN001 Jenkins, Kathy M                                                                                                                             |                | XXX-XX-9093 |           |                     |           |             |           |             |           |
|                                                                                                                                                     | 7500.00        | 7500.00     | 465.00    | 7500.00             | 108.75    | .00         | 561.60    | .00         | 392.00-   |
| LUK001 Lukas, Gregg                                                                                                                                 |                | XXX-XX-1281 |           |                     |           |             |           |             |           |
|                                                                                                                                                     | 2500.00        | 2500.00     | 155.00    | 2500.00             | 36.25     | 2500.00     | 115.50    | .00         | 392.00-   |
| State Total MN Number of employees 4                                                                                                                |                |             |           |                     |           |             |           |             |           |
|                                                                                                                                                     | 23050.00       | 23050.00    | 1429.10   | 23050.00            | 334.22    | 2500.00     | 1781.70   | .00         | 1568.00-  |
| Grand Total Number of employees 4 ( 4 )                                                                                                             |                |             |           |                     |           |             |           |             |           |
|                                                                                                                                                     | 23050.00       | 23050.00    | 1429.10   | 23050.00            | 334.22    | 2500.00     | 1781.70   | .00         | 1568.00-  |



# Pay Period Deduction Report

The Pay Period Deduction Report is a list of your company's payroll deductions and the employees who had amounts deducted from their paychecks for each deduction.

## Pay Period Deduction Report Screen

Select **Pay Period Deduction Report** from the **Payday Reports and Posting** submenu. The Pay Period Deduction Report screen appears.

2013 Pay Period Deduction Report

Commands Edit Modes Other Help

Export Archive Abandon

Payroll Number 000055  
Quarter 4  
Group Code 1 2 3 4 5 6 7 8 9  
Period End 12/15/2013  
Date on Checks 12/15/2013  
GL Period/Year 12/2013  
Bank Account FNB001  
Post to Payroll Tax Month 12

☒ Page Break After Deduction

Print

☒ Employee Deductions  
☐ Employer Deductions  
☐ Both Employee and Employer Deductions

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, GL period, bank account, and payroll tax month for the post appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want each deduction to be printed on a separate page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
2. Select the type of deductions you want to include in the report. You can include employee deductions, employer deductions, or both.
3. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Pay Period Deduction Report

| Builders Supply                        |        |       |       | Page 1 of 3 |
|----------------------------------------|--------|-------|-------|-------------|
| Pay Period Deduction Report 12/31/2013 |        |       |       |             |
| Employee Deductions                    |        |       |       |             |
| Name                                   | ID     | Dept. | Check | Amount      |
| Bourne, Linda C                        | BOU001 | 500   | 2502  | 10.56       |
| Gerard, Timothy G                      | GER001 | 500   |       | 10.56       |
| Jenkins, Kathy M                       | JEN001 | 500   | 2503  | 10.56       |
| Jonchim, Maria K                       | JON001 | 501   |       | 5.68        |
| Lukas, Gregg                           | LUK001 | 500   |       | 10.56       |
| Rossini, Lucinda A                     | ROS001 | 501   | 2504  | 5.65        |
| Stockard, Albert W                     | STO001 | 100   |       | 5.65        |
| Total for Deduction 001: Medical Ins   |        |       |       | 59.22       |
| Bourne, Linda C                        | BOU001 | 500   | 2502  | 3.52        |
| Gerard, Timothy G                      | GER001 | 500   |       | 3.53        |
| Jenkins, Kathy M                       | JEN001 | 500   | 2503  | 3.52        |
| Jonchim, Maria K                       | JON001 | 501   |       | 3.39        |
| Lukas, Gregg                           | LUK001 | 500   |       | 3.52        |
| Stockard, Albert W                     | STO001 | 100   |       | 3.52        |
| Total for Deduction 002: Dental Ins    |        |       |       | 21.00       |
| Bourne, Linda C                        | BOU001 | 500   | 2502  | 75.00       |
| Gerard, Timothy G                      | GER001 | 500   |       | 25.00       |
| Jenkins, Kathy M                       | JEN001 | 500   | 2503  | 75.00       |
| Jonchim, Maria K                       | JON001 | 501   |       | 7.50        |
| Total for Deduction 003: United Way    |        |       |       | 182.50      |
| Bourne, Linda C                        | BOU001 | 500   | 2502  | 50.00       |
| Jonchim, Maria K                       | JON001 | 501   |       | 10.00       |
| Total for Deduction 004: Credit Union  |        |       |       | 60.00       |



# Employer Department Expense Report

Produce the Employer Department Expense Report before posting to see how employer deductions and withholdings post to the department file.

## Employer Department Expense Report Screen

Select **Employer Department Expense Rpt** from the **Payday Reports and Posting** submenu. The Employer Department Expense Report screen appears.

2013 Employer Department Expense Rpt

Commands Edit Modes Other Help

Export Archive Abandon

Payroll Number 000055  
Quarter 4  
Group Code 1 2 3 4 5 6 7 8 9  
Period End 12/15/2013  
Date on Checks 12/15/2013  
GL Period/Year 12/2013  
Bank Account FNB001  
Post to Payroll Tax Month 12

Current Department Split Method is Home Dept

Print Report In:  
☒ Summary  
☐ Detail

Company H | 08/16/2013 | Terminal T000 | OVR

1. Select the amount of detail you want to include in the report.
2. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Payday Work** menu appears.

## Employer Department Expense Report

Group Codes 1 2 3 4 5 6 7

Builders Supply

Page 1 of 2

Periods 1 1 1 1 1 1 1

Employer Department Expense Rpt

For Pay Period Ending 12/15/2013

|                |          | Earnings  |             | Withholdings |                 | Deductions |  |
|----------------|----------|-----------|-------------|--------------|-----------------|------------|--|
| Employee ID    |          | Salary or |             |              |                 |            |  |
| Soc Sec No.    | Hours    | Wages     | Description | Amount       | Description     | Amount     |  |
| Department 500 | Totals   |           |             |              |                 |            |  |
| Gross Wages    | 23050.00 |           |             |              |                 |            |  |
| Net Wages      | 18244.37 |           |             |              |                 |            |  |
|                | SAL      | 693.320   | 23050.00    | FED/EME      | Empl'r Medicare | 334.22     |  |
|                |          |           |             | FED/EOA      | Empl'r OASDI    | 1429.10    |  |
|                |          |           |             | FED/FUT      | Unemp Ins       | 1568.00-   |  |
|                |          |           |             | MN/SUI       | MN Unemp Ins    | 1781.70    |  |

-----

Page 2 of 2

| Earnings, Withholdings   |                 | Amount   | Hours   |            |  |
|--------------------------|-----------------|----------|---------|------------|--|
| Deductions, Descriptions |                 |          |         |            |  |
| Earnings                 |                 |          |         | Incl. Net? |  |
| Gross Wages              |                 | 23050.00 |         |            |  |
| Net Pay                  |                 | 18244.37 |         |            |  |
| SAL                      | Salaried Wage   | 23050.00 | 693.320 | YES        |  |
| TOTALS                   |                 | 23050.00 | 693.320 |            |  |
| Withholdings             |                 |          |         |            |  |
| FED/EME                  | Empl'r Medicare | 334.22   |         |            |  |
| FED/EOA                  | Empl'r OASDI    | 1429.10  |         |            |  |
| FED/FUT                  | Unemp Ins       | 1568.00- |         |            |  |
| MN/SUI                   | MN Unemp Ins    | 1781.70  |         |            |  |
| Employer Totals          |                 | 1977.02  |         |            |  |
| Deductions               |                 |          |         |            |  |
| Employer Totals          |                 | .00      |         |            |  |

# Post Checks

When you post checks, these things happen:

- The **PAEDxxx** (Employee History Deduction), **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), **PAEWxxx** (Employee Withholding History), **PAEMxxx** (Employee Miscellaneous History), and **PAHVxxx** (Leave Adjustment History) files are updated with check information.
- The **PATPxxx** (Transactions Post) file is cleared to accept the next set of transactions entered through the **Payroll Transactions** function.
- The department records for salaried employees are updated. If an employee works in more than one department, the taxes paid by the employer are posted to each of those departments.
- If Payroll interfaces with Job Cost, manual checks are posted to Job Cost.
- The paychecks detail is transferred to the **PAHCxxx** (Check History), **PAHDxxx** (Check Deductions History), **PAHExxx** (Check Earnings History), and **PAHWxxx** (Check Withholdings History) files if you elected to keep check history in the Resource Manager **Options and Interfaces** function.
- The pay period detail is posted to the **GLJRxxx** (Journal) file for the current or the last fiscal year (if Payroll interfaces with General Ledger).
- Summary disbursement entries of the checks are created in the **BRTRxxx** (Transactions) file (if Payroll interfaces with Bank Reconciliation).
- The information in the **PACHxxx** (Checks) file is erased to make way for check calculation for other groups of employees.
- The number of weeks each employee worked is calculated.

- The payroll number in the **PACTLxxx** table is incremented.
- The vacation and sick hours for employees are automatically updated if you selected this option.

When you post checks, the information that is posted cannot be edited later.

## Employee Posting Entries

Below is an illustration of the employee portion of the entries that are made when Payroll interfaces with General Ledger:

| Payroll Holding             |    | Cash                                                               |    | Adv EIC Payment |    |                 |    |                     |    |                     |    |                 |    |             |    |
|-----------------------------|----|--------------------------------------------------------------------|----|-----------------|----|-----------------|----|---------------------|----|---------------------|----|-----------------|----|-------------|----|
| DB                          |    | CR                                                                 |    | DB              |    |                 |    |                     |    |                     |    |                 |    |             |    |
| GL Account in Earning Codes |    | GLPAYxxx table (or if interfaced with Bank Rec., the BRBAxxx file) |    |                 |    | GLPAYxxx table  |    |                     |    |                     |    |                 |    |             |    |
| Fed WH Liability            | CR | FICA Liability                                                     | CR | State Liability | CR | Local Liability | CR | Deduction Liability | CR | Fed Other Liability | CR | State Other 1-3 | CR | Local Other | CR |

All these accounts are set up in the **PAWIxxx** (Withholdings) file and post to the GL account number entered in the file, except for the deduction liability account, which posts to the **PADDxxx** (Deductions) file.

If Payroll interfaces with Bank Reconciliation, the cash account comes from the BR bank account you enter in the **Post Checks** function; otherwise, it comes from the **GLPAYxxx** table. The payroll holding account comes from the earnings code and advance EIC payment account comes from the **GLPAYxxx** table. The liability, state-other, and local-other accounts come from the **PAWIxxx** file.

## Employer Posting Entries

Below is an illustration of the employer portion of the entries that are made to General Ledger:

| OASDI                            | MED | SUI | FUTA | Other                            | Deductions |
|----------------------------------|-----|-----|------|----------------------------------|------------|
| CR                               | CR  | CR  | CR   | CR                               | CR         |
| Liability in <b>PAWIxxx</b> file |     |     |      | Liability in <b>PADDxxx</b> file |            |

After posting:

| OASDI                             | MED | SUI | FUTA | Other                             | Deductions |
|-----------------------------------|-----|-----|------|-----------------------------------|------------|
| DB                                | DB  | DB  | DB   | DB                                | DB         |
| Expense Account in <b>PAWIxxx</b> |     |     |      | Expense Account in <b>PADDxxx</b> |            |

The entries required for payroll processing are made in two parts:

- When you post checks, credits for net pay, deductions and taxes are posted; a payroll holding account is debited for the gross pay; advance EIC is debited; and employer expenses are posted.
- Posted amounts do not include the types of other pay that are excluded from the employer's net pay, nor are these other-pay types posted to department expense accounts. Only the types of other pay that are included in net pay are posted.
- When you post expenses to General Ledger, gross pay is distributed to the appropriate departmental expense accounts.

## Before You Post

If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using Payroll functions. In addition, if Payroll interfaces with General Ledger, make sure that no one else is accessing the **GLJRxxx** file.

Back up your data files. Power surges or equipment failures can result in the loss of information.



If you have Direct Deposit installed, you must use the **Create Direct Deposit File** function before you can post.

## Post Checks Screen

Select **Post Checks** from the **Payday Reports and Posting** submenu. The Post Checks screen appears.

|                |                     |
|----------------|---------------------|
| Payroll Number | 000055              |
| Quarter        | 4                   |
| Group Code     | 1 2 3 4 5 6 7 8 9 0 |
| Period End     | 12/15/2013          |
| Date on Checks | 12/15/2013          |
| GL Period/Year | 12/2013             |
| Bank Account   | FNB001              |

Be sure that you have backed up your data files before posting.

Post to Payroll Tax Month:  **December**

Have you created the Direct Deposit File? ☐

Company H | 08/16/2013 | Terminal T000 | OVR

The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

**Inquiry**

1. If Payroll/Direct Deposit interfaces with Bank Reconciliation, enter the bank account on which these checks are drawn.
2. If Payroll interfaces with General Ledger and the system detects last-year files, you must select the current or the previous fiscal year to which to post the checks.
3. If you want manual check entries to be posted to time ticket history, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
4. If you have created the direct deposit file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), exit the function, and do so before continuing.
5. Select the output device for the posting log. See “Reports” on page 1-39 for more information.



The liabilities listed in the posting log may differ from those in the Employer's Tax Report because of rounding differences in the Employer's Tax Report. The Post Checks Log and the Employer's Liability Report show actual totals.

After posting completes and the posting log is produced, the **Payday Work** menu appears.

## Post Checks Log

| <div> <div>Builders Supply</div> <div>Post Checks</div> <div>Post Code 00000004</div> </div> <div>Page 1 of 1</div> |            |          |          |
|---------------------------------------------------------------------------------------------------------------------|------------|----------|----------|
| Description                                                                                                         | GL Account | Debit    | Credit   |
| Medical Ins                                                                                                         | 535000     |          | 59.22    |
| Dental Ins                                                                                                          | 535000     |          | 21.00    |
| United Way                                                                                                          | 204000     |          | 182.50   |
| Credit Union                                                                                                        | 999900     |          | 60.00    |
| Dues                                                                                                                | 999900     |          | 15.00    |
| 401K                                                                                                                | 205000     |          | 487.50   |
| Parking                                                                                                             | 801000     |          | 17.50    |
| Stock Plan                                                                                                          | 205000     |          | 100.00   |
| Emplr Medicare                                                                                                      | 203200     |          | 347.01   |
| Emplr OASDI                                                                                                         | 203200     |          | 1483.80  |
| Unemp Ins                                                                                                           | 203600     | 2290.62  |          |
| Federal WH                                                                                                          | 203000     |          | 1163.48  |
| Emple Medicare                                                                                                      | 203200     |          | 347.01   |
| Emple OASDI                                                                                                         | 203200     |          | 1483.80  |
| MN Unemp Ins                                                                                                        | 203700     |          | 1781.70  |
| MN W/H                                                                                                              | 203400     |          | 1005.00  |
| Net Cash Entry                                                                                                      | 100100     |          | 18990.06 |
| Hold. Acct Overtime Pay                                                                                             | 202000     | 8.44     |          |
| Hold. Acct Regular Pay                                                                                              | 202000     | 813.63   |          |
| Hold. Acct Salaried Wage                                                                                            | 202000     | 23050.00 |          |
| Hold. Acct Vacation Pay                                                                                             | 202000     | 60.00    |          |
| Emplr Medicare                                                                                                      | 530000     | 347.01   |          |
| Emplr OASDI                                                                                                         | 530000     | 1483.80  |          |
| Unemp Ins                                                                                                           | 530000     |          | 2290.62  |
| MN Unemp Ins                                                                                                        | 530000     | 1781.70  |          |
| GL Balance - Period/Year 12/2013                                                                                    |            | 29835.20 | 29835.20 |
| Posted to Tax Month 12                                                                                              |            |          |          |
| Posted to Bank Account SNB001                                                                                       |            |          | .00      |



# Create Positive Pay File



If you use the Banking application, you can use the **Create Positive Pay File** function to generate an ASCII file to transmit to your bank for check payment authorization.

**Note:** You must print checks prior to running the Create Positive Pay File function. The check number is required to display the payments used in the file.

To use the **Create Positive Pay File** function, follow these steps:

1. Select **Create Positive Pay File** from the **Payday Reports and Posting** submenu of the **Payday Work** menu. The Create Positive Pay File screen appears.

| Tag | Check Date | Check Number | Check Amount | Entry Date/Time     |
|-----|------------|--------------|--------------|---------------------|
| NO  | 12/31/2010 | 0004033      | 206792.65    | 06/22/2011 01:14 PM |
| NO  | 12/31/2010 | 0004034      | 17080.84     | 06/22/2011 01:14 PM |
| NO  | 12/31/2010 | 0004035      | 128352.95    | 06/22/2011 01:14 PM |
| NO  | 12/31/2010 | 0004036      | 18208.15     | 06/22/2011 01:14 PM |
| NO  | 12/31/2010 | 0004037      | 212.00       | 06/22/2011 01:14 PM |
| NO  | 12/31/2010 | 0004038      | 36903.59     | 06/22/2011 01:14 PM |
| NO  | 12/31/2010 | 0004039      | 44841.36     | 06/22/2011 01:14 PM |
| NO  | 06/21/2011 | 0455334      | 70692.83     | 06/22/2011 01:14 PM |
|     |            |              |              |                     |
|     |            |              |              |                     |
|     |            |              |              |                     |
|     |            |              |              |                     |
|     |            |              |              |                     |

Line No ( 000001 of 000008 )

Enter = tag All None Go to

View sent Switch to summary Process tagged

Company H | 06/22/2011 | Terminal T000 | OVR

2. Select the **Bank Account ID** for the bank for which you will be creating the positive pay file.
3. Select the **Export ID** in which you want to output your positive pay file.
4. The **File Name** of the file you set up in the Positive Pay Export Definition setup is displayed. Accept the default or change the path and file name.
5. The Checks that have been printed for the bank selected will be displayed in the detail area. The default view is a detail display which has the **Tag, Check Date, Check Number, Check Amount**, and **Entry Time/Date** columns. Press **S** to toggle to a summary view, which shows the **Tag, Check Date, Check Count, Totals Amount**, and **Entry Time/Date** columns.
6. Press **V** to toggle between viewing selections of **New** and **Sent** checks.
  - **New** will display any checks that have not had the positive pay file created for them when the Select box was checked and the file was created.
  - **Sent** will display any checks that have had the positive pay file created for them when the Select box was checked and the file was created.
7. The command buttons for the **Create Positive Pay File** screen are:
  - **Enter**: Press Enter to check the box next to the record selected in the check detail area of the screen.
  - **All**: Press **A** to check the box for all records in the check detail area of the screen.
  - **None**: Press **N** to uncheck all the boxes for the records displayed in the check detail area of the screen.
  - **Process Tagged**: Press **P** to create the export file for the selected check records in the format defined in the positive pay definition assigned to the bank account ID selected for this file.

Press **F7** to close the screen and return to the **Payday Reports and Posting** submenu of the **Payday Work** menu.

## CHAPTER 7

# 7

|                                |      |
|--------------------------------|------|
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| Sick Leave and Vacation Report | 7-7  |
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## Payroll Reports

### Printing a Payroll Report

The functions on the **Payroll Reports** menu let you print reports of information resulting from transaction and check entry, such as employee earning and deduction amounts or employee leave amounts. These lists give you valuable information about your employees' payroll totals and serve as part of your company's audit trail.

You produce all payroll reports in the same way. Use the instructions below to print a payroll report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a payroll report:

1. Select the report you want to print from the **Payroll Reports** menu. The selection screen for that report appears. The Sick Leave and Vacation Report screen is shown below as an example.

**Inquiry**

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, check number ranges, codes, or financial quarters or periods), enter the appropriate values to use when printing the report.
4. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.
5. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. You can select only one print option.

6. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.
7. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use. Summary reports generally present only grand totals for employees while detail reports print totals for each employee.
8. Select the output device to begin printing the report. See “Reports” on page 1-39 for more information. After you produce the report, the **Payroll Reports** menu appears.



# Earnings and Deductions Report

Use the **Earnings and Deductions Report** function to print a detail or a summary report of employee month-to-date, quarter-to-date, and year-to-date earnings and deductions. The information in this report comes from the **PAEDxxx** (Employee Deductions History), **PAEExxx** (Employee Earnings History), and **PAEGxxx** (Employee General Information) files.

## Sample Report

| Builders Supply                |                   |             |               |                 |        |                |            |               |            | Page 1 of 4 |
|--------------------------------|-------------------|-------------|---------------|-----------------|--------|----------------|------------|---------------|------------|-------------|
| Earnings and Deductions Report |                   |             |               |                 |        |                |            |               |            |             |
| Detail Report - December       |                   |             |               |                 |        |                |            |               |            |             |
| by Employee ID                 |                   |             |               |                 |        |                |            |               |            |             |
| Emp. ID                        | Employee Name     | SSN         | Dept. ID      |                 |        |                |            |               |            |             |
| Code                           | Earn. Desc.       | Amount      | Code          | Deduction Desc. | Amount | Earning Desc.  | Amount YTD | Deduction     | Amount YTD |             |
| BOU001                         | Bourne, Linda C   | XXX-XX-1099 | 500           |                 |        |                |            |               |            |             |
| P01                            | Bonus             | .00         | 001           | Medical Ins     | 10.56  | Bonus          | 750.00     | Medical Ins   | 63.36      |             |
| P03                            | Cash Value        | .00         | 002           | Dental Ins      | 3.52   | Cash Value     | 133.82     | Dental Ins    | 21.12      |             |
| REG                            | Regular Pay       | .00         | 003           | United Way      | 75.00  | Regular Pay    | 29738.00   | United Way    | 458.84     |             |
| SAL                            | Salaried Wage     | 7500.00     | 004           | Credit Union    | 50.00  | Salaried Wage  | 15000.00   | Credit Union  | 300.00     |             |
| SIC                            | Sick Pay          | .00         | 006           | MN 401K         | 337.50 | Sick Pay       | .00        | 401K          | 2064.77    |             |
| VAC                            | Vacation Pay      | .00         | 010           | MN Stock Plan   | 100.00 | Vacation Pay   | 262.00     | Stock Plan    | 725.00     |             |
| Earning Totals                 |                   | 7500.00     | Emp. Totals   |                 | 576.58 | Earning Totals | 45883.82   | Emp. Totals   | 3633.09    |             |
| Gross Wages                    |                   | 7500.00     | Emplr. Totals |                 | .00    | Gross Wages    | 45883.82   | Emplr. Totals | .00        |             |
| Net Pay                        |                   | 5344.42     |               |                 |        | Net Wages      | 28905.86   |               |            |             |
| GER001                         | Gerard, Timothy G | XXX-XX-4819 | 500           |                 |        |                |            |               |            |             |
| P02                            | Travel Exp        | .00         | 001           | Medical Ins     | 10.56  | Travel Exp     | 500.00     | Medical Ins   | 63.36      |             |
| REG                            | Regular Pay       | .00         | 002           | Dental Ins      | 3.53   | Regular Pay    | 22200.00   | Dental Ins    | 21.18      |             |
| SAL                            | Salaried Wage     | 5550.00     | 003           | United Way      | 25.00  | Salaried Wage  | 11100.00   | United Way    | 150.00     |             |
|                                |                   |             | 006           | MN 401K         | 150.00 |                |            | 401K          | 900.00     |             |
| Earning Totals                 |                   | 5550.00     | Emp. Totals   |                 | 169.09 | Earning Totals | 33800.00   | Emp. Totals   | 1134.54    |             |
| Gross Wages                    |                   | 5550.00     | Emplr. Totals |                 | .00    | Gross Wages    | 33800.00   | Emplr. Totals | .00        |             |
| Net Pay                        |                   | 4234.11     |               |                 |        | Net Wages      | 25133.79   |               |            |             |





# Sick Leave and Vacation Report

The Sick Leave and Vacation Report lists the month-to-date, quarter-to-date, and year-to-date sick leave and vacation hours employees have used, the number of such hours they have left for the year, and the amounts they have been paid so far for vacation and sick time for both current and terminated employees. The report's information comes from the **PAEExxx** (Employee Earnings History) and **PAEGxxx** (Employee General Information) files.

This report is useful in several situations. For example, employees might need to know how much vacation time they have left for the year. (You can also choose to print remaining sick and vacation time on the employee's paychecks—see page 6-29.) Managers might want to know how much vacation time employees have left so that they can plan staffing for projects. And the personnel department might want to acknowledge perfect attendance records with an award.

## Sample Report

| Builders Supply<br>Sick Leave and Vacation Report<br>for Quarter Number 3 |                   |           |     |       |     |              |        |       |     |           | Page 1 of 1 |
|---------------------------------------------------------------------------|-------------------|-----------|-----|-------|-----|--------------|--------|-------|-----|-----------|-------------|
| Employee<br>ID      Name                                                  |                   | Quarter 3 |     |       |     | Year to Date |        |       |     | Remaining |             |
|                                                                           |                   | Vacation  |     | Sick  |     | Vacation     |        | Sick  |     | Vacation  | Sick        |
|                                                                           |                   | Hours     | Pay | Hours | Pay | Hours        | Pay    | Hours | Pay | Hours     | Hours       |
| BOU001                                                                    | Bourne, Linda C   | .000      | .00 | .000  | .00 | 8,500        | 262.00 | .000  | .00 | 119,500   | 96,004      |
| GER001                                                                    | Gerard, Timothy G | .000      | .00 | .000  | .00 | .000         | .00    | .000  | .00 | 120,000   | 83,344      |
| JEN001                                                                    | Jenkins, Kathy M  | .000      | .00 | .000  | .00 | .000         | .00    | .000  | .00 | 94,456    | 35,344      |
| JON001                                                                    | Jonchim, Maria K  | .000      | .00 | .000  | .00 | 40,000       | 300.00 | .000  | .00 | 5,333     | 19,340      |
| TOTALS                                                                    |                   | .000      | .00 | .000  | .00 | 48,500       | 562.00 | .000  | .00 | 339,289   | 234,032     |



# Transaction History Report

Use the **Transaction History Report** function to print a detail or a summary report of the miscellaneous deductions and time ticket entries you recorded. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PATHxxx** (Transaction History) files.

If you did not elect to save transaction history in the Resource Manager **Options and Interfaces** function, you cannot produce this report.

## Sample Report

| Builders Supply<br>Transaction History Report<br>Detail by Employee |     |            |      |     |       |           |       |       |        |      |      |         | Page 1 of 1 |              |
|---------------------------------------------------------------------|-----|------------|------|-----|-------|-----------|-------|-------|--------|------|------|---------|-------------|--------------|
| Emp ID                                                              | H/S | Date       | Dept | Job | Phase | Cost Code | Class | Rate  | Pieces | Type | Code | Hours   | Amount      | Note         |
| STO001                                                              | H   | 01/08/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 01/08/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | OVT  | 5.500   | 73.84       |              |
| STO001                                                              | H   | 01/15/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 01/15/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | OVT  | 8.000   | 107.40      |              |
| STO001                                                              | H   | 01/15/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | DBL  | 2.000   | 35.80       |              |
| STO001                                                              | H   | 01/22/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 01/29/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 30.000  | 268.50      |              |
| STO001                                                              | H   | 01/29/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | VAC  | 8.000   | 71.60       |              |
| STO001                                                              | H   | 01/29/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | SIC  | 2.000   | 17.90       |              |
| STO001                                                              | H   | 02/05/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 02/12/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 02/19/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 02/26/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 02/26/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | OVT  | 1.250   | 16.78       |              |
| STO001                                                              | H   | 03/04/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 03/11/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 03/18/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 03/25/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | VAC  | 40.000  | 358.00      |              |
| STO001                                                              | H   | 04/08/2013 | 100  |     |       |           | SHP   | 8.950 | 0      | PAY  | REG  | 48.000  | 429.60      |              |
| STO001                                                              | H   | 12/14/2013 | 100  |     |       | 000       | SHP   | 8.950 | 0      | PAY  | REG  | 32.000  | 286.40      | Regular Pay  |
| STO001                                                              | H   | 12/14/2013 | 100  |     |       | 000       | SHP   | 8.950 | 0      | PAY  | VAC  | 8.000   | 71.60       | Vacation Pay |
| Employee Stockard, Albert W Earning Totals                          |     |            |      |     |       |           |       |       | 0      |      |      | 584.750 | 5317.42     |              |
| Deduction Totals                                                    |     |            |      |     |       |           |       |       |        |      |      | .000    | .00         |              |
| Grand Totals: Earnings                                              |     |            |      |     |       |           |       |       | 0      |      |      | 584.750 | 5317.42     |              |
| Grand Totals: Deductions                                            |     |            |      |     |       |           |       |       |        |      |      | .000    | .00         |              |



# 401(k) Report

The 401(k) Report displays the deductions and matching codes and amounts for each employee in the selection. Use the report to audit employee and employer contributions to employee retirement plans.

## Sample Report

| Builders Supply<br>401(k) Report<br>Detail Report - Quarter 3<br>by Employee ID |                    |      |             |         |          | Page 1 of 1  |          |
|---------------------------------------------------------------------------------|--------------------|------|-------------|---------|----------|--------------|----------|
| Emp ID                                                                          | Name               | Dept | SSN         | 401K    | IRA Plan | Year to Date |          |
|                                                                                 |                    |      |             |         |          | 401K         | IRA Plan |
| BOU001                                                                          | Bourne, Linda C    | 500  | XXX-XX-1099 | 337.50- | .00      | 337.50-      | .00      |
| GER001                                                                          | Gerard, Timothy G  | 500  | XXX-XX-4819 | .00     | .00      | .00          | .00      |
| JEN001                                                                          | Jenkins, Kathy M   | 500  | XXX-XX-9093 | .00     | .00      | .00          | .00      |
| JON001                                                                          | Jonchim, Maria K   | 501  | XXX-XX-9944 | .00     | .00      | .00          | .00      |
| LUK001                                                                          | Lukas, Gregg       | 500  | XXX-XX-1281 | .00     | .00      | .00          | .00      |
| ROS001                                                                          | Rossini, Lucinda A | 501  | XXX-XX-9982 | .00     | .00      | .00          | .00      |
| STO001                                                                          | Stockard, Albert W | 100  | XXX-XX-4392 | .00     | .00      | .00          | .00      |
| GRAND TOTALS                                                                    |                    |      |             | 337.50- | .00      | 337.50-      | .00      |



## Check History Register

The Check History Register shows the payroll checks you have written for the employees and dates you select. Use the register as a record of earnings, deductions, withholdings, and cash disbursements. The information in the register comes from the **PAHCxxx** (Check History), **PAHDxxx** (Check Deductions History), **PAHExxx** (Check Earnings History), and **PAHWxxx** (Check Withholdings History) files.

**Note:** OASDI and Medicare amounts appear as one sum in the FICA field in the register for history accumulated before installation of Payroll version 4.06 or higher.

You cannot print this report if you did not elect to save check history in the Resource Manager **Options and Interfaces** function.



If Direct Deposit is installed, and if you selected the **Print Voucher Split Information?** option, employee direct deposit voucher information appears on the register along with check information.

## Sample Register

Builders Supply  
Check History Register  
Printed in Summary by Employee ID

Page 1 of 3

| Employee ID            |             | Earnings   |                 | Withholdings       |             | Deductions |                   |             |        |
|------------------------|-------------|------------|-----------------|--------------------|-------------|------------|-------------------|-------------|--------|
| Soc. Sec. No.          | Code        | Hours      | Salary or Wages | Type/Code          | Description | Amount     | Code              | Description | Amount |
| Employee STO001        |             |            |                 |                    |             |            |                   |             |        |
| Albert W Stockard      |             |            |                 |                    |             |            |                   |             |        |
| STO001                 | XXX-XX-4392 |            |                 |                    |             |            |                   |             |        |
|                        | Total       | 161.250    | 1448.78         | Total Withholdings |             | 377.55     | Total Deductions  |             | 24.17  |
| Gross Wages            |             | 1448.78    |                 | Total Emplr. With. |             | .00        | Total Emplr. Ded. |             | .00    |
| Net Pay                |             | 1034.59    |                 |                    |             |            |                   |             |        |
| Check Number           |             | 0001032    |                 |                    |             |            |                   |             |        |
| Date                   |             | 02/27/2013 |                 |                    |             |            |                   |             |        |
| Albert W Stockard      |             |            |                 |                    |             |            |                   |             |        |
| STO001                 | XXX-XX-4392 |            |                 |                    |             |            |                   |             |        |
|                        | Total       | 120.000    | 1432.00         | Total Withholdings |             | 372.40     | Total Deductions  |             | 24.17  |
| Gross Wages            |             | 1432.00    |                 | Total Emplr. With. |             | .00        | Total Emplr. Ded. |             | .00    |
| Net Pay                |             | 1023.11    |                 |                    |             |            |                   |             |        |
| Check Number           |             | 0001040    |                 |                    |             |            |                   |             |        |
| Date                   |             | 03/31/2013 |                 |                    |             |            |                   |             |        |
| Employee STO001 Totals |             |            |                 |                    |             |            |                   |             |        |
| Net Pay Total          | 2057.70     |            |                 |                    |             |            |                   |             |        |
|                        | Total       | 281.250    | 2880.78         | Total Withholdings |             | 749.95     | Total Deductions  |             | 48.34  |
|                        |             |            |                 | Total Emplr. With. |             | .00        | Total Emplr. Ded. |             | .00    |

Builders Supply  
Check History Register  
Printed in Summary by Employee ID

Page 3 of 3

| Earnings, Withholdings   |  | Amount  | Hours                |     |
|--------------------------|--|---------|----------------------|-----|
| Deductions, Descriptions |  |         |                      |     |
| Earnings                 |  |         | Incl. Net?           |     |
| Gross Wages              |  | 2880.78 |                      |     |
| Net Pay                  |  | 2057.70 |                      |     |
| Check Amount             |  | 2057.70 |                      |     |
| Direct Deposit           |  | .00     |                      |     |
| OVT Overtime Pay         |  | 16.78   | 1.250                | YES |
| P01 Bonus                |  | 358.00  | .000                 | YES |
| REG Regular Pay          |  | 2506.00 | 280.000              | YES |
| TOTALS                   |  | 2880.78 | 281.250              |     |
| Withholdings             |  |         | Employer Tax?        |     |
| FED/FWH Federal WH       |  | 357.12  | NO                   |     |
| FED/MED Empl'ye Medicare |  | 41.77   | NO                   |     |
| FED/OAS Empl'ye OASDI    |  | 178.60  | NO                   |     |
| MN/SWH MN W/H            |  | 172.46  | NO                   |     |
| Employee Totals          |  | 749.95  |                      |     |
| Employer Totals          |  | .00     |                      |     |
| Deductions               |  |         | Employer Deductions? |     |
| 001 Medical Ins          |  | 48.34   | NO                   |     |
| Employee Totals          |  | 48.34   |                      |     |
| Employer Totals          |  | .00     |                      |     |



# Detail Leave Report

The Detail Leave Report serves as an audit trail of your employees' sick and vacation time accruals and earnings. It gets the information from the **PAHVxxx** (Leave Adjustment History) file.

## Sample Report

| Builders Supply<br>Detail Leave Report<br>Posted And Unposted Leave by Employee |            |          |        |         |        |       |        |
|---------------------------------------------------------------------------------|------------|----------|--------|---------|--------|-------|--------|
|                                                                                 |            | Vacation |        |         | Sick   |       |        |
| Employee                                                                        | Date       | Earned   | Used   | Bal     | Earned | Used  | Bal    |
| BOU001     Bourne Linda C                                                       | 12/14/2013 | .500     | .500   | .000    | 3.340  | 3.340 | .000   |
| Total For : BOU001   Bourne Linda C                                             |            | .500     | .500   | .000    | 3.340  | 3.340 | .000   |
| GER001     Gerard Timothy G                                                     | 12/14/2013 | .000     | 40.000 | 40.000- | 3.340  | .000  | 3.340  |
| Total For : GER001   Gerard Timothy G                                           |            | .000     | 40.000 | 40.000- | 3.340  | .000  | 3.340  |
| JEN001     Jenkins Kathy M                                                      | 12/14/2013 | 14.460   | .000   | 14.460  | 3.340  | .000  | 3.340  |
| Total For : JEN001   Jenkins Kathy M                                            |            | 14.460   | .000   | 14.460  | 3.340  | .000  | 3.340  |
| JON001     Jonchim Maria K                                                      | 12/14/2013 | 13.330   | .000   | 13.330  | 3.340  | .000  | 3.340  |
| Total For : JON001   Jonchim Maria K                                            |            | 13.330   | .000   | 13.330  | 3.340  | .000  | 3.340  |
| LUK001     Lukas Gregg                                                          | 12/14/2013 | 14.460   | .000   | 14.460  | 3.340  | .000  | 3.340  |
| Total For : LUK001   Lukas Gregg                                                |            | 14.460   | .000   | 14.460  | 3.340  | .000  | 3.340  |
| ROS001     Rossini Lucinda A                                                    | 12/14/2013 | 13.330   | .000   | 13.330  | 3.340  | .000  | 3.340  |
| Total For : ROS001   Rossini Lucinda A                                          |            | 13.330   | .000   | 13.330  | 3.340  | .000  | 3.340  |
| STO001     Stockard Albert W                                                    | 12/14/2013 | 13.330   | 8.000  | 5.330   | 3.340  | .000  | 3.340  |
| Total For : STO001   Stockard Albert W                                          |            | 13.330   | 8.000  | 5.330   | 3.340  | .000  | 3.340  |
| GRAND TOTAL                                                                     |            | 69.410   | 48.500 | 20.910  | 23.380 | 3.340 | 20.040 |



# Profit Sharing Census

The Profit Sharing Census shows the total hours and gross dollars invested by an employee based on check history. The information in the census comes from the **PAEGxxx** (Employee General Information) and **PAHCxxx** (Check History) files.

If you did not elect to save check history in the Resource Manager **Options and Interfaces** function, you cannot produce this report.

## Sample Census

| <div> <div>Builders Supply</div> <div>Profit Sharing Census</div> <div>by Employee ID</div> </div> <div>Page 1 of 1</div> |       |            |          |             |        |            |       |            |       |
|---------------------------------------------------------------------------------------------------------------------------|-------|------------|----------|-------------|--------|------------|-------|------------|-------|
| Empl                                                                                                                      | Check | Date       | Hours    | Gross Wages |        |            |       |            |       |
| BOU001                                                                                                                    | 1025  | 01/30/2013 | .000     | 8250.00     |        |            |       |            |       |
| BOU001                                                                                                                    | 1033  | 02/27/2013 | .000     | 7500.00     |        |            |       |            |       |
| BOU001                                                                                                                    | 1041  | 03/31/2013 | .000     | 7500.00     |        |            |       |            |       |
| BOU001                                                                                                                    | 1073  | 10/01/2013 | 173.330  | 7633.82     |        |            |       |            |       |
| BOU001                                                                                                                    | 4010  | 12/14/2013 | 173.330  | 7500.00     |        |            |       |            |       |
| Employee BOU001 Totals                                                                                                    |       |            | 346.660  | 38383.82    | Birth: | 06/07/1970 | Hire: | 01/09/2004 | Term: |
| XXX-XX-1099 Linda C Bourne                                                                                                |       |            |          |             |        |            |       |            |       |
| GER001                                                                                                                    | 1026  | 01/30/2013 | .000     | 6050.00     |        |            |       |            |       |
| GER001                                                                                                                    | 1034  | 02/27/2013 | .000     | 5550.00     |        |            |       |            |       |
| GER001                                                                                                                    | 1042  | 03/31/2013 | .000     | 5550.00     |        |            |       |            |       |
| GER001                                                                                                                    | 1074  | 10/01/2013 | 173.330  | 5550.00     |        |            |       |            |       |
| GER001                                                                                                                    |       | 12/14/2013 | 173.330  | 5550.00     |        |            |       |            |       |
| Employee GER001 Totals                                                                                                    |       |            | 346.660  | 28250.00    | Birth: | 12/31/1965 | Hire: | 01/23/1998 | Term: |
| XXX-XX-4819 Timothy G Gerard                                                                                              |       |            |          |             |        |            |       |            |       |
| JEN001                                                                                                                    | 1027  | 01/30/2013 | .000     | 7500.00     |        |            |       |            |       |
| JEN001                                                                                                                    | 1035  | 02/27/2013 | .000     | 7500.00     |        |            |       |            |       |
| JEN001                                                                                                                    | 1043  | 03/31/2013 | .000     | 7500.00     |        |            |       |            |       |
| JEN001                                                                                                                    | 1075  | 10/01/2013 | 173.330  | 7500.00     |        |            |       |            |       |
| JEN001                                                                                                                    | 4011  | 12/14/2013 | 173.330  | 7500.00     |        |            |       |            |       |
| Employee JEN001 Totals                                                                                                    |       |            | 346.660  | 37500.00    | Birth: | 10/26/1970 | Hire: | 05/31/1998 | Term: |
| XXX-XX-9093 Kathy M Jenkins                                                                                               |       |            |          |             |        |            |       |            |       |
| GRAND TOTALS                                                                                                              |       |            | 1039.980 | 104133.82   |        |            |       |            |       |



## CHAPTER 8

# 8

|                                   |      |
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## Personnel Reports

### Printing a Personnel Report

The functions on the **Personnel Reports** menu let you print reports containing employee information, such as key dates, education and degree data, or personnel rosters. These lists give you valuable information about your employees and help you plan for salary reviews, orientation meetings, anniversaries, or birthdays.

You produce all personnel reports in the same way. Use the instructions below to print a personnel report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a personnel report:

1. Select the report you want to print from the **Personnel Reports** menu. The selection screen for that report appears. The Personnel Roster screen is shown below as an example.

**Inquiry**

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, birth months, or report headings), enter the appropriate values to use when printing the report.
4. If the screen contains options that control the order in which information is sorted or printed, select the option you want to use to sort the information. You can select only one sort option.

5. If the screen contains check boxes or Yes/No fields that control how additional information prints on the report, select the check box (or enter **Y** in text mode) to use that option or print that field when printing the report. Clear the check box (or enter **N** in text mode) if you do not want to use that option or print that field.
6. If the screen contains options or combo boxes that control which types of information print on the report (for example, active or terminated employees, start date, active/inactive status, or adjusted hire date), select the option corresponding to the type of information you want to print. You can select only one print option.
7. Select the output device to begin printing the report. See “Reports” on page 1-39 for more information. After you produce the report, the **Personnel Reports** menu appears.





# Salary Review Report

The Salary Review Report shows employees who are due for a salary review. It can help you determine when employees are due for a review, or you can use it to review salary and bonus history. A worksheet version of the report is also available, which you can use while figuring salary increases or bonuses. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

## Sample Report

| Builders Supply<br>Salary Review Report<br>By Employee ID |                   |            |             |                | Page 1 |
|-----------------------------------------------------------|-------------------|------------|-------------|----------------|--------|
| Emp. ID                                                   | Employee Name     | Dept.      | Next Review | Title          |        |
| Sup. ID                                                   | Supervisor Name   | Hire Date  | Last Review | Labor Class    |        |
| BOU001                                                    | Bourne, Linda C   | 500        | 11/12/2012  | President      |        |
|                                                           |                   | 01/09/2004 | 11/12/2011  | Prs            |        |
| Emp. ID                                                   | Employee Name     | Dept.      | Next Review | Title          |        |
| Sup. ID                                                   | Supervisor Name   | Hire Date  | Last Review | Labor Class    |        |
| GER001                                                    | Gerard, Timothy G | 500        | 04/01/2012  | V P Sales      |        |
| BOU001                                                    | Bourne Linda C    | 01/23/1998 | 04/01/2011  | VP             |        |
| Emp. ID                                                   | Employee Name     | Dept.      | Next Review | Title          |        |
| Sup. ID                                                   | Supervisor Name   | Hire Date  | Last Review | Labor Class    |        |
| JEN001                                                    | Jenkins, Kathy M  | 500        |             | Vice President |        |
|                                                           |                   | 05/31/1998 |             | VP             |        |



# Employee Birthday Report

Use the **Employee Birthday Report** function to produce a list of employees born during a specified month or range of months. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

## Sample Report

| Builders Supply          |                    |                 |          |               |     |
|--------------------------|--------------------|-----------------|----------|---------------|-----|
| Employee Birthday Report |                    |                 |          |               |     |
| By Employee ID           |                    |                 |          |               |     |
| Emp.ID                   | Employee Name      | Supervisor Name | Dept. ID | Date of Birth | Age |
| BOU001                   | Bourne, Linda C    |                 | 500      | June 07       |     |
| GER001                   | Gerard, Timothy G  | Linda Bourne C  | 500      | December 31   |     |
| JEN001                   | Jenkins, Kathy M   |                 | 500      | October 26    |     |
| JON001                   | Jonchim, Maria K   | Gregg Lukas     | 501      | April 22      |     |
| LUK001                   | Lukas, Gregg       |                 | 500      | November 15   |     |
| ROS001                   | Rossini, Lucinda A |                 | 501      | July 04       |     |
| STO001                   | Stockard, Albert W |                 | 100      | December 18   |     |



# Employment Anniversary Report

Use the **Employment Anniversary Report** function to produce a list of employees, their start dates, and their length of employment with the company. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

## Sample Report

| Builders Supply<br>Employment Anniversary Report<br>By Employee ID |                    |          |            |     |            | Page 1 of 1 |
|--------------------------------------------------------------------|--------------------|----------|------------|-----|------------|-------------|
| Emp. ID                                                            | Employee Name      | Dept. ID | Start Date | YRS | Adj. Hire  |             |
| Sup. ID                                                            | Supervisor Name    |          |            |     |            |             |
| BOU001                                                             | Bourne, Linda C    | 500      | 01/09/2004 | 9   | 01/09/2004 |             |
| GER001                                                             | Gerard, Timothy G  | 500      | 01/23/1998 | 15  | 01/23/1998 |             |
| BOU001                                                             | Bourne, Linda C    |          |            |     |            |             |
| JEN001                                                             | Jenkins, Kathy M   | 500      | 05/31/1998 | 15  | 05/31/1998 |             |
| JON001                                                             | Jonchim, Maria K   | 501      | 03/31/2004 | 9   | 03/31/2004 |             |
| LUK001                                                             | Lukas, Gregg       |          |            |     |            |             |
| LUK001                                                             | Lukas, Gregg       | 500      | 04/01/1997 | 16  | 04/01/1997 |             |
| ROS001                                                             | Rossini, Lucinda A | 501      | 11/04/2000 | 12  | 11/04/2000 |             |
| STO001                                                             | Stockard, Albert W | 100      | 11/30/2003 | 9   | 11/30/2003 |             |



# Personnel Roster

The Personnel Roster is a list of employees and miscellaneous information about them. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

## Sample Roster

| Builders Supply<br>Personnel Roster<br>All Fields Printed |                                    |                          |               |       |     |     |               |           |           |
|-----------------------------------------------------------|------------------------------------|--------------------------|---------------|-------|-----|-----|---------------|-----------|-----------|
| Emp.ID                                                    | Employee Name<br>Title             | D.O.H<br>Adj. D.O.H      | SSN<br>D.O.T  | Dept. | Sex | EEO | Class         | H/S Group | Chk. Loc. |
| BOU001                                                    | Bourne, Linda C<br>President       | 01/09/2004<br>01/09/2004 | XXX-XX-1099   | 500   | F   | 2   | Prs           | SAL 1     |           |
|                                                           | Ins Coverage: Family/Blue Cross    |                          | User Label 2: |       |     |     | User Label 3: |           |           |
|                                                           | Comments 1 :                       |                          |               |       |     |     |               |           |           |
|                                                           | Comments 2 :                       |                          |               |       |     |     |               |           |           |
|                                                           | Comments 3 :                       |                          |               |       |     |     |               |           |           |
| GER001                                                    | Gerard, Timothy G<br>V P Sales     | 01/23/1998<br>01/23/1998 | XXX-XX-4819   | 500   | M   | 1   | VP            | SAL 1     |           |
|                                                           | Ins Coverage: Family/Blue Cross    |                          | User Label 2: |       |     |     | User Label 3: |           |           |
|                                                           | Comments 1 :                       |                          |               |       |     |     |               |           |           |
|                                                           | Comments 2 :                       |                          |               |       |     |     |               |           |           |
|                                                           | Comments 3 :                       |                          |               |       |     |     |               |           |           |
| JEN001                                                    | Jenkins, Kathy M<br>Vice President | 05/31/1998<br>05/31/1998 | XXX-XX-9093   | 500   | F   | 1   | VP            | SAL 1     |           |
|                                                           | Ins Coverage: Single/Amer. Family  |                          | User Label 2: |       |     |     | User Label 3: |           |           |
|                                                           | Comments 1 :                       |                          |               |       |     |     |               |           |           |
|                                                           | Comments 2 :                       |                          |               |       |     |     |               |           |           |
|                                                           | Comments 3 :                       |                          |               |       |     |     |               |           |           |





# Education Report

The Education Report shows employees' education history and other user-defined information. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

## Sample Report

| Builders Supply<br>Education Report<br>By Employee ID                             |                   |          |            |          |                                    |                                             |
|-----------------------------------------------------------------------------------|-------------------|----------|------------|----------|------------------------------------|---------------------------------------------|
| Emp. ID                                                                           | Employee Name     | Dept. ID | D.O.B      | Degree   | Description                        | Major                                       |
| BOU001                                                                            | Bourne, Linda C   | 500      | 01/09/2004 | BA<br>MA | Bachelor of Arts<br>Master of Arts | Business Administration<br>Business Finance |
| Ins Coverage: Family/Blue Cross<br>Comments 1 :<br>Comments 2 :<br>Comments 3 :   |                   |          |            |          |                                    |                                             |
| GER001                                                                            | Gerard, Timothy G | 500      | 01/23/1998 | BA       | Bachelor of Arts                   | Business Administration                     |
| Ins Coverage: Family/Blue Cross<br>Comments 1 :<br>Comments 2 :<br>Comments 3 :   |                   |          |            |          |                                    |                                             |
| JEN001                                                                            | Jenkins, Kathy M  | 500      | 05/31/1998 |          |                                    |                                             |
| Ins Coverage: Single/Amer. Family<br>Comments 1 :<br>Comments 2 :<br>Comments 3 : |                   |          |            |          |                                    |                                             |



# Key Date Report

Use the **Key Date Report** function to produce a list of employees based on a date you select. The key dates are taken from the **USRDDxxx** table.

## Sample Report

| Builders Supply   |                    |       |             |       |            |      |                 |        | Page 1 of 1 |
|-------------------|--------------------|-------|-------------|-------|------------|------|-----------------|--------|-------------|
| Key Date Report   |                    |       |             |       |            |      |                 |        |             |
| Report on License |                    |       |             |       |            |      |                 |        |             |
| Emp. ID           | Employee Name      | Dept. | SSN         | Class | Work Phone | Ext. | Job Title       | Sup.   | License     |
| BOU001            | Bourne, Linda C    | 500   | XXX-XX-1099 | Prs   |            |      | President       |        |             |
| GER001            | Gerard, Timothy G  | 500   | XXX-XX-4819 | VP    |            |      | V P Sales       | BOU001 |             |
| JEN001            | Jenkins, Kathy M   | 500   | XXX-XX-9093 | VP    |            |      | Vice President  |        |             |
| JON001            | Jonchim, Maria K   | 501   | XXX-XX-9944 | SEC   |            |      | Secretary       | LUK001 |             |
| LUK001            | Lukas, Gregg       | 500   | XXX-XX-1281 | MGR   |            |      | Manager         |        |             |
| ROS001            | Rossini, Lucinda A | 501   | XXX-XX-9982 | SEC   |            |      | Secretary       |        |             |
| STO001            | Stockard, Albert W | 100   | XXX-XX-4392 | SHP   |            |      | Warehouse Clerk |        |             |



# Additions and Terminations Report

Use the **Additions and Terminations Report** function to produce a report listing new and former employees for verification or for information purposes, such as scheduling benefits meetings, orientation sessions, or both. Information for the report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

## Sample Report

| Builders Supply<br>Additions and Terminations Report<br>By Employee ID |                                                                    |                 |       |             |            | Page 1 of 1 |
|------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------|-------|-------------|------------|-------------|
| Emp.ID                                                                 | Employee Name                                                      | Supervisor Name | Dept. | SSN         | Start Date | End Date    |
| BOU001                                                                 | Bourne, Linda C<br>501 N Hamilton Ave<br>Edina MN 55435            | Linda Bourne C  | 500   | XXX-XX-1099 | 01/09/2004 |             |
| GER001                                                                 | Gerard, Timothy G<br>13330 E 32nd Ave<br>Minneapolis MN 55055      |                 | 500   | XXX-XX-4819 | 01/23/1998 |             |
| JEN001                                                                 | Jenkins, Kathy M<br>1200-24 Wright Blvd                            |                 | 500   | XXX-XX-9093 | 05/31/1998 |             |
| JON001                                                                 | Jonchim, Maria K<br>3321 W 52 Ave                                  | Gregg Lukas     | 501   | XXX-XX-9944 | 03/31/2004 |             |
| LUK001                                                                 | Lukas, Gregg<br>4862 Sky View Dr<br>Plymouth MN 55427              |                 | 500   | XXX-XX-1281 | 04/01/1997 |             |
| ROS001                                                                 | Rossini, Lucinda A<br>2285 West Lake Drive<br>Minneapolis MN 55055 |                 | 501   | XXX-XX-9982 | 11/04/2000 |             |
| STO001                                                                 | Stockard, Albert W<br>9201 W. Broadway<br>St. Paul MN 55101        |                 | 100   | XXX-XX-4392 | 11/30/2003 |             |



## CHAPTER 9

# 9

|                                     |      |
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## Periodic Processing

### Introduction

The functions explained in this chapter are to be performed periodically—some monthly, some quarterly, some annually. Check with the federal, state, or local governments to determine which of the reports you are required to produce and file.

At the end of every period, produce the Department Report before you post expenses to General Ledger. At the end of the month, you may need to produce the Monthly Withholding Report. Every quarter, produce the Quarterly Employer's Tax Report, the Quarterly Withholding Report, the Quarterly State Unemployment Report, and the 941 Worksheet. At the end of the quarter, perform periodic maintenance. At the end of the year, perform year-end maintenance, produce W-2s from last year's files, and, if desired, remove prior year's files. Periodically, you should use the **Roll Up Leave Balances** function, unless you want to have a permanent record of employees' sick and vacation time.





# Enhanced Payroll Tax Reports

Use the **Enhanced Payroll Tax Reports** function to build comprehensive tax reports from your OSAS Payroll data. This function works in conjunction with FormsViewer, an interactive application from Aatrix Software that creates tax reports based on Payroll data. See Appendix D for more details on FormsViewer.

Before using this function, check the code mappings in the **Enhanced Payroll Tax Codes** function (page 11-31) to make sure they are correct for your system.

This function works in two steps:

1. First, OSAS builds a text file from Payroll history that contains information that is valid for the dates you specify.

**Note:** This file contains Payroll information only if you chose to save check history in the Payroll **Options and Interfaces** function. If you do not save check history, this file is blank. You can still use this function and FormsViewer to create interactive forms and print tax reports, but these forms and reports will also be blank. You will need to enter all information manually into the forms if you do not save check history.

2. If you use Windows, OSAS launches FormsViewer to create the form you selected and fill it with data from the file. When the tax report appears, color coded areas alert you when data is required or where information can be edited. After you complete and approve the form, you can print it and send it to the appropriate tax authority (depending on the state; some states require that you file electronically. Check your state's requirements carefully.) or use Aatrix's optional eFile service to electronically file the information.

Since FormsViewer works only with Windows, OSAS cannot launch it automatically if you use Linux or Mac OS X. Instead, OSAS creates the file and optionally compresses it into a .ZIP file. After creating the file, copy it to a diskette or network location, move to the Windows workstation on which you installed FormsViewer, and then use FormsViewer to open the file and create a tax form. See "UNIX, Linux, or Mac OS X File Import" on page D-11 for details.

**Demo Mode** By default, FormsViewer opens in demonstration mode. Although this mode is fully functional, registration messages appear when you open FormsViewer and a “DEMO” watermark prints on all tax forms. You need to register FormsViewer with an annual subscription to remove these messages and watermarks. Contact your Open Systems software provider for subscription information and to receive a registration key. If you choose not to register FormsViewer, you can continue to use it indefinitely in demonstration mode.

**Check Reports Carefully** Be sure to check the forms you create with FormsViewer carefully. Due to differences between required information on forms and how OSAS records data, you need to manually check the forms generated in FormsViewer carefully for accuracy. See “Notes” on page D-15 for more information on the values you need to pay special attention to.

## Creating Files on Windows

Follow these steps to create the file on a Windows workstation:

1. Select **Enhanced Payroll Tax Reports** from the Payroll **Periodic Processing** menu. The **Enhanced Payroll Tax Reports** screen appears.

Enhanced Payroll Tax Reports

Commands Edit Modes Other Help

View Mode: Live

Form Type: Open date

Year: 2007

File Name: MNTAX

Pick Date: 05/01/2008

From: 05/30/2008

Thru: 05/30/2008

Select Form to Process: [Search]

Company H 04/30/2008 Terminal T000 INS

2. Select the **View Mode** in which to open FormsViewer:
  - Select **Live** to use the data in the current file and open FormsViewer to the new form you select below.
  - Select **History** to work with a form you saved previously. OSAS automatically launches FormsViewer, which opens a screen from which you can select the existing form that you want to work with.
3. Select the **Form Type** to generate:
  - Select **Open Date** to generate a form that contains data that is valid between the dates you enter. After selecting **Open Date**, enter the year to assign to the data and the dates to use when generating the file in the **Year** and **Pick Date** fields below.
  - Select **Monthly** to generate a form that contains data for the month and year you select. When the **Month/Year** fields appear, enter the month and year to use when generating the file.
  - Select **Quarterly** to generate a form that contains data for the quarter and year you enter. When the **Quarter/Year** fields appear, enter the quarter and year to use when generating the file.
  - Select **Annual** to generate a form that contains data for the year you enter. When the **Year** field appears, enter the year to use when generating the file.
4. Enter the **File Name**. If you select **Monthly**, **Quarterly**, or **Annual** in the **Form Type** field, OSAS automatically enters a file name based on the month or quarter and year you entered. If you select **Open Date** in the **Form Type** field, be sure to enter the **.AUF** extension after the file name.

If you enter an existing file name, a message appears warning you that a file with that name exists. To overwrite this file with new information based on your selections, select **Yes**. If you want to use the information in the current file with a new form, select **No**. The system jumps to the **Select Form to Process** field where you can select the form to use with the existing data.

5. If you selected **Open Date** in the **Form Type** field, enter the dates to use when generating the file in the **Pick Date** fields. If you selected **Monthly**, **Quarterly**, or **Annual**, OSAS automatically enters the dates that correspond to the month or quarter and year you selected.
6. Select the tax form you want to create from the data in the file.

After you select the form, OSAS automatically launches FormsViewer. FormsViewer pulls the information from the file and creates the form.

Use the FormsViewer tools and commands to verify and complete the form.

7. When you finish working with the form, close FormsViewer (and save the form, if necessary). When you return to OSAS, press **F7** to exit the **Enhanced Payroll Tax Reports** function. When the **Do you wish to erase .AUF file?** message appears, select **Yes** to delete the file or **No** to retain it. Delete the file if you want to prevent unauthorized users from opening it. If you want to use the file with another form, be sure to select **No** to retain it.

**Creating Files  
on Linux or  
Mac OS X**

Follow these steps to create the file from OSAS Payroll data on a Linux or Mac OS X system, then work with it to create forms in FormsViewer on Windows:

1. Select **Enhanced Payroll Tax Reports** from the Payroll **Periodic Processing** menu. The **Enhanced Payroll Tax Reports** screen appears.

The screenshot shows a window titled "Enhanced Payroll Tax Reports" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for file operations and a help icon. The main area contains the following fields:

- View Mode: Live (dropdown)
- Form Type: Open date (dropdown)
- Year: 2007 (text box)
- File Name: MNTAX (text box)
- Pick Date: From 05/01/2008 (calendar icon) Thru 05/30/2008 (calendar icon)
- Zip File? ☒

At the bottom right, there is a status bar with the text: Company H | 05/02/2008 | Terminal T000 | OVR

Because you cannot automatically launch FormsViewer from OSAS on Linux, the **View Mode** field is not available—you always use the **Enhanced Payroll Tax Reports** function on Linux to create a new file or prepare an existing one for use with FormsViewer.

2. Select the **Form Type** to generate:
  - Select **Open Date** to generate a form that contains data that is valid between the dates you enter. After selecting **Open Date**, enter the year to assign to the data and the dates to use when generating the file in the **Year** and **Pick Date** fields below.
  - Select **Monthly** to generate a form that contains data for the month and year you select. When the **Month/Year** fields appear, enter the month and year to use when generating the file.

- Select **Quarterly** to generate a form that contains data for the quarter and year you enter. When the **Quarter/Year** fields appear, enter the quarter and year to use when generating the file.
  - Select **Annual** to generate a form that contains data for the year you enter. When the **Year** field appears, enter the year to use.
3. Enter the **File Name**. If you select **Monthly**, **Quarterly**, or **Annual** in the **Form Type** field, OSAS automatically enters a file name based on the month or quarter and year you entered. If you select **Open Date** in the **Form Type** field, be sure to enter the **.AUF** extension after the file name.
  4. If you selected **Open Date** in the **Form Type** field, enter the dates to use when generating the **.AUF** file in the **Pick Date** fields. If you selected **Monthly**, **Quarterly**, or **Annual**, OSAS automatically enters the dates that correspond to the month or quarter and year you selected.

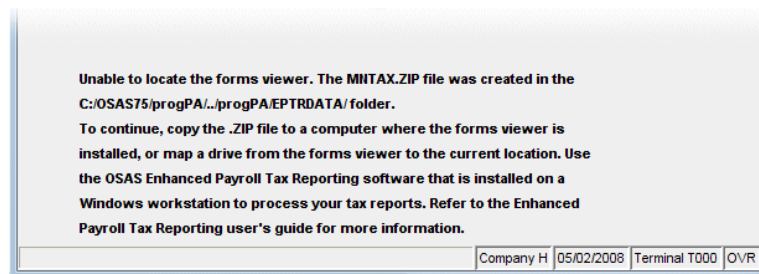
Press **Page Down** to enable the **Zip File?** check box and continue.

5. If you want to compress the file into a **.ZIP** file, select the **Zip File?** check box (or enter **Y** in text mode), then press **Page Down** to create the file.

When you select this check box, the file is compressed into a **.ZIP** file, which may be easier to transport on a disk. You need to unzip the file to a directory on the Windows workstation (or on the network) and then import the unzipped file into FormsViewer. See “UNIX, Linux, or Mac OS X File Import” on page D-11 for details on importing the file.

To save the file as a simple text **.AUF** file without compression, clear the check box (or enter **N** in text mode) and press **Enter**, then press **Page Down** when prompted to create the file. Although this file is not compressed, you still use the FormsViewer importer to open the file and create tax reports from the data it contains. See page D-11 for details on importing the file.

6. Because OSAS cannot locate the FormsViewer on your Linux or Mac OS X system (since it is not installed), a message appears after the file is created.



The file is created in the directory listed in the message. You need to transfer the file to the Windows workstation on which you installed FormsViewer, then import the file using the FormsViewer importer. See page D-11 for more information.

7. After the file is created, press **F7** to exit to the OSAS menu. When the **Do you wish to erase .AUF file?** message appears, select **Yes** to delete the file or **No** to retain it.

Delete the file if you want to prevent unauthorized users from opening it. If you want to use the file with another form, be sure to select **No** to retain it.





# Create Prenotification File



Use the **Create Prenotification File** function to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you receive approval from your bank.

This function is available only if you have Direct Deposit installed.

## Create Prenotification File Screen

Select **Create Prenotification File** from the **Periodic Processing** menu. The Create Prenotification File screen appears.

2013 Create Prenotification File

Commands Edit Modes Other Help

OK Abandon

This program will create a direct deposit prenotifications file from the Direct Deposit Accounts file. Only records which have been added or changed since the last prenotifications file was created will be included.

Be sure you have a backup before proceeding.

The prenotifications file will be called  
C:/OSAS80/progPA/./data/PRENOTES.H

Resend All Prenotifications? ☒

Mark All Prenotifications in this run Approved? ☒

Bank Account to use for creating prenotification file FNB001

Company H | 08/05/2013 | Terminal T000 | OVR

The path for the prenotification file appears. The system appends your company ID to the file name.

If you are sending the prenotification file only for employees who have been added or changed, clear the **Resend All Prenotifications?** check box (or enter **N** in text mode). If you want to resend the prenotification file for all employees, select the box (or enter **Y** in text mode).

To mark all employees in the prenotification run approved, select the second check box (or enter **Y** in text mode). The system then sets the **Prenote In** field in the File Maintenance **Direct Deposit** function to **Yes**. Marking all employees approved here saves you from having to update employees individually in the **Direct Deposit** function. If you do not want to mark all employees in the run approved until you receive a reply from the bank, clear the box (or enter **N** in text mode). Once you receive the bank's reply, use the **Direct Deposit** function to mark employees as approved.

Select the output device for the Create Prenotification File log. See "Reports" on page 1-39 for more information. This log file summarizes which employees' account information is included in the prenotification file for verification. After the log is produced, the **Periodic Processing** menu appears.

## Create Prenotification File Log

| Builders Supply             |                    |              |                | Page 1 of 1    |
|-----------------------------|--------------------|--------------|----------------|----------------|
| Create Prenotification File |                    |              |                |                |
| Emp. ID                     | Employee Name      | Account Type | Account Number | Routing Number |
| BOU001                      | Linda, Bourne C    | Checking     | *****2934      | 000133333      |
|                             |                    | Savings      | *****5875      | 000133333      |
| GER001                      | Timothy, Gerard G  | Checking     | *****5333      | 000000013      |
|                             |                    | Savings      | *****5353      | 000000013      |
|                             |                    | Savings      | *****5333      | 000000013      |
|                             |                    | Savings      | *****3353      | 055000165      |
|                             |                    | Checking     | *****3334      | 055000165      |
| JON001                      | Maria, Jonchim K   | Checking     | *****5333      | 055000165      |
|                             |                    | Savings      | *****1321      | 055002341      |
| LUK001                      | Gregg, Lukas       | Savings      | *****5623      | 000000026      |
|                             |                    | Checking     | *****4641      | 000000026      |
| STO001                      | Albert, Stockard W | Savings      | *****9574      | 000000039      |

# Department Report

The Department Report is a summary of labor expenses posted to each department. It serves as an audit trail of the entries posted to the **PADPxxx** (Department) file from the **PATRxxx** (Transactions) and **PACHxxx** (Checks) files.

Produce this report at the end of an accounting period to review the accumulated expense amounts before you post labor expenses to General Ledger.

## Department Report Screen

Select **Department Report** from the **Periodic Processing** menu. The Department Report screen appears.

2013 Department Report

Commands Edit Modes Other Help

Export Archive Abandon

Department ID From 100 Thru 501

Sort Report By

☒ Department ID

☐ GL Account

Print Report In

☒ Summary

☐ Detail

Page Break After Department ☐

Company H | 08/05/2013 | Terminal T000 | OVR

### Inquiry

1. Enter the range of departments you want to include in the report.

2. Select the order in which you want to sort the report.
3. Select the amount of information you want to include for each department selected. You can print in the report in summary (a summation of the General Ledger accounts, if you chose to sort by account) or in detail.
4. If you want each department to begin on a new page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
5. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Periodic Processing** menu appears.

## Department Report

| Builders Supply<br>Department Report<br>Printed in Summary by Department |              |            |                |                 | Page 1       |
|--------------------------------------------------------------------------|--------------|------------|----------------|-----------------|--------------|
| Department Name                                                          | Expense Type | GL Account | Period to Date | Quarter to Date | Year to Date |
| 100 WAREHOUSE                                                            |              |            |                |                 |              |
| Hours                                                                    |              |            | 40.000         | 40.000          | 584.750      |
| Pieces                                                                   |              |            | 0              | 0               | 0            |
| Department Liability Totals                                              |              |            | 385.75         | 551.22          | 6002.89      |
| 200 RETAIL SALES                                                         |              |            |                |                 |              |
| Hours                                                                    |              |            | .000           | .000            | .000         |
| Pieces                                                                   |              |            | 0              | 0               | 0            |
| Department Liability Totals                                              |              |            | .00            | .00             | .00          |
| GL Account                                                               | Expense Type | GL Account | Period to Date | Quarter to Date | Year to Date |
| Grand Totals                                                             |              |            |                |                 |              |
| Hours                                                                    |              |            | 639.990        | 639.990         | 2534.490     |
| Pieces                                                                   |              |            | 0              | 0               | 0            |
| Overtime Pay                                                             |              |            | .00            | .00             | 255.62       |
| Bonus                                                                    |              |            | .00            | .00             | 2245.50      |
| Travel Exp                                                               |              |            | .00            | .00             | .00          |
| Cash Value                                                               |              |            | .00            | .00             | .00          |
| Commissions                                                              |              |            | .00            | .00             | .00          |
| Rpt Tips                                                                 |              |            | .00            | .00             | .00          |
| Regular Pay                                                              |              |            | 816.40         | 816.40          | 12861.11     |
| Salaried Wage                                                            |              |            | 15550.00       | 38338.00        | 107488.00    |
| Sick Pay                                                                 |              |            | .00            | .00             | .00          |
| Vacation Pay                                                             |              |            | 71.60          | 71.60           | 131.60       |
| Empl'r Medicare                                                          |              |            | 238.36         | 609.83          | 609.83       |
| Empl'r OASDI                                                             |              |            | 1019.16        | 2591.46         | 2591.46      |
| Unemp Ins                                                                |              |            | .00            | 134.90          | 134.90       |
| MN Unemp Ins                                                             |              |            | 21.99          | 213.71          | 213.71       |
| TOTAL                                                                    |              |            | 17717.51       | 42775.90        | 126531.73    |

## Post Expense to GL

After you produce the Department Report at the end of an accounting period, post expenses to General Ledger to create accounting entries for the payroll expenses for the period. If Payroll interfaces with General Ledger, these entries update the **GLJRxxx** (Journal) file.

When you post checks at the end of a payday, accounting entries for withholding, tax and net pay are created. To complete this transaction, the gross pay amount is debited to a payroll holding account. (See page 6-62 for more information.)

The **Post Expense to GL** function finishes the accounting entries for the period. It credits the holding account and distributes the amount to various department expense accounts in the ledger.

| Earnings                        | Employer                        | Employer |
|---------------------------------|---------------------------------|----------|
| DB                              | DB                              | DB       |
| Account in<br>Department Record | Account in<br>Department Record |          |

When the general ledger entries are made, the general ledger post-to-date amounts in the **PADPxxx** (Department) file are cleared to make way for a new accounting period.

| Earnings                      | Employer<br>Withholding            | Employer<br>Deduction              |
|-------------------------------|------------------------------------|------------------------------------|
| CR                            | CR                                 | CR                                 |
| GL Account in<br>PAECxxx file | GL Expense Acct in<br>PAWlxxx file | GL Expense Acct in<br>PADDxxx file |

## Before You Post

If you have a multiuser system, make sure that no one else is using the Payroll system before you post expenses to General Ledger. Other users cannot access the **PADPxxx** file in Payroll, and if Payroll interfaces with General Ledger, other users cannot access the **GLJRxxx** file while you are posting.

Back up your data files. Power surges or equipment failures can result in the loss of information. In addition, make sure that you have a copy of the Department Report.

## Post Expense to GL Screen

Select **Post Expense to GL** from the **Periodic Processing** menu. The Post Expense to GL screen appears.

2013 Post Expense to GL

Commands Edit Modes Other Help

Have you backed up your data files? ☒

Post to GL Period/Year 12/2012

Post to General Ledger In

☐ Summary

☒ Detail

Abandon

Company H | 08/06/2013 | Terminal T000 | OVR

1. If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before continuing.

2. Enter the GL period to which you want to post expenses (**1–13**).
3. If last-year General Ledger files exist and Payroll interfaces with General Ledger, select the fiscal year to which you want to post.
4. Select the output device for the posting log. See “Reports” on page 1-39 for more information. After posting completes and the log is produced, the **Periodic Processing** menu appears.

## Post Expense to GL Log

| Builders Supply               |              |            |          | Page 1 of 1 |
|-------------------------------|--------------|------------|----------|-------------|
| Post Expense to GL            |              |            |          |             |
| Posting in Detail             |              |            |          |             |
| Post Code 00000009            |              |            |          |             |
| Posted to Year 2012 Period 12 |              |            |          |             |
| Description                   | Department   | GL Account | Debit    | Credit      |
| Regular Pay                   | WAREHOUSE    | 520000     | 286.40   |             |
| Vacation Pay                  | WAREHOUSE    | 520000     | 71.60    |             |
| Empl'r Medicare               | WAREHOUSE    | 520000     | 5.19     |             |
| Empl'r OASDI                  | WAREHOUSE    | 520000     | 22.20    |             |
| MN Unemp Ins                  | WAREHOUSE    | 520000     | .36      |             |
| Salaried Wage                 | EXECUTIVE    | 520000     | 15550.00 |             |
| Empl'r Medicare               | EXECUTIVE    | 520000     | 225.48   |             |
| Empl'r OASDI                  | EXECUTIVE    | 520000     | 964.10   |             |
| MN Unemp Ins                  | EXECUTIVE    | 520000     | 21.10    |             |
| Regular Pay                   | EXEC. SECRET | 520000     | 530.00   |             |
| Empl'r Medicare               | EXEC. SECRET | 520000     | 7.69     |             |
| Empl'r OASDI                  | EXEC. SECRET | 520000     | 32.86    |             |
| MN Unemp Ins                  | EXEC. SECRET | 520000     | .53      |             |
| Regular Pay                   |              | 202000     |          | 816.40      |
| Salaried Wage                 |              | 202000     |          | 15550.00    |
| Vacation Pay                  |              | 202000     |          | 71.60       |
| Empl'r Medicare               |              | 530000     |          | 238.36      |
| Empl'r OASDI                  |              | 530000     |          | 1019.16     |
| MN Unemp Ins                  |              | 530000     |          | 21.99       |
| Balance                       |              |            | 17717.51 | 17717.51    |





# Monthly Withholding Report

Your company may be required to make monthly tax deposits based on the amounts you withheld from employees' checks. The Monthly Withholding Report summarizes these statistics. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

## Monthly Withholding Report Screen

Select **Monthly Withholding Report** from the **Periodic Processing** menu. The Monthly Withholding Report screen appears.

2013 Monthly Withholding Report

Commands Edit Modes Other Help

Employee ID From [ ] Thru [ ]

State From [ ] Thru [ ]

Month 11 November

Month Ending Date 11/30/2012

Print Earnings As

☒ Gross Earnings

☐ Taxable Earnings

Print

☒ Detail Report

☐ Summary Only

Company H | 08/06/2013 | Terminal T000 | OVR

Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the month number (**1** to **12**) for which you want to print the report.
4. Press **Enter** to use the current month ending date or enter the last day of the month for which you are producing the report. You cannot enter a date after the last day of the current month.
5. Select the kind of earnings you want to include in the report. You can choose either gross earnings or taxable earnings.
6. Select the level of detail you want to include in the report.
7. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Periodic Processing** menu appears.

## Monthly Withholding Report

| Builders Supply                           |                  |             |           |             |            |           |             |      |          |
|-------------------------------------------|------------------|-------------|-----------|-------------|------------|-----------|-------------|------|----------|
| Monthly Withholding Report in Detail      |                  |             |           |             |            |           |             |      |          |
| For the Month Ending 11/30/2012           |                  |             |           |             |            |           |             |      |          |
| Gross Earnings                            |                  |             |           |             |            |           |             |      |          |
| Emp.ID                                    | Employee Name    | Soc. Sec. # | Federal   |             | State      |           | Local       |      |          |
|                                           | Gross Wages/Tips | Code        | Earnings  | Withholding | Code       | Earnings  | Withholding | Code | Earnings |
|                                           | .00              | MED         | 358.00    | 5.19        |            |           |             |      |          |
| YTD                                       | 5809.67          | FWH         | 5809.67   | 645.88      | MN SWH     | 5809.67   | 313.69      |      |          |
|                                           | .00              | OAS         | 5809.67   | 360.20      |            |           |             |      |          |
|                                           | .00              | MED         | 5809.67   | 84.24       |            |           |             |      |          |
| Local Total Number of Employees 7         |                  |             |           |             |            |           |             |      |          |
| MTD                                       | 23938.00         | FWH         | 23350.50  | 2690.80     | MTD MN SWH | 23350.50  | 1042.00     |      |          |
|                                           |                  | MED         | 23938.00  | 347.11      | YTD MN SWH | 119950.88 | 7705.37     |      |          |
|                                           |                  | OAS         | 23938.00  | 1484.16     |            |           |             |      |          |
| YTD                                       | 123115.65        | FWH         | 119950.88 | 19003.23    |            |           |             |      |          |
|                                           |                  | MED         | 122615.65 | 1777.94     |            |           |             |      |          |
|                                           |                  | OAS         | 122615.65 | 7602.17     |            |           |             |      |          |
| State MN Total Number of Employees 7( 7 ) |                  |             |           |             |            |           |             |      |          |
| MTD                                       | 23938.00         | FWH         | 23350.50  | 2690.80     | MTD MN SWH | 23350.50  | 1042.00     |      |          |
|                                           |                  | MED         | 23938.00  | 347.11      | YTD MN SWH | 119950.88 | 7705.37     |      |          |
|                                           |                  | OAS         | 23938.00  | 1484.16     |            |           |             |      |          |
| YTD                                       | 123115.65        | FWH         | 119950.88 | 19003.23    |            |           |             |      |          |
|                                           |                  | MED         | 122615.65 | 1777.94     |            |           |             |      |          |
|                                           |                  | OAS         | 122615.65 | 7602.17     |            |           |             |      |          |
| Grand Total Number of Employees 7( 7 )    |                  |             |           |             |            |           |             |      |          |
| MTD                                       | 23938.00         | FWH         | 23350.50  | 2690.80     | MTD MN SWH | 23350.50  | 1042.00     |      |          |
|                                           |                  | MED         | 23938.00  | 347.11      | YTD MN SWH | 119950.88 | 7705.37     |      |          |
|                                           |                  | OAS         | 23938.00  | 1484.16     |            |           |             |      |          |
| YTD                                       | 123115.65        | FWH         | 119950.88 | 19003.23    |            |           |             |      |          |
|                                           |                  | MED         | 122615.65 | 1777.94     |            |           |             |      |          |
|                                           |                  | OAS         | 122615.65 | 7602.17     |            |           |             |      |          |

# Quarterly Employer's Tax Report

State and federal authorities usually require that your company submit employer withholding and unemployment statistics every quarter. The Quarterly Employer's Tax Report shows these statistics in either detail or summary form. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

## Quarterly Employer's Tax Report Screen

Select **Quarterly Employer's Tax Report** from the **Periodic Processing** menu. The Quarterly Employer's Tax Report screen appears.

2013 Quarterly Employer's Tax Report

Commands Edit Modes Other Help

Employee ID From Thru

State From Thru

Quarter 3

Quarter Ending Date 09/30/2012

Print

☒ Detail Report

☐ Summary Only

Company H | 08/06/2013 | Terminal T000 | OVR

### Inquiry

1. Enter the range of employees you want to include in the report.

**Inquiry**

2. Enter the range of states you want to include in the report.
3. Enter the number of the quarter for which you want to produce the report.
4. Press **Enter** to accept the current date, or enter a different date. The date you enter will print on the report.
5. Select the level of detail you want to include in the report.
6. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Periodic Processing** menu appears.

## Notes on the Report

The number of weeks an employee worked (Weeks Worked) is calculated from information that is stored in the employee records.

The employer FICA earnings include FICA tips.

The numbers in the **Employer FICA**, **SUI**, and **FUTA** column headings are the limits in the **FICA**, **FUTAx**, and **SUTy** tables. The QTD liability totals are the percentages you set in those tables.





# Quarterly Withholding Report

Your company may be required to make quarterly tax deposits based on the amounts you withheld from employees' checks. The Quarterly Withholding Report summarizes these statistics. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

## Quarterly Withholding Report Screen

Select **Quarterly Withholding Report** from the **Periodic Processing** menu. The Quarterly Withholding Report screen appears.

2013 Quarterly Withholding Report

Commands Edit Modes Other Help

Employee ID From [ ] Thru [ ]

State From [ ] Thru [ ]

Quarter 2

Quarter Ending Date 06/30/2013

Print Earnings As

☒ Gross Earnings

☐ Taxable Earnings

Print

☒ Detail Report

☐ Summary Only

Company H | 08/06/2013 | Terminal T000 | OVR

Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

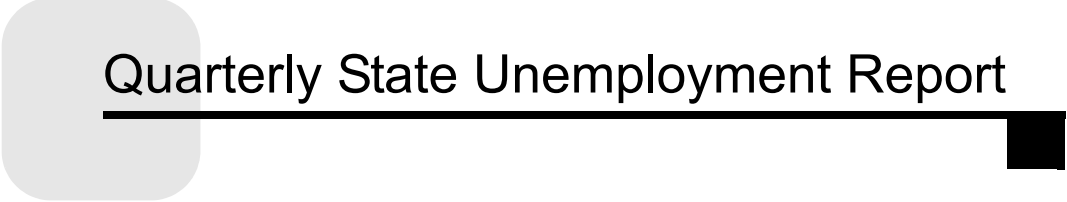
2. Enter the range of states you want to include in the report.

3. Enter the quarter for which you want to print the report.
4. Press **Enter** to accept the current date, or enter a different date. The date you enter will print on the report.
5. Select the kind of earnings you want to include in the report. You can choose to include either gross earnings or taxable earnings.
6. Select the level of detail you want to include in the report.
7. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Periodic Processing** menu appears.

## Quarterly Withholding Report

| Builders Supply                           |                  |             |          |                   |          |                  |          |             |  |
|-------------------------------------------|------------------|-------------|----------|-------------------|----------|------------------|----------|-------------|--|
| Quarterly Withholding Report in Detail    |                  |             |          |                   |          |                  |          |             |  |
| For the Quarter Ending 12/31/2012         |                  |             |          |                   |          |                  |          |             |  |
| Gross Earnings                            |                  |             |          |                   |          |                  |          |             |  |
| Emp.ID                                    | Employee Name    | Soc. Sec. # | Federal  |                   | State    |                  | Local    |             |  |
|                                           | Gross Wages/Tips | Code        | Earnings | Withholding Code  | Earnings | Withholding Code | Earnings | Withholding |  |
| State MN                                  |                  |             |          |                   |          |                  |          |             |  |
| Local                                     |                  |             |          |                   |          |                  |          |             |  |
| JON001                                    | Jonchim, Maria K | XXX-XX-9944 |          |                   |          |                  |          |             |  |
| QTD                                       | 4648.13          | FWH         | 4648.13  | 206.25 MN SWH     | 4648.13  | 184.39           |          |             |  |
|                                           | .00              | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
|                                           | .00              | MED         | 4648.13  | 67.40             |          |                  |          |             |  |
| YTD                                       | 4648.13          | FWH         | 4648.13  | 206.25 MN SWH     | 4648.13  | 184.39           |          |             |  |
|                                           | .00              | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
|                                           | .00              | MED         | 4648.13  | 67.40             |          |                  |          |             |  |
| Local Total Number of Employees 1         |                  |             |          |                   |          |                  |          |             |  |
| QTD                                       | 4648.13          | FWH         | 4648.13  | 206.25 QTD MN SWH | 4648.13  | 184.39           |          |             |  |
|                                           |                  | MED         | 4648.13  | 67.40 YTD MN SWH  | 4648.13  | 184.39           |          |             |  |
|                                           |                  | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
| YTD                                       | 4648.13          | FWH         | 4648.13  | 206.25            |          |                  |          |             |  |
|                                           |                  | MED         | 4648.13  | 67.40             |          |                  |          |             |  |
|                                           |                  | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
| State MN Total Number of Employees 1( 1 ) |                  |             |          |                   |          |                  |          |             |  |
| QTD                                       | 4648.13          | FWH         | 4648.13  | 206.25 QTD MN SWH | 4648.13  | 184.39           |          |             |  |
|                                           |                  | MED         | 4648.13  | 67.40 YTD MN SWH  | 4648.13  | 184.39           |          |             |  |
|                                           |                  | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
| YTD                                       | 4648.13          | FWH         | 4648.13  | 206.25            |          |                  |          |             |  |
|                                           |                  | MED         | 4648.13  | 67.40             |          |                  |          |             |  |
|                                           |                  | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
| Grand Total Number of Employees 1( 1 )    |                  |             |          |                   |          |                  |          |             |  |
| QTD                                       | 4648.13          | FWH         | 4648.13  | 206.25 QTD MN SWH | 4648.13  | 184.39           |          |             |  |
|                                           |                  | MED         | 4648.13  | 67.40 YTD MN SWH  | 4648.13  | 184.39           |          |             |  |
|                                           |                  | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |
| YTD                                       | 4648.13          | FWH         | 4648.13  | 206.25            |          |                  |          |             |  |
|                                           |                  | MED         | 4648.13  | 67.40             |          |                  |          |             |  |
|                                           |                  | OAS         | 4648.13  | 288.18            |          |                  |          |             |  |





## Quarterly State Unemployment Report

The Quarterly State Unemployment Report consists of two parts: a detailed wage report and a worksheet that shows the calculation for the employer's quarterly unemployment contribution. Depending on a state's requirements, you can sort the report by social security number or employee name, and you can choose to exclude employees with zero earnings from the report. These options must be set up in the **PAINxxx** (Payroll Information) file (page 10-65).

You must use the **Set Up State Unemployment Reports** option in the **Payroll Information** function to define this report before you can print it. If a state uses SUI or SDI employee withholding, retrieve that information from the Quarterly Withholding Report.

## Quarterly State Unemployment Report Screen

Select **Quarterly State Unemployment Report** from the **Periodic Processing** system. The Quarterly State Unemployment Report screen appears.

2013 Quarterly State Unemployment Rpt

Commands Edit Modes Other Help

Employee ID From    
Thru    
State From    
Thru    
Company Name Builders Supply  
Address 4301 Dean Lakes Blvd  
Shakopee, MN 55379  
Quarter 4  
Quarter Ending Date 12/31/2012   
Company H 08/06/2013 Terminal T000 OVR

### Inquiry

1. Enter the range of employees you want to include in the report.

### Inquiry

2. Enter the range of states you want to include in the report. If you enter a range of states, a report is printed for each state.

The company name and address and the current quarter appear.

3. Enter the quarter for which you want to print the report.
4. The workstation date appears. Press **Enter** to print this date on the report, or enter a different date.
5. If you want the report to include employees with zero earnings, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device. See “Reports” on page 1-39 for more information. After the report is produced, the **Periodic Processing** menu appears.

## Quarterly State Unemployment Report

| Quarterly State Unemployment Rpt<br>for MN - Minnesota        |                    |                    |                                                        |                      | Page 1 of 2                       |                 |
|---------------------------------------------------------------|--------------------|--------------------|--------------------------------------------------------|----------------------|-----------------------------------|-----------------|
| Builders Supply<br>4301 Dean Lakes Blvd<br>Shakopee, MN 55379 |                    |                    | Federal ID Number<br>State ID Number<br>Quarter Ending |                      | 77-777777<br>AA1234<br>12/31/2012 |                 |
| Soc Sec No.                                                   | Employee Name      | Total<br>Wages QTD | Excess<br>Wages QTD                                    | Taxable<br>Wages QTD | Wk<br>Wd                          | Hours<br>Worked |
| 459-30-1099                                                   | Bourne, Linda C    | 36031.55           | .00                                                    | 36031.55             | 13                                | 346.7           |
| 468-22-4819                                                   | Gerard, Timothy G  | 27000.00           | .00                                                    | 27000.00             | 13                                | 346.6           |
| 460-39-9093                                                   | Jenkins, Kathy M   | 37500.00           | 8500.00                                                | 29000.00             | 13                                | 346.7           |
| 468-80-9944                                                   | Jonchim, Maria K   | 4648.13            | .00                                                    | 4648.13              | 13                                | 626.5           |
| 488-30-1281                                                   | Lukas, Gregg       | 12500.00           | .00                                                    | 12500.00             | 13                                | 346.7           |
| 460-39-9982                                                   | Rossini, Lucinda A | 3524.03            | .00                                                    | 3524.03              | 13                                | 603.2           |
| 449-58-4392                                                   | Stockard, Albert W | 5809.67            | .00                                                    | 5809.67              | 13                                | 584.8           |
| Total Number of Employees for this State - 7                  |                    |                    |                                                        |                      |                                   |                 |
| State Totals                                                  |                    | 127013.38          | 8500.00                                                | 118513.38            | 3201.1                            |                 |

---

| Builders Supply<br>Employer's Quarterly Unemployment Contribution Report<br>for MN - Minnesota |            | Page 2 of 2 |
|------------------------------------------------------------------------------------------------|------------|-------------|
| Quarter Ending Date                                                                            | 12/31/2012 |             |
| Total Gross Wage Paid This Quarter                                                             | 127013.38  |             |
| State Taxable Wage Limit                                                                       | 29000.00   |             |
| Total Excess Wages Paid This Quarter                                                           | 8500.00    |             |
| Total Taxable Wages Paid This Quarter                                                          | 118513.38  |             |
| Employer's Tax Rate                                                                            | 3.000 %    |             |
| Total Amount of Tax Due                                                                        | 3555.40    |             |
| Additional Fees                                                                                | 616.27     |             |
| Grand Total of Tax Due                                                                         | 4171.67    |             |



# 941 Worksheet

The 941 Worksheet contains the information you need to complete federal Form 941. Using the **PAHCxxx** (Check History) and **PAHWxxx** (Check Withholdings History) files, it also computes the eighth monthly period breakdown.

You cannot file the 941 Worksheet. Use it as a reference while filling out the official government-produced form.

Follow these steps to print the 941 Worksheet:

1. Select **941 Worksheet** from the **Periodic Processing** menu. The 941 Worksheet screen appears.

| 2013 941 Worksheet                              |            |
|-------------------------------------------------|------------|
| Quarter                                         | 3          |
| Quarter Ending Date                             | 09/30/2013 |
| <b>Tax Adjustments:</b>                         |            |
| Current Quarter's Sick Pay                      | 73.91      |
| Current Quarter's Adjustments for Tips and GTLI | .00        |
| Effective Adjustment Date                       | 08/31/2013 |
| <b>COBRA Adjustments</b>                        |            |
| COBRA Premium assistance payments               | .00        |
| Number of individuals provided COBRA assistance | 0          |
| <b>Tax Due</b>                                  |            |
| Section 3121(q) Notice and Demand               | 1554.97    |
| Effective 3121(q) Adjustment Date               | 08/31/2013 |
| Total Deposits for Quarter                      | 2183.14    |

2. Edit the number of the quarter for which you want to print the worksheet, along with the date the quarter ends, if necessary. The current **Quarter** and **Quarter Ending Date** appear automatically, based on the values in the **PACTLx** (Payroll Control) table.

3. Enter values for the amounts that OSAS does not track automatically.
  - Enter the adjustment for the employee share of social security and Medicare taxes that were withheld by your third-party sick pay payer for the current quarter in the first box. The value you enter here appears on line 7b of the worksheet.
  - Enter adjustment amounts for any uncollected employee share of social security and Medicare taxes on tips and on group-term life insurance premiums paid for former employees for the current quarter in the second box. The value you enter here appears on line 7c.
  - Enter adjustments for the current year's income tax withholding in the third box. For example, enter the adjustment to make if you made a mistake when withholding income tax from wages paid in earlier quarters of the same calendar year. This value appears on line 7d.
  - Enter adjustments for social security and Medicare taxes for preceding quarters of the calendar year in the fourth box. For example, enter the adjustment to make if you made a mistake when reporting social security and Medicare taxes on previously filed Forms 941. The value you enter here appears on line 7e.
  - If you are an employer with special circumstances, enter the adjustment amounts for special additions to federal income tax and social security and Medicare in the fifth and sixth boxes. Enter amounts only if you have received a notice from the IRS that instructs you to do so. These amounts appear on lines 7f and 7g.
  - Enter the total deposits for the quarter in the last box. The value you enter here appears on line 11.

The remaining values are pulled and calculated from OSAS data.

4. Enter the date from which the adjustments take effect (or the date you realized the adjustments were necessary) in the **Effective Adjustment Date** box.

5. Select the output device to produce the worksheet. See “Reports” on page 1-39 for more information. After the worksheet is produced, the OSAS menu appears.

### 941 Worksheet, Part 1

|                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>941 for 2010: Employer's Quarterly Federal Tax Return</p> <p>Employer identification number: <u>77-7777777</u></p> <p>Name (not your trade name) <u>Builders Supply</u></p> <p>Trade Name (if any) _____</p> <p>Address <u>4301 Dean Lakes Blvd</u><br/> <u>Shakopee</u> <u>MN</u> <u>55379</u></p> | <p><b>Report for this Quarter of 2013</b><br/>(Check one.)</p> <p><input type="checkbox"/> 1: January, February, March</p> <p><input type="checkbox"/> 2: April, May, June</p> <p><input type="checkbox"/> 3: July, August, September</p> <p><input checked="" type="checkbox"/> 4: October, November, December</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Read the separate instructions before you complete Form 941. Type or print within the boxes.

**Part 1: Answer these questions for this quarter.**

|   |                                                                                                                                                                                           |           |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1 | Number of employees who received wages, tips, or other compensation for the pay period<br>Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4) . . . . . 1 | 0         |
| 2 | Wages, tips, and other compensation . . . . . 2                                                                                                                                           | 127013.38 |
| 3 | Income tax withheld from wages, tips, and other compensation . . . . . 3                                                                                                                  | 19732.40  |
| 4 | If no wages, tips, and other compensation are subject to social security or Medicare tax . . . . . <input type="checkbox"/> Check and go to line 6                                        |           |

|     | Column 1                                                                                                                                                                           |                    | Column 2 |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------|
| 5a  | Taxable social security wages                                                                                                                                                      | 130115.65 x .124 = | 16134.34 |
| 5b  | Taxable social security tips                                                                                                                                                       | .00 x .124 =       | .00      |
| 5c  | Taxable Medicare wages and tips                                                                                                                                                    | 130115.65 x .029 = | 3773.35  |
| 5d  | Taxable wages and tips subject to<br>Additional Medicare Tax withholding                                                                                                           | .00 x .009 =       | .00      |
| 5e  | Add Column 2 lines 5a, 5b, 5c, and 5d. . . . . 5e                                                                                                                                  |                    | 19907.69 |
| 5f  | Section 3121(q) Notice and Demand - Tax due on unreported tips(see instructions) . . . . . 5f                                                                                      |                    | .00      |
| 6   | Total taxes before adjustments(add lines 3, 5e, and 5f) . . . . . 6                                                                                                                |                    | 39640.09 |
| 7   | Current quarter's adjustment for fractions of cents . . . . . 7                                                                                                                    |                    | .03      |
| 8   | Current quarter's adjustment for sick pay . . . . . 8                                                                                                                              |                    | .00      |
| 9   | Current quarter's adjustments for tips and group-term life insurance . . . . . 9                                                                                                   |                    | 237.51   |
| 10  | Total taxes after adjustments. Combine lines 6 through 9 . . . . . 10                                                                                                              |                    | 39877.63 |
| 11  | Total deposits for this quarter, including overpayment applied from a prior quarter and overpayment applied from Form 941-X or Form 944-X filed in the current quarter. . . . . 11 |                    | .00      |
| 12a | COBRA premium assistance payments (see instructions). . . . . 12a                                                                                                                  |                    | .00      |
| 12b | Number of individuals provided COBRA premium assistance . . . . . 12b                                                                                                              | 0                  |          |
| 13  | Add lines 11 and 12a . . . . . 13                                                                                                                                                  |                    | .00      |
| 14  | Balance due. If line 10 is more than line 13, enter the difference and see instructions . . . . . 14                                                                               |                    | 39877.63 |
| 15  | Overpayment. If line 13 is more than line 10, enter the difference. .00 Check one: <input type="checkbox"/> Apply to next return. <input type="checkbox"/> Send a refund.          |                    |          |

► You MUST complete both pages of Form 941 and SIGN it.

## 941 Worksheet, Part 2

Part 2: Tell us about your deposit schedule for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see Pub. 15 (Circular E), section 11.

16 Check one: ☐ Line 10 on this return is less than \$2,500 or line 10 on the return for the prior quarter was less than \$2,500, and you did not incur a \$100,000 next-day deposit obligation during the current quarter. If line 10 for the prior quarter was less than \$2,500 but line 10 on this return is \$100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter, then go to Part 3.

|                        |                                           |
|------------------------|-------------------------------------------|
| Tax liability: Month 1 | <u>7679.25</u>                            |
| Month 2                | <u>.00</u>                                |
| Month 3                | <u>6590.85</u>                            |
| Total liability for    | <u>14270.10</u> Total must equal line 10. |

☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941): Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to form 941.



|                                                       |  |  |  |  |  |                                                                    |  |
|-------------------------------------------------------|--|--|--|--|--|--------------------------------------------------------------------|--|
| 941 for 2010: Employer's Quarterly Federal Tax Return |  |  |  |  |  | <b>Report for this Quarter of 2013<br/>(Check one.)</b>            |  |
| Employer identification number: <u>77-7777777</u>     |  |  |  |  |  | <input type="checkbox"/> 1: January, February, March               |  |
| Name (not your trade name) <u>Builders Supply</u>     |  |  |  |  |  | <input type="checkbox"/> 2: April, May, June                       |  |
| Trade Name (if any) _____                             |  |  |  |  |  | <input type="checkbox"/> 3: July, August, September                |  |
| Address <u>4301 Dean Lakes Blvd</u>                   |  |  |  |  |  | <input checked="" type="checkbox"/> 4: October, November, December |  |
| <u>Shakopee</u> <u>MIN</u> <u>55379</u>               |  |  |  |  |  |                                                                    |  |

Use this schedule to show your **TAX LIABILITY** for the quarter. **DO NOT** use it to show your deposits. When you file this form with Form 941 or Form 941-SS, **DO NOT** change your tax liability by adjustments reported on any Forms 941-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was \$100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

**Month 1**

|   |         |    |     |    |     |    |     |
|---|---------|----|-----|----|-----|----|-----|
| 1 | 7679.25 | 9  | .00 | 17 | .00 | 25 | .00 |
| 2 | .00     | 10 | .00 | 18 | .00 | 26 | .00 |
| 3 | .00     | 11 | .00 | 19 | .00 | 27 | .00 |
| 4 | .00     | 12 | .00 | 20 | .00 | 28 | .00 |
| 5 | .00     | 13 | .00 | 21 | .00 | 29 | .00 |
| 6 | .00     | 14 | .00 | 22 | .00 | 30 | .00 |
| 7 | .00     | 15 | .00 | 23 | .00 | 31 | .00 |
| 8 | .00     | 16 | .00 | 24 | .00 |    |     |

**Month 2**

|   |     |    |     |    |     |    |     |
|---|-----|----|-----|----|-----|----|-----|
| 1 | .00 | 9  | .00 | 17 | .00 | 25 | .00 |
| 2 | .00 | 10 | .00 | 18 | .00 | 26 | .00 |
| 3 | .00 | 11 | .00 | 19 | .00 | 27 | .00 |
| 4 | .00 | 12 | .00 | 20 | .00 | 28 | .00 |
| 5 | .00 | 13 | .00 | 21 | .00 | 29 | .00 |
| 6 | .00 | 14 | .00 | 22 | .00 | 30 | .00 |
| 7 | .00 | 15 | .00 | 23 | .00 | 31 | .00 |
| 8 | .00 | 16 | .00 | 24 | .00 |    |     |

**Month 3**

|   |     |    |         |    |     |    |        |
|---|-----|----|---------|----|-----|----|--------|
| 1 | .00 | 9  | .00     | 17 | .00 | 25 | .00    |
| 2 | .00 | 10 | .00     | 18 | .00 | 26 | .00    |
| 3 | .00 | 11 | .00     | 19 | .00 | 27 | .00    |
| 4 | .00 | 12 | .00     | 20 | .00 | 28 | .00    |
| 5 | .00 | 13 | .00     | 21 | .00 | 29 | .00    |
| 6 | .00 | 14 | 6353.34 | 22 | .00 | 30 | .00    |
| 7 | .00 | 15 | .00     | 23 | .00 | 31 | 237.51 |
| 8 | .00 | 16 | .00     | 24 | .00 |    |        |

**Tax liability for Month 1**  
  

7679.25

**Tax liability for Month 2**

**Tax liability for Month 3**  
  

6590.85

**Tax liability for the quarter**

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3) ►

**Total must equal line 10 on Form 941 or Form 941-SS.**



## W-2 Forms

---

You can print W-2 forms after you have processed the payrolls for the year but before you do year-end maintenance. You can also print W-2 forms from last-year Payroll files after you perform year-end maintenance.

The forms summarize each employee's wages and taxes withheld during a calendar year. Employees use these forms to fill out local, state, and federal tax returns, and you must send a copy of each employee summary to the tax authorities when you complete the company's tax forms. The information on W-2 forms comes from the **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

If you have employees who have worked in several states, the system prints the deferred compensation for each state. You may have to send copies of individual state W-2s to each state when you file your federal income tax return.

The Payroll system does not handle legal representative and 942 employee reporting, third-party sick pay, Medicare for government employees, or golden parachute payments. You must calculate these amounts yourself and enter them in each employee's history record in the **Employee History** function (page 10-35).

The Payroll system does handle dependent care benefits, 457 Plans, Non-457 Plans, and group term life insurance if you set up the appropriate earnings codes and enter these codes into the **457xxx**, **DCBxxx**, and **GTLixxx** tables.

Before you use this function to produce magnetic media, get the guidelines for this procedure from the Social Security Administration (SSA). While Open Systems magnetic media has received general approval from the SSA, *your* company must apply for and receive SSA approval before filing on magnetic media.

Magnetic media can only be produced in the EFW2-1 format for 2002. Previous formats are not accepted by the SSA and are not supported by OSAS. Check SSA regulations before you submit magnetic media.

In addition, some states now require companies with more than 250 employees to file W-2 information on magnetic media; contact your state tax authorities for more information. OSAS does not support state magnetic media. However, some states will accept the federal media format, and OSAS includes the state records in the EFW2-1 format file. Check with your state for more information.

## Before You Produce W-2 Forms

Check the relevant fields—such as statutory employee and allocated tips—in the **PAEGxxx** (Employee General Information) file (page 10-3) and **PAEMxxx** (Employee Miscellaneous History) file to make sure that the information is what you want on the W-2 forms.

## W-2 Forms Screen

Select **W-2 Forms** from the **Periodic Processing** menu. The W-2 Forms screen appears.

### Inquiry

1. Enter the range of employees for which you want to produce W-2 forms.
2. Enter the range of states for which you want to produce W-2 forms.
3. Choose whether to process W-2 magnetic media. See “EFW2-1 Magnetic Media” on page 9-41 for more information.
4. Select the forms you want to process: **W-2 Only**, **W-3 Only**, or **Both**.
5. Select the format for the W-2 forms:
  - Choose **One-Wide Regular or Mailers** or **Two-Wide Regular** to produce regular or mailer forms. OSAS does support two-wide mailers. If you select two-wide forms, change the standard printer to 135 columns in Resource Manager.

- Choose one of the **Laser W-2** options to print W-2 forms on standard laser printers. Use the four per page option for employee forms only.

The company name, address, and federal tax ID appear.

6. Select to produce the **Regular** or **Laser** W-3 Form Type.
7. If you selected any option other than **EFW2-1 Magnetic Media**, select the output device.

Selecting the **File** output device option for the W-2 forms is **not** the same as the magnetic media reporting functions described below. Do not send the resulting file to the government.

8. If you selected the **Printer** output device option, insert the forms into the printer. A control form prints first with **CONTROL NUMB** printed in the upper left corner of the form. If **CONTROL NUMB** is not printed inside the Control Number box, adjust the forms and select **No** (or enter **N** in text mode) at the **Is Form Aligned?** prompt to print it again. Continue this procedure until the words print in the correct place, and then select **Yes** (or enter **Y** in text mode).

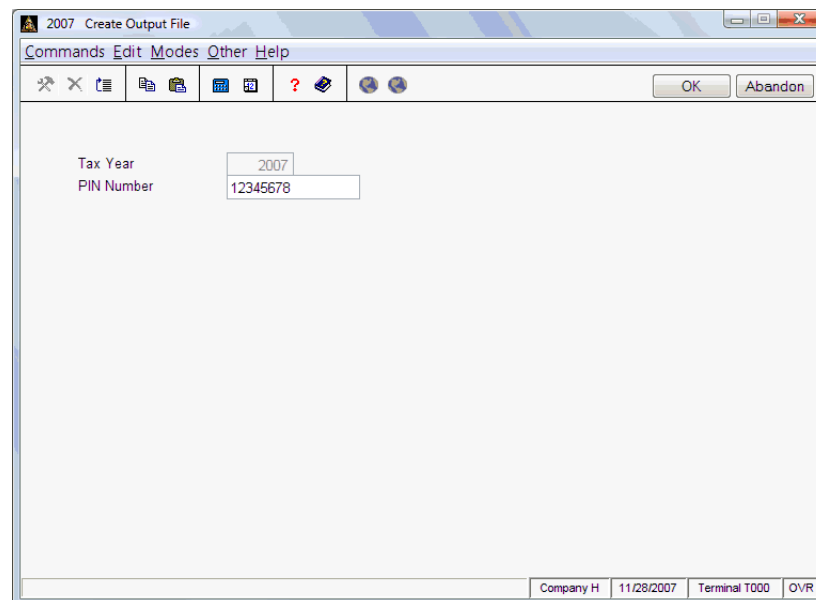
W-2 forms are printed two or four to a page. The first W-2 that is printed should be the first W-2 on the page.

If you print four forms to a page to a direct laser printer (that is, you selected a **/dev/prn**, **/dev/lptx**, **/dev/comx**, or **LPTx** printer for four per page laser forms) and you have problems with alignment, use the **Tables** function (page 10-79) to add and set up the **LASERW2** table. This table fine-tunes form alignment for direct printers.

After the forms are produced, the **Periodic Processing** menu appears.

## EFW2-1 Magnetic Media

When you select **EFW2-1 Magnetic Media** on the W-2 Forms screen, the Create Output File screen appears.



Press **Enter** to use the current tax year or enter a different tax year. This year is included in the tax file that is created. If a work file already exists for this tax year, this prompt appears:

**Magnetic media scratch file already exists. Do you want to start over?**

To continue working with the existing file, select **No** (or enter **N** in text mode) and skip to “Processing Employees Selection Screen” on page 9-44. To prepare magnetic media from scratch, select **Yes** (or enter **Y** in text mode).

Next, enter the PIN number assigned to you by the Social Security Administration (SSA). A PIN number is required before you can file using the EFW2-1 format, and you must acquire it from the SSA before you create magnetic media.

Use the **Proceed (OK)** command to proceed to the submitter record screen.

### Submitter Record Screen

| Field                | Data                 |
|----------------------|----------------------|
| Employer EIN         | TTTTTTTT             |
| PIN Number           | 12345678             |
| Software Vendor Code | 1434                 |
| Reserved for SSA     |                      |
| Resub Flag           | 0                    |
| Resub WFID           |                      |
| Software Code        | 99                   |
| Company Name         | BUILDERS SUPPLY      |
| Location Address     |                      |
| Delivery Address     | 4301 DEAN LAKES BLVD |
| City                 | SHAKOPEE             |
| State                | MN                   |
| Zip                  | 55379                |
| Zip Extension        |                      |
| Reserved for SSA     |                      |
| Foreign State        |                      |
| Foreign Postal Code  |                      |

Line ( 001 of 039 )

Enter = edit   Next page   Goto

Company H   11/28/2007   Terminal T000   OVR

For an explanation of these fields and their contents, consult the Magnetic Media Reporting and Electronic Filing handbook available from the Social Security Administration.

Verify the information presented on the Submitter Record screen. To change a value, press **Enter** and enter the new value.

**Note:** Changing some of these values may cause the Social Security Administration to reject your file. Consult the EFW2 handbook before you change the values that appear.

To save your entries, press **N**. The Employer Record screen appears.



## Employer Record Screen

2007 Report W-2 Forms on Magnetic Media - MMREF-1 Format

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Record RE - Employer Record

| Field                | Data                 |
|----------------------|----------------------|
| Tax Year             | 2007                 |
| Agent Indicator Code |                      |
| Agent Employer ID No | 77777777             |
| Agent for EIN        |                      |
| Terminating Business | 0                    |
| Establishment No.    |                      |
| Other EIN            |                      |
| Employer Name        | BUILDERS SUPPLY      |
| Location Address     |                      |
| Delivery Address     | 4301 DEAN LAKES BLVD |
| City                 | SHAKOPEE             |
| State                | MN                   |
| Zip                  | 55379                |
| Zip Extension        |                      |
| Reserved for SSA     |                      |
| Foreign State        |                      |
| Foreign Postal Code  |                      |

Line ( 001 of 023 )

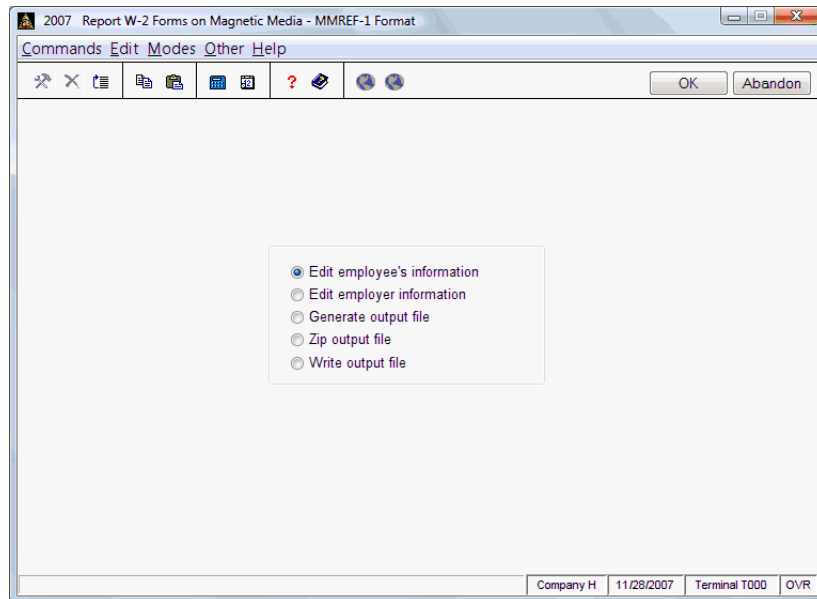
Enter = edit Next page Previous Page Goto

Company H 11/28/2007 Terminal T000 OVR

Verify the information presented on the Employer Record screen. To change a value, press **Enter** and enter the new value.

To return to the Submitter Record screen, press **P**. To continue to the Processing Employees selection screen, press **N**.

## Processing Employees Selection Screen



The Processing Employees selection screen contains five options to edit and create the magnetic media file.

- Select **Edit employee's information** to edit the federal and state tax information for your employees. See "Employee Information Screen" on page 9-45 for more information.
- Select **Edit employer information** to return to the Submitter Record and Employer Record screens to edit the employer submitter and employer records. See page 9-42 and page 9-43 for more information.
- Select **Generate output file** to generate the magnetic media file. See "Generate EFW2-1 File Screen" on page 9-47 for more information.
- Select **Zip output file** to compress or zip the output file before you write it to the diskette. Use this function if the file is too large to fit on one diskette.
- Select **Write file to diskette** to copy the EFW2-1 file to a diskette. See "Write File to Diskette Screen" on page 9-49 for more information.

## Employee Information Screen

| Emp ID | SSN         | Dept | Last Name | First Name | M |
|--------|-------------|------|-----------|------------|---|
| BOU001 | 459-30-1099 | 500  | Bourne    | Linda      | C |
| GER001 | 468-22-4819 | 500  | Gerard    | Timothy    | G |
| JEN001 | 460-39-9093 | 500  | Jenkins   | Kathy      | M |
| JON001 | 468-80-9944 | 501  | Jonchim   | Maria      | K |
| LUK001 | 488-30-1281 | 500  | Lukas     | George     |   |
| ROS001 | 460-39-9982 | 501  | Rossini   | Lucinda    | A |
| STO001 | 449-58-4392 | 100  | Stockard  | Albert     | W |

| Field              | Data               |
|--------------------|--------------------|
| Social Security No |                    |
| First Name         | LINDA              |
| Middle Initial     | C                  |
| Last Name          | BOURNE             |
| Suffix             |                    |
| Location Address   |                    |
| Delivery Address   | 501 N HAMILTON AVE |
| City               | EDINA              |

Line (      ) of (      )

Switch to detail    Sort by SSN    Enter = edit    Append    Change type    Remove state    Done    Goto

Company H    11/28/2007    Terminal T000    OVR

The Employee Information screen is divided into two parts. The top section lists all the employees in the range you specified that have wage and federal tax information on file. In the bottom section, the federal and state records for the selected employee appear. You can edit the federal and state records, if needed, and you can also append and delete state records from the file.

To edit an employee's information, select the employee in the top section of the screen. Then use any of these commands:

- Press **S** to switch to the tax record section for the selected employee.
- Press **O** to change the order in which the employees are listed. You can sort, alternately, by employee ID, social security number, department ID, and employee name.
- Press **A** to add an employee to the end of the file.

- Press **C** to change the tax authority record type (federal or state) that appears for the selected employee in the bottom section of the screen.
- Press **D** to return to the Processing Employees selection screen.
- Press **G** to move to a specific employee record in the list, then enter the employee code or use the **Inquiry (F2)** command to select an employee.

When you press **S** to work with the federal and state information for an employee, the bottom of the screen is activated:

The screenshot shows a software window titled "2007 Report W-2 Forms on Magnetic Media - MMREF-1 Format". It has a menu bar with "Commands", "Edit", "Modes", "Other", "Scroll", "Commands", and "Help". Below the menu is a toolbar with icons for file operations and a status bar at the bottom showing "Company H", "11/28/2007", "Terminal T000", and "OVR".

The main area is divided into two sections. The top section is a table listing employees:

| Emp ID | SSN         | Dept | Last Name | First Name | M |
|--------|-------------|------|-----------|------------|---|
| BOU001 | 459-30-1099 | 500  | Bourne    | Linda      | C |
| GER001 | 468-22-4819 | 500  | Gerard    | Timothy    | G |
| JEN001 | 460-39-9093 | 500  | Jenkins   | Kathy      | M |
| JON001 | 468-80-9944 | 501  | Jonchim   | Maria      | K |
| LUK001 | 488-30-1281 | 500  | Lukas     | George     |   |
| ROS001 | 460-39-9982 | 501  | Rossini   | Lucinda    | A |
| STO001 | 449-58-4392 | 100  | Stockard  | Albert     | W |

The bottom section is titled "Federal Record" and shows a form for employee BOU001. The fields are as follows:

| Field              | Data               |
|--------------------|--------------------|
| Social Security No | 459301099          |
| First Name         | LINDA              |
| Middle Initial     | C                  |
| Last Name          | BOURNE             |
| Suffix             |                    |
| Location Address   |                    |
| Delivery Address   | 501 N HAMILTON AVE |
| City               | EDINA              |

At the bottom of the form, it says "Line ( 0001 of 0046 )". Below the form is a row of buttons: "Switch to employees", "Sort by SSN", "Enter = edit", "Append", "Change type", "Remove state", "Done", and "Goto".

To work with an employee's federal or state records, use any of these commands:

- Press **S** to return to the top section of the screen and select a new employee record.
- Press **Enter** to change the current field value.
- Press **A** to add a state record for the employee.

- Press **C** to switch between federal and state records for the employee.
- Press **R** to remove the current state record for the selected employee.
- Press **D** when you are finished to return to the Processing Employees selection screen.
- Press **G** to move to a specific field in the federal or state record, then use the **Inquiry (F2)** command to select the field from the list that appears.

### Generate EFW2-1 File Screen

2007 Output W-2 Forms to Magnetic Media - Generate MMREF-1 File

Commands Edit Modes Other Help

Output File Name: **W2REPORT.NEW**

Prefix for Output File:  
C:\OSAS75\data\

Include Records for State ☐ [v]

Print audit? ☒

Company H 11/28/2007 Terminal T000 OVR

OK Abandon

Follow these steps to create the EFW2-1 file:

1. Enter the path where you want the file to be created. If the file already exists, this prompt appears:

**EFW2-1 output file already exists. Do you want to overwrite?**

If you do not want to re-create the output file, select **No** (or enter **N** in text mode) and enter a different path for the file. To erase the existing file and create a new one, select **Yes** (or enter **Y** in text mode).

2. If you want to create magnetic media for filing with federal authorities, press **Enter** to leave the **Include Records for State** field blank. The resulting file contains the federal records and the state records for all states with activity.

If you want to include only a single state's records and the associated federal records, enter the state ID or use the **Inquiry** command to look up and select a state from the list that appears.

If you enter a state, OSAS warns you that the state records that are generated will use the EFW2-1 format approved by the SSA for federal records. Your state may require a different format for state records. Check with your state for more information.

3. If you want an audit report of the information to be printed as it is written to the diskette, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
4. Use the **Proceed (OK)** command to create the magnetic media file. After the file is created, a message appears describing the size of the resulting file. Press **Enter** to return to the Process Employees selection screen.

### Write File to Diskette Screen

2007 Report W-2 Forms on Magnetic Media - MMREF-1 Format - Output

Commands Edit Modes Other Help

File Type to Output: Zipped

Output Drive ID or Path: A:\

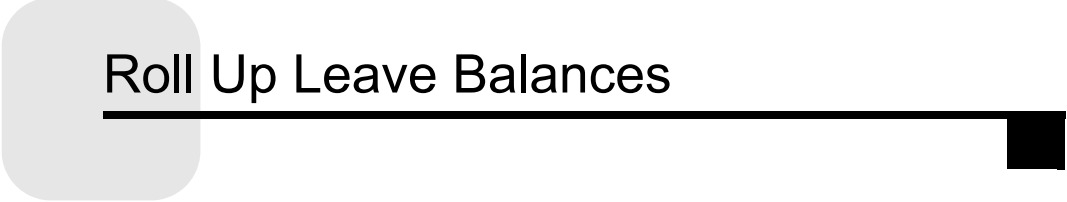
Company H 11/28/2007 Terminal T000 OVR

To write the file to a diskette, follow these steps:

1. Insert a blank, formatted diskette into the drive.
2. Select the type of file to write to the diskette. Enter **Z** if you zipped (compressed) the file, or **U** if you did not zip the file.
3. Enter the drive letter of the floppy drive.
4. Use the **Proceed (OK)** command to copy the file to the diskette and return to the **Periodic Processing** menu.







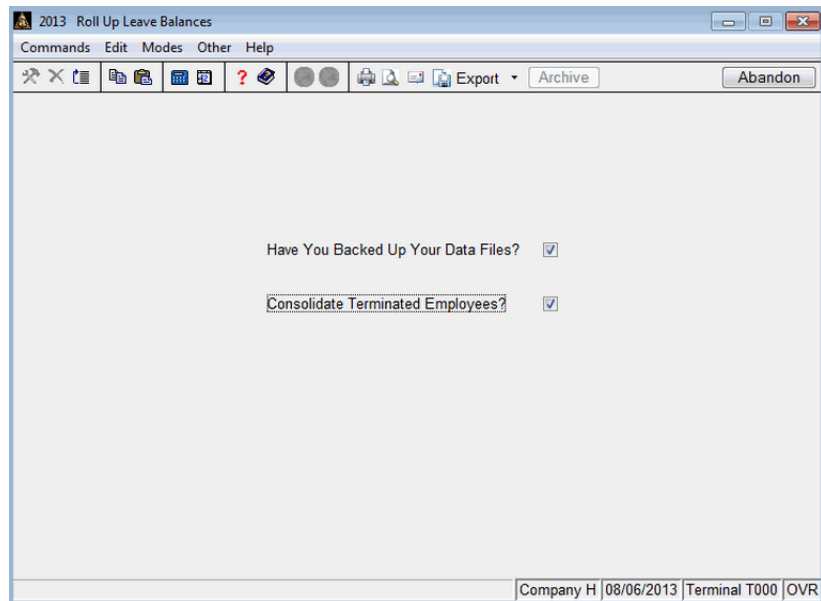
## Roll Up Leave Balances

The **Roll Up Leave Balances** function combines all leaves taken and accrued into one total, comparing it with the total that has been updated in the **PAEGxxx** (Employee General Information) file. The beginning vacation and sick balances are kept in the **PAHVxxx** (Leave Adjustment History) file, along with the detail posted from **Post Checks**, **Void Checks**, and **Leave Adjustments** functions. If the system determines that there is a difference between the hours posted to the **PAHVxxx** file and the **PAEGxxx** file, it writes the number from the **PAHVxxx** file into the **PAEGxxx** file and creates an audit log recording the change.

**Note:** Back up your data files before you proceed with this function. Print the Sick Leave and Vacation Report, because sick and vacation accruals are cleared by this function.

## Roll Up Leave Balances Screen

Select **Roll Up Leave Balances** from the **Periodic Processing** menu. The Roll Up Leave Balances screen appears



1. If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before proceeding.
2. If you want to consolidate terminated employees, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
3. Select the output device to print the audit log. See “Reports” on page 1-39 for more information. After the log is produced, the **Periodic Processing** menu appears.

## Consolidate Leave Audit Log

| Builders Supply             |                    |          |         |          |         |        |          |
|-----------------------------|--------------------|----------|---------|----------|---------|--------|----------|
| Consolidate Leave Audit Log |                    |          |         |          |         |        |          |
| ID                          | Employee Name      | Vacation |         |          | Sick    |        |          |
|                             |                    | Summary  | Detail  | Differ   | Summary | Detail | Differ   |
| BOU001                      | Bourne, Linda C    | 119.500  | .000    | 119.500- | 96.000  | .000   | 96.000-  |
| GER001                      | Gerard, Timothy G  | 120.000  | 40.000- | 160.000- | 83.340  | 3.340  | 80.000-  |
| JEN001                      | Jenkins, Kathy M   | 94.460   | 14.460  | 80.000-  | 35.340  | 3.340  | 32.000-  |
| JON001                      | Jonchim, Maria K   | 5.330    | 13.330  | 8.000    | 19.340  | 3.340  | 16.000-  |
| LUK001                      | Lukas, Gregg       | 94.460   | 14.460  | 80.000-  | 35.340  | 3.340  | 32.000-  |
| ROS001                      | Rossini, Lucinda A | 53.330   | 13.330  | 40.000-  | 3.340   | 3.340  | .000     |
|                             |                    | 487.080  | 15.580  | 471.500- | 272.700 | 16.700 | 256.000- |

Page 1 of 1

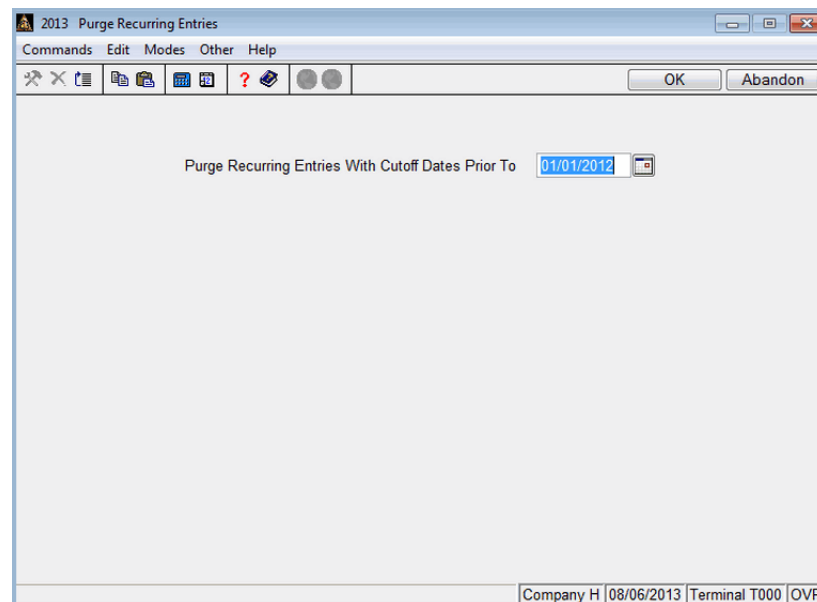


# Purge Recurring Entries

Use the **Purge Recurring Entries** function to delete recurring time tickets. When the **PARExxx** (Recurring Entries) file gets too large, use this function to create more room on your system.

## Purge Recurring Entries Screen

Select **Purge Recurring Entries** from the **Periodic Processing** menu. The Purge Recurring Entries screen appears.



Recurring entries with a cutoff date before the date you enter here are purged. Use the **Proceed (OK)** command to purge recurring entries. After the entries are purged, the **Periodic Processing** menu appears.



# Periodic Maintenance

At the end of each calendar quarter, do quarter-end maintenance to prepare for next quarter's data. This procedure clears out the quarter-to-date balances in the **PADPxxx** (Department) file, deletes history records before the date you specify (if you keep history), and increments the current quarter number in the **PACTLxxx** table.

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure clears out the quarterly and year-to-date balances in the **PAEMxxx** (Employee Miscellaneous History) file and the year-to-date information in the **PADPxxx** file, deletes records of terminated employees from the **PAEGxxx** (Employee General Information) and **PAEMxxx** files, and creates these last-year files with the *.LY* extension:

- **PACDxxx** (Checks Deductions)
- **PACExxx** (Checks Earning)
- **PACHxxx** (Checks)
- **PACWxxx** (Checks Withholdings)
- **PADDxxx** (Deductions)
- **PADExxx** (Employee Deductions)
- **PADPxxx** (Department)
- **PADXxxx** (Deduction Exclusion)
- **PAECxxx** (Earning Codes)
- **PAEDxxx** (Employee Deduction History)
- **PAEExxx** (Employee Earnings History)
- **PAEGxxx** (Employee General Information)
- **PAEMxxx** (Employee Miscellaneous History)
- **PAEPxxx** (Employee Personnel)
- **PAESxxx** (Employee Federal/State/Local Withholdings)
- **PAETxxx** (Earnings Types)
- **PAEWxxx** (Employee Withholding History)
- **PAEXxxx** (Employee Exclusion)
- **PAINxxx** (Payroll Information)
- **PALCxxx** (Labor Class)
- **PATBxxx** (Tables)

- **PATXxxx** (Tax Tables)
- **PAWIxxx** (Withholdings)
- **PAWXxxx** (Withholding Exclusion)

The **PATB.LY** (*LY* represents last-year data) and **PATX.LY** files are created so that the system can distinguish differences between prior-year and current-year tax percentages.

You cannot use the **Periodic Maintenance** function if you are working with prior-year files. You must be in quarter 4 of the current year to run year-end maintenance.

Because year-end maintenance automatically does quarter-end maintenance, you do not have to perform both quarter-end and year-end maintenance at the end of period 4.



If you use the Banking application, you can also use this function to remove postive pay records you no longer need.

## Before You Begin

Before you do quarter-end or year-end maintenance, produce these reports:

- Earnings and Deduction Report (page 7-5)
- Sick Leave and Vacation Report (page 7-7)
- Quarterly Employer's Tax Report (page 9-21)
- Quarterly Withholding Report (page 9-25)
- Quarterly State Unemployment Report (page 9-27)
- 941 Worksheet (page 9-31)
- Department Report (page 9-13)

If you are deleting history, you should also produce the Transaction History Report (page 7-9) and the Check History Register (page 7-13).

Back up your data files. Then post expenses to General Ledger (page 9-15) and back up your data files again.



If you delete check history and then print the 941 Worksheet from last year's files, the eighth monthly period breakdown on the 941 Worksheet is incorrect.

Finally, if you have a multiuser system, make sure that no one else is using the Payroll system. You cannot perform quarter-end and year-end maintenance if someone else is using Payroll functions.

## Periodic Maintenance Screen

Select **Periodic Maintenance** from the **Periodic Processing** menu. The Periodic Maintenance screen appears.

2007 Periodic Maintenance

Commands Edit Modes Other Help

Have you run the following?

- Earnings and Deduction Report
- Sick Leave and Vacation Report
- Quarterly Employer's Tax Report
- Quarterly Withholding Report
- Quarterly State Unemployment Report
- 941 Worksheet
- Department Report
- Copy to Backup ☒

☐ Quarter End  
☒ Year End  
☐ Histories Only

Remove check history for items dated before 07/31/2008

Remove transaction history for items dated before 07/31/2008

Clear remaining sick/vacation time (year end only)? ☒

Purge Positive Pay with Transmit Dates Before 07/31/2008

Company H 07/11/2008 Terminal T000 OVR

1. Before you perform quarter-end or year-end maintenance, print the reports listed on the screen and back up your data files. Select the box (or enter **Y** in text mode) when you have completed the listed tasks.
2. Select the kind of maintenance you want to perform. You can perform quarter-end or year-end maintenance, or you can purge history only (which does not close the quarter or year).

3. If you want to delete history because your files are getting too large or because you no longer need check and transaction history before a particular date, enter the dates for check and transaction history to indicate where the deletion should stop. For example, if you enter **12/31/2001**, history before and including that date is deleted.

If you do not want to delete history, press **Enter** to leave the date blank.

4. If you want to clear remaining sick and vacation time, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
5. If you want to clear positive pay information, enter the transmit date for the files you want to clear. All positive pay files sent prior to that date will be purged.
6. Use the **Proceed (OK)** command to save your entries and begin maintenance processing. When the procedure finishes, the **Periodic Processing** menu appears.





## Remove Prior Year Files

After you have performed year-end maintenance and completed all processing on a prior year's files (for example, printing W-2s), you can use the **Remove Prior Year Files** function to delete files from a calendar year.

You cannot use the **Remove Prior Year Files** function if you are currently working with prior-year files.

### Before You Begin

Before you remove a year's files, print W-2s and back up your files. Once you delete the year's files, you cannot reprint W-2s for that year unless you have a backup copy.

## Remove Prior Year Files Screen

Select **Remove Prior Year Files** from the **Periodic Processing** menu. The Remove Prior Year Files screen appears.

2007 Remove Prior Year Files

Commands Edit Modes Other Help

Have You Backed Up Your Payroll Data Files? ☒

Year to Remove 2006

Company H 11/28/2007 Terminal T000 OVR

If you have printed W-2s and backed up your data files (see “Before You Begin” on page 9-58), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, use the **Exit (F7)** command to exit to the menu and do so before closing.

Use the **Proceed (OK)** command to begin purge processing. When the purge finishes, the **Periodic Processing** menu appears.

# FUTA Credit Reduction Worksheet

Employers with wages subject to unemployment laws in certain states are assessed an additional Federal Unemployment Tax Act (FUTA) percentage for their employees called a “Credit Reduction”. These percentages are added to the usual FUTA rate for employee earnings in these states. The FUTA Credit Reduction percentages are determined by the Department of Labor every November for the current tax year.

Because adjustments to the FUTA Credit Reduction can occur late in the payroll year after FUTA has generally been calculated, you should print the FUTA Credit Reduction Worksheet after you update the rates at year-end and make the necessary adjustments to your general ledger and payroll filings if necessary. You can use the Resource Manager **Install Maintenance Updates** function at year end to ensure your OSAS installation has current rates.

Use the **FUTA Credit Reduction Worksheet** function to view the variance between the estimated Credit Reduction amounts based on the final rates for each state and the amounts calculated through OSAS payroll.

To use the **FUTA Credit Reduction Worksheet** function, follow these steps:

1. Open the **FUTA Credit Reduction Worksheet** function on the Periodic Processing menu from either the Payroll or Payroll with Direct Deposit applications.
2. Select the range of states for which you want to include in the worksheet from the **State From** and **Thru** fields.
3. Select whether to print the worksheet as a **Detail Report** or **Summary Only** format from the **Print** section.
4. Select whether to sort the worksheet by **State** or **Employee ID** from the **Print By** section.

5. Use the **Proceed (OK)** command to generate the worksheet using the selected criteria.

**Note:** The amounts on the worksheet are estimates. You must validate the amounts prior to filling out Form 940.

| Employee                                                                                                                           |                   | FTS<br>Wages | FTS<br>Expense | Estimate FTS<br>Wages | Estimate FTS<br>Expense | Variance |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------|----------------|-----------------------|-------------------------|----------|
| State MN - .00%                                                                                                                    |                   |              |                |                       |                         |          |
| BOU001                                                                                                                             | Boume, Linda C    | 7000.00      | .00            | .00                   | .00                     | .00      |
| GER001                                                                                                                             | Gerard, Timothy G | 5550.00      | .00            | .00                   | .00                     | .00      |
| JEN001                                                                                                                             | Jenkins, Kathy M  | 7000.00      | .00            | .00                   | .00                     | .00      |
| LUK001                                                                                                                             | Lukas, Gregg      | 2500.00      | .00            | .00                   | .00                     | .00      |
| State MN Totals -                                                                                                                  |                   | 22050.00     | .00            | .00                   | .00                     | .00      |
| Grand Totals                                                                                                                       |                   |              | .00            |                       | .00                     | .00      |
| Total FUTA Earnings                                                                                                                |                   | 41981.83     |                |                       |                         |          |
| Total FUTA Expense                                                                                                                 |                   | 979.81       |                |                       |                         |          |
|                                                                                                                                    |                   |              |                |                       |                         |          |
| GL Account                                                                                                                         | Amount            |              |                |                       |                         |          |
| 530000                                                                                                                             | 0                 |              |                |                       |                         |          |
|                                                                                                                                    |                   |              |                |                       |                         |          |
| The numbers in this report reflect estimates of the FUTA earnings and expenses by state based upon state FTS withholding earnings. |                   |              |                |                       |                         |          |
| You must verify these values before you use them for tax reporting or to adjust General Ledger entries.                            |                   |              |                |                       |                         |          |

Credit Reduction amounts and variances on the worksheet will be calculated based on taxable **FTS** earnings for the states in which the applicable employees worked. In order for taxable earnings to accumulate properly for employees for the current tax year, and for employees to appear on this worksheet, you must add the **FTS Withholding Code** to the system (see “Withholdings” on page 11-25 for more information) and to all appropriate **Tax Groups** (see “Tax Groups” on page 11-29 for more information).

To learn more about FUTA Credit Reductions and your options for accounting for them, consult the current OSAS Year-End Compliance Advisory document, available from the Customer Portal of the Open Systems website or your software provider.





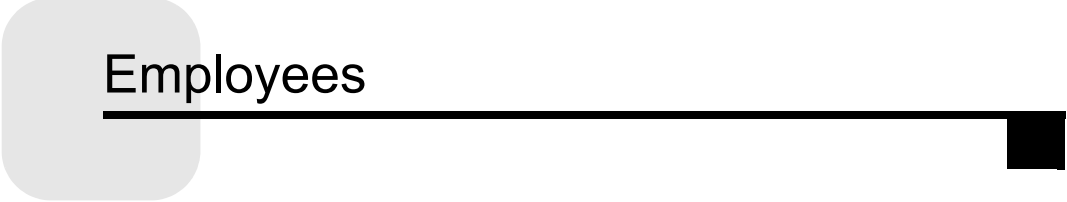
## CHAPTER 10

# 10

|                     |        |
|---------------------|--------|
| Employees           | 10-3   |
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| Direct Deposit      | 10-55  |
| Departments         | 10-59  |
| Payroll Information | 10-65  |
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| E-Mail Defaults     | 10-113 |

## File Maintenance





# Employees

Use the **Employees** function to add employee records, change descriptive data in employee records that are on file, and delete employee records (only when they have been added in error).

You cannot use the **Employees** function to change earnings or withholdings figures. You can, however, use the **Employee History** function (see page 10-35) to change withholding figures. If you edit employee history, a log is printed so that you can maintain an audit trail.

Because you must print W-2 forms and other year-end reports for all employees—including terminated ones—you cannot delete employee records that have amounts in their history files. Instead, terminated employee records are deleted for current-year data when you do year-end maintenance. They are retained in last year's files so that you can produce W-2 forms.

## Employees Screen

Select **Employees** from the **File Maintenance** menu. The Employees selection screen appears.

The screenshot shows a window titled "2010 Employee" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area displays the following information:

|                |        |
|----------------|--------|
| Employee ID    | BOU001 |
| Last Name      | Bourne |
| First Name     | Linda  |
| Middle Initial | C      |

Below this, a section titled "Do You Want To Maintain:" contains a list of options, each with a checked checkbox:

- General Information ☒
- E-Mail Addresses ☒
- Salary Information ☒
- Scheduled Deductions ☒
- Earning Codes ☒
- Tax Information ☒
- Personnel Information One ☒
- Personnel Information Two ☒
- Employee Comments ☒
- User-Defined Fields ☒
- Documents ☒

At the bottom right, a status bar shows: Company H | 08/18/2010 | Terminal T000 | OVR

### Inquiry

Enter the ID of the employee whose record you want to add, edit, or delete. If you enter an existing ID, the employee's name appears. If you need to add an employee (for example, for W-2 reporting), press enter the new ID and select General Information below.

If you try to add an employee to the **PAEGxxx.LYx** (last year Employee General Information) file, the **PAEGxxx** (current Employee General Information) file is not updated. Instead, the system warns you that adding employees in last year files does not update current-year files.

To delete an employee record, use the **Delete (F3)** command. Both the employee's record and the employee's history record are deleted. If values greater than zero exist in the employee's record, the system warns you that you cannot delete employees with existing history. Records of terminated employees are automatically deleted from current year files during year-end processing.

**Inquiry**

The **Copy From** field appears if you add a new employee ID. Use this field to copy salary and tax information from another employee's record to save time.

Select the boxes (or enter **Y** in text mode) next to the information types you want to view, add, or edit. If you do not need to change that type of information, clear the box (or enter **N** in text mode). When you have selected the information you want, use the **Proceed (OK)** command to go to the first information screen.

## General Information Screen

Use the General Information screen to enter basic information about your employees: address, phone number, dates of hire and review, and contacts.

### Field

### Description

#### Status

Select **Active** or **Inactive**. Selecting an inactive status will place restrictions on what can and cannot be done with the employee. An employee with transactions, posted transactions, or checks on file can not have their status changed to inactive.

#### Last Name/First Name/Middle In

Enter the employee's last and first name and middle initial.

#### W-2 Name

Enter the employee's name as it should appear on the W-2 forms you print.

#### Address 1/2/3

Enter the employee's street address, city, and state of residence.

| Inquiry | Field                                  | Description                                                                                                                                                                                                                          |
|---------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Res City/State/Zip Code/Country</b> | Enter the employee's city, state, zip or postal code, and country of residence. The <b>Inquiry (F2)</b> command is available in the <b>State</b> and <b>Country</b> fields.                                                          |
|         | <b>Phone No</b>                        | Enter the employee's home phone number using the mask that appears.                                                                                                                                                                  |
|         | <b>SS No</b>                           | Enter the employee's social security number.                                                                                                                                                                                         |
|         | <b>Sex</b>                             | Enter <b>M</b> if the employee is male or <b>F</b> if the employee is female.                                                                                                                                                        |
|         | <b>EEO Class</b>                       | Enter the employee's Equal Employment Opportunity classification:<br><br><b>1</b> White<br><b>2</b> African-American<br><b>3</b> Latino<br><b>4</b> Asian-American or Pacific Islander<br><b>5</b> Native American or Native Alaskan |
|         | <b>Voucher Delivery</b>                | Select if and how direct deposit vouchers should be delivered: <b>No Vouchers</b> , <b>Paper Vouchers</b> for printed vouchers, or <b>E-Mail Vouchers</b> for electronically transmitted vouchers.                                   |
|         | <b>Retirement Plan?</b>                | If the employee participates in your company's retirement program, select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode). This information is used on W-2 forms.                   |
|         | <b>Statutory Employee?</b>             | If the employee qualifies as a statutory employee, select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode). This information is used on W-2 forms.                                   |
|         | <b>Job Title</b>                       | Enter the employee's job title.                                                                                                                                                                                                      |
|         | <b>Work Phone/Extension</b>            | Enter the employee's work phone number and extension.                                                                                                                                                                                |

| Inquiry | Field                                                | Description                                                                                                                                                                                                           |
|---------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Supr ID</b>                                       | Enter the ID of the employee's supervisor or manager.                                                                                                                                                                 |
|         | <b>Adj Hire Date</b>                                 | Enter the employee's adjusted hire date, which is the date the employee actually began working for the company (as opposed to when the employee accepted the job). This date is used in personnel reports.            |
|         | <b>Start Date</b>                                    | Enter the date of employment for the employee. This date is used to calculate sick time and vacation time.                                                                                                            |
|         | <b>Birth Date</b>                                    | Enter the employee's date of birth.                                                                                                                                                                                   |
|         | <b>Term Date</b>                                     | If the employee no longer works for the company, enter the date of the employee's termination. Employee records that contain a termination date are deleted automatically during year-end maintenance.                |
|         | <b>Last Review Date/<br/>Next Review Date</b>        | Enter the employee's last and next review dates.                                                                                                                                                                      |
|         | <b>Last Check Date</b>                               | Enter the date of the last check the employee received. This field is updated when you post checks.                                                                                                                   |
|         | <b>User-Defined Labels<br/>1/2/3</b>                 | Enter information in these user-definable fields, if necessary. You can define the prompts that appear using the <b>USRDFxxx</b> table (see page 10-94).                                                              |
|         | <b>Name/Work Phone/<br/>Home Phone/<br/>Relation</b> | Enter the emergency contact information for the employee: the name of the person to contact in case of an emergency, the emergency contact's home and work phone numbers, and the contact's relation to the employee. |

Use the **Proceed (OK)** command to save your changes. If you selected another type of information on the Employee selection screen, that screen appears. If you did not select any other screens, the Employee selection screen appears.



## E-Mail Addresses Screen

Use the E-Mail Addresses screen to enter e-mail accounts for the employee. You can also define which e-mail address to use with for voucher delivery with direct deposit.

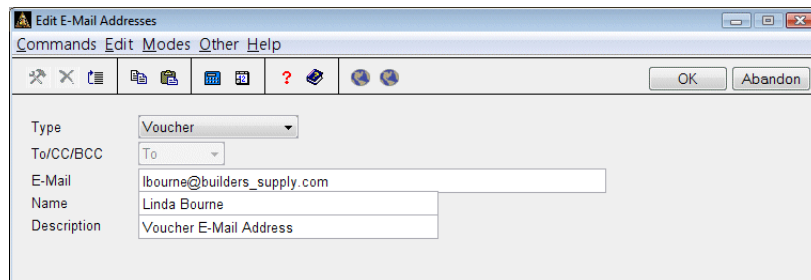
| Type    | E-Mail                           |
|---------|----------------------------------|
| Other   | To : lbourne@builders_supply.com |
| Voucher | To : lbourne@builders_supply.com |
|         |                                  |
|         |                                  |
|         |                                  |
|         |                                  |
|         |                                  |
|         |                                  |
|         |                                  |
|         |                                  |
|         |                                  |

Use the commands to work with e-mail addresses:

- Press **Enter** to edit the selected e-mail address. See “Append/Edit E-Mail Addresses” on page 10-10 for more information.
- Press **A** to add an e-mail address. See “Append/Edit E-Mail Addresses” on page 10-10 for more information.
- Press **V** to view detailed information about a specific e-mail address.
- Press **N** to view the next screen, or **P** to view the previous screen.

## Append/Edit E-Mail Addresses

The Append E-Mail Addresses screen appears when you add an E-Mail to the E-Mail Addresses screen. The Edit E-Mail Addresses screen appears when you edit an existing e-mail addresses. Other than the title, these screens are identical.



| Field              | Description                                                                                                                                |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Type</b>        | Choose <b>Voucher</b> if the e-mail address is to be used to e-mail direct deposit vouchers to the employee. If not, choose <b>Other</b> . |
| <b>To/CC/BCC</b>   | Choose whether this e-mail address should appear in the To, CC, or BCC field of the outgoing e-mail.                                       |
| <b>E-Mail</b>      | Enter the e-mail address.                                                                                                                  |
| <b>Name</b>        | Enter the name of the employee.                                                                                                            |
| <b>Description</b> | Enter a description for the use of the e-mail address.                                                                                     |

Use the **Proceed (OK)** command to save your changes.

## Salary Information Screen

Use the Salary Information screen to enter and maintain pay information for your employees. If you copied an employee record, make sure that the information on this screen is correct for each employee.

The screenshot shows a software window titled "2010 Salary Information" with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Help) and a toolbar. The window is divided into several sections for data entry:

- Employee ID:** BOU001, **Name:** Bourne, Linda C
- Codes Section:**
  - Home Department: 500
  - Labor Class: Prs
  - Check Location: (empty)
  - Default Earning Code: SAL
- Pay Information Section:**
  - Pay Periods/Year: 12
  - Salary: 7500.00
  - Hourly Rate: .000
  - Override Pay: .00
- General Information Section:**
  - Corporate Officer?: ☐
  - Seasonal Employee?: ☐
  - Employee Type (H or S): S
  - Exempt from Overtime?: ☐
  - Adjust to Minimum?: ☐
  - Group Code: 1
  - Status: Full-time
- Sick and Vacation Information Section:**
  - Sick Accrual Code: XX
  - Vacation Accrual Code: XX
  - Sick Hours Remaining: 99.344
  - Vacation Hours Remaining: 120.000

**Status Bar:** Company H | 08/18/2010 | Terminal T000 | OVR

**Pay Information**

|                                     | Field                         | Description                                                                                                                                                                                                                                                                 |
|-------------------------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div>                  | <b>Home Department</b>        | Enter the employee's department.<br><br>If necessary, you can indicate that an employee worked in a different department when you enter payroll transactions.                                                                                                               |
|                                     | <b>Labor Class</b>            | Enter the employee's labor classification. Use the <b>Maintenance (F6)</b> command to add or edit labor classes.<br><br>The labor class you enter here appears in the <b>Class</b> field when you enter a time ticket for the employee.                                     |
| <div>Inquiry</div> <div>Maint</div> | <b>Check Location</b>         | Enter the check location for the employee. This information is used as a sort option when you print checks.                                                                                                                                                                 |
| <div>Inquiry</div> <div>Maint</div> | <b>Default Earning Code</b>   | Enter the default earning code for the employee. The earning code you enter here appears in the <b>Earning Code</b> field when you enter a time ticket for the employee. For a salaried employee, this code is used to create the earnings entry when you calculate checks. |
|                                     | <b>Corporate Officer?</b>     | If the employee is a corporate officer, select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode).                                                                                                                            |
|                                     | <b>Seasonal Employee?</b>     | If the employee is a seasonal employee, select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode).                                                                                                                            |
|                                     | <b>Employee Type (H or S)</b> | Enter <b>H</b> if the employee is paid by the hour or <b>S</b> if the employee is paid a salary.                                                                                                                                                                            |

| Field                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Exempt from Overtime?</b> | If the employee is salaried, select the box (or enter <b>Y</b> in text mode) if the employee is exempt and does not receive overtime pay. Clear the box (or enter <b>N</b> in text mode) if the employee is nonexempt and should receive overtime pay.                                                                                                                                                                                                                                                                                 |
| <b>Adjust to Minimum?</b>    | If the employee does not receive tips, clear the box (or enter <b>N</b> in text mode). If the employee receives tips as part of his or her earnings, select the box (or enter <b>Y</b> in text mode) so that the wages are adjusted to bring the employee's earnings up to minimum wage if the reported tips do not.                                                                                                                                                                                                                   |
| <b>Group Code</b>            | <p>When you calculate checks, use the group code to identify the employees you want to pay. Common practice is to use a unique group code for each pay cycle (weekly, biweekly, semimonthly, and so on).</p> <p>Enter the code that identifies the check processing group to which the employee belongs.</p> <p>For salaried employees, the <b>FREQxxx</b> table stores the number of hours in a pay period for each group code. See "FREQxxx Table" on page 10-84 for more information about setting up the <b>FREQxxx</b> table.</p> |
| <b>Status</b>                | Enter <b>F</b> if the employee works full time or <b>P</b> if the employee works part time.                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Pay Periods/Year</b>      | Enter the number of times the employee is paid during the year. This number is used when taxes are calculated during check calculation.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Salary</b>                | If the employee is paid a salary, enter the salary he or she receives each pay period. You must enter a salary for salaried employees to ensure correct calculations.                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Hourly Rate</b>           | Enter the employee's hourly pay rate. You can override the rate when you enter time tickets.                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Field                       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                             | <p>The hourly rate is used to calculate pay for hourly employees, calculate amounts allocated to other departments for salaried employees, place dollar values on sick and vacation time for salaried employees, allocate labor expense to a job (if Job Cost is interfaced), and calculate overtime pay for nonexempt salaried employees.</p> <p>If you change a salaried or an hourly employee's pay rate, the following prompt appears:</p> <p><b>Pay Rate has changed. Add Change to Pay Change History?</b></p> <p>If you select <b>Yes</b> (or enter <b>Y</b> in text mode), the Pay Rate Change window appears and lists the date of the change and the old pay rate. You can enter a reason for the change.</p> |
| <b>Override Pay</b>         | <p>If a salaried employee is supposed to receive pay other than the usual pay—usually when employees start or terminate within a pay period—enter the amount. When you calculate checks, the amount is calculated in the next run only. After you post checks, this amount is removed from the employee's record.</p>                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Sick Accrual Code</b>    | <p>Enter the code (from the <b>SICccxxx</b> table) for the accrual rate of sick hours for the employee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Vac Accrual Code</b>     | <p>Enter the code (from the <b>VACccxxx</b> table) for the accrual rate of vacation hours for the employee.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Sick Hours Remaining</b> | <p>This field is updated when you post checks that contain sick pay hours. A negative value indicates sick hours taken; a positive value indicates sick hours accrued. You cannot change this value.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

| Field                           | Description                                                                                                                                                                                                 |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vacation Hours Remaining</b> | This field is updated when you post checks that contain vacation pay hours. A negative value indicates vacation time taken; a positive value indicates vacation time accrued. You cannot change this value. |

## Scheduled Deductions

Use the Scheduled Deductions screen to enter the employees recurring deductions.

[illegible]

Use the commands to work with scheduled deduction information:

- Press **Enter** to edit the selected deduction. See “Editing or Adding a Scheduled Deduction” on page 10-16 for more information.
- Press **A** to add a scheduled deduction. See “Editing or Adding a Scheduled Deduction” on page 10-16 for more information.
- Press **F** to add or edit a deduction formula. The Formula Maintenance screen appears. See page 10-103 and appendix C for more information.
- Press **C** to edit factors for a selected deduction. See “Factor Entry” on page 10-18 for more information.
- Press **P** to return to the **Pay Information** section of the screen.
- Press **N** to save your entries and move to the next screen you selected. Each time you add or edit a deduction line, that entry is saved to the employee record. You can also use the **Proceed (OK)** command to save the change.

### Editing or Adding a Scheduled Deduction

When you press **Enter** to edit a scheduled deduction or **A** to add a scheduled deduction, the fields for the line item become activated.

| Field                                                                               | Description                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p><b>Number</b> Enter the number of the scheduled deduction.</p> <p>You cannot use the same deduction number more than once for an employee. If you want the same deduction taken twice, you must enter a new deduction number.</p>                                                 |
| <b>Calc On</b>                                                                      | <p>Displays the type of pay that the deduction is calculated on.</p>                                                                                                                                                                                                                 |
| <b>Period Codes 12345</b>                                                           | <p>Each of the five characters represents a period code. You might use the pay periods to identify the five weekly pay periods in some months or five pay periods in which different combinations of deductions are taken.</p> <p>For each pay period, enter one of these codes:</p> |



| Field  | Description                                                                                                                             |
|--------|-----------------------------------------------------------------------------------------------------------------------------------------|
|        | <b>N</b> the deduction is not taken in the pay period                                                                                   |
|        | <b>Y</b> the amount you enter is deducted                                                                                               |
|        | <b>P</b> a percentage of the employee's gross pay is deducted                                                                           |
|        | <b>H</b> a fixed rate per hour worked is deducted                                                                                       |
|        | <b>D</b> the amount is taken against a declining balance                                                                                |
|        | <b>E</b> the amount is a declining balance by percentage                                                                                |
|        | <b>G</b> the amount is a declining balance by formula                                                                                   |
|        | (If you enter <b>H</b> for a salaried employee, you must enter a time ticket to get the deduction.)                                     |
|        | If you press <b>Enter</b> , all pay periods are set to <b>N</b> .                                                                       |
| Amount | If you entered <b>Y</b> for a pay period, enter the dollar amount that should be deducted.                                              |
|        | If you entered <b>P</b> for a pay period, enter the percentage of the employee's gross pay that should be deducted.                     |
|        | If you entered <b>H</b> for a pay period, enter the dollar amount per hour that should be deducted.                                     |
|        | If you entered <b>D</b> for a pay period, the amount that is deducted is less than or equal to the balance.                             |
|        | If you entered <b>E</b> for a pay period, the percentage that is deducted equals an amount less than or equal to the remaining balance. |
|        | If you entered only <b>F</b> as the pay period code for the deduction, leave this field blank. The formula calculates the deduction.    |

| Field                  | Description                                                                                                                                                                                                                   |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Balance</b>         | If you entered <b>D</b> , <b>E</b> , or <b>G</b> for a pay period, enter the maximum amount that can be deducted for the employee. If this amount is deducted for an employee for a fiscal year, this deduction is not taken. |
| <b>Expiration Date</b> | Enter the date the scheduled deduction is due to expire. This is useful for deductions that have a specific end-date.                                                                                                         |

### Factor Entry

When you press **C** to change or override the established factors for a scheduled deduction, the Factor Entry screen appears.

Factor Entry - Medical Ins

Commands Edit Modes Other Help

Override Factors? ☒

Factor 1

Factor 2

Factor 3

Factor 4

Factor 5

Factor 6

OK Abandon

If you want to override the factors you established for the scheduled deduction, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Next, enter up to six override factors. The factors you enter here take precedence over the factors established in the **Formula Maintenance** function (page 10-103). Factors can represent anything from dollars to percents, depending on how they are used in a formula.

Use the **Proceed (OK)** command to save your changes. The Salary Information screen appears with the **Scheduled Deductions** section active.

## Employee Earning Codes

Use the Employee Earning Codes screen to set an employee's pay rate based on earning codes. These rates will then default during transaction and manual check entry.

| Earning Code | Description   | Rate   | Override?                |
|--------------|---------------|--------|--------------------------|
| SAL          | Salaried Wage | 25.000 | <input type="checkbox"/> |
| SIC          | Sick Pay      | 25.000 | <input type="checkbox"/> |
| OVT          | Overtime Pay  | 37.500 | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |
|              |               |        | <input type="checkbox"/> |

Line No ( 000001 of 000003 )

Enter=edit Append Goto Header Next Page Previous Page

Company H | 12/29/2010 | Terminal T000 | OVR

If you want to ensure that only the earning codes you specify are used for this employee in time ticket or manual check entry, check the **Validate Earning Codes?** box (or enter **Y** in text mode).

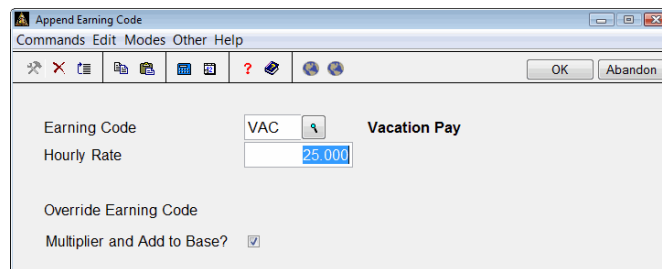
Use these commands to work with employee earnings codes:

- Press **Enter** to edit the employee earnings code. See “Append/Edit Earning Code” on page 10-20 for more information.
- Press **A** to add an earnings code for this employee. See “Append/Edit Earning Code” on page 10-20 for more information.

- Press **G** to go to a specific employee earnings code (if there is more than one page of codes).
- Press **H** to return to the header of the page.
- Press **P** to view the previous page.
- Press **N** to save your entries and move to the next screen you selected. Each time you add or edit a deduction line, that entry is saved to the employee record. You can also use the **Proceed (OK)** command to save the change.

### Append/Edit Earning Code

The append/edit earning code dialog box appears when you press A or Enter on the Employee Earning Codes screen.

The image shows a software dialog box titled "Append Earning Code". It has a menu bar with "Commands", "Edit", "Modes", "Other", and "Help". Below the menu is a toolbar with various icons and two buttons: "OK" and "Abandon". The main area of the dialog contains the following fields and options:

- "Earning Code" field with the text "VAC" and a search icon to its right. To the right of this field is the label "Vacation Pay".
- "Hourly Rate" field with the value "25.000" entered.
- "Override Earning Code" section with a checkbox labeled "Multiplier and Add to Base?" which is checked.

#### Inquiry

1. Select the Earning Code from the F2 Inquiry list of codes.
2. Enter the hourly rate for the earning code.
3. Check the **Override Earning Code Multiplier and Add to Base?** box to always use the hourly rate entered for that earning code, and ignoring any multiplier or add-to-base values for that earning code.

## Tax Information Screen

Use the Tax Information screen to set up federal, state, and local withholding information for each employee and to edit withholding formulas. If you copied an employee record, make sure that the information on this screen is correct for each employee.

2007 Tax Information

Commands Edit Modes Other Scroll Commands Help

Employee ID **BOU001** **Bourne, Linda C**

Tax Group **MN**

Federal Tax Information

| Fed.       | Stat     | Exemp    | Extra W/H  | Fixed W/H  | EIC Code | Table ID    |
|------------|----------|----------|------------|------------|----------|-------------|
| <b>FED</b> | <b>M</b> | <b>4</b> | <b>.00</b> | <b>.00</b> | <b>N</b> | <b>FEDM</b> |
|            |          |          |            |            |          |             |
|            |          |          |            |            |          |             |

State Tax Information

| State     | Stat     | Exemp    | Extra W/H  | Fixed W/H  | Table ID      | SUI State | Name             |
|-----------|----------|----------|------------|------------|---------------|-----------|------------------|
| <b>MN</b> | <b>M</b> | <b>4</b> | <b>.00</b> | <b>.00</b> | <b>STXMNM</b> | <b>MN</b> | <b>Minnesota</b> |
|           |          |          |            |            |               |           |                  |
|           |          |          |            |            |               |           |                  |

Local Tax Information

| State | Local | Stat | Exemp | Extra W/H | Fixed W/H | Table ID | Locality Name |
|-------|-------|------|-------|-----------|-----------|----------|---------------|
|       |       |      |       |           |           |          |               |
|       |       |      |       |           |           |          |               |
|       |       |      |       |           |           |          |               |

Switch to State Enter = edit Append Goto line Withholding setup

Next page Previous page Tax Group

Company H 09/05/2007 Terminal T000 OVR

Enter the ID of the tax group that applies to this employee's earnings. A tax group can combine withholding codes for several states and localities. You can change this tax group if necessary during time ticket and manual check entry.

Use the commands to work with the information on this screen:

- Press **S** to switch between the Federal, State, and Local Tax Information sections of the screen.
- Press **Enter** to edit the selected withholding line. The Edit Tax Information screen appears.

- Press **A** to add a withholding line. The Append Tax Information screen appears.
- Press **G** to go to a specific withholding line, then enter the line number or use the **Inquiry (F2)** command to select a line number. This command is available only when there is more than one screen of withholding items.
- Press **W** to exclude withholding tax or to change factors. All possible withholding codes for the employee appear; toggle them on or off.
- Press **N** to save your entries and move to the next screen you selected.
- Press **P** to save your entries and return to the last screen you selected.
- Press **T** to return to the Tax Group ID field to change the assigned tax group.

### Append/Edit Federal Tax Information

The Append Tax Information screen appears when you add a withholding to the Tax Information screen. The Edit Tax Information screen appears when you edit an existing withholding line. Other than the title, these screens are identical.

| Field       | Description                                                                      |
|-------------|----------------------------------------------------------------------------------|
| <b>Fed</b>  | The Federal tax withholding ID appears.                                          |
| <b>Stat</b> | Enter <b>M</b> if the employee is married or <b>S</b> if the employee is single. |

|                | Field           | Description                                                                                                                                                                                                                                                          |
|----------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <b>Exemp</b>    | Enter the number of exemptions that are claimed on the employee's W-4 form for federal tax purposes.<br><br>If no federal taxes are withheld for the employee, enter <b>99</b> .                                                                                     |
|                | <b>Extra WH</b> | If the employee wants money withheld in addition to the regular federal withholding, enter the extra dollar amount that should be withheld.                                                                                                                          |
|                | <b>Fixed WH</b> | You can enter an amount of withholding to deduct instead of the calculated federal taxes.                                                                                                                                                                            |
|                | <b>EIC Code</b> | Enter <b>N</b> if the employee did not request EIC payments, <b>E</b> if the employee requested EIC payments only for himself or herself, or <b>B</b> if both the employee and his or her spouse file for advance EIC payments. (See <i>Circular E</i> for details.) |
| <b>Inquiry</b> | <b>Table ID</b> | Select <b>FEDM</b> for a married employee or <b>FEDS</b> for a single employee. If you do not select the correct table ID, an employee may be taxed incorrectly.                                                                                                     |

State Tax Information

When you press **Enter** or **A**, you can edit or append state withholding tax in an employee’s record.

|                    | Field | Description                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div> | State | Enter the employee’s state postal code. The state you enter determines which state tax routines are used when the employee’s state withholding is calculated. If the employee works in more than one state, the first state code must be the code for the employee’s home state.<br><br>If you enter the code for a state that is not in the <b>PACO</b> (Codes) file, an invalid entry message appears.                 |
|                    | Stat  | For state withholding, enter <b>S</b> if the employee is single, <b>M</b> if the employee is married, <b>U</b> if the employee is an unmarried head of a household, <b>J</b> if the employee is married and files jointly, or <b>B</b> if the employee is married to a working spouse and they file jointly.<br><br>Some states do not allow all these codes. Check with the state tax authorities for more information. |



|         | Field             | Description                                                                                                                                                                                                                                                         |
|---------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Exempt</b>     | Enter the number of exemptions the employee claims for state tax purposes. If no state taxes are withheld for the employee, enter <b>99</b> . (Rules for determining the number of exemptions vary from state to state; see the state regulations for information.) |
|         | <b>Extra WH</b>   | If the employee wants money withheld in addition to the regular state withholding, enter the extra dollar amount that should be withheld.                                                                                                                           |
|         | <b>Fixed WH</b>   | You can enter an amount of withholding to deduct instead of the calculated state taxes.                                                                                                                                                                             |
| Inquiry | <b>Table ID</b>   | Enter the <b>STXssm</b> tax table ID used to calculate the withholding tax. If you do not enter a table ID, the system will use the default in the <b>Tax Authority Setup</b> function (see page 11-5 for more information).                                        |
| Inquiry | <b>SUI State</b>  | Enter the state used to accrue the employer's unemployment insurance.                                                                                                                                                                                               |
|         | <b>State Name</b> | The name of the state tax authority appears.                                                                                                                                                                                                                        |

### Local Tax Information

When you press **Enter** or **A**, you can edit or append local withholding tax in an employee's record.

The screenshot shows a window titled "Edit Tax Information" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for undo, redo, save, print, and help, along with "OK" and "Abandon" buttons. The form contains the following fields:

|               |             |
|---------------|-------------|
| State         | MN          |
| Local         | 01          |
| Stat          | M           |
| Exemp         | 4           |
| Extra W/H     | .00         |
| Fixed W/H     | .00         |
| Table ID      | LTXMND1     |
| Locality Name | Minneapolis |

|                | Field                | Description                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Inquiry</b> | <b>State</b>         | Enter the employee's state postal code that corresponds to the local tax ID you want to add.                                                                                                                                                                                                                                                                                                                       |
| <b>Inquiry</b> | <b>Local</b>         | <p>Enter the local tax code. If the employee works in more than one locality, the first local tax code must be the code for the employee's home locality.</p> <p>If you have not defined a valid local tax record, you cannot enter a local code.</p>                                                                                                                                                              |
|                | <b>Stat</b>          | <p>For local withholding, enter <b>S</b> if the employee is single, <b>M</b> if the employee is married, <b>U</b> if the employee is an unmarried head of a household, <b>J</b> if the employee is married and files jointly, or <b>B</b> if the employee is married to a working spouse and they file jointly.</p> <p>Some localities do not allow all these codes; others use codes unique to that locality.</p> |
|                | <b>Exemp</b>         | Enter the number of exemptions the employee claims for local tax purposes. If no local taxes are withheld for the employee, enter <b>99</b> .                                                                                                                                                                                                                                                                      |
|                | <b>Extra WH</b>      | If the employee wants money withheld in addition to the regular local withholding, enter the extra dollar amount that should be withheld.                                                                                                                                                                                                                                                                          |
|                | <b>Fixed WH</b>      | You can enter an amount of withholding to deduct instead of the calculated local taxes.                                                                                                                                                                                                                                                                                                                            |
| <b>Inquiry</b> | <b>Table ID</b>      | Enter the <b>LTXsslIm</b> tax table ID used to calculate the withholding tax. If you do not enter a table ID, the default in the <b>Tax Authority Setup</b> function (see page 11-5) is used.                                                                                                                                                                                                                      |
|                | <b>Locality Name</b> | The name of the local tax authority appears.                                                                                                                                                                                                                                                                                                                                                                       |

## Personnel Information Screen One

Use the first Personnel Information screen to record and maintain miscellaneous personnel information for each employee.

2007 Personnel Information One

Commands Edit Modes Other Help

Employee ID **BOU001** **Bourne, Linda C**

Comments 1 Linda is on the board of directors for Mulcahy Companies  
 Comments 2  
 Comments 3

Degree BA Bachelor of Arts  
 Degree MA Master of Arts  
 Degree

Major Business Administration  
 Major Business Finance  
 Major

| --- Pay Change --- |                 |          | --- Bonus Issued --- |                 |         |
|--------------------|-----------------|----------|----------------------|-----------------|---------|
| Date               | Reason          | Old Rate | Date                 | Reason          | Amount  |
| 11/12/2006         | Annul Review    | 7250.00  | 06/06/2007           | Team Sales Goal | 1000.00 |
| 04/04/2006         | Board Review    | 6750.00  |                      |                 | .00     |
| 12/31/2005         | Co. Performance | 6500.00  |                      |                 | .00     |
| 08/23/2004         | Performance     | 6150.00  |                      |                 | .00     |
|                    |                 | .00      |                      |                 | .00     |
|                    |                 | .00      |                      |                 | .00     |
|                    |                 | .00      |                      |                 | .00     |
|                    |                 | .00      |                      |                 | .00     |

Company H 09/05/2007 Terminal T000 INS

1. Enter miscellaneous comments about the employee.

### Inquiry

2. Enter up to three degrees for the employee; a description of each degree appears.

Set up degree codes in the **Payroll Information** function (see page 10-65).

3. Enter the employee's academic major for each degree.
4. Enter the date of up to 10 pay changes.
5. Enter the reason for the pay changes; the pay rate preceding each pay change appears in the **Old Rate** field.
6. Enter the issue date of up to 10 pay bonuses.

7. Enter the reason for the pay bonuses; the amount of the bonus appears in the **Amount** field.

When you save your entries, the second Personnel Information screen appears, or if you did not elect to modify the screen, the Employee selection screen appears.

## Personnel Information Screen Two

Use the second Personnel Information screen to record and maintain miscellaneous information for each employee. The fields on this screen are user-defined; the field names are taken from the **USRDDxxx** table (see page 10-94).

| Employee ID  |            | Bourne, Linda C |  |
|--------------|------------|-----------------|--|
| License      | 05/13/2003 | User Date 06    |  |
| Last Phys    | 10/03/2004 | User Date 07    |  |
| Driver Lic   | 02/04/2008 | User Date 08    |  |
| User Date 04 |            | User Date 09    |  |
| User Date 05 |            | User Date 10    |  |

Use the **Proceed (OK)** command to save your changes. If you selected another type of information on the Employee selection screen, that screen appears. If you did not select any other screens, the Employee selection screen appears.

## Employee Comments Screen

Use the Employee Comments screen to view and add comments about the employee.

| Date       | Ref | Comment                                                    |
|------------|-----|------------------------------------------------------------|
| 09/20/2006 | 000 | Linda's proposal helped win multi-million dollar contract. |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |
|            |     |                                                            |

1. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.
2. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

The comments are arranged by date—the most recent date first—then by reference ID.

3. Use the commands to work with the comments on the screen:
  - Press **R** to return to the **Ref ID** field to enter a new reference ID.

- Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
- Press **A** to add a new comment. The Append Comment screen appears.
- Press **E** to edit a selected comment. The Edit Comment screen appears.
- Press **N** to save your changes and move to the next screen you selected. If you did not select another screen, the Employee selection screen appears.
- Press **P** to save your changes and return to the previous screen.

### Append/Edit Comment Screen

The Append Comment screen appears when you add a new comment. The Edit Comment screen appears when you edit an existing comment. Other than the title, these screens are identical.

1. If you are working with a new comment, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.
2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.
3. Enter or edit the comment, then press **Enter** to save the comment record.

## User-Defined Fields Screen

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.

The screenshot shows a window titled "User-Defined Fields" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar with icons for undo, redo, save, print, and help. The main area displays the following information:

| Employee ID    |                                     | BOU001 |  | Bourne, Linda C |  |
|----------------|-------------------------------------|--------|--|-----------------|--|
| Elig for COLA? | <input checked="" type="checkbox"/> |        |  |                 |  |
| Last COLA      | 01/28/2000                          |        |  |                 |  |
| Training Done? | <input checked="" type="checkbox"/> |        |  |                 |  |
| Orientation    | <input checked="" type="checkbox"/> |        |  |                 |  |
| Diversity      | <input checked="" type="checkbox"/> |        |  |                 |  |
| Conflict Mgmt  | <input checked="" type="checkbox"/> |        |  |                 |  |
| Citizenship    | US                                  |        |  |                 |  |
| Visa Exp Date  |                                     |        |  |                 |  |

At the bottom right, there is a status bar with the following information: Company H, 09/05/2007, Terminal T000, INS.

Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Fields Setup** function. See the *Resource Manager Guide* for more information on setting up user-defined fields.

When you save the entries using the **Proceed (OK)** command, the next screen you selected appears. If you did not select another screen, the Employee selection screen appears.

## Documents Screen

If you elected to add or edit employee documents, the Documents screen appears. Use the screen to attach documents to the employee record.

**Note:** You must set up file types in Resource Manager before you can attach a document to a master file record. Refer to the Resource Manager guide for more information.

Use the commands to work with employee documents:

- Press **Enter** to edit the selected document. The Edit Documents screen appears.
- Press **A** to attach a document to the employee record.
- Press **V** to view file information about the attached document.
- Press **O** to launch the appropriate application and open the document.



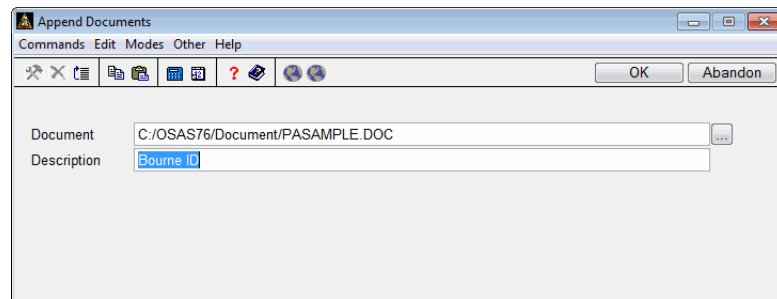
If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (\), change them to forward slashes (/) and vice versa.

- Press **P** to save your changes and return to the previous screen.
- Press **G** to go to a specific document line item. This command is available only when there is more than one screen of documents.

Use the **Exit (F7)** command to save your changes and return to the **File Maintenance** menu.

### Append/Edit Documents Screen

The Append Documents screen appears when you press **A** to attach a document to the employee record. The Edit Documents screen appears when you edit an existing document line. Other than the name, these screens are identical.



Browse to or enter the file path and document name, and a description of the file you want to attach to the master file record.

You can use the **Documents** directory (as specified in the Resource Manager **Directories** function) to simplify entering document information. To use this directory, make sure all users have access to the **Documents** directory, then store document attachments in that directory. When you enter document information in the Append Documents screen, enter **(DOC)** in the **Path** field (remember to include the parenthesis).

When you use this convention with the **Open** command to open an attachment, OSAS automatically replaces the **(DOC)** variable with the appropriate path and opens the attachment from that directory.

Use the **Proceed (OK)** command to attach the file and return to the Documents screen.

# Employee History

Use the **Employee History** function to enter historical information about employees. The type of information you enter depends on the method you use to set up initial balances (see page 3-22). After your system is set up, use the **Employee History** function to enter values for fields that are not calculated by the system—**Allocated Tips**, **100% Use Auto**, **FICA Tips**, and so on.

Because of changes in federal regulations, and to eliminate errors on W2 forms, OSAS no longer reports the values in the **Cost of GTLI**, **Cost of DCB**, **457 Plan**, and **Non-457 Plan** fields on the Employee Miscellaneous History screen on W2s. While these fields remain on the screen, they are no longer used in any processing. Instead, Open Systems recommends using earning and deduction codes to process and track these values during payroll runs.

Do not use this function to change earnings or withholding information. Instead, use the **Manual Checks** function (see page 6-9) to enter adjustments so that you have an audit trail of the changes.

- If you use the **Enhanced Payroll Tax Reports** function (page 9-3) to create tax forms, use the Check History Only (page 3-22) or Transaction, Employee, and Check History (page 3-23) method to enter initial balances and to create the history needed for valid reports before you create tax forms.
- Remember that if you manually change any of the values using this function instead of entering and posting manual checks, employee history will not match check history. Since OSAS uses a combination of employee history and check history to generate tax reports in the **Enhanced Payroll Tax Reports** function, you must check all values carefully if you make manual changes to make sure that the report's values are correct. See "Notes" on page D-15 for more information.

## Employee History Screen

Select **Employee History** from the **File Maintenance** menu. The Employee History selection screen appears.

Inquiry

Maint

1. Enter the employee ID for whom you want to view and edit history. Use the **Inquiry (F2)** or **Maintenance (F6)** commands to select the employee from a list or edit employee information.
2. Select the check box (or enter **Y** in text mode) next to the type of employee history you want to view or edit; clear the box (or enter **N** in text mode) if you do not want to view the screen for that type of employee history.
3. Use the **Proceed (OK)** command to go to the first screen selected. Use the **Exit (F7)** command to return to the **File Maintenance** menu.

## Employee Miscellaneous History Screen

Use the Employee Miscellaneous History screen to enter and maintain various payroll information. You can enter and edit information for three months at a time, and view monthly, quarterly, and year-to-date totals.

The Employee Miscellaneous History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is very similar.

|                 | October | November | December | --QTR 4-- | ---YTD--- |
|-----------------|---------|----------|----------|-----------|-----------|
| Hours Worked    | 173.330 | .000     | .000     | 173.330   | 173.330   |
| Weeks Worked    | 13.00   | .00      | .00      | 13.00     | 13.00     |
| Wks Under Limit | .00     | .00      | .00      | .00       | .00       |
| Paid/Month      | Y       | N        | N        | YNN       |           |
| Allocated Tips  | .00     | .00      | .00      | .00       | .00       |
| 100% Use Auto   | .00     | .00      | .00      | .00       | .00       |
| Cost of GTLI    | .00     | .00      | .00      | .00       | .00       |
| Cost of DCB     | .00     | .00      | .00      | .00       | .00       |
| 457 Plan        | .00     | .00      | .00      | .00       | .00       |
| Non-457 Plan    | .00     | .00      | .00      | .00       | .00       |
| FICA Tips       | .00     | .00      | .00      | .00       | .00       |
| Adv EIC Payment | .00     | .00      | .00      | .00       | .00       |
| Uncol OASDI     | .00     | .00      | .00      | .00       | .00       |
| Uncol Medicare  | .00     | .00      | .00      | .00       | .00       |

Enter = edit   Next Page   Change Quarter   Quarter totals   Month Totals

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Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item. See page 10-38 for more information.
- Press **N** to save your entries and move to the next screen selected.
- Press **C** to change the current quarter.

- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

### Editing a Line Item

To edit a line item, select the line in which you want to change information and press **Enter**. The Edit Employee Miscellaneous History screen appears and lists values for the selected line. Make your changes, then use the **Proceed (OK)** command to save your changes and return to the Employee Miscellaneous History screen. Refer to the table below for descriptions of the various lines.

You must enter amounts in the **Allocated Tips**, **100% Use Auto**, **Cost of GTLI**, **Cost of DCB**, **457 Plan**, **Non-457 Plan**, **FICA Tips**, **Adv EIC Payment**, **Uncol OASDI**, and **Uncol Medicare** fields.

The **Hours Worked**, **Weeks Worked**, **Wks Under Limit**, and **Paid/Month** fields are updated when you post checks. The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

| Field               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hours Worked</b> | Enter the total number of hours the employee worked each month. The precision of these fields is defined in Resource Manager (see the <i>Resource Manager Guide</i> ).                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Weeks Worked</b> | <p>Enter the number of weeks the employee worked in the month.</p> <p>Hourly employees are credited for the full number of weeks in the normal pay period (for example, 1 week for weekly pay periods or 2 weeks for biweekly pay periods) for any pay period they report regular, sick, or vacation time. The system calculates this number by dividing 52 by the number of pay periods in a year (with a maximum of 13 weeks in a quarter).</p> <p>Salaried employees are credited for the number of weeks in the pay period for which a check is cut.</p> |

| Field                  | Description                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Wks Under Limit</b> | <p>Enter the number of weeks the employee received credit for working but was under the state's minimum number of hours for each month.</p> <p>When you set up the information for each state withholding, you entered the minimum number of hours an employee must work to qualify for one week of work. The <b>Weeks Worked</b> fields track the number of weeks the employee was credited for working.</p> |
| <b>Paid/Month</b>      | For each month, select the box (or enter <b>Y</b> in text mode) if the employee received a paycheck, or clear the box (or <b>N</b> in text mode) if the employee did not receive a paycheck.                                                                                                                                                                                                                  |
| <b>Allocated Tips</b>  | <p>Additional tips are allocated to an employee when reported tips are less than a fixed percentage of house sales. This tip allocation is required by the government to encourage accurate tip reporting.</p> <p>Enter the dollar amount of tips allocated to the employee.</p>                                                                                                                              |
| <b>100% Use Auto</b>   | If the employee drives a company automobile for personal <i>and</i> business use, enter the monetary value of the use of the automobile each month. (The value in this field is added to W-2s in the appropriate box. Use the federal tax publication <i>Circular E, Employer's Tax Guide</i> for guidelines.)                                                                                                |
| <b>Cost of GTLI</b>    | Not used in OSAS processing. To track Cost of GLTI amounts and report them on W2s, set up earning codes and enter them into the <b>GTLIxxx</b> table.                                                                                                                                                                                                                                                         |
| <b>Cost of DCB</b>     | Not used in OSAS processing. To track Cost of DCB amounts and report them on W2s, set up earning and deduction codes and enter them into the <b>DCBxxx</b> table.                                                                                                                                                                                                                                             |

| Field                  | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>457 Plan</b>        | Not used in OSAS processing. To track nonqualifying 457 plan amounts and report them on W2s, set up earning codes and enter them into the <b>457xxx</b> table.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Non-457 Plan</b>    | Not used in OSAS processing. To track nonqualifying non-457 plan amounts and report them on W2s, set up earning codes and enter them into the <b>457xxx</b> table.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>FICA Tips</b>       | Enter earnings that were subject to FICA withholding.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Adv EIC Payment</b> | Enter the amount the employee received in advance EIC payments each month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Uncol OASDI</b>     | <p>Uncollected OASDI is the OASDI withholdings that were not collected from an employee. For example, if an employee receives tips and the OASDI contribution on those tips would reduce the employee's pay to a negative value, OASDI is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the amount of uncollected OASDI is deducted from the employee's check.</p> <p>Enter the OASDI withholdings that were not collected from the employee each month.</p>        |
| <b>Uncol Medicare</b>  | <p>Uncollected Medicare is the Medicare withholdings that were not collected from an employee. For example, if an employee receives tips and the Medicare contribution on those tips would reduce the employee's pay to a negative value, Medicare is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate checks, the uncollected Medicare amount is deducted from the employee's check.</p> <p>Enter the Medicare withholdings that were not collected from the employee each quarter.</p> |



## Employee Earnings History Screen

Use the Employee Earnings History screen to add or edit earnings information for your employees. The Employee Earnings History screen has two screens: **Month Totals** and **Quarter Totals**. Month totals can be edited, while quarter totals are view-only. Only the Month Totals screen is shown below; the Quarter Totals screen is similar. Earnings information is updated when you post checks.

2007 Employee Earnings History

Commands Edit Modes Other Scroll Commands Help

Employee ID **80U001** **Bourne, Linda C**

Earning Hours

| Code | October | November | December | --QTR 4-- | ---YTD--- |
|------|---------|----------|----------|-----------|-----------|
| P01  | .000    | .000     | .000     | .000      | .000      |
| P03  | .000    | .000     | .000     | .000      | .000      |
| REG  | .000    | .000     | .000     | .000      | .000      |
| SIC  | .000    | .000     | .000     | .000      | .000      |
| VAC  | 8.500   | .000     | .000     | 8.500     | 8.500     |

Earning Amounts

| Code | October  | November | December | --QTR 4-- | ---YTD--- |
|------|----------|----------|----------|-----------|-----------|
| P01  | 750.00   | .00      | .00      | 750.00    | 750.00    |
| P03  | 133.82   | .00      | .00      | 133.82    | 133.82    |
| REG  | 29738.00 | .00      | .00      | 29738.00  | 29738.00  |
| SIC  | .00      | .00      | .00      | .00       | .00       |
| VAC  | 262.00   | .00      | .00      | 262.00    | 262.00    |

Gross Pay 30883.82 .00 .00 30883.82 30883.82  
 Net Pay 18271.94 .00 .00 18271.94 18271.94

Switch to Amounts Enter=edit Append Next page Previous page  
 Goto Total gross and net pay Change quarter Quarter Totals Month Totals

Company H 11/29/2007 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earning Hours** and **Earning Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earning Hours** and **Earning Amounts** sections are identified by earning codes, which are set up in the **Earning Codes** function (see page 11-9).

When you add or edit earning hours information, you can enter hours for three months. The field masks in the **Earning Hours** section of the screen are user-defined; for more information, see the *Resource Manager Guide*.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to save your entries and move to the next selected screen.
- Press **P** to save your entries and return to the previous screen.
- Press **G** to go to a specific line, then enter the earning code or use the **Inquiry (F2)** command to select the earning code. This command is available only when there is more than one page of item.
- Press **T** to edit gross and net pay.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

## Employee Deductions History Screen

Use the Employee Deductions History screen to add or edit deductions information for your employees. The Employee Deductions History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The deduction amounts listed on both the monthly and quarterly screens are updated when you post checks.

[illegible]

Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items are identified by deductions codes, which are set up in the **Deductions** function (see page 11-19).

When you add or edit monthly deduction information, you can enter amounts for three months for each deduction. Each field's mask is user-defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

If the deduction code is excluded from state withholdings (deferred compensation), you must enter the state code. If you leave the **State** field empty, the system assumes that the withholding is for federal deferred compensation.

- Press **N** to save your entries and move to the next screen you selected.
- Press **P** to save your changes and return to the previous screen.
- Press **G** to go to a specific line item, then enter the deduction code or use the **Inquiry (F2)** command to select a code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

## Employee Federal Tax History Screen

Use the Employee Federal Tax History screen to add or edit federal tax earnings and tax amount information for your employees. The Employee Federal Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The federal earnings and tax amounts are updated when you post checks.

2007 Employee Federal Tax History

Commands Edit Modes Other Scroll Commands Help

Employee ID **B0U001** **Bourne, Linda C**

**Earnings**

| Code | October  | November | December | --QTR 4-- | ---YTD--- |
|------|----------|----------|----------|-----------|-----------|
| EME  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |
| EOA  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |
| FUT  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
| FWH  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
| MED  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |
| OAS  | 30883.82 | .00      | .00      | 30883.82  | 30883.82  |

**Tax Amounts**

| Code | October | November | December | --QTR 4-- | ---YTD--- |
|------|---------|----------|----------|-----------|-----------|
| EME  | 447.82  | .00      | .00      | 447.82    | 447.82    |
| EOA  | 1914.80 | .00      | .00      | 1914.80   | 1914.80   |
| FUT  | 434.00  | .00      | .00      | 434.00    | 434.00    |
| FWH  | 5624.45 | .00      | .00      | 5624.45   | 5624.45   |
| MED  | 447.82  | .00      | .00      | 447.82    | 447.82    |
| OAS  | 1914.80 | .00      | .00      | 1914.80   | 1914.80   |

Switch to Tax Amounts Enter=edit Append Next page Previous page

Goto Change quarter Quarter Totals Month Totals

Company H 11/28/2007 Terminal T000 OVR

Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earnings** and **Tax Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earnings** and **Tax Amount** sections are identified by federal tax authority codes, which are set up in the **Tax Authority Setup** function (see page 11-5).

When you add or edit earnings information, you can enter amounts for three months. Your changes are saved and take effect immediately.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the federal tax authority code or use the **Inquiry (F2)** command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

## Employee State Tax History Screen

Use the Employee State Tax History screen to add or edit state tax earnings and contributions information for your employees. The Employee State Tax History screen has two screens: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The state earnings and tax amounts are updated when you post checks.

The screenshot shows a software window titled "2007 Employee State Tax History". It has a menu bar with "Commands", "Edit", "Modes", "Other", "Scroll", "Commands", and "Help". Below the menu is a toolbar with icons for navigation and editing, and buttons for "OK" and "Abandon".

The main area displays information for Employee ID **BOU001** and Name **Bourne, Linda C**. It is divided into two sections: "Earnings" and "Tax Amounts".

**Earnings Section:**

| State | Code | October  | November | December | --QTR 4-- | ---YTD--- |
|-------|------|----------|----------|----------|-----------|-----------|
| MN    | SUI  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
| MN    | SWH  | 28969.05 | .00      | .00      | 28969.05  | 28969.05  |
|       |      |          |          |          |           |           |
|       |      |          |          |          |           |           |
|       |      |          |          |          |           |           |

**Tax Amounts Section:**

| State | Code | October | November | December | --QTR 4-- | ---YTD--- |
|-------|------|---------|----------|----------|-----------|-----------|
| MN    | SUI  | 459.20  | .00      | .00      | 459.20    | 459.20    |
| MN    | SWH  | 2043.61 | .00      | .00      | 2043.61   | 2043.61   |
|       |      |         |          |          |           |           |
|       |      |         |          |          |           |           |
|       |      |         |          |          |           |           |

At the bottom of the screen are several buttons: "Switch to Tax Amounts", "Enter=edit", "Append", "Next page", "Previous page", "Goto", "Change quarter", "Quarter Totals", and "Month Totals". The status bar at the very bottom shows "Company H", "11/28/2007", "Terminal T000", and "OVR".

Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earnings** and **Tax Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earnings** and **Tax Amount** portions of the screen are identified by state and state tax authority codes. State tax authority codes are set up in the **Tax Authority Setup** function.

When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined. When you add or edit tax amount information, you can enter amounts for three months; each field's mask is user-defined.

Once you enter a state line, you cannot change the state code that withholding is for. If you need to enter a different state, press **A**.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the state tax authority code or use the **Inquiry (F2)** command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.



## Employee Local Tax History Screen

Use the Employee Local Tax History screen to add or edit local tax earnings and contributions information for your employees. The Employee Local Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The local earnings and tax amounts are updated when you post checks.

Use the commands to work with the information on the screen:

- Press **Tab** to switch between the **Earnings** and **Tax Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earnings** and **Tax Amount** portions of the screen are identified by state, locality, and local tax authority codes. Local tax authority codes are set up in the **Tax Authority Setup** function.

When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the state tax authority code or use the **Inquiry (F2)** command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

## Employee History Audit Log

The preferred way to change a field on a history screen is to enter a payroll transaction or a manual check, and then post the item. If you manually change a history field and then exit from the screen, the following message appears:

**An Employee Maintenance Audit Log exists. You must print it or send it to a file before you leave this function.**

Select the output device. After the log is produced, the **File Maintenance** menu appears.

**Audit Log**

| Builders Supply                                       |  |  | Page 1 of 1 |
|-------------------------------------------------------|--|--|-------------|
| Employee History - Audit Log                          |  |  |             |
| Employee LUK001                                       |  |  |             |
| October Allocated Tips was changed from .00 to 5.00   |  |  |             |
| November Allocated Tips was changed from .00 to 12.00 |  |  |             |
| December Allocated Tips was changed from .00 to 13.00 |  |  |             |



# Leave Adjustments

Use the **Leave Adjustments** function to make positive and negative adjustments to an employee's sick and vacation pay. Any changes you make here will update the **PAHVxxx** (Payroll Leave Adjustment History) file.

## Leave Adjustments screen

Select **Leave Adjustments** from the **File Maintenance** menu. The Leave Adjustments screen appears.

2007 Leave Adjustments

Commands Edit Modes Other Help

Employee ID: BOU001  
Last Name: Bourne  
First Name: Linda  
Middle Initial: C

Leave Type: Vacation  
Description:   
Date: 11/28/2007  
Earning Code: VAC  
Adjustment: -45.000

Remaining Leave  
Vacation 119.500 Sick 96.000

Company H 11/28/2007 Terminal T000 OVR

### Inquiry

1. Enter the ID of the employee. The employee's name appears.
2. Enter the leave type you want to adjust: **Sick** or **Vacation**.

3. Enter a description for the adjustment. For example, you may want a reason for the adjustment in the file.
4. Enter the date you make the adjustment.
5. Enter an earning code with an earning type of **V** for vacation or **S** for sick.
6. Enter the amount of the adjustment, using a plus (+) sign to add hours and a minus (-) sign to subtract hours.
7. Use the **Proceed (OK)** command to save your changes. The cursor returns to the **Earning Code** field.
8. Use the arrow keys to move to the **Leave Type** field to enter another adjustment for the employee, use the **Abandon (F5)** command to enter an adjustment for a new employee, or use the **Exit (F7)** command to return to the **File Maintenance** menu.

Inquiry

# Direct Deposit



Use the **Direct Deposit** function to set up and maintain direct deposit information for employees who want their net pay to be directly deposited into their bank accounts. This function is available only if you have Direct Deposit installed.

## Direct Deposit Screen

Select **Direct Deposit** from the **File Maintenance** menu. The Direct Deposit screen appears.

| Type     | Prenote In                          | Account Number | Routing Code | Amount/Percent |
|----------|-------------------------------------|----------------|--------------|----------------|
| Checking | <input checked="" type="checkbox"/> | XXXXXXXXXX2934 | 000133333    | 150.25         |
| Savings  | <input checked="" type="checkbox"/> | XXXXXXXXXX5875 | 000133333    | 200.00         |
| Paycheck | <input type="checkbox"/>            |                |              | 99999.99       |
|          | <input type="checkbox"/>            |                |              | .00            |
|          | <input type="checkbox"/>            |                |              | .00            |
|          | <input type="checkbox"/>            |                |              | .00            |
| Total    |                                     |                |              | 100350.24      |

### Inquiry

1. Select the employee ID whose direct deposit information you want to add or edit.

2. If you want to set up the employee for direct deposit transactions, select the **Direct Deposit Employee** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
3. In the **Split By** field, enter **A** if the employee's net pay is to be divided by monetary amounts. Enter **P** if the employee's net pay is to be divided by percentages.
4. Enter **C** if the account type is a checking account, **S** if the account type is a savings account, or **P** if the account type is a paycheck (for example, if any remaining funds are to be paid by check).
5. If the bank has notified you that the prenotification file was successfully received for the employee, select the **Prenote In** box (or enter **Y** in text mode) to indicate that the employee's record is ready for direct deposit transactions.

If the bank has not notified you about a successful prenotification file transfer or if you have not yet sent the file for the employee, clear the box (or enter **N** in text mode) to indicate that live vouchers should not be created for the employee.

6. Enter the employee's bank account number. You can enter up to six accounts for each employee.
7. Enter the employee's bank routing code.

If you change either of the above two fields in an existing direct deposit record, the **Prenote In** field is cleared (or changes to **No**). A new prenotification file must be processed before direct deposit transactions can be processed for the employee.

8. If the employee's direct deposit transaction is divided by amount, enter the net amount of the employee's pay that is directly deposited into each of the specified bank accounts. If any net pay remains after distribution, the system applies the remainder to the last authorized account.

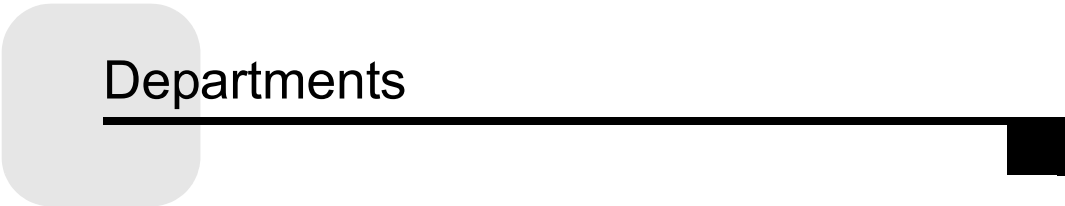


If the employee wants a fixed amount deposited and a balance remains (as a result of working overtime, for example), enter **9999999.99** in the **Amount/Percent** field on the **Paycheck** line. The system then generates a check for the employee for the deposit not directly deposited.

If the employee's direct deposit transaction is divided by percentages, enter the percentage of the employee's pay that is directly deposited into each of the specified bank accounts. The sum of the percentages you enter must equal 100.

9. Use the **Proceed (OK)** command to save your changes. The cursor returns to the **Employee ID** field. Enter a new employee ID for which to edit or add a direct deposit record or use the **Exit (F7)** command to return to the **File Maintenance** menu.





# Departments

Use the **Departments** function to add department and division records during installation and when new departments are created, change descriptive data about departments and divisions that are in the file, track pieces and hours worked, and delete department and division records you no longer use. Department information is stored in the **PADPxxx** (Department) file.

Along with transactions, manual or calculated checks also affect department records. Do not use the **Departments** function to change the dollar amounts in a department record. Instead, use the **Payroll Transactions** function or the **Manual Checks** function to make adjustments so that you have an audit trail of the changes.

## Department Records

Department records store expenses posted from time tickets, salaries, vacation and sick pay, FICA expense, SUI and FUTA accruals and other pay. Department records also store employer withholdings and deductions calculated by the system. This information updates expense accounts in General Ledger when you run the **Post Expense to GL** function (see page 9-15).

Time tickets update the department in which the employee worked. Employer withholdings and deductions are updated in either the home department or the department in which the employee worked, depending on which option you selected in the Resource Manager **Options and Interfaces** function.

## Divisions

Divisions are used to group some departments together for the purpose of analysis and reporting. For example, division records summarize groups of departments in the Department Report (see page 9-13).

If you use divisions, each department ID must begin with the two-character division ID. For example, if the ID of the sales division is SA, departments in the sales division could be identified as **SA001** or **SACITY**.

## Departments Screen

Select **Departments** from the **File Maintenance** menu. The Departments screen appears.

The screenshot shows the '2007 Departments' window. At the top, there is a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', and 'Help'. Below the menu bar is a toolbar with various icons and buttons like 'OK' and 'Abandon'. The main area has a 'Department ID' field with '100' and a 'Name' field with 'WAREHOUSE'. Below these fields is a table with columns: 'Hours', 'GL Account', 'GL Period', 'Quarter', and 'Year'. The table contains data for various departmental items like 'Overtime Pay', 'Bonus', 'Travel Exp', etc. At the bottom, there are buttons for 'Enter = edit', 'Append', 'Department ID', 'Goto', and 'Header'. The status bar at the very bottom shows 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

| Hours            | GL Account | GL Period | Quarter | Year    |
|------------------|------------|-----------|---------|---------|
|                  |            | 50.000    | .000    | 544.750 |
| Pieces           |            | 0         | 0       | 0       |
| Overtime Pay     | 520000     | 134.25    | .00     | 218.15  |
| Bonus            | 520000     | .00       | .00     | 447.50  |
| Travel Exp       | 520000     | .00       | .00     | .00     |
| Cash Value       | 520000     | .00       | .00     | .00     |
| Commissions      | 520000     | .00       | .00     | .00     |
| Rpt Tips         | 520000     | .00       | .00     | .00     |
| Regular Pay      | 520000     | 358.00    | .00     | 4786.02 |
| Salaried Wage    | 520000     | .00       | .00     | .00     |
| Sick Pay         | 520000     | .00       | .00     | .00     |
| Vacation Pay     | 520000     | .00       | .00     | .00     |
| Empl'yr Medicare | 520000     | 13.37     | 13.37   | 13.37   |
| Empl'yr OASDI    | 520000     | 57.15     | 57.15   | 57.15   |
| Unemp Ins        | 520000     | 57.15     | 57.15   | 57.15   |

### Inquiry

1. Enter the ID of the department or division whose record you want to add or change. If you use divisions, each department ID must begin with the two-character division ID.

To delete a department or division record, enter the department ID and then use the **Delete (F3)** command. You cannot delete department records that have amounts in the **GL Period** column. An error message appears if you try to delete a department record that has balances.

**Inquiry**

2. The **Copy From** field appears if you enter a new department ID. Enter the ID of the department or division record you want to copy, or press **Enter** to skip this field.

3. Enter or edit the department or division name.

If you enter a new division name, approve the entry, then enter the ID of another department or division to work with or use the **Exit (F7)** command to exit to the **File Maintenance** menu.

4. Use the **Proceed (OK)** command to move to scroll region on the screen.

**Scroll Region**

General Ledger period-to-date balances are amounts accumulated since the last time you posted expenses to General Ledger. Quarter-to-date and year-to-date balances are amounts accumulated since the last time you completed quarter-end and year-end maintenance.

The mask for these fields is defined in Resource Manager; for more information, see the *Resource Manager User's Guide*.

The **GL Period**, **Quarter**, and **Year** fields accumulate numbers posted to the department from time tickets.

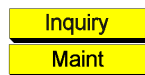
Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item. See “Editing a Line Item” on page 10-62 for more information.
- Press **A** to add a line item. See “Appending a Line Item” on page 10-62 for more information.
- Press **G** to go to a specific line item, then enter the line item number or use the **Inquiry (F2)** command to select the line item number. This command is available only when there is more than one screen of line items.
- Press **D** to move the cursor to the **Department ID** field to select a new department or division.

- Press **H** to move the cursor to the **Name** field to edit the department or division name.

### Editing a Line Item

When you press **Enter** on the command bar to edit a line item, the Edit Departments screen appears.



- Edit the account number associated with this line item. The **Maintenance (F6)** and **Inquiry (F2)** commands are available if Payroll interfaces with General Ledger.
- Edit the amount accumulated since you posted expenses to General Ledger in the **GL Period** field.
- Edit the quarter-to-date amount for the line item in the **Quarter** field.
- Edit the year-to-date amount for the line item in the **Year** field.
- Use the **Abandon (F5)** command to return to the **Department ID** field or the **Exit (F7)** command to return to the **File Maintenance** menu. Your changes are saved as you enter them.

### Appending a Line Item

The Append Department Entries screen appears when you press **A** to add a department entry.

|                  |             |
|------------------|-------------|
| Type             | Withholding |
| Withholding Type | Federal     |
| State Code       | N/A         |
| Local Code       | N/A         |
| Code             | EME         |
| GL Account       |             |
| GL Period        | .00         |
| Quarter          | .00         |
| Year             | .00         |

|                                                                                                                                                                            | Field                                                                                          | Description                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                            | <b>Type</b>                                                                                    | Enter <b>D</b> if the line item is a deduction, <b>E</b> if it is an earning, or <b>W</b> if it is a withholding.                                                                                                                                                                                       |
|                                                                                                                                                                            | <b>Withholding Type</b>                                                                        | This field is active only if you entered <b>W</b> in the <b>Type</b> field.<br><br>Enter <b>F</b> if the withholding type is federal, <b>S</b> if it is state, or <b>L</b> if it is local.                                                                                                              |
|                                                                                           | <b>State Code</b>                                                                              | This field is active only if you entered <b>W</b> in the <b>Type</b> field and <b>S</b> or <b>L</b> in the <b>Withholding Type</b> field.<br><br>Enter the state tax authority ID for the line item.                                                                                                    |
|                                                                                           | <b>Local Code</b>                                                                              | This field is active only if you entered <b>W</b> in the <b>Type</b> field and <b>L</b> in the <b>Withholding Type</b> field.<br><br>Enter the local tax authority ID for the line item.                                                                                                                |
|                                                                                         | <b>Code</b>                                                                                    | If you entered <b>D</b> in the <b>Type</b> field, enter the deduction code for the line item.<br><br>If you entered <b>E</b> in the <b>Type</b> field, enter the earning code for the line item.<br><br>If you entered <b>W</b> in the <b>Type</b> field, enter the withholding code for the line item. |
| <br> | <b>GL Account</b>                                                                              | Enter the account number for the line item. The <b>Maintenance (F6)</b> and <b>Inquiry (F2)</b> commands are available if Payroll interfaces with General Ledger.                                                                                                                                       |
|                                                                                                                                                                            | <b>GL Period</b>                                                                               | Enter the amount accumulated since you posted expenses to General Ledger.                                                                                                                                                                                                                               |
|                                                                                                                                                                            | <b>Quarter</b>                                                                                 | Enter the quarter-to-date amount for the line item.                                                                                                                                                                                                                                                     |
|                                                                                                                                                                            | <b>Year</b>                                                                                    | Enter the year-to-date amount for the line item.                                                                                                                                                                                                                                                        |
|                                                                                                                                                                            | Use the <b>Proceed (OK)</b> command to save your entries and return to the Departments screen. |                                                                                                                                                                                                                                                                                                         |



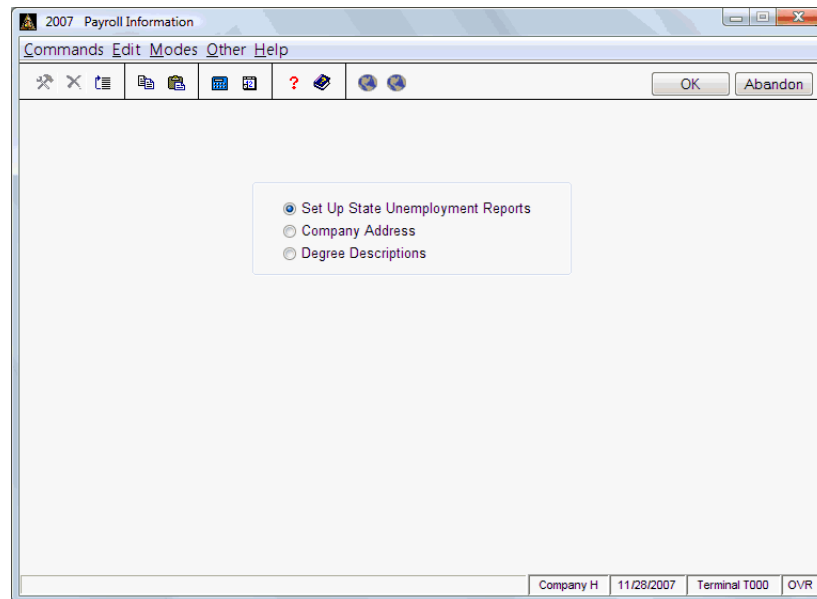


# Payroll Information

Use the **Payroll Information** function to set up and maintain state unemployment reports, company address information for use in report headers, and degree descriptions for use in employee personnel information records. Changes you make here update the **PAINxxx** (Payroll Information) file.

## Payroll Information Screen

Select **Payroll Information** from the **File Maintenance** menu. The Payroll Information screen appears.



Select the type of the information you want to work with, then use the **Proceed (OK)** command to open the screen for that information type. You can set up or maintain state unemployment report formats, the company name and address to use in report headings, or the degree descriptions for use in employee personnel information records.

Set Up State Unemployment Reports Screen

Use this screen to define and customize Quarterly State Unemployment Reports.

2007 Payroll Information

Commands Edit Modes Other Help

OK Abandon

State MN Minnesota

Self-Adjusting SUI Month 1

Print Employees with Zero Earnings? ☒

Round all numbers to nearest dollar? ☒

Sort Report By:  
☐ Last Name  
☒ Social Security Number

Indicate below the order in which you want these fields to appear on your report. To exclude a field, enter 0.

|                    |   |
|--------------------|---|
| Social Security No | 1 |
| Name               | 2 |
| Total QTD Wages    | 0 |
| Excess QTD Wages   | 3 |
| Taxable QTD Wages  | 4 |
| Weeks Worked       | 5 |
| Hours Worked       | 0 |

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| Field                    | Description                                                                                                                                                          |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div> State | Enter the code for the state tax authority. This code is verified against the <b>PACO</b> (Codes) file. You can enter report formats for as many states as you need. |

| Field                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Self-Adjusting SUI Month</b>            | <p>State unemployment insurance (SUI) withholdings are calculated on a yearly basis. Most states that change the SUI rate during the year require that the next check run self-adjust for the entire year, based on the new percentage. Some states require that you adjust the SUI withholdings only back to the month that the rate changed.</p> <p>Enter the number of the month that the change takes effect. The SUI withholding amount is calculated with the new rate from this month forward, but the limit is still calculated from the beginning of the year.</p> |
| <b>Print Employees with Zero Earnings?</b> | <p>If you want to exclude employees with no pay from the State Unemployment Report, select the box (or enter <b>Y</b>); if not, clear the box (or enter <b>N</b>).</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Round All Numbers to Nearest Dollar</b> | <p>If you want all dollar amounts to be rounded to the nearest dollar, select the box (or enter <b>Y</b>); if not, clear the box (or enter <b>N</b>).</p>                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Sort Report By:</b>                     | <p>Select the order in which you want to print the report. You can organize the report by employee last name or by employee social security number.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |

### Arranging the Report

The Quarterly State Unemployment Report has seven columns. To indicate the order of the columns, enter a number from **1** through **7** in each of the fields. If you do not want the column to appear in the report, enter **0**.

|                           |                                                         |
|---------------------------|---------------------------------------------------------|
| <b>Social Security No</b> | Employee's social security number.                      |
| <b>Name</b>               | Employee's name.                                        |
| <b>Total QTD Wages</b>    | Total SUI wages paid to the employee for the quarter.   |
| <b>Excess QTD Wages</b>   | Quarter-to-date wages minus the state's SUI wage limit. |

|                          |                                                                                                                                           |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Taxable QTD Wages</b> | Total quarter-to-date SUI wages, up to the SUI limit.                                                                                     |
| <b>Weeks Worked</b>      | Number of weeks the employee worked, taken from the number of quarter-to-date weeks worked in the <b>PAEHxxx</b> (Employee History) file. |
| <b>Hours Worked</b>      | Number of hours the employee worked, taken from the number of quarter-to-date hours worked in the <b>PAEHxxx</b> (Employee History) file. |

Use the **Proceed (OK)** command to save your entries. The cursor returns to the **State** field. Enter the code for the next state you want to work with, or use the **Exit (F7)** command to return to the **Payroll Information** selection screen.

## Company Address Screen

Use this screen to define the company address as it should appear on reports.

2007 Payroll Information

Commands Edit Modes Other Help

Company Address

**Builders Supply**

Addr 1 4301 Dean Lakes Blvd

Addr 2

Addr 3

City Shakopee St MN Zip 55379

Company H 11/28/2007 Terminal T000 OVR

1. Enter the company address as you want it to appear in reports.

**Inquiry**

2. Enter the city, state, and zip code in which your company is located. The **Inquiry (F2)** command is available in the state field.
3. Use the **Proceed (OK)** command to save your entries. The Payroll Information selection screen appears.

## Degree Descriptions Screen

Use this screen to set up degree codes and their descriptions for use on the first Personnel Information screen in the **Employees** function. Degree codes identify various educational degrees: a high school diploma, a B.A., and so on.

2007 Payroll Information

Commands Edit Modes Other Help

OK Abandon

Degree Descriptions

Degree BA

Description Bachelor of Arts

Company H 11/29/2007 Terminal T000 OVR

**Inquiry**

1. Enter the degree code you want to add, change, or delete.
2. Enter or edit the degree code's description.
3. Use the **Proceed (OK)** command to save your entries. The cursor returns to the **Degree** field. Enter the next degree you want to work with, or use the **Exit (F7)** command to return to the Payroll Information selection screen.



# Recurring Entries

Use the **Recurring Entries** function to set up or change recurring time tickets for an employee.

**Note:** new recurring entries cannot be added for employees with an inactive status. Recurring entries that are on file for an employee that becomes inactive will generate a warning message if edited.

## Recurring Entries Screen

Select **Recurring Entries** from the **File Maintenance** menu. The function screen appears.

The screenshot shows the '2007 Recurring Entries' window. At the top, there's a menu bar with 'Commands', 'Edit', 'Modes', 'Other', 'Scroll', 'Commands', 'Information', and 'Help'. Below the menu bar is a toolbar with various icons and 'OK' and 'Abandon' buttons. The main area displays employee information: 'Employee ID' JOND01, 'Jonchim, Maria K', 'Department' 501, 'EXEC. SECRETARIAL', 'Cutoff Date' 11/28/2007, 'Class' SEC, and 'Rate' 7.5000. The entry type is '(HOURLY)'. Below this is a table with columns: Cutoff, Run, Dept, Type, Code, Hours, Rate, Amount, and Pieces. The first two rows are highlighted in blue. The first row shows 'A1', '501', 'Pay', 'REG', '40.000', '7.500', '300.00', and '0'. The second row shows 'A1', '501', 'Ded', '10', '.000', '.000', '25.00', and an empty 'Pieces' column. Below the table, it says 'Entry ( 000001 of 000002 )'. At the bottom, there are buttons: 'Enter = edit', 'Add Trans', 'Employee', 'First', 'Last', 'Next', 'Previous', and 'Totals'. The status bar at the very bottom shows 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

| Cutoff | Run | Dept | Type | Code   | Hours | Rate   | Amount | Pieces |
|--------|-----|------|------|--------|-------|--------|--------|--------|
| A1     | 501 | Pay  | REG  | 40.000 | 7.500 | 300.00 | 0      |        |
| A1     | 501 | Ded  | 10   | .000   | .000  | 25.00  |        |        |
|        |     |      |      |        |       |        |        |        |
|        |     |      |      |        |       |        |        |        |
|        |     |      |      |        |       |        |        |        |
|        |     |      |      |        |       |        |        |        |
|        |     |      |      |        |       |        |        |        |
|        |     |      |      |        |       |        |        |        |
|        |     |      |      |        |       |        |        |        |

**Inquiry****Maint**

1. Enter the employee's ID. The employee's name, department, cutoff date, class, and pay rate appear.
2. Use the commands to work with the information on the screen:
  - Press **Enter** to edit the current recurring entry. See "Editing a Recurring Entry" on page 10-73 for more information.
  - Press **A** to add a recurring entry. See "Adding a Recurring Entry" on page 10-75 for more information.
  - Press **E** to enter a recurring entry for another employee. The cursor moves to the **Employee ID** field.
  - Press **F** to view recurring entries for the first employee on file.
  - Press **L** to view recurring entries for the last employee on file.
  - Press **N** to view recurring entries for the next employee on file.
  - Press **P** to view recurring entries for the last employee on file.
  - Press **T** to view transaction totals for the employee. See "Viewing Transaction Totals" on page 10-78 for more information.
3. When you are finished with the recurring entries for this employee, press **E** and enter another employee ID for which to add recurring entries, or use the **Exit (F7)** command to return to the **File Maintenance** menu.



Editing a Recurring Entry

When you press **Enter** on the Recurring Entries screen to edit a recurring entry, the Edit Recurring Entries window appears.

|                                     | Field     | Description                                                                                                              |
|-------------------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div> <div>Maint</div> | Tax Group | Press <b>Enter</b> to accept the current tax group, or enter a different tax group ID.                                   |
| <div>Inquiry</div>                  | Dept      | Press <b>Enter</b> to accept the current department ID, or enter a different department ID. The department name appears. |
| <div>Inquiry</div> <div>Maint</div> | Job       | If Payroll interfaces with Job Cost, press <b>Enter</b> to accept the current job ID, or enter a different job ID.       |
| <div>Inquiry</div> <div>Maint</div> | Phase     | If Payroll interfaces with Job Cost, press <b>Enter</b> to accept the current phase ID, or enter a different phase ID.   |
| <div>Inquiry</div> <div>Maint</div> | Cost Code | If Payroll interfaces with Job Cost, press <b>Enter</b> to accept the current cost code, or enter a different cost code. |

|                                     | Field                           | Description                                                                                                                                                                                                                                          |
|-------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <div>Inquiry</div> <div>Maint</div> | <b>Class</b>                    | Press <b>Enter</b> to accept the employee's current labor class, or enter a different labor class.                                                                                                                                                   |
|                                     | <b>Seq No</b>                   | If you want to produce multiple paychecks for the employee, enter the recurring entries for the first paycheck under sequence number <b>0</b> . Then enter the recurring entries for the second paycheck under sequence number <b>1</b> , and so on. |
|                                     | <b>Note</b>                     | Enter a description of the entry.                                                                                                                                                                                                                    |
|                                     | <b>Run Code</b>                 | Press <b>Enter</b> to accept the current run code, or enter a different run code.                                                                                                                                                                    |
|                                     | <b>Cutoff Date</b>              | Press <b>Enter</b> to accept the current cutoff date, or enter a different cutoff date.                                                                                                                                                              |
| <div>Inquiry</div> <div>Maint</div> | <b>Earn Code/<br/>Deduction</b> | <p>If you are entering a recurring time ticket, press <b>Enter</b> to accept the employee's current earning code, or enter a different earning code.</p> <p>If you are entering a recurring deduction, enter the deduction code.</p>                 |
|                                     | <b>Hours</b>                    | Press <b>Enter</b> to accept the current number of hours the employee worked or that the deduction is based on, or enter a different number of hours.                                                                                                |
|                                     | <b>Rate</b>                     | If you are entering a recurring time ticket, press <b>Enter</b> to accept the employee's current pay rate, or enter a different pay rate.                                                                                                            |
|                                     | <b>Amount</b>                   | <p>If you are entering a recurring time ticket, the amount of the time ticket appears. If you change this figure, the rate is recalculated.</p> <p>If you are entering a recurring deduction, enter the amount of the deduction.</p>                 |
|                                     |                                 |                                                                                                                                                                                                                                                      |

| Field  | Description                                                                                                                                                                                    |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pieces | If you are entering a recurring time ticket and the employee did piece work, the number of pieces the employee produced appears. Press <b>Enter</b> to accept it, or enter a different number. |

To save your entries and exit to the Recurring Entries screen, use the **Proceed** (OK) command.

Adding a Recurring Entry

The Enter Recurring Entries screen appears when you press **A** to add a recurring entry.

Enter Recurring Entries

Commands Edit Modes Other Information Help

Employee ID

JON001

Jonchim, Maria K

Tax Group

MN

Run Code

3

Job

Class

SEC

Cutoff

Phase

Sequence No

0

Dept

501

EXEC. SECRETARIA...

Cost Code

Pieces

0

Rate

7.500

Earn Code

REG

Note

Regular Pay

Hours

2.000

Rate

7.500

Amount

15.00

Deduction

Note

Hours

Amount

| Field       | Description                                                                                                          |
|-------------|----------------------------------------------------------------------------------------------------------------------|
| Employee ID | Press <b>Enter</b> to accept the current employee ID or enter a different employee ID for the recurring time ticket. |
| Tax Group   | Enter the employee's tax group code.                                                                                 |

Inquiry

Maint

Inquiry

Maint

|         | Field              | Description                                                                                                                                                                                                                                                                                                                              |
|---------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <b>Run Code</b>    | Enter the run code for the recurring time ticket. The system uses this field to determine which groups of recurring entries to copy when you use the <b>Copy Recurring Entries</b> function. You can set up run codes for groups of employees for whom you want to copy recurring time tickets, such as seasonal or part-time employees. |
|         | <b>Cutoff</b>      | Enter the cutoff date for the recurring time ticket. This date determines which time tickets are copied when you use the <b>Copy Recurring Entries</b> function.                                                                                                                                                                         |
| Inquiry | <b>Dept</b>        | Enter the employee's department ID.                                                                                                                                                                                                                                                                                                      |
| Inquiry | <b>Job</b>         | If Payroll interfaces with Job Cost, enter the job ID.                                                                                                                                                                                                                                                                                   |
| Maint   |                    |                                                                                                                                                                                                                                                                                                                                          |
| Inquiry | <b>Phase</b>       | If Payroll interfaces with Job Cost, enter the phase ID.                                                                                                                                                                                                                                                                                 |
| Maint   |                    |                                                                                                                                                                                                                                                                                                                                          |
| Inquiry | <b>Cost Code</b>   | If Payroll interfaces with Job Cost, enter the cost code.                                                                                                                                                                                                                                                                                |
| Maint   |                    |                                                                                                                                                                                                                                                                                                                                          |
| Inquiry | <b>Class</b>       | Enter the employee's labor class code.                                                                                                                                                                                                                                                                                                   |
| Maint   |                    |                                                                                                                                                                                                                                                                                                                                          |
|         | <b>Sequence No</b> | If you want to produce multiple paychecks for the employee, enter recurring entries for the first paycheck under sequence number <b>0</b> . Then enter recurring entries for the second paycheck under sequence number <b>1</b> , and so on.                                                                                             |
|         | <b>Pieces</b>      | Enter the number of pieces produced, if applicable.                                                                                                                                                                                                                                                                                      |
|         | <b>Salary/Rate</b> | The current information appears. You can change hourly employee's salary and rate, but not salaried employees.                                                                                                                                                                                                                           |
| Inquiry | <b>Earn Code</b>   | Enter the employee's earning code.                                                                                                                                                                                                                                                                                                       |
| Maint   |                    |                                                                                                                                                                                                                                                                                                                                          |
|         | <b>Note</b>        | Enter the description of the current earning code.                                                                                                                                                                                                                                                                                       |

|                | Field            | Description                                                                                               |
|----------------|------------------|-----------------------------------------------------------------------------------------------------------|
|                | <b>Hours</b>     | Enter the number of hours the employee worked.                                                            |
|                | <b>Rate</b>      | If the employee is hourly, enter the pay rate. If the employee is salaried, accept the current rate.      |
|                | <b>Amount</b>    | Enter the amount paid for the time ticket. If you change the calculated amount, the rate is recalculated. |
| <b>Inquiry</b> | <b>Deduction</b> | Enter the code for the deduction.                                                                         |
|                | <b>Note</b>      | If you want, enter a note about the deduction.                                                            |
|                | <b>Hours</b>     | Enter the number of hours associated with the deduction.                                                  |
|                | <b>Amount</b>    | Enter the amount to be deducted.                                                                          |

Save your changes and enter a new recurring entry or use the **Exit (F7)** command.

## Viewing Transaction Totals

The Employee Transaction Totals screen appears when you press **T** on the Recurring Entries screen.

[illegible]

The posted, unposted, and total hours and pay appear for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces appear at the bottom of the screen.

When you finish viewing employee transaction totals, press any key to return to the Recurring Entries screen.

# Tables

Use the **Tables** function to set up and maintain the Payroll system tables. Tables store information about the system, data, options, and default settings for other applications. The following tables are related to Payroll:

- 457xxx
- ADJMNxxx
- DCBxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- GTLIxxx
- MAXVSxxx
- PACTLxxx
- SICccxxx
- TCALCxxx
- USRDDxxx
- USRDFxxx
- VACccxxx

For information about each of these tables, see their individual descriptions in this section.

If you're having alignment problems with W2 forms that you print four per page to a direct printer, use this function to add and set up the **LASERW2** table. This table fine-tunes form alignment for direct printers. See page 10-97 for more information.

For information about shareable and unshared tables, see page 3-12.

**Note:** The **OPTxxx** and **OP2xxx** (Options) tables store options and interfaces settings. Maintain the information stored in these tables through Payroll and Resource Manager system functions, not through the table itself.

## Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.

### Inquiry

1. To add or change a table, enter the **Table ID**. To set up a company-specific table, enter the table ID plus the one-character to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete (F3)** command.

### Inquiry

2. If you entered a new table ID, the **Copy From** field appears. To copy a company-specific or terminal-specific table, enter the table ID plus the company ID and terminal ID.

A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

3. Press **Enter** to accept the current table **Description** or enter a different one.



The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (**A**), numeric with two decimal places (**N**), numeric with three decimal places (**3**), or numeric with four decimal places (**4**)—appear.

## 457xxx Table

If your company distributes any amounts from 457 or non-457 plans to employees, you must report the amounts distributed on W2s. Previously, you entered these amounts on the Employee Miscellaneous History screen in the **Employee History** function.

Due to changes in federal regulations, OSAS no longer reports those amounts on W2s. Instead, Open Systems strongly recommends that you set up earning codes to track any 457 and non-457 amounts as part of payroll processing.

The screenshot shows the '2007 DDTB' window with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. Below the toolbar, the 'Table ID' is set to '457xxx' and the 'Description' is '457 and Non-457 Codes'. The 'Number of Cols' is 12, 'Column Length' is 3, and 'Type' is 'A'. There are 'OK' and 'Abandon' buttons. Below this, there are two sections: 'Earning Codes' and 'Non-457 Earning Codes'. Each section contains a grid of 12 columns and 10 rows. The first row of the 'Earning Codes' grid has '457' in the first column, and the first row of the 'Non-457 Earning Codes' grid has '45n' in the first column. At the bottom of the window, there is a status bar with 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

After setting up earning codes, use the **Tables** function to enter the 457 and non-457 plan codes you set up into the **457xxx** table under the appropriate heading. OSAS uses this table to determine which amounts are 457 or non-457 plan amounts and report them on W2s correctly.

## ADJMNxxx Table

The **ADJMNxxx** table stores the earning code that is used when adjusting an employee's pay to meet federal minimum wage standards.

The screenshot shows a software window titled "2007 DDTB" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area displays the configuration for the "ADJMN" table. The "Table ID" is "ADJMN", the "Description" is "Adjust to Minimum Wage Earning Code", the "Number of Cols" is "1", the "Column Length" is "12", and the "Type" is "A". Below this, there is a text input field for "Adjust Code". At the bottom of the window, a status bar shows "Company H", "11/28/2007", "Terminal T000", and "OVR".

| Table ID | Description                         | Number of Cols | Column Length | Type |
|----------|-------------------------------------|----------------|---------------|------|
| ADJMN    | Adjust to Minimum Wage Earning Code | 1              | 12            | A    |

Adjust Code

REG

When you enter the **Table ID**, the rest of the **ADJMNxxx** table appears.

Enter the earning code that will be used to adjust an employee's pay to meet federal minimum wage standards.

## DCBxxx Table

Due to changes in federal regulations, OSAS does not report the **Cost of DCB** amount you entered on the Employee Miscellaneous History screen in the **Employee History** function on W2s. Instead, Open Systems strongly recommends that you set up earning codes to track the amounts you paid for on-site day care facilities or that you reimbursed to employees for day care expenses; and that you set up deduction codes to track amounts deducted from employee paychecks for dependent care flexible spending accounts. Deduction codes must consist of three characters.

After you set up the earning and deduction codes to track Cost of DCB amounts, use the **Tables** function to enter the codes you set up into the **DCBxxx** table under the appropriate heading. OSAS uses this table when generating W2s to determine which amounts are Cost of DCB amounts and report them correctly.

## FREQxxx Table

The **FREQxxx** table stores the number of hours in a pay period for each group code for salaried employees.

When you enter the **Table ID**, the rest of the **FREQxxx** table appears.

The screenshot shows the '2007 DDTB' application window. The 'Table ID' field is set to 'FREQH'. The 'Description' field is 'Frequency of Hours/Pay Period/Group Cd.'. The 'Number of Cols' is 2, 'Column Length' is 12, and 'Type' is 'N'. Below this, a table titled 'Group Code Hours/Period' displays data for group codes 0 through 9, followed by several empty rows. The data values are as follows:

| Group Code | Hours/Period |
|------------|--------------|
| 00         | 86.66        |
| 01         | 173.33       |
| 02         | 80.00        |
| 03         | 40.00        |
| 04         | 173.33       |
| 05         | 86.66        |
| 06         | 80.00        |
| 07         | 40.00        |
| 08         | 200.00       |
| 09         | 100.00       |
| 10         | .00          |
| 11         | .00          |
| 12         | .00          |
| 13         | .00          |
| 14         | .00          |
| 15         | .00          |
| 16         | .00          |
| 17         | .00          |
| 18         | .00          |
| 19         | .00          |

At the bottom of the window, status information is displayed: 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

### Field

### Description

#### Group Code

Valid group codes are 0 through 9.

Do not change, delete, or rearrange the codes. The system looks for the codes by their position in the table; it assumes that group code **0** is on the first line, group code **1** is on the second line, and so on.

#### Hours/Period

For each group code, enter the number of hours that are in a pay period.

## GLDEPxxx Table

The **GLDEPxxx** table stores the default accounts for earnings and employer-paid deductions and withholdings used when new expenses for a department are added by posting transactions or checks. If you post new transactions or checks to the **PADPxxx** (Department) file that do not have a specified GL account, they are posted to the default GL account, which you can edit, in the **Departments** function. If Payroll does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report.

When you enter the table ID, the rest of the **GLDEPxxx** table appears.

[illegible]

| Field | Description                                                                                                                                                                                                                                                                                    |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type  | The three types of accounts appear. Do not change, delete, or rearrange the types. The system looks for the types by their position in the table; it assumes that <b>Earnings</b> is on the first line, <b>Deductions</b> is on the second line, and <b>Withholdings</b> is on the third line. |

| Field   | Description                                 |
|---------|---------------------------------------------|
| GL Acct | Enter the default GL account for each type. |

## GLPAYxxx Table

The **GLPAYxxx** table stores the General Ledger cash and advance EIC account numbers used by Payroll. It is used when checks are posted to the **GLJRxxx** (Journal) file.

If Payroll does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report. If Payroll interfaces with Bank Reconciliation, however, the cash account is assigned from the bank account in Bank Reconciliation.

When you enter the table ID, the rest of the **GLPAYxxx** table appears.

[illegible]

| Field              | Description                                                                                                                                   |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Description</b> | Enter a description for the accounts that cash disbursed and advance EIC payments made, or press <b>Enter</b> to use the current description. |
| <b>GL Number</b>   | Enter the account numbers for each purpose.                                                                                                   |

## GTLIxxx Table

If your company pays premiums for group-term life insurance over \$50,000 for current or former employees, you must report the taxable cost of excess coverage on W2s as determined from tables provided by the IRS.

Formerly, OSAS reported the **Cost of GTLI** amount you entered on the Employee Miscellaneous History screen in the **Employee History** function on W2s. Because of new regulations, and to eliminate errors in W2s, Open Systems has discontinued this practice and now strongly recommends using earning codes to automatically track these amounts during payroll runs.

After you set up an earning code to track Cost of GTLI amounts, use the **Tables** function to enter the earning codes you set up into the **GTLIxxx** table. OSAS uses this table to determine which amounts are Cost of GTLI amounts and sum them correctly into the amounts reported on W2s.

## MAXVSxxx Table

The **MAXVSxxx** table stores the maximum number of hours an employee can accrue for vacation or sick hours remaining. You must set up a **MAXVSxxx** table for each company that uses the table.



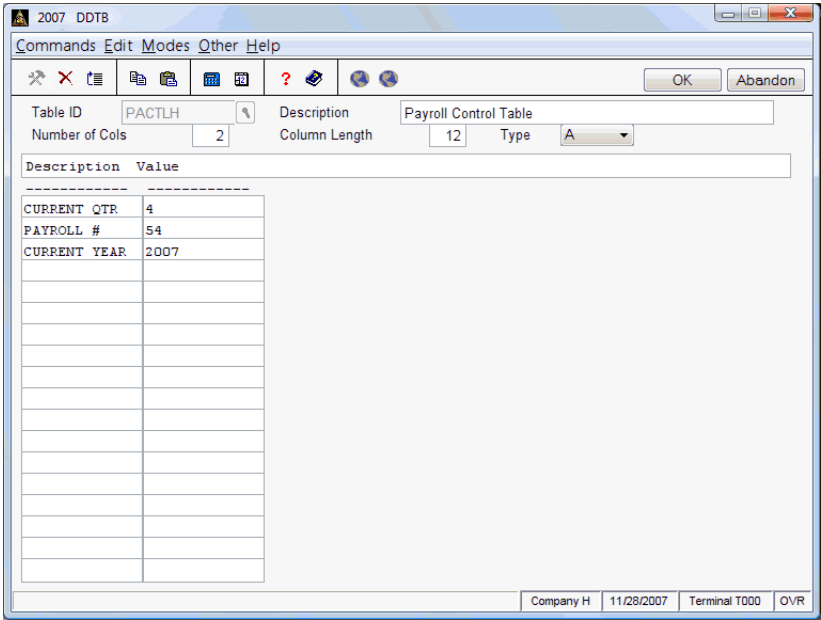
When you enter the table ID, the rest of the **MAXVSxxx** table appears.

[illegible]

| Field        | Description                                                                                                                                                                                                                                                                                                                 |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accrual Type | <p>Enter the accrual type: <b>Vacation</b> or <b>Sick</b>.</p> <p>Do not change the order of the rows in the table. The system expects <b>Vacation</b> to be on the first line and <b>Sick</b> to be on the second.</p>                                                                                                     |
| Max Hours    | <p>Enter the maximum number of hours an employee can accrue for remaining vacation and sick time. Hours accrue until this number is reached; then no more can be accrued until the employee uses some vacation or sick time. If you set this field to zero, an employee can accrue vacation or sick hours indefinitely.</p> |

PACTLxxx Table

The **PACTLxxx** table stores the current quarter, payroll number, and current year. When you enter the table ID, the rest of the **PACTLxxx** table appears.



Field

Description

Description

The descriptions of the information in the table appear.

Do not delete lines or rearrange the descriptions. The system looks for the descriptions by their position in the table; it assumes that the current quarter is on the first line, the payroll number is on the second line, and the current year is on the third line.

| Field | Description                                                                                                                                                                                                                                                                                                                                                                                                         |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Value | <p>On the first line, enter the number of the current quarter. This value is updated when you do quarter- or year-end maintenance.</p> <p>On the second line, enter the payroll number. This value is updated when you post checks and is reset to <b>1</b> when you do year-end maintenance.</p> <p>On the third line, enter the current calendar year. This value is updated when you do year-end maintenance</p> |

## SICccxxx Table

The **SICccxxx** table (**cc** represents the sick code abbreviation) is used to calculate the accrual rate of sick days for employees, based on the number of years worked. If no time ticket hours are entered or manual checks are issued, salaried employees accrue the minimum number of sick and vacation days. Salaried employees' sick hours are assigned from their group code in the **FREQxxx** table.

When you enter the table ID, the rest of the **SICccxxx** table appears.

The screenshot shows the '2007 DDTB' application window. The menu bar includes 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. The toolbar contains icons for file operations and a search icon. The main form has the following fields:

- Table ID:** SICXX
- Description:** Sick Pay Accruals Table
- Number of Cols:** 4
- Column Length:** 12
- Type:** A

Below these fields is a table with the following columns: Up to Year, Hrs/Hrs Wkd, Max Hours, and Min Accrual.

| Up to Year | Hrs/Hrs Wkd | Max Hours | Min Accrual |
|------------|-------------|-----------|-------------|
| 1          | 0           | 160       | 3.33        |
| 3          | .0209       | 160       | 3.33        |
| 5          | .0209       | 160       | 3.34        |
| 99         | .0209       | 160       | 3.34        |
|            |             |           |             |
|            |             |           |             |
|            |             |           |             |
|            |             |           |             |

The status bar at the bottom shows 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

| Field              | Description                                                                                                                                                                                                                                                                                                                                               |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Up to Year</b>  | Enter the number of years worked by employees that the entries affect. For example, enter <b>1</b> for employees with 1 year of employment, <b>3</b> for employees with up to 3 years of employment, and so on.                                                                                                                                           |
| <b>Hrs/Hrs Wkd</b> | The system multiplies this number by the number of hours worked to calculate the total hours accrued.                                                                                                                                                                                                                                                     |
| <b>Max Hours</b>   | Enter the maximum number of hours an employee can apply to accrual amounts for each pay period.                                                                                                                                                                                                                                                           |
| <b>Min Accrual</b> | The number in this field is the minimum number of sick hours an employee can accrue for each pay period. If the number in the <b>Hrs/Hrs Wkd</b> field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used. |

## TCALCxxx Table

The **TCALCxxx** table determines the setting for the time card calculator in the **Payroll Transactions** function. When you enter the table ID, the rest of the **TCALCxxx** table appears.

[illegible]

| Field       | Description                                                                                                                                        |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Description | Enter <b>Week</b> if you want overtime to be calculated by the week. Enter <b>Day</b> if you want overtime to be calculated on a day-by-day basis. |
| Value       | Enter the number of regular hours reached before overtime is automatically calculated.                                                             |

If overtime is calculated, a message notifies you that overtime has been calculated, and the dollar amount of the overtime appears. You should enter the overtime code as the next earning code.

## USRDDxxx Table

The **USRDDxxx** table holds the user-defined labels that appear on the second Personnel Information screen and the Key Date Report. When you enter the table ID, the rest of the **USRDDxxx** table appears.

The screenshot shows the '2007 DDT8' application window. The menu bar includes 'Commands', 'Edit', 'Modes', and 'Other Help'. The toolbar contains icons for file operations and a search icon. The main form has the following fields:

- Table ID:** USRDD
- Description:** User Defined Dates for Personnel Info.
- Number of Cols:** 1
- Column Length:** 12
- Type:** A

Below these fields is a 'Label' input field. A list of labels is displayed on the left side of the form:

- License
- Last Phys
- Driver Lic
- User Date 04
- User Date 05
- User Date 06
- User Date 07
- User Date 08
- User Date 09
- User Date 10

At the bottom of the window, the status bar shows: Company H, 11/28/2007, Terminal T000, OVR.

Enter up to ten date labels.

## USRDFxxx Table

The **USRDFxxx** table holds the user-defined labels that appear on the Employees General Information screen and the first Personnel Information screen.

When you enter the table ID, the rest of the **USRDFxxx** table appears.

The screenshot shows a software window titled "2007 DDTB" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area displays the configuration for the "USRDF" table. The "Table ID" field contains "USRDF", and the "Description" field contains "User Defined Fields for Emp. Screen 1". Below these, the "Number of Cols" is set to "1", "Column Length" is "12", and "Type" is "A". A section labeled "User Def Fld" contains a list of six entries: "Ins Coverage", "User Label 2", "User Label 3", "Comments 1", "Comments 2", and "Comments 3". The bottom status bar shows "Company H", "11/28/2007", "Terminal T000", and "OVR".

Six entries appear.

The first three appear on the Employees General Information screen. Enter the labels you want to appear on the screen.

The last three appear on the first Personnel Information screen. Enter the labels you want to appear on the screen.

## VACccxxx Table

The **VACccxxx** (**cc** represents the vacation code abbreviation) table is used to calculate the accrual rate per pay period of vacation time for employees based on the number of years worked.

When you enter the table ID, the rest of the **VACccxxx** table appears.

| Up to Year | Hrs/Hrs Wkd | Max Hours | Min Accrual |
|------------|-------------|-----------|-------------|
| 1          | 0           | 160       | 0           |
| 3          | .0417       | 160       | 6.67        |
| 5          | .0626       | 160       | 10.016      |
| 99         | .0834       | 999       | 13.3334     |
|            |             |           |             |
|            |             |           |             |
|            |             |           |             |
|            |             |           |             |
|            |             |           |             |

### Field

### Description

#### Up to Year

Enter the number of years worked by employees that the entries affect. For example, enter **1** for employees with 1 year of employment, **3** for employees with up to 3 years of employment, and so on.

#### Hrs/Hrs Wkd

The system multiplies the number in this field by the number of hours worked to calculate the total hours accrued.

#### Max Hours

Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.



| Field              | Description                                                                                                                                                                                                                                                                                                                                                   |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Min Accrual</b> | The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the <b>Hrs/Hrs Wkd</b> field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used. |

## LASERW2 Table

If you're having alignment problems with W2 forms that you print four per page to a direct printer (that is, a **/dev/prn**, **/dev/lptx**, **/dev/comx**, or **LPTx** printer), add the **LASERW2** table to Payroll. This table allows you to adjust the vertical alignment of forms printed to direct printers.

Follow these steps to set up the **LASERW2** table:

1. Select **Tables** from the **File Maintenance** menu.
2. When the Tables screen appears, enter **LASERW2** as the **Table ID** to create the new table.
3. Press **Enter** to skip the **Copy From** field.
4. Enter a **Description** for the table; for example, **4-Up Laser W2 Adjustment**.
5. Enter **2** as the number of columns, **12** as the **Column Length**, and **A** as the table's **Type**.

When you press **Enter** after selecting the table's type, OSAS creates the table and lists rows for the table's two columns.

6. Enter **DESCRIPTION** and **DATA** as the headings for the two columns.

7. In the left column, enter **Top Margin** and **1/720" Down**. In the right column, enter the values to use for these settings. Adjusting these values allows you to control the position of the form vertically on the page.

[illegible]

- The **Top Margin** value controls the number of whole inches OSAS moves from the top of the page before printing the first line on the W2. The default value is 2.
- The **1/720" Down** value controls the additional incremental distance OSAS moves down from the top margin value before printing the first line. Use this value to adjust the form up or down in fine increments.

The number you enter here becomes the numerator of the 1/720 fraction. For example, entering **80** moves the first line down an additional 1/9 of an inch, entering **180** moves the first line down an additional 1/4 of an inch, and so on. The default value is 80, the maximum is 720.

8. Use the **Proceed (OK)** command to save the new table.

# Tax Tables

---

Use the **Tax Tables** function to set up and maintain the Payroll system tax tables. The tax tables are used to calculate state, federal, and local tax withholding and are stored in the **PATX** (Tax Tables) file. Tax tables are preset in the system.

Because the tax tables vary, depending on the state(s) in which the company's employees live and work, the tables are not dealt with in detail in this manual.

## Federal Tax Tables

The following federal tax tables are used in the Payroll system:

- The **EIC** table stores the percentages that are used to calculate the advance earned income credits for eligible employees.
- The **FEDM** and **FEDS** tables store the earnings base, tax base, and percentage figures that are used to calculate federal tax.
- The **FICA** table stores the percentage and maximum earnings limit for employee and employer FICA calculations and the current federal minimum wage. It also stores the DCB limit.
- The **FUTAxxx** table stores percentage and maximum earnings limit for the employer FUTA calculations.
- The **W2CODE** table stores the code and the first four characters of the description of the deferred compensation deductions to be printed in box 13 on employees' W-2 forms.
- The **W2CODE2** table stores deductions to be printed in box 14 on employees' W-2 forms.

## State Tax Tables

The following state tax tables are used in the Payroll system:

- The **STXssm** tables (**ss** represents the state abbreviation; **m** represents marital status) store the earnings base, tax base, and tax percentages for each state where withholding is required.
- The **SUTssxxx** table stores the percentage and earnings limits that are used to calculate employer state unemployment tax.
- The **STss** tables (**ss** represents the state abbreviation) store special fields that appear on the Employees Tax Information screen and are required to calculate state withholding.
- The **SOTss** tables (**ss** represents the state abbreviation) are used to calculate other state employee withholdings such as disability insurance.
- Use the **NJW2x** table (**x** represents the company ID) to specify your disability plan number. This is only applicable in New Jersey.
  - In the first row of the table, enter your disability insurance private plan number.
  - The second row of the table is for employers who have a family leave insurance private plan number. Enter the plan number on this row.

OSAS will place these numbers in the appropriate box on the W2 form. See your New Jersey state tax instructions for more information.

## Local Tax Tables

The **LTXssllm** table stores the earning base, tax base, earnings limit, and tax percentages for the locality where the withholding is required.

## A Note on Tax Tables

The last entry in the first column of a tax table must be **99999999.99**, because **Tables** function goes to the next higher entry than the amount it is looking for and then goes back one line.



## Formula Maintenance

Use the **Formula Maintenance** function to set up and maintain the formulas needed to calculate deductions and withholdings. (For a detailed explanation of formulas and a list of valid variables, functions, and operations, see appendix C.)

Once a formula has been set up, you can edit it through the Employee Pay Information screen (page 10-12), **Deductions** function (page 11-19) or **Withholdings** function (page 11-25). Changes you make here update the **PAFMHDR** (Formula Definitions) and **PAFMLIN** (Formula Line Detail) files.

**Note:** If you build a formula while you are in the sample data path to test it, the system stores the formula in the program directory, destroying the formula that was created with your live data. If you try to do this, the following warning appears: **Building formula in sample data will erase live formula. Y/N?** Select **Yes** (or enter **Y** in text mode) to replace the existing formula.

Formula Maintenance Screen

Select **Formula Maintenance** from the **File Maintenance** menu. The Formula Maintenance screen appears.

Field

Description

**Inquiry**

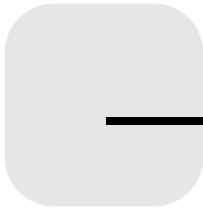
Formula ID

If you are entering the Formula Entry screen through the Employees Pay Information screen, **Deductions** function, or **Withholdings** function, the formula ID appears; if not, enter the formula ID.

The **.RTN** extension is not automatically appended to the formula ID. You should add this extension to the withholding formula names, and you *must* add it to the deduction formula names.

Names for federal formulas should be in this format: **PFED\_OAS.RTN**, where OASDI withholding would be used, for example.



**Field****Description**

Names for state formulas should be in this format:  
**PMN\_ \_SUI.RTN**, where **MN** would be the state and **SUI** would be Employer State Unemployment Insurance, for example.

Names for local formulas should be in this format:  
**PMNyyLWH.RTN**, where **MN** would be the state and **yy** would be the local code.

**Copy From**

This field appears if you entered a new formula ID. Enter the ID of the formula from which you want to copy information, or press **Enter** to skip this field.

**Description**

Enter a description of the formula.

**Factors 1–6**

Formula factors are variables used to change the base rate in a formula without changing the actual formula. Each formula can have six factors.

Enter up to six formula factors.

Press **PgDn** to save your entries and move the cursor from the header section to the scroll region.

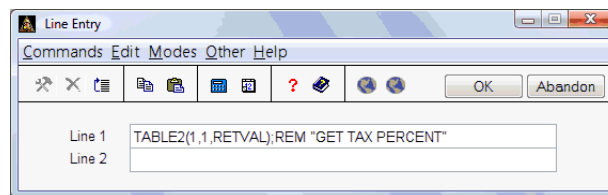
Use the commands to work with the information in this region:

- Press **Enter** to edit a formula line. See “Editing or Adding a Line” on page 10-106 for more information.
- Press **A** to add a formula line. See “Editing or Adding a Line” on page 10-106 for more information.
- Press **G** to go to a particular line, then enter the formula line number. This command appears only if there is more than one screen of items.
- Press **H** to return to the header section of the screen.
- Press **C** to convert the formula to a program when you are finished editing or entering a formula.

Use the **Create Program** command anytime you enter or edit a formula. If you do not use the **Create Program** command before exiting from the **Formula Maintenance** function, the system automatically executes the command when you use the **Exit (F7)** command to return to the **File Maintenance** menu. If you use the **Abandon (F5)** command to return to the header section of the screen, your changes are not saved and the formula is not compiled into a program.

### Editing or Adding a Line

When you press **Enter** or **A** on the command bar, the Line Entry screen appears:



Each line in a formula can be 100 characters long. You enter the line in two “segments.” When you press **Enter** to exit the Line Entry window, the two lines join to form one longer line, only the first 50 characters of which are displayed on the Formula Maintenance screen. To delete one line at a time, use the **Delete (F3)** command.

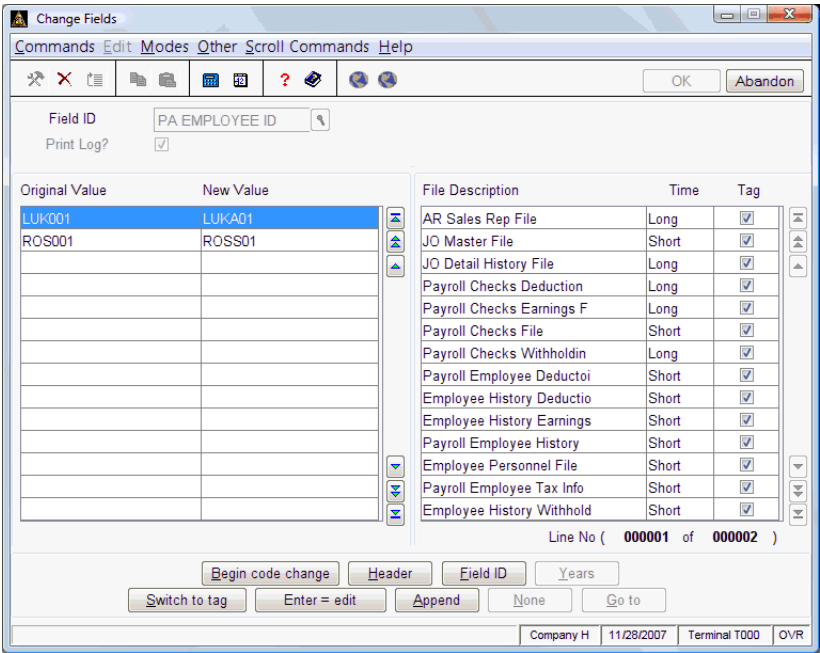
See appendix C for a detailed explanation of how formulas work and for a list of valid variables, functions, and operations.

When you are finished entering or editing a formula, use the **Exit (F7)** command to save your changes (and create a program) and return to the **File Maintenance** menu.

# Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code from one value to another. The **Change Fields** function can change codes within Payroll as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 10-111.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



The screen contains three sections. The top **Header** section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change and whether to produce the printed log. The lower left **Values** section is where you build a list of the values you want to change by specifying the old value and the new value. The lower right **Files** section contains a list of the files that are changed in the applications you installed on your system.

## Header

### Inquiry

1. Enter the **Field ID** you want to change. You can change only Payroll fields from the **Payroll** or **Payroll with Direct Deposit** menus. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.
2. Select the **Print Log?** check box to print a list of the files that are changed.
3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed (OK)** command to begin entering field values to change.

## Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.
5. Enter the current field value you want to change in the **Original Value** box.
6. Enter the new value that you want to use for this field in the **New Value** box.
7. Select a command.
  - Press **S** to switch to the **File Description** section to tag the files to change during processing.
  - Press **Enter** to edit the current line.
  - Press **A** to append another value to the list.

- Press **B** to begin the change field process.
  - Press **H** to return to the header section to change the selection you made for printing the log.
  - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
  - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

## Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.
10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.
11. Select a command.
- Press **S** to switch to the **Values** section of the screen.
  - Press **Enter** to toggle a file as included or excluded from the copy process.
  - Press **A** to tag all of the files.

- Press **N** to untag all of the files.
  - Press **B** to begin the change field process.
  - Press **H** to return to the header section to change the selection you made for printing the log.
  - Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
  - Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).
12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.
  13. Enter a new **Field ID** to change, or use the **Exit (F7)** command to return to the **File Maintenance** menu.

## Change Fields Log

| Builders Supply<br>Change Field Log |              |                   |                        | Page 1 of 1       |
|-------------------------------------|--------------|-------------------|------------------------|-------------------|
| File Name                           | Records Read | Records Converted | Original Total Records | New Total Records |
| PAEGH                               | 4            | 2                 | 7                      | 7                 |
| ARSRH                               | 4            | 0                 | 4                      | 4                 |
| CJBSh                               | 14           | 0                 | 14                     | 14                |
| PACDH                               | 0            | 0                 | 0                      | 0                 |
| PACEH                               | 0            | 0                 | 0                      | 0                 |
| PACHH                               | 0            | 0                 | 0                      | 0                 |
| PACMH                               | 0            | 0                 | 0                      | 0                 |
| PACWH                               | 0            | 0                 | 0                      | 0                 |
| PADEH                               | 6            | 4                 | 28                     | 28                |
| PAEDH                               | 7            | 5                 | 25                     | 25                |
| PAEEH                               | 9            | 7                 | 32                     | 32                |
| PAEGH.EM                            | 6            | 4                 | 14                     | 14                |
| PAEGH.UD                            | 0            | 0                 | 1                      | 1                 |
| PAEGH.UF                            | 2            | 0                 | 56                     | 56                |
| PAEIH                               | 4            | 2                 | 7                      | 7                 |
| PAEMH                               | 4            | 2                 | 7                      | 7                 |
| PAEPH                               | 0            | 0                 | 2                      | 2                 |
| PAESH                               | 6            | 4                 | 14                     | 14                |
| PAEWH                               | 18           | 16                | 56                     | 56                |
| PAEXH                               | 0            | 0                 | 0                      | 0                 |
| PAHCH                               | 35           | 10                | 35                     | 35                |
| PAHDH                               | 69           | 14                | 69                     | 69                |
| PAHEH                               | 51           | 12                | 51                     | 51                |
| PAHWH                               | 14           | 4                 | 14                     | 14                |
| PAHWH                               | 196          | 56                | 196                    | 196               |
| PAREH                               | 8            | 2                 | 6                      | 6                 |
| PATHH                               | 61           | 18                | 61                     | 61                |
| PATPH                               | 0            | 0                 | 0                      | 0                 |
| PATRH                               | 0            | 0                 | 0                      | 0                 |
| JOBSH                               | 25           | 24                | 25                     | 25                |
| JOHIH                               | 70           | 18                | 197                    | 197               |
| DDDIH                               | 4            | 2                 | 7                      | 7                 |
| DDVHH                               | 7            | 2                 | 7                      | 7                 |
| DDVKH                               | 0            | 0                 | 0                      | 0                 |
| Field ID PA EMPLOYEE ID             |              |                   |                        |                   |
| Original Value                      | New Value    |                   |                        |                   |
| LUK001                              | LUKA01       |                   |                        |                   |
| ROS001                              | ROSS01       |                   |                        |                   |

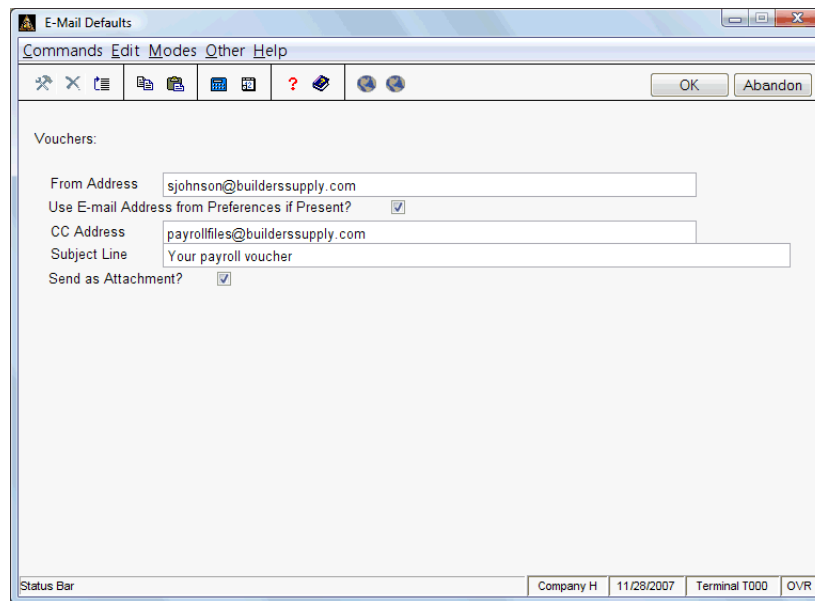




## E-Mail Defaults

Use the **E-Mail Defaults** function to set the default From and CC addresses, subject line, and attachment status for e-mailed vouchers.

Select E-Mail Defaults from the **File Maintenance** menu. The E-Mail Defaults screen appears.



The screenshot shows the 'E-Mail Defaults' window. The title bar reads 'E-Mail Defaults'. The menu bar includes 'Commands', 'Edit', 'Modes', 'Other', and 'Help'. The toolbar contains icons for file operations and a status bar at the bottom. The main area is titled 'Vouchers:' and contains several input fields and checkboxes. The 'From Address' field is set to 'sjohnson@builderssupply.com'. The 'Use E-mail Address from Preferences if Present?' checkbox is checked. The 'CC Address' field is set to 'payrollfiles@builderssupply.com'. The 'Subject Line' field is set to 'Your payroll voucher'. The 'Send as Attachment?' checkbox is checked. The status bar at the bottom shows 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

1. Enter the **From Address** as it should appear to the recipients of e-mailed vouchers.
2. Alternatively, check **Use workstation e-mail address for from address if present?** to use your workstation e-mail default for the from e-mail address.
3. Enter a **CC Address** to send a copy of all voucher e-mails to a dedicated e-mail address.

4. Enter a default **Subject Line** for the voucher e-mails, if desired.
5. To send the voucher as an attachment to the e-mail, check the **Send as Attachment?** box.
6. Use the **Proceed (OK)** command to save the information.

## CHAPTER 11

# 11

|                            |       |
|----------------------------|-------|
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| Tax Authority Setup        | 11-5  |
| Earning Codes              | 11-9  |
| Earning Types              | 11-15 |
| Deductions                 | 11-19 |
| Withholdings               | 11-25 |
| Tax Groups                 | 11-29 |
| Enhanced Payroll Tax Codes | 11-31 |

## Codes Maintenance

### Labor Classes

Use the **Labor Classes** function to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class **EXM** for executive managers, **MIM** for mid-level managers, and so on. The classes you set up can be useful for report sorting.

Labor classes are stored in the **PALCxxx** (Labor Class) file and are used in the **Employees** function.



# Labor Classes Screen

Select **Labor Classes** from the **Codes Maintenance** menu. The Labor Classes screen appears.

2007 Labor Classes

Commands Edit Modes Other Help

Labor Class MGR

Description Management

OK Abandon

Company H 11/28/2007 Terminal T000 OVR

## Inquiry

1. Enter the labor class code.
2. Enter a description of the labor class code.
3. Use the **Proceed (OK)** command to save your changes. The cursor returns to the **Labor Class** field. Enter another labor class code, or use the **Exit (F7)** command to return to the **Codes Maintenance** menu.



# Tax Authority Setup

Use the **Tax Authority Setup** function to enter and maintain withholding codes for federal, state, and local tax authorities for which employees need withholdings. You can also set up the necessary formula names and tax table IDs associated with each code. Changes you make here update the **PACO** (Codes) file.

You can enter 15 employee and employer withholding codes for each federal, state, and local tax authority.

## Tax Authority Setup Screen

Select **Tax Authority Setup** from the **Codes Maintenance** menu. The Tax Authority screen appears.

2007 Tax Authority Setup

Commands Edit Modes Other Scroll Commands Help

Tax Authority: Federal  
State Code: N/A  
Local Code: N/A  
Description: Federal Withholdings

| Employee Withholding Codes |      |              |          |
|----------------------------|------|--------------|----------|
| No                         | Code | Formula      | Table ID |
| 1                          | FWH  | PFED_FWH.RTN | FEDM     |
| 2                          | OAS  | PFED_OAS.RTN | FICA     |
| 3                          | MED  | PFED_MED.RTN | FICA     |
| 4                          | EIC  | PFED_EIC.RTN | EIC      |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |
|                            |      |              |          |

| Employer Contribution Codes |      |              |          |
|-----------------------------|------|--------------|----------|
| No                          | Code | Formula      | Table ID |
| 1                           | EOA  | PFED_EOA.RTN | FICA     |
| 2                           | EME  | PFED_EME.RTN | FICA     |
| 3                           | FUT  | PFED_FUT.RTN | FUTAx    |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |
|                             |      |              |          |

Switch to employer withholdings Enter=edit Append Goto

Company H 11/28/2007 Terminal T000 OVR

1. In the **Tax Authority** field, enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.

**Inquiry**

2. If you entered **S** in the **Tax Authority** field, the **State Code** field becomes available. Enter the state code you want to set up or adjust.

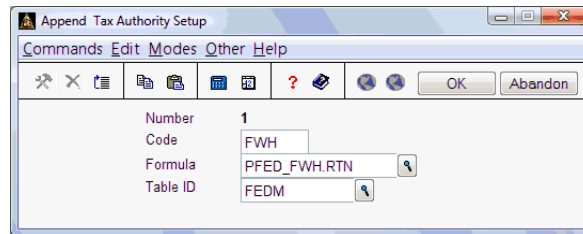
**Inquiry**

3. If you entered **L** in the **Tax Authority** field, both the **State Code** and **Local Code** fields become available. Enter the state code, then enter the local code you want to set up or adjust.

4. Enter or edit the description of the tax authority. For example, if you are working with a federal tax authority, enter the name of the withholding.
5. To move to the scroll region, use the **Proceed (OK)** command.
6. Use the commands on the command bar to move around the screen:
  - Press **S** to switch between the **Employee Withholding Codes** and **Employer Contribution Codes** sections of the screen.
  - Press **Enter** to edit a line item. See “Adding or Editing a Line Item” on page 11-7 for more information.
  - Press **A** to add a line item. See “Adding or Editing a Line Item” on page 11-7 for more information.
  - Press **G** to go to a particular line item, then enter the line item number or use the **Inquiry (F2)** command to select the line item number. This command is available only if there is more than one screen of items.
7. Your changes are saved as you enter them. Use the **Exit (F7)** command when you are finished to close the screen and return to the **Codes Maintenance** menu.



### Adding or Editing a Line Item



|          |              |
|----------|--------------|
| Number   | 1            |
| Code     | FWH          |
| Formula  | PFED_FWH.RTN |
| Table ID | FEDM         |

The Append Tax Authority Setup screen appears when you add or edit a tax authority line item. You can add or edit 15 tax authority withholding codes for both employees and employers.

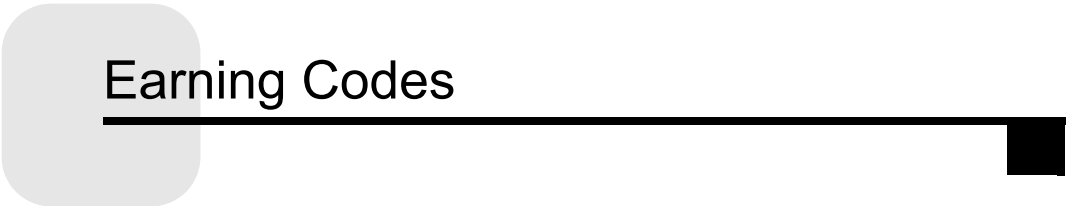
Enter the code for the withholding tax. **FWH**, **SWH**, and **LWH** must be the first employee withholdings.

Next, enter the name of the formula that is to be used when calculating the withholding. You must add the extension **.RTN** to the formula name so that the system will not overwrite part of itself.

Then, enter the ID of the tax table that will be used when calculating the withholding. If you are working with **FWH**, **SWH**, or **LWH**, these withholdings usually depend on marital status. They can be overridden on the Employees Tax Information screen (page 10-21). If the table must be company-specific (for example, **FUTA** and **SUI**), the last character of the table ID must be a lowercase **x**. To accommodate the full three-character company ID, you must limit the table ID to five characters. If the system cannot locate the company-specific table, the generic table is the default.

Your work is automatically saved as you enter it. When you are finished, use the **Abandon (F5)** command to return to the **Tax Authority** field, or use the **Exit (F7)** command to return to the **Codes Maintenance** menu.





## Earning Codes

An earning code stores pay rate information, the GL account number, the earning type, and other information for a particular kind of work. If you enter an earning code and the number of hours the employee worked when you enter time tickets or manual checks, the system calculates the employee's pay based on the information you enter here. You can have an unlimited number of earning codes. Changes you make here update the **PAECxxx** (Earning Codes) file.

You can set up earning codes for types of work (for example, for assembly and packaging) and for overtime or double-time work that automatically multiplies or adds amounts to the base pay.

If your company provides group term life insurance, dependent care, 457 plan, or non-457 plan benefits for employees, use earning codes to track these amounts as part of normal payroll processing. Previously, you entered these amounts on the Employee Miscellaneous History screen in the **Employee History** function, and OSAS simply reported the amounts you entered on W2s. Due to changes in federal regulations, and to eliminate errors, OSAS no longer uses these fields. Instead, Open Systems strongly recommends that you set up earning codes to track these amounts so that they are reported correctly as required.

## Earning Codes Screen

Select **Earning Codes** from the **Codes Maintenance** menu. The Earning Codes screen appears.

2007 Earning Codes

Commands Edit Modes Other Help

OK Abandon

Earning Code DBL

Description Double Time

Include in Net Pay ☒

Fixed Withholding ☐

Earning Type Overtime

GL Account 202000

Multiplier 2.0000

Add to Base .0000

Status Bar Company H 11/29/2007 Terminal T000 OVR

**Field Descriptions**

| <b>Inquiry</b> | <b>Field</b>              | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | <b>Earning Code</b>       | Enter the earning code.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                | <b>Description</b>        | Enter a description of the earning code. The description you enter here appears when you enter or edit time tickets.                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                | <b>Include in Net Pay</b> | <p>If the pay should be included in the employee's paycheck, select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode).</p> <p>Including or excluding the pay from net pay does not affect taxable income. To exclude an earning code from taxable income, use the exclusion switches in your federal, state, and local withholding records.</p> <p>If you are setting up an earning code to track Cost of GLTI, Cost of DCB, 457 Plan or Non-457 Plan amounts, clear this check box.</p> |
|                | <b>Fixed Withholding</b>  | <p>If you use a fixed percentage for all withholding (specified in the federal, state, and local withholding formulas), select the box (or enter <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> in text mode).</p> <p>If you do not use a fixed percentage, withholding is calculated according to the regular federal, state, and local tax routines.</p>                                                                                                                                                            |

|                  | Field        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inquiry          | Earning Type | <p>Enter an earning type for the earning code. Each earning code must be assigned an earning type. (For more information, see page 11-16).</p> <p>An earning code of type <b>T</b> has special meaning (<b>Tips</b>) in the system. Tip amounts are accumulated in the <b>FICA Tips</b> field for government reporting.</p> <p>An earning code of type <b>F</b> also has special meaning (<b>Fringe</b>) in the system. Any earning code of type <b>F</b> that an employee receives throughout the year is accumulated and printed as <b>fringe</b> on an employee's W-2 form. Use this type for Cost of GTLI, Cost of DCB, 457 Plan, and non-457 Plan earning codes.</p> <p>Earning codes of type <b>V</b> or <b>S</b> determine the amount of vacation and sick time taken during the year.</p> <p>Any earning codes that use a user-defined type are treated as regular pay, using the <b>Multiplier</b> and <b>Add to Base</b> fields to determine pay.</p> |
| Inquiry<br>Maint | GL Account   | <p>Enter the number of the account to which the earning code is posted. The <b>Maintenance (F6)</b> and <b>Inquiry (F2)</b> commands are available if Payroll interfaces with General Ledger.</p> <p>The GL account is debited when you post checks for the selected earning code. That account is credited in the department when you post expense to GL.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                  | Multiplier   | <p>The number you enter in this field is multiplied by the employee's base hourly pay rate. For example, you enter an earning code with a multiplier of <b>1.2500</b>. Then you enter a time ticket for an employee who uses that earning code and whose base hourly pay rate is \$10 per hour. The system performs the calculations, resulting in a pay rate of \$12.50 per hour.</p> <p>You must enter a value in this field. If you do not want to use a multiplier, enter <b>1</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Field              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add to Base</b> | <p>The number you enter in this field is added to the employee's base hourly pay rate. For example, you enter an earning code with an Add to Base factor of <b>0000.50</b>. Then you enter a time ticket for an employee who uses that earning code and whose base hourly pay rate is \$10 per hour. The system adds the factor to the employee rate, resulting in a pay rate of \$10.50 per hour for the employee.</p> <p>If both a <b>Multiplier</b> and an <b>Add to Base</b> factor exist for the earning code, the <b>Add to Base</b> factor is added to the employee's base pay rate first. This new base pay rate is then multiplied.</p> |

After you approve the entries, enter another earning code, or use the **Exit (F7)** command to return to the **Codes Maintenance** menu.





# Earning Types

---

Use the **Earning Types** function to create groups of earning codes. The Payroll system has nine preset earning types:

- Bonus
- Commission
- Fringe
- Miscellaneous
- Overtime
- Regular Earnings
- Sick
- Tips Reported as Federal Earnings
- Vacation

You cannot change or delete the preset earning types, but you can set up additional earning types. When you set up earning codes (see page 11-9), you specify which earning type the code belongs to. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under the Bonus earning type. Changes you make here update the **PAETxxx** (Earnings Types) file.

## Earning Types Screen

Select **Earning Types** from the **Codes Maintenance** menu. The Earning Types screen appears.

### Inquiry

1. Enter the ID of the earning type you want to add or change.

Earning type **T** has special meaning (**Tips**) in the system. Tip amounts are accumulated in the **FICA Tips** field for government reporting.

Earning type **F** also has special meaning to the system. Any earning types **F** that an employee receives through the year are accumulated and printed as **fringe** on an employee's W-2 form.

Earning types **V** and **S** are used to determine the amount of vacation and sick time taken throughout the year.

Any other earning types that use a user-defined type are treated as regular pay, using the **Multiplier** and **Add to Base** fields to determine pay.

2. Enter a description of the earning type.
3. The last field on the screen applies only to salaried employees for whom you enter time tickets. Press **A** to add pay entered through time tickets to salary amounts for this earning code. Press **R** to replace salary amounts with pay entered through time tickets for this earning code.
4. When you save the earning type, the cursor returns to the **Earning Type** field. Enter the next earning type you want to work with, or use the **Exit (F7)** command to return to the **Codes Maintenance** menu.



# Deductions

Use the **Deductions** function to work with Payroll deductions. Deductions are assigned codes, which then can be referenced when you set up employees. You can set up 999 deduction codes. Changes you make here update the **PADDxxx** (Deductions) and **PADXxxx** (Deduction Exclusion) files.

If your company offers “cafeteria plans” or flexible spending accounts for employee dependent care costs, use the **Deductions** function to set up a deduction code to track the amounts deducted from employee paychecks and report them on W2s as required. Then, use the **Tables** function to enter the new codes into the **DCBxxx** table, and use the **Withholdings** function to exclude the new deduction from federal FWH tax. Depending on your state’s regulations, you may need to exclude the deduction from your state’s SWH tax, as well.

Select **Deductions** from the **Codes Maintenance** menu. This screen appears.

The screenshot shows the '2007 Deductions' window with a menu bar (Commands, Edit, Modes, Other, Scroll, Commands, Help) and a toolbar with icons for various functions. The main area is titled 'Deduction Codes' and contains a table with the following columns: No, Description, Emplr?, Liability Acct, Accr Ded Acct, Def Comp, and Calc On. The table lists 11 deduction codes, each with a checkbox in the 'Emplr?' column and a value in the 'Liability Acct' column. The 'Calc On' column for all entries is 'Gross Pay'. At the bottom of the window, there is a status bar showing 'Deduction ( 001 of 011 )' and a row of buttons: Enter = edit, Append, Goto, Formula, Exclude Earn, and Copy Deduct. The bottom right corner of the window displays 'Company H', '11/29/2007', 'Terminal T000', and 'OVR'.

| No | Description  | Emplr?                   | Liability Acct | Accr Ded Acct | Def Comp                            | Calc On   |
|----|--------------|--------------------------|----------------|---------------|-------------------------------------|-----------|
| 1  | Medical Ins  | <input type="checkbox"/> | 535000         |               | <input type="checkbox"/>            | Gross Pay |
| 2  | Dental Ins   | <input type="checkbox"/> | 535000         |               | <input type="checkbox"/>            | Gross Pay |
| 3  | United Way   | <input type="checkbox"/> | 204000         |               | <input type="checkbox"/>            | Gross Pay |
| 4  | Credit Union | <input type="checkbox"/> | 999900         |               | <input type="checkbox"/>            | Gross Pay |
| 5  | Dues         | <input type="checkbox"/> | 999900         |               | <input type="checkbox"/>            | Gross Pay |
| 6  | 401K         | <input type="checkbox"/> | 205000         |               | <input checked="" type="checkbox"/> | Gross Pay |
| 7  | IRA Plan     | <input type="checkbox"/> | 200000         |               | <input type="checkbox"/>            | Gross Pay |
| 8  | Parking      | <input type="checkbox"/> | 801000         |               | <input type="checkbox"/>            | Gross Pay |
| 9  | Cash Advance | <input type="checkbox"/> | 101000         |               | <input type="checkbox"/>            | Gross Pay |
| 10 | Stock Plan   | <input type="checkbox"/> | 205000         |               | <input type="checkbox"/>            | Gross Pay |
| 11 | Uniform      | <input type="checkbox"/> | 801000         |               | <input type="checkbox"/>            | Gross Pay |
|    |              | <input type="checkbox"/> |                |               | <input type="checkbox"/>            |           |
|    |              | <input type="checkbox"/> |                |               | <input type="checkbox"/>            |           |
|    |              | <input type="checkbox"/> |                |               | <input type="checkbox"/>            |           |

Use the commands to work with the information on the screen:

- Press **Enter** to edit a deduction code. See “Editing or Adding a Line Item” on page 11-20 for more information.
- Press **A** to add a deduction code. See “Editing or Adding a Line Item” on page 11-20 for more information.
- Press **G** to go to a specific line item, then enter the deduction code or use the **Inquiry (F2)** command to select the code. This command is available only if there is more than one screen of deductions.
- Press **F** to edit deduction formulas. The Formula Maintenance screen appears. See page 10-103 and appendix C for more information on formulas.
- Press **E** to exclude earning codes from the selected deduction. See “Earning Exclusions” on page 11-21 for more information.
- Press **C** to copy the selected deduction. See “Copying Deductions” on page 11-22 for more information.

### Editing or Adding a Line Item

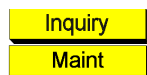
To edit or add a line item, follow these steps:

1. Enter a description of the deduction.

If this is a deferred compensation deduction, the first four characters of the description you enter are used as the deferred compensation description on W-2 forms.

If the deduction is for a 401(k) program, you must enter **401K**. If the deduction is for dependent care benefits, you must enter **DCB**.

2. If the deduction is employer-paid, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).



3. Enter the number of the liability account to which the deduction is credited. The **Maintenance (F6)** and **Inquiry (F2)** commands are available if Payroll interfaces with General Ledger.

## Inquiry

Maint

4. If the deduction is employer-paid, enter the expense account number. The **Maintenance (F6)** and **Inquiry (F2)** commands are available if Payroll interfaces with General Ledger.
5. If the deduction is deferred compensation or any other pretax deduction that should be reported on employees' W-2 forms (such as dependent care benefits), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
6. Enter **G** if the deduction is calculated on gross pay or **N** if it is calculated on net pay. Select **G** if this deduction is for dependent care flexible spending accounts.

## Earning Exclusions

You can exclude earning codes from a deduction. For example, you might set up a pay deduction for uniforms that applies to workers in a store and then exclude particular earning codes for warehouse workers so that uniform costs are not deducted from these employees' pay.

When you press **E** on the Deductions screen to exclude earning codes from deductions, the Earning Exclusions screen appears.

**Earning Exclusions for Deduction 001**

Commands Edit Modes Other Scroll Commands Help
















| Earn Code | Description   | Exclude?                            |
|-----------|---------------|-------------------------------------|
| DBL       | Double Time   | <input type="checkbox"/>            |
| OVT       | Overtime Pay  | <input type="checkbox"/>            |
| P01       | Bonus         | <input type="checkbox"/>            |
| P02       | Travel Exp    | <input checked="" type="checkbox"/> |
| P03       | Cash Value    | <input type="checkbox"/>            |
| P04       | Commissions   | <input checked="" type="checkbox"/> |
| P05       | Rpt Tips      | <input type="checkbox"/>            |
| REG       | Regular Pay   | <input type="checkbox"/>            |
| SAL       | Salaried Wage | <input type="checkbox"/>            |

Earning Code ( 001 of 011 )

Use the commands to work with the information on the screen:

- Press **Enter** to toggle the earning code's exclusion status for the deduction. The **Exclude?** check box status changes from selected to cleared (for graphical screens) or from **Yes** to **No** (for text screens).
- Press **A** to exclude all earning codes from the deduction.
- Press **N** to include all earning codes in the deduction.
- Press **G** to go to a specific earning code, then enter the earning code or use the **Inquiry (F2)** command to select the earning code. This command is available only when there is more than one screen of earning codes.

Your changes are saved automatically as you enter them. When you are finished with the Earning Exclusions screen, use the **Exit (F7)** command to return to the line item scroll region of the Deductions screen.

## Copying Deductions

When you press **C** on the Deductions screen to copy a deduction, the Copy Deduction screen appears.

### Inquiry

1. Enter the range of employees to whose records you want to copy the deduction.
2. Enter the range of group codes to which you want the deduction to apply.



**Inquiry**

3. Enter the department to which you want the deduction to apply. Leave this field blank to apply the deduction to all departments.
4. Enter **P** to apply the deduction to part-time employees, **F** to apply the deduction to full-time employees, or **B** to apply the deduction to both types of employees.
5. Enter **M** to apply the deduction to married employees, **S** to apply the deduction to single employees, or **B** to apply the deduction to both types of employees.

**Inquiry**

6. Enter the state code to which you want the deduction to apply.
7. Enter the period codes to which you want the deduction to apply.
8. Enter the dollar amount or percentage of the deduction you want to copy.
9. If the deduction has a declining balance, enter the amount in the **Balance** box.
10. If you want to replace any existing deduction information with the same number in your employee files, select the box (or enter **Y** in text mode). If you want to leave existing deduction information as is, clear the box (or enter **N** in text mode).
11. When you have finished entering information for the deduction you want to copy, select the output device to print the Copy Deductions Log.
12. When you are finished entering and editing deductions, use the **Exit (F7)** command to return to the **Codes Maintenance** menu.

## Copy Deductions Log

| Builders Supply<br>Copy Deductions Log |                |              |        | Page 1 of 1 |
|----------------------------------------|----------------|--------------|--------|-------------|
| Employee                               | Deduction Code | Period Codes | Amount | Balance     |
| BOU001                                 | 003            | NNNNN        | 100.00 | 0           |
| GER001                                 | 003            | NNNNN        | 100.00 | 0           |
| JEN001                                 | 003            | NNNNN        | 100.00 | 0           |
| JON001                                 | 003            | NNNNN        | 100.00 | 0           |
| LUK001                                 | 003            | NNNNN        | 100.00 | 0           |
| ROS001                                 | 003            | NNNNN        | 100.00 | 0           |
| STO001                                 | 003            | NNNNN        | 100.00 | 0           |

# Withholdings

Use the **Withholdings** function to set up and maintain federal, state, and local withholding tax information for employees. You can exclude particular deductions and earning codes from withholding and you can maintain formulas. Changes you make here update the **PAWixxx** (Withholdings) and **PAWXxxx** (Withholding Exclusion) files.

## Withholdings Screen

Select **Withholdings** from the **Codes Maintenance** menu. This screen appears.

| Deduction | Description  | Exclusion?               |
|-----------|--------------|--------------------------|
| 001       | Medical Ins  | <input type="checkbox"/> |
| 002       | Dental Ins   | <input type="checkbox"/> |
| 003       | United Way   | <input type="checkbox"/> |
| 004       | Credit Union | <input type="checkbox"/> |
| 005       | Dues         | <input type="checkbox"/> |
| 006       | 401K         | <input type="checkbox"/> |
| 007       | IRA Plan     | <input type="checkbox"/> |
| 008       | Parking      | <input type="checkbox"/> |
| 009       | Cash Advance | <input type="checkbox"/> |
| 010       | Stock Plan   | <input type="checkbox"/> |

| Earn Code | Description   | Exclusion?                          |
|-----------|---------------|-------------------------------------|
| DBL       | Double Time   | <input type="checkbox"/>            |
| OVT       | Overtime Pay  | <input type="checkbox"/>            |
| P01       | Bonus         | <input type="checkbox"/>            |
| P02       | Travel Exp    | <input checked="" type="checkbox"/> |
| P03       | Cash Value    | <input type="checkbox"/>            |
| P04       | Commissions   | <input type="checkbox"/>            |
| P05       | Rpt Tips      | <input type="checkbox"/>            |
| REG       | Regular Pay   | <input type="checkbox"/>            |
| SAL       | Salaried Wage | <input type="checkbox"/>            |
| SIC       | Sick Pay      | <input type="checkbox"/>            |

1. In the **Tax Authority** field, enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.

**Inquiry**

2. If you entered **S** in the **Tax Authority** field, the **State Code** field becomes available. Enter the state code you want to set up or adjust.

The state code must be defined in the **Tax Authority Setup** function (see page 11-5) before you set up the state/locality withholding.

**Inquiry**

3. If you entered **L** in the **Tax Authority** field, both the **State Code** and **Local Code** fields become available. Enter the state code, then enter the local code you want to set up or adjust.

Local codes must be defined in the **Tax Authority Setup** function before you set up the state/locality withholding. In employee records, code **00** means that there is no local tax.

4. Enter one of the taxation codes displayed at the bottom of the screen in the **Withholding Code** field. The kind of tax code you can enter depends on whether you are working with the federal, state, or local tax authority. These codes are reserved by the system and should not be modified in the Tax Authority Setup function.

|            |                                        |
|------------|----------------------------------------|
| <b>EIC</b> | Earned Income Credit                   |
| <b>EOA</b> | Employer OASDI                         |
| <b>EME</b> | Employer Medicare                      |
| <b>FTS</b> | FUTA Credit Reduction State Surcharges |
| <b>FUT</b> | FUTA                                   |
| <b>FWH</b> | Federal Withholding                    |
| <b>MED</b> | Medicare                               |
| <b>OAS</b> | OASDI Withholding                      |
| <b>SUI</b> | Employer State Unemployment Insurance  |
| <b>SWH</b> | State Withholding                      |

**LWH** Local Withholding

5. The description of the withholding code you selected appears. Edit it, if necessary.

Inquiry  
Maint

6. Enter the account number of the liability account to which the withholding is posted. If Payroll interfaces with General Ledger, use the **Maintenance (F6)** or **Inquiry (F2)** commands to select the account number.

Inquiry  
Maint

7. The **Expense Acct** field is available only if the withholding is employer-paid. Select the account number of the expense account to which the withholding is posted. If Payroll interfaces with General Ledger, use the **Maintenance (F6)** or **Inquiry (F2)** commands to select the account number.

8. The **Fixed Percent** field is available only if the withholding is employer-paid. If you are working with a **FWH**, **SWH**, or **LWH** record, enter the percentage of pay to be withheld.

9. If you are working with a **FWH** record, enter the employer's federal tax ID in the **Tax ID** field. This ID prints on W-2 forms. Only the first 10 characters are used.

If you are working with a **SWH** or **LWH** record, enter your state or local tax ID. If you are entering a **SUI** record, enter the tax ID you want to print in the Quarterly State Unemployment Report.

10. The **Weeks Worked Limit** field is available only if you entered a state withholding tax in the **Tax Code** field. Enter the minimum number of hours an employee must work to qualify as one week of work, or enter **00** if the state has no minimum.

If an employee works less than the minimum number of hours you enter here, the **Weeks Under Limit** field in the employee's history record is updated.

11. Press **PgDn** to save your entries in the header section and move to the scroll region.
12. Use the commands to work with the entries in the scroll region:

- Press **Enter** to change the **Exclusion?** status of a deduction or earning code. The check box status alternates between selected and cleared (in graphical mode) or **YES** and **NO** (in text mode).
- Press **A** to exclude all deductions or earning codes.
- Press **N** to include all deductions or earning codes in the withholding.
- Press **G** to go to a specific line item, then enter the deduction or earning code or use the **Inquiry (F2)** command to select the code. This command appears only if there is more than one screen of items.
- Press **Tab** to switch between the deductions and earning codes scroll regions.
- Press **F** to edit the withholding formula for the withholding you are working with. See page 10-103 and appendix C for more information on formulas.

# Tax Groups

Use the **Tax Groups** function to create or edit the withholding codes for a tax group used to calculate withholdings from employees. The **Tax Groups** function allows you to set up multiple withholding codes for employees who, for example, live in one state and work in another and need different withholdings drawn from their paycheck. To use the function, you must first set up withholding codes.

## Tax Groups Screen

Select **Tax Groups** from the **Codes Maintenance** menu. This screen appears.

| State | Locality | Withholding Code | Employer/Employee |
|-------|----------|------------------|-------------------|
| MN    |          | FTS              | Employer          |
| MN    |          | SUI              | Employer          |
| MN    |          | SWH              | Employee          |
|       |          |                  |                   |
|       |          |                  |                   |
|       |          |                  |                   |
|       |          |                  |                   |
|       |          |                  |                   |
|       |          |                  |                   |
|       |          |                  |                   |
|       |          |                  |                   |

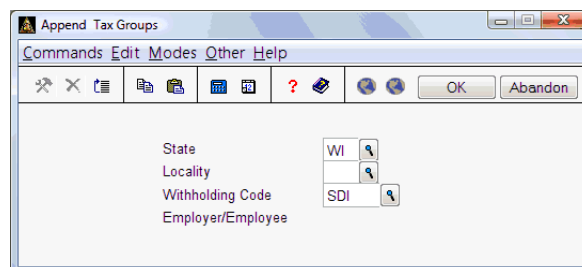
### Inquiry

1. Enter the ID of the tax group you want to add or change.

For the selected tax group ID, a description appears. If you are entering a new tax group, enter a description.

2. Press **PgDn** to move to the scroll region.
3. Use the commands to work with the line items in the scroll region:
  - Press **A** to add a line item. The Append Tax Groups screen appears.
  - Press **D** to delete the selected withholding code from the tax group.
  - Press **G** to go to a specific withholding code in the tax group. This command is available only when there is more than one screen of tax groups.
  - Press **T** to move the cursor to the **Tax Group** field to select a new tax group.
4. When you are finished entering and editing deductions, use the **Exit (F7)** command to return to the **Codes Maintenance** menu.

## Append Tax Groups Screen



The Append Tax Groups screen appears when you press **A** on the Tax Groups screen to add a withholding code to a tax group.

### Inquiry

- Enter the state for the employee's withholding code.
- Enter the local withholding code, if any, for the employee.
- Enter the withholding code to include in the tax group. Use the **Proceed (OK)** command to save your changes and return to the Tax Groups screen.





## Enhanced Payroll Tax Codes

The **Enhanced Payroll Tax Codes** function matches the codes used internally by the Aatrix FormsViewer to the tax codes OSAS uses to build tax forms correctly when you use the **Enhanced Payroll Tax Reports** function (page 9-3). If you do not use the **Enhanced Payroll Tax Reports** function to generate interactive tax forms, you do not need to use this function.

Because FormsViewer uses different codes for tax withholding than does OSAS, you need to match the codes OSAS uses to those used by FormsViewer to correctly generate tax forms. The tax codes OSAS uses have already been matched to FormsViewer codes for you, but you need to check these mappings (especially those with a type of **Local**) to make sure they use the correct codes for your system.

For example, a number of mappings for local tax codes are set up and appear near the bottom of the list. However, since you can use custom withholding codes to track these tax amounts when they apply in your area, no withholding code is specified for these mappings. If you are subject to these taxes, you must edit these records to specify the withholding code to use so that tax reports are built and generated correctly.

Periodically, new tax codes may be added. Contact OSAS technical support or your Open Systems software provider when you need to add a new tax code for information on the FormsViewer code to use.

To view and change enhanced payroll tax codes, select **Enhanced Payroll Tax Codes** from the **Codes Maintenance** menu. The Enhanced Payroll Tax Codes screen appears and lists all code mappings.

| Aatrix ID | State | Locality | WIH Code | Description      | OSAS ID | Type  |
|-----------|-------|----------|----------|------------------|---------|-------|
| 1001      | AL    |          | SWH      | AL - Withholding | 3000    | State |
| 1002      | AR    |          | SWH      | AR - Withholding | 3001    | State |
| 1003      | AZ    |          | SWH      | AZ - Withholding | 3002    | State |
| 1004      | CA    |          | SWH      | CA - Withholding | 3003    | State |
| 1005      | CO    |          | SWH      | CO - Withholding | 3004    | State |
| 1006      | CT    |          | SWH      | CT - Withholding | 3005    | State |
| 1007      | DC    |          | SWH      | DC - Withholding | 3006    | State |
| 1008      | DE    |          | SWH      | DE - Withholding | 3007    | State |
| 1009      | GA    |          | SWH      | GA - Withholding | 3008    | State |
| 1010      | HI    |          | SWH      | HI - Withholding | 3009    | State |
| 1011      | IA    |          | SWH      | IA - Withholding | 3010    | State |
| 1012      | ID    |          | SWH      | ID - Withholding | 3011    | State |
| 1013      | IL    |          | SWH      | IL - Withholding | 3012    | State |
| 1014      | IN    |          | SWH      | IN - Withholding | 3013    | State |
| 1015      | KS    |          | SWH      | KS - Withholding | 3014    | State |
| 1016      | KY    |          | SWH      | KY - Withholding | 3015    | State |
| 1017      | LA    |          | SWH      | LA - Withholding | 3016    | State |

Line No ( 0001 of 0142 )

Enter = edit   Append   Goto   Write

Company H   04/30/2008   Terminal T000   INS

Select a command:

- To edit an existing tax code mapping, select the record to edit and press **Enter**. To add a new mapping, press **A** or click **Append**. The Edit/Append Enhanced Payroll Code screen appears. See page 11-33 for details.
- To go to a specific code in the list, press **G** or click **Goto**.
- When you finish, press **W** or click **Write** to save your changes and return to the main menu.

## Adding or Editing Code Mappings

To add a new tax code, press **A** or click **Append** on the Enhanced Payroll Tax Codes screen. To edit an existing code, select the code to edit and press **Enter**. The Append/Edit Enhanced Payroll Code screen appears—the title of this screen changes depending on the command you selected.

Enter or edit the information in the fields on the screen, as needed.

- The code used by FormsViewer appears in the **Aatrix ID** box. When a new code is added, contact Open Systems for the ID you need to enter here.
- Select the **State Code** to associate with the FormsViewer code.
- If the tax code is for a local tax authority, select the **Local Code** to use.
- Select the **Withholding Code** to associate with the FormsViewer code.
- Enter or edit the code mapping's **Description**.
- The **OSAS ID** is a unique number that is used to identify the code mapping to FormsViewer. When a new code is added, contact Open Systems or your software provider for information on the ID you need to enter here.
- Select the tax code's **Type**: **State** or **Local**.

When you finish, use the **Proceed (OK)** command to save your changes and return to the Enhanced Payroll Tax Codes screen.



|                                        |       |
|----------------------------------------|-------|
| Printing a Master File List            | 12-1  |
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## Master File Lists

### Printing a Master File List

The functions on the **Master File Lists** menu let you print lists of the information you entered using the **File Maintenance** menu. These lists do not contain any calculations, formulas, or transaction amounts, but rather list only the basic file information used in the Payroll system. If any of the information on a master file list is incorrect, use the appropriate function on the **File Maintenance** menu to correct it, then reprint the master file list.

You produce all master file lists in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** menu. The selection screen for that list appears. The Employee Detail List screen is shown below as an example.

**Inquiry**

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

Leave these fields blank to include all values in the list.

3. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.
4. If the screen contains options that control what prints on the list, select the option corresponding to the type of information you want to print. You can select only one print option.

5. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.
6. Select the output device to begin printing the list. See “Reports” on page 1-39 for more information. After you produce the list, the **Master File Lists** menu appears.







## Employee Detail List

The Employee Detail List shows the information that is on file for each employee, from basic personal data to quarter-to-date and year-to-date earnings and deductions. The information in the list comes from the **PAEGxxx** (Employee General Information), **PADExxx** (Employee Deductions), and **PAESxxx** (Employee Federal/State/Local Withholdings) files. If you print history, these additional files are used: **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History).

## Sample List

| Builders Supply                                         |             |                                          |                   |                    |               | Page 1 of 2 |
|---------------------------------------------------------|-------------|------------------------------------------|-------------------|--------------------|---------------|-------------|
| Employee Detail List                                    |             |                                          |                   |                    |               |             |
| By Employee ID For Both Active and Terminated Employees |             |                                          |                   |                    |               |             |
| JON001      Status: Active                              |             |                                          |                   |                    |               |             |
| Jonchim, Maria K                                        |             | Status                                   | Full Time         | Emergency Contact  |               |             |
| 3321 W 52 Ave                                           |             | Override Pay                             | .00               | Name               | David Jonchim |             |
|                                                         |             | Check Location                           |                   | Work Phone         | (612)575-6381 |             |
| Minneapolis                                             | MN 55055    | Work Phone                               | ( ) -             | Home Phone         | (612)555-1212 |             |
| (612)555-1212                                           |             | Extension                                |                   | Relation           | Husband       |             |
| Sex                                                     | F           | Sick Accrual Code                        | XX                |                    |               |             |
| EEO Class                                               | 3           | Vacation Accrual Code                    | XX                | Degree             | Major         |             |
| Start Date                                              | 03/31/2004  | Remaining Sick Leave                     | 19.340            |                    |               |             |
| Birth Date                                              | 04/22/1975  | Remaining Vacation                       | 5.330             |                    |               |             |
| Term Date                                               |             |                                          |                   |                    |               |             |
| Adj Hire Date                                           | 03/31/2004  | Tax Group                                | MN                |                    |               |             |
| Dept                                                    | 501         | Voucher Delivery                         | Paper Vouchers    | User-Defined Dates |               |             |
| Labor Class                                             | SEC         | W-2 Name                                 | Maria K Jonchim   | License            |               |             |
| Corp. Officer                                           | N           | SS#                                      | XXX-XX-9944       | Last Phys          |               |             |
| Seasonal Empl                                           | N           | Job Title                                | Secretary         | Driver Lic         |               |             |
| Type (H or S)                                           | H           | Supr ID                                  | LUK001            | User Date 04       |               |             |
| Exempt from OT                                          | N           | Supr Name                                | Lukas, Gregg      | User Date 05       |               |             |
| Adjust to Minimum                                       | N           |                                          |                   | User Date 06       |               |             |
| Group Code                                              | 1           | Last Review                              |                   | User Date 07       |               |             |
| Pay Periods Per Year                                    | 12          | Next Review                              |                   | User Date 08       |               |             |
| Salary                                                  | .00         | Last Chk Date                            | 12/14/2013        | User Date 09       |               |             |
| Hourly Rate                                             | 7.500       | Ins Coverage                             | None              | User Date 10       |               |             |
| Earning Code                                            | REG         | User Label 2                             |                   |                    |               |             |
| Validate Earning Code?                                  | NO          | User Label 3                             |                   |                    |               |             |
| Earning Codes                                           |             |                                          |                   |                    |               |             |
| Code                                                    | Description | Rate Override Multiplier and Add to Base |                   |                    |               |             |
| REG                                                     | Regular Pay | 7.5000 NO                                |                   |                    |               |             |
| Pay Rate Change Information                             |             |                                          | Bonus Information |                    |               |             |
| Date                                                    | Reason      | Old Rate                                 | Date              | Reason             | Amount        |             |
| Scheduled Deductions                                    |             |                                          |                   |                    |               |             |

# Employee Comments List

Print the Employee Comments List to view the comments you have entered about your employees.

## Sample List

| Builders Supply<br>Employee Comments List<br>By Employee ID/Date |                 |            |     |                                              | Page 1 of 1 |
|------------------------------------------------------------------|-----------------|------------|-----|----------------------------------------------|-------------|
| Emp ID                                                           | Employee Name   | Date       | Ref | Comment                                      |             |
| JEN001                                                           | Jenkins Kathy M | 08/15/2013 | HR  | Kathy is due for performance review on       |             |
|                                                                  |                 | 04/05/2013 | MGT | Kathy was recognized by the local Rotary for |             |
| LUK001                                                           | Lukas Gregg     | 06/26/2013 | HR  | Gregg passed Management training Level III   |             |



# Employee Labels

Use the **Employee Labels** function to print mailing labels for checks, notices, newsletters, and so on, or to print the names and addresses of employees in a reference list. Information printed on labels comes from the **PAEGxxx** (Employee General Information) file.

1. Select **EmployeeLabels** from the **Master File Lists** menu. The Employee Labels screen appears.

2010 Employee Labels

Commands Edit Modes Other Help

OK Abandon

Employee ID From BOU001 Thru LUK001

Group Code From Thru

Print:

☒ All Employees

☐ Current Employees

Label ID AddressLabel

Number of Copies 1

Labels to Skip 0

Collated? ☒

Print Employee ID? ☐

Print Employees of Status Active

Print Alignment? ☐

Company H | 12/29/2010 | Terminal T000 | OVR

Inquiry

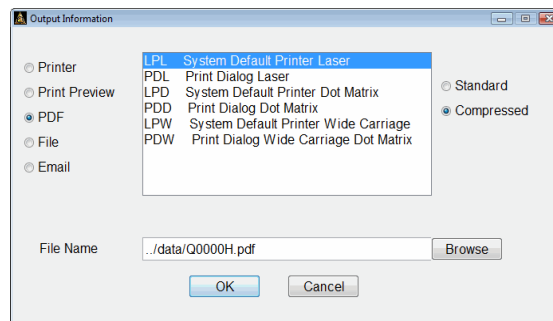
1. Enter the range of **Employee IDs** you want to include in the labels.

Inquiry

2. Enter the range of **Group Codes** you want to include in the labels.

**Inquiry**

3. Select whether you want the print labels for **All Employees** or only **Current Employees**.
4. Select the **Label ID** you want to use.
5. Enter **Number of Copies** of the label sheets you would like.
6. If you are using a partially used sheet of labels, enter the number of already used labels in the **Labels to Skip** field. The printing will begin on the next label after the skipped number.
7. Check the **Collated?** box (or press **Y** in text mode) to collate the printed label sheets.
8. Check the **Print Employee ID?** box (or press **Y** in text mode) to include the employee ID on the label.
9. Choose whether to include the **Vendor Address** or the **Pay-To Address** on the labels.
10. Check the **Print Alignment?** box (or press **Y** in text mode) if you would like the system to print an alignment form before the labels.
11. When the Output Information screen appears, select your output device and press **Enter** to continue.



12. If you chose to print an alignment form, you will be prompted to load the labels. Follow the instructions on the screen to generate labels.

After you produce the list, the **Master File Lists** menu appears.

## Sample Labels

BOU001  
LINDA C BOURNE  
501 N HAMILTON AVE  
EDINA MN 55435

GER001  
TIMOTHY G GERARD  
13330 E 32ND AVE  
MINNEAPOLIS MN 55055

JEN001  
KATHY M JENKINS  
1200-24 WRIGHT BLVD  
APT 402  
MINNEAPOLIS MN 55055

JON001  
MARIA K JONCHIM  
3321 W 52 AVE  
MINNEAPOLIS MN 55055





# Employee Direct Deposit Information



Use the **Employee Direct Deposit Information** function to produce a list of the direct deposit transaction records. You can use the list to verify that you have entered information correctly and to check prenotification status. This function is available only if Direct Deposit is installed.

Before the system creates the direct deposit file, the **In** column on the list must have a value of **Y** and the **Out** column must have a value of **N**. You can change this status using the **Create Prenotification File** or **Direct Deposit** functions.

## Sample Information List

| Builders Supply                     |                  |    |                |              |           | Page 1 of 1 |
|-------------------------------------|------------------|----|----------------|--------------|-----------|-------------|
| Employee Direct Deposit Information |                  |    |                |              |           |             |
| Empl ID                             | Employee Name    |    |                |              |           |             |
| Acct Type                           | Out              | In | Acct Number    | Routing Code | Amount    | \$ or %     |
| BOU001                              | Bourne, Linda    |    |                |              |           |             |
| Checking                            | N                | Y  | XXXXXXXXXX2934 | 000133333    | 150.25    | \$          |
| Savings                             | N                | Y  | XXXXXXXXXX5875 | 000133333    | 200.00    | \$          |
| Pay Check                           | N                | N  |                |              | 99999.99  | \$          |
|                                     |                  |    |                |              | 100350.24 |             |
| GER001                              | Gerard, Timothy  |    |                |              |           |             |
| Checking                            | N                | Y  | XXXXXXXXXX5333 | 000000013    | 10.00     | %           |
| Savings                             | N                | Y  | XXXXXXXXXX5353 | 000000013    | 10.00     | %           |
| Savings                             | N                | Y  | XXXXXXXXXX5333 | 000000013    | 10.00     | %           |
| Savings                             | N                | Y  | XXXXXXXXXX3353 | 055000165    | 10.00     | %           |
| Checking                            | N                | Y  | XXXXXXXXXX3334 | 055000165    | 10.00     | %           |
| Checking                            | N                | Y  | XXXXXXXXXX5333 | 055000165    | 50.00     | %           |
|                                     |                  |    |                |              | 100.00    |             |
| JON001                              | Jonchim, Maria   |    |                |              |           |             |
| Savings                             | N                | Y  | XXXXXX1321     | 055002341    | 200.00    | \$          |
|                                     |                  |    |                |              | 200.00    |             |
| LUK001                              | Lukas, Gregg     |    |                |              |           |             |
| Savings                             | N                | Y  | XXXXX5623      | 000000026    | 75.00     | %           |
| Checking                            | N                | Y  | XXXXX4641      | 000000026    | 25.00     | %           |
|                                     |                  |    |                |              | 100.00    |             |
| STO001                              | Stockard, Albert |    |                |              |           |             |
| Savings                             | N                | Y  | XXXXX9574      | 000000039    | 500.00    | \$          |
|                                     |                  |    |                |              | 500.00    |             |



# Formulas List

Use the **Formulas List** function to review the deduction and withholding formulas set up through the **Formula Maintenance** function and stored in the **PAFMHDR** and **PAFMLIN** files.

## Sample List

| Builders Supply<br>Formulas List |             |                                                                   |          |          | Page 1 of 1 |  |
|----------------------------------|-------------|-------------------------------------------------------------------|----------|----------|-------------|--|
| Formula ID                       | Description |                                                                   | Factor 1 | Factor 2 | Factor 3    |  |
| Line No.                         | Type        | Detail                                                            | Factor 4 | Factor 5 | Factor 6    |  |
| PAK__SO1.RTN                     |             | Alaska State Unemployment - Employee                              | 0.0000   | 0.0000   | 0.0000      |  |
|                                  |             |                                                                   | 0.0000   | 0.0000   | 0.0000      |  |
| 001                              | N           | TABLE2(1,1,RETVAL)                                                |          |          |             |  |
| 002                              | N           | TABLE2(1,2,RETVAL)                                                |          |          |             |  |
| 003                              | N           | TAXEARN+YTDEARNINGS                                               |          |          |             |  |
| 004                              | N           | IF(LI003>LI002)TH(TAXEARN-(TAXEARN+YTDEARNINGS-LI002))EL(TAXEARN) |          |          |             |  |
| 005                              | N           | (LI004*LI001)/100                                                 |          |          |             |  |
| 006                              | N           | IF(YTDEARNINGS>=LI002)TH(0)EL(LI005)                              |          |          |             |  |
| 007                              | N           | IF(LI006<0)TH(0)EL(LI006)                                         |          |          |             |  |
| 008                              | N           | LI001*LI002/100                                                   |          |          |             |  |
| 009                              | N           | YTDWITHHOLDINGS+LI007                                             |          |          |             |  |
| 010                              | N           | IF(LI009>LI008)TH(LI007-(LI009-LI008))EL(LI007)                   |          |          |             |  |
| 011                              | N           | IF(LI010<0)TH(0)EL(LI010)                                         |          |          |             |  |
| PAK__SUI.RTN                     |             | Alaska State Unemployment Ins.                                    | 0.0000   | 0.0000   | 0.0000      |  |
|                                  |             |                                                                   | 0.0000   | 0.0000   | 0.0000      |  |
| 001                              | N           | TABLE2(1,1,RETVAL)                                                |          |          |             |  |
| 002                              | N           | TABLE2(1,2,RETVAL)                                                |          |          |             |  |
| 003                              | N           | TAXEARN+YTDEARNINGS                                               |          |          |             |  |
| 004                              | N           | IF(LI002>LI003)TH(LI003)EL(LI002)                                 |          |          |             |  |
| 005                              | N           | (LI004*LI001)/100                                                 |          |          |             |  |
| 006                              | N           | LI005-YTDWITHHOLDINGS                                             |          |          |             |  |
| 007                              | N           | IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006)                             |          |          |             |  |
| 008                              | N           | IF(LI007<0)TH(0)EL(LI007)                                         |          |          |             |  |
| PAK__SWH.RTN                     |             | Alaska State Withholding                                          | 0.0000   | 0.0000   | 0.0000      |  |
|                                  |             |                                                                   | 0.0000   | 0.0000   | 0.0000      |  |
| 001                              | N           | (0)                                                               |          |          |             |  |



# Department List

Use the **Department List** function to review the departments set up for your payroll application.

## Sample List

| Builders Supply<br>Department List |                 |             |         | Page 1 of 1 |
|------------------------------------|-----------------|-------------|---------|-------------|
| Dept. ID                           | Department Name | Type        | Code    | GL Account  |
| 100                                | WAREHOUSE       | Earning     | OVT     | 520000      |
|                                    |                 | Earning     | P01     | 520000      |
|                                    |                 | Earning     | P02     | 520000      |
|                                    |                 | Earning     | P03     | 520000      |
|                                    |                 | Earning     | P04     | 520000      |
|                                    |                 | Earning     | P05     | 520000      |
|                                    |                 | Earning     | REG     | 520000      |
|                                    |                 | Earning     | SAL     | 520000      |
|                                    |                 | Earning     | SIC     | 520000      |
|                                    |                 | Earning     | VAC     | 520000      |
|                                    |                 | Withholding | FED EME | 520000      |
|                                    |                 | Withholding | FED EOA | 520000      |
|                                    |                 | Withholding | FED FUT | 520000      |
|                                    |                 | Withholding | MN SUI  | 520000      |
| 200                                | RETAIL SALES    | Earning     | OVT     | 510000      |
|                                    |                 | Earning     | P01     | 510000      |
|                                    |                 | Earning     | P02     | 510000      |
|                                    |                 | Earning     | P03     | 510000      |
|                                    |                 | Earning     | P04     | 510000      |
|                                    |                 | Earning     | P05     | 510000      |
|                                    |                 | Earning     | REG     | 510000      |
|                                    |                 | Earning     | SAL     | 510000      |
|                                    |                 | Earning     | SIC     | 510000      |
|                                    |                 | Earning     | VAC     | 510000      |
|                                    |                 | Withholding | FED EME | 510000      |
|                                    |                 | Withholding | FED EOA | 510000      |
|                                    |                 | Withholding | FED FUT | 510000      |
|                                    |                 | Withholding | MN SUI  | 510000      |



# Payroll Information List

Use the **Payroll Information List** function to review state unemployment report setup, company addresses, and degree descriptions set up through the **Payroll Information** function and stored in the **PAINxxx** (Payroll Information) file.

## Sample List

| Builders Supply                          |                                            | Page 1 of 1 |
|------------------------------------------|--------------------------------------------|-------------|
| Payroll Information List                 |                                            |             |
| State Unemployment Report Setup          |                                            |             |
| State MN                                 |                                            |             |
| Self-Adjust SUI Month                    | 1                                          |             |
| Print employees with zero earnings?      | YES                                        |             |
| Round all numbers to the nearest dollar? | NO                                         |             |
| Sort report by                           | Last Name                                  |             |
| Social Security No.                      | 1                                          |             |
| Name                                     | 2                                          |             |
| Total QTD Wages                          | 3                                          |             |
| Excess QTD Wages                         | 4                                          |             |
| Taxable QTD Wages                        | 5                                          |             |
| Weeks Worked                             | 6                                          |             |
| Hours Worked                             | 7                                          |             |
| Company Address                          |                                            |             |
| Company Name                             | Builders Supply                            |             |
| Address                                  | 4301 Dean Lakes Blvd<br>Shakopee, MN 55379 |             |
| Degree Code Description                  |                                            |             |
| AA                                       | Associate of Arts                          |             |
| BA                                       | Bachelor of Arts                           |             |
| BS                                       | Bachelor of Science                        |             |
| MA                                       | Master of Arts                             |             |
| MS                                       | Master of Science                          |             |
| PhD                                      | Doctorate                                  |             |
| TC                                       | Technical Certificate                      |             |





# Recurring Time Ticket List

Use the **Recurring Time Ticket List** function to produce a list of the entries you entered using the **Recurring Entries** function.

## Sample List

| Builders Supply            |             |          |           |       |      |       |      |       |                        |             | Page 1 of 1 |
|----------------------------|-------------|----------|-----------|-------|------|-------|------|-------|------------------------|-------------|-------------|
| Recurring Time Ticket List |             |          |           |       |      |       |      |       |                        |             |             |
| By Employee                |             |          |           |       |      |       |      |       |                        |             |             |
| Employee                   | Type        | Run Code | Tax Group | Dept. | Job  | Phase | Cost | Class | Earning                |             | Pieces      |
| ID                         | Name        | Group    | Cutoff    |       | Note |       | Code | Seq.  | Code                   | Desc.       | Amount      |
| JON001                     | Jonchim M K | H        | A1        | MN    | 501  |       |      | SEC   | REG                    | Regular Pay | 0           |
|                            |             | 1        |           |       |      |       |      | 000   |                        |             | 300.00      |
|                            |             |          |           |       |      |       |      |       | Pieces Total           |             | 0           |
|                            |             |          |           |       |      |       |      |       | REG                    | Regular Pay | 300.00      |
|                            |             |          |           |       |      |       |      |       | Employee JON001 Totals |             | 300.00      |
| ROS001                     | Rossini L A | H        | A1        | MN    | 501  |       |      | SEC   | REG                    | Regular Pay | 0           |
|                            |             | 1        |           |       |      |       |      | 000   |                        |             | 230.00      |
|                            |             |          |           |       |      |       |      |       | Pieces Total           |             | 0           |
|                            |             |          |           |       |      |       |      |       | REG                    | Regular Pay | 230.00      |
|                            |             |          |           |       |      |       |      |       | Employee ROS001 Totals |             | 230.00      |
|                            |             |          |           |       |      |       |      |       | Pieces Total           |             | 0           |
|                            |             |          |           |       |      |       |      |       | REG                    | Regular Pay | 530.00      |
|                            |             |          |           |       |      |       |      |       | Grand Total            |             | 530.00      |



# Recurring Deductions List

Use the **Recurring Deductions List** function to produce a list of deductions used in the **Recurring Entries** function and the withholdings and amounts for the deductions.

## Sample List

| Builders Supply           |              |       |     |             |       |                    |             |       |        | Page 1 of 1 |
|---------------------------|--------------|-------|-----|-------------|-------|--------------------|-------------|-------|--------|-------------|
| Recurring Deductions List |              |       |     |             |       |                    |             |       |        |             |
| By Employee               |              |       |     |             |       |                    |             |       |        |             |
| Employee                  | Type         | Group | Run | Cutoff Date | Dept. | Deduction          |             | Hours | Amount | Note        |
| ID                        | Name         |       |     |             |       | Code               | Description |       |        |             |
| JON001                    | Jonchim M K  | H     | 1   | A1          | 501   | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | Emp. JON001 Totals |             | .000  | 25.00  |             |
| ROS001                    | Rossini L A  | H     | 1   | A1          | 501   | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | Emp. ROS001 Totals |             | .000  | 25.00  |             |
| STO001                    | Stockard A W | H     | 1   | C9          | 100   | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | Emp. STO001 Totals |             | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 75.00  |             |
|                           |              |       |     |             |       | Grand Total        |             | .000  | 75.00  |             |



# Tables List

The **Tables List** function shows the number of columns, column length and type, and data for any or all Payroll tables.

Use the **Tables List** function to review information entered into the Payroll tables using the **Tables** function and stored in the **PATBxxx** file.

## Sample List

| Builders Supply<br>Tables List<br>Payroll with Direct Deposit |                       |               |                                         |      |   | Page 1 of 2 |
|---------------------------------------------------------------|-----------------------|---------------|-----------------------------------------|------|---|-------------|
| Table ID                                                      | 457xxx                | Description   | 457 and Non-457 Codes                   |      |   |             |
| No. of Columns                                                | 12                    | Column Length | 3                                       | Type | A |             |
| Earning Codes                                                 | Non-457 Earning Codes |               |                                         |      |   |             |
| Table ID                                                      | ADJMN                 | Description   | Adjust to Minimum Wage Earning Code     |      |   |             |
| No. of Columns                                                | 1                     | Column Length | 12                                      | Type | A |             |
| Adjust Code                                                   |                       |               |                                         |      |   |             |
| REG                                                           |                       |               |                                         |      |   |             |
| Table ID                                                      | DCBxxx                | Description   | DCB Codes                               |      |   |             |
| No. of Columns                                                | 12                    | Column Length | 3                                       | Type | A |             |
| Earning Codes                                                 | Deduction Codes       |               |                                         |      |   |             |
| Table ID                                                      | ETYP                  | Description   | E-Mail Form Types                       |      |   |             |
| No. of Columns                                                | 1                     | Column Length | 12                                      | Type | A |             |
| Form Type                                                     |                       |               |                                         |      |   |             |
| Voucher                                                       |                       |               |                                         |      |   |             |
| Other                                                         |                       |               |                                         |      |   |             |
| Alert                                                         |                       |               |                                         |      |   |             |
| Table ID                                                      | FREQH                 | Description   | Frequency of Hours/Pay Period/Group Cd. |      |   |             |
| No. of Columns                                                | 2                     | Column Length | 12                                      | Type | N |             |
| Group Code                                                    | Hours/Period          |               |                                         |      |   |             |
| .00                                                           | 86.66                 |               |                                         |      |   |             |
| 1.00                                                          | 173.33                |               |                                         |      |   |             |
| 2.00                                                          | 80.00                 |               |                                         |      |   |             |
| 3.00                                                          | 40.00                 |               |                                         |      |   |             |
| 4.00                                                          | 173.33                |               |                                         |      |   |             |
| 5.00                                                          | 86.66                 |               |                                         |      |   |             |
| 6.00                                                          | 80.00                 |               |                                         |      |   |             |
| 7.00                                                          | 40.00                 |               |                                         |      |   |             |
| 8.00                                                          | 200.00                |               |                                         |      |   |             |
| 9.00                                                          | 100.00                |               |                                         |      |   |             |



# GL Account Audit Report

The **GL Account Audit Report** List shows Payroll tables and data files with invalid or missing GL account numbers.

## Sample List

| Builders Supply           |              |       |     |             |       |                    |             |       |        | Page 1 of 1 |
|---------------------------|--------------|-------|-----|-------------|-------|--------------------|-------------|-------|--------|-------------|
| Recurring Deductions List |              |       |     |             |       |                    |             |       |        |             |
| By Employee               |              |       |     |             |       |                    |             |       |        |             |
| Employee                  | Type         | Group | Run | Cutoff Date | Dept. | Deduction          |             | Hours | Amount | Note        |
| ID                        | Name         |       |     |             |       | Code               | Description |       |        |             |
| JON001                    | Jonchim M K  | H     | 1   | A1          | 501   | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | Emp. JON001 Totals |             | .000  | 25.00  |             |
| ROS001                    | Rossini L A  | H     | 1   | A1          | 501   | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | Emp. ROS001 Totals |             | .000  | 25.00  |             |
| STO001                    | Stockard A W | H     | 1   | C9          | 100   | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 25.00  |             |
|                           |              |       |     |             |       | Emp. STO001 Totals |             | .000  | 25.00  |             |
|                           |              |       |     |             |       | 010                | Stock Plan  | .000  | 75.00  |             |
|                           |              |       |     |             |       | Grand Total        |             | .000  | 75.00  |             |





|                             |       |
|-----------------------------|-------|
| Printing a Master Code List | 13-1  |
| Labor Classes List          | 13-5  |
| Tax Authorities List        | 13-7  |
| Earning Codes List          | 13-9  |
| Deductions List             | 13-11 |
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| Tax Groups List             | 13-15 |

## Master Codes List

### Printing a Master Code List

The functions on the **Master Codes List** menu let you print lists of the codes you entered using the **Codes Maintenance** menu. These lists do not contain any calculations, formulas, or transaction amounts, but rather list only the codes the system uses to make the necessary calculations for employee payroll and federal, state, and local taxes. If any of the information on a master code list is incorrect, use the appropriate function on the **Codes Maintenance** menu to correct it, then reprint the master code list.

You produce all master code lists in the same way. Use the instructions below to print a master code list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master Codes List** menu. The selection screen for that list appears. The Withholdings List screen is shown below as an example.

2. If the screen contains options that control what information appears in the list, select the check box (or enter **Y** in text mode) to include the information or clear the check box (or enter **N** in text mode) to exclude that information.
3. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry (F2)** command is usually available for these fields to let you select beginning and end range values from the list that appears.

**Inquiry**

Leave these fields blank to include all values in the list.

4. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.
5. If the screen contains options that control what groups of information appear in the list (employee deductions versus employer deductions, for example), select the group you want to print. You can select only one print option.

6. Select the output device to begin printing the list. See “Reports” on page 1-39 for more information. After you produce the list, the **Master Codes List** menu appears.



# Labor Classes List

Use the **Labor Classes List** function to view the labor classes and descriptions stored in the **PALCxxx** (Labor Class) file. You set up labor classes using the **Labor Classes** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

## Sample List

| Builders Supply    |                | Page 1 of 1 |
|--------------------|----------------|-------------|
| Labor Classes List |                |             |
| Labor Class        | Description    |             |
| MGR                | Management     |             |
| Prs                | President      |             |
| SEC                | Secretary      |             |
| SHP                | Shipping       |             |
| VP                 | Vice President |             |



# Tax Authorities List

Use the **Tax Authorities List** function to view the federal, state and local codes and descriptions stored in the **PACO** (Codes) file. You set up federal, state, and local codes using the **Tax Authority Setup** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

## Sample List

| Builders Supply<br>Tax Authorities List |                |             |                          |              |          |                          |              |          |
|-----------------------------------------|----------------|-------------|--------------------------|--------------|----------|--------------------------|--------------|----------|
| Page 4 of 4                             |                |             |                          |              |          |                          |              |          |
|                                         |                |             | Employee Tax Information |              |          | Employer Tax Information |              |          |
| State                                   | Locality       | Description | Code                     | Formula      | Table ID | Code                     | Formula      | Table ID |
| SC                                      | South Carolina |             | SWH                      | PSC__SWH.RTN | STXSC    | SUI                      | PSC__SUI.RTN | SUTSCx   |
|                                         |                |             |                          |              |          | FTS                      | PSC__FTS.RTN | FTSSCx   |
| SD                                      | South Dakota   |             | SWH                      | PSD__SWH.RTN |          | SUI                      | PSD__SUI.RTN | SUTSDx   |
|                                         |                |             |                          |              |          | FTS                      | PSD__FTS.RTN | FTSSDx   |
| TN                                      | Tennessee      |             | SWH                      | PTN__SWH.RTN |          | SUI                      | PTN__SUI.RTN | SUTTNx   |
|                                         |                |             |                          |              |          | FTS                      | PTN__FTS.RTN | FTSTNx   |
| TX                                      | Texas          |             | SWH                      | PTX__SWH.RTN |          | SUI                      | PTX__SUI.RTN | SUTTXx   |
|                                         |                |             |                          |              |          | FTS                      | PTX__FTS.RTN | FTSTXx   |
| UT                                      | Utah           |             | SWH                      | PUT__SWH.RTN | STXUTS   | SUI                      | PUT__SUI.RTN | SUTUTx   |
|                                         |                |             |                          |              |          | FTS                      | PUT__FTS.RTN | FTSUTx   |
| VA                                      | Virginia       |             | SWH                      | PVA__SWH.RTN | STXVA    | SUI                      | PVA__SUI.RTN | SUTVx    |
|                                         |                |             |                          |              |          | FTS                      | PVA__FTS.RTN | FTSVx    |
| VT                                      | Vermont        |             | SWH                      | PVT__SWH.RTN | STXVTS   | SUI                      | PVT__SUI.RTN | SUTVTx   |
|                                         |                |             |                          |              |          | FTS                      | PVT__FTS.RTN | FTSVTx   |
| WA                                      | Washington     |             | SWH                      | PWA__SWH.RTN |          | SUI                      | PWA__SUI.RTN | SUTWx    |
|                                         |                |             |                          |              |          | FTS                      | PWA__FTS.RTN | FTSWx    |
| WI                                      | Wisconsin      |             | SWH                      | PWI__SWH.RTN | STXWIS   | SUI                      | PWI__SUI.RTN | SUTWix   |
|                                         |                |             |                          |              |          | FTS                      | PWI__FTS.RTN | FTSWix   |
| WV                                      | West Virginia  |             | SWH                      | PWW__SWH.RTN | STXWV    | SUI                      | PWW__SUI.RTN | SUTWVx   |
|                                         |                |             |                          |              |          | FTS                      | PWW__FTS.RTN | FTSWVx   |
| WY                                      | Wyoming        |             | SWH                      | PWY__SWH.RTN |          | SUI                      | PWY__SUI.RTN | SUTWYx   |
|                                         |                |             |                          |              |          | FTS                      | PWY__FTS.RTN | FTSWYx   |





# Earning Codes List

Use the **Earning Codes List** function to view the earning codes and descriptions stored in the **PAECxxx** (Earning Codes) file. You set up earning codes using the **Earning Codes** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

## Sample List

| Builders Supply    |               |                 |          |            |                       |            |            | Page 1 of 1 |
|--------------------|---------------|-----------------|----------|------------|-----------------------|------------|------------|-------------|
| Earning Codes List |               |                 |          |            |                       |            |            |             |
| by Earning Code    |               |                 |          |            |                       |            |            |             |
| Earn. Code         | Description   | Include in Net? | Fixed WH | Earn. Type | Add or Replace Salary | GL Account | Multiplier | Add to Base |
| DBL                | Double Time   | Yes             | No       | O          | Add                   | 202000     | 2.0000     | .00         |
| OVT                | Overtime Pay  | Yes             | No       | O          | Add                   | 202000     | 1.5000     | .00         |
| P01                | Bonus         | Yes             | Yes      | M          | Add                   | 202000     | 1.0000     | .00         |
| P02                | Travel Exp    | Yes             | No       | M          | Add                   | 202000     | 1.0000     | .00         |
| P03                | Cash Value    | No              | No       | F          | Add                   | 202000     | 1.0000     | .00         |
| P04                | Commissions   | Yes             | No       | M          | Add                   | 202000     | 1.0000     | .00         |
| P05                | Rpt Tips      | No              | No       | T          | Add                   | 202000     | 1.0000     | .00         |
| REG                | Regular Pay   | Yes             | No       | R          | Replace               | 202000     | 1.0000     | .00         |
| SAL                | Salaried Wage | Yes             | No       | R          | Replace               | 202000     | 1.0000     | .00         |
| SIC                | Sick Pay      | Yes             | No       | S          | Add                   | 202000     | 1.0000     | .00         |
| VAC                | Vacation Pay  | Yes             | No       | V          | Add                   | 202000     | 1.0000     | .00         |



# Deductions List

Use the **Deductions List** function to view the deduction codes and descriptions stored in the **PADExxx** (Employee Deductions) file. You set up deductions using the **Deductions** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

## Sample List

| Builders Supply     |                |             |               |                 |                | Page 1 of 1   |
|---------------------|----------------|-------------|---------------|-----------------|----------------|---------------|
| Deductions List     |                |             |               |                 |                |               |
| By Deduction Number |                |             |               |                 |                |               |
| All Deductions      |                |             |               |                 |                |               |
| Number              | Description    | Liab. Acct. | Expense Acct. | Deferred Comp.? | Employee Paid? | Calculate On? |
| 001                 | Medical Ins    | 535000      |               | NO              | NO             | Gross Pay     |
| 002                 | Dental Ins     | 535000      |               | NO              | NO             | Gross Pay     |
| 003                 | United Way     | 204000      |               | NO              | NO             | Gross Pay     |
| 004                 | Credit Union   | 999900      |               | NO              | NO             | Gross Pay     |
| 005                 | Dues           | 999900      |               | NO              | NO             | Gross Pay     |
| 006                 | 401K           | 205000      |               | YES             | NO             | Gross Pay     |
| 007                 | IRA Plan       | 200000      |               | NO              | NO             | Gross Pay     |
| 008                 | Parking        | 801000      |               | NO              | NO             | Gross Pay     |
| 009                 | Cash Advance   | 101000      |               | NO              | NO             | Gross Pay     |
| 010                 | Stock Plan     | 205000      |               | NO              | NO             | Gross Pay     |
| 011                 | Uniform        | 801000      |               | NO              | NO             | Gross Pay     |
| 012                 | Travel Stipend | 801000      |               | NO              | NO             | Gross Pay     |



# Withholdings List

Use the **Withholdings List** function to list the withholding codes and descriptions stored in the **PAWIxxx** (Withholdings) file. You set up withholdings using the **Withholdings** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

## Sample List

| Builders Supply<br>Withholdings List<br>By Withholding Code |                 |            |                 |            |             |                 | Page 1 of 1           |
|-------------------------------------------------------------|-----------------|------------|-----------------|------------|-------------|-----------------|-----------------------|
| Withholding<br>Auth. Code                                   | Description     | Liab. Acct | Expense<br>Acct | Fixed Pct. | Tax ID      | Employer<br>WH? | Weeks<br>Worked Limit |
| CA - SUI                                                    | CA SUI          | 203700     | 530000          | .00        |             | YES             |                       |
| CA - SWH                                                    | CA W/H          | 203400     |                 | 1.00       | 12345678912 | NO              |                       |
| FED - EIC                                                   | Earned Income   | 206000     |                 | 7.00       |             | NO              |                       |
| FED - EME                                                   | Emplr Medicare  | 203200     | 530000          | .00        |             | YES             |                       |
| FED - EOA                                                   | Emplr OASDI     | 203200     | 530000          | .00        |             | YES             |                       |
| FED - FUT                                                   | Unemp Ins       | 203600     | 530000          | .00        |             | YES             |                       |
| FED - FWH                                                   | Federal WH      | 203000     |                 | 20.00      | 77-7777777  | NO              |                       |
| FED - MED                                                   | Emplie Medicare | 203200     |                 | .00        |             | NO              |                       |
| FED - OAS                                                   | Emplie OASDI    | 203200     |                 | .00        |             | NO              |                       |
| MN - SUI                                                    | MN Unemp Ins    | 203700     | 530000          | .00        | AA1234      | YES             |                       |
| MN - SWH                                                    | MN W/H          | 203400     |                 | 7.00       | 46-9783645  | NO              |                       |



# Tax Groups List

Use the **Tax Groups List** to list the withholding codes for tax groups used to calculate withholdings from employees.. You set up tax groups using the **Tax Groups** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

## Sample List

| Builders Supply |                       |                      | Page 1 of 1 |
|-----------------|-----------------------|----------------------|-------------|
| Tax Group List  |                       |                      |             |
| Tax Group ID    | Description           | Tax Authority / Code |             |
| MN              | Minnesota State Taxes | MN                   | SUI         |
|                 |                       | MN                   | SWH         |





## APPENDIX A

# A

## System Messages

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

### **A bank account is required.**

You must enter a bank account ID if Payroll interfaces with Bank Reconciliation.

### **Access to File Maintenance denied.**

Your role is not set up to use the **Maintenance (F6)** command in this field. You must be set up to access the **File Maintenance** function associated with this field.

### **Bank account ID xxxxxx not found.**

The bank account ID you entered (if Payroll interfaces with Bank Reconciliation) is not on file. Enter a different ID, or use the **Inquiry (F2)** command to look up and select the ID from the list that appears.

### **Basic Error = nn LINE = nnn Program = xxxxx**

A serious error has occurred. Write down the information that appears and get help from a support technician.

**Cannot define file.**

The Payroll system cannot create the work file it needs for magnetic media production. Make sure that enough disk space is available and that the directory you specified exists. If the problem persists, get help from a support technician.

**Cannot delete during inquiry.**

The functions on the **Employee Inquiry** menu are read-only. To delete employee records, you must have access to the appropriate **File Maintenance** functions.

**Cannot delete employee with history.**

Before you can delete an employee record that has quarter-to-date and/or year-to-date balances in reported earnings or tax withholdings, you must change the balances to zero through the **Employees** function (page 10-3). Print W-2s for the employee before you delete the record.

Records of terminated employees are deleted automatically during year-end processing.

**Cannot find last-year files for this company. You must run the year-end maintenance function.**

There are no last-year data files for the company. Press **Enter** to return to the main menu. Then do periodic maintenance (page 9-57).

**Cannot find (table name) table.**

**Cannot find (table name) tax table.**

The system cannot find the table shown in this message. Use the **Tables** (page 10-79) or the **Tax Tables** (page 10-99) function to set up the tables.

**Check has already been voided from Bank Reconciliation. Cannot void.**

If you have not posted, you can remove the voided check from Bank Reconciliation.

**Check history is not implemented.**

You cannot print the Check History Register or use the **Void Checks** function because you did not elect to save check history in the Resource Manager **Options and Interfaces** function; the file contains no history. Use the **Options and Interfaces** function to elect to save check history.

**Check was not found in BRTRx file. Cannot void.**

If Payroll interfaces with Bank Reconciliation, the check you want to void must be in the **BRTRx** (Transactions) file before it can be voided.

**Checks file is empty.**

You cannot print payday reports if the **PACHxxx** (Checks) file is empty. Return to the **Payday Work** menu and select the **Calculate Checks** function.

**Code is not set up in PACO file.**

Federal, state, and local tax codes must be set up in **Tax Authority Setup** function (page 11-5).

**Cost code has a type other than labor.**

You must enter a cost code with a type of **labor** for the job and phase if Payroll interfaces with Job Cost.

**Diskette contains file(s), directory, or label.**

The diskette you want to use for W-2 magnetic media has some files on it or contains a disk label. Use a blank, formatted disk that does not have a label. See page 9-37 for instructions and information about accepted formats.

**Division ID not allowed.**

You must enter a department ID, not a division ID, for the employee.

**Drive not available.**

The disk drive ID you entered is not available on your system. Press **Enter** and enter a different drive ID. If this message appears when you enter the correct drive ID, get help from a support technician.

**Employee (ID) not found.**

Before you can enter history for an employee, you must use the **Employees** function (page 10-3) to set up a record for the employee.

**FICA table not found in PATX table.**

You must build this table in the **Tax Tables** function (page 10-99).

**(file name) for version 4.x could not be found. Unable to continue with conversion. (file name) source file not found. Unable to continue with conversion.**

Check the directory you are working in and copy the necessary file into the new directory. See chapter 2 for more information about conversion.

These codes must be entered in the **Withholdings** function (page 11-25).

**GL account xxxxxxxxxxxx is not on file.**

If Payroll interfaces with General Ledger, you must enter the correct account number or add the account to General Ledger.

**GLDEPx table was not found in xxxxxx.**

You have posted new entries to the **PADPxxx** (Department) file, but no general ledger account has been specified with the department. If the new entries do not exist in the department, entries are posted to a default general ledger account. If you do not want entries posted to the default account, you must select a different account.

**Invalid period conversion table.**

The **CNVTxxx** table for the company is invalid (for example, because you are on a quarterly system and you have not updated the table with corresponding data for the next quarter). Use the Resource Manager **Period Setup** function to make corrections.

**Invalid quarter in PACTLx table.**

The current quarter you entered in the **PACTLxxx** table is invalid. Use the **Tables** function (page 10-79) to correct the table. Valid quarters are **1, 2, 3** or **4**.

**Job has phases.**

If you try to add a payroll transaction for an employee and use the **Inquiry (F2)** command to select a job, you must enter the phase associated with that job.

**Last-year data files not found for company X.**

The last-year data files have been erased manually or by closing them.

**Must build (*table name*) table first.**

You must build the table shown in this message before you can use this function.

**No check on file for employee xxxxxx.**

You must calculate checks before printing. Use the **Calculate Checks** (page 6-3) or the **Manual Checks** (page 6-9) function.

You might also see this message if you try to edit an accrual for an employee who does not have a check on file. You must use the **Calculate Checks** or the **Manual Checks** functions.

**No tax information located for this employee.**

You must enter this information on the **Employees Tax Information** screen (page 10-21).

**NOTE: Check history is not implemented for this company. The record of federal tax liability might be incorrect.**

The **PAHCxxx** (Check History) file may not be present; it is required to provide complete information in 941 reports.

**Option for Transaction History is not in use. Transactions will not be re-created in Transaction file.**

You did not elect to save payroll transaction history in the Resource Manager **Options and Interfaces** function.

**Quarter-end processing not valid in quarter 4. Use year-end processing instead.**

You cannot use the **Quarter-End Maintenance** function if the current quarter in the **PACTLxxx** table is **4**.

**Record is in use.**

Someone else is using the record you are trying to access. Press **Enter** to try again.

**SUI record for state xx not found.**

The SUI record in the **PAINxxx** (Payroll Information) file is not on file for the selected state. Build the table through the **Payroll Information** function (page 10-65) or restore it from a backup, and try again.

**The federal tax authority was not found in the PACO file.**

You must enter this information in the **Tax Authority Setup** function (page 11-5).

**This function is not allowed with last-year data files.  
Switch to current-year files first.**

If you are trying to use a function that cannot be used with last-year data files, switch to the current-year files.

**Transaction history is not implemented.**

You cannot print the Transaction History Report if you did not elect to save history in the Resource Manager **Options and Interfaces** function. Use the **Options and Interfaces** function to elect to save transaction history.

**Unable to create sort file.**

You may not have permission set up on your network.

**Unable to find original transactions in transaction history. Transactions will not be re-created in Transaction file.**

If the original transactions are not found in the **PATHxxx** (Transaction History) file on a calculated check, transactions will not be re-created.

**User-defined field record 'USRDD' not found in PATB file.  
User-defined field record 'USRDF' not found in PATB file.**

These user-defined files must be set up in the **Tables** function (page 10-79).

**Warning: GLDEPx table was not found in PATB. New department entries needing GL accounts will not have GL accounts.**

You must build this table in the **Tables** function. (See page 10-79 for information about the **GLDEPxxx** table.)

**W2CODE was not found in PATB.**

You must set up this table in the **Tables** function (page 10-79) before you print W-2s.

**Year-end processing not valid in quarters 1 - 3.**

You can use the **Year-End Maintenance** function only if the current quarter in the **PACTLxxx** table is **4**.

**You must set up codes for federal withholdings first.**

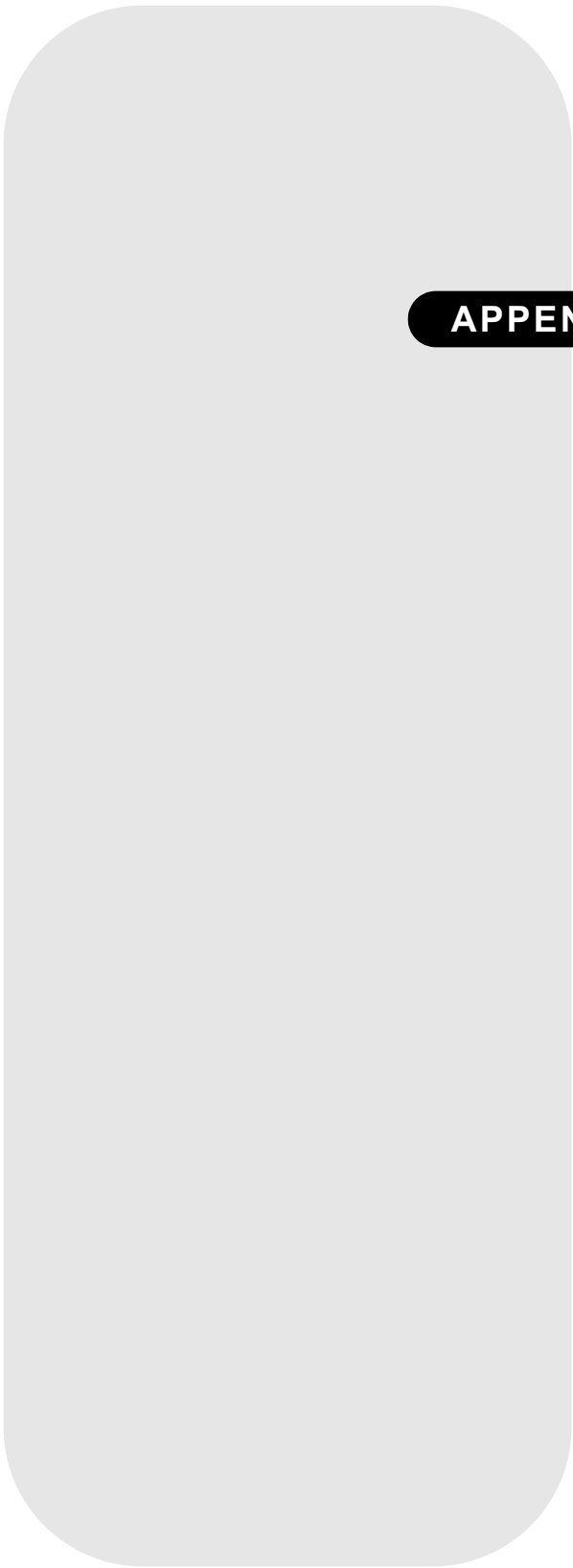
You must set up federal withholdings codes in the **Tax Authority Setup** function (page 11-5).

**You must set up TCALCx table before using time card calculator.**

You must set up this table in the **Tables** function.







## APPENDIX B

# B

## Common Questions

These commonly asked questions about the Payroll system are divided into the following categories: Installation and Setup, Daily Work, Payday Work, Periodic Processing, and Direct Deposit.

## Installation and Setup

### How do I set up worker's compensation codes?

Follow these steps to set up worker's compensation codes:

1. In the **Tax Authority Setup** function (see page 11-5), enter **State** as the tax authority.
2. Enter the state code.
3. Press the **Tab** key to move to the Employer Contribution Codes screen.
4. Press **A** to append the code you will use (for example, **WKC**).
5. Enter the formula name you will use (for example, **PMN\_ \_WKC.RTN**). The formula name must follow this format and have the extension **.RTN**.
6. Enter the table ID, if necessary (for example, **WKCMN**).
7. Use the **Exit (F7)** command to return to the **File Maintenance** menu.
8. In the **Withholdings** function, select the state tax authority and the tax code you entered for worker's compensation. (See page 11-25 for information on how to proceed with setting up the withholding.) When you have finished setting up the withholding, exit to the **File Maintenance** menu.
9. In the **Formula Maintenance** function, use the formula ID name you used in the **Tax Authority Setup** function. (See page 10-103 for information on how to proceed with setting up the formula.)

There are many ways to calculate worker's compensation. Depending on your state, the formula could be based on labor class or sex. Contact your state tax authorities for more information.

**How do I use multistate or multilocal taxes?**

Use the Tax Information screen in the **Employees** function (see page 10-3) to add states and localities for which the employee may need withholdings. When you enter or edit transactions in the **Payroll Transactions** function (see page 5-3), specify the states and localities for the employee's withholding. If you use the **Manual Checks** function (see page 6-9) to calculate checks, specify the states and localities on the first and third manual checks screens.

**Why are my departments and my employee history blank?**

You have not posted to departments or employee history. You can set up entries for employees and departments, but the system automatically adds entries in the **Post Transactions** and **Post Checks** functions.

**How can I set up a 401(k) match?**

In the **Deductions** function, enter the employer deduction code. Then use the Employees Salary Information screen (see page 10-3) to add the deduction code. (For information on deductions, see page 11-19.)

**How can I exclude earning codes from deductions?**

In the **Deductions** function, select the appropriate deduction number and then select the earning code(s) you want to exclude.

**I have an employee (for example, a minister) whom I need to exclude from withholdings. How do I handle that?**

In the **Employees** function (see page 10-3), select the employee you want to exclude from withholdings. On the Tax Information screen, use the Withholding Setup command and select the withholdings you want to exclude.

## Daily Work

**Can I enter time tickets for a salaried employee?**

Yes, in the **Payroll Transactions** function (see page 5-3). You cannot enter a time ticket that will exceed a salaried employee's wage. The system warns you if a posted or unposted amount exceeds the employee's wage.

**Can I enter one day in the time card calculator and have that day repeat for the rest of the week?**

Yes. In the Payroll Transactions Time Card Entry screen (see page 5-3), you can enter an employee's time in and time out five times.

**Can I pay an employee a vacation and a bonus check in the same pay period?**

Yes. If you need separate checks, you can change the sequence number in time ticket entry or enter separate manual checks. The system accounts for multiple checks in the **PACHxxx** (Checks) file when calculating withholdings and declining balance deductions.

## Payday Work

**How can I void a check?**

You can void only checks that have been posted. If the check has already been posted, use the **Void Checks** function (see page 6-39).

To void a manual check that you have not posted, you must delete the check through the **Manual Checks** function (see page 6-9).

To void a calculated check, you must post checks (see page 6-61). Then use the **Void Checks** function to void it, or enter negative time tickets in the **Calculate Checks** function (see page 6-3) and recalculate checks.

You cannot delete a calculated check because those earnings have already been posted to the departments.

**Can I void a check from a previous version of Payroll?**

No, because this version of Payroll contains additional information that previous versions of Payroll did not have.

**What happens if I delete or void a separate bonus check for an employee? Is the other check recalculated?**

The other check is not recalculated, but you can use the **Calculate Checks** function (see page 6-3) or the **Manual Checks** function (see page 6-9) to recalculate the deductions and withholdings on the check.

## Periodic Processing

**How do I print periodic quarterly reports for previous quarters?**

On the report function screen, enter the quarter number for which you want to produce the report.

**Why aren't federal withholdings printing on my W-2s?**

If you have multistate employees or if you have additional deferred compensation or local withholdings that will not fit on one W-2 form, a second W-2 form might be printed. Federal guidelines specify that the federal earnings information be printed on only one W-2 form.

## Direct Deposit

**It looks as if the system has not calculated a direct deposit voucher for one employee. Why not?**

The system calculates direct deposit vouchers only for employees whose **Prenote In** status is **Y** (or checked). The **Prenote In** field shows whether the bank has approved the prenotification file for this employee. You can check the status by producing the Employee Direct Deposit Information List. You can change this information in the File Maintenance **Direct Deposit** function. If you make changes through the **Direct Deposit** function, you must send the prenotification file to the bank for approval.

**Can I void a voucher?**

No, and you cannot void a check that was created along with the voucher. You must enter a negative manual check.

**What is the direct deposit file called?**

The default name for the direct deposit file is **DDEPOSIT.XXX** (**XXX** is the company ID). You can change the file name when you use the **Create Direct Deposit File** function. The system appends your company ID to the name you enter. Contact your bank to see whether it requires a special file name.

**Can I use Direct Deposit for manual checks?**

Yes. See page 6-9 for instructions on using the **Manual Checks** function.

**Can I split an employee's check by percentage and amount?**

You must select either the amount or the percentage you want to deposit in the account.

**How do I get my direct deposit file to the bank?**

Contact your bank to find out whether to transfer the file by modem or on a diskette. If the bank wants you to use a modem, you must use your communication software to transmit the file.

**What standard is used to create the prenotification and direct deposit files I send to the bank?**

The files are created using NACHA (National Automated Clearing House Association) standards.

## APPENDIX C

# C

### About Formulas

The Payroll system uses formulas to calculate deductions and withholdings based on earnings and/or tables. You can use variables for numbers such as year-to-date amounts, gross earnings, and so on, which you can manipulate using operations and functions, much like a spreadsheet program. You can also look up tax rates and other variable factors in tax tables.

A summary of valid variables, operations, and functions is below. If you are new to formulas or if you need to review them, you will find several examples at the end of this appendix.

The fields and commands available on the Formula Maintenance screen are described on page 10-104.

## Summary of Variables, Operations and Functions

Below is a summary of the variables, operations, and functions you can use in setting up deductions and withholdings.

### Variables

You can use positive or negative numbers (constants) in formulas. You can also use these variables in place of the numbers:

| Variable     | Description                                                               |
|--------------|---------------------------------------------------------------------------|
| ADJEARN      | Adjusted earnings for net pay deductions. <sup>a</sup>                    |
| ADJHR        | Adjusted hours (minus exclusions).                                        |
| ADJMIN\$     | Adjust to minimum wage flag.                                              |
| ADJSUIEARN   | Total SUI earnings before the <b>Self Adjust Month</b> changed.           |
| ADJSUIWITH   | Total SUI withholdings before the <b>Self Adjust Month</b> changed.       |
| DEDEXCL      | Total amount of deductions exclusions.                                    |
| DEDUCTIONTOT | Total deductions for the current check.                                   |
| EARNEXCL     | Total amount of earnings excluded.                                        |
| EICCODE\$    | EIC code for each employee ( <b>N</b> , <b>E</b> , or <b>B</b> ).         |
| EMPFICAWH    | Employee FICA Contribution (OASDI and Medicare).                          |
| EXEMPTIONS   | Number of exemptions per employee; taken from the <b>PAESxxx</b> file.    |
| EXTRAWH      | Extra withholdings for the employee; taken from the <b>PAEGxxx</b> file.  |
| FEDWITH      | Total employee federal withholdings (including OASDI, Medicare, and EIC). |



| Variable      | Description                                                                    |
|---------------|--------------------------------------------------------------------------------|
| FIXEDEARN     | Total fixed earnings for the employee; taken from the earning codes.           |
| FIXEDPCT      | Fixed percent for the withholding; taken from the <b>PAWIxxx</b> file.         |
| FIXEDWH       | Fixed withholding amount; from the <b>PAEGxxx</b> file.                        |
| FWHWITH       | Employee federal withholdings (not including OASDI, Medicare, and EIC).        |
| GRANDTOTEARN  | Total gross earnings, not including earnings that are not included in net pay. |
| GRANDTOTGROSS | Total gross earnings, including all earnings.                                  |
| HOURS         | Total hours worked.                                                            |
| LOCALWITH     | Total employee local withholdings.                                             |
| MINWAGE       | Minimum wage.                                                                  |
| PAYPERIODS    | Total pay periods for the year; from the <b>PAEGxxx</b> file.                  |
| PERIODCODE    | Current deduction run code for the group code the current employee is in.      |
| REGHRS        | Regular hours worked, excluding sick and vacation hours.                       |
| STATEWITH     | Total employee state withholdings.                                             |
| TAXEARN       | Taxable earnings per tax authority (total earnings minus all exclusions).      |
| TIPS          | Tips accumulated for the employee.                                             |
| TOTEARN       | Total earnings.                                                                |
| UNCOLMED      | Year-to-date uncollected Medicare.                                             |
| UNCOLOASDI    | Year-to-date uncollected OASDI.                                                |

| Variable        | Description                                                             |
|-----------------|-------------------------------------------------------------------------|
| YTDEARNINGS     | Year-to-date earnings for the withholding.                              |
| YTDFICATIPS     | Year-to-date FICA tips (used in employee OASDI to figure FICA tips).    |
| YTDTIPS         | Year-to-date tips deemed as wages (used in employer OASDI adjustments). |
| YTDWITHHOLDINGS | Year-to-date withholdings for the withholding.                          |

a. For Gross, ADJERN is set to the same amount as GRANDTOTGROSS, minus any earning code exclusions that may exist for that deduction. For Net, ADJERN is set to GRANDTOTEARN. Then DEDUCTIONTOT, FEDWITH, STATEWITH, and LOCALWITH are subtracted to account for all withholdings up to that point. So if you have two net pay deductions, the first one is calculated and that amount is added to DEDUCTIONTOT. The second deduction will follow the same process, with DEDUCTIONTOT having the updated deduction total from the previous net pay deduction.

### Formula Factors

Formula factors are variables used to change the base rate in a formula without changing the formula. Each formula can have six factors. Factors can be used in formula lines by entering **FCn**, where **n** is the number of the factor.

For example, you can set up a formula that multiplies taxable earnings by a percentage. The formula can be one line long: TAXEARN \* FC1. If you set factor one to .05, the employee's taxable earnings will be multiplied by five percent. Later you can change the factor or override it in the employee record.

Formula factors can be overridden for deductions on the Employees Salary Information screen (see page 10-3) or for withholdings on the Employees Tax Information screen (see page 10-99).

### Formula Lines

Each line of a formula sets the value of a variable **LInnn** (**nnn** is the line number). Lines are calculated in sequential order: line LI001 is calculated before LI002 and so on. You can use the results of previous lines with other variables in later formula lines. The result of the entire formula is the result of the last line you defined.

### Operations

Formulas are calculated line by line. Calculations in a line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted. Below is a table of the valid operations and the order in which they are performed (1 = performed first, 5 = performed last).

| Operator | Priority | Description              |
|----------|----------|--------------------------|
| —        | 1        | Negative Sign            |
| ^        | 2        | Exponentiation           |
| *        | 3        | Multiplication           |
| /        | 3        | Division                 |
| +        | 4        | Addition                 |
| —        | 4        | Subtraction              |
| =        | 5        | Equal to                 |
| <>       | 5        | Not equal to             |
| >        | 5        | Greater than             |
| <        | 5        | Less than                |
| >=       | 5        | Greater than or Equal to |
| <=       | 5        | Less than or Equal to    |

Calculations are performed in the order listed in the table above, from left to right. To change the calculation order, use parentheses to group parts of the formula together. Calculation is done from the innermost set of parentheses to the outermost set.

## Functions

You can use two types of functions when constructing formulas: Tables Lookup and Conditionals. Both are explained below.

### Tables Lookup

Use the **TABLE** and **TABLE2** functions to look up items in tax tables.

Use the **TABLE** function to look up information in a tax table that is arranged gradationally. The format for the command is **TABLE (x, y, RETVAL)**, where **x** is the line (or gradation) in the tax table and **y** is the column number. (**RETVAL** is a BB<sup>x</sup> command and must be included in a **TABLE** function.) The tax table the **TABLE** function goes to is specified in the **Tax Authority Setup** function (see page 11-5).

For example, you set up withholding SWH for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table **STXMNM**. In the formula, you use the command **TABLE (30000, 2, RETVAL)**. The system looks at the first column of the tax table until it finds a gradation greater than 30000. It then goes to the line *before* that one and returns the value found in the second column of that line.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to find the gradation in a tax table—for example, **TABLE (LI002, 2, RETVAL)**.

You can use only one table lookup for a formula line.

Use the **TABLE2** function to look up information in a tax table that is *not* arranged gradationally. The format for the command is **TABLE2 (x, y, RETVAL)**, where **x** is the row in the tax table and **y** is the column number. (**RETVAL** is a BB<sup>x</sup> command and must be included in a **TABLE2** function.) The tax table the **TABLE2** function goes to is specified in the **Tax Authority Setup** function.

For example, you set up withholding SUI for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table **SUTMN**. In the formula, you use the command **TABLE2 (1, 2, RETVAL)**. The system returns the value found in the first row and second column of the tax table.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to specify a location in a tax table—for example, **TABLE2 (1, LI002+2, RETVAL)**.

You can use only one table lookup for a formula line.

## Conditionals

You can use the **IF(x)TH(y)EL(z)** function (If-Then-Else) to evaluate formulas conditionally

2007 Formula Maintenance

Commands Edit Modes Other Scroll Commands Help

Formula ID: PMN\_SUIRTN

Description: Minnesota State Unemployment Ins.

|          |        |          |        |          |        |
|----------|--------|----------|--------|----------|--------|
| Factor 1 | 0.0000 | Factor 2 | 0.0000 | Factor 3 | 0.0000 |
| Factor 4 | 0.0000 | Factor 5 | 0.0000 | Factor 6 | 0.0000 |

| Variable | Formula                               |
|----------|---------------------------------------|
| LI001    | TABLE2(1,1,RETVAL)                    |
| LI002    | TABLE2(1,2,RETVAL)                    |
| LI003    | TAXEARN+YTD EARNINGS                  |
| LI004    | IF(LI002>LI003)TH(LI003)EL(LI002)     |
| LI005    | (LI004*LI001)/100                     |
| LI006    | LI005-YTD WITHHOLDINGS                |
| LI007    | IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006) |
| LI008    | IF(LI007<0)TH(0)EL(LI007)             |
| LI009    | TABLE2(2,1,RETVAL)                    |
| LI010    | ROUND(LI008*(LI009/100),2)            |
| LI011    | IF(LI010<0)TH(0)EL(LI010)             |
| LI012    | TABLE2(2,2,RETVAL)                    |
| LI013    | ROUND((LI008+LI011)*(LI012/100),2)    |

Formula Line ( 004 of 021 )

Enter = edit Append Goto Header Create Program

Company H 11/28/2007 Terminal T000 OVR

In the example above, lines LI001, LI002, and LI003 establish values. Line LI004 then uses the If-Then-Else function to evaluate and select the value to use in the rest of the formula.

## Formula Examples

To get an idea of how formulas and tables work together, read the examples below.

### Federal Withholding

When you establish federal tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID associated with the federal withholding code.

The federal withholding formula **PFED\_FWH.RTN** uses the tax table **FEDM**:

| Over ---    | Base     | + % Over |
|-------------|----------|----------|
| .00         | .00      | .00      |
| 8000.00     | .00      | 10.00    |
| 23350.00    | 1535.00  | 15.00    |
| 70700.00    | 8637.50  | 25.00    |
| 133800.00   | 24412.50 | 28.00    |
| 203150.00   | 43830.50 | 33.00    |
| 357000.00   | 94601.00 | 35.00    |
| 99999999.99 | 3400.00  | .00      |
| .00         | .00      | .00      |
| .00         | .00      | .00      |
| .00         | .00      | .00      |
| .00         | .00      | .00      |
| .00         | .00      | .00      |
| .00         | .00      | .00      |

2007 Formula Maintenance

Commands Edit Modes Other Scroll Commands Help

OK Abandon

| Formula ID  | PFED_FWH.RTN                |          |        |          |        |
|-------------|-----------------------------|----------|--------|----------|--------|
| Description | Federal Withholding Formula |          |        |          |        |
| Factor 1    | 0.0000                      | Factor 2 | 0.0000 | Factor 3 | 0.0000 |
| Factor 4    | 0.0000                      | Factor 5 | 0.0000 | Factor 6 | 0.0000 |

| Variable | Formula                                     |
|----------|---------------------------------------------|
| LI001    | TABLE(99999999.99 2.RETVAL)                 |
| LI002    | LI001*EXEMPTIONS                            |
| LI003    | IF(FIXEDEARN>0) TH (FIXEDEARN*FIXEDPCT/100) |
| LI004    | TAXEARN-FIXEDEARN                           |
| LI005    | (LI004*PAYPERIODS)-LI002                    |
| LI006    | IF (LI005 < 0) TH (0) EL (LI005)            |
| LI007    | TABLE(LI006,1.RETVAL)                       |
| LI008    | TABLE(LI006 2.RETVAL)                       |
| LI009    | TABLE(LI006,3.RETVAL)                       |
| LI010    | LI009*(LI006-LI007)/100                     |
| LI011    | (LI010+LI008)/PAYPERIODS                    |
| LI012    | LI011+LI003+EXTRAHH                         |
| LI013    | IF(FIXEDWH>0) TH (FIXEDWH) EL (LI012)       |

Formula Line ( 001 of 015 )

Enter = edit    Append    Goto    Header    Create Program

Company H    11/28/2007    Terminal T000    OVR

1. The table lookup checks the first column of the **FEDM** tax table until it finds a number larger than 99999999.99. Because there can be no larger number, the table returns the value found in the second column of the last line: 2800. Variable LI001 is equal to 2800.

2. Variable LI002 is the product of LI001 times the value of the variable EXEMPTIONS (the number of federal exemptions claimed by the employee; this information is taken from the **PAEGxxx** file).
3. Line LI003 employs a conditional function. If the value of the variable FIXEDEARN (the total fixed earnings for the employee) is greater than zero, that value is multiplied by the value of FIXEDPCT (the fixed percentage for the withholding tax), and then divided by 100. Variable LI003 is equal to a fixed withholding dollar amount.
4. Fixed earnings are subtracted from taxable earnings.
5. Variable LI004 is multiplied by the total number of pay periods. Variable LI002 is then subtracted from the product.
6. If the value of LI005 is less than zero, zero is used. Otherwise, the value of LI005 is used.
7. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 1, which is LI007.
8. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 2, which is LI008.
9. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 3, which is LI009.
10. LI007 is subtracted from LI006. This number is then multiplied by LI009. The product is divided by 100.
11. LI010 is added to LI008; the sum is divided by the number of pay periods.
12. LI011 is added to LI003 and the value of EXTRAWH (the employee's extra withholdings, if any).
13. Line LI013 is equal to one of two values. If the employees fixed withholding amount is greater than zero, it is equal to that number. If the employees fixed withholding amount is zero, LI013 is equal to the value of LI012.
14. If the value of LI013 is less than zero, the value of LI014 is zero. Otherwise, the value of LI014 is equal to LI013.



15. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. If the number of federal exemptions is 99, the result of the formula is zero; if not, the result of the formula is equal to LI014.

## State Unemployment Insurance

When you establish state tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID associated with the withholding code.

The North Dakota state employer-side unemployment withholding formula **PND\_\_SUI.RTN** uses tax table **SUTND**.

The screenshot displays the '2007 PATX' application window. The 'Commands' menu is open, showing options like 'Edit', 'Modes', and 'Other Help'. The 'Table ID' is set to 'SUTND' and the 'Description' is 'N. Dakota State Unemployment - Employer'. The 'Number of Cols' is 2, 'Column Length' is 12, and 'Type' is 3. Below this, a table with columns 'Percent' and 'Limit' is shown. The first row has values 5.400 and 21300.000, while all subsequent rows have .000 in both columns. The status bar at the bottom indicates 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

| Percent | Limit     |
|---------|-----------|
| 5.400   | 21300.000 |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |
| .000    | .000      |

## APPENDIX C • About Formulas

The following formula is used to calculate North Dakota state employer-side unemployment withholding taxes:

The screenshot shows the '2007 Formula Maintenance' window. The 'Formula ID' is 'PND\_SUI.RTN' and the 'Description' is 'N. Dakota State Unemployment Ins.'. Below this, there are six factors, all with a value of 0.0000. The main table lists variables and their formulas:

| Variable | Formula                               |
|----------|---------------------------------------|
| LI001    | TABLE2(1,1,RETVAL)                    |
| LI002    | TABLE2(1,2,RETVAL)                    |
| LI003    | TAXEARN+YTDEARNINGS                   |
| LI004    | IF(LI002>LI003)TH(LI003)EL(LI002)     |
| LI005    | (LI004*LI001)/100                     |
| LI006    | LI005-YTDWITHHOLDINGS                 |
| LI007    | IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006) |
| LI008    | IF(LI007<0)TH(0)EL(LI007)             |

At the bottom, it says 'Formula Line ( 001 of 008 )'. There are buttons for 'Enter = edit', 'Append', 'Goto', 'Header', and 'Create Program'. The status bar at the bottom shows 'Company H', '11/28/2007', 'Terminal T000', and 'OVR'.

1. The **TABLE2** function looks for the value in line 1, column 1 of the tax table, which in this case equals 5.40.
2. The **TABLE2** function looks for the value in line 1, column 2 of the tax table, which in this case equals 21300.
3. TAXEARN (taxable earnings) is added to YTDEARNINGS (year-to-date earnings for that withholding).
4. Line 4 of the formula employs the conditional function; in this case the result is the smaller of LI002 or LI003.
5. The value established in LI004 is multiplied by LI001; the product is divided by 100.
6. YTDWITHHOLDINGS (year-to-date withholdings) is subtracted from LI005.

7. The conditional function is used to determine the value of LI007. If LI006 is greater than TAXEARN, LI007 is equal to TAXEARN; if not, LI007 is equal to LI006.
8. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. In this case if LI007 is less than zero, the result of the formula is zero. If LI007 is greater than zero, that is the result of the formula.



## APPENDIX D

# D

|                                      |      |
|--------------------------------------|------|
| Enhanced Payroll Tax Reporting       | D-1  |
| Installing FormsViewer               | D-5  |
| UNIX, Linux, or Mac OS X File Import | D-11 |
| Notes                                | D-15 |

## FormsViewer

### Enhanced Payroll Tax Reporting

Open Systems has partnered with Aatrix Software to bring you enhanced payroll tax reporting via FormsViewer, an interactive application that streamlines tax reporting to save you time. FormsViewer works by pulling your accounting data from OSAS and placing it into the tax forms that you file with the appropriate authorities. Once the data is in the form, it is completely editable, and color coded areas alert you when data is required or where data can be changed. After approving the form, you can then print and send it, or use the Aatrix eFile service to electronically file the tax information.

This appendix introduces FormsViewer, details how it works with OSAS to generate tax forms from your accounting data, and describes how to use FormsViewer to generate tax reports if you use OSAS on UNIX, Linux, or Mac OS X. Finally, the appendix ends with tips that you should keep in mind when working with tax reports.

## How FormsViewer Works with OSAS

When you install FormsViewer, the **Enhanced Payroll Tax Codes** function (page 11-31) and the **Enhanced Payroll Tax Reports** function (page 9-3) are added to the OSAS Payroll application. The first function matches the tax codes OSAS uses with those used in FormsViewer so that tax reports are generated correctly. The second produces a text file from Payroll check history for use with FormsViewer and prompts you to select the tax form to create.

After you select the form, OSAS automatically launches FormsViewer (if you use Windows) and opens that form. FormsViewer pulls data from the file and places it in the correct locations in the tax form, then presents you the completed form for editing and approval. After you've approved the form, you can print it and send it to the appropriate tax authority or use Aatrix's optional eFile service to electronically file the tax information.

If you do not save check history in OSAS, the **Enhanced Payroll Tax Reports** function generates a blank file. FormsViewer will still open and generate a report, but the report will be blank; you will need to enter all information manually. For best results, make sure to set the Payroll **Save check history?** option to **Yes**.

FormsViewer works only on Windows. If you use UNIX, Linux, or Mac OS X, you need to have at least one Windows workstation on which to install FormsViewer. Creating tax forms in a mixed environment is a two step process. First, use OSAS on UNIX, Linux, or Mac OS X to create the file, and save it to a diskette or a network location. Second, from the Windows workstation, launch FormsViewer, and use FormsViewer's tools to open the file from the diskette or network location and create a tax form. See "UNIX, Linux, or Mac OS X File Import" on page D-11 for more information.

## Registering FormsViewer

When FormsViewer opens the first time, it automatically opens in demonstration mode. This mode is fully functional (that is, there are no restrictions when you use FormsViewer in demonstration mode), but registration messages appear when you open FormsViewer and a "DEMO" watermark is printed on all tax forms when you print them. After you register FormsViewer, these messages and watermark no longer appear, allowing you to file the reports you print.

Registration for FormsViewer is valid for one year. To activate or renew your subscription and receive forms as they are updated, you need to enter a registration key. Contact your Open Systems software provider for subscription information or to obtain a registration key.

To register FormsViewer, click **Register** on the dialog box that appears after you launch FormsViewer to open a form. Enter your registration code and click **Enter**, then click **Done** to return to the form you generated.

## eFile

Although you can print out the forms you create with OSAS and FormsViewer and send them to the appropriate tax authorities (depending on the state; some states require you to file electronically. Check your state's regulations carefully.), you can also use Aatrix's optional eFile service to electronically file the information. When you use eFile, you can file faster, reduce deadline worries, and eliminate the hassle of paper forms and magnetic media.

Before you can use eFile, you need to sign up with Aatrix and establish an ID and password.

## Manually Verify Tax Reports

Due to differences between required information on reports and the way OSAS records information, you need to manually verify or enter some required information on the reports FormsViewer generates from your OSAS data.

The information you need to verify and enter includes pay period beginning and ending dates and the number of employees reported in check runs for state unemployment insurance. Because OSAS does not record this information, it will not be pulled into the reports you generate, and must be entered manually. See "Notes" on page D-15 for more information.

In addition, be sure to check the W2 forms you create in FormsViewer closely. If you manually change information in the **Employee History** function in OSAS, the values on these forms may not be correct. See "W2 Forms" on page D-16 for more information.

As with all information that you file with tax authorities, check the tax reports you generate carefully for accuracy. Although the information is pulled from OSAS, it is possible for it to be incorrect due to data entry errors or invalid transactions. Because the reports you generate with FormsViewer are editable, simply type in the correct information when you notice an incorrect value.



# Installing FormsViewer

If you use OSAS on Windows, the FormsViewer is installed automatically in the **\progPA\EPTR** directory when you install Payroll. Data and related files and programs are stored in the **\progPA\EPTRDATA** directory.

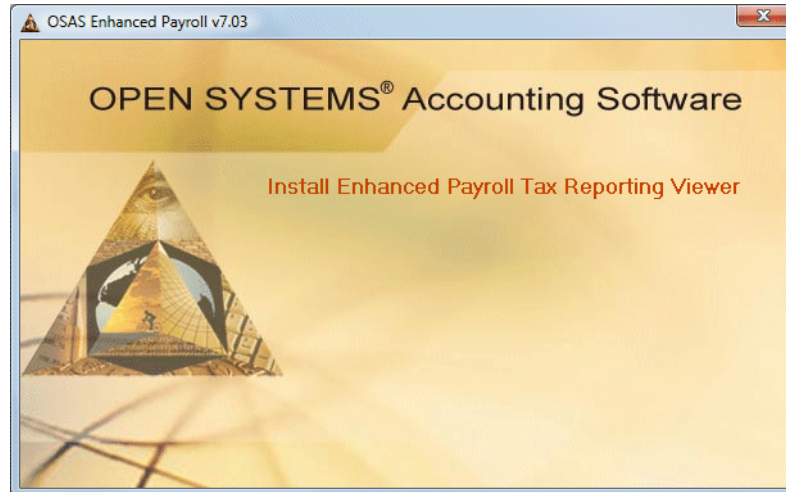
If you use OSAS on UNIX, Linux, or Mac OS X, the **Enhanced Payroll Tax Reports** function (page 9-3) and its components are automatically installed when you install Payroll. However, the FormsViewer application itself is not—FormsViewer works only on Windows. If you use OSAS on UNIX, Linux, or Mac OS X, you need to manually install FormsViewer on a Windows workstation that is separate from your OSAS system.

When you install FormsViewer on a separate Windows workstation, all FormsViewer files are stored in the directory you specify during installation (rather than in the **\progPA** directory as in the OSAS combined installation).

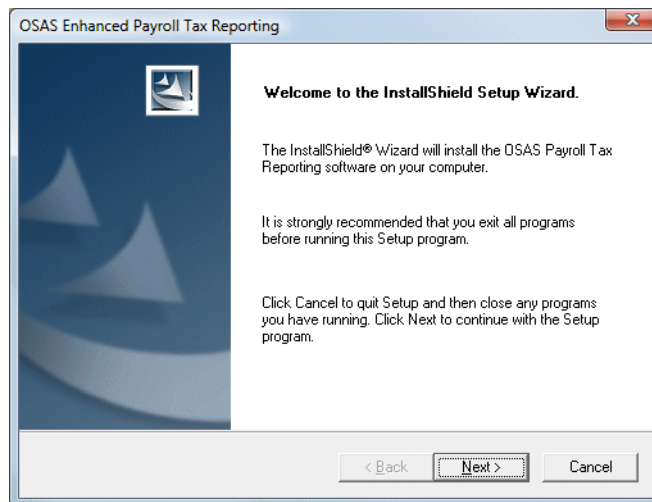
Follow these steps to install FormsViewer on a Windows workstation:

1. From a Windows workstation, start the operating system, and log in (if necessary).
2. Insert the installation DVD-ROM into the drive. The installation screen should appear automatically. If it does not, do the following:
  - Click **Start** and select **Run**.
  - When the Run dialog box appears, type the letter of the DVD-ROM drive, a colon, and a backslash. Then type **autorun** to start the installation program. For example,  
  
**e:\autorun**
  - Click **OK** to launch the installation program.

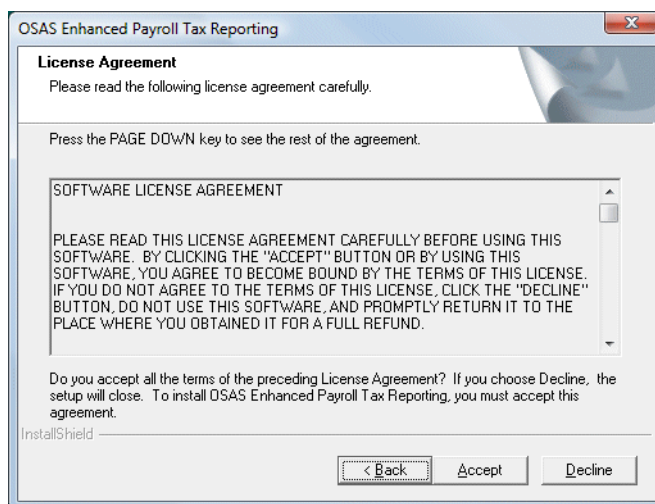
3. When the installation screen appears, double-click **Install Enhanced Payroll Tax Reporting Viewer** to launch the installation program.



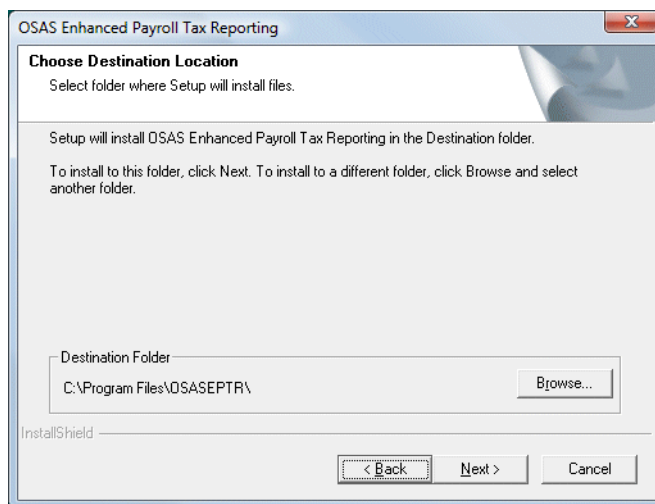
4. When the OSAS Enhanced Payroll Tax Reporting Welcome screen appears, click **Next**.



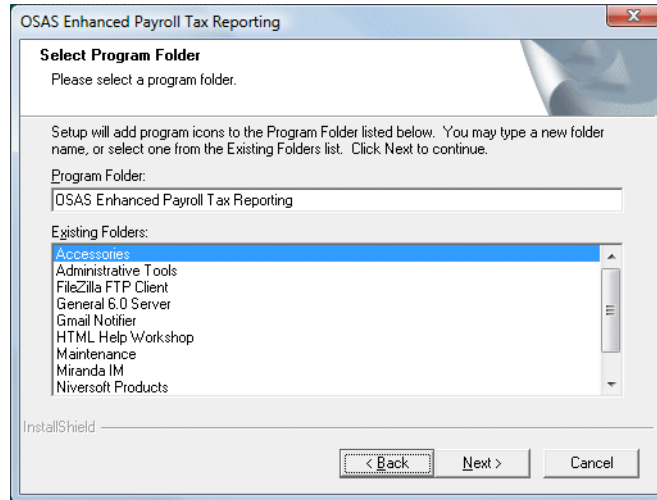
5. Read the license agreement carefully, then click **Accept** to continue.



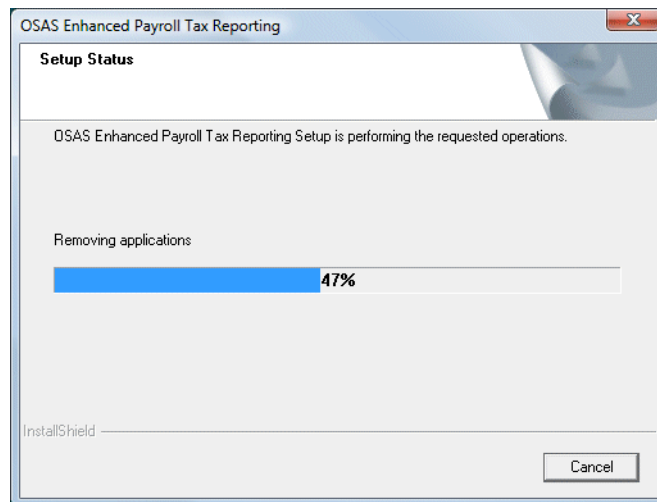
6. Change the installation directory, if necessary, by clicking **Browse** and navigating to the directory in which you want to install FormsViewer. Click **Next** to continue.



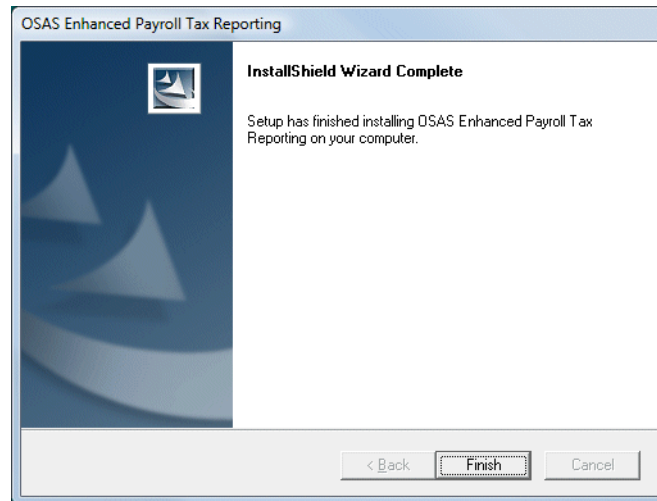
7. Change the folder in which to create a shortcut to FormsViewer and its importer on the **Start** menu, if necessary, and click **Next** to continue.



The installation program begins copying and installing files. A status screen appears to show you the installation's progress.



8. When the installation completes successfully, the InstallShield Wizard Complete screen appears.



Select the check box if you want to view the manual and click **Finish** to complete the installation.

9. After completing the installation, double-click the **OSAS Enhanced Payroll Tax Reporting** icon on your desktop (or launch it from the **Start** menu) to open the FormsViewer importer. Use the importer to select the file to use to create and process tax reports. See page D-11 for more information.



## UNIX, Linux, or Mac OS X File Import

---

FormsViewer works only on Windows. If you use OSAS on UNIX, Linux, or Mac OS X, you need to install FormsViewer on a Windows workstation separate from your OSAS system, then save the file you create to a diskette or network directory and import the file on the Windows workstation. After you've imported the file, you can use it to process tax forms.

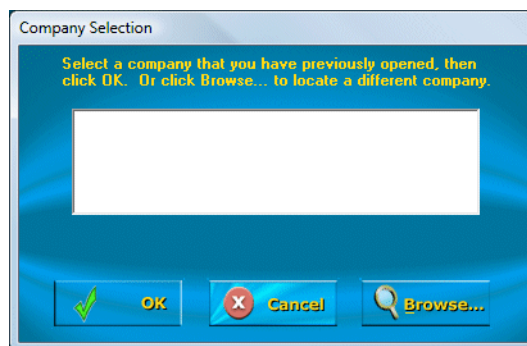
Follow these steps to import the file you created with OSAS on UNIX, Linux, or Mac OS X into FormsViewer on a Windows workstation:

1. After creating the file with OSAS, save that file to a diskette or network directory. The message that appears at the bottom of the Enhanced Payroll Tax Reports screen lists the directory in which the file is saved.
2. Move to the Windows workstation on which you installed FormsViewer (and insert the diskette into the drive, if necessary).
3. Double-click the **OSAS Enhanced Payroll Tax Reports** shortcut on the desktop (or select **OSAS Enhanced Payroll Tax Reports** from the **Start** menu) to launch the FormsViewer importer.

4. When the selection screen appears, click **Change Company**.



5. If the file you want to work with is already listed when the Company Selection screen appears, select that file and click **OK**.

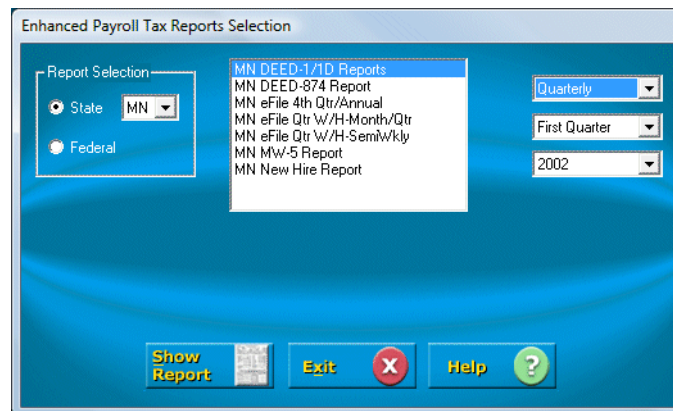


If the file you want to work with is not listed, click **Browse**. When the Open dialog box appears, navigate to the directory containing the file you created with OSAS on UNIX, Linux, or Mac OS X and click **Open**.

After you click **Open**, you are returned to the Company Selection screen and the file you selected is listed. Click **OK** to continue.



6. When the selection screen reappears, click **Process Reports**.
7. When the Report Selection screen appears, select the report information.



- In the **Report Selection** box, select the type of report to work with. If you select **State**, select the state for which to create the report.
- Select the report you want to create from the middle of the screen.
- Use the boxes on the right side to select the dates for the report.
- Click **Show Report** to create the report and open FormsViewer.

8. After you click **Show Report**, FormsViewer opens, pulls the information the report requires from the file you selected, and generates the report

OSAS Enhanced Payroll Tax Reporting - MN New Hire Report

File Edit View Help

Review / Edit My Copy State Copy

1 page

Red Fields must be filled before continuing.

Prev Step Next Step Print Save

### Minnesota New Hire Reporting Form

Effective July 1, 1996 Minnesota Statute 256.998 requires all Minnesota Employers, both public and private, to report all newly hired, rehired, or returning to work employees to the State of Minnesota within 20 days of hire or rehire date. Information about new hire reporting and online reporting is available on our website: [www.mn-newhire.com](http://www.mn-newhire.com)

Send completed forms to:  
Minnesota New Hire Reporting Center  
PO Box 64212  
St. Paul, MN 55164-0212  
Fax: (651) 227-4991 or toll-free fax (800) 692-4473

To ensure the highest level of accuracy, please print neatly in capital letters and avoid contact with the edges of the boxes. The following will serve as an example:

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| A | B | C | 1 | 2 | 3 |
|---|---|---|---|---|---|

Aatrix 08/11/2004

#### EMPLOYER INFORMATION

Federal Employer ID Number (FEIN) (Please use the same FEIN as the listed employee's quarterly wages will be reported under):  
77 7777777

Employer Name:  
BUILDERS SUPPLY

Employer Address (Please indicate the address where the Income Withholding Orders should be sent):  
4301 DEAN LAKES BLVD.

Employer City: SHAKOPEE Employer State: MN Zip Code (5 digit): 55379

Employer Phone: (952) 496-2465 Extension: Employer Fax: (952) 496-2495

Email: WEBMASTER@BUILDERS\_SUPPLY.COM

For Help, press F1 DRAFT Page 1 of 1 NUM

Use the FormsViewer tools and commands to verify and complete the form.

#### Opening Saved Reports

Follow these steps to open a report you saved previously in FormsViewer:

1. Follow steps 3–5 above to open the FormsViewer importer and select the file to work with.
2. When the selection screen reappears, click **Previous Reports**. When the Open Report dialog box appears, select the report you want to work with and click **Edit**.

# Notes

---

Due to differences between required information on reports and the way OSAS records information, you may need to manually verify or enter some required information on the reports FormsViewer generates from your OSAS data. The information you need to verify and enter includes pay period beginning and ending dates and the number of employees reported in check runs for state unemployment insurance.

## Pay Period Beginning and Ending Dates

Some state reports require that you enter the pay period beginning and ending dates when you file the report. However, OSAS does not save the pay period beginning and ending dates you enter when you generate checks to history (instead, OSAS saves only the generated check date to history). You need to verify and manually enter these dates when you generate the report.

## Number of Employees

Some states require that employees must be still employed by a given date in the month (generally the 12th, but laws vary from state to state) to qualify for state unemployment insurance for that month. However, OSAS does not track the number of employees in a payroll run as of a given date. OSAS does track the number of employees in a payroll run, but you must verify (and manually change, if necessary) the number of employees for state unemployment reports.

## W2 Forms

To create W2 forms with FormsViewer, OSAS pulls information both from Payroll check history (for the majority of the values) and from employee history (for example, the value printed in box 8 that OSAS does not track). Because you can manually change any of the employee history values using the Payroll **Employee History** function without those changes appearing in check history, you need to check the W2 forms you generate using FormsViewer closely to verify these values.

For example, you can manually change an employee's federal tax amounts using the **Employee History** function in Payroll. However, because federal tax values are pulled from check history when you generate W2s, and not from employee history, the values printed on the W2 will not reflect your manual changes and could be incorrect.

To ensure that the values that are tracked by OSAS are correct, use the **Manual Checks** function in Payroll to enter adjustments to correct values that are in error. When you use the **Manual Checks** function, Payroll check history is also updated, meaning that your changes will be reflected in the W2s you generate.

The values that OSAS does not track (Allocated Tips, for example) are always drawn from employee history to generate W2 forms. Since these values are not calculated by OSAS and must be manually entered (and therefore do not appear in check history), there should be no discrepancy between this value in OSAS and the value printed on the W2.

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