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Overview 1

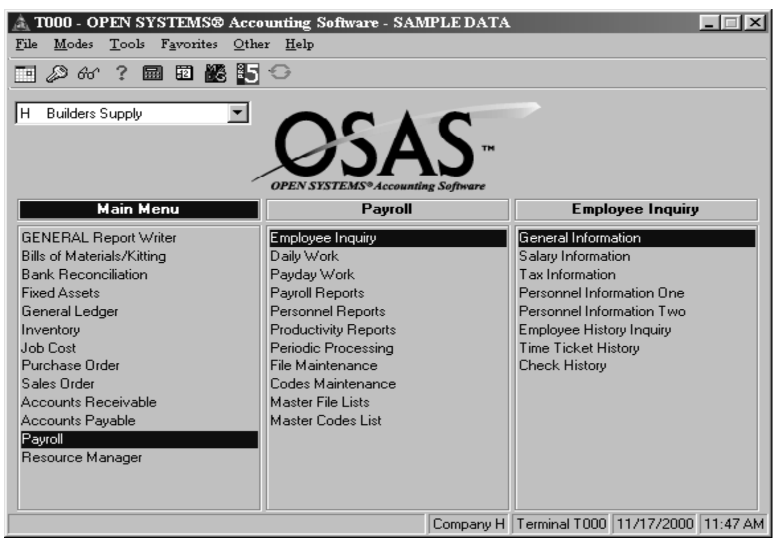
OSAS Payroll is a system for recording hours worked by employees, calculating employee compensation, producing the necessary checks, and updating your general ledger with all the information accumulated and generated during this process. It also uses the information you collect to produce the reports and forms required by federal and state laws.

Payroll operations consist of three phases:

- collecting information
- processing information
- reporting

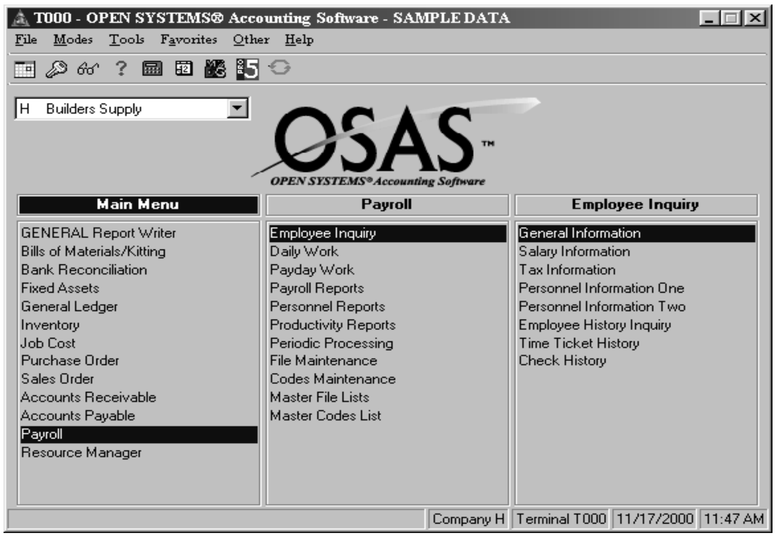
You work through the three phases as part of the normal payroll cycle.

Payroll Main Menu Screen - Graphical Style



Payroll Menus

Payroll Main Menu



Use the **Employee Inquiry** functions to:

- view General information concerning the employee
- view Salary information for the employee
- view Tax information for the employee
- view Personnel information for the employee
- view Employee history
- view Time Ticket history for the employee
- view Check history for the employee

Use the **Daily Work** functions to:

- enter Payroll transactions
- print Time Ticket Journal
- print Miscellaneous Deductions Journal
- copy recurring entries
- post transactions

Use the **Payday Work** functions to:

- set up Calculate Checks
- prepare Manual Checks
- print the Edit Register
- enter Accrual Adjustment
- print the Vacation and Sick Leave reports
- Print Payroll Checks
- Void checks
- do Payroll Reports and Posting
    - print Check Register
    - print the Paycheck Received report
    - print the Withholding report
    - print the Employer's Tax report
    - print the Employer's Liability report
    - print the Pay Period Deduction report
    - print the Employer Department Expense report
    - Post Checks

Use the **Payroll Reports** functions to:

- print the Earnings and Deductions reports
- print the Sick Leave and Vacation reports
- print the Transaction History report
- print the 401(k) report
- print the Check History report
- print the Detailed Leave report
- print the Profit Sharing census

Use the **Personnel Reports** functions to:

- print the Salary Review report
- print the Employee Birthday report
- print the Employment Anniversary report
- print the Personnel Roster
- print the Education report
- print the Key Date report

Use the **Periodic Processing** functions to:

- print Department reports
- post expenses to General Ledger
- print Monthly Withholding report
- print Quarterly Employer’s Tax report
- print Quarterly Withholding report
- print Quarterly State Unemployment report
- prepare the 941 worksheet
- prepare the W-2 forms
- Roll Up Leave Balances
- Purge Recurring Entries
- Periodic Maintenance
- Close Last Year

Use the **File Maintenance** functions to:

- update Employees
- update Employee History
- Leave Adjustments
- update Departments
- update Payroll Information
- update Recurring Entries
- form Tables
- form Tax Tables
- view Formula Maintenance
- to Change Fields

Use the **Codes Maintenance** functions to:

- set up Labor Classes
- prepare Tax Authority Set Up
- set up Earning Codes
- set up Earning Types
- set up Deductions
- set up Withholdings
- set up Tax Groups

Use the **Master File List** functions to:

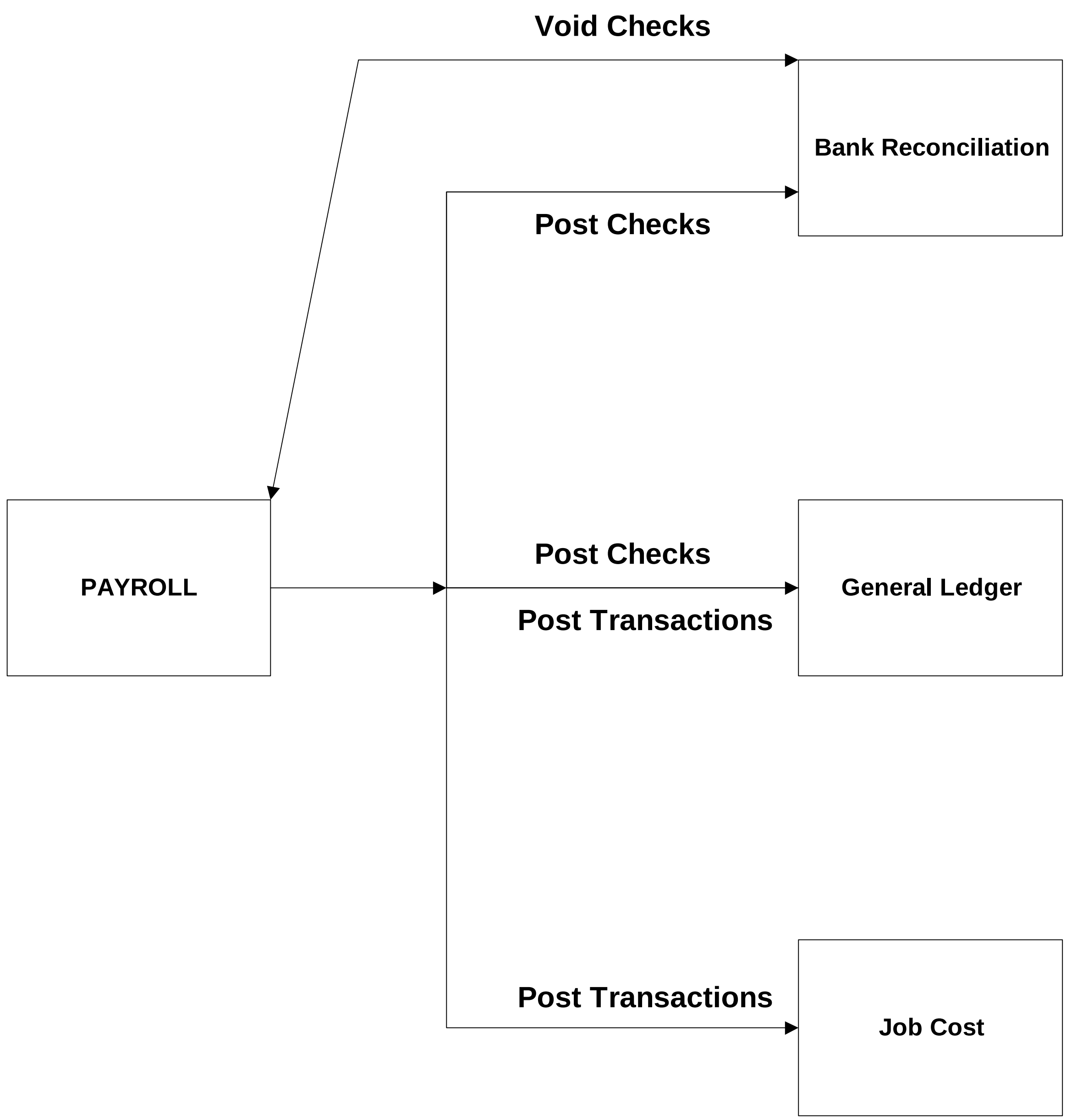
- print Employee Detail list
- print Employee Labels
- print Formulas list
- print Department list
- print Payroll Information list
- print Recurring Time Ticket list
- print Recurring Deductions list
- print Tables list

Use the **Master Codes List** function to:

- print Labor Class list
- print Tax Authorities list
- print Earning Codes list
- print Deductions list
- print Withholdings list

System Flow

Payroll Interaction With Interfaced Applications



Printing Reports

Open Systems offers several different output devices when printing reports. Select:

(**P**)rinter - to send a report to a printer. If you have more than one printer set up on your system, you are prompted to select the printer you want to use from a list.

p(**R**)eview - to use a GUI window to view the printed report. The system prompts you to select the printer you want to use for the preview. After viewing the report on the screen, you can select to send the report to a printer.

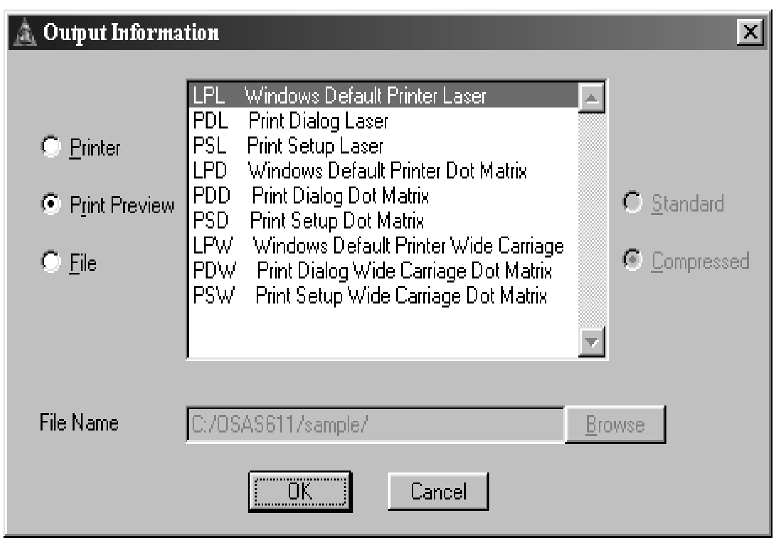
(**F**)ile - to print the report to a file so that it can be printed later. In the Defaults function on the Workstation Configuration Menu in Resource Manager, you can specify a default path for print files.

(**E**)nd - to exit from the report selection screen without printing the report.

Using the Preview Output Device

When you finish making the print selections for a report you are prompted to choose an output device. The selection p(**R**)eview allows you to see what the report looks like before you send it to the printer. It also allows you to limit what pages of the report will actually print out, save time and paper.

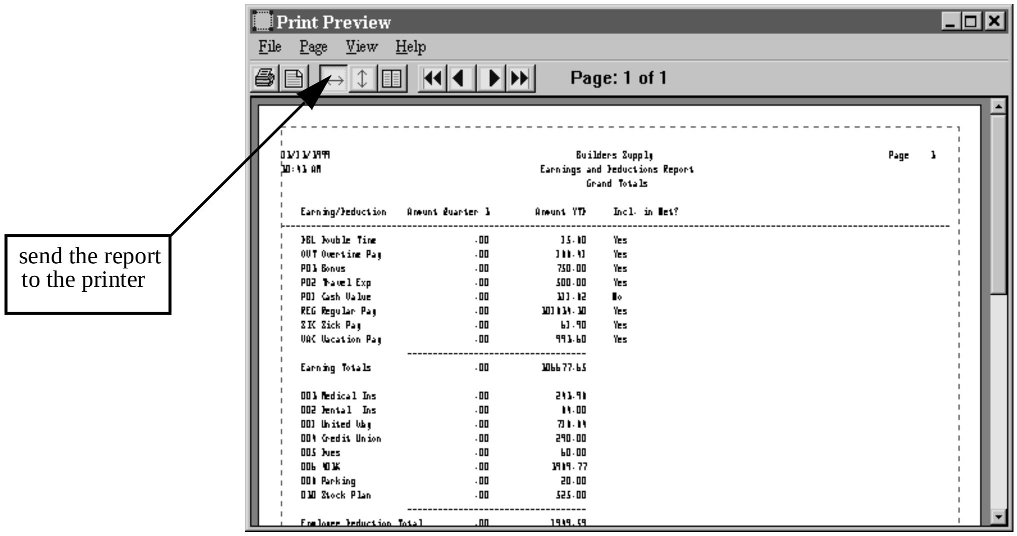
Earnings and Deductions Report Selection Screen



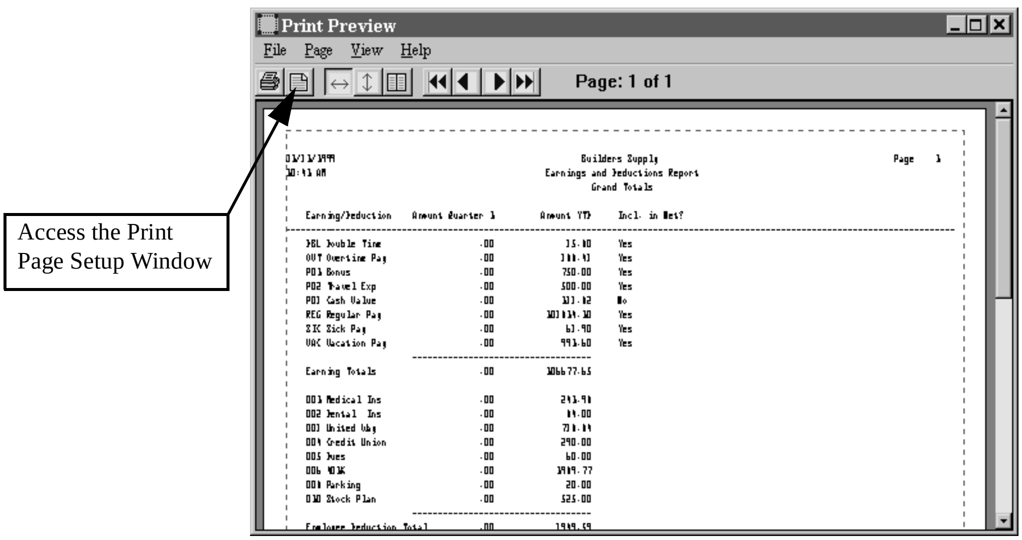
The Printer Selection Box appears. Select the printer you want to use to print the report.

Using the buttons available on this screen you can:

Report Preview Screen

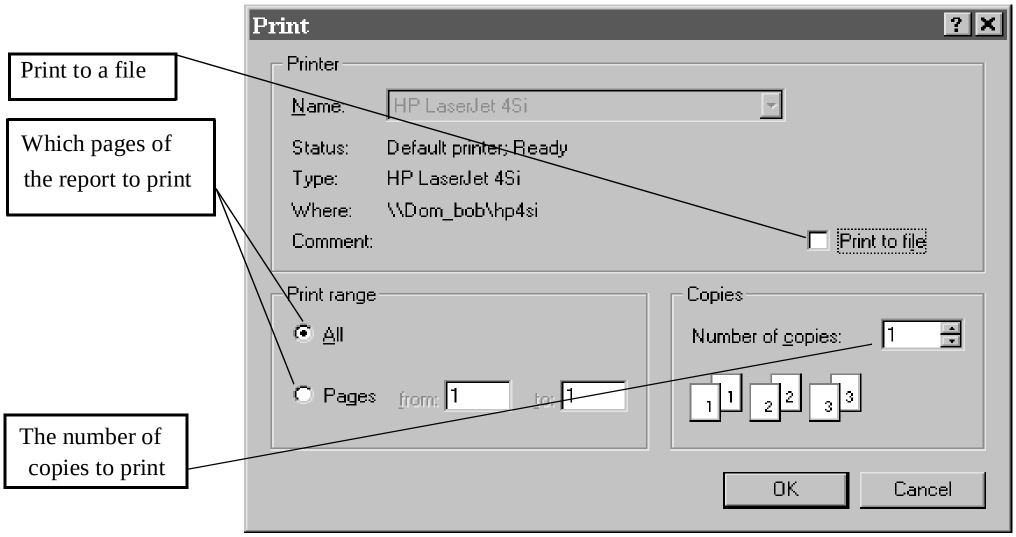


Report Preview Screen



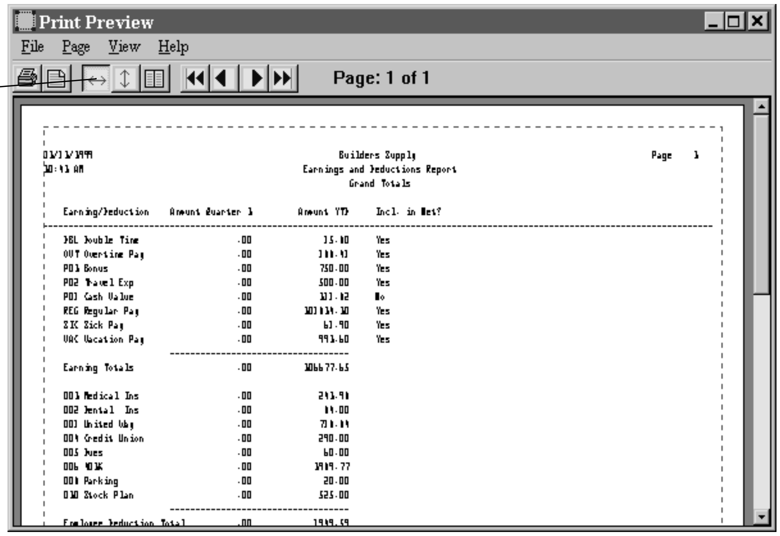
In the Print Page Setup Window you can select:

Print Page Setup Window



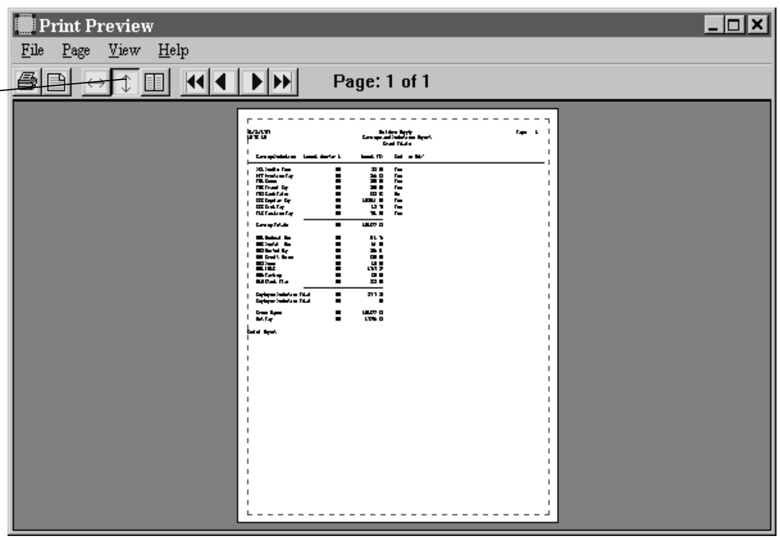
Report Preview Screen

Adjust the report to fit the width of the window.



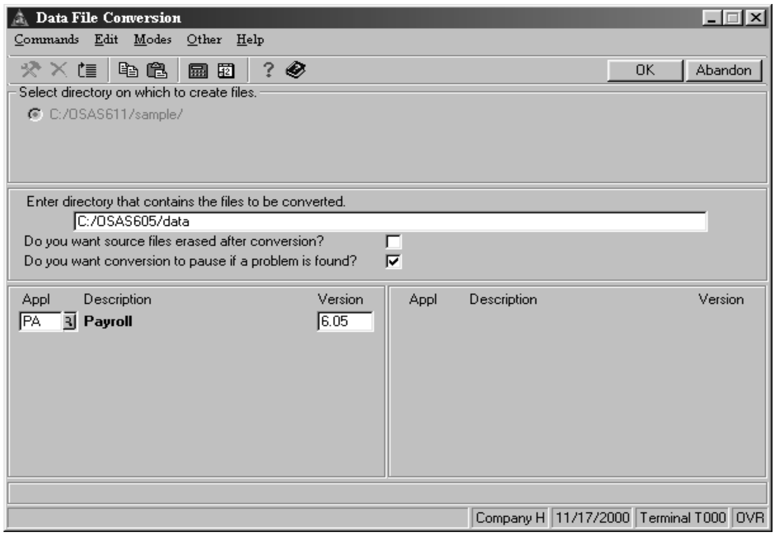
Report Preview Screen

Adjust the report to fit the height of the window.



Getting Ready 2

Data File Conversion



The amount of hard disk space required to complete the conversion of data files to version 6.1x depends on the version of Open Systems you are converting from, the application you are converting, and the size of your current data files. If you enter **Y** for the prompt **Do you want source files erased after conversion?** The source data files for the original version along with the data files produced at each step of the conversion are erased. When the conversion is completed, only the 6.1x data files remain on the hard drive and they are located in the directory specified after the prompt **Select directory on which to create files.** (You will want to create the 6.1x data files in a directory different from the directory that contains your current version's data files. Refer to the *Resource Manager User's Manual* for more information.)

Note

You must install the new version of Payroll 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 of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

TIP: We recommend that you enter **N** for the prompt, Do you want source files erased after conversion? So that your original data files along with the converted data files for each level of the conversion are retained on your hard drive. If you select **N**, you should plan to convert one application at a time because the hard disk space required for the conversion could possibly be ten times the size of the current version's data files when you choose not to erase the source data files during the conversion.

Note

General Ledger should be the first application converted. If any changes are made to the account numbers to force them to conform to the account mask during the conversion of the general ledger data files, the old and new account numbers are stored in the file GLCGxxx. During the conversion of each of the other applications, the GLCGxxx file is used to convert the general ledger account numbers stored in their data files.

The application code and version entered on the conversion screen are used by the system to determine which conversion programs to run based on the application's version information stored in the OSCNVT file. The conversion program creates subdirectories for each step of the conversion in the directory listed after the prompt. Enter directory that contains the files to be converted on the Data File Conversion screen. For example, if you are converting from General Ledger version 3.2 to version 6.1 and the path entered after the prompt Enter directory that contains the files to be converted is (for example) C:\OSAS45\OLDDATA, the following subdirectories are created; C:\OSAS45\OLDDATA\400, C:\OSAS45\OLDDATA\410, and C:\OSAS45\OLDDATA\450. The 6.0x data files are created in the directory displayed after the prompt Select directory on which to create files. Which is a question that is asked only if you have more than one data path setup.

Structuring Codes

IDs and codes should be assigned in a way that makes sense for the user. A consistent format should be established before any information is gathered and entered into data files. Planning ahead allows better use of the system's sorting and selecting capabilities.

How the System Organizes

Because the system arranges code characters in a particular order, you have to decide what kind of codes will work best to identify vendors, term codes, and so on. Here's an example of how the system organizes several different IDs (the dashes represent blank spaces that are entered by pressing the space bar):

-----0

-----1

-----Z

-----a

----01

--a---

000000

000001

1

Notice that 1 appears four times in the list. Because the codes were entered differently (for example, zeros and/or blanks before some but not others), the system organized them differently. Here's why:

- The system goes through each code, from left to right, until it finds something other than a blank space.

- Items come out in this order for each position:

Blank spaces

Special characters (-, *, /, etc.)

Numerals (0,9)

Uppercase letters (A-Z)

Lowercase (a-z)

Hints

The most important thing about assigning ID numbers and codes is to choose a consistent format and stick to it. Here are some suggestions:

- Use uppercase (and in some instances, lowercase) letters, numerals, or special characters (such as hyphens) in IDs.
- When letters are used in IDs, enter them consistently, either all uppercase of all lowercase letters, to avoid organization and identification problems later.
- Assign IDs that are the same length to prevent organization problems. If the ID is divided into more than one part, each part should be the same length. For example, use AND-XT and AND-YT instead of AND-X and AND-YT. Don’t use blank spaces in the middle of an ID.
- Use leading zeros to make all numbers the same length; for example, use 009 and 040 instead of 9 and 40.
- Usually, you should use IDs that convey information about the vendor or codes. For example, ACE001 and ATT001 are more descriptive than 000001 and 000002. However, if you are already using a numbered system, it may be more convenient to stick with it.
- If you need to organize vendors by a particular element, include that element in the ID. For example, if you will probably want to organize vendors alphabetically by their company name, you should include the first characters of the vendor’s company name in the vendor ID. To ensure that new vendors can be inserted into the sequence later, use a combination of letters and numbers that leaves room in the sequence for later additions.

Payroll 6.1x Conversion Instructions

1. Install Payroll version 6.1x into a new directory - for example, C:\OSAS611\. On a new install the following PA generic files will be copied into the \OSAS611\data directory:

   PATB PATX PACO PAFMHDR PAFMLIN

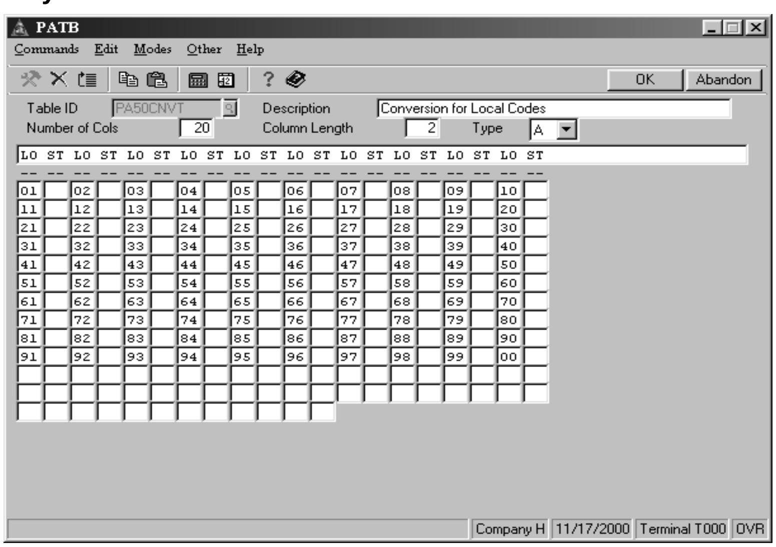
   These generic files hold tax tables and formulas used by all companies. Files such as PATB and PATX contain user-defined data that will copy across from your 4.5 data files during the conversion. The rest of the company-specific files needed by Payroll will be created and updated later during the data file conversion.

2. This section corresponds to Local taxes. If you don’t have local taxes you can skip to the next section.

   1. After installation, set up the PA50CNVT table and gather some additional information before proceeding with data file conversion. You set up the PA50CNVT table in Resource Manager/Data File Maintenance/Application Table. You need to adjust the table file name from RMTB to PATB, which pulls up the PA50CNVT table.

   2. The **PA50CNVT table** - In Payroll version 4.5x and lower the local tax codes ran independently of any state tax authority. In version 5.0x and higher, every local code must be assigned to the state in which the local tax authority is located. To help save data entry time after the conversion, this table is used during the conversion to assign local tax codes to a state. The PA50CNVT table is automatically copied during the installation, but you must manually fill in the state codes to corresponding local codes.

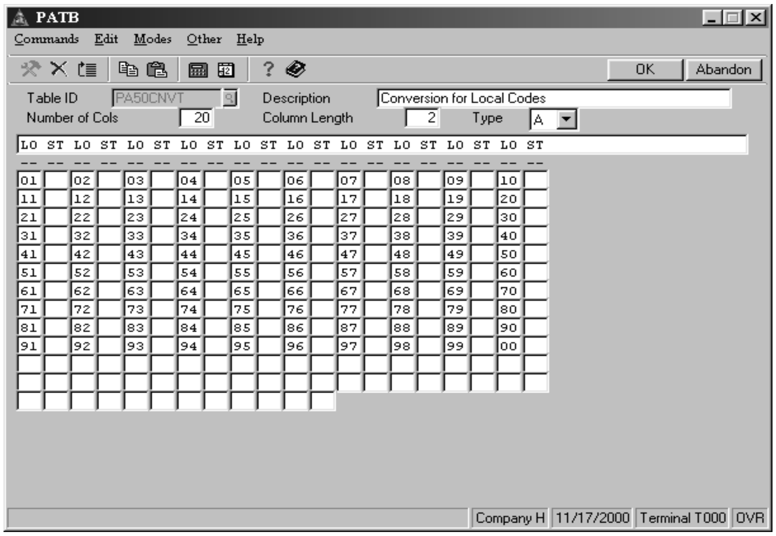
Payroll PA50CNVT table



Since it is possible to have 99 local codes in any Payroll version, there are 99 entries in the table. The LO column stands for local code, while the ST column is where you fill in the corresponding state code.

The conversion looks for the state code entered in this table for the local code, and if it cannot find it an error occurs. You can either exit and verify the table or you can press **Enter** to continue the conversion. (Of course no local codes will be converted)

Payroll PA50CNVT table



Note

If you don’t have local codes set up in the older version of Payroll being converted, the system recognizes that and completes the conversion without displaying an error.

1. Additional information needed. In Payroll version 4.5x and lower, earnings/withholdings dollars in employee history were stored only by the quarter-to-date amounts. In version 5.0x and up, the earnings/withholdings dollars are stored on a month-to-date level. To accommodate this change, the conversion must take 4.5 QTD figures and allocate them into version 6.0x MTD amounts.

    1. **Month:** This method divides the total dollars for each quarter evenly among the monthly buckets. No additional information is needed. (This method should be used only if you are converting the data files at the end of a quarter.)

Example:	**Jan**	**Feb**	**March**
	33.3%	33.3%	33.3%

    2. **Days:** This method divides the total dollars even more precisely. The calculation figures out how many days in each month and then figures what percentage that is for the quarter. In addition, if the last payroll check was in the middle of a month (like May 15th), the system allocates dollars correctly up to that date (by percentage).

Example:			**QTR 1**		**QTR 2**	
	Jan	Feb	March	April	May	---
		31 days	28 days	31 days	30 days	15 (last check run)
	31/90 =	33.44%	31.11%	34.44%	30/45	15/45
					66.66%	33.33%

For this choice the last check date is the only additional information the system will ask for.

3. **History:** This method reads check amounts from your old 4.5x (and lower) Check History file and then adds them up for a quarter total and calculates the percentage by dividing each month's subtotal into the quarter. The system adds checks that fall only within one calendar year. This choice requires accurate historic data. This split method is also the most time-consuming but most accurate of the three

Example: (Reads 6.0x PAHC file)

Total Gross Amount = $5000 for the Quarter for John Doe

Employee ID	Check #	Check Date	Gross Check Amount	
John Doe	1111	01/15/99	1000.00	
John Doe	2222	01/31/99	1200.00	2200/5000 = 44%
			$2200.00	
John Doe	3333	02/15/99	1000.00	
John Doe	4444	02/28/99	800.00	1800/1500 = 36%
			$1800.00	
John Doe	5555	03/15/99	1000.00	1000/5000 = 20%
Then:	Jan	Feb	Mar	
	44%	36%	20%	

This method requires the current payroll year as additional information.

Note

All split methods could cause rounding leftover amounts. If this occurs for the quarter, the amount goes into the first month of the quarter. If this occurs for the year, the amount goes into the first month of the year.

4. Once the table has been set up and the method of allocation is chosen, you can begin the conversion. Follow the Resource Manager instructions to run the conversion. Once the actual conversion for Payroll begins, you are prompted for the method of allocation. Answer Month, Days or History. Remember if you choose Days, you must also enter a last check date and if you choose History, you must enter your current year. The conversion should continue from this point and return you to the main menu when completed.

5. When the conversion is completed, select the **Roll Up Leave Balances** on the Periodic Processing Menu to create a beginning balance record in the **Leave History file** for each employee.

Setup Checklist

- ☐ Read the *Resource Manager User's Guide*
- ☐ Read the *Payroll User's Guide*
- ☐ Plan the Implementation Schedule
- ☐ Update the tax tables (Install Payroll Tax Routines)
- ☐ Set up Options and Interfaces (*Resource Manager User's Guide*)
- ☐ Set up Earning Types
- ☐ Set up Earning Codes
- ☐ Build the tables:

These tables are required to process Payroll:	These tables are optional depending on files used
☐ ADJMNxxx	☐ HEADDHxxx
☐ FREQxxx	☐ HEADGHxxx
☐ GLDEPxxx	☐ MAXVSxxx
☐ GLPAYxxx	☐ SICccxxx
☐ PACTLxxx	☐ VACccxxx
☐ PERSTxxx	☐ TCALCxxx
☐ USRDDxxx	☐ PA50CNVT
☐ USRDFxxx	

- ☐ Set up Deductions
- ☐ Set up Tax Authorities
- ☐ Set up Withholdings
- ☐ If necessary, Set up or edit Formulas
- ☐ Set up Department
- ☐ Set up Payroll Information
  - State Unemployment Reports
  - Company Address
  - Employer Bank Information
  - Degree Descriptions

- [ ] Set up Labor Classes
- [ ] Set up Employees
    - General Information
    - Salary Information
    - Tax Information
    - Personnel Information One
    - Personnel Information Two
- [ ] Use the Roll Up Leave Balances function to initiate leave history
    - Enter leave adjustments for Sick and Vacation Hours remaining

Payroll Access Codes

To safeguard the data in the system, unauthorized users should not be allowed to access the Payroll system. You can use the Resource Manager **Access Codes** function to set up access codes. You can set up access codes for the Payroll system itself, for any menu in the system, or for individual functions.

See the *Resource Manager User's Guide* for more information about access codes.

Implementing Payroll 3

Information in both the Resource Manager and Payroll applications should be set up and/or verified before you use Payroll. The selections you make during the setup will determine how the Payroll system operates.

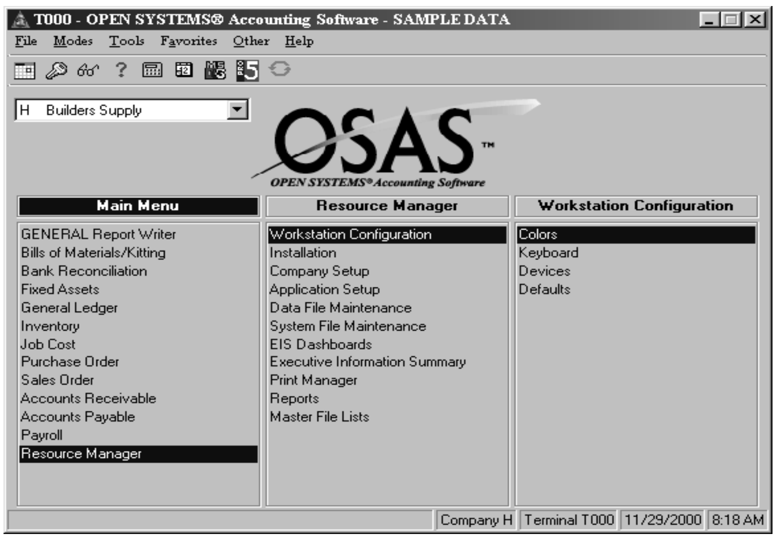
Set Up in Resource Manager

Functions in Resource Manager are used to set up:

- the menu style used for the workstation
- the company's fiscal year and periods for the company
- the company defaults and masks
- the Payroll Options and Interfaces for the company

To set up this information, select *Resource Manager* from the Main Menu.

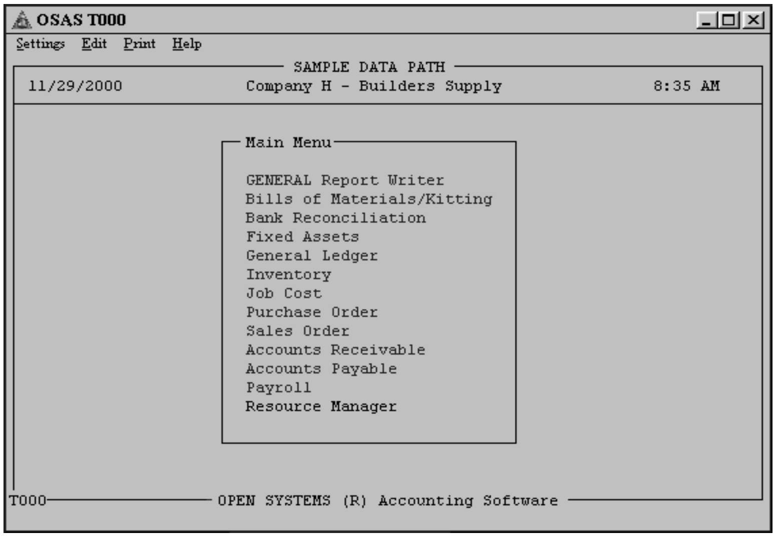
Main Menu - Graphical Style



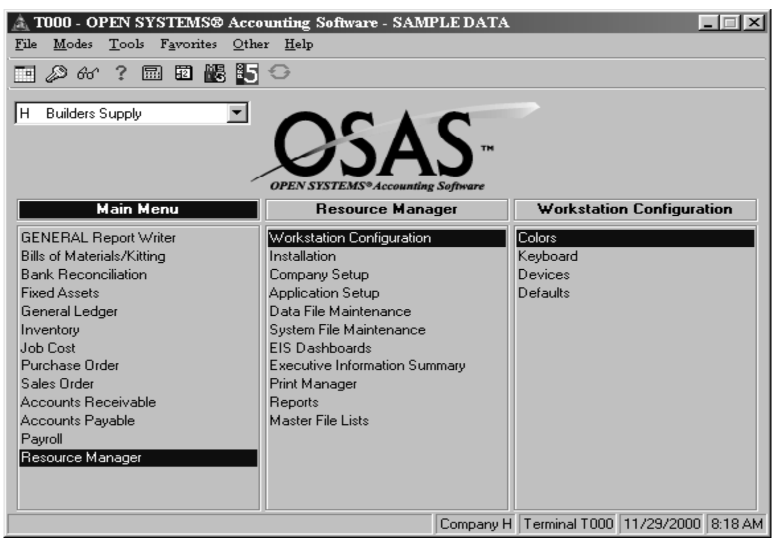
Selecting the Menu Style for Each Workstation

Each workstation can select from three different menu styles:

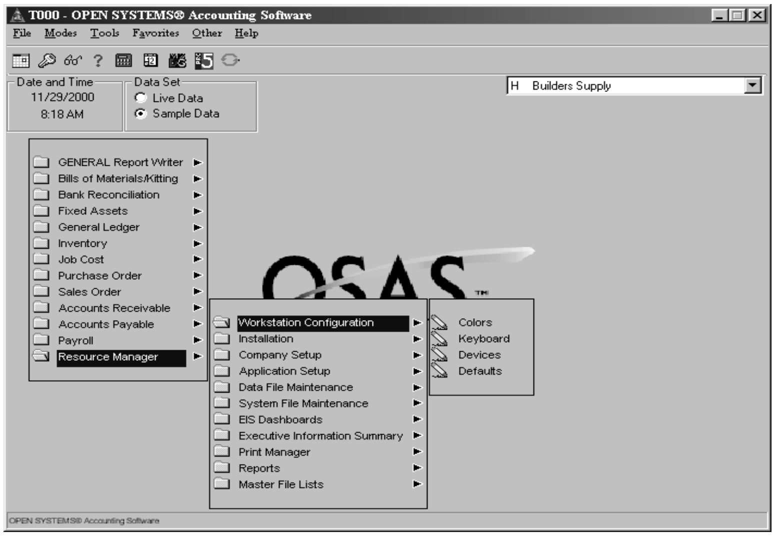
TEXT menu



GRAPHICAL menu



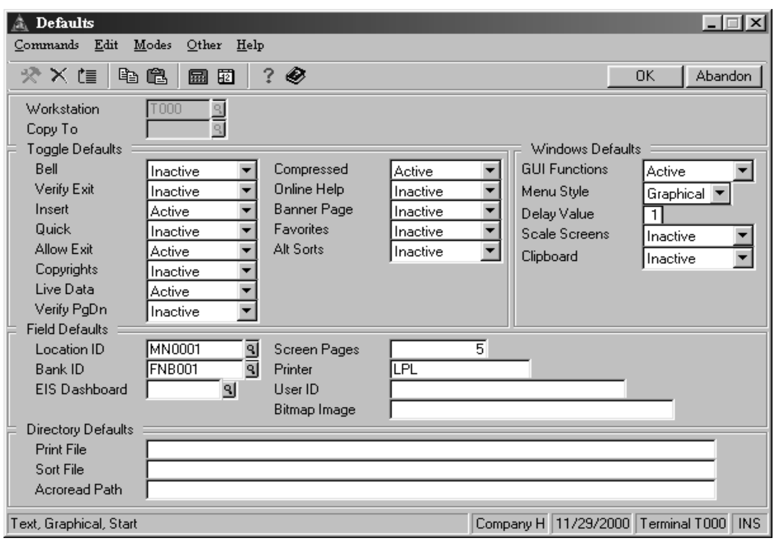
START STYLE menu



To select the menu style used for each workstation, perform the following steps:

1. Choose Workstation Configuration on the Resource Manager menu.
2. Select the Defaults function.

Defaults Selection Screen



3. The current workstation number defaults in the Workstation field.
4. Use the **Tab** key to move the cursor to the **GUI FUNCTIONS** field.

Active	to use the GUI features--including the Graphical or Start-style menus.
Inactive	to deactivate the GUI features--including the Graphical or Start-style menus.

5. Press **Enter** to move to the **MENU STYLE** field.

   Select the menu style to use as the workstation default--Text, Graphical, or Start-style.

6. Use the **Proceed** (PgDn) command to save the selections.

   If you selected **Active**, use the **Shift F5** or **Esc G** key sequence to toggle between the three menu styles on the menu screens.

Setting Up the Fiscal Year And Periods For The Company

The current fiscal year and the fiscal period date ranges, for a company, is set up *only once* in the Resource Manager. Once the fiscal year and periods are set up for a company, all applications use that information while processing transactions for the company.

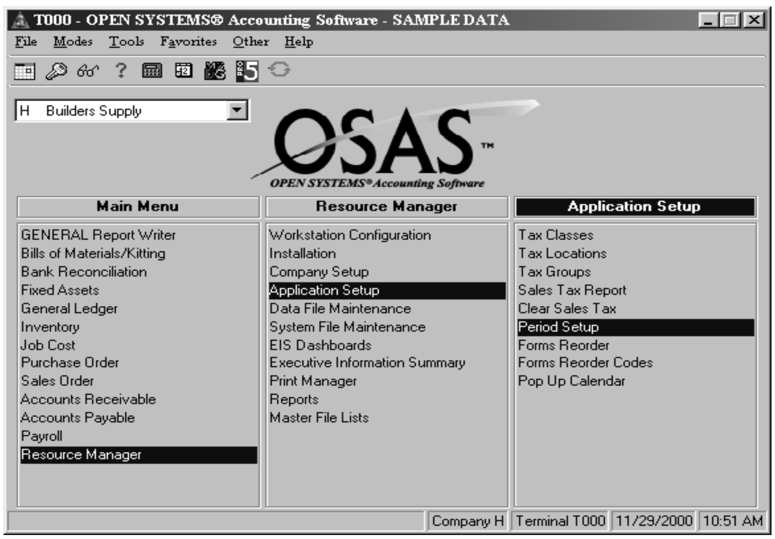
If this information has already been setup for the company, you do not have to do it again. You should, however, review the information to make sure it is correct.

To setup or verify the current fiscal year and period date ranges, perform the following steps:

1. Select Application Setup from the Resource Manager menu.

2. Choose the Period Setup function on the Application Setup menu.

RM Application Setup Menu Screen

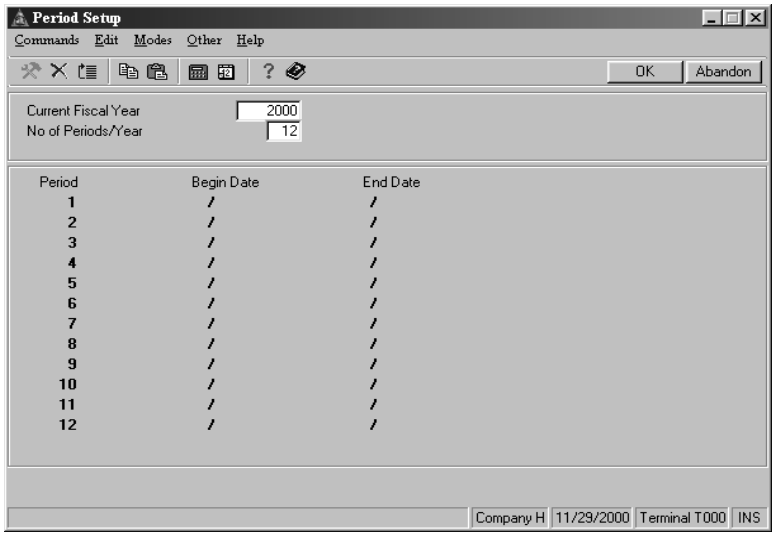


3. The Period Setup screen displays. Enter the following information in the header section of this screen:

Field	Description
Current Fiscal Year	Enter the current fiscal year for the company.
No of Periods/Year	Enter the number of fiscal period per fiscal year used by the company. You can select either 12 or 13 periods. Period 13 is typically used for processing any additional end of year data or if your company runs of a Quarter system.

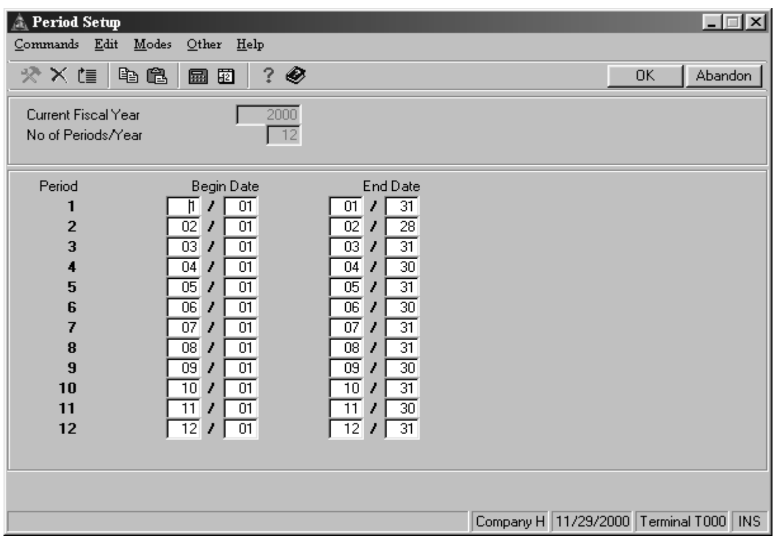
This information is stored in the **RMPDxxx** table.

Period Setup Screen



4. Use the **Proceed** (PgDn) command to move the cursor to the lower section of the screen.

Period Setup Screen



By default, the fiscal periods are set up for a calendar fiscal year where January 1 through January 31 is Period 1, February 1 through February 29 is Period 2, and so on. Edit the date ranges if you do not use a calendar year.

5. Use the **Proceed** (PgDn) command to save any changes made in the Begin/End Date fields.

Note

If multiple companies are being used on the OSAS Accounting System, the current fiscal year, number of accounting periods, and fiscal period dates must be set up for each company.

Updating a Quarterly System

If the company uses a quarterly system with an accounting period of one week, the Begin/End Date fields for each fiscal period must be edited at the end of each quarter (after you've closed the books) so that the correct accounting period number is displayed.

Setting Up the Company Defaults and Masks

The following defaults can be set up for a company, these defaults will then be used through out the installed applications:

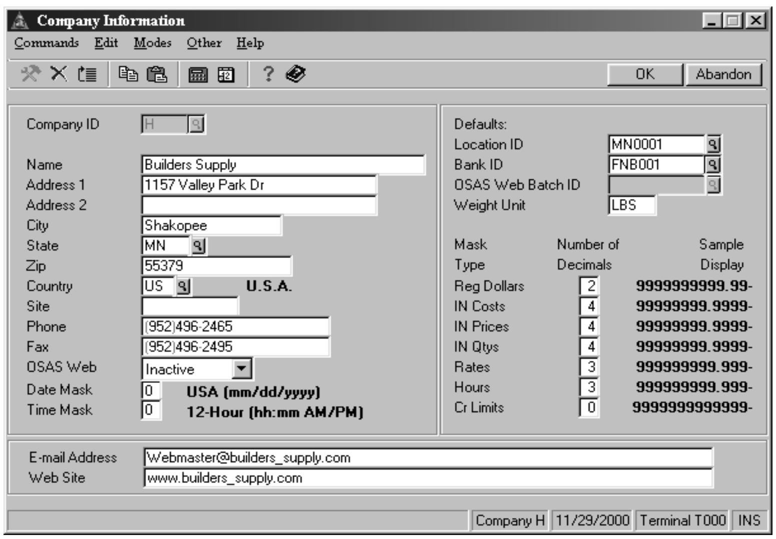
- a date and time mask
- a default Location ID and Bank ID
- the number of decimal places used for different types of numeric values

To setup or verify the company's defaults and numeric masks, perform the following steps:

1. Choose Company Setup on the Resource Manager menu.

2. Select the Company Information function. Enter the ID of the company you want to use, or use the **Inquiry** (F2) command to select the company ID from a list.

Company Information Screen



3. Use the Arrow keys or **Enter** to move the cursor to the **Date Mask** field. Select which date mask should be used for the company:

   0 - USA, mm/dd/yyyy

   1 - Euro, dd/mm/yyyy

4. Use the Arrow keys or **Enter** to move the cursor to the **Time Mask** field. Select which time mask should be used for the company:

   0 - 12-hour, hh:mm AM/PM

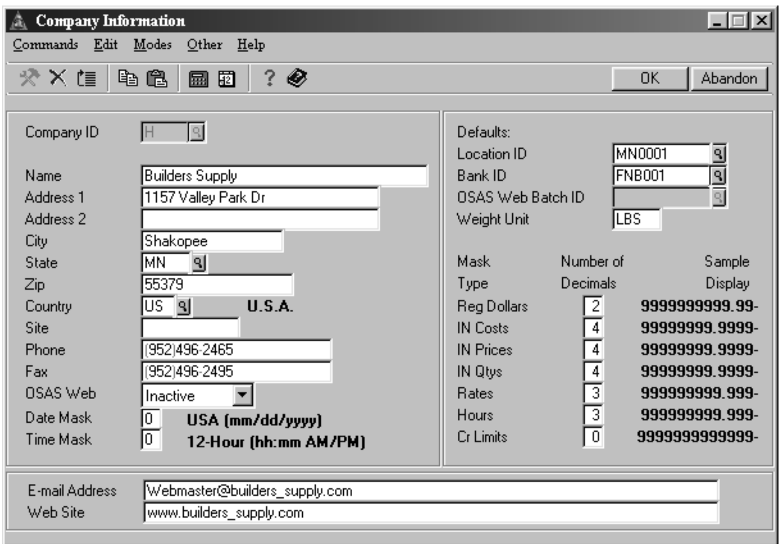
   1 - 24-hour, hh:mm

5. Press **Enter** to move the cursor to the **Defaults**: section of the screen.

   Enter the most frequently used location and bank IDs as the defaults. The location/bank IDs entered in these fields automatically default into the location/bank ID fields when entering information in any installed application.

   You can also enter in the Default OSAS Web Batch ID if you use OSAS Web. The system also tracks weight, enter in the default weight factor to use.

Company Information Screen



6. Specify the number of decimal places to use for the company when displaying:

   - dollar amounts
   - inventory costs, prices, and quantities
   - rates, hours, and credit limits

Note

The numeric mask size displayed here is the maximum size the system can use, **14** places, including the "." and the "-" sign. As the number of decimal places is increased, the number of places to the left of the decimal decreases. Make sure the mask is large enough to accommodate totals.

7. There are also two fields are available to enter in a Company specific E-mail address as well as a Web Site address.

Use the **Proceed** (PgDn) command to save any changes made on the Company Information screen.

Selecting the PA Options and Interfaces for the Company

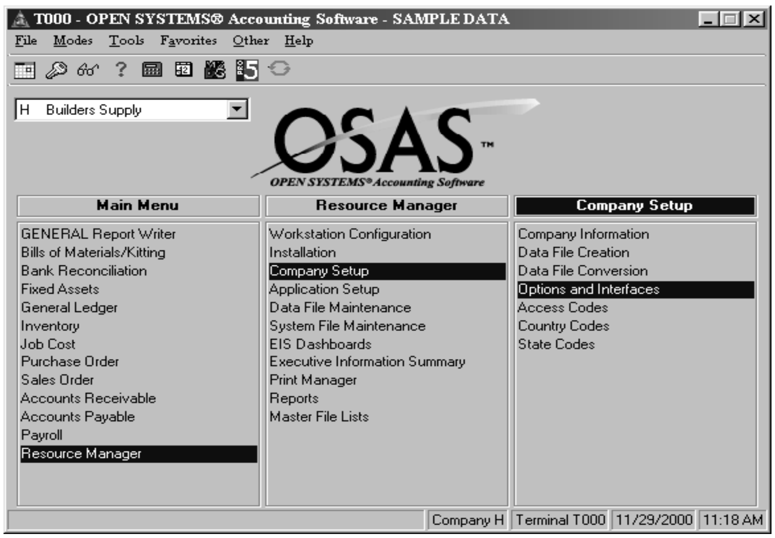
Use the Options and Interfaces function on the Company Setup menu to make the following selections for the company:

- which applications you want Payroll to interface with
- the settings for the Payroll options

To setup or verify the options and interfaces for Payroll, perform the following steps:

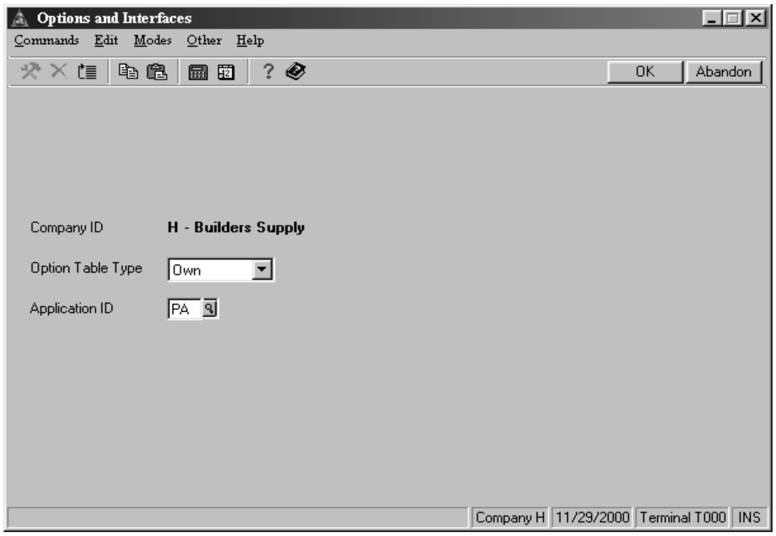
1. Select Options and Interfaces from the Company Setup menu.

RM Company Setup Menu



2. The Options and Interfaces Screen appears.

Options and Interfaces Screen

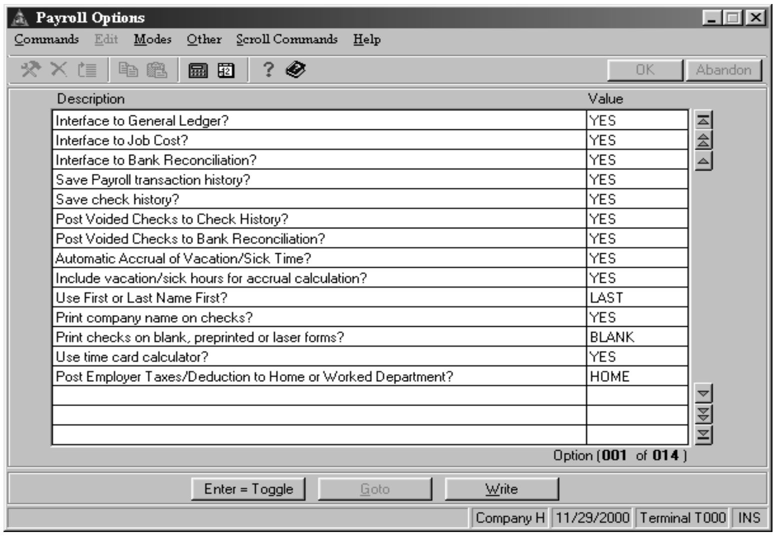


3. Make the following Selections:

Field	Description
Option Table Type	**Share** - select this setting if the Payroll system is used for multiple companies and all companies use the same interfaces and options **Own** - select this setting to set up options and interfaces specifically for this company.
Application ID	Enter **PA**, the two-letter Application ID for Payroll. The **Inquiry** (F2) command is available to select the Application ID from a list of the installed applications.

4. When you press **Enter**, the Payroll Options screen appears.

Payroll Options Screen



5. Use the arrow keys to move the cursor to the option you want to change, press **Enter** to toggle between the options.

Interface/Options	Setting	Effect
Interface to General Ledger?	YES	The Post Checks and Post Expense functions make entries into General Journal. Void checks function will make General Journal entries to back the amount voided out of the Journal
	NO	Information is **NOT** posted to the General Journal file.
Interfaced to Job Cost?	YES	Posting transactions that refer to a specific job to account for the labor hours/expenses on the job.
	NO	Will not associate employee payroll expenses to any job in Job Cost.
Interfaced to Bank Reconciliation?	YES	Posting checks creates disbursement entries in the Bank Reconciliation Transaction for the bank account specified.
	NO	Information is **NOT** posted in Bank Reconciliation.
Save Payroll transaction history?	YES	To recreate a time ticket when using the Void Check function. Also used to produce Transaction History Report.
	NO	Will not save any history related to Payroll transaction entered under Daily Work - Transactions.
Save check history?	YES	Needed in order to use the Void Check function and produce the Check History Register.
	NO	Will not save any History related to checks created and posted under Payroll work.
Post voided checks to check history?	YES	Checks voided as a result of alignment and/or printing problems are posted to Check History file.
	NO	Will not Post Voided checks to Check History file.

Interface/Option	Setting	Effect
Automatic Accrual of Vacation/Sick time?	YES	Payroll will automatically accrual the hours of vacation and sick time for you.
	NO	Payroll will **NOT** automatically accrual hours for vacation and sick time.
Include vacation/sick hours for accrual calculation?	YES	Any vacation/sick hours taken will be used to calculate vacation/sick hours accrued for the pay period.
	NO	Payroll will NOT use hours of vacation/sick time in the accrual of sick and vacation time used.
Use First or Last name first?	LAST	Uses the employee's last name first when printing on paycheck stub and on reports.
	FIRST	Uses the employee's first name first when printing on paycheck stub and on reports.
Print company name on checks?	YES	Select if you are using checks that have not been imprinted with the company name.
	NO	When using preprinted checks.
Print checks on blank or preprinted forms?	PRE-PRINTED	When the checks have column heading printed on paycheck stub. This option will print stub first.
	BLANK	To have the system print payroll column headings on the check stubs. This option will print check first.
Use time card calculator	YES/NO	Whether to have the option to use to calculate the start and end times from the employee's time card to record the hours worked for the transaction period.
Post Employer Taxes/Deduction to Home or Worked Department?	HOME	Employer withholding and deductions are always posted to the department entered in the Dept. field on the employee's Salary Information screen, even if hours are worked in a different department.
	WORKED	Deductions are posted to the department field entered on the time tickets entered in the Payroll Transactions function on the Daily Work menu.

6. After you have made your selections, type **W** to use the **W**rite command to save them.

Set Up In Payroll

Working With Tables

A complete set of the tables for Payroll is provided with the sample company, **Builders Supply-Company ID H**. When a new company is created, the system copies the tables from the sample company. Tables can be generic, company specific, or terminal specific.

Generic Tables

If a table has no company or terminal ID added to its table ID, it is considered generic because it can be used by any company or terminal on the system that does not have a company/terminal specific table set up for it.

For example, the State Unemployment table for Minnesota, table ID **SUTMN**, is a generic table because no company ID is included in the table ID.

Company Specific Tables

Some tables can be made company specific. Their table IDs consist of the table ID followed by a company ID, represented by **xxx**. In this manual, when xxx is shown as part of the table ID, it means that the table can be made company specific.

In the example above, SUTMN is the table ID. There was no company ID added the table ID. To make SUTMN company specific for the sample company, Company ID **H**, **H** is added to the table ID, SUTMNH. The values stored in **SUTMNH** are only used for company ID **H**.

Terminal Specific Tables

Some tables can also be made terminal specific. In this manual, tables that can be made terminal specific have **tttt** added to the table ID.

For example, the quick entry tables can use the terminal ID as part of the table ID to make them terminal specific. QD, the quick entry table for the Miscellaneous Debits screen, can be made specific for terminal T000 by adding terminal ID to the table ID, **QDT000**.

Copying Tables

New tables that are company or terminal specific can be created from existing tables. When a new table ID is entered in the Table ID field on the SUTMN screen, a **Copy From** field appears. Enter the existing table ID you want to copy and then edit the appropriate fields in the copied table.

More Than One Company?

If you have more than one company on the Payroll system, you can set up tables in two ways:

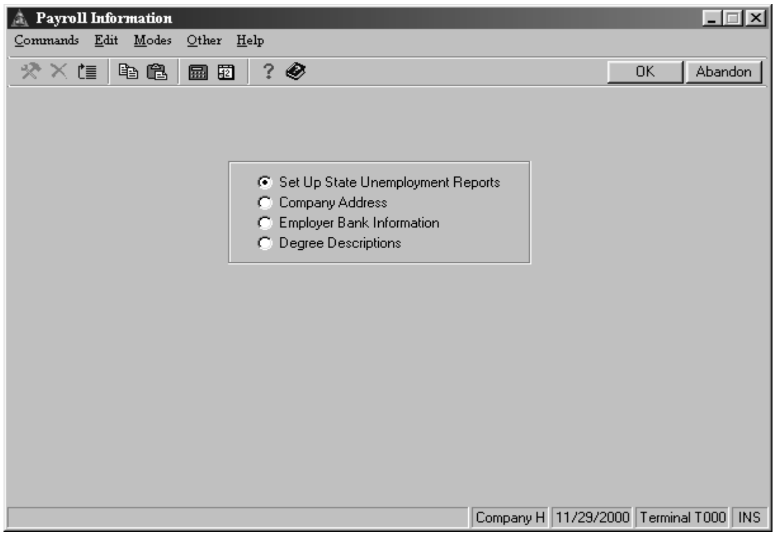
- Set up one table without a company ID included in the table ID for all companies that are alike. For example, to post amounts to the same general ledger account numbers for all companies, you'd use the GLPAY table.

- Set up one table for each company that uses different accounts. For example, for the companies that use different account, you set up the table GLPAYA for company A, and GLPAYB for company B, and so on.

If you delete a company-specific table, then that company uses the generic table. For example, if you delete the GLPAYA table, company A will use the GLPAY table.

Payroll Information

Payroll Information Selection Screen

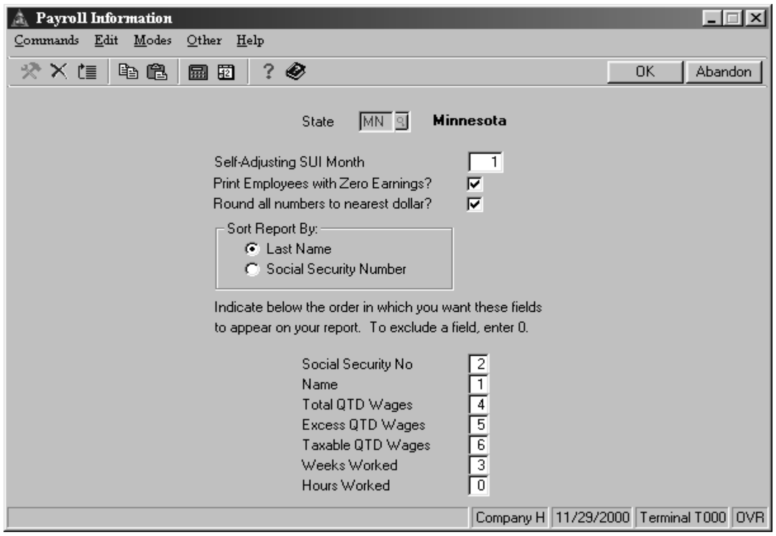


In Payroll Information, under Payroll File Maintenance, you will use this function to:

- Set up and maintain State Unemployment Report formats
- Enter the Company Address Information used on report headings, W-2 forms, and checks
- Set up the Employer Bank Information
- Set up Degree codes and descriptions used on the Personnel Information One screen in the Employees function

Setting Up State Unemployment Reports

Selection Screen



Use the **Set Up State Unemployment Reports** function to define the Quarterly State Unemployment Reports. Enter the code for the state report format you want to set up. (You can set up a unique report format for each state.) The **Inquiry** (F2) command is available to select the state for the State Codes window.

The **Self-Adjusting SUI Month** field is used when a state changes the SUI rate during the year and the new withholding rate is not retroactive to the beginning of the year. Enter the month the change takes effect in this field.

Note

You must also change the formula used to calculate the state unemployment tax when the SUI percentage change is not retroactive to January. In the Tax Authority function, change the formulas used to calculate the state's SUI to SUIADJST.RTN and edit the state's SUTss table with the new percent amount.

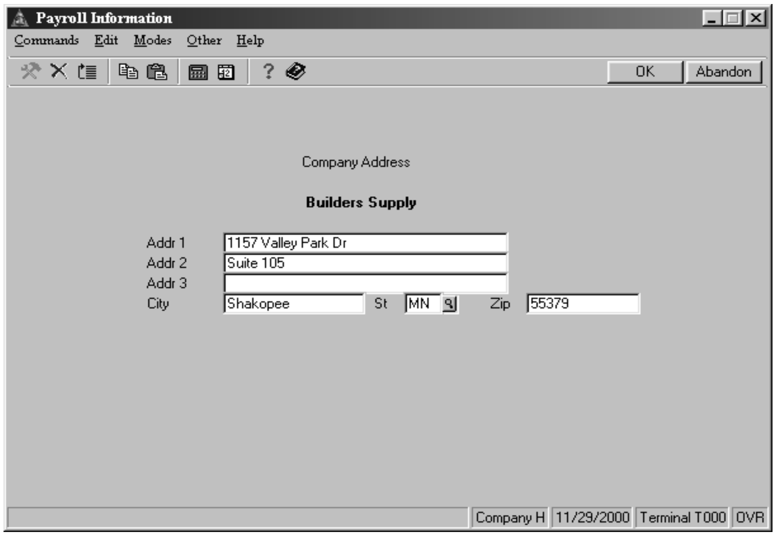
With these changes, the SUI withholding amount will be calculated with the new rate from this month forward, but the SUI wage limit will still be calculated based on the SUI withholdings since the beginning of the year.

With the **Print Employees with Zero Earnings?** option you can choose whether to include or exclude employees with no pay during the quarter from the report. You also have the option of rounding the return values to **whole dollars** amounts on the report. Some states require that the values be reported in whole dollar values. You can choose whether to sort the report by the employee's last name or social security number.

To define the order of the seven columns on the report, enter a number from 1 to 7 beside the data fields listed on the screen. To exclude a field from the report, enter 0 beside that field. Save the report format information by pressing **PgDn**. The cursor returns to the **State** field where you can select another state code to work with or use the **Exit** (F7) command to return to the Payroll Information menu.

Setting Up the Company Address

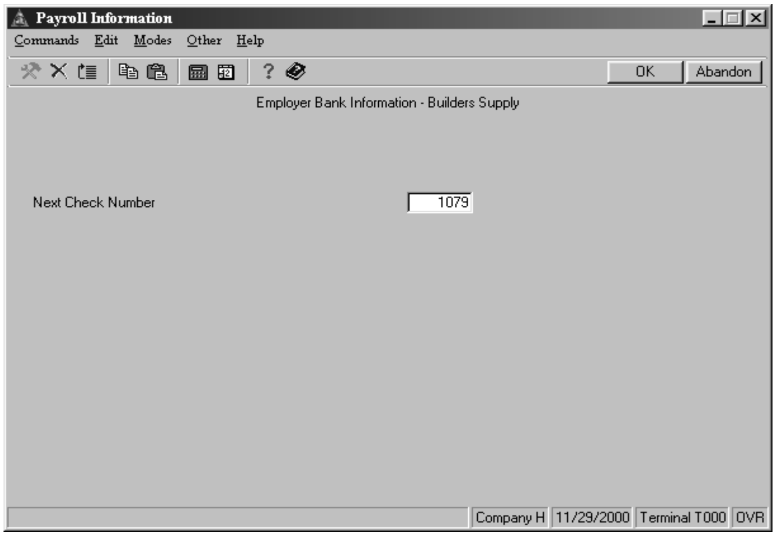
Address Screen



Select the Company Address function to define how you want the company address to appear on payroll reports, checks, and W-2 forms. Press **PgDn** to save the information and return to the Payroll Information menu. The company name will default in, to change this information you will need to go to the Company Information section of Resource Manager.

Setting Up Employer Bank Information

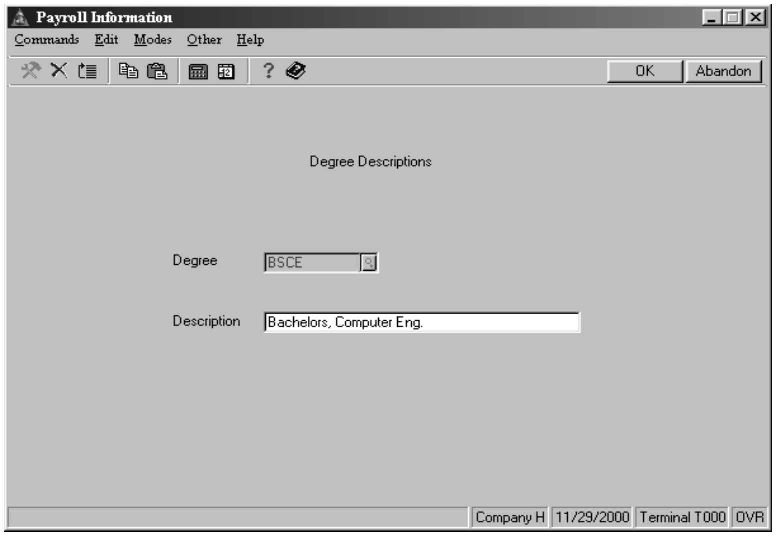
Selection Screen



The next check number to be used by the Print Checks function on the Payday Work menu is stored in the Payroll Information file and is displayed on both the Employer Bank Information screen and in the **First Check Number** field on the Print Checks screen. You can edit this number on either screen. However, if you need to enter a check number that is smaller than the number displayed in the **First Check Number field** on the Print Checks Screen, you will have to edit the check number here. To save the next check number entered on the Employer Bank Information screen and return to the Payroll Information menu, press **PgDn**.

Setting Up Degree Descriptions

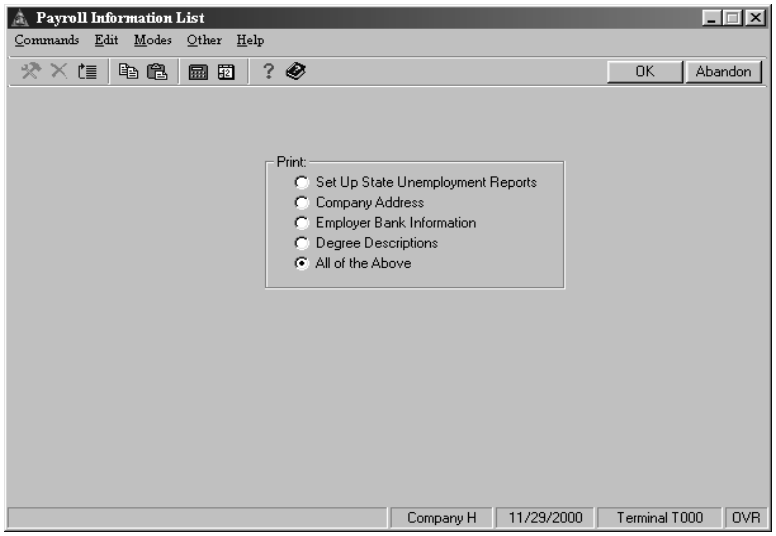
Selection Screen



Use the **Degree Descriptions** options to set up the degree codes and their descriptions to be used on the first Personnel Information screen. You can enter in a Degree of up to 6 character, using numbers and/or letters. Then enter in a description of the Degree to be used, up to 25 characters in length. To save the information entered on this screen, press **PgDn**. Use the **Exit** (F7) command to return to the Payroll Information menu.

Printing a Payroll Information List

Selection Screen



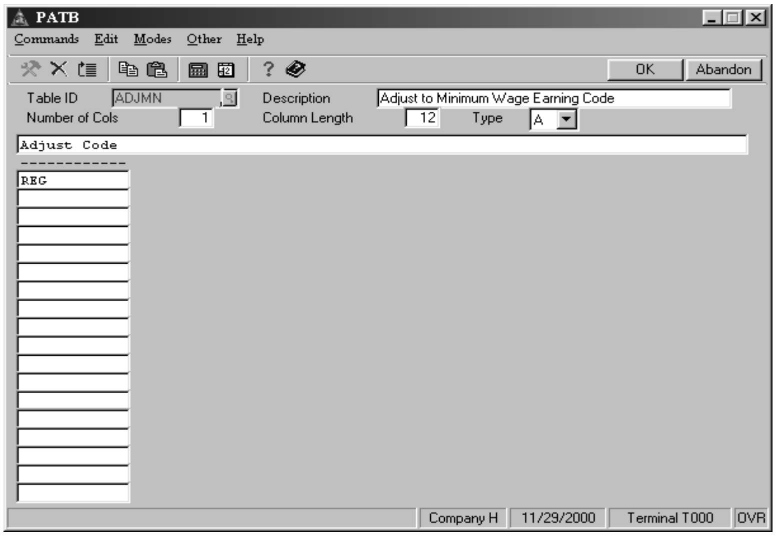
You can select which of the options from the Payroll Information function you want to produce a list for, or you can print a list that includes all the options

1. Set Up State Unemployment Reports
2. Company Address
3. Employer Bank Information
4. Degree Descriptions
5. All of the Above

Payroll Information List was printed with all functions set to list

```
01/09/2000                                    Builders Supply                              Page    1
10:50 AM                                   Payroll Information List


State Unemployment Report Setup
-------------------------------
 State MN
     Social Security No.   2
     Name                  1
     Total QTD Wages       3
     Excess QTD Wages      4
     Taxable QTD Wages     5
     Weeks Worked          6


Company Address
---------------
 Company Name    Builders Supply
 Address         1157 Valley Park Dr.
                 Suite 105
                 Shakopee,MN 55379



Bank Account Information
------------------------
    Next Check #     1079


Degree Code  Description
------------------------
BSCE     Bachelors, Computer Eng.

End of Report
```

ADJMNxxx Table

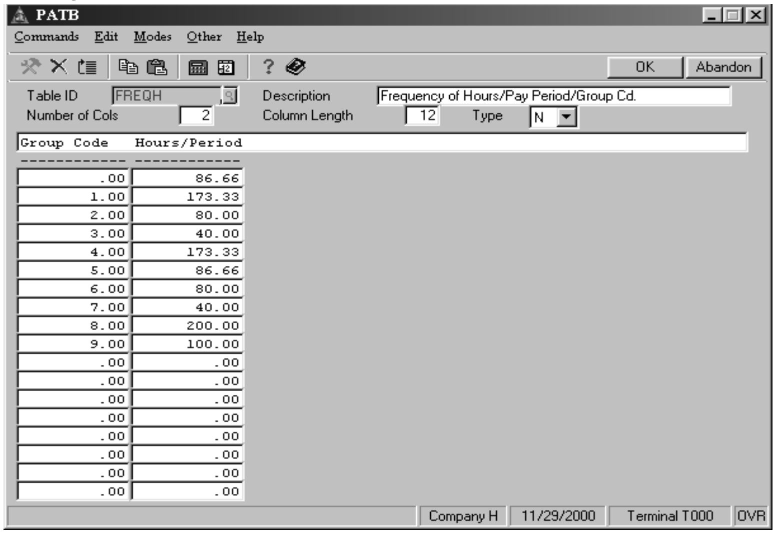


To change or add a table, select Tables from the File Maintenance menu. In the Table ID field, use the **Inquiry** (F2) command to select a table ID from the Tables window or enter the table ID you want to work with. If you are adding a new table, enter the ID for the new table and press **Enter**. If you want to copy this new table from an existing one, enter that table ID in the **Copy From** field.

You can set up tables that are company specific by entering the table ID with the company ID added at the end; this is represented by the **xxx** in the Table ID **ADJMNxxx**. The generic table ID, the table ID without a company ID added to the end, can then be entered in the **Copy From** field to create the company specific table. For example, to create an ADJMN table for Company H, enter *ADJMNH* in the Table ID field and *ADJMN* in the **Copy From** field and press **Enter**. Edit any information on the table to customize it for company **H** and then press **PgDn** to save the new company specific table.

Using the **Inquiry** (F2) command and select the **ADJMNxxx - Adjust to Minimum Wage Earning Code** table from the Tables window. This table stores the earning code the system uses when it enters the transaction to adjust an employee’s pay to meet federal minimum wage standards. (The system adjusts an employee’s wage to minimum wage when you select **YES** in the **Adjust to Minimum?** field on the Salary Information screen in the Employees function on the File Maintenance menu.)

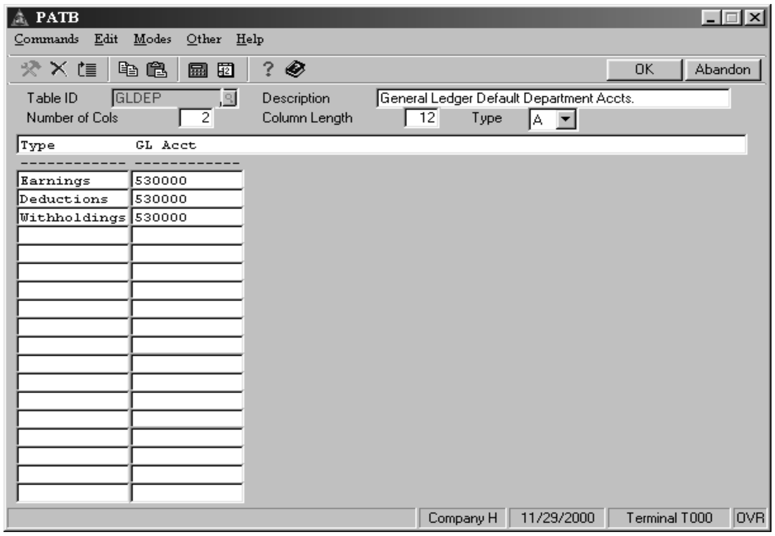
FREQxxx table



The **FREQxxx - Frequency of Hours/Pay Period/Group Cd.** table stores the group codes and the hours per pay period each salaried employee in the group code normally works.

For salaried employees, the information on this table is used to update the Hours field in the employee's department and the Hours Worked field on the Employee Miscellaneous History screen. When accruing vacation and sick time for salaried employees, the system checks each employee's group code and the corresponding row on this table for the hours worked. The system uses the hours worked listed on the **FREQxxx** table for the employee's group code (entered in the Pay Information section of the Salary Information screen in Employee's function) to calculate the sick and vacation hours accrued.

GLDEPxxx table



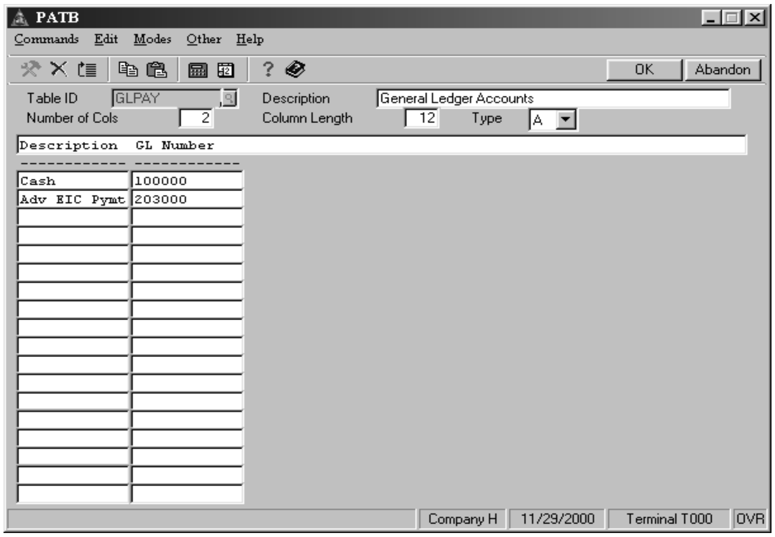
The **GLDEPxxx - General Ledger Default Department Accts.** table holds the default general ledger accounts the system uses when transactions or checks are posted that contain an expense (earnings, employer-paid deductions or withholding) that has not been set up in the department record.

The system automatically creates an entry in the department record for the new expense using the general ledger account numbers in this table. If you want the expense to post to a different account number when you use the Post Expense to GL function on the Periodic Processing menu, you can edit the account number for the entry made by the system in the department record.

Note

You may want to enter the general ledger accounts you most frequently use for these types of expenses in this table so that you will have to edit your department records less frequently.

GLPAYxxx table



Select the **GLPAYxxx - General Ledger Accounts table**. This table stores the general ledger account number for the cash account credited for the net amount or paychecks when you select the Post Checks function.

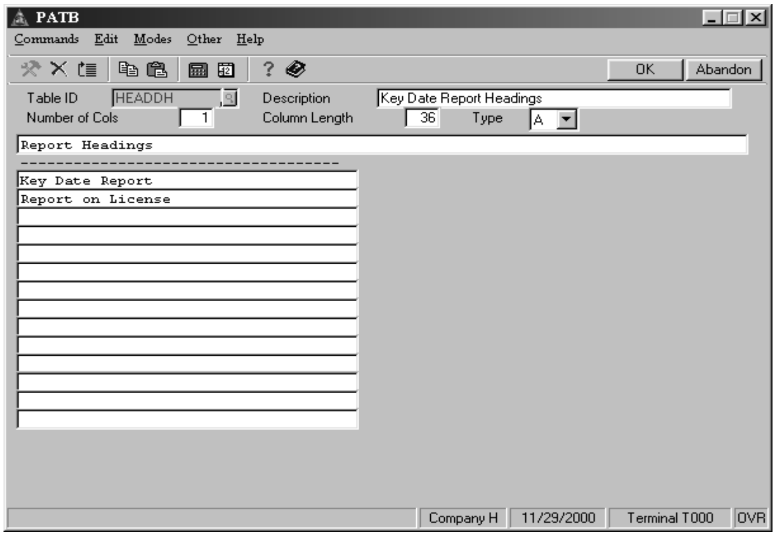
The Adv EIC Pymnt (Advanced Earned Income Credit Payment) is the general ledger account number debited for the expense when you post checks.

If Payroll is interfaced with General Ledger, journal entries are made to these general ledger accounts when you post checks.

Note

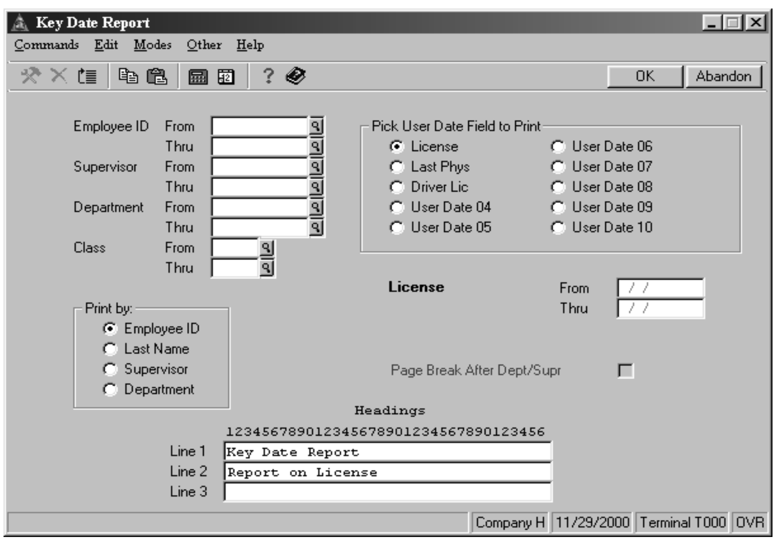
If your Payroll application is **not** interfaced with General Ledger, you should still set up this table so that the correct account numbers appear in the posting report.

HEADDH table

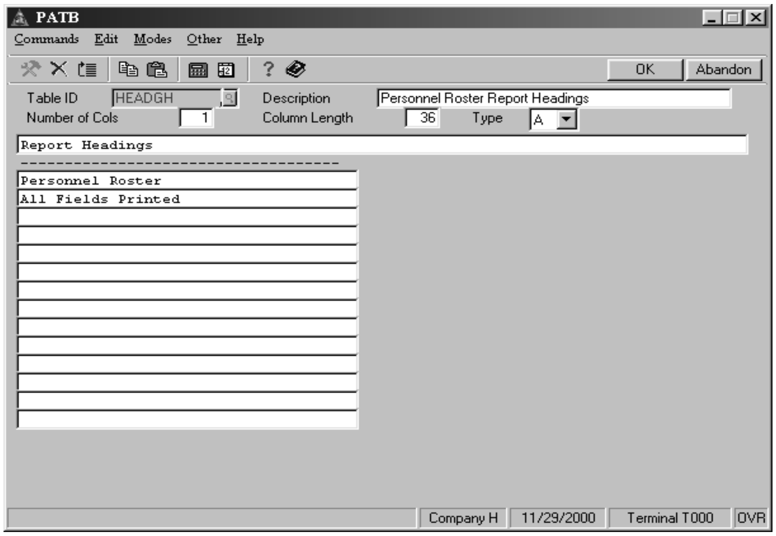


The **HEADDH - Key Date Report Headings** table stores the text for Heading Lines 1, 2, and 3 that appear on the Key Date Report screen. When you enter or edit text in the heading lines on the Key Report screen, the text for the heading lines is saved to this table and is displayed the next time you enter to print the report

Key Date Report

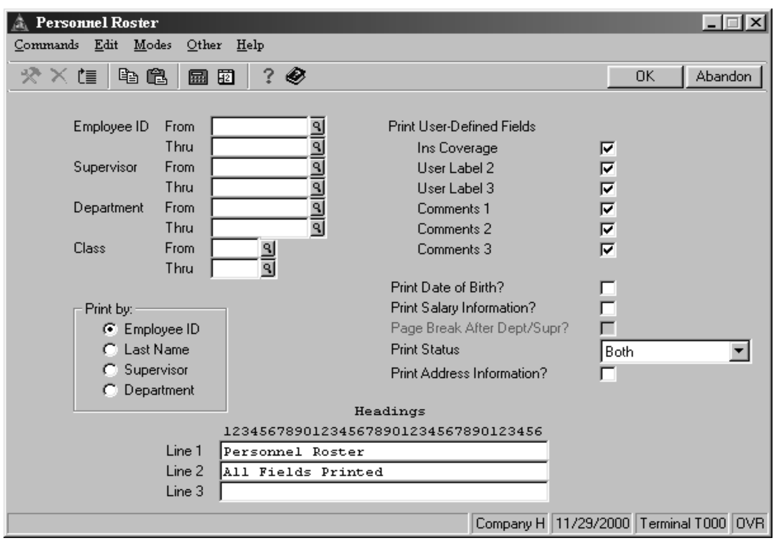


HEADGH table

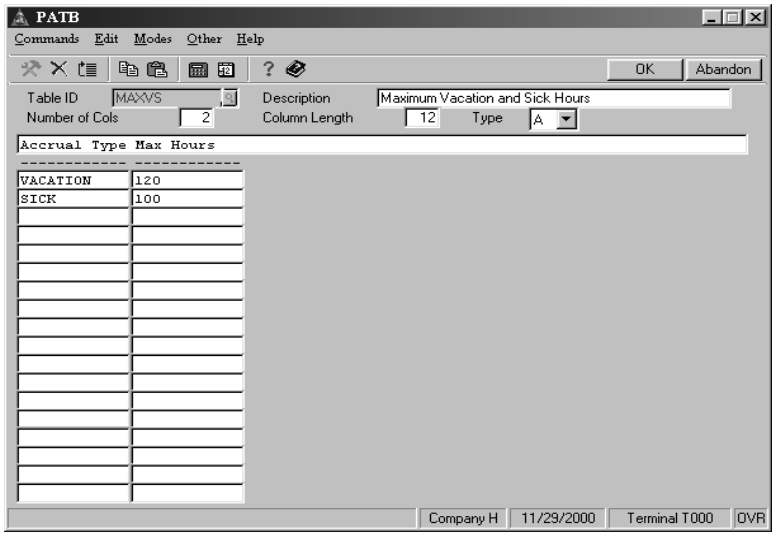


The **HEADGH - Personnel Roster Report Headings** table stores the heading text entered on the Personnel Roster screen in heading lines 1, 2, and 3. When you enter or edit text in the heading lines, it is saved to this table and is displayed the next time you enter to print the report.

Personnel Roster



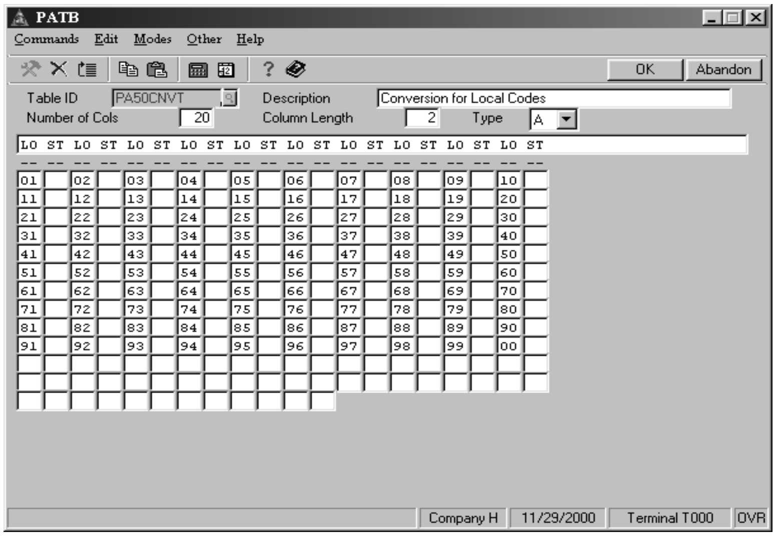
MAXVSxxx table



Select the **MAXVSxxx - Maximum Vacation and Sick Hours table**. This table stores the *maximum* number of vacation and sick hours an employee can accrue.

When you post vacation and sick accruals, the system checks the sick and vacation hours remaining in the employee's record (these values are displayed in the Sick and Vacation Hours Remaining field on the Salary Information screen in the Employees function) and *limits* the accrued hours posted to the employee's record for the paycheck based on hours entered in this table.

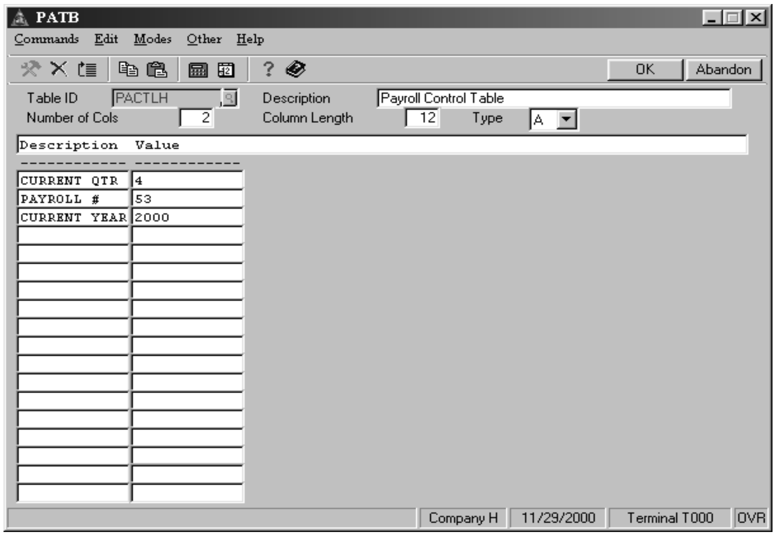
PA50CNVT table



The **PA50CNVT - Conversion for Local Codes** table, was used when converting from 4.5. You need to manually assign the local taxes a state code. This will ensure the converting of the local tax codes. You can only convert State for each Local code.

Example: If you have set up a 01 Local code for both Minnesota and Wisconsin, and are converting. You would want to choose the State with the most employees using that local code (i.e. Minnesota). For when you convert, any employee with a local code of 01, will be assigned the state (i.e. Minnesota) you chose. Requiring you to edit any employees that should have the other state (i.e. Wisconsin) setting.

PACTLxxx table



Select the table ID **PACTLxxx - Payroll Control Table**. The current payroll quarter, payroll number, and current fiscal year are stored in this company specific table. **You must set up a PACTLxxx table for *each* company using the Payroll system.**

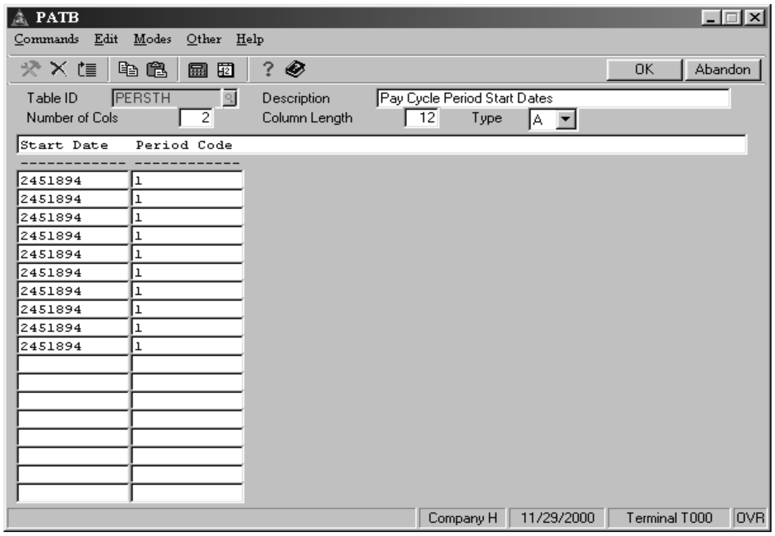
After setup, the current quarter is incremented when you run the Quarter-End option in the Periodic Maintenance function on the Periodic Processing menu. The current quarter and the year are update when you run the Year-End option.

The payroll number is incremented each time you post checks. The values stored in this table are displayed and used by the system when you use the Calculate Checks, Manual Checks, Edit Register, Print Checks, and Post Checks functions. The Check Register, Paycheck Received Report, Employer's Tax Report, Employer's Liability Report, and Pay Period Deduction Report also use and display this information.

Note

Do not delete or rearrange lines in this table. The system reads the table by *position* so that it uses whatever value is on the first line for the current quarter, the value on the second line for the payroll number, and the value on the third line for the current year.

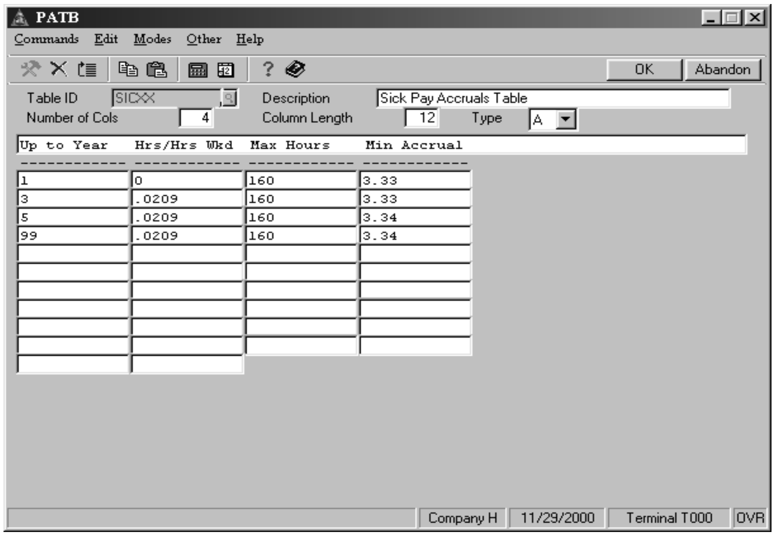
PERSTxxx table



The **PERSTxxx - Pay Cycle Period Start Dates** table stores the next period beginning date (stored in a Julian Date format) and the last period code used for each group code. The values stored in this table are displayed after you enter the group code(s) when you use the Calculate Checks or Manual Checks functions.

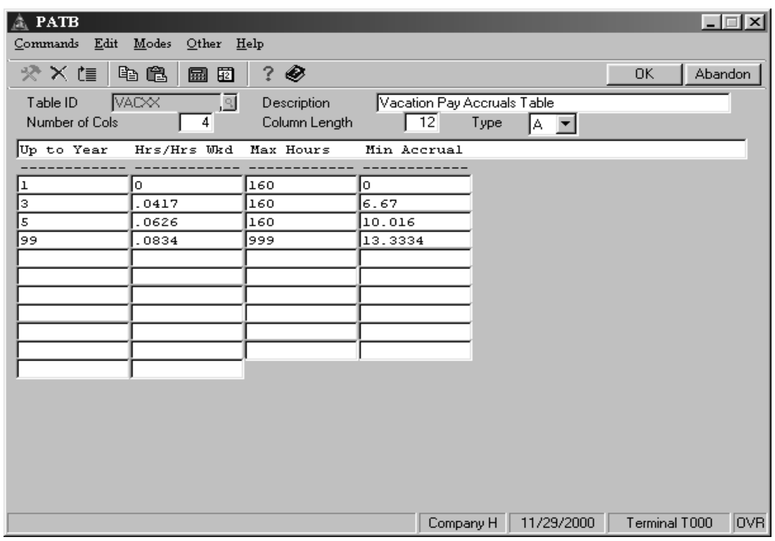
The system creates the PERSTxxx table (**xxx** represents the company ID) the first time you prepare checks. One table is created for each company. ***Do not change this table!***

SICxx table



The **SICccxxx - Sick Pay Accruals Table** and the **VACccxxx - Vacation Pay Accruals Table** is used if you set the option **Automatic Accrual of Vacation/Sick Time?** to **YES**. The letters **cc** in the table name represent the **sick/vacation accrual code** you enter in the Sick Accrual Code/Vacation Accrual Code fields on the Salary Information screen in the Employees function. The letters **xxx** represent the **company ID**

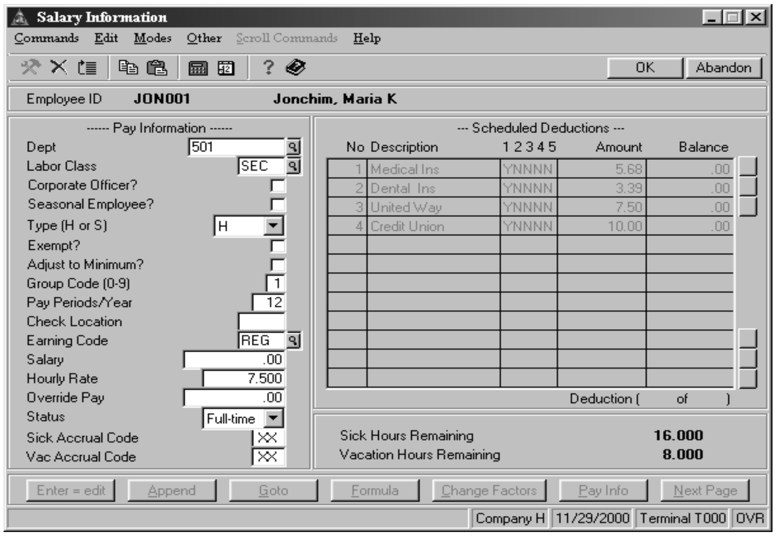
VACxx table



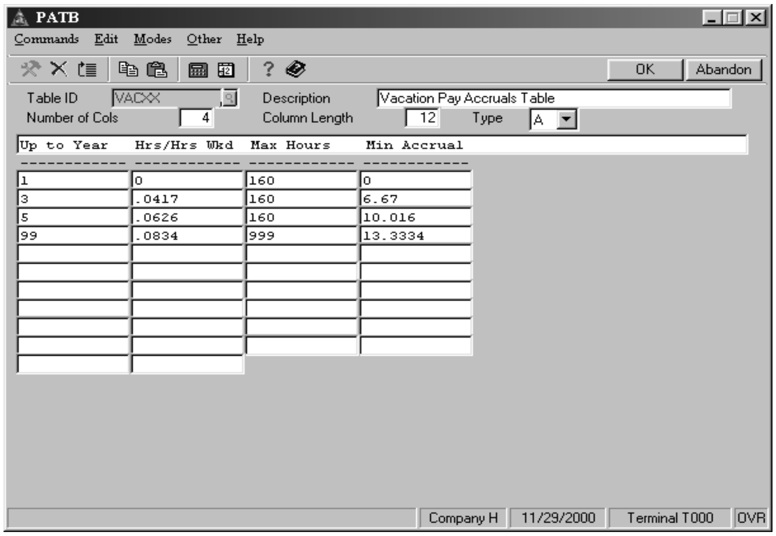
The sample company, Builder's Supply, uses the tables named **SICXX** and **VACXX**.

The letters XX in the table names are the code entered in the Sick Accrual Code/Vac Accrual Code fields on the Salary Information screen for the employee. To make these tables company specific, the company ID, **H**, would be added to the table ID, **SICXXH** and **VACXXH**

Employee Salary Information.



VACxxx table



The **Up to Year** column contains the categories of accrual for sick/vacation accrual based on the number of years the employee has worked for the company.

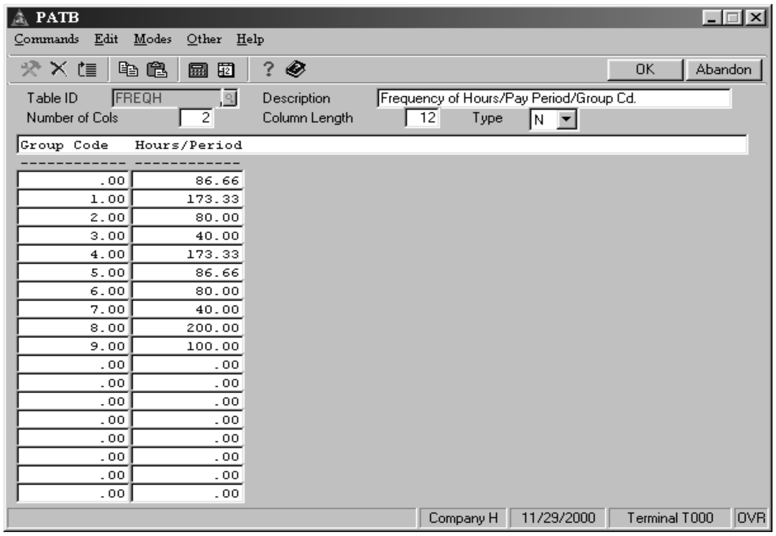
The **Hrs/Hrs Wkd** column contains the number of hours that will be accrued per hour worked for that company.

The **Max Hours** column contains the maximum number of hours worked per pay period that can be used to calculate the sick/vacation hours accrued.

The **Min Accrual** column is the minimum number of sick/vacation hours an employee will accrue per pay period.

When you calculate checks, the system checks the employee's start date and uses the appropriate row of the **VACccxxx** or the **SICccxxx** table based on the number of years the employee worked for the company.

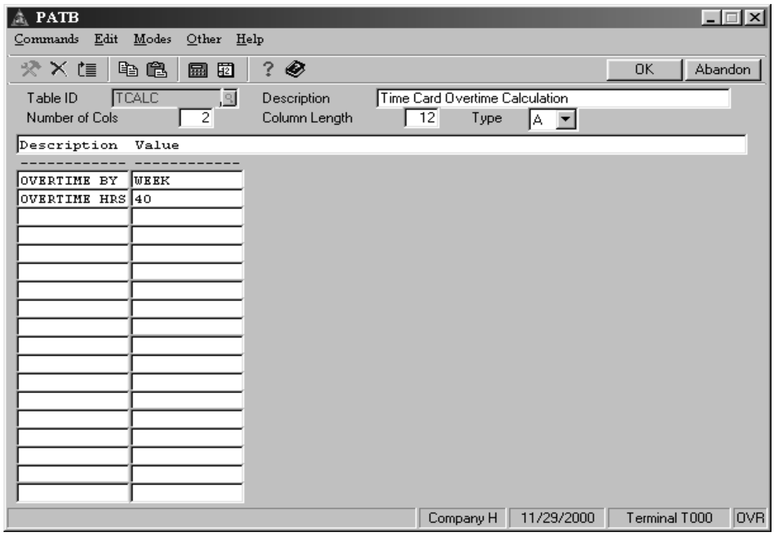
FREQxxx table



For salaried employees, the employee's group code is checked and the row for the employee's group code in the FREQxxx table is read for the number of hours worked in the pay period. For hourly employees, the total hours entered for time tickets is used by the system.

The value for the number of hours worked is multiplied by the Hrs/Hrs Wkd to calculate accrued sick/vacation hours. The system will use the greater of the two values, calculate sick/vacation hours or the minimum hours, for the sick/vacation accrual amount for the pay period.

TCALC table



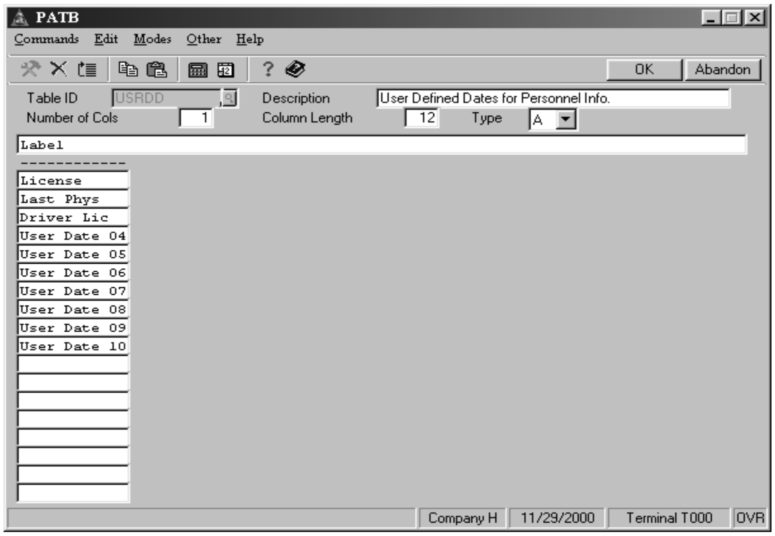
Select the table ID **TCALCxxx - Time Card Overtime Calculation**. If you select **YES** for the **Use time card calculator?** option in the Options and Interfaces function on the Company Setup menu in Resource Manager, this table determines how the time card calculator calculates overtime in the Payroll Transactions function.

You can elect to have overtime calculated on a WEEK or a DAY basis. If you select **WEEK** in the OVERTIME BY field, overtime is calculated when the hours worked per week exceed the value entered in the OVERTIME HRS field on this table. If you select **DAY** in the OVERTIME BY field, overtime is calculated when the hours worked per day exceed the value entered in the OVERTIME HRS field.

Note

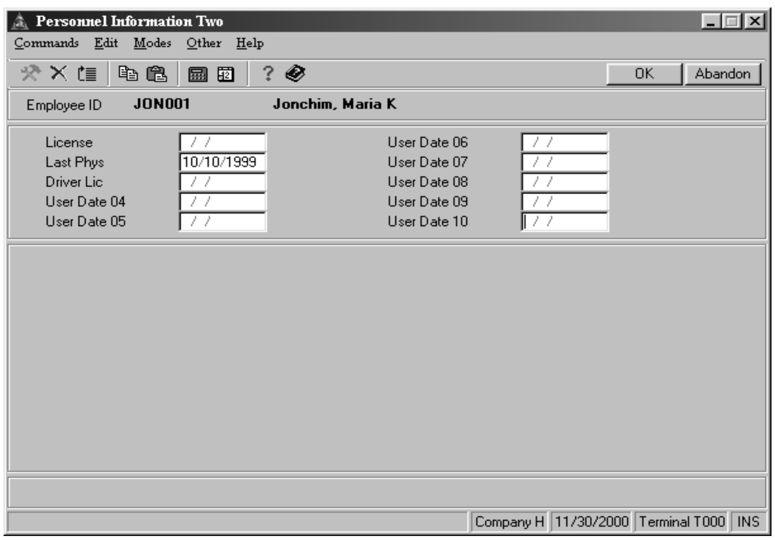
You must add a time ticket with the correct earning code for the hours calculated as overtime hours to calculate the overtime pay.

USRDDxxx table

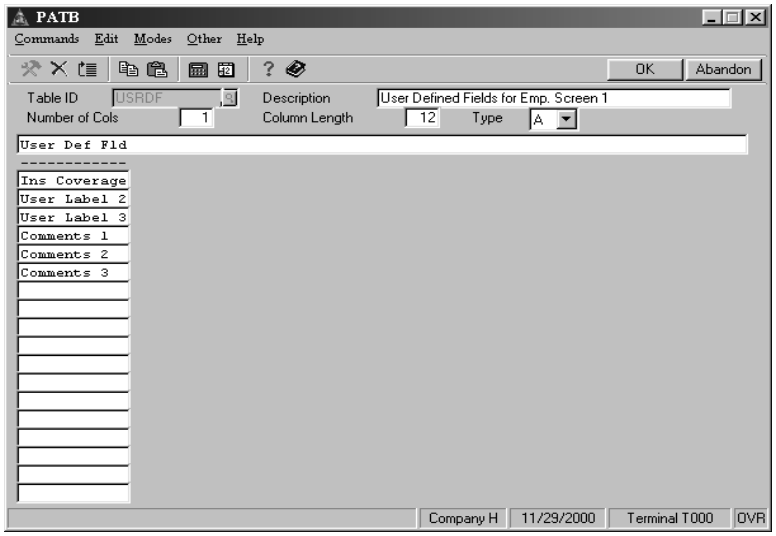


The table **USRDDxxx - User Defined Dates for Personnel Info.** Stores the user-defined date field labels that appear on the second Personnel Information screen in the Employees function on the File Maintenance menu. You can select one of these user-defined date fields to print on the Key Date Report on the Personnel Reports menu.

Personnel Information Two

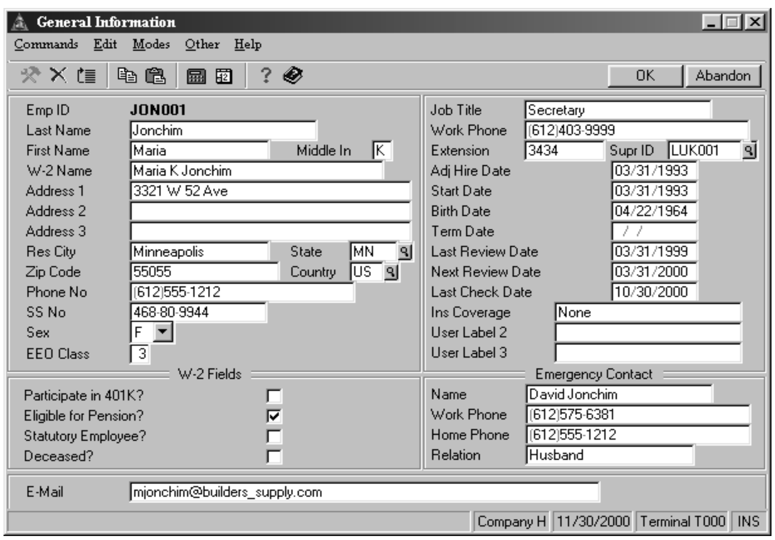


USRDFxxx table

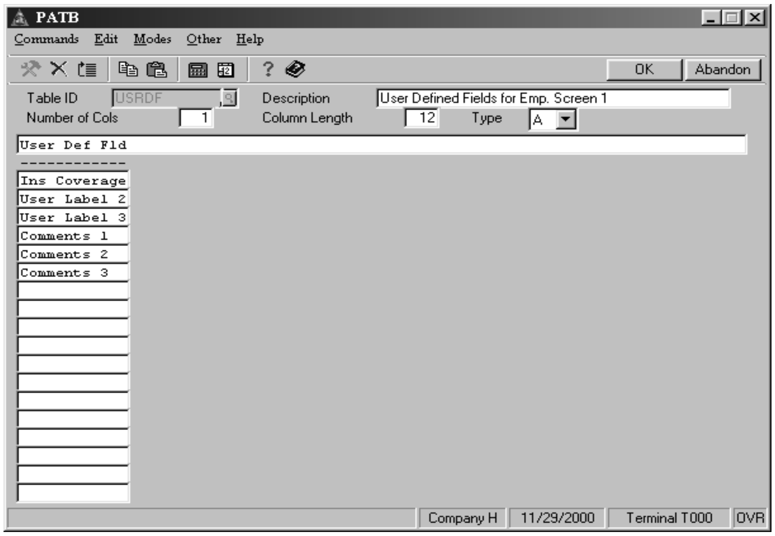


The table **USRDFxxx - User Defined Fields for Emp. Screen 1** stores the user-defined fields labels that appear on the General Information screen in the Employees function on the File Maintenance menu on the first three rows of the table.

General Information Screen

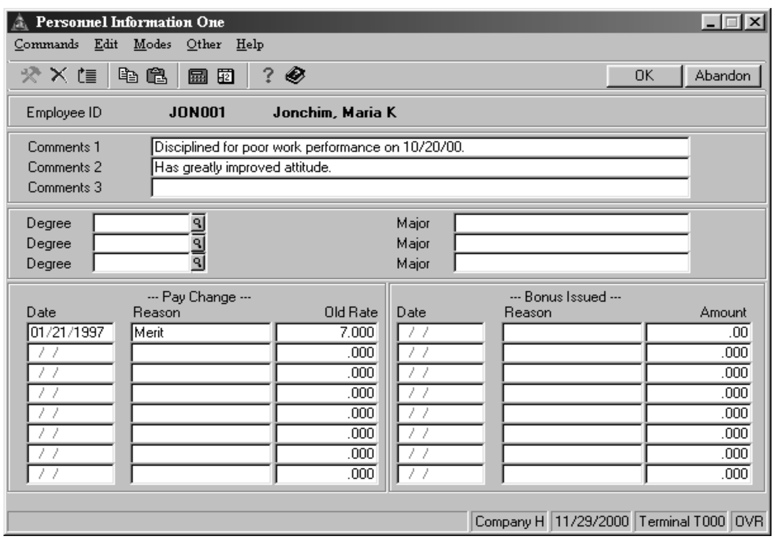


USRDFxxx table



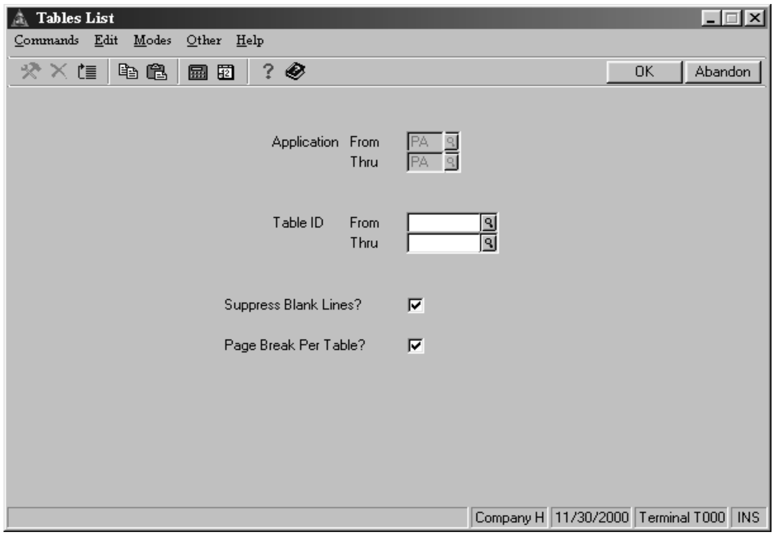
The user-defined fields in the top section of the first Personnel Information screen in the Employees function on the File Maintenance menu stored in rows four through six of the **USRDFxxx** table. You can select which of these user-defined fields you want to print on the Personnel Roster report on the Personnel Reports menu.

Personnel Information One Screen



Printing A Tables List

Selection Screen

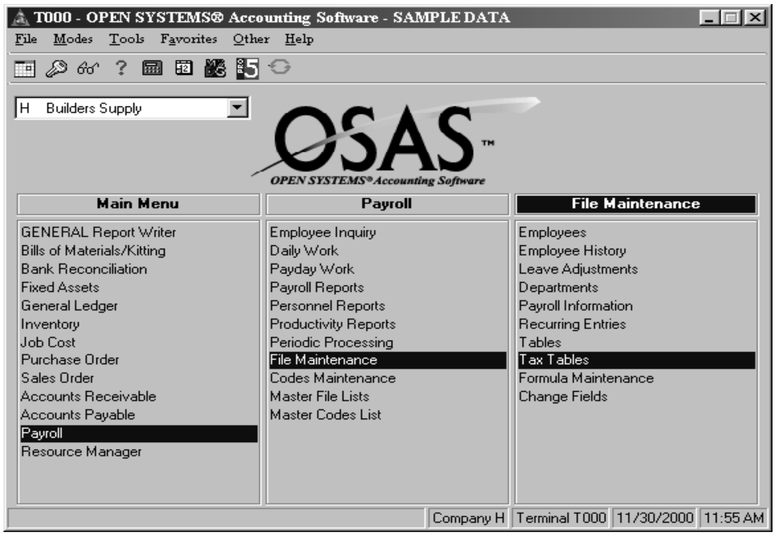


You go into Payroll's Master File Lists to print out the Tables List. You will want to print this list out after adjusting or setting up any Tables in Payroll. You have the option of choosing Application From and Thru, Table ID From and Thru, Whether you want to Suppress and Blank Lines that may appear on report and also if you want the have a page break between table. The list will print according to the current tables on file. You can use the list as a worksheet to edit the tables.

This is an example of a Tables List

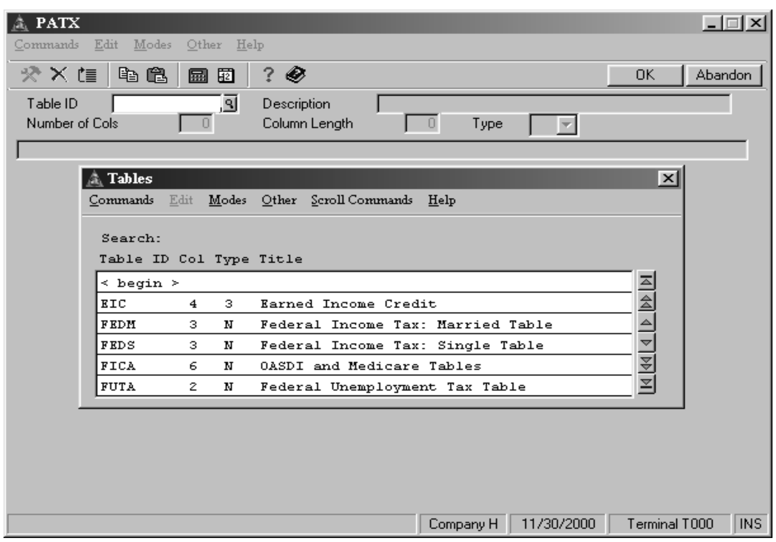
```
04/27/1999                              Builders Supply                              Page    1
1:35 PM                                   Tables List
                                            Payroll


 Table ID ADJMN      Description Adjust to Minimum Wage Earning Code
 No. of Columns   1  Column Length   12    Type  A


Adjust Code
------------
REG


 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
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00
         .00          .00


 Table ID GLDEP      Description General Ledger Default Department Accts.
 No. of Columns   2  Column Length   12    Type  A

Type         GL Acct
------------ ------------
Earnings     530000
Deductions   530000
Withholdings 530000


 Table ID GLPAY      Description General Ledger Accounts
 No. of Columns   2  Column Length   12    Type  A


Description  GL Number
------------ ------------
Cash         100000


End of Report
```

File Maintenance Menu



All tax tables are located in the Tax Tables function. To change or add tax tables, select the function Tax Tables from the File Maintenance menu

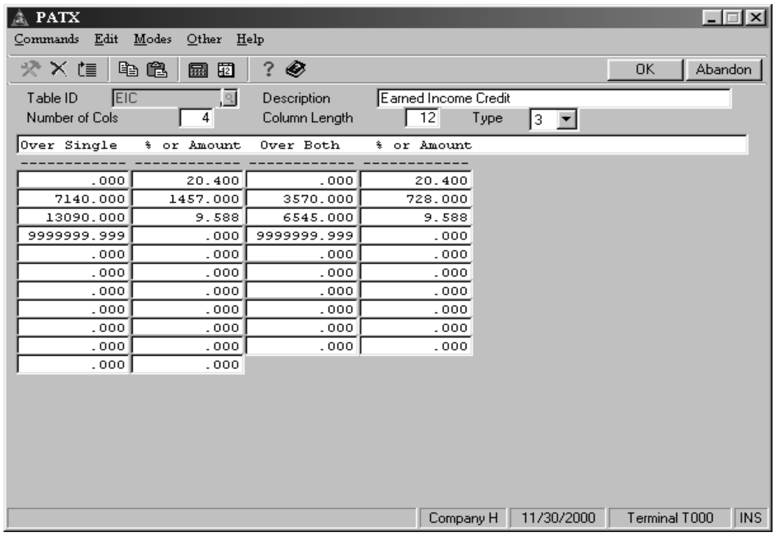
Tax tables.



You can use the **Inquiry** (F2) command to select the Table ID from the Tables window or enter the table ID of the table you want to work with.

Federal Tables

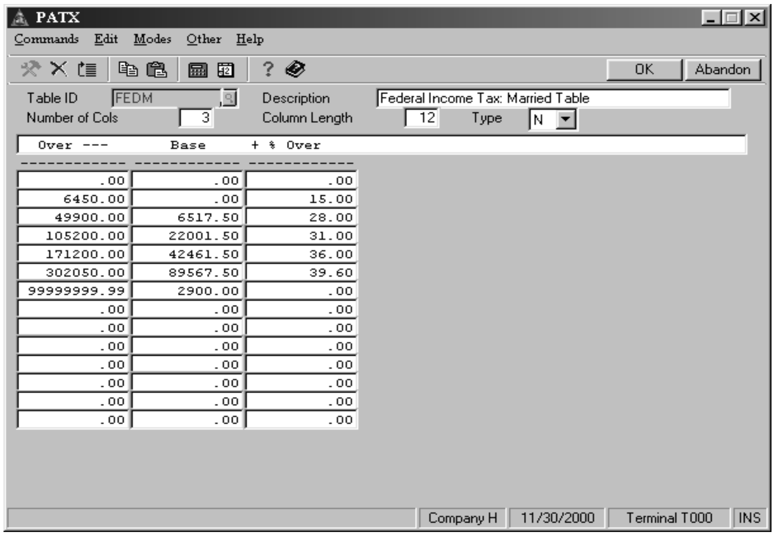
EIC Tax table



The **EIC - Earned Income Credit** table stores percent and limits used to calculate the earned income credit for both single and married employees that have the EIC Code field set to **E** (if only the employee has requested advance earned income credit payments) or **B** (if both the employee and their spouse have requested advance earned income credit payments) on the Tax Information screen in the Employee function on the File Maintenance menu.

The two left columns of the table are used when only the employee is filing for advance earned income credit payments, **E**. The two columns on the right side of the table are used for the EIC calculation when both the employee and their spouse are filing for advanced earned income credit payments, **B**.

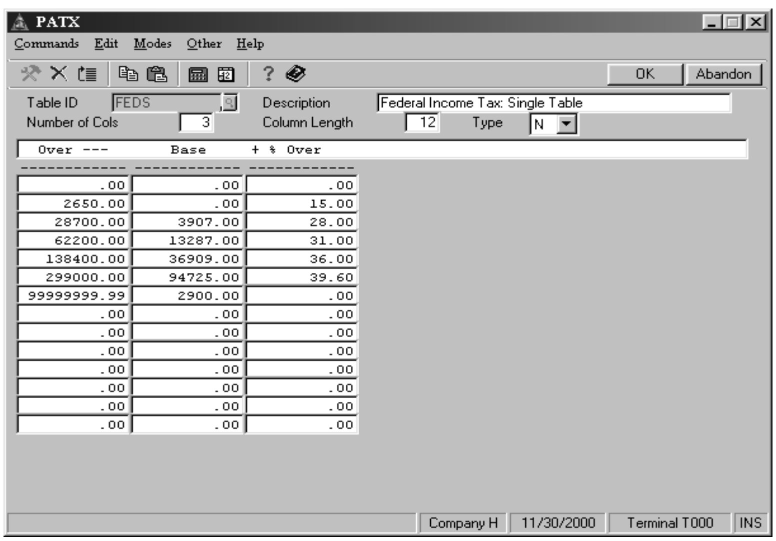
FEDM table



Over ---	Base	+ % Over
.00	.00	.00
6450.00	.00	15.00
49900.00	6517.50	28.00
105200.00	22001.50	31.00
171200.00	42461.50	36.00
302050.00	89567.50	39.60
99999999.99	2900.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

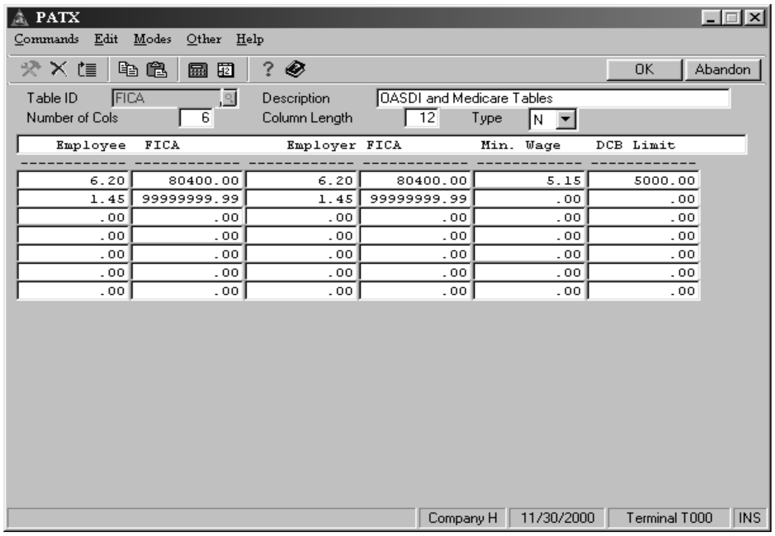
The **FEDM - Federal Income Tax: Married Table** and the **FEDS - Federal Income Tax: Single Table** store the earnings base, tax base, and the percentage figures used to calculate federal income tax withholding amounts. The system uses the information on the Tax Information screen in the Employees function and the Federal Withholding Formula to determine what information to use from the tables in its calculations

FEDS table.



Over ---	Base	+ % Over
.00	.00	.00
2650.00	.00	15.00
28700.00	3907.00	28.00
62200.00	13287.00	31.00
138400.00	36909.00	36.00
299000.00	94725.00	39.60
99999999.99	2900.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

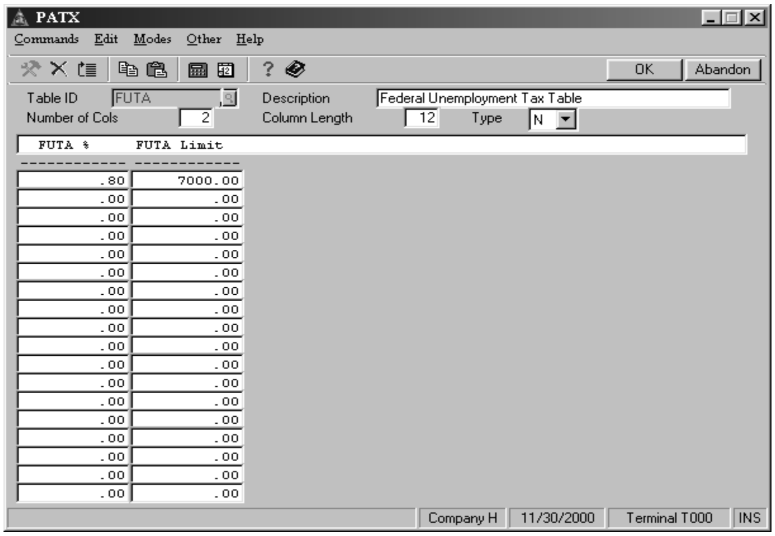
FICA table



The **FICA - OASDI and Medicare Tables** store the percentage and maximum earnings limit for employee and employer OASDI and Medicare calculations. The current federal minimum wage, and the dependent care benefit limit are also stored in this table.

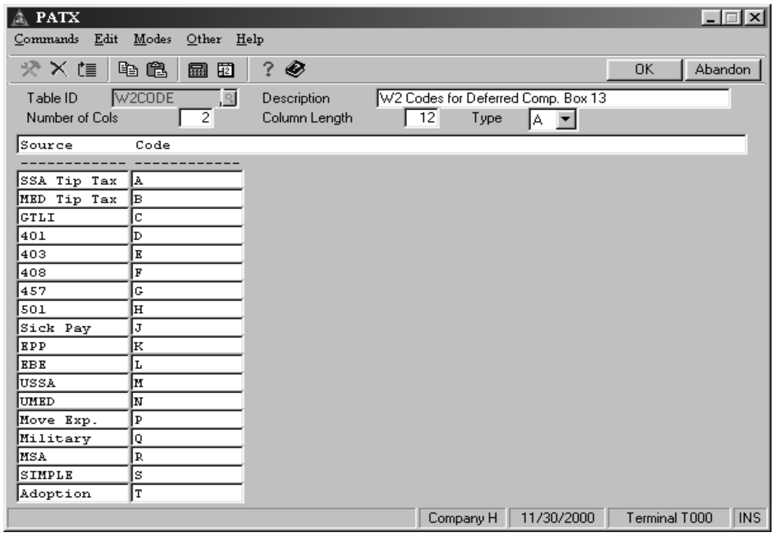
Columns one through four on the first row of the table are the FICA percent and limits. Row 2 of these columns stores the percent and limits for Medicare.

FUTA table



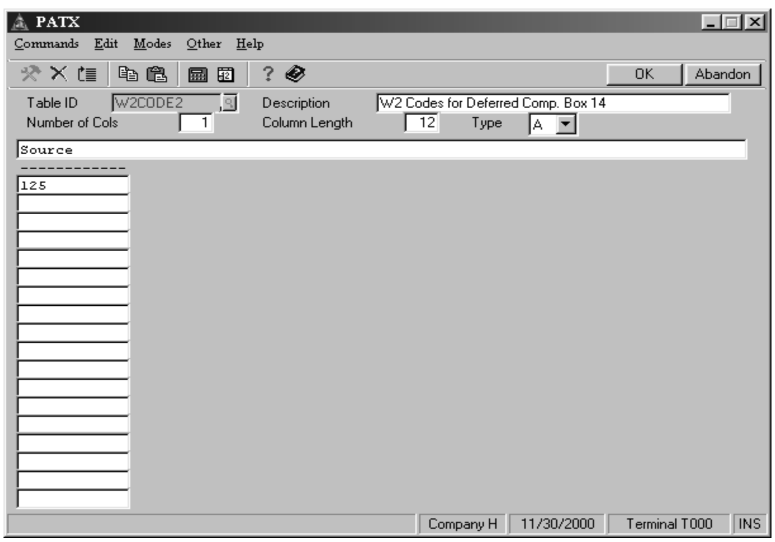
The **FUTA - Federal Unemployment Tax Table** stores the percent and maximum earnings limit for employer FUTA calculations. If you have multiple companies set up on the Payroll system and there are different FUTA percentages for each company, you can set up company-specific FUTA tables for each company. Add the company ID to the table ID FUTA and enter the table ID FUTA in the **Copy From?** Field. Then edit any information on the table so that it contains the information for that company. For example, to create a company-specific FUTA table for Builder's Supply, Company H, add H to the table ID FUTA, FUTAH, and enter FUTA in the **Copy From?** field. After you complete the editing of the table, press **PgDn** to save the company-specific table.

W2CODE table



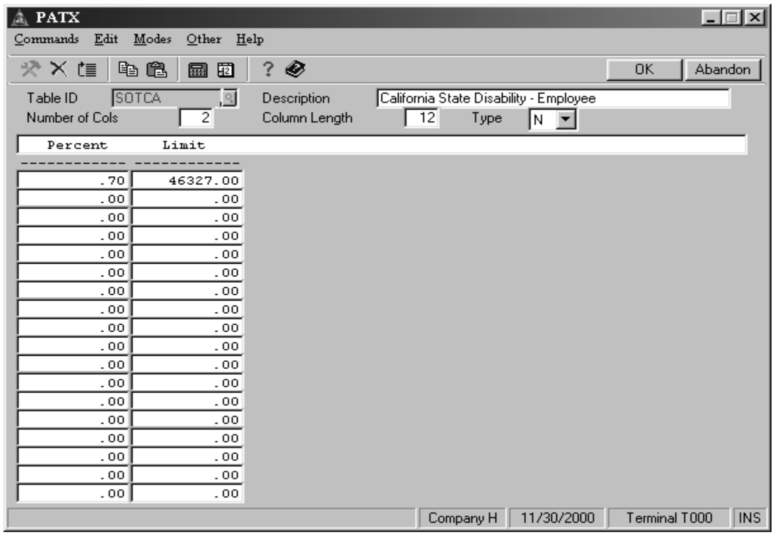
The **W2CODE** and **W2CODE2** tables contain IRS code information printed on the W-2 forms. If the first four characters of a deduction's description match one of the entries in the Source Column on the W2CODE or the W2CODE2 tables, the deduction's YTD total amount on the Employee Deductions History screen will be printed on the W-2 form with the IRS code from the Code column on the matching row. If the description match is from the **W2CODE** table, the deduction amount prints in **box 13**; if the match is from the **W2CODE2** table, it will print in **box 14** on the W-2.

W2CODE2 table



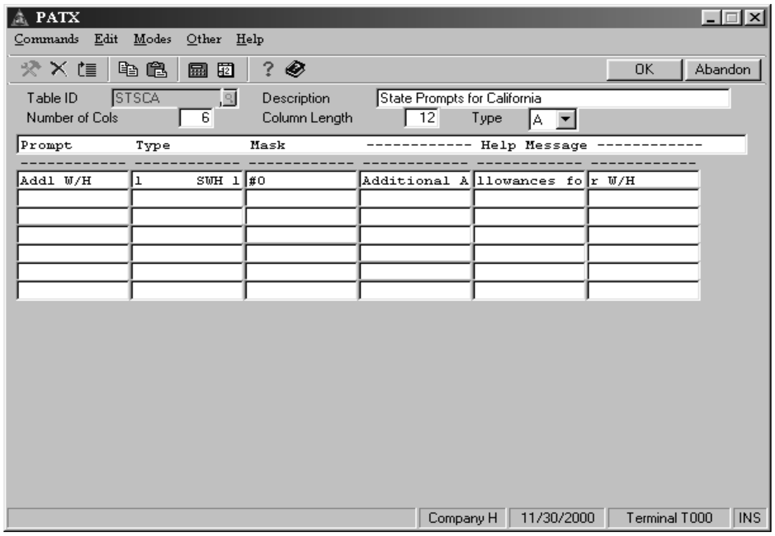
State Tax Table

SOTCA Tax table



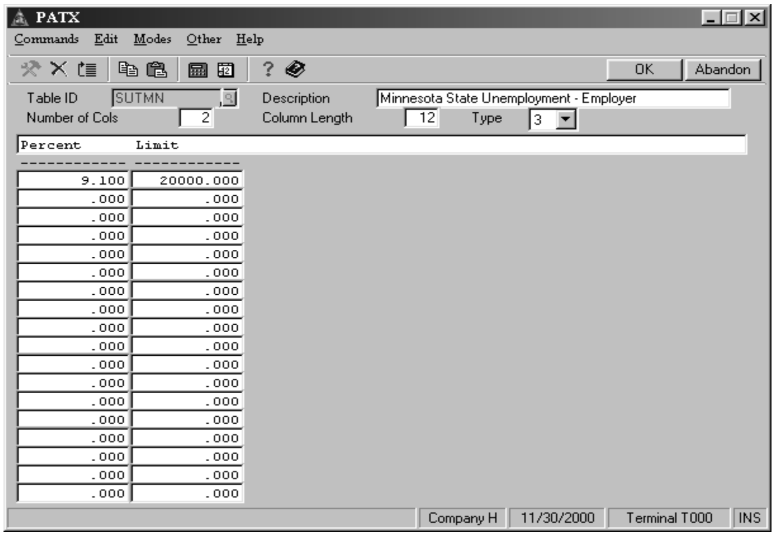
The **SOTss** tables (**ss** represents the state abbreviation) are used to calculate other state employee withholdings, such as state disability insurance or the employee's share of unemployment insurance, in states where other types of withholdings are required. The screen above displays the state other table for California State Disability, SOTCA.

STSxxx table



The **STSss** tables (**ss** represents the state abbreviation) store special field(s) that appear in the State Tax Information section of the Tax Information screen in the Employees function. The special field(s) store information that is required to calculate that state's income tax withholding. The screen above displays the special fields that are required to calculate the state income tax withholding for California.

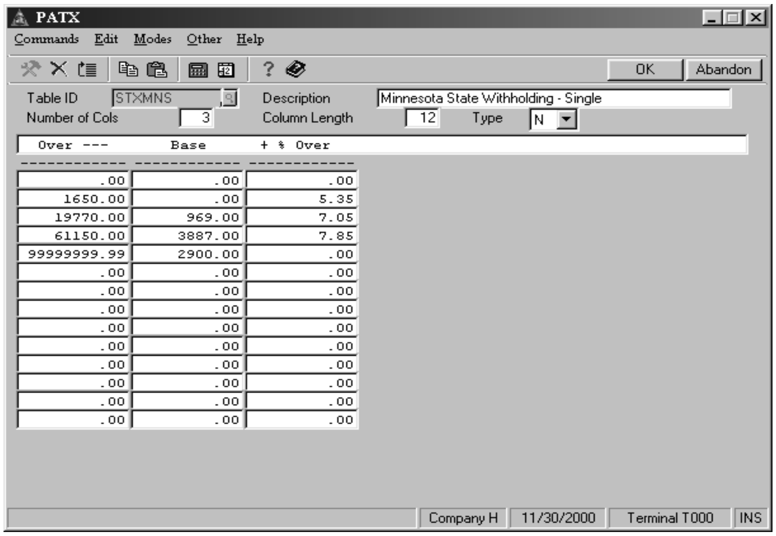
SUTssxxx table



The **SUTssxxx** tables (**ss** represents the state abbreviation and **xxx** represents the company ID) store the percentage and earnings limits that are used to calculate an employer's state unemployment tax. The table above is the table used to calculate the employer's Minnesota State Unemployment Tax.

If you have multiple companies using the Payroll system and each company is subject to a different percentage for the state unemployment tax, you will need to set up a company-specific table for each company by adding the company ID to the table ID. You can then **Copy From?** the generic SUTss table for the state and then edit the table.

Single - State Withholding Tax table


PATX

Commands Edit Modes Other Help

OK Abandon

Table ID STXMNS Description Minnesota State Withholding - Single

Number of Cols 3 Column Length 12 Type N

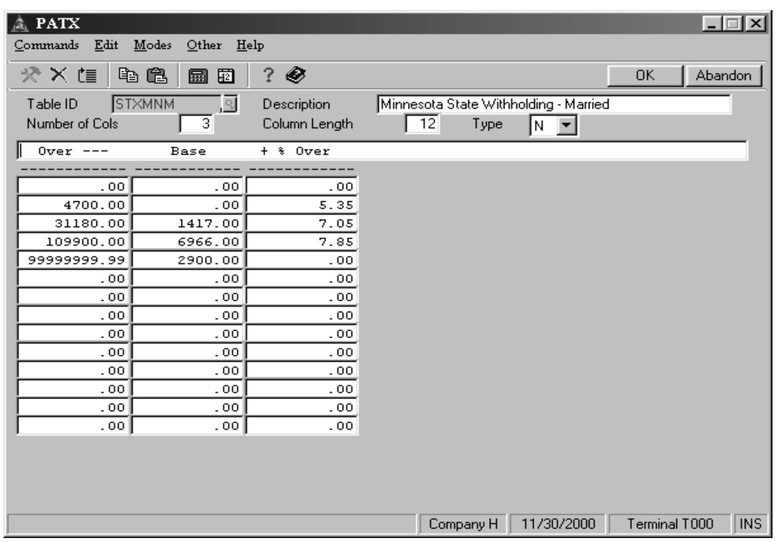
Over ---	Base	+ % Over
.00	.00	.00
1650.00	.00	5.35
19770.00	969.00	7.05
61150.00	3887.00	7.85
99999999.99	2900.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

Company H 11/30/2000 Terminal T000 INS

The **STXssm** tables (**ss** represents the state abbreviation and **m** represents the marital or filing status) stores the earnings base, tax base, and tax percentages for each state where income tax withholding is required.

The filing status choices vary from state to state. Some examples of the filing status available in various states are **S** for single, **U** for unmarried head of a household, **J** for married filing jointly, **M** for married, **B** for married filing jointly and both spouses work. The table above is the Minnesota state-withholding table used for employees with a single filing status. The table used for Minnesota employees with a married filing status is displayed below.

Married - State Withholding Tax table


PATX

Commands Edit Modes Other Help

OK Abandon

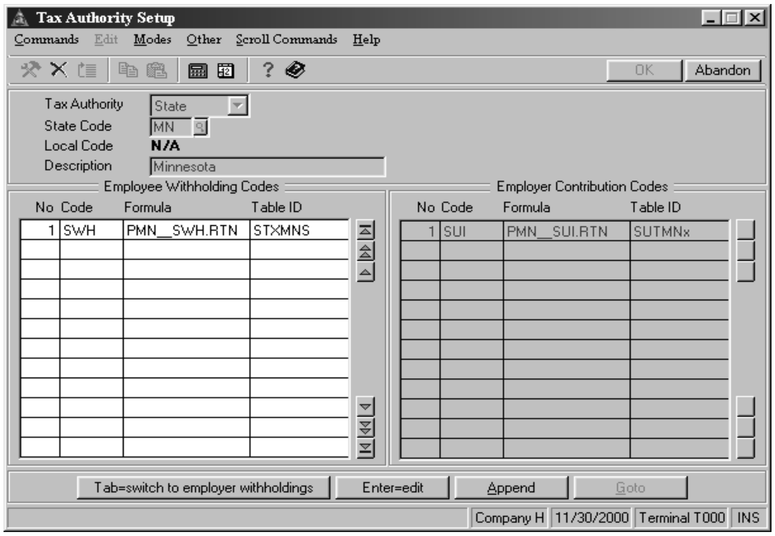
Table ID STXMNM Description Minnesota State Withholding - Married

Number of Cols 3 Column Length 12 Type N

Over ---	Base	+ % Over
.00	.00	.00
4700.00	.00	5.35
31180.00	1417.00	7.05
109900.00	6966.00	7.85
99999999.99	2900.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

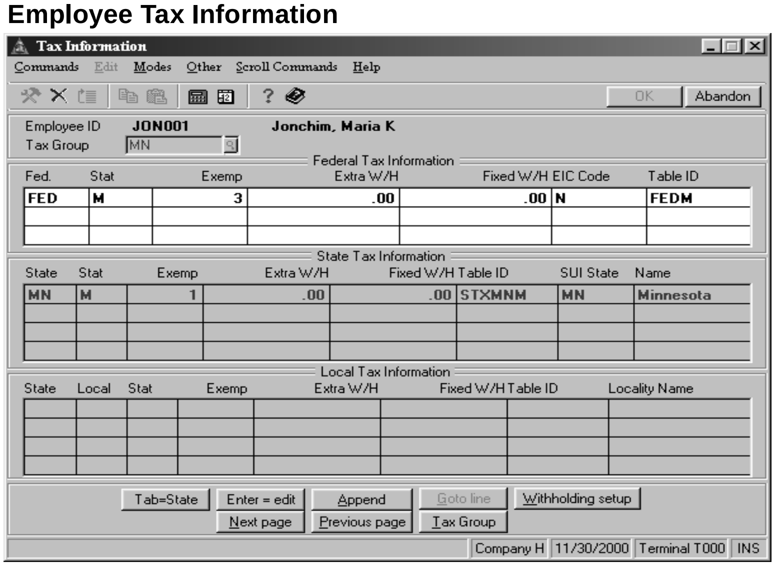
Company H 11/30/2000 Terminal T000 INS

Tax Authority Setup



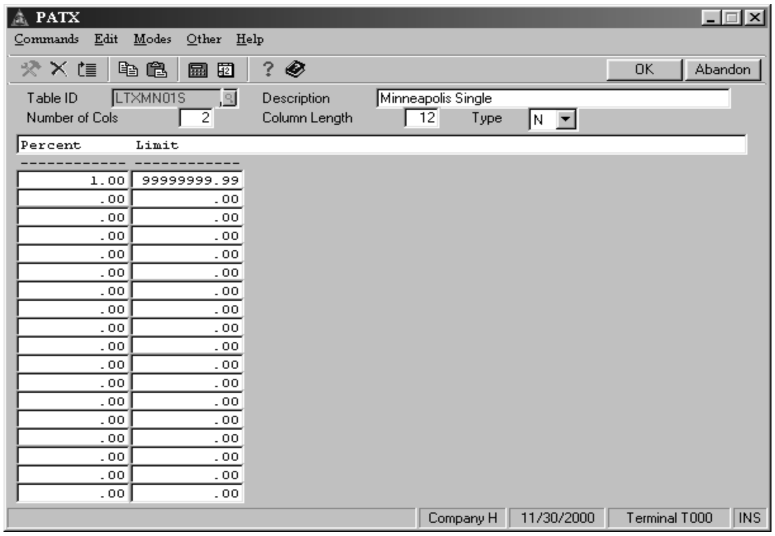
The table used to calculate the state income tax withholding is specified in the Tax Authority Setup for the state withholding. To override the tax table specified in the Tax Authority Setup, enter the table ID of the table you want to use to calculate the state withholding for the employee in the table ID field in the state section of the employee's Tax Information screen in the Employees function on the File Maintenance menu.

Employee Tax Information



Local Tax Tables

Local Minnesota Tax table



The **LTXsslllm** table (**ss** represents the state code, **ll** represents the local code, and **m** represents the marital or filing status of the employee) is set up with the percent of withholding in the first column and the limit in the second column. You must set up a table for each filing status used by the locality. The table above is used to calculate the local withholding for employees with a single filing status for Minneapolis.

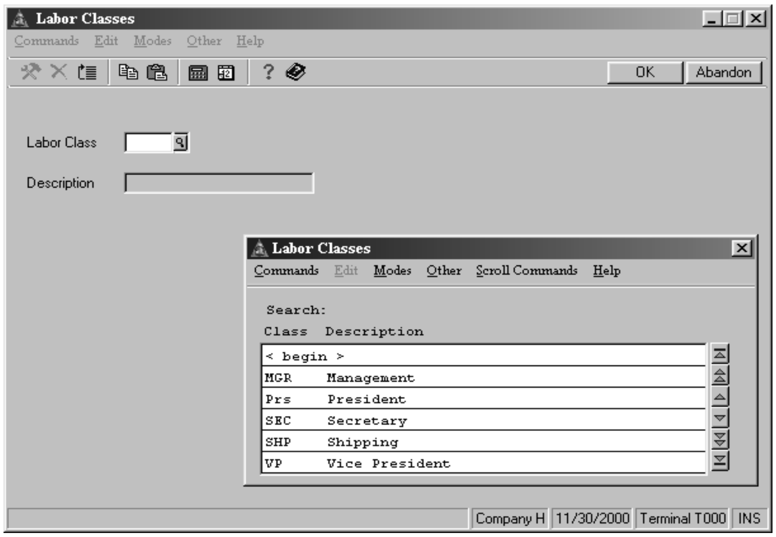
Note

The last entry in the first column of the graduated section of any tax table must be **99999999.99** because the TABLE function used in the formulas goes to the first row in the table with an amount higher than the amount the formula is looking for and uses the information from the row above it.

Codes Maintenance 4

Labor Classes

Labor Class Screen



Use the **Labor Classes** function found in Codes Maintenance, to group together types of employees.

Examples:

MGR for management

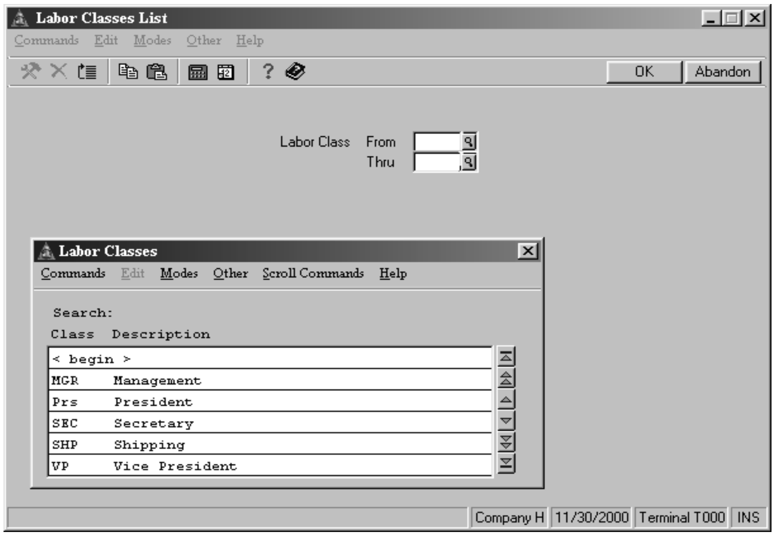
TRN for trainees

CL1 for clerk typist one.

You enter the labor class code in the **Labor Class** field in the Salary Information screen in the Employees function on the File Maintenance menu. You can select a range of labor classes to print on the Personnel Roster, Education, and Key Date Report function on the Personnel Reports menu.

Printing A Labor Class List

Selection Screen



To print out a list of what labor classes have been defined you would go into Master Code Lists and choose Labor Classes List. Use the **Inquiry** (F2) command to select Labor Classes From and Thru.

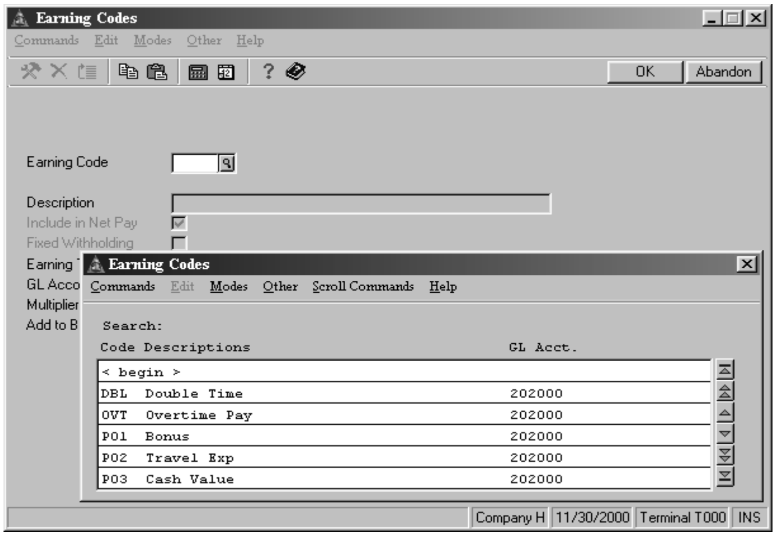
Example of Labor Class List

```
04/27/1999                                Builders Supply                                   Page    1
1:52 PM                                   Labor Class List



Labor Class   Description
------------------------------------------------------------------------------
MGR           Management
Prs           President
SEC           Secretary
SHP           Shipping
VP            Vice President




End of Report
```

Earnings

Select the Codes Maintenance function from the Payroll menu. To begin setting up the Payroll System, select the Earning Types function on the Codes Maintenance menu

Earning Code Selection



The system comes with nine preset earning types, these nine cannot be changed. Use the **Inquiry** (F2) command to select a preset earning type from the Earning Types window or enter the earning type you want to work with.

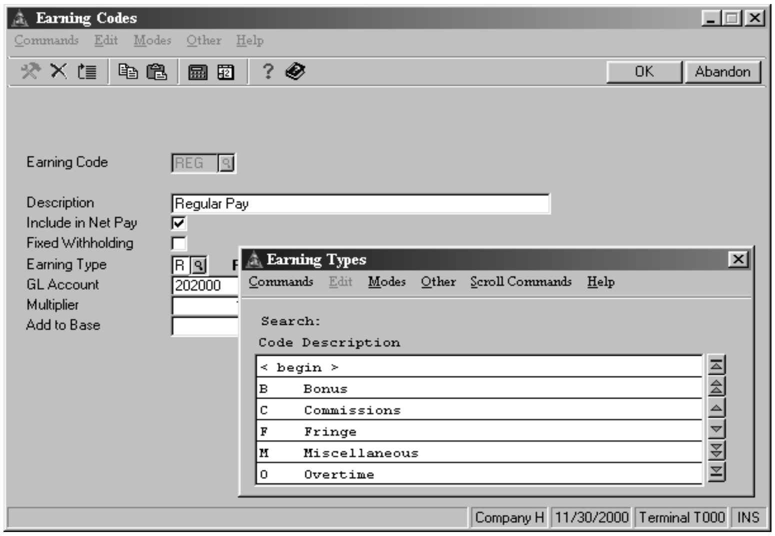
You can set up additional earning types by entering the character for the new earning type in the Earning Type field and press **Enter**. The earning types you set up will have the same functionality as a type **R**, earning type.

The character entered in the Earning Type field is used when setting up earning codes. The description of the earning type is displayed next to the earning type on the Earning Code screen in the Earning Codes function on the File Maintenance menu.

The **Add or Replace Salaried Wages for Salaried Employees in Time Tickets?** field tells the system whether an earning code with this earning type replaces the regular salary or is added to the employee’s regular salary.

Example: Vacation Pay would replace a Salary wage and a Bonus would add to the Salary wage.

Earning Types



The preset earning types are listed below. If the system performs any special processing for an earning type, it is noted with the earning type.

Type Description

B - **Bonus Pay**

C - **Commission Pay**

F - **Fringe** - An earning code that is an earning type of F is reported on W-2's in box 12.

M - **Miscellaneous**

O - **Overtime**

R - **Regular Earnings**

S - **Sick Pay** -

In the Options and Interfaces function on the Company Setup menu in Resource Manager, if you selected **YES** for the options **Automatic Accrual of Vacation/Sick Time?** and/or **Include vacation/sick hours for accrual calculation?**, you must use an **S** for the earning type in earning codes used to record sick pay used by an employee. The system only deducts earning type **S** earning code transactions from the Sick Hours Remaining.

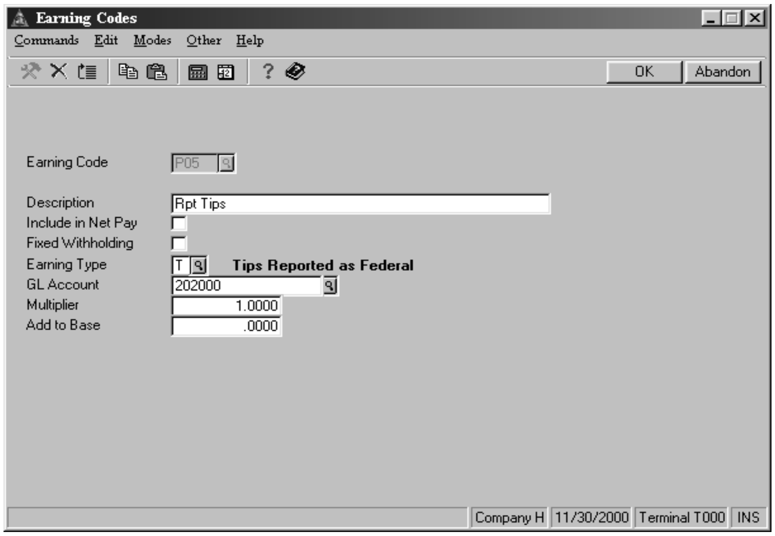
T - **Tips Reported as Federal Earnings** -

Earning codes with earning type **T** are accumulated for W-2 reported in the FICA Tips field on the Employee History function on the File Maintenance menu. When W-2's are printed, the amount in the FICA Tips YTD field will print in **Box 7**.

V - **Vacation Pay** -

In the Options and Interfaces function on the Company Setup menu in Resource Manager, if you selected **YES** for the options **Automatic Accrual of Vacation/Sick Time?** and/or **Include vacation/sick hours for accrual calculation?**, you must use **V** for the earning type for earning codes used to record vacation pay taken by an employee. The system only deducts earning type **V** earning code transactions from the Vacation Hours Remaining.

Setting Up Earning Codes



Select Earning Codes from the File Maintenance menu. You can set up an unlimited number of earning codes. An earning code can be set up for different types of work (shipping, assembly, maintenance) and for overtime, holiday, or shift-differential work that automatically multiplies or adds an amount to an employee's base pay. The system uses the earning code entered on a time ticket to calculate the employee's pay based on the information you set up here.

In the Earning Code field, you can use **Inquiry** (F2) command to select the earning code you want to work with or enter the earning code.

The information entered in the Description field is displayed when the earning code is entered in the Enter or Edit Transactions windows in the Payroll Transactions function on the Daily Work menu.

The **Include in Net Pay** field tells the system if the pay should be included in the employee's paycheck. For example, an earning code for reported tips would have this field set to **NO**. This type of earning code transaction would add only the pay information to the employee's history information and calculate the withholdings and deductions on the earnings. No pay for this earning code would be included in the employee's net pay on the paycheck (it is included in gross pay)

Note

Including or excluding in net pay does not determine whether transactions with this earning code are included in the employee's taxable income. To exclude an earning code from taxable income, use the **Exclusion?** Field in the federal, state, and withholding setup in the Withholdings function on the File Maintenance menu.

The Fixed Withholding field tells the system whether you want to use the fixed percentage to calculate the withholdings due for the pay amounts entered with this earning code. (The percentage amount of the fixed withholding is specified in the Withholdings function.)

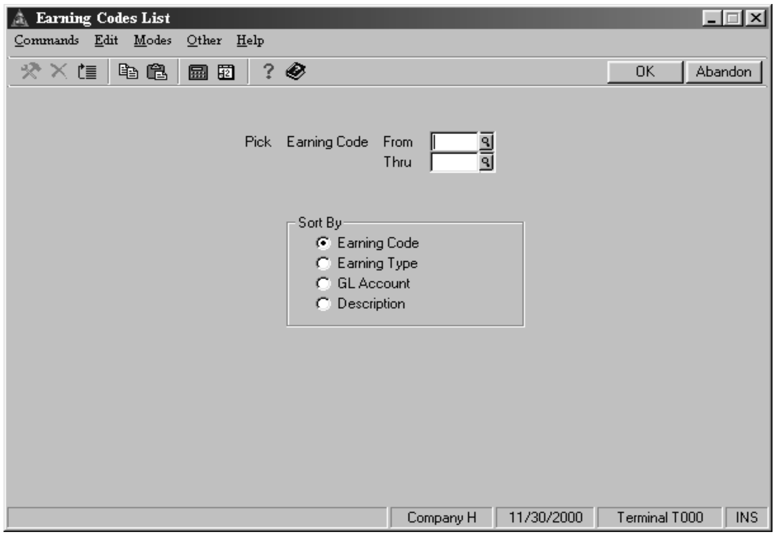
The GL account number is the general ledger account debited when you post checks that include pay with the earning code. This account is credited when you use the Post Expense to GL function on the Periodic Processing menu.

The fields *Multiplier* and *Add to Base* are used to determine the rate of pay used for the earning code during time ticket entry through the Transactions function or the Manual Checks function. The values for these fields are displayed at the bottom of the screen when the earning code is used. When entering transactions, the *Add to Base* amount is added to the employee’s Hourly Rate on the Salary Information screen in the Employee function. (A salaried employee must have an amount entered in the Hourly Rate field in order for the system to use the Add to Base and Multiplier functions for a salaried employee.) When entering transactions, the *Multiplier* amount is used to multiply the employee’s Hourly Rate amount in the Salary Information screen. If the *Add to Base* and *Multiplier* fields are both used for an earning code, the *Add to Base* amount is added to the Hourly Rate on the Salary Information screen and then multiplier is applied to the newly calculated hourly rate.

Example: If the employee’s Hourly Rate is $9.00, the earning code used has an Add to Base amount of $1.00 and a Multiplier 2.0, the rate of pay used for the earning code will be $20, ($9+$1)*2=$20.

Printing An Earning Codes List

Selection Screen



You can select a range of earning codes to include in this list and sort the list by:

1. Earning Code
2. Earning Type
3. GL account
4. Description

Earning Codes List printed by Earning Codes

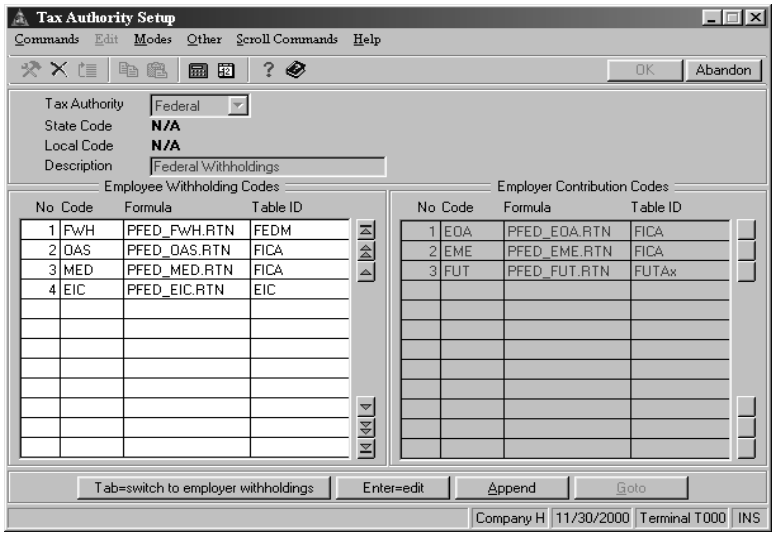
01/25/2000 Builders Supply Page 1
2:35 PM Earning Codes List
By Earning Code

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

End of Report

Tax Authorities

Federal Tax Authority Setup

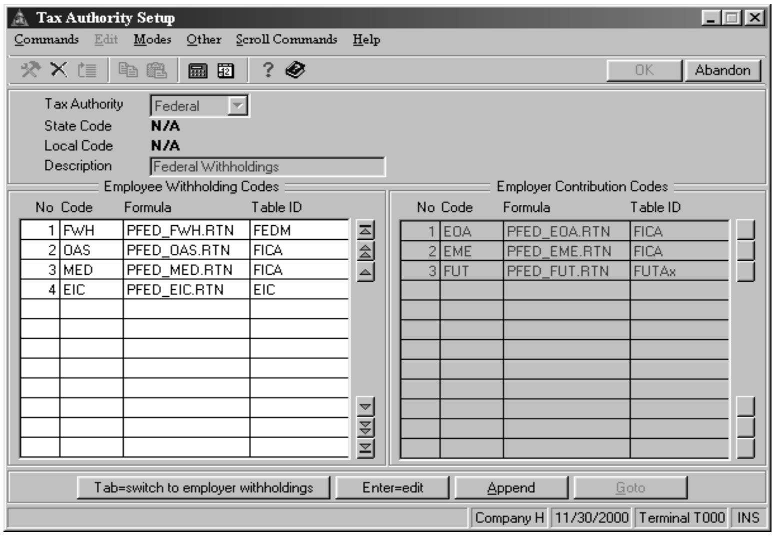


Use this function to set up and maintain withholding codes for federal, state and local tax authorities. You can enter 15 employee and 15 employer withholding codes for each federal, state, and local tax authority. You can set up other withholding codes, however, the following federal and state tax withholding codes are preset in the system and must be used for correct processing and reporting by the Payroll system (such as W-2 forms):

Federal		State	
FWH	Federal Withholding	**SWH**	State Withholding
OAS	Employee FICA	**SUI**	State Unemployment Insurance (employer-paid)
MED	Employee Medicare	**SO1**	State-Other Withholding 1
FUT	Unemployment Insurance	**SO2**	State-Other Withholding 2
EIC	Earned Income Credit	**SO3**	State-Other Withholding 3
EOA	Employer FICA		
EME	Employer Medicare		

In the **Tax Authority** field, select **F**ederal, **S**tate, or **L**ocal, depending on which type of tax authority you need to set up or edit. If you select *State* or *Local*, the cursor stops at the **State Code** field. Enter the code for the state you want to set up or edit. (The **Inquiry** command is available to select the state from a list of state codes.) If you selected *Local* as the tax authority, the cursor also stops at the **State Code** and the **Local Code** fields. Enter the code you want to use for the local tax authority if you are setting up the code. If you are editing a local tax authority, the **Inquiry** command is available to select the code. The cursor stops at the **Description** field for all three types of tax authorities. Enter a description for the tax authority; then press the **PgDn** key to move the cursor to the Employee Withholding Code/Employer Contribution Codes section of the screen.

Federal Tax Authority Setup



Press the **Tab** key to move between the Employee Withholding Codes and the Employer Contribution Codes sections of the screen. To edit a line, place the cursor at that line and press **Enter**. To add a line, press **A**ppend.

Note

The first entry in the Employee Withholding Codes section of the screen must be the Code FWH for federal withholding, SWH for state withholding, or LWH for local withholding, depending on the tax authority you entered. If these are not the first entries for each of the tax authorities, the system will not use the correct table when it calculates these withholdings.

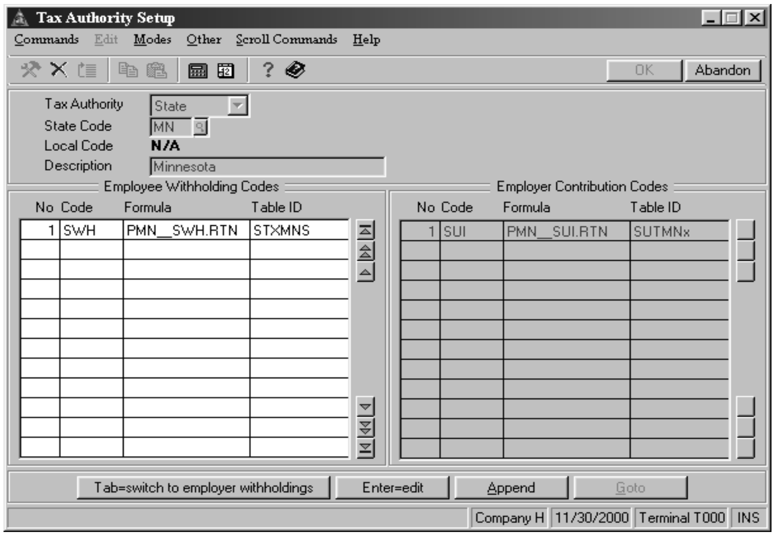
Use the **Inquiry** (F2) command to select the formula from the list that appears, or enter the name of the formula to be used when calculating the withholding. The formula names you enter must conform to the Payroll system’s naming conventions.

For Federal formulas, the format PFED_www.RTN is used. The **PFED** followed by one underscore character, “_”, should be used for the first five characters of a federal formula’s name. The next three characters in the format, **www**, represent the withholding code this formula is used to calculate. The extension **.RTN** must be used on all formula names in order for Payroll system to recognize the program as a formula. For example, the name of the formula used to calculate an employee’s Medicare tax withholding that uses the withholding code of **MED** is: **PFED_MED.RTN.**

Note

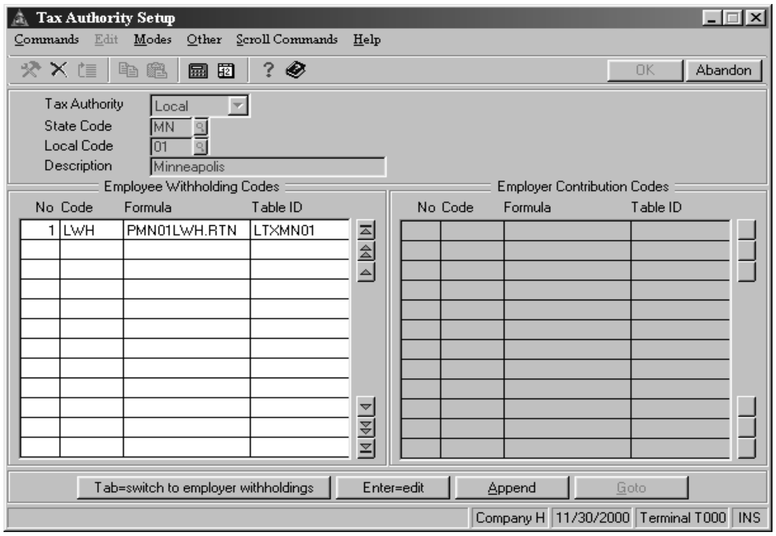
When you set up a formula through the Deductions or Withholdings functions on the File Maintenance menu, the system will automatically create the formula ID for you.

State Tax Authority Setup



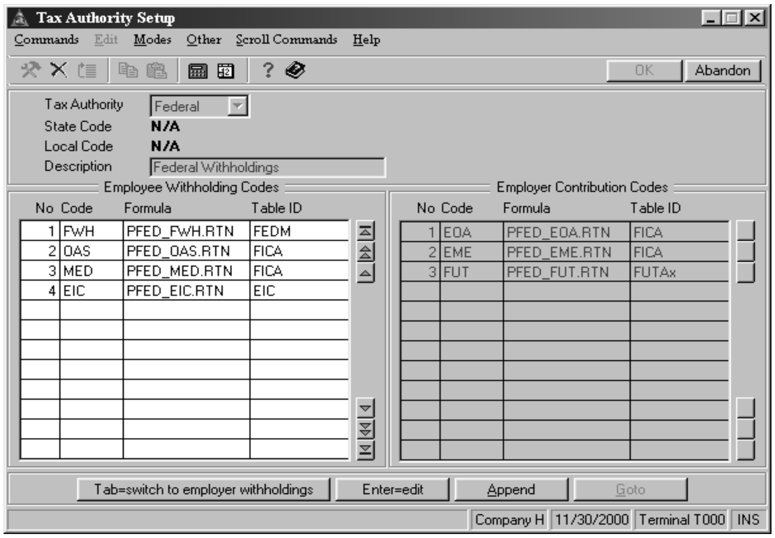
When creating a formula ID that calculates for a state withholding code, the format **Pss__www.RTN** is used. Use the capital letter **P** as the beginning character in the name followed by the state code, represented by **ss**. Two underscore characters, "**__**", are used before the withholding code, **www**. An example of a formula ID for a state withholding is **PMN__SWH.RTN**. This formula calculates the state income tax withholding for Minnesota, withholding code SWH.

Local Tax Authority Setup



Formulas calculating local withholdings use the formula ID format **Pssllwww.RTN**. The **ss** represents the state code associated with the local withholding, **ll** represents the local code, and **www** represents the withholding code. **PMN01LWH.RTN** is the ID for the formula that calculates the local income tax withholding for Minneapolis, **MN** is the state code, **01** is the local code, and **LWH** is the withholding code for local income tax.

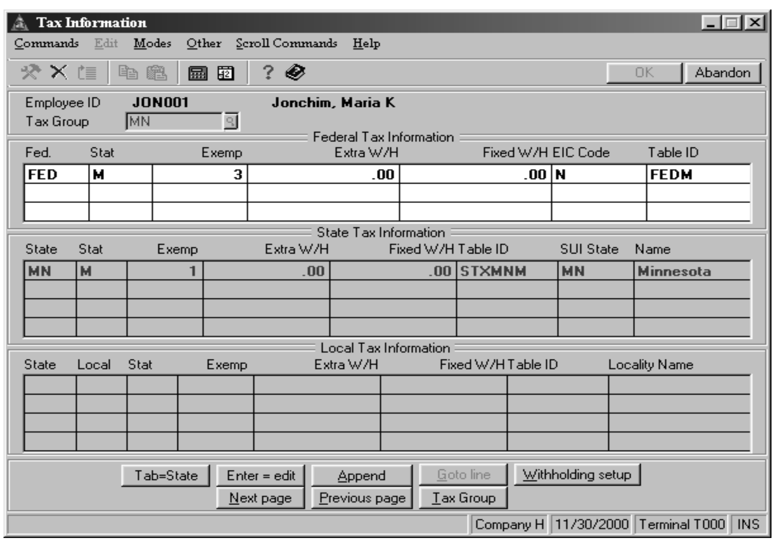
Federal Tax Authority Setup



After entering the Formula, enter the table ID the formula should base calculating the withholding of.

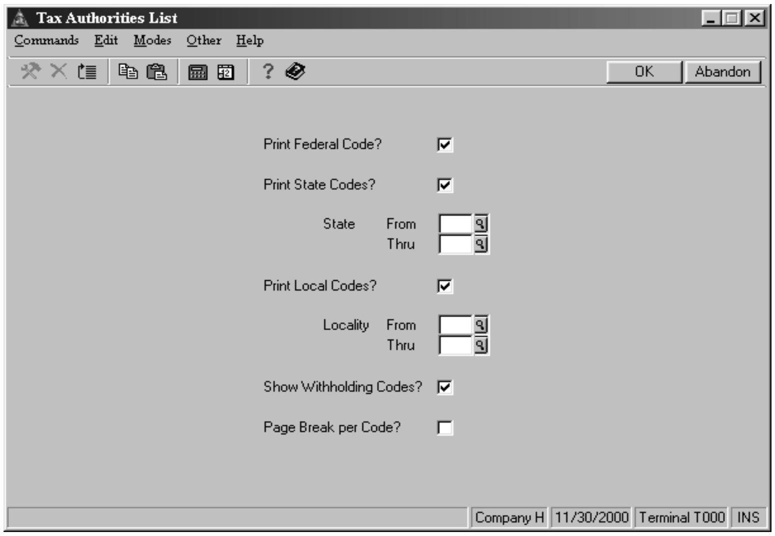
Since the income tax withholding is usually based on the filing status of the employee, the table entered for the FWH, SWH, and LWH codes can be overridden by the table ID entered in the Table ID field in the section on the Tax Information screen for this tax authority in the Employees function on the File Maintenance menu.

Employee Tax Information



Printing A Tax Authorities List

Selection Screen



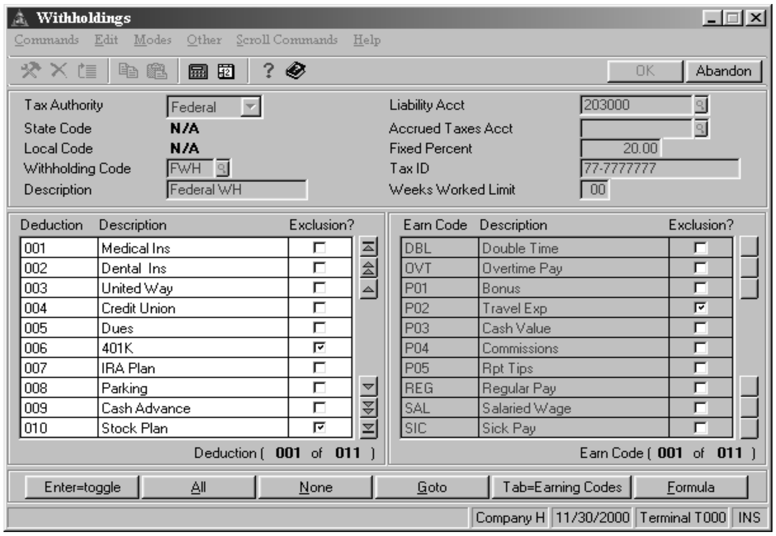
You can include federal, a range of states, and a range of localities in the list. You can also choose whether you want to show the local or withholding codes for each tax authority and if you would like a page break after each withholding code.

Tax Authorities List

```
04/27/1999                                       Builders Supply                                        Page    1
2:08 PM                                        Tax Authorities List


                                                 ---Employee Tax Information---  --- Employer Tax Information---
State     Locality  Description                  Code  Formula       Table ID    Code  Formula       Table ID
---------------------------------------------------------------------------------------------------------------------

AK                  Alaska                       SWH   PAK__SWH.RTN              SUI   PAK__SUI.RTN  SUTAK
                                                 SO1   PAK__SO1.RTN  SOTAK

AL                  Alabama                      SWH   PAL__SWH.RTN  STXALS      SUI   PAL__SUI.RTN  SUTAL

AR                  Arkansas                     SWH   PAR__SWH.RTN  STXARS      SUI   PAR__SUI.RTN  SUTAR

AZ                  Arizona                      SWH   PAZ__SWH.RTN  STXAZ       SUI   PAZ__SUI.RTN  SUTAZ

CA                  California                   SWH   PCA__SWH.RTN  STXCAS      SUI   PCA__SUI.RTN  SUTCA
                                                 SO1   PCA__SO1.RTN  SOTCA

CO                  Colorado                     SWH   PCO__SWH.RTN  STXCOS      SUI   PCO__SUI.RTN  SUTCO

*********************************************************************************************************************
TX                  Texas                        SWH   PTX__SWH.RTN              SUI   PTX__SUI.RTN  SUTTX

UT                  Utah                         SWH   PUT__SWH.RTN  STXUTS      SUI   PUT__SUI.RTN  SUTUT

VA                  Virginia                     SWH   PVA__SWH.RTN  STXVA       SUI   PVA__SUI.RTN  SUTVA

VT                  Vermont                      SWH   PVT__SWH.RTN  STXVTS      SUI   PVT__SUI.RTN  SUTVT

WA                  Washington                   SWH   PWA__SWH.RTN              SUI   PWA__SUI.RTN  SUTWA

WI                  Wisconsin                    SWH   PWI__SWH.RTN  STXWIS      SUI   PWI__SUI.RTN  SUTWI

WV                  West Virginia                SWH   PWV__SWH.RTN  STXWV       SUI   PWV__SUI.RTN  SUTWV

WY                  Wyoming                      SWH   PWY__SWH.RTN              SUI   PWY__SUI.RTN  SUTWY



End of Report
```

Withholdings

Federal Withholdings

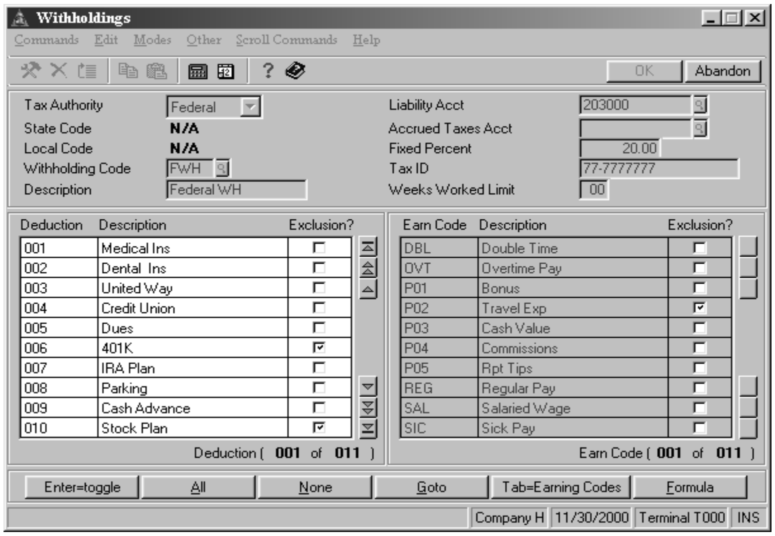


The Withholdings function is used to set up and maintain federal, state, and local withholding tax information. Use this function to exclude deductions from taxable income, to exclude earning codes from withholdings, and to maintain formulas.

Enter the tax authority you want to work with: **F** for Federal, **S** for State, or **L** for Local. If you enter State or Local for the tax authority, the cursor stops at the State Code field. Enter the state code, or use the **Inquiry** (F2) command to choose the state code from the State Codes window. If you entered Local for the tax authority, the cursor stops at the Local Code field. Enter the local code, or use the **Inquiry** (F2) command to select the code from the Local Codes window. The Tax Code field is active for all three-tax authorities; enter the tax code you want to work with from the valid employee and employer codes listed in the command bar at the bottom of the screen, or use the **Inquiry** (F2) command. Press Enter to accept the description that is displayed, or change it.

Enter the general ledger account you used for this withholding tax code in the **Liability Acct** field. If payroll is interfaced with General Ledger, you can use the **Inquiry** (F2) command to choose an account from the General Ledger inquiry window. This account is credited when you run the Post Checks function on the Payday Work menu. If the withholding tax code was set up as an employer contribution in the Tax Authority Setup function, the cursor stops at the **Expense Acct** field. Enter the general ledger expense account used for this withholding tax code, or use the **Inquiry** (F2) command. This account will be debited when you use the Post Checks function on the Payday Work menu and credited when you use the **Post Expense to GL** function on the Periodic Processing menu.

Federal Withholdings



If the withholding tax code is **FWH**, **SWH**, or **LWH**, the cursor stops at the **Fixed Percent** field. Enter the fixed percent to use for an earning code that has been set up with **YES** in the Fixed Withholding field in the Earning Code function on the File Maintenance menu.

Note

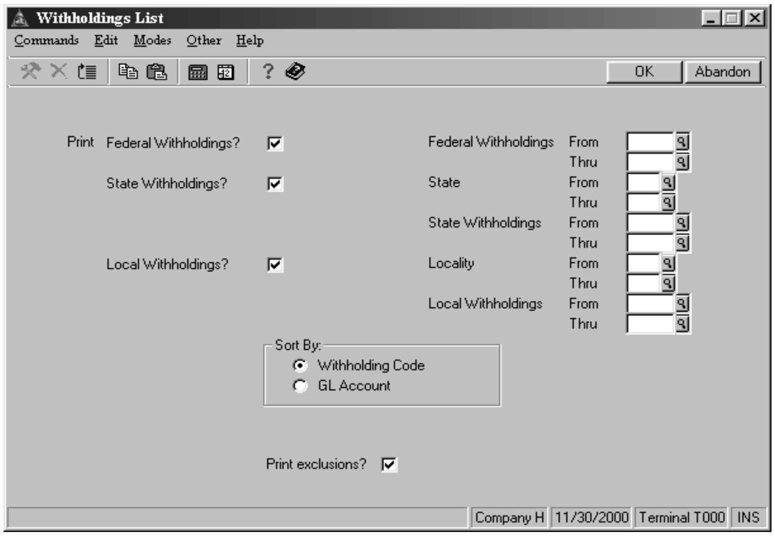
If an employee has an amount in the Fixed WH field on the Tax Information screen in the Employees function on the File Maintenance menu, it is used to calculate withholding for the employee's paycheck *instead* of using the formulas and tables.

In the **Tax ID** field enter the employer's tax ID for the tax authority for this withholding tax code. For a state unemployment insurance withholding tax code (SUI), enter the tax ID you want to print on the Quarterly State Unemployment Report.

The **Weeks Worked Limit** field is active only for a state tax authority's **SWH** (state withholding) tax code. If the state has a minimum number of hours an employee must work to qualify as one week of work, enter that number here. If the state has no minimum, enter **00** in this field or leave it blank. If an employee works fewer than the number of hours entered in this field, the **Wks Under Limit** field on the Miscellaneous History screen in the Employee History function is updated. When an employee works more hours than the amount entered here, the system updates the **Weeks Worked** field on the Employee Miscellaneous History screen.

Printing A Withholdings List

Selection Screen



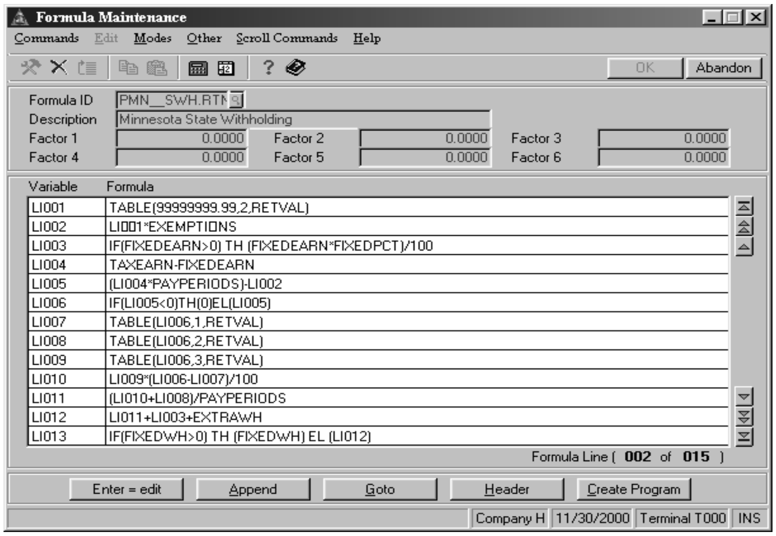
From the Master File List of Payroll you can print the Withholding List. You can select whether or not to include federal, state, and/or local withholdings in the list. If you choose to include them, you can specify a range of states, and/or localities to include in the list. You can choose whether to sort the list by withholding code or general ledger account number and if you want to include the exclusions for each withholding code in the list.

Withholdings List printed by Withholding Code and showing Exclusions

```
04/27/1999                                 Builders Supply                              Page    1
2:12 PM                                   Withholdings List
                                          By Withholding Code

Withholding
Auth. Code    Description    Liab. Acct.  Expense Acct.  Fixed Pct.  Tax  ID Employer WH?  Weeks Worked Limit
---------------------------------------------------------------------------------------------------------------
CA   - SUI    CA SUI          203700       530000                .00                         YES

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

CA   - SWH    CA W/H          203400                            1.00  12345678912            NO

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

FED  - EIC    Earned Income                                     7.00                         NO

FED  - EME    Emplyr Medicare  203200       530000                .00                         YES

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

FED  - MED    Emplye Medicare  203200                            .00                         NO
Exclusions
----------
Earning Code P02 - Travel Exp

FED  - OAS    Emplye OASDI     203200                            .00                         NO

Exclusions
----------
Earning Code P02 - Travel Exp

MN   - DIS    LNG TRM DIS-PRU  203700       510000                .00                         YES

Exclusions
----------
Earning Code P02 - Travel Exp
Earning Code P03 - Cash Value

MN   - SUI    MN Unemp Ins     203700       530000                .00  AA1234                 YES

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

MN   - SWH    MN W/H          203400                            7.00  46-9783645             NO

Exclusions
----------
Deduction    006 - 401K
Deduction    010 - Stock Plan
Earning Code P02 - Travel Exp

MN01 - LWH    MINNEAPOLIS                                        .00                         NO

End of Report
```

Formulas for Withholdings

State Withholding Formula Maintenance

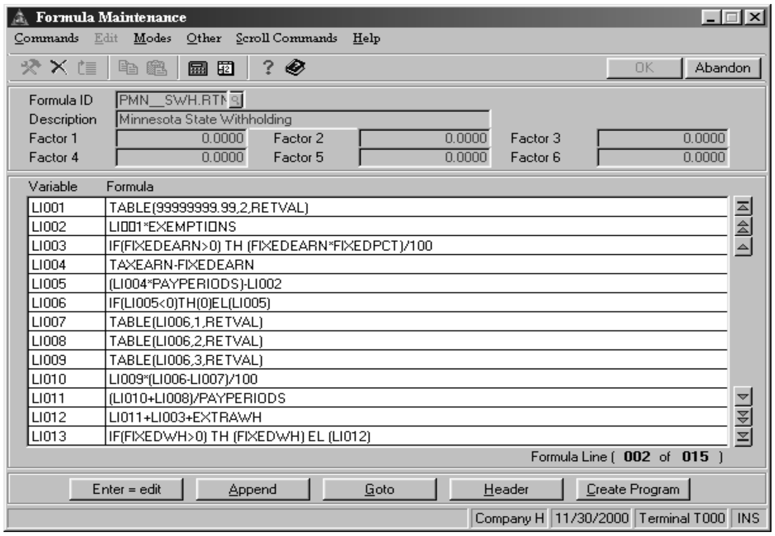


Use this function to set up and maintain the formulas used to calculate deductions and withholdings. You can also use the Scheduled Deductions section of the Employees Salary Information screen in the Employees function as well as the Deductions and Withholdings functions on the File Maintenance menu to set up and edit formulas.

Enter the formula ID, or use the **Inquiry** (F2) command to select the formula ID from the Payroll Formulas window. If this is a new formula, the **Copy From** field appears. If you want to copy from an existing formula, enter the ID of the formula you want to copy. If you want to skip the field, press **Enter**.

Enter a description for a new formula, or you can edit the description of an existing formula. Press **Enter** to accept the displayed description. Formula factors are variables used to store the amounts used in a formula. The factors can then be changed without changing the formula. If you want to use a factor, enter it here, each formula can have up to six factors. Press **PgDn** to move from the header to the line-entry section of the screen.

State Withholding Formula Maintenance



To edit a line in the formula, place the cursor at the line and press **Enter**. To add a line, use **A**ppend. For both commands, the Line Entry window appears. Each line in the formula can contain 100 characters and is displayed in the Line Entry window as two segments, **Line 1** and **Line 2**, 50 characters each. Enter or edit the line. When you press **Enter** to leave the Line Entry window, the two segments are stored as one line in the formula, but only the first 50 characters are displayed on the Formula Maintenance screen. To return to the header portion of the screen, press **H**eader from the command bar at the bottom of the screen.

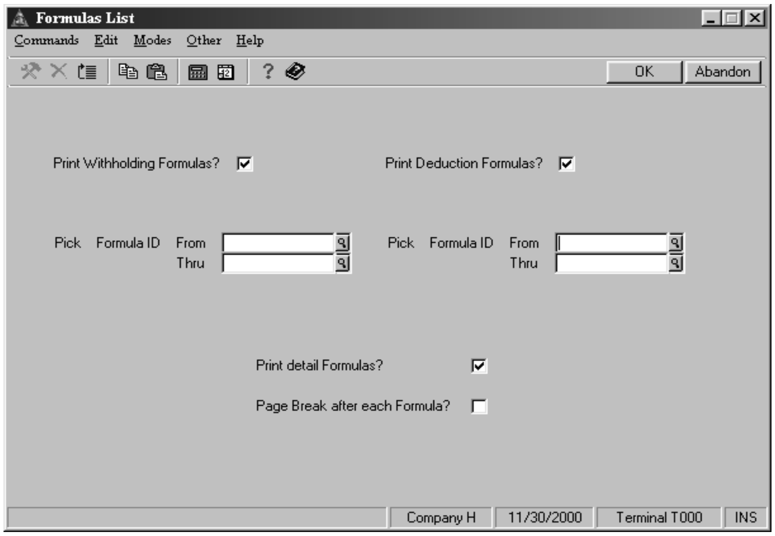
Use the **C**reate program command after you edit or enter a formula. This command converts the formula into a compiled BBx program in the payroll program directory (ProgPA).

Note

If you do not use the **C**reate program command before leaving the Formula Maintenance screen, the system automatically executes the Create program command whey you use the **Exit** (F7) command to exit from the Formula Maintenance function. If you return to the header section of the Formula Maintenance screen using the **Abandon** (F5) or the **H**eader command, the changes or entries you made to the formula are not saved and the formula is not compiled into a BBx program.

Printing A Formulas List

Selection Screen

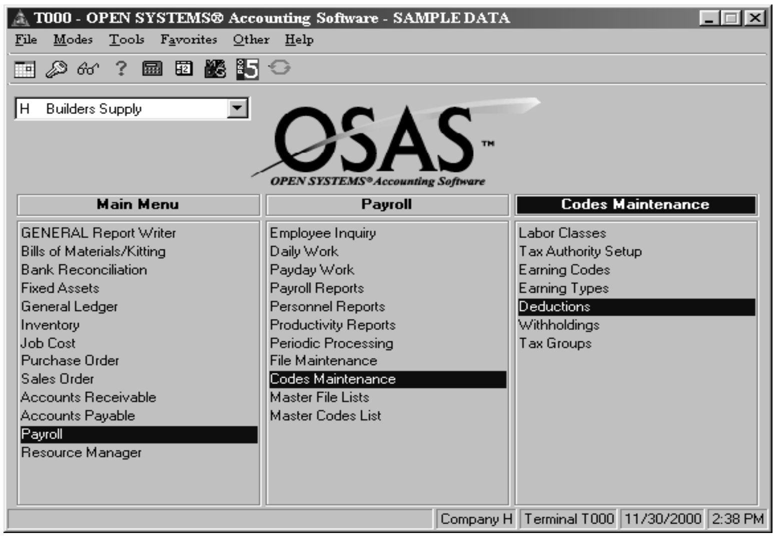


You can produce a list of either withholding or deduction formulas or include both, when you choose to print a Formula List off the Master File List in Payroll. You can select a range of formula IDs for each formula type. You can choose whether to print the detail for formulas, the lines for each formula, and if you want each formula to begin on a new page.

Formula List printed in detail

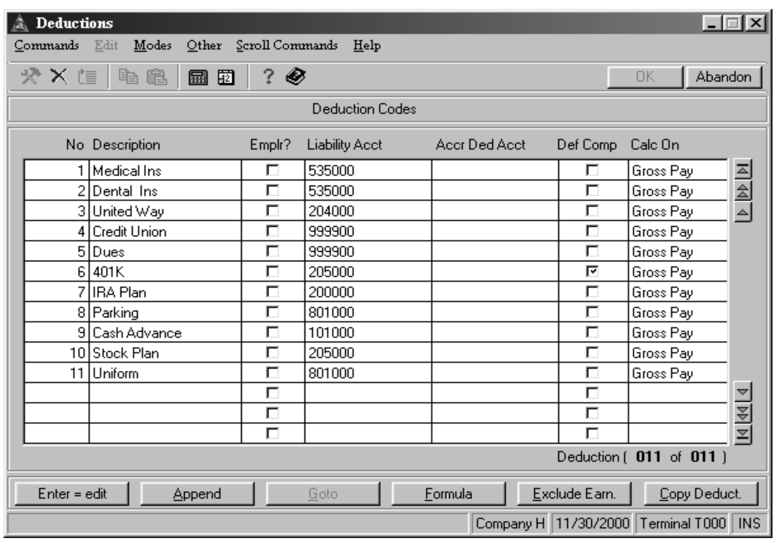
```
04/27/1999                                  Builders Supply                                Page    1
2:40 PM                                      Formulas List


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 - Emplyee                       .0000          .0000          .0000
                                                                         .0000          .0000          .0000
001       N    TABLE2(1,1,RETVAL);REM "GET TAX PERCENT"
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)

PAK__SUI.RTN   Alaska State Unemployment Ins.                            .0000          .0000          .0000
                                                                         .0000          .0000          .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                                  .0000          .0000          .0000
                                                                         .0000          .0000          .0000
001       N    (0)

PAL__SUI.RTN   Alabama State Unemployment Ins.                           .0000          .0000          .0000
                                                                         .0000          .0000          .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)

PAL__SWH.RTN   Alabama State Withholding                                 .0000          .0000          .0000
                                                                         .0000          .0000          .0000
001       N    TABLE2(5,1,RETVAL)
002       N    TABLE2(5,2,RETVAL)
003       N    TABLE(99999999.99,2,RETVAL)
004       N    TABLE(99999999.99,3,RETVAL)
005       N    TAXEARN*PAYPERIODS
006       N    (LI005*LI002)/100
007       N    IF(LI006>LI004) TH (LI004) EL (LI006)
008       N    IF (FIXEDEARN>0) TH (FIXEDEARN*FIXEDPCT)/100
009       N    TAXEARN-FIXEDEARN
```

Codes Maintenance Menu



To add or change deductions for Payroll, select Deductions from the Codes Maintenance menu.

Deduction Codes

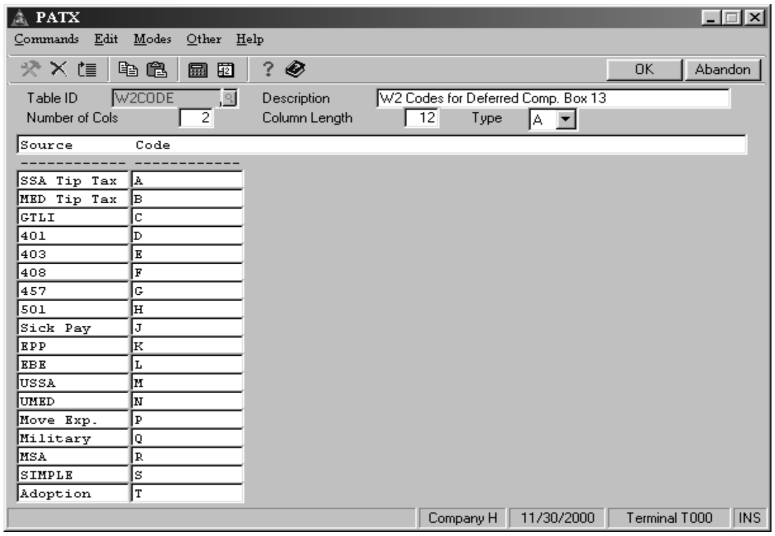


This function is used to set up, change, or delete deductions. You can set up **999** deductions per company. The codes you set up in this function are entered on the Salary Information screen in the Employees function on the File Maintenance menu to select specific deductions for an employee. The deduction codes are also used in the Withholdings function on the File Maintenance menu to exclude the deduction amount from taxable income for federal, state, or local tax authorities.

To edit a deduction, place the cursor at the deduction code and press **Enter**. You can edit any field for that deduction. To add a deduction code to the system, press **A**ppend.Enter a numeric code for the deduction in the **No** field. Enter the description for the deduction in the **Description** field.

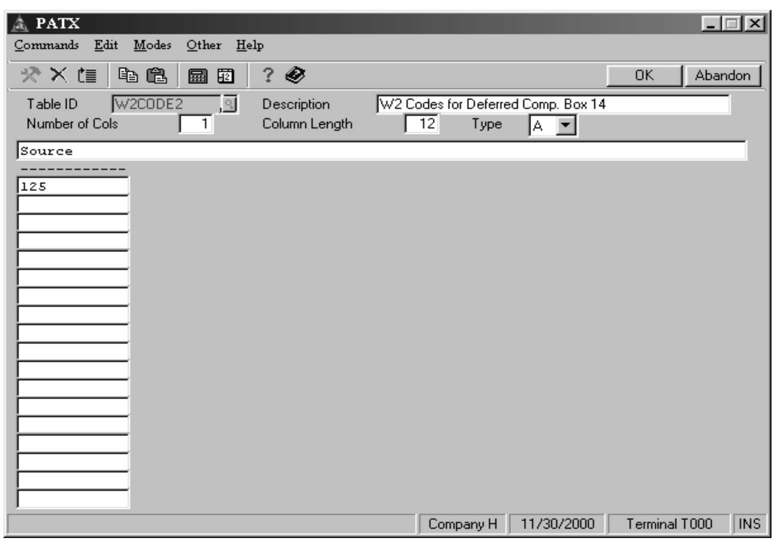
Setting Up Deductions to Print On W-2 Forms

W2CODE table



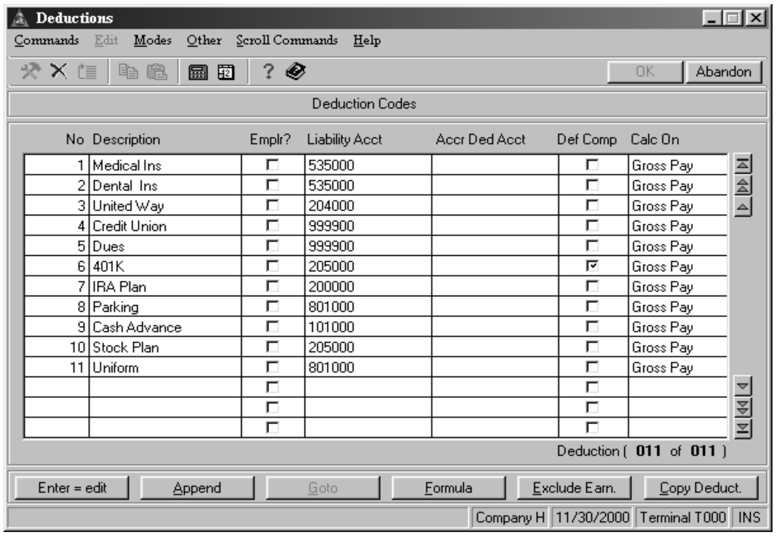
If the first four characters of the description match one of the entries in the Source Column in the **W2CODE** or the **W2CODE2** tables in the Tax Tables function on the File Maintenance menu, the deduction will be printed on the W-2 form. If the description match is from the **W2CODE** table, the deduction prints in **box 13**; if the match is from the **W2CODE2** table, it will print in **box 14** on the W-2. The YTD total for this deduction on the Employee Deductions History screen in the Employee History function on the File Maintenance menu will print on the W-2 along with the corresponding letter from the Code column on the W2CODE table.

W2CODE2 table



Formulas For Deductions

Deduction Codes



Enter **YES** in the **Emplr?** field if the deduction is to be paid by the employer. **NO**, the default for this field, indicates that this is an employee-paid deduction.

The **Liab Acct** field is the general ledger account that will be credited for the amount of the deduction when you run the Post Checks function on the Payday Work menu.

If you selected **YES** in the **Emplr?** field, the **Expense Acct** field is active. Enter the general ledger expense account to be used for the deduction. This account is debited when you use the Post Checks function and credited when you use the Post Expense to GL function on the Periodic Processing menu.

If the deduction is deferred from taxable income, enter **YES** in the **Def Comp** field, and the system will mark the Deferred Compensation box on the W-2 of an employee taking the deduction. If the deduction is not deferred compensation, press **Enter** to accept the **NO** default in this field.

If the deduction is to be calculated from the gross pay, enter **G**ross Pay; if you want the deduction to be calculated on the net pay, enter **N**et Pay. A net pay deduction is calculated on the gross pay minus any gross pay deductions and minus withholdings.

Note

The **Calc On** field *must* be set to **Gross Pay** if you enter **YES** in the **Def Comp** field. The system *will not calculate* a deferred deduction if the **Calc On** is set to **Net Pay**.

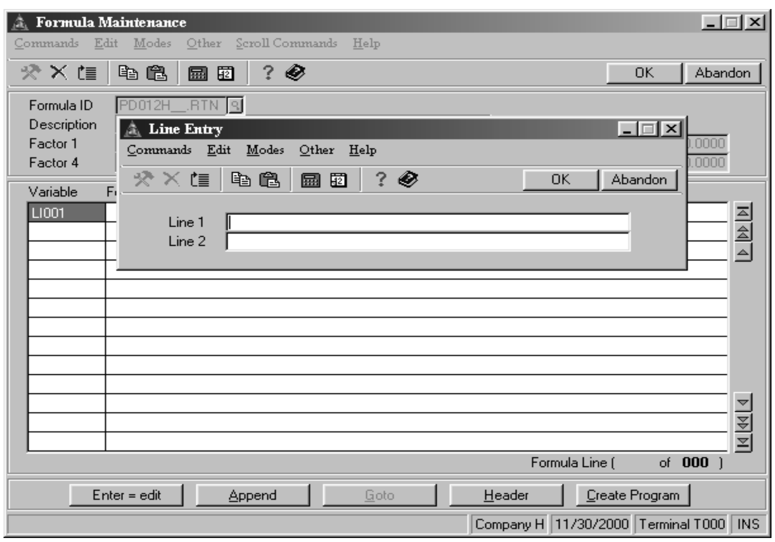
The system calculates all Gross Pay deductions for the pay period first and in the order they are listed in the Scheduled Deduction section of the Tax Information screen in the Employee function. It calculates the Withholdings next and then the Net Pay Deductions for the pay period in the order they are listed in the Scheduled Deduction section of the Tax Information screen.

If you want to enter a formula to calculate a deduction amount, place the cursor at the deduction and select **F**ormula from the command bar. The Deduction Formula screen appears with the formula ID generated by the system.

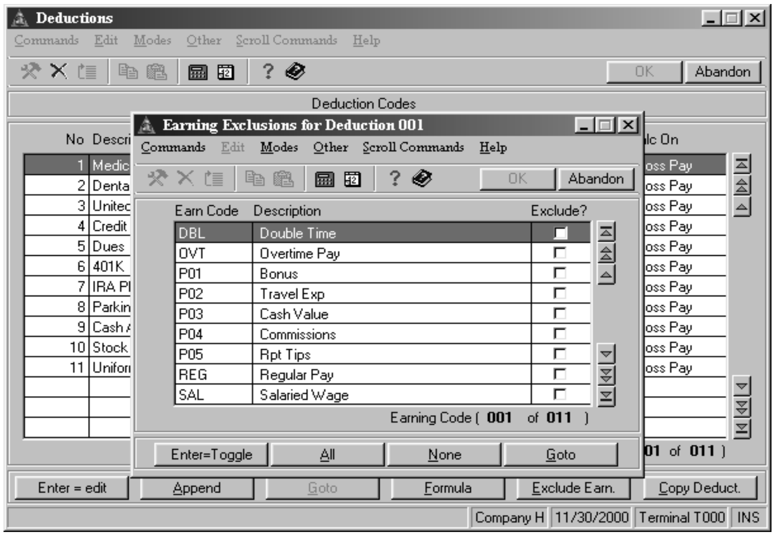
Formula IDs are ***not*** user-definable, they must be in the format **PDdddxxx.RTN**, where **ddd** represents the deduction's numeric code and **xxx** is the company ID. The first two characters of the deduction's formula ID must be **PD**. If the deduction's numeric code is not three characters it is right justified and zero filled, for example: deduction code 6 would be 006. If the company ID is not three characters, it is left justified and filled with the "**_**" (underscore) character. Company H would be H__. The formula name for a formula used to calculate a deduction with the numeric code 6 for company H would be PD006H__.RTN

Enter a description for the formula and any factors to be used with this formula. When you press **PgDn** the Line Entry window appears. Each line in the formula can contain 100 characters and is displayed in the Line Entry window as two segments, **Line 1** and **Line 2**, 50 characters each. Enter the line, when you press **Enter** to leave the Line Entry window, the two segments are saved as one line in the formula, but only the first 50 characters are displayed on the screen.

Formula Maintenance



Earning Exclusions for Deductions

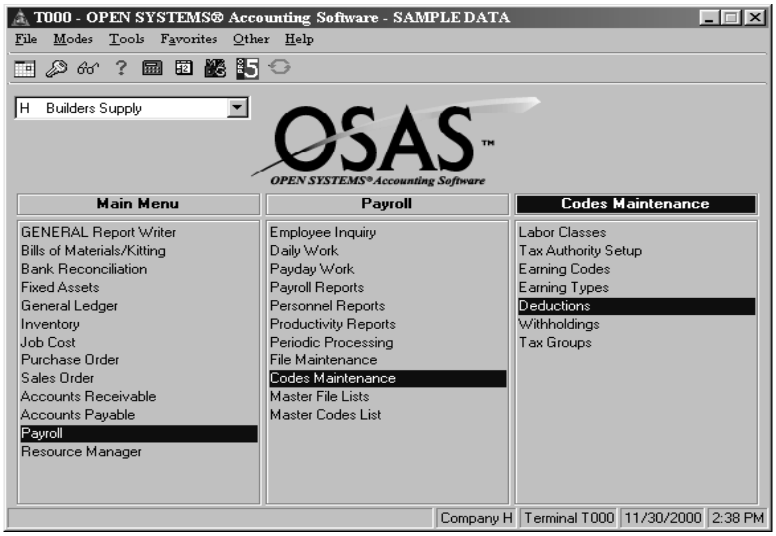


When an earning code is excluded from a deduction, the deduction is not calculated using the amount of earnings entered with that earning code. To exclude an earning code from a deduction, place the cursor at the deduction and press **E**xclude. The Earning Exclusions for Deduction ### window appears. Place the cursor at the earning code you want to exclude and press **Enter** to toggle the **Exclude?** field from **NO**, the default, to **YES**. Use the command **A**ll to toggle the **Exclude?** field to **YES** for all earning codes. To set the **Exclude?** field to **NO** for all earning codes, press **N**one. If all the earning codes cannot be displayed in the window at once, the **Goto** command is available to select a specific earning code.

ADDING A DEDUCTION CALCULATED BY FORMULA - An Example

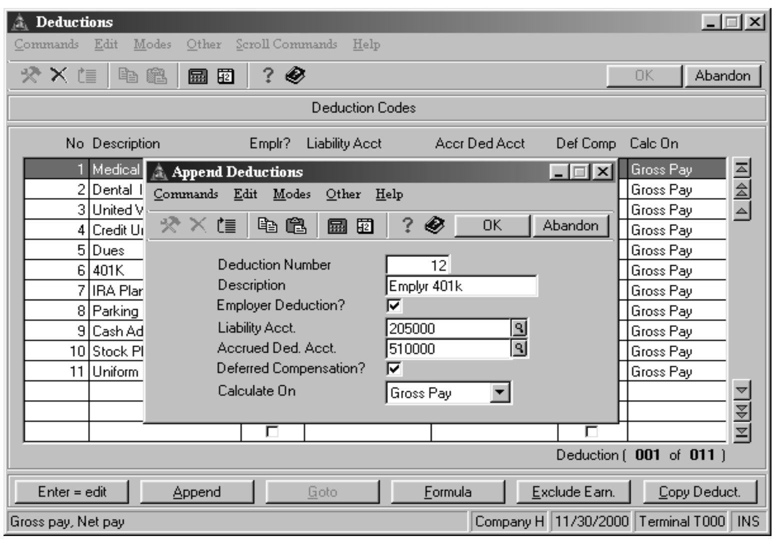
To add an employer paid 401k match that contributes a 25% match of the employee's contribution up to 5% of the employee's gross pay, choose the Deduction function off the Codes Maintenance menu.

Codes Maintenance



Use the **A**ppend command to add the employer match 401k deduction to the Payroll system.

401k Deduction Code

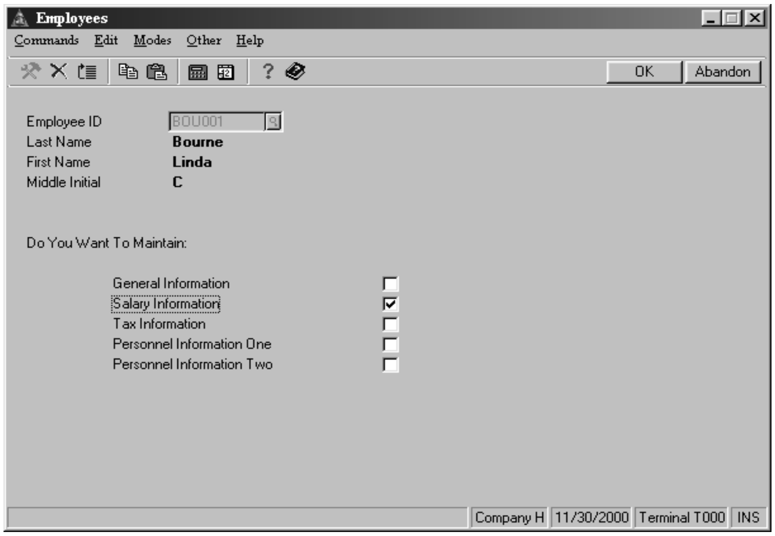


Enter a description for the 401k employer match deduction and select **YES** in the **Emplr?** Field. The general ledger accounts used for this deduction are entered in the **Liab Acct** and **Expense Acct fields.**

Since this deduction is a deferred compensation select **YES** for the **Def Comp?** field. Enter **Gross Pay** in the **Calc On** field and press **Enter**.

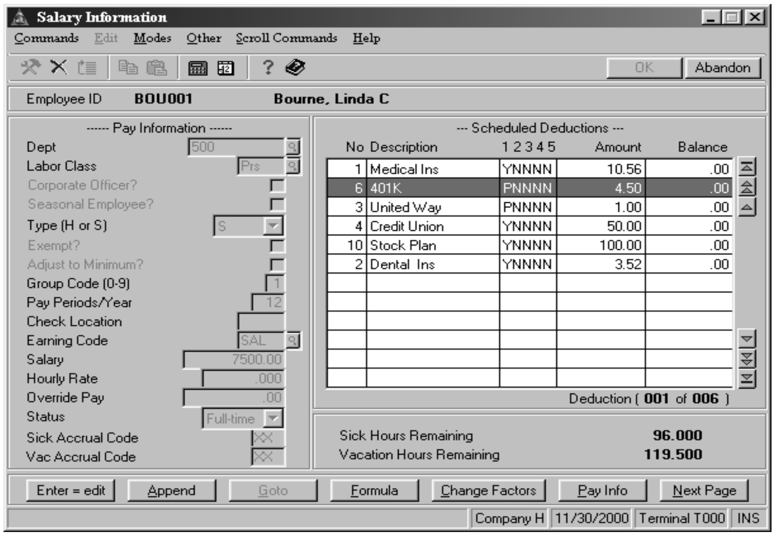
The formula to calculate this deduction can be entered from this screen by selecting **F**ormula from the command bar, or you can enter the formula from the Scheduled deduction section of the Employee's Salary Information screen. We will enter the formula using the second option, the Employee's Salary Information screen. Use the **Exit** (F7) command to return to the File Maintenance menu.

Employee Maintenance



Select the Employees function from the File Maintenance menu. Enter the employee ID you want to add the employer paid 401k match deduction to. Select **YES** for **Salary Information**; select **NO** for the other functions.

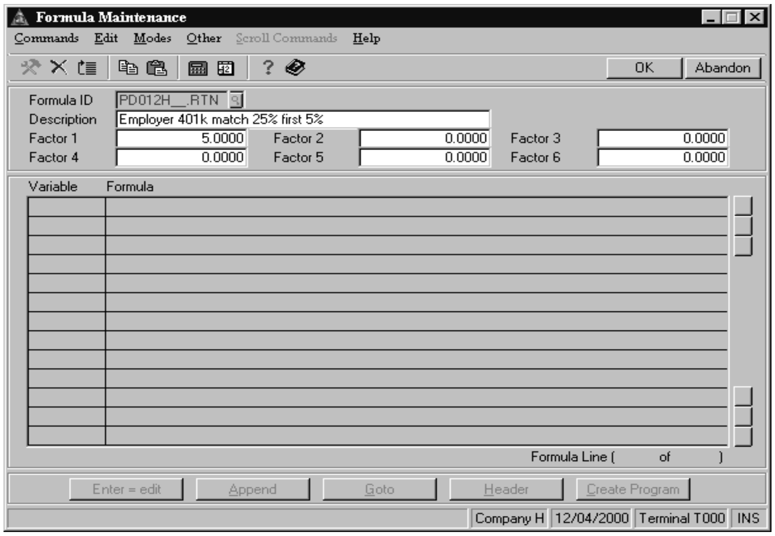
Employee Salary Information



Press **PgDn** twice to move the cursor to the Scheduled Deduction section of the screen. Use the Append command to add the employer match 401k deduction for this employee. Enter the code for the deduction or use the **Inquiry** (F2) command to select the code from the list that appears.

The description will default from the code. In the **12345** field enter an **F** for formula (use the **Help** (F1) command to see the codes available to calculate deductions) in the pay period you want to have the deduction calculated, use **N** in the other pay periods. Leave the **Amount** and **Balance** fields zero and press **Enter**.

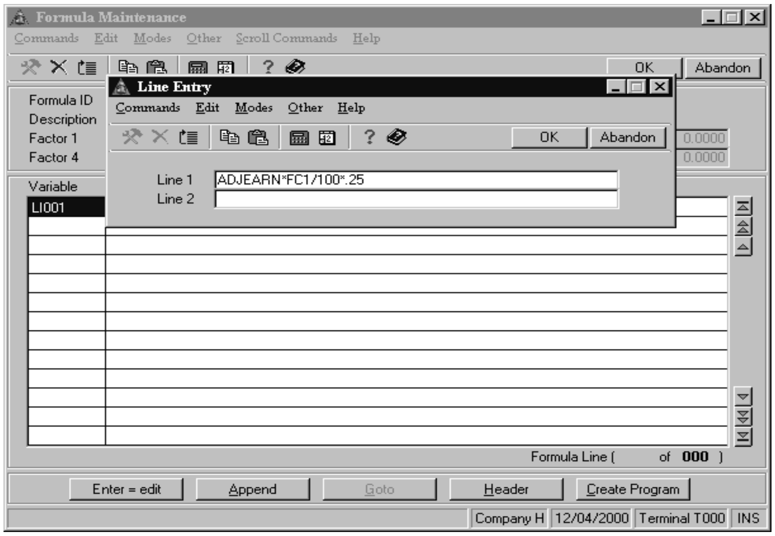
Formula Maintenance



When you select the **F**ormula option form the command bar; the Formula Maintenance screen appears. The system will automatically create the formula ID for the deduction. Press **Enter** at the **Copy From** field since we will not copy this formula from an existing one.

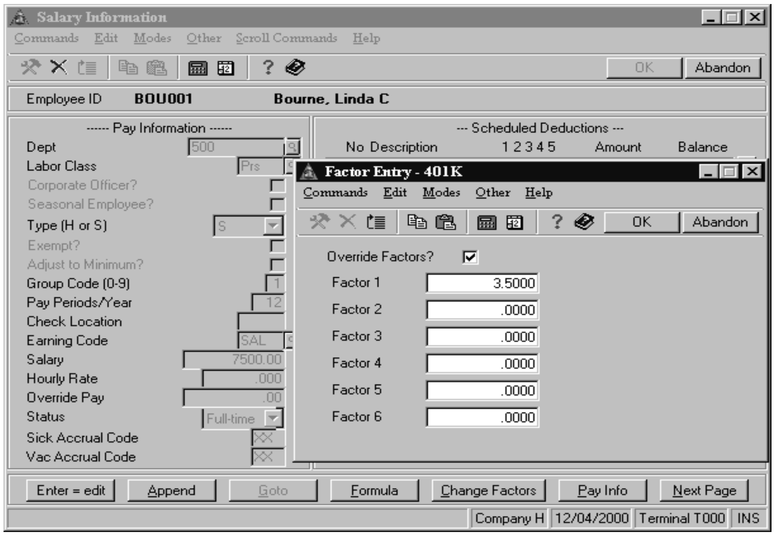
Enter a description for the formula. Since the maximum percentage for the employee's gross salary the employer wants to calculate the match for is 5%, Factor 1 for the formula is set up for the maximum percent. Enter a **5** in the **Factor 1** field. Press **PgDn** to move to the line entry window.

Formula Maintenance Line Entry



We will use the variable ADJEARN (for Gross Earnings deductions, ADJEARN is set to the same amount as GRANDTOTGROSS), minus any earning code exclusions that may exist for the deduction). It will be multiplied by Factor 1 divided by 100 (since the percent amount stored in Factor 1 was not entered as a decimal equivalent) and then multiplied by.25. We are using.25 since the employer will contribute 25% of the first 5% the employee contributes. Press **Enter** to save the line and then use the **Exit** command to leave the Formula Maintenance screen and compile the formula.

Deduction Factor Entry



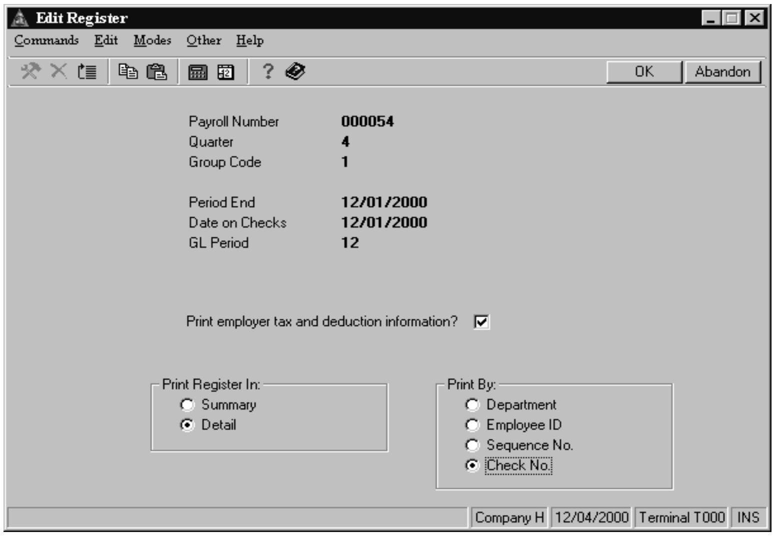
If an employee is contributing more than 5% to their 401k plan, we do not need to override Factor 1 for the employer-paid 401k deduction. However, if the employee is contributing less than 5%, Factor 1 will need to overridden. Select **C**hange factors and Factor Entry window will appear. Select **YES** for **Override Factors?**. Since the formula for this deduction only uses Factor 1, that is the only factor we need to enter. If the employee is making a 3.5% contribution to their 401k plan, that is the amount we enter for Factor 1.

Note

If a formula uses more than one factor you must enter all the factors in the Factor Entry window even though you only need to override one factor. Otherwise, the factors not entered in the window will be overridden and set to the default value, 0.

To test our formula, use the Calculate Checks or Manual Checks function on the Payday menu. Calculate checks for the employee’s group code and the pay period the deduction is to be taken.

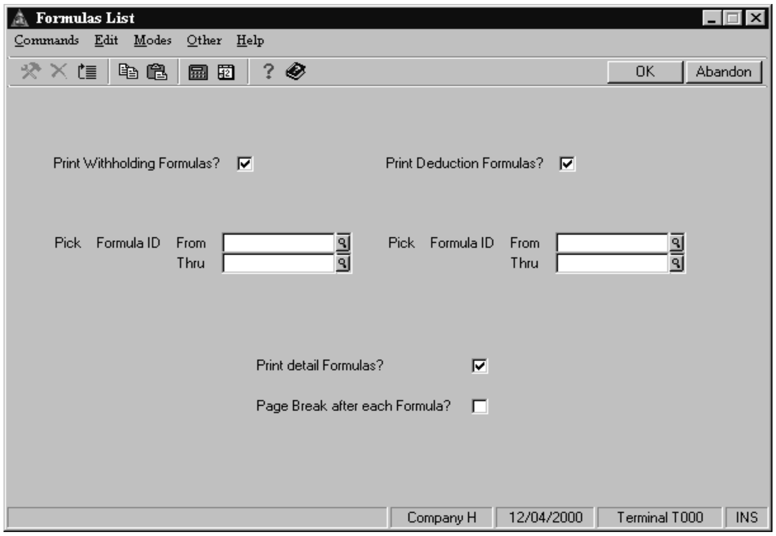
Edit Register



You will want to print the Edit Register to see if the deductions entered are calculating correctly.

Printing A Formulas List

Selection Screen



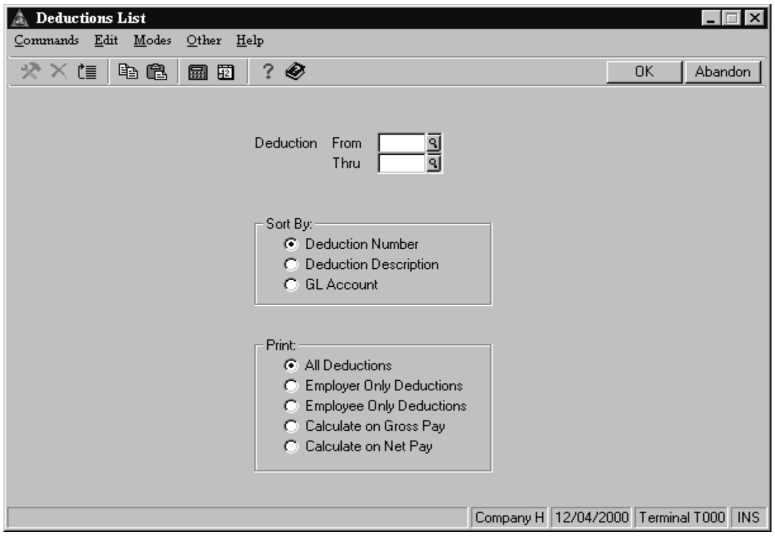
In Master File Lists you can print out a formulas list. To include either withholding or deduction formulas or both. You can select a range of formula IDs for each formula type. Choose whether to print the formula in detail, which will allow you to view the formula's lines. You can also elect to have each formula begin on a new page.

Formula List printed with detail

```
04/27/1999                                       Builders Supply                                      Page    1
2:40 PM                                           Formulas List

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 - Emplyee                          .0000          .0000           .0000
                                                                            .0000          .0000           .0000
001      N     TABLE2(1,1,RETVAL);REM "GET TAX PERCENT"
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)

PAK__SUI.RTN   Alaska State Unemployment Ins.                               .0000          .0000           .0000
                                                                            .0000          .0000           .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                                     .0000          .0000           .0000
                                                                            .0000          .0000           .0000
001      N     (0)

PAL__SUI.RTN   Alabama State Unemployment Ins.                              .0000          .0000           .0000
                                                                            .0000          .0000           .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)

PAL__SWH.RTN   Alabama State Withholding                                    .0000          .0000           .0000
                                                                            .0000          .0000           .0000
001      N     TABLE2(5,1,RETVAL)
002      N     TABLE2(5,2,RETVAL)
003      N     TABLE(99999999.99,2,RETVAL)
004      N     TABLE(99999999.99,3,RETVAL)
005      N     TAXEARN*PAYPERIODS
006      N     (LI005*LI002)/100
007      N     IF(LI006>LI004) TH (LI004) EL (LI006)
008      N     IF (FIXEDEARN>0) TH (FIXEDEARN*FIXEDPCT)/100
009      N     TAXEARN-FIXEDEARN
```

Printing A Deductions List

Selection Screen



You can select a range of deduction codes for the list and sort it by:

1. Deduction Number
2. Deduction Description
3. GL Account

In Payroll, Master File List you would select to print a Deductions List.

You can select whether to print by:

1. All Deductions
2. Employer Only Deductions
3. Employee Only Deductions
4. Calculated on Gross Pay
5. Calculated on Net Pay

Deductions List sorted by deduction number

```
04/27/1999                                  Builders Supply                                  Page    1
2:57 PM                                     Deductions List
                                          By Deduction Number
                                            All Deductions
```

Number	Description	Liab. Acct.	Expense Acct.	Deferred Comp.?	Employer Paid?	Calculate On?
1	Medical Ins	535000		NO	NO	Gross Pay
2	Dental Ins	535000		NO	NO	Gross Pay
3	United Way	204000		NO	NO	Gross Pay
4	Credit Union	999900		NO	NO	Gross Pay
5	Dues	999900		NO	NO	Gross Pay
6	401K	205000		YES	NO	Gross Pay
7	IRA Plan	200000		NO	NO	Gross Pay
8	Parking	801000		NO	NO	Gross Pay
9	Cash Advance	101000		NO	NO	Gross Pay
10	Stock Plan	205000		NO	NO	Gross Pay
11	Uniform	801000		NO	NO	Gross Pay
12	$300 max net	204000		NO	NO	Net Pay
13	$200 max ded	204000		NO	NO	Net Pay
14	20% OF NET PAY	204000		NO	NO	Net Pay
15	LNG TRM DISA PR	204000	510000	NO	YES	Gross Pay
16	EMPLYR 401K-1	205000	510000	NO	YES	Gross Pay
17	EMPLYR 401K-2	205000	510000	NO	YES	Gross Pay

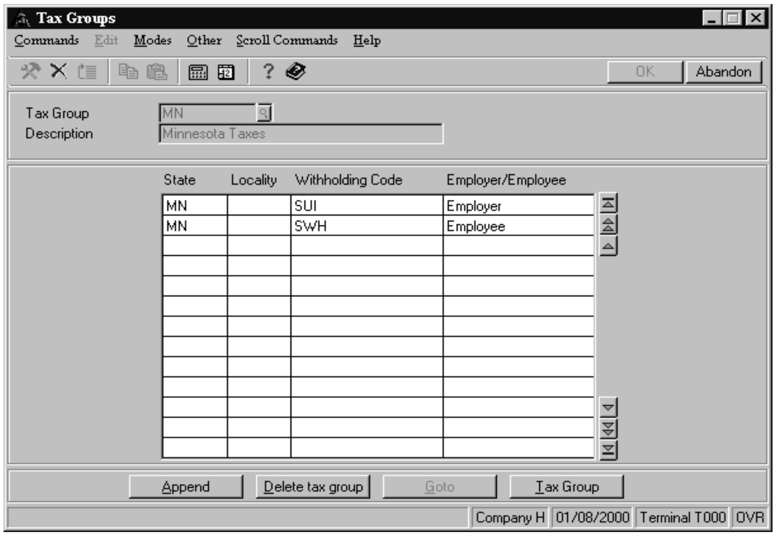
End of Report

Tax Groups

Use the Tax Group function to create and edit the withholding codes for a tax group used to calculate withholdings from employees earnings. 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 Tax Group function, you must first set up the withholding codes.

The Tax Group function is found on the Codes Maintenance menu.

Tax Groups



Note

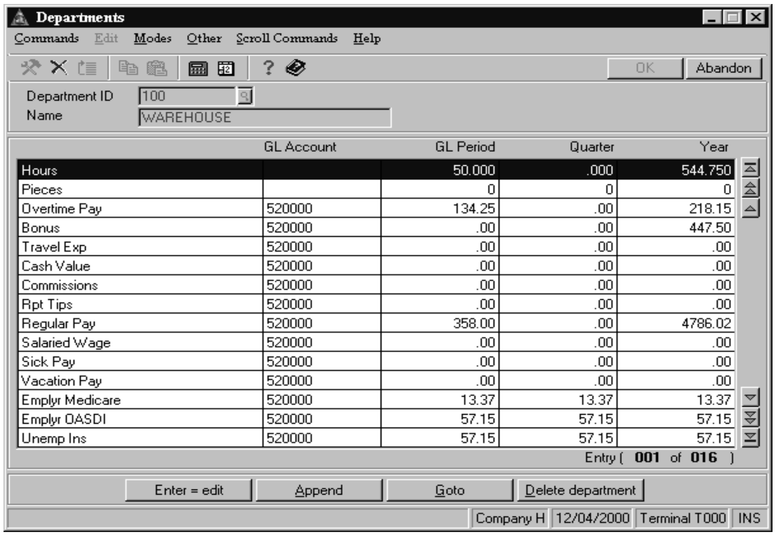
Use Tax Groups to apply a predefined set of state and local taxes to your transactions to speed up data entry and to reduce clerical errors.

Enter in the Tax Group you want to maintain, or use the **Inquiry** (F2) command to choose from a list. The description from the Tax Group selected will default in, or if this is a new Tax Group you will need to enter a description. **PgDn** to Proceed to the Withholding Codes associated to this Tax Group. Use the Append command to add a Withholding Code.

File Maintenance 5

Departments

Department Screen



	GL Account	GL Period	Quarter	Year
Hours		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
Emplyr Medicare	520000	13.37	13.37	13.37
Emplyr OASDI	520000	57.15	57.15	57.15
Unemp Ins	520000	57.15	57.15	57.15

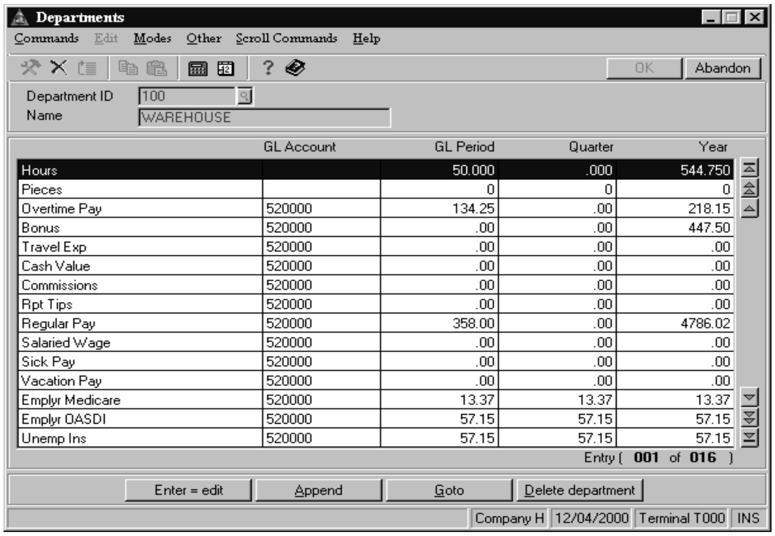
Use the **Departments** function to set up and maintain information for departments and divisions. When you use the Post Transactions function on the Daily Work menu or the Post Checks function on the Payday Work menu, the information in the department record is updated for earnings, employer deductions, and employer withholding. If Payroll is interfaced with General Ledger, this information updates accounts in the general ledger when you use the **Post Expense to GL** function on the Periodic Processing menu.

Note

Employer withholdings and deductions are updated based on the selection made for the **Post Employer Taxes/Deduction to Home or Worked Department?** option in the Options and Interfaces function on the Company Setup menu in Resource Manager. If **HOME** was selected, the Post Transactions function on the Daily Work menu updates the employer deductions and withholdings for the department specified on the employee's Salary Information screen in the Employee function on the File Maintenance menu. If **WORKED** was selected for this option, employer withholdings and deductions are posted to the department specified on the employee's time ticket(s). For a salaried employee, if the total hours entered using time tickets are less than the total hours per pay period stored in the FREQxxx table for the employee's group code, then the difference is posted to the HOME department.

Divisions can be used to group departments together for analysis and reporting. If divisions are used, each department ID in that division must begin with the two-character division ID (Minneapolis Division ID = MN, Department ID = MN001, MN002).

Departments



Enter the ID of the department or division you want to work with in the **Department ID** field. To delete a department, use the **Delete** (F3) command. (You cannot delete a department or division that has amounts in the GL Period column.)

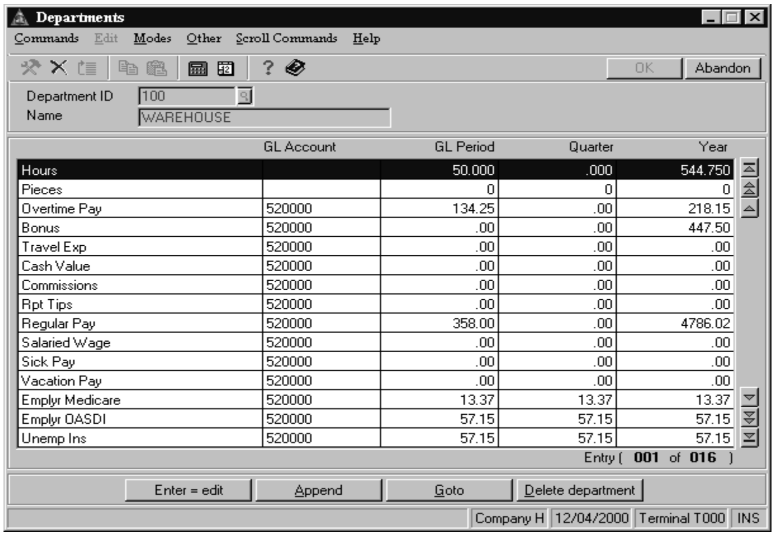
If this is a new department, the **Copy From?** field appears. Enter the ID of the department or division you want to copy from or press **Enter** to skip the field. If you use the **Copy From?** command, the system copies the descriptions and GL Account numbers from the department you enter in the **Copy From?** field to the new department.

Enter or edit the name of the department or division, or press **Enter** to accept the name displayed. If this is a division, when you press **PgDn** the division information is saved and the cursor returns to the Department ID field so that you can select or enter another department or division. If this is a department record, press **PgDn** to move the cursor to the line-item section of the screen.

To edit an entry, place the cursor at that line and press **Enter**. You can edit the GL Account, GL Period, Quarter, and Year fields for the line. The account number in the GL Account field is the general ledger expense account that is debited when you run the post Expense to GL function on the Periodic Processing menu. If Payroll is interfaced with General Ledger, the **Inquiry** (F2) command is available to choose an account number.

When you add a department, you can enter the amounts in the GL Period column that have accumulated for earnings, expenses, and withholdings since the last time you used the Post Expense to GL function. (The amounts in this column are posted to general ledger and cleared when you run the Post Expense to GL function.)

Departments



Enter the quarter-to-date and year-to-date totals in these columns. You should not edit these fields after you have made the setup entries; these fields are updated each time you select the Post Transaction and Post Checks functions.

The **Hours** field accumulates the number of hours posted to the department when you run the Post Transactions function on the Daily Work menu. When you add a department, enter the number of hours accumulated since the last time you ran the Post Expense to GL function in the **GL Period** column. Enter the quarter-to-date and year-to-date hours for the department in the **Quarter** and **Year** columns. The mask for this field is set up in the Company Information function on the Company Setup menu in Resource Manager.

The **Pieces** fields for **GL Period**, **Quarter**, and **Year** accumulate the number of pieces recorded on time tickets and posted to the department by the Post Transactions function on the Daily Work menu.

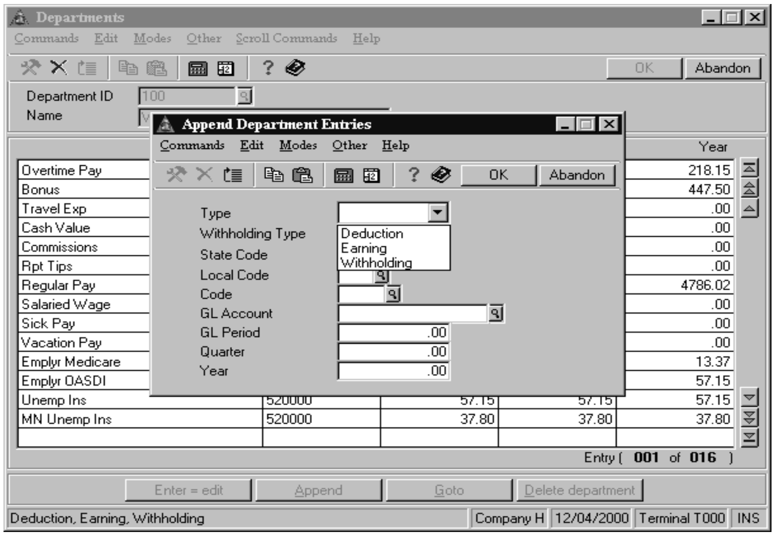
Use the **Goto** command to move the cursor to a particular entry number. This command appears on the command bar only if there is more than one screen of entries for the department.

If there is no activity in the GL Period column for any field, you can use the **Delete** (F3) command to delete the whole department. If there are amounts in any of the fields in the GL Period column, the message “You cannot delete this department. Non-zero GL amounts detected” appears and you cannot delete the department until the amounts in the GL Period column are zero.

DELETING A LINE ENTRY FROM A DEPARTMENT

If you want to delete one entry line for the department, place the cursor at the entry and use the **Delete** (F3) command. If the GL Period, Quarter, and Year fields are all zero, you are prompted to press (F3) again to delete this line. If these fields are not all zero, the message **You cannot delete a line with GL Balances.**

Appending Department Entries



To add a line to the department record, press **A**ppend. The Append Department Entries window appears.

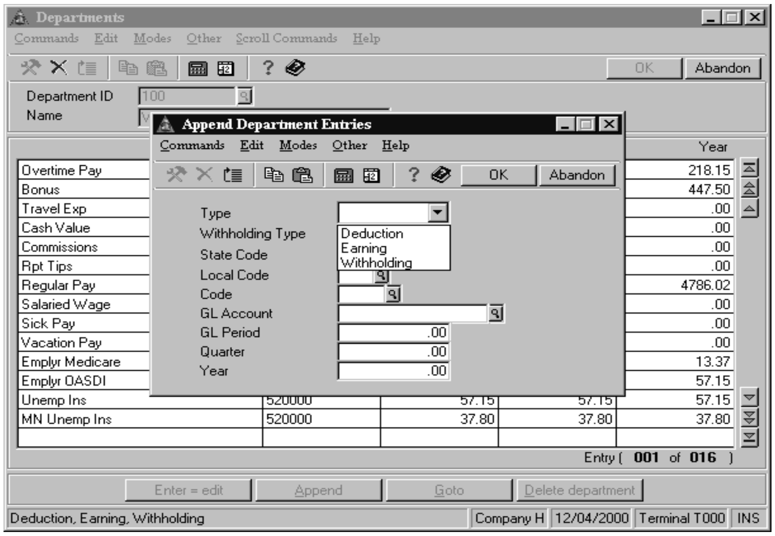
In the **Type** field enter **D**eduction, **E**arning, or **W**ithholding as displayed in the command bar at the bottom of the screen. If you entered **W**, the Withholding Type field is active. Indicate whether this is a **F**ederal, **S**tate, or **L**ocal withholding.

If this is a *State* or *Local* withholding, the State Code field is active. Enter the state for this withholding, or use the **Inquiry** (F2) command to select the state from the State Codes window.

If this is a local withholding type, the Local Code field is active. Use the **Inquiry** (F2) command to select the local code form the Local Codes window, or enter the local code.

If the Type for this entry is a withholding, enter the withholding code in the **Code** field, or use the **Inquiry** (F2) command to select the code from the Withholding Codes window. If the entry type is a deduction, enter the deduction code in the **Code** field, or use the **Inquiry** (F2) command to select the deduction code from the Deduction Line Number window. If this is an earning Type entry, enter the earning code, or use the **Inquiry** (F2) command to select the earning code from the Earning Codes window.

Appending Department Entries



The general ledger account entered in the **GL Account** field will be debited for the amount in the GL Period column for this entry when you run the Post Expense to GL function.

In the **GL Period** field enter the amount accumulated for this entry since the last time you used the Post Expense to GL function.

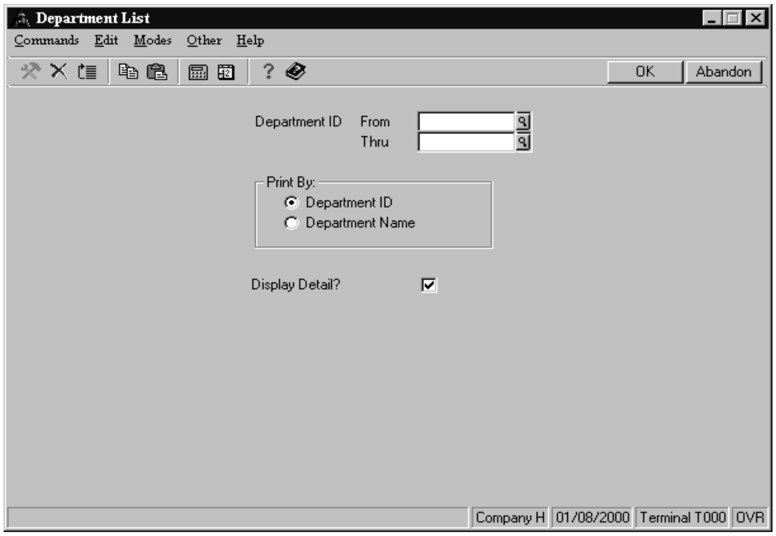
Enter the quarter-to-date amount for this entry in the **Quarter** field and the year-to-date amount for this entry in the **Year** field. You should not edit these fields after you have made the set up entries. The GL Period, Quarter, and Year fields are updated when you use the Post Transactions and Post Checks functions.

Note

When you use the Post Transactions and Post Checks functions, if there is an earning code, employer deduction or withholding on a time ticket or checks that has not been set up for the department, the system adds the expense to the department record and posts the amount to the GL Period, Quarter, and Year fields. The GL Accounts used for these added expenses are the default accounts for the expense type set up in the GLDEPxxx table.

Printing a Department List

Selection Screen



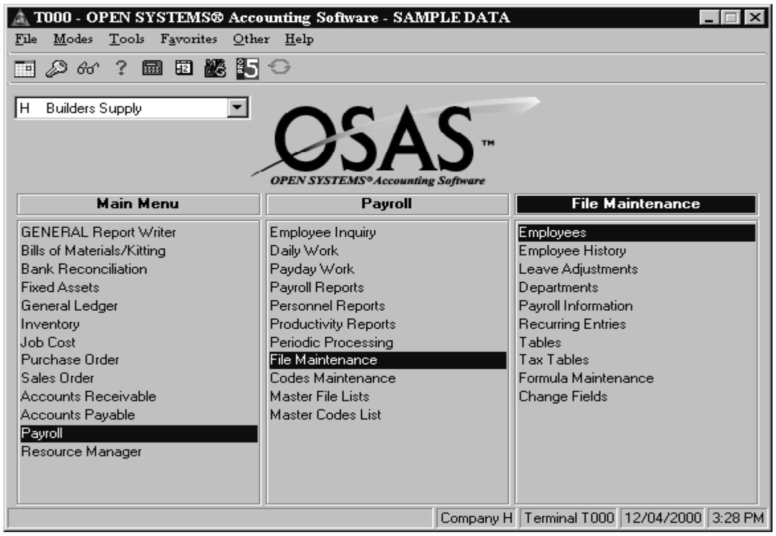
In Master File Lists you can print out a department list. You can print the list either by Department ID or Department Name. You can also decide if you want to print the list in detail or summary. Viewing the List in detail will allow you to view the Earning and Withholding codes that were set up for each department.

Department List printed in detail

```
01/08/2000                                       Builders Supply                                     Page    1
2:41 PM                                          Department List


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

300       CONTRACT ASSEMBLY    Earning      OVT        104200
                               Earning      P01        104200
                               Earning      P02        104200
                               Earning      P03        104200
                               Earning      P04        104200
                               Earning      P05        104200
                               Earning      REG        104200
                               Earning      SAL        104200
                               Earning      SIC        104200
                               Earning      VAC        104200
                               Withholding  FED   EME  104200
                               Withholding  FED   EOA  104200
                               Withholding  FED   FUT  104200
                               Withholding  MN    SUI  104200

400       OFFICE               Earning      OVT        530000
                               Earning      P01        530000
                               Earning      P02        530000
                               Earning      P03        530000
                               Earning      P04        530000
                               Earning      P05        530000
                               Earning      REG        530000
                               Earning      SAL        530000
                               Earning      SIC        530000
                               Earning      VAC        530000
                               Withholding  FED   EME  530000
                               Withholding  FED   EOA  530000
                               Withholding  FED   FUT  530000
                               Withholding  MN    SUI  530000
```

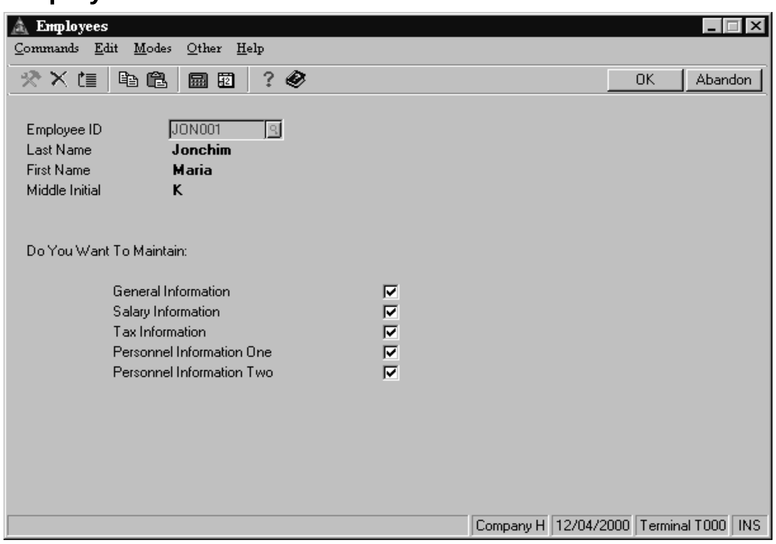
Employees

Payroll File Maintenance



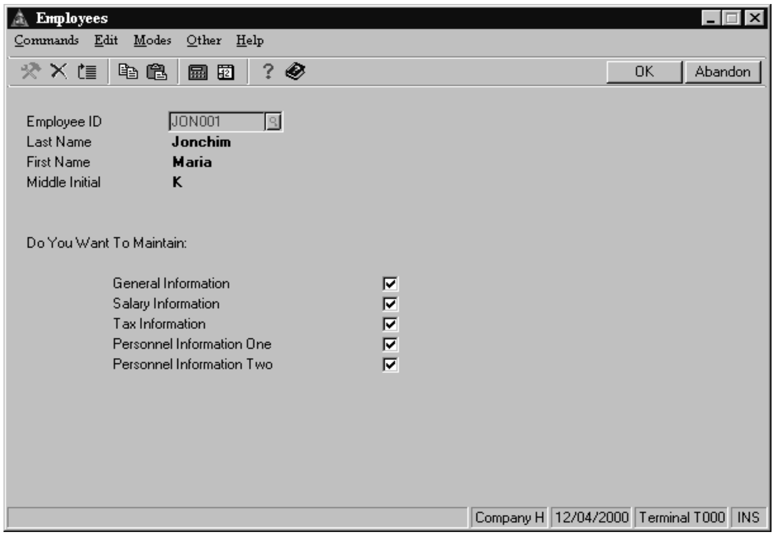
To add, edit or delete employee records select the Employees function from the File Maintenance menu.

Employee File Maintenance



When you select the Employees function from the File Maintenance menu, the Employees header screen appears. Enter the ID of the employee you want to work with. If you enter the ID of an existing employee, the employee name appears. If you are adding a new employee, the **Copy From?** field appears. This is a 6 character field, that can consist of numbers and/or letters.

Employee File Maintenance



If you need to delete the employee record from the system, use the **Delete** (F3) command. (The message **You cannot delete an employee with existing history** appears if the employee has amounts greater than zero in the history record.)

Note

When adding a new employee that has the same employee ID of a previous employee, and that previous employee still has check history on file you will receive a warning message that states that check history exists for this employee ID.

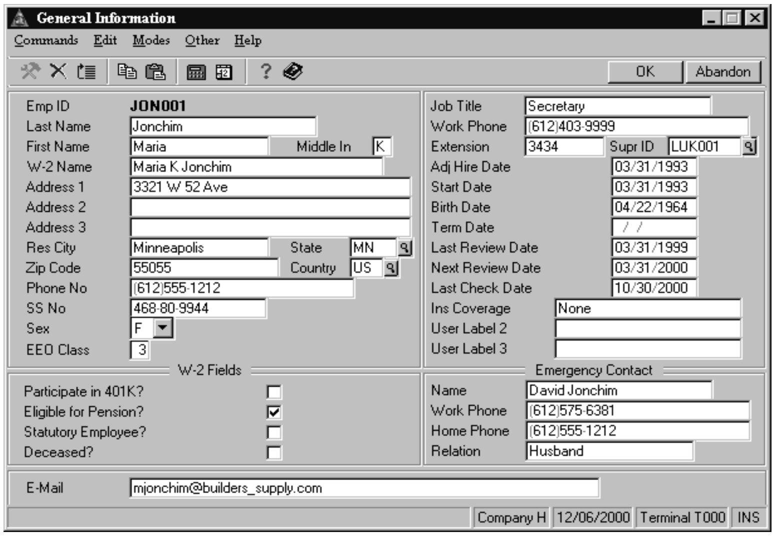
Because you must print W-2 forms and other year-end reports for all employees, including ones that have been terminated during the year, you cannot delete an employee record if the employee's history record contains amounts greater than zero. Terminated employees are deleted from the current-year data files when you run the Year End option in the Periodic Maintenance function on the Periodic Procession menu. Terminated employees are retained in the last-year files for W-2 reporting. *Do not delete an employee from the system unless the employee has been added in error.*

Note

When you edit or add an employee in last-year files, the message **WARNING: Adding or changing new employees in Last-Year files will not update current-year files** appears.

Select the information screens you want to work with by entering **Y**. When you press **PgDn**, the first screen you selected appears.

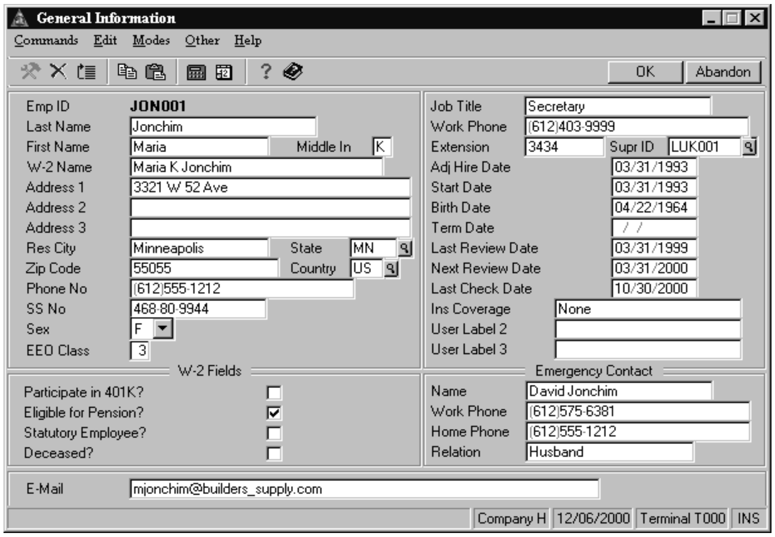
Entering General Information



This screen displays basic information about the employee. The Employees General Information screen has fields for the following information:

Field	**Description**
Emp ID	The employee ID will default in from previous screen.
Last/First name and Middle Initial	Enter in the employee's name. This will default on any paychecks for this employee ID.
W-2 Name	Name as it is to appear on W-2's.
Address 1-3, City, State, Zip Code, and Country Code	Have 3 lines of 30 characters each to enter in the employees address. As well as a place to enter in the state, country and zip code information. Where applicable there is the option to use the **Inquiry** (F2) command.
Phone No.	Enter in employee's phone number, this field will accept up to 20 characters.
S S No	Enter in the employee's social security number.
Sex	Enter in **F** for a female employee and **M** for a male employee.
E E O Class	Enter in the class number in reference to the employee's Equal Employment Opportunity classification. Use the **Help** (F1) command for a list of available codes.
W-2 Fields	Fields are used by the system when you print W-2 forms. Enter Y in the field(s) if you want the system to print an **X** in box 15 for the corresponding question on the employee's W-2. **Participate in 401K? Eligible for Pension? Statutory Employee? Deceased?**
Job Title	Enter in the employee's job title, this field will accept 20 characters.
Work Phone & ext.	Enter in the employee's phone number and extension if applicable.
Supervisor ID	Enter in the employee's supervisor's ID, use the **Inquiry** (F2) command to view a list.
Adj Hire Date	User-definable; you can enter the date the employee was hired in this field (this field is used in personnel reports)
Start Date	The date the employee actually began working for the company. Used by the system to calculate the employee's years of employment by the company. Which is used to determine which row the system will use in SICccxxx or VACccxxx tables when calculating accrued sick and vacation hours. You can cut a check based before the start actual date if necessary.

Employee General Information Screen



Field	Description
Birth Date	Enter the employee’s Birthdate.
Term Date	If this is a terminated employee, enter in termination date. Terminated employees are removed from the Employee file when you select Year-End Maintenance You can calculate a check for an employee based after the termination date.
Last and Next Review Date	Enter in the last time this employee had a review and the target future review date.
Last Check Date	The system will enter in a date when a paycheck is calculated for this employee.
User-defined fields	Three user-defined fields; the labels for the fields Ins Coverage, of the USRDFxxx table in the Tables function on the File Maintenance menu.
Emergency contact	Enter in the Name, Home and Work phone, and Relation of the emergency contact for the employee.
E-Mail	Enter in the E-Mail address for this employee.

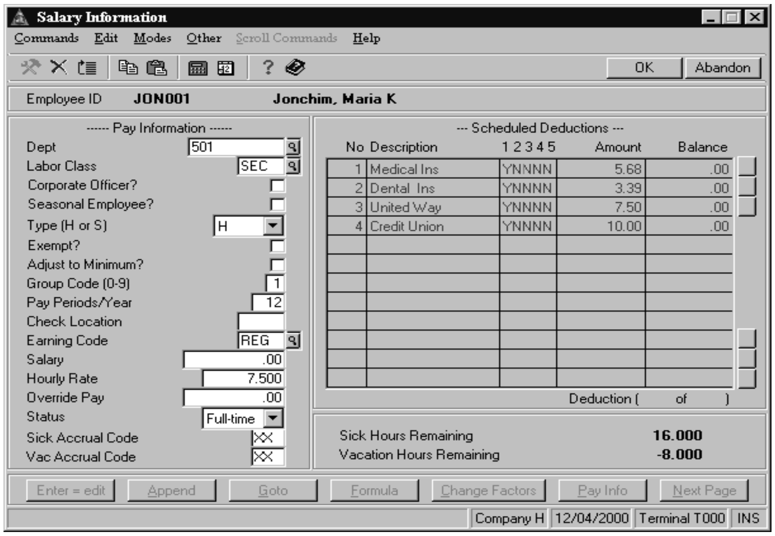
Note

When you press **D** (or Alt-D) in a date field, the workstation date is displayed in the field. Press **+** to add a day to this date or a **-** to subtract a day.

Press **PgDn** to save the information on this screen and move to the next screen you selected on the Employees header screen. If you selected only one screen, you are returned to the Employees header screen.

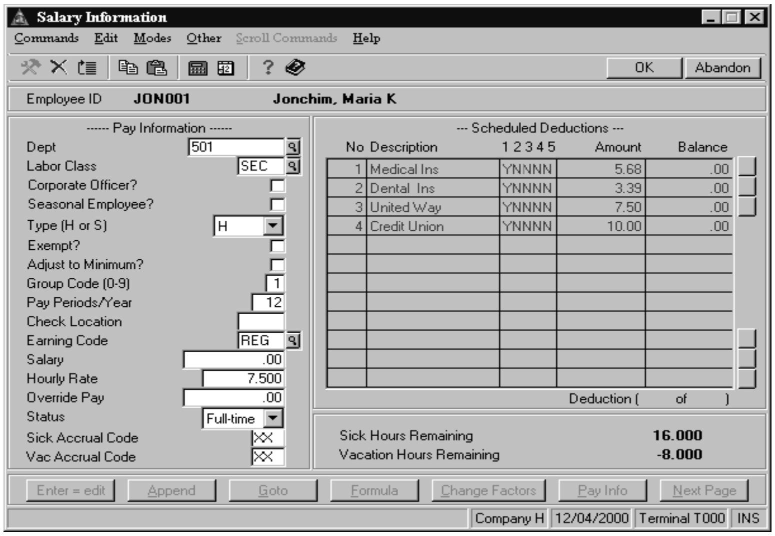
Entering Salary Information

Employee Salary Information



Enter or edit the employee’s salary information on this screen. The screen has two sections, Pay Information and Scheduled Deductions. When the screen appears, the cursor is in the Pay Information section. To move directly to the Scheduled Deductions section, press **PgDn**. You can return to the Pay Information section from the Scheduled Deduction section by using the **P**ay Info command as prompted on the bottom of the screen.

Employee Salary Information

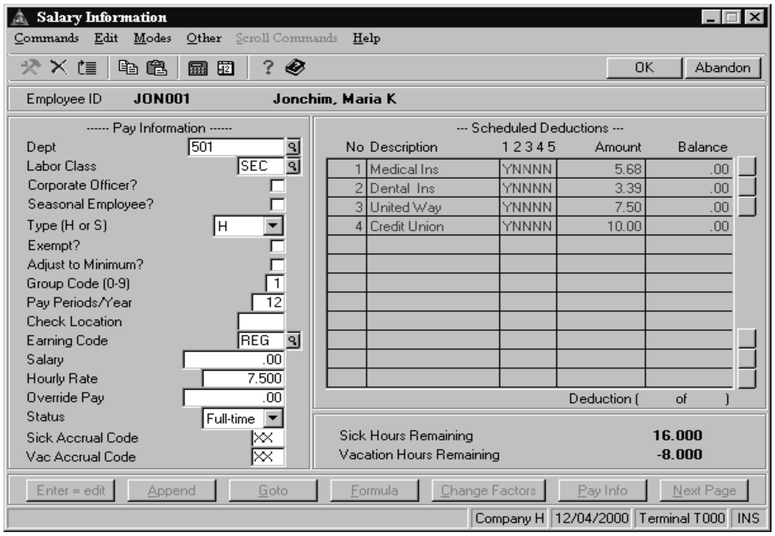


Field	Description
Dept.	The department entered in the Dept**.** field is considered the Home depart. You can override this dept. when you enter time tickets for the employee.

Note: If the **Post Employer Taxes/Deduction to Home or Worked Department?** option is set to **HOME**; this department is used for employer taxes and deductions when the Post Transactions function on the Daily Work menu is used. If this option is set to **WORKED**, the department entered on the time ticket is used for the employer taxes and deductions.

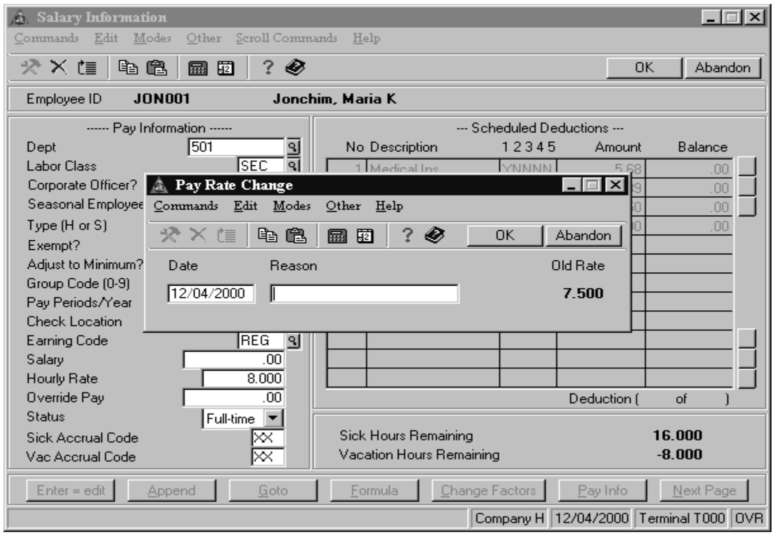
Field	Description
Labor Class	Enter the code for the employee. You can use the **Inquiry** (F2) command to select an existing labor class or the **Maintenance** (F6) command to set up a new labor class code. The labor class code entered in this field appears on time tickets for the employee in the **Class** field and can be used to define a range of employee's to print on the Personnel Roster, Education, and Key Date Reports.
Corporate Officer? and Seasonal Employee?	User-definable fields and are not used by the system.
Type (H or S)	Indicates whether the employee is paid by the **Hours** worked or is **Salaried**.
Exempt?	If you enter **S** in the Type field, the **Exempt?** field is active. If the salaried employee is exempt from overtime payments, enter **Yes**. If the employee is eligible to receive overtime pay, enter **No** so that you can enter time tickets for overtime in the Payroll Transactions function on the Daily Work menu. The Payroll system will calculate overtime pay in addition too regular salary when you run the Calculate Checks function on the Payday Work menu.
Adjust to Minimum?	Enter **Yes** in the field if the employee receives tips. When this field is set to **Yes** and the amount of reported tips does not increase the employee's wages to meet minimum wage, the employee's wages are adjusted to minimum wage by the system. The earning code stored in the **ADJMNxxx** table is used by the Payroll system to record the adjustment amounts.

Employee Salary Information



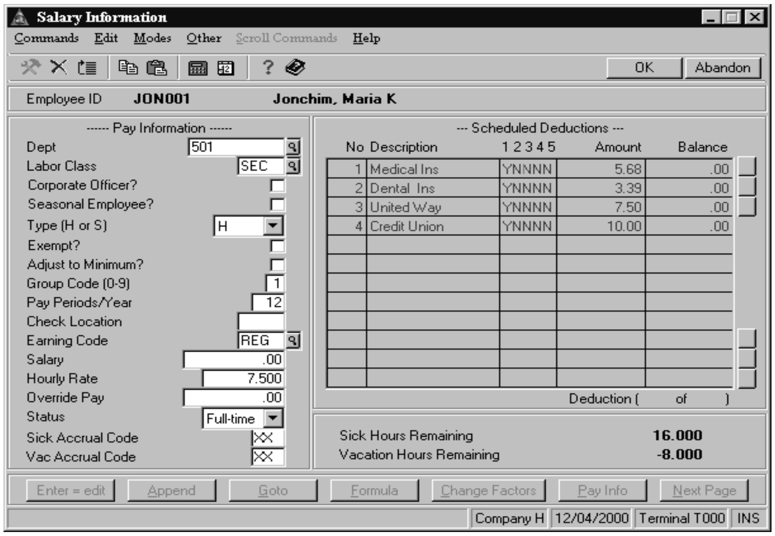
Field	Description
Group Code (0-9)	Is entered when you use the Calculate Checks function to identify which group of employees you want to pay. Use a unique group code for each type of pay cycle you company uses; weekly, biweekly, semimonthly, monthly, and so on. For salaried employees, the group code determines which row of the **FREQxxx** table the system will use to determine the number of hours is then used to calculate sick and vacation leave accrual for the employee.
Pay Periods/Year	Enter the number of times an employee is paid during the year. This field is used by the system to annualize the employee’s pay amount when it calculates withholdings. *Valid entries are* **1, 2, 4, 12, 21, 24, 26, or 52**.
Check Location	This is a user-definable field and is not used by the system when calculating paychecks. Information entered in the field as a sort option in the Print Checks and Paycheck Received Report functions on the Payday Work menu.
Earning Code	Stores the **default earning code** for the employee. This earning code appears in the Earning Code field when you enter a time ticket for the employee. You can override the earning code at that time. This is the earning code used for a salaried employee when you run the Calculate Checks function on the Payday Work menu.

Employee Salary Information with Pay Rate Change Screen



Field	Description
Salary	For a type **S**, salaried employee, enter the amount of salary received *each pay period.*
Hourly Rate	The amount entered in the **Hourly Rate** field for an hourly, type **H**, employee appears in the Rate field when you enter time tickets, and you can override it there. For salaried employee, the amount in the Hourly Rate field is used to calculate dollar amounts allocated to other departments when time tickets are entered. For nonexempt salaried employees, this field is used to calculate overtime amounts, using the information in the **Multiplier** and **Add to Base** fields set up for the overtime earning code in the Earning Codes function. The amount in this field is used for both employee types; H and S, to calculate a dollar value for sick and vacation time. If Payroll is interfaced with Job Cost, the amount in this field is used to allocate labor expense to a job when time tickets are entered for the employees. (Manual checks do not post labor expense to the Job Cost application.) When you change the amount in the **Salary** or **Hourly** Rate fields, the message **Pay Rate has changed. Add change to Pay Change History? (Y/N)** appears. If you select Y, the Pay Rate Change window appears. The date and old pay rate are displayed. Enter the reason for the pay rate change. Press **PgDn** to save this information; it will be displayed in the Pay Change section of the first Personnel Information screen.

Employee Salary Information



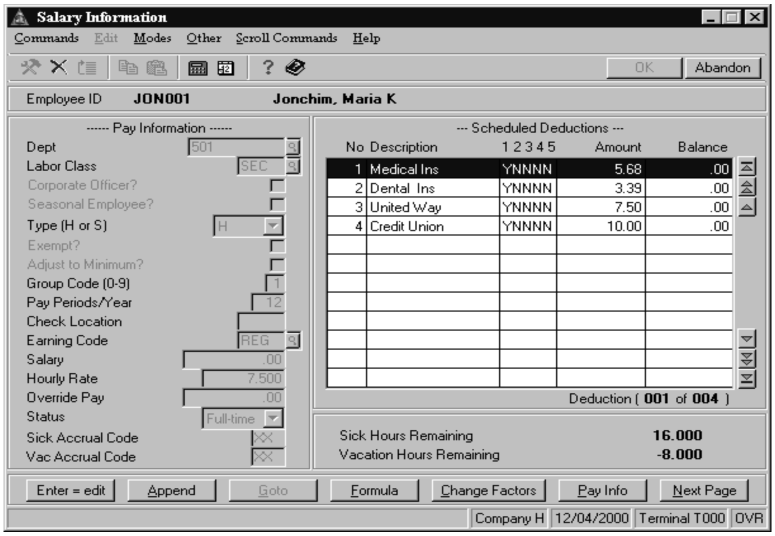
Field	Description
Override Pay	To pay a salaried employee an amount other than regular pay, enter the amount in the **Override Pay** field. After you run the Post Checks function on the Payday Work menu, the amount is removed from this field. (You may need to override the regular pay when a salaried employee is hired or terminated and work only a portion of the pay period.)
Status	Enter **F** if the employee is **full-time** or **P** if this is a **part-time** employee in the Status field.
Sick/Vac Accrual Code	The accrual codes entered in the **Sick Accrual Code** and **Vac Accrual Code** fields are based on the table IDs you set up for sick (SICccxxx) and vacation (VACccxxx) accrual. (The cc in the table names represents the sick/vacation accrual code you enter in this field.)

The **Sick Hours Remaining and Vacation Hours Remaining** fields are updated when you post checks. Hours accrued are added to the amounts in these fields; sick and vacation hours used are subtracted.

Note

To have the system automatically accrue vacation and sick time for employees, set the **Automatic Accrual of Vacation/Sick Time?** option in the Options and Interfaces function on the Company Setup menu in Resource Manager to **YES**.

Employee Salary Information



In the **Scheduled Deductions** section you select which deductions the employee will use, which paycheck they will be deducted from, and how the deduction is calculated.

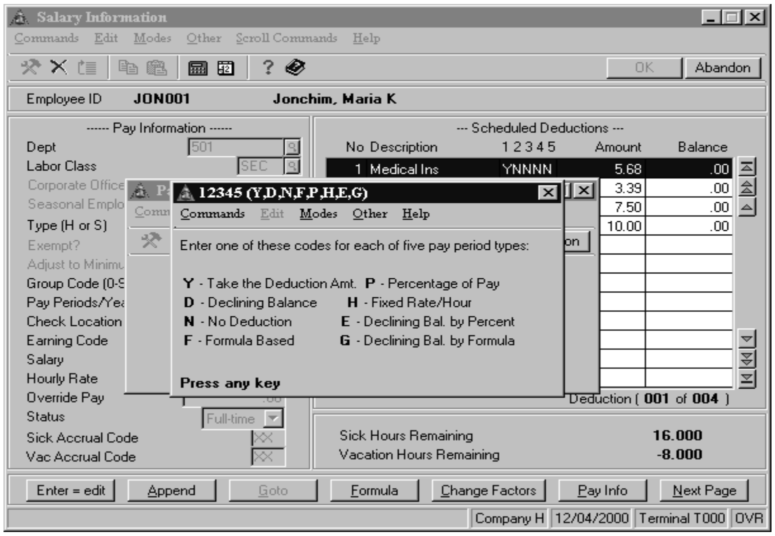
To edit a deduction, place the cursor at the deduction and press **Enter**. To add a scheduled deduction for the employee, press **A**ppend. Enter the code for the deduction you want to add, or use the **Inquiry** (F2) command to select the deduction from the Deduction Line Number window. The description for the deduction appears and the cursor moves to the 12345 field.

The numbers **12345** identify five period codes (pay periods) and are used to define when and how the deduction will be subtracted from the employee's paycheck. For example, if the employee is paid twice a month, some deductions can be set up to be taken from the first paycheck of the month, period code 1 (pay period 1). Other deductions can be set up to be subtracted from the second check of the month, period code 2 (pay period 2). The system determines which deductions will be subtracted from the paychecks by using the **Pd Code** (period code) entered on the Calculate Checks screen to check the **12345** field for deductions set up to be taken in that period code.

Note

In Calculate Checks you can choose to use period 6, in which no deductions are taken.

Employee Salary Information with Deduction Help



You can use eight codes to define how a deduction will be calculated. When the cursor is in the 12345 field, use the **Help** (F1) command to view a list of available codes.

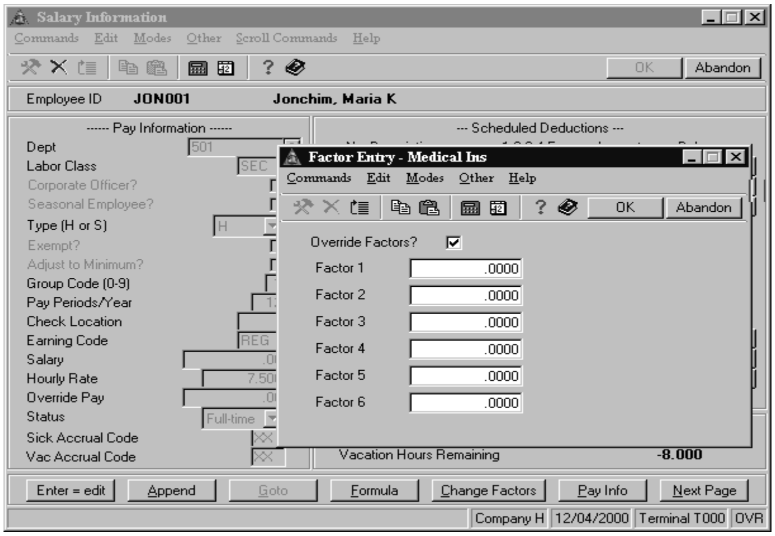
Note

The **Calc On** field in the Deductions function on the File Maintenance menu determines whether a deduction is calculated on the employee's net or gross pay.

Enter one of the following eight codes for each pay period code in the 12345 field If you press **Enter** at the 12345 field, all pay period codes are set to **N** (No Deduction.):

Options	Description
N	No deduction should be taken in the pay period.
Y	Deduct the dollar amount in the Amount column in this pay period.
P	Deduct the percentage amount in the Amount column in this pay period.
H	Deduct the fixed amount in the Amount column per hour worked in this pay period; if this code is used for a salaried employee, you must enter a time ticket to have the system calculate the deduction
D	In this pay period deduct the dollar amount in the Amount column and subtract the deduction amount from the amount in the Balance column. Keep taking the deduction until the amount in the Balance column is reduced to zero (Declining Balance.)
E	In this pay period deduct the percent in the Amount column and subtract the deduction amount from the amount in the Balance column. Keep taking the deduction until the amount in the Balance column is reduced to zero (Declining Balance by Percent.)
F	In this pay period calculate the deduction amount using a formula. The Amount column should be zero.
G	In this pay period calculate the deduction amount using a formula and subtract the deduction amount from the amount in the Balance column and keep taking this deduction until the Balance amount is reduced to zero (Declining Balance by Formula.)

Salary Information Factor Entry



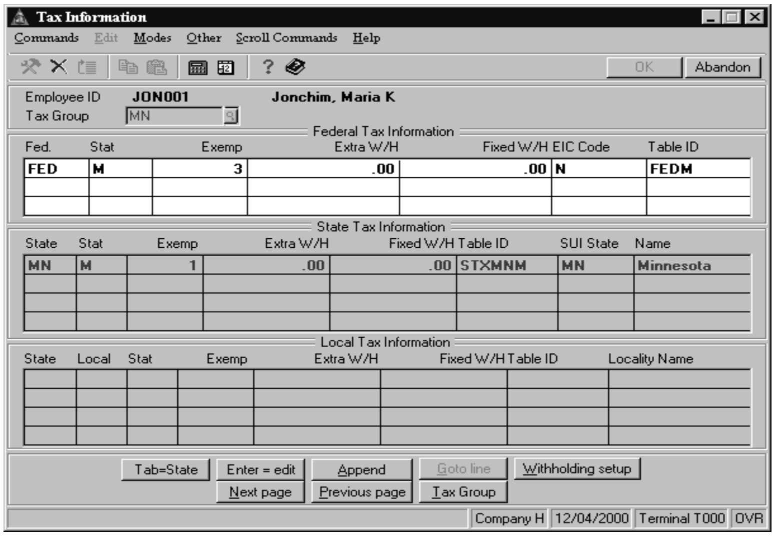
If a deduction is calculated by formula, you can edit or add the formula from the *Scheduled Deductions* section of the Salary Information screen by placing the cursor at the deduction and using the **F**ormula command. The Formula Maintenance screen appears and you can edit an existing formula or enter one.

If you want to edit the factors used in a formula, use the **C**hange factors command and the Factor Entry window appears. Enter **Yes** in the **Override Factors?** Field if you want to override the factors set up for the deduction's formula in the Formula Maintenance function for this employee. When you override a factor in a formula, ***you must enter all of the factors set up for the formula***. If you don't enter all of the formula's factors, the original factors' value will be overridden by the default factor value zero.

Press **N**ext page to save any changes and move to the next screen you selected to work with on the Employees header screen. If this is the last screen you selected to work with, the Employees header screen appears. If you selected **YES** for the Tax Information screen, it will appear after you use the **N**ext page command.

Entering Tax Information

Employee Tax Information

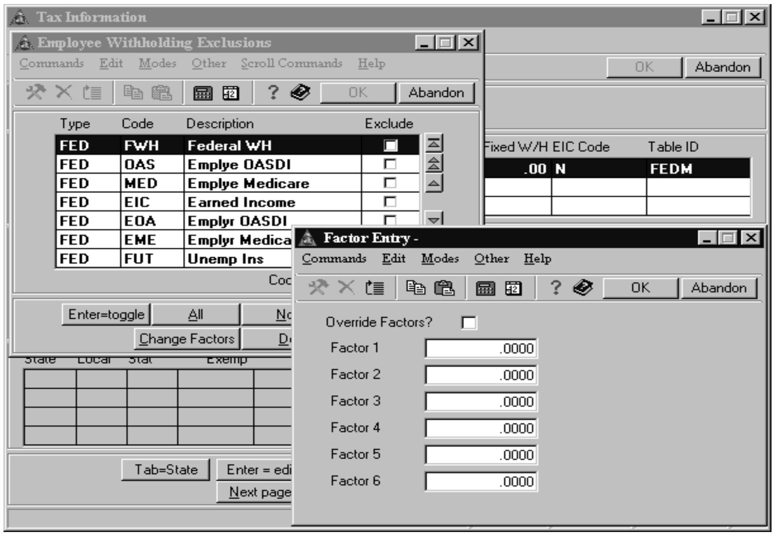


Use the *Tax Information* screen to set up federal, state, and local withholding information for the employee. You can also edit withholding information, withholding formulas and formula factors from this screen.

The screen is divided into three sections; Federal, State and Local Tax Information. Use the **Tab** key to move between the three sections. Use the **P**revious page command to return to the previous screen you selected on the Employees header screen. The **N**ext page command is used to go to the next screen you selected on the Employees header screen.

If you want to edit withholding exclusions or formula factors, place the cursor at the withholding code you want to change and use the **W**ithholding setup command. The Employee Withholding Exclusions window appears.

Withholding Exclusions Screen with Factor Entry

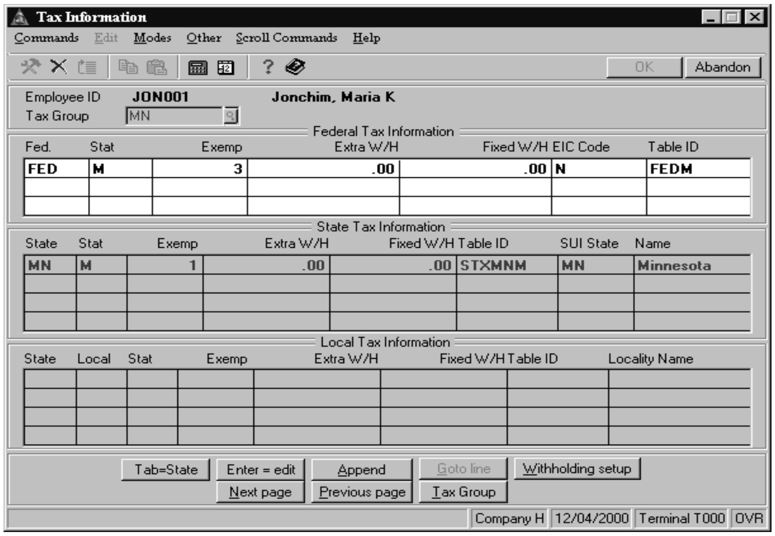


You can exclude the employee from any of the withholding taxes listed in the window, using the following keys:

Command	Action
Enter	To toggle the Exclude field between YES and NO for one withholding code
All	To exclude the employee from ALL withholdings
None	Not to exclude the employee from any withholding
Done	To return to the Tax Information screen
Change factors	To change the factors in the formula used to calculate the withholding for the employee

When you use the Change factors command, the Factor Entry window appears. To change the formula factors, you must select **YES** in the **Override Factors?** field. The Factors set up for this withholding code's formula in the Formula Maintenance function will be overridden by your entries in the Factor Entry window for this employee's withholding. If you want to change a factor for a formula, you must enter all of the factors used in this formula. If you don't enter all of the formula's factors in the Factor Entry window, the original factors will be overridden by the default setting in the Factor Entry window, which is zero.

Employee Tax Information



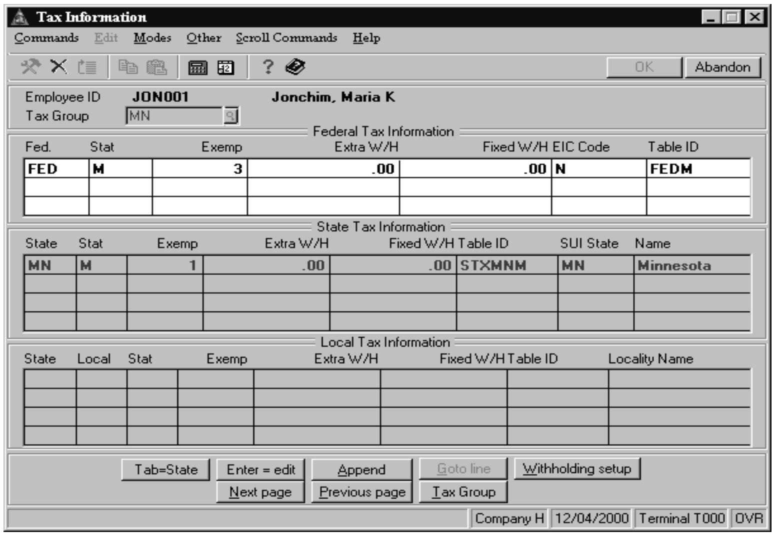
In the Federal Tax Information section, the ID for the federal income tax withholding is the default in the **Fed** field; only one federal record is allowed. Use the **Inquiry** (F2) command to select the correct table(s) for the employee.

Enter the employee's federal filing status in the **Stat** field and the number of exemptions the employee is claiming on the W-4 form in the **Exemp** field.

If the employee wants a dollar amount withheld ***in addition*** to the calculated withholding amount, enter the dollar amount in the **Extra WH** field. If the employee wants a fixed dollar amount withheld ***instead*** of the amount calculated by the federal withholding formula, enter the dollar amount in the **Fixed WH** field.

If the employee has requested advance earned income credit payments, enter **E** in the **EIC Code** field. If both the employee and their spouse have requested EIC payments, enter **B**. The default **N** is used if no advance EIC payments have been requested.

Employee Tax Information



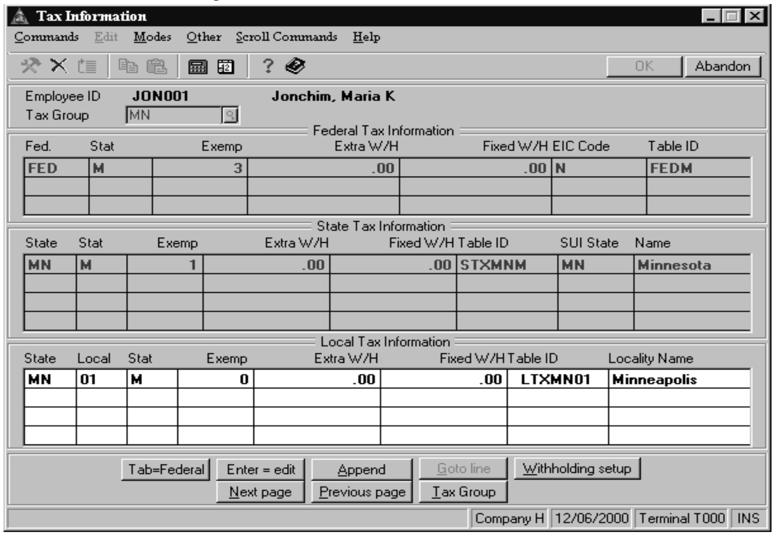
Enter the table ID for the formula the federal withholding should use to calculate the correct withholding amount for the employee. Use the **Inquiry** (F2) command to select a table ID from the Tax Tables ID window. The table entered in this field overrides the table ID entered in the Employee Withholding Codes section of the Tax Authority Setup function on the File Maintenance menu.

The state tax withholding for the employee is set up in the State Tax Information section of the screen. Enter the state code in the State field, or use the **Inquiry** (F2) command to select the state from the State Code window.

The **Stat**, **Exemp**, **Extra WH**, **Fixed WH**, and **Table ID** fields have the same functionality as in the Federal Tax Information section. The table ID entered in the State Tax Information section should have the format STXyyx (**yy** represents the state abbreviation and **x** represents the filing status.)

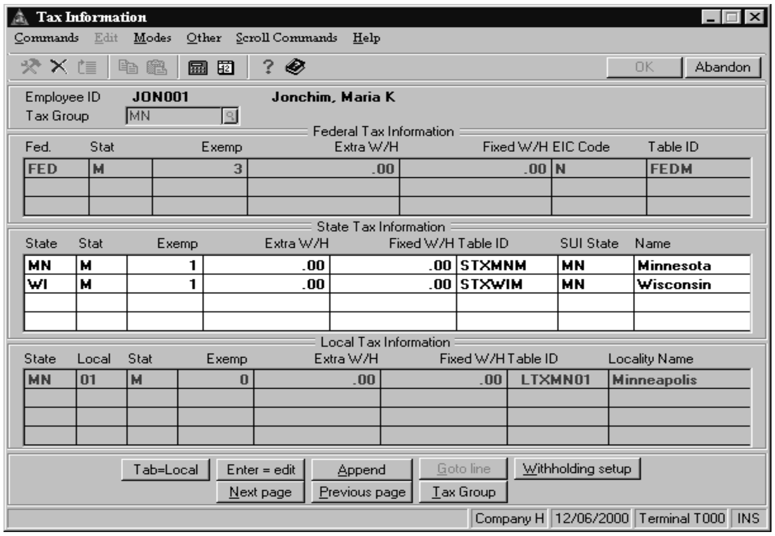
Enter the state used to accrue the employer’s state unemployment insurance for the employee in the **SUI State** field; the name of the state appears in the **State Name** field.

Local Tax History



The fields in the Local Tax Information section of the screen have the same functionality as the State and Federal sections. The table ID entered in this section should be a local tax table with the format LTXyyxxw (LTXMN01S is the sample table for the Minneapolis local tax.)

State Tax Information



An employee can have withholdings set up for multiple states or localities. If you need to record time worked in different states and/or localities through the time ticket function, set up each state and/or locality that you need to record hours worked for in the state or local tax information section of the employee's Tax Information screen. Then, when you enter a time ticket to record the hours worked in that state or locality you will be able to enter the state or local codes needed for that time ticket transaction.

Note

In order to apply a salaried employee's earnings to multiple states, you must enter time tickets for the salaried employee to divide his pay among the states.

If you need multiple state or local withholdings to calculate automatically for an employee, you should set up the additional state or local withholding codes under the employee's resident state and/ or in the Tax Authority function.

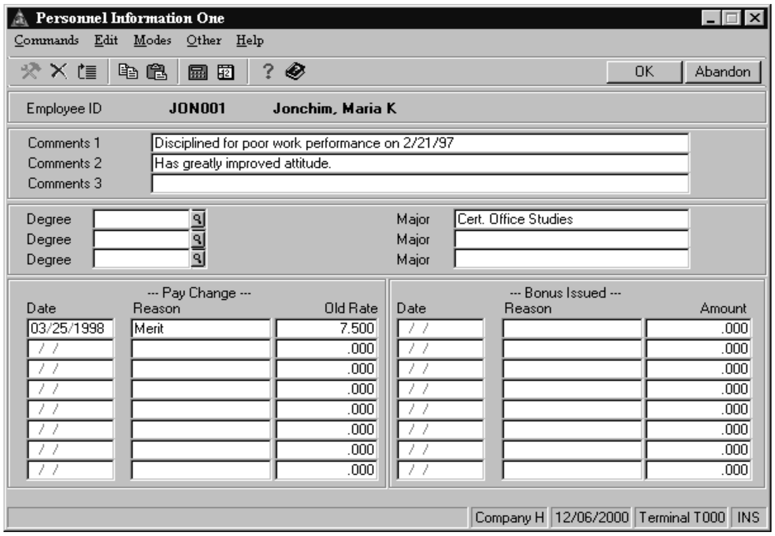
Example: An employee is a resident of New Jersey and works in New York, and the employee is subject to withholding in both states. In this case the withholding should be calculated automatically for both states, not entered through time tickets. In order for the system to perform the automatic calculation for both taxing authorities, set up the New York withholding as a state other tax under the New Jersey tax authority in the Tax Authority Setup function. See the Using Formulas section of this manual for an example of how to set up one local tax authority under another local tax authority.

To exclude those employees living in New Jersey that are not subject to the New York withholdings tax, use the Withholding option from the command bar on each employee's Tax Information screen and toggle the **Exclude** field for the withholding code to **YES**.

If more than one state or local code is set up for the employee, *the first state or local code entered is the HOME state/locality for the employee*. Totals for this state/locality will print on the federal W-2. All other state and/or localities set up for this employee will be printed on separate W-2's. The home state/locality is the default state when entering time tickets.

Entering Personnel Information

Selection Screen



This screen in Personnel Information One is used to record miscellaneous personnel information for the employee. It has four sections; **Comments**, **Degree**, **Pay Change**, and **Bonus Issued**. Use the **Tab** key to move from one section to another.

The field labels for comments 1, 2, and 3 are set up in rows 4-6 of the **USRDFxxx** table.

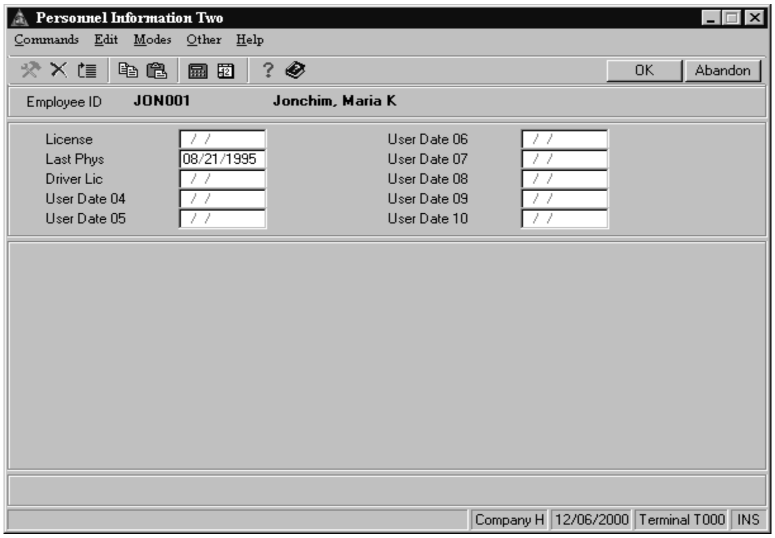
The **Inquiry** (F2) command is available in the **Degree** field to choose from the Degree Descriptions window. (The degree descriptions are set up through the Payroll Information function on the File Maintenance menu.)

The Pay Change section is updated when you make a change to Salary or Hourly Rate fields in the Pay Information section of the Salary Information screen in the Employee function and you answer **YES** to the **Add change to Pay Change History? (Y/N)** prompt.

You can enter information for 10 bonus payments in the Bonus Issued section. This section is not updated by the system.

Press **PgDn** to save the information on this screen and move to the next screen you selected on the Employees header screen. If this is the last screen you selected, you are returned to the Employees header screen.

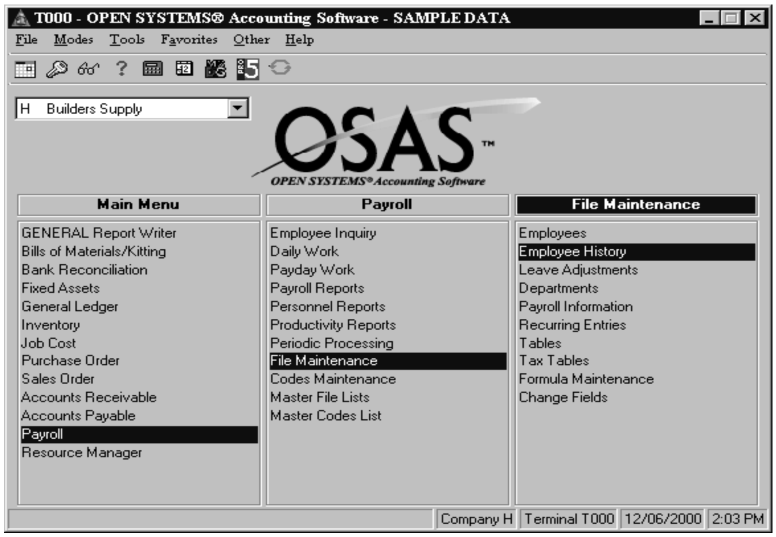
Personnel Information Two



In Personnel Information Two, the screen fields are all user-definable date fields. The field labels are set up on the **USRDDxxx** table. Press **PgDn** to save the information entered on this screen and return to the Employees header screen.

Leave Adjustments

Adjusting Sick and Vacation Leave



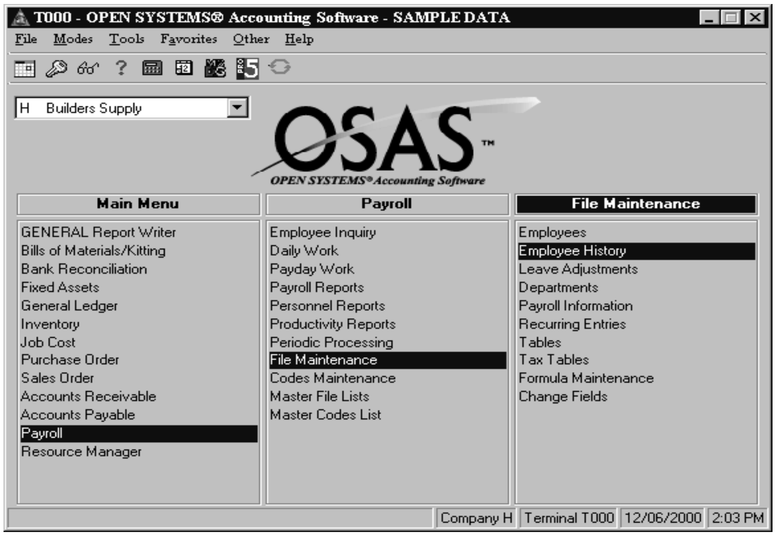
Use this function to make adjustments to an employee’s sick and vacation pay. You enter your initial balances through this function. You can enter positive or negative amounts. Press **PgDn** to save each adjustment and return to the Earning Code field. Use the **Exit** (F7) command to exit to the File Maintenance menu.

Note

After converting your data from a previous version of Payroll or after setting up the Payroll system for the first time, use the *Roll Up Leave Balances* function on the Periodic Procession menu to create a starting record in the Leave History file *before* using this function.

Employee History

File Maintenance Menu

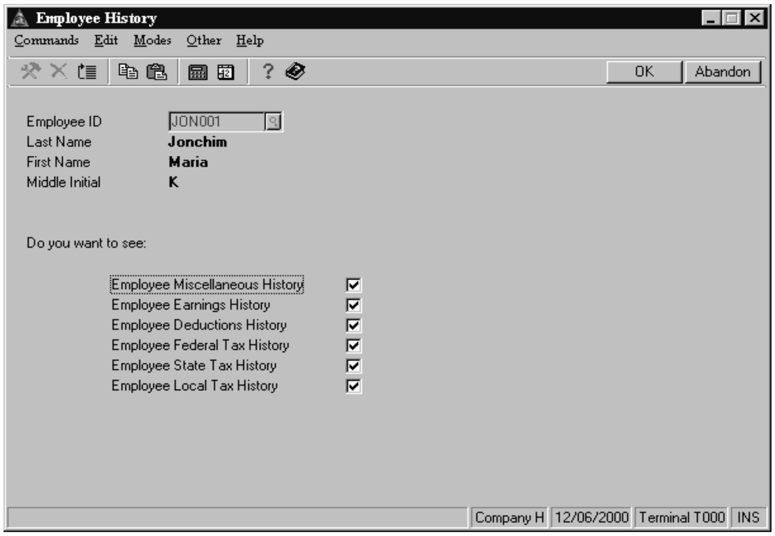


The employee history files store miscellaneous history (PAEMxxx), earnings (PAEExxx), deductions (PAEDxxx) and federal, state, and local withholding history (PAEWxxx) month-by-month. The history amounts can be displayed month-by-month, quarterly for the four quarters and the year to date amounts.

Enter the employee's historical information through this function when setting up the Payroll system. After setup, do not make changes to the historical information through this function. Instead, use the Manual Checks function on the Payday Work menu to enter adjustments that produce an audit trail.

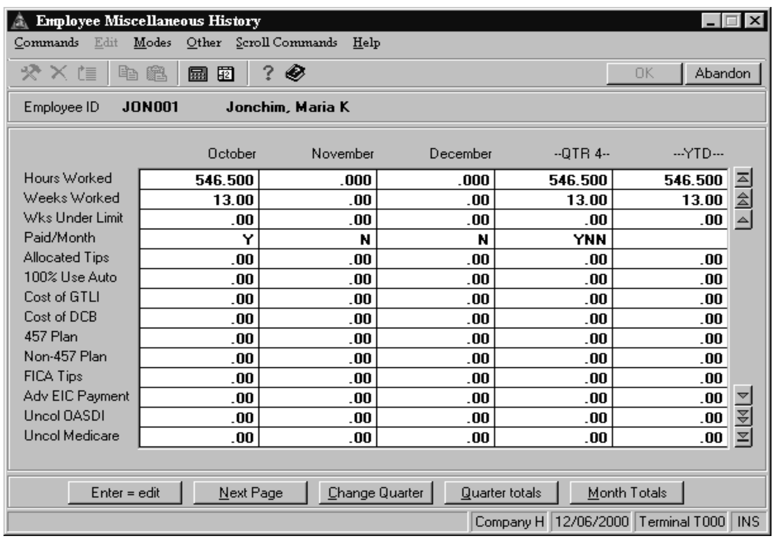
If you manually change a field on one of the history screens, the following message appears; **An Employee Maintenance Audit Log exists. You must print it or send it to file before you leave this function.** After the audit log is printed, you are returned to the File Maintenance menu.

Maintaining Employee History



On the Employee History screen, enter **YES** for each screen you want to work with. When you press **PgDn**, the first screen you selected appears.

Employee Miscellaneous History

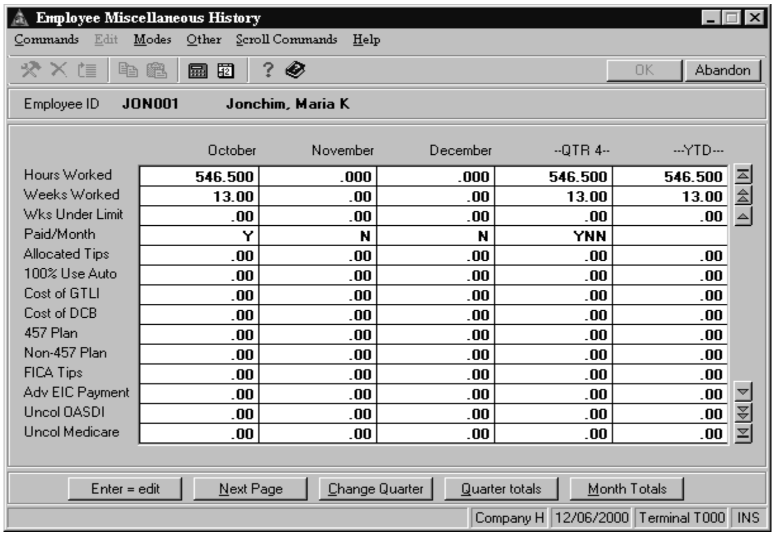


	October	November	December	--QTR 4--	---YTD---
Hours Worked	546.500	.000	.000	546.500	546.500
Weeks Worked	13.00	.00	.00	13.00	13.00
Wks Under Limit	.00	.00	.00	.00	.00
Paid/Month	Y	N	N	YNN	
Allocated Tips	.00	.00	.00	.00	.00
100% Use Auto	.00	.00	.00	.00	.00
Cost of GTLI	.00	.00	.00	.00	.00
Cost of DCB	.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

The screens in the Employee History function all have two windows; the Month Totals window and the Quarter Totals window. The Month Totals window displays the individual months in the quarter along with the quarter and the year-to-date total. Use the **C**hange quarter option to move from one quarter's Month Totals window to the next quarter's information.

Using the Miscellaneous History

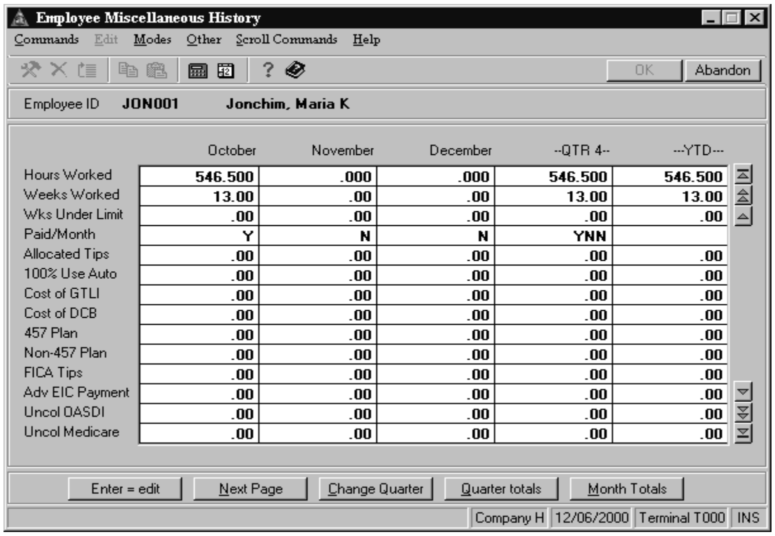
Miscellaneous History



The Quarter totals option from the command bar displays the Quarter Totals window. The total information for each of the four quarters and the year-to-date are displayed in this window. You cannot enter or edit amounts displayed in this window. All history information must be entered using the Month Totals window for the screen. Use the **M**onth totals option on the command bar to return to the Month Totals window or the **N**ext page option to move to the next screen you selected on the Employee History header screen.

To edit the information in the Month Totals window, place the cursor next to the item and press **Enter**. You can edit the amount for the individual months in the quarter. As you edit the amounts, the quarter and year-to-date amounts are updated.

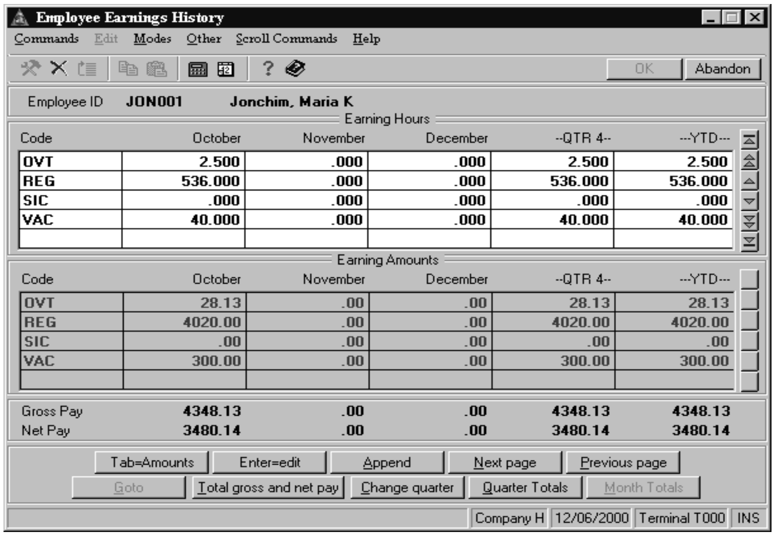
Employee Miscellaneous History



After Payroll setup, the Hours Worked, Weeks Worked, Wks Under Limit, and Paid/Month fields are updated by the system as you enter time tickets and post checks. The remaining fields are ***not*** updated by the system and must be updated manually in order to print the year to date information for these fields on the employee's W-2 form. These fields are not updated by the system because they require additional information not available through the Payroll Application.

Using the Earnings History

Earning History



The employee earning information in both the Month Totals window and the Quarter Totals window is updated when you run the Post Checks function on the Payday Work menu. Use the **Tab** key to move between the *Earning Hours* and the *Earning Amounts* sections of the screen.

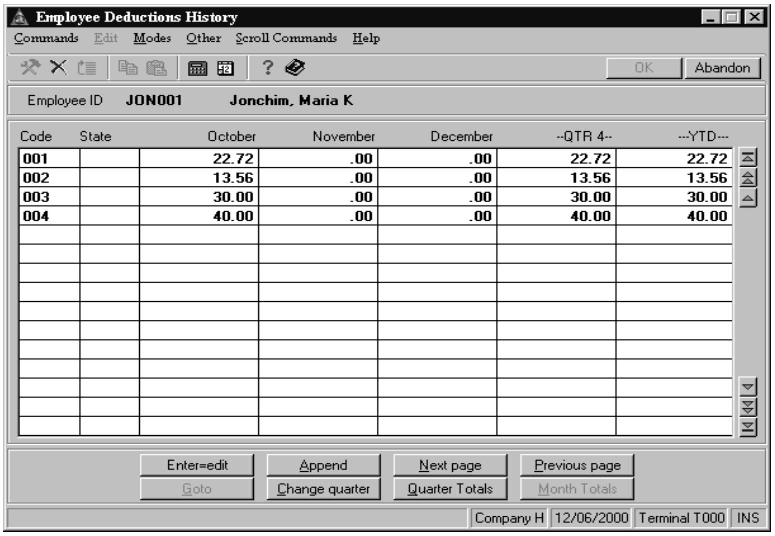
To add an earning code to the *Earning Hours* or the *Earning Amounts* section use **A**ppend. To edit the **Gross Pay** and **Net Pay** fields, use the e**D**it gross and net pay option from the command bar. If an earning code for an employee has not been added to the Employee Deductions History screen before a paycheck using the earning code is posted, the system automatically adds the earning code to this screen during the Post Checks function.

Note

You will be able to manually adjust the 3 month period amounts, but you will not have direct access to the QTR and YTD totals.

Using the Deductions History

Deduction History

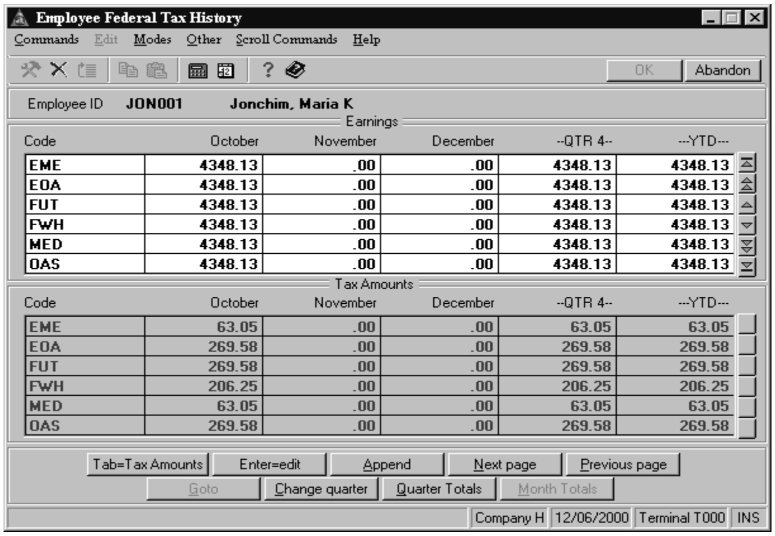


Use this screen to add or edit deduction information for the employee. The information on both the Month Totals and Quarter Totals windows is updated when you use the Post Checks function on the Payday Work menu. If a deduction for an employee has not been added to the Employee Deductions History screen before a paycheck taking the deduction is posted, the system automatically adds the deduction to the screen during the Post Checks function.

The state code displayed in the State column next to a deduction code indicates that the deduction is excluded from that state’s SWH withholding code.

Using the Federal Tax History

Federal Tax

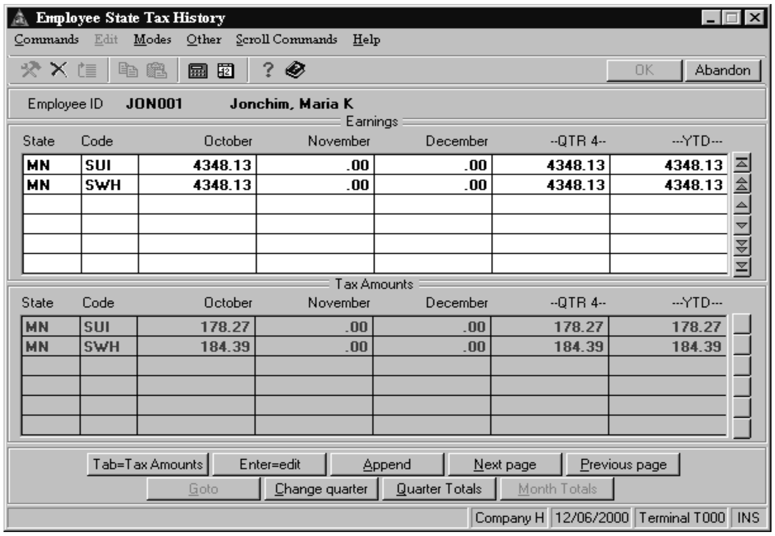


This screen has two sections used for federal tax information. The Earnings section stores the amount of the employee's earnings subject to each of the federal withholding codes. The **Tax Amount** section stores the amount of tax contributed by the employee for each federal withholding code.

To move between the two sections, use the **Tab** key. The earnings and tax amount information is updated when you select the **Post Checks** function on the Payday Work menu.

Using the State Tax History

State History



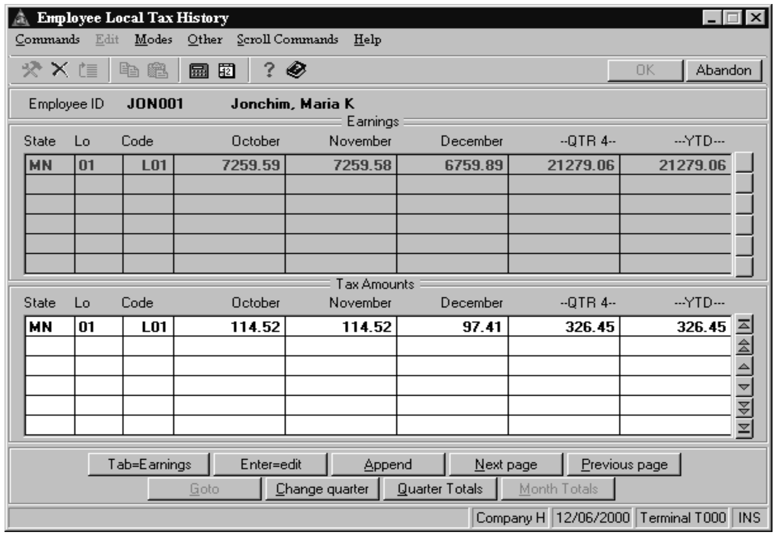
This screen also has two sections, Earnings and Tax Amount. The Earnings section stored the amount of the employee's earnings subject to each state withholding code. The Tax Amount section stores the amount of tax contributed by the employee for each state withholding code. To move between the two sections, use the **Tab** key.

The totals in the *Earning* and the *Tax Amount* sections are updated when you run the **Post Checks** function on the Payday Work menu. Once a line is entered for a state, you cannot edit the **State** or **Code** fields. Press **A**ppend to add another state.

If an employee has contributed withholdings in more than one state, the first state listed on this screen is considered the **HOME** state. The withholding information for the **HOME** state is printed on the federal W-2 form. Withholding information for each of the remaining states is printed on a separate W-2 form for each state.

Using the Local Tax History

Local Tax



This screen also has the two sections, *Earning* and *Tax Amount*. The Earnings section stores the amount of the employee's earnings subject to each local withholding code. The Tax Amount section stores the amount of tax contribution by the employee for each local withholding code. To move between the two sections, use the **Tab** key. Both sections are updated by the **Post Checks** function on the Payday Work menu.

If an employee has withholdings contributed in more than one locality, the first locality listed on this screen is considered the HOME locality. The withholding for the **HOME** locality is printed on the federal W-2 form. The withholding for each of the remaining states is printed on a separate W-2 form for each locality.

Employee History Audit Log

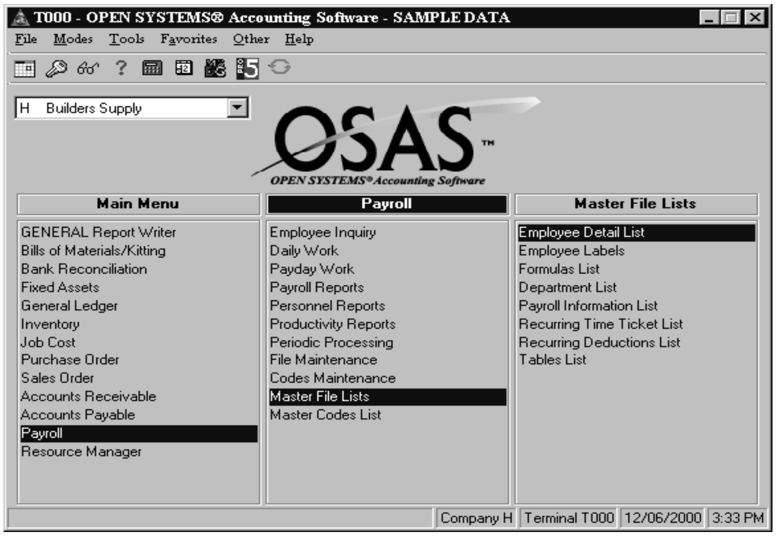
When you have completed editing or adding information through the Employee History function and use the **Exit** (F7) command, the Payroll system prompts you to enter the output device to be used to print an audit log of the changes you entered. When the printing of the audit log is completed, you are returned to the File Maintenance menu.

Audit Log produced when making changes to the info. in the Employee History screen

```
03/29/1999                              Builders Supply                                    Page 1
12:35 PM                           Employee History - Audit Log

Employee JON001

December 100% Compensation of Au was changed from      00 to 155.00
December Deduction amount for code 001 was changed from         10.56 to 21.56

End of Report
```

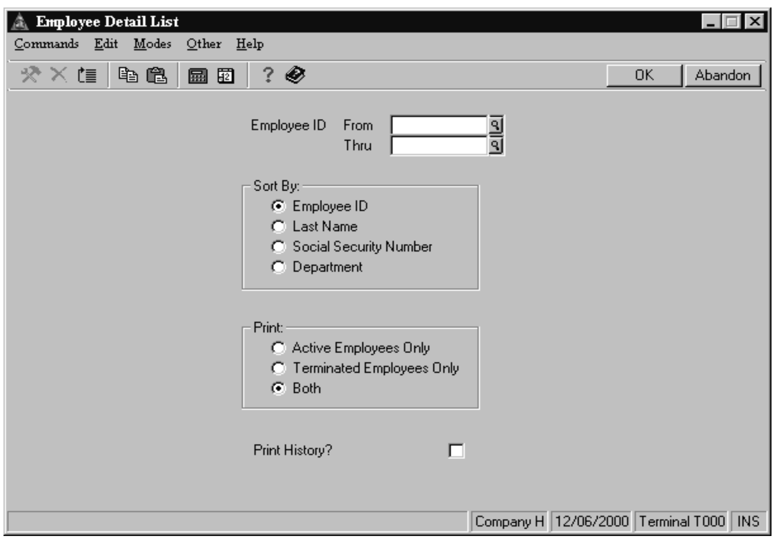
Printing an Employee Detail List

Master File Menu



Use the functions on the Master File Lists menu to print reports for the Information you set up through the File Maintenance functions.

Employee Detail List



You can print employee information for a range of employees and sort the report by employee ID, employee last name, social security number, or department. You can include only active, only terminated, or both types of employees in the list.

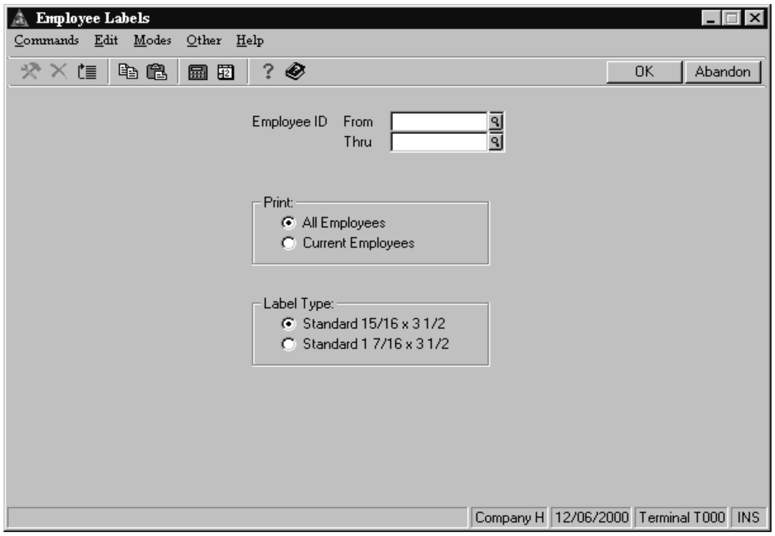
You can also select whether you want to include employee history information on the list.

Employee Detail List (Active employees)

```
1999                                       Builders Supply                                Page    1
3:37 PM                                  Employee Detail List
                               By Social Security Number For Active Employees Only


STO001 (Page  1)
  Stockard, Albert W                  SS#          449-58-4392       ------- Emergency Contact --------
  9201 W. Broadway                   US Citizen                          Name
                                     Job Title                           Work Phone
                                     Supr ID                             Home Phone
  St. Paul       MN 55101            Supr Name                           Relation
  (   )   -                          Last Review
  Sex                         M      Next Review                         Degree Major
  EEO Class                   5      Last Chk Date
  Start Date         11/30/1986      Ins Coverage
  Birth Date         12/18/1972      User Label 2
  Term Date                          User Label 3
  Adj Hire Date      11/30/1986
  Dept                     100     ---- Pay Rate Change Information ----  ------- Bonus Information ---------
  Labor Class               SHP    Date        Reason          Old Rate  Date        Reason           Amount
  Corp.Officer                N                                    .000                                  .00
  Seasonal Empl               N                                    .000                                  .00
  Type (H or S)               H                                    .000                                  .00
  Exempt From OT              N                                    .000                                  .00
  Adjust to Minimum           N                                    .000                                  .00
  Group Code                  1                                    .000                                  .00
  Pay Periods Per Year       12                                    .000                                  .00
  Salary                    .00                                    .000                                  .00
  Hourly Rate             8.950
  Override Pay              .00          ---------------- User-Defined Dates ----------------
  Check Location                          License                     User Date 06
  Work Phone                              Last Phys                   User Date 07
  Extension                               Driver Lic                  User Date 08
  Sick Accrual Code          XX           User Date 04                User Date 09
  Vacation Accrual Code      XX           User Date 05                User Date 10
  Remaining Sick Leave  30.000
  Remaining Vacation    32.000
```

Printing Employee Labels

Selection Screen



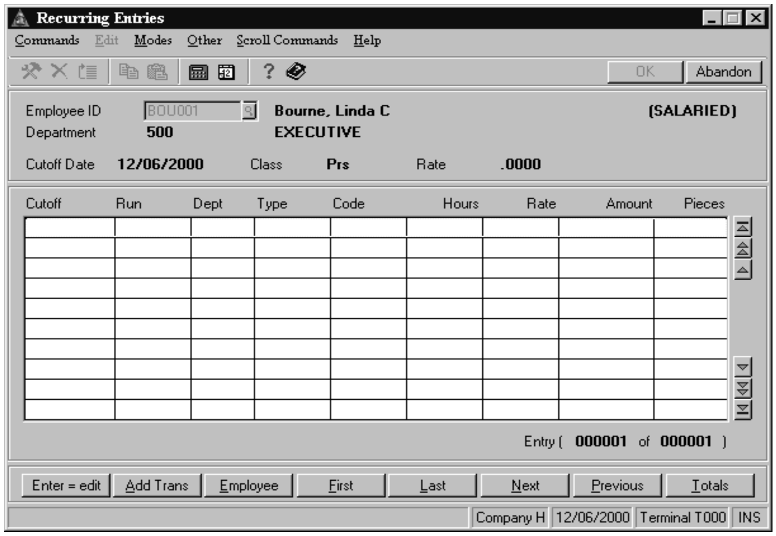
You can print labels for a range of employee IDs and select whether to include all employees or current employees only. You can choose between two sizes of labels. When you print labels to paper, you will have a list of employees printed by employee ID.

Employee Labels printed to paper

```
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


LUK001
GEORGE LUKAS
4862 SKY VIEW DR
PLYMOUTH MN 55427


ROS001
LUCINDA A ROSSINI
2285 WEST LAKE DRIVE
MINNEAPOLIS MN 55055


STO001
ALBERT W STOCKARD
9201 W. BROADWAY
ST. PAUL MN 55101
```

Recurring Entries

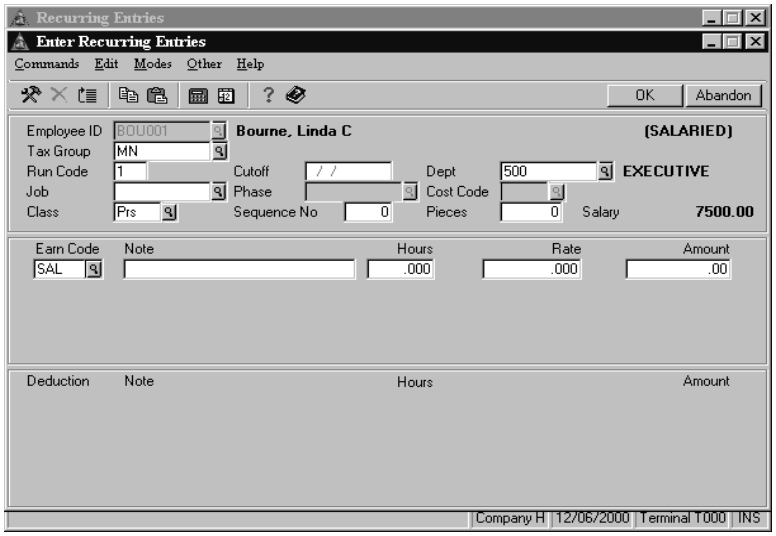
Recurring Entries for Employees



When you enter in Recurring Entries you have the capability of copying them to the Payroll Transaction file when a pay period occurs. This will save time on entering individual time tickets during each pay period that the totals and amounts are consistently the same. You can set up recurring entries for both salaried and hourly employees.

Setting Up Recurring Time Tickets

Recurring Entry



Use this function to enter time ticket information that will become a recurring entry. This is where you set up the initial information, you will have the opportunity to make changes when you put together individual Payroll Transactions. But this is the information that will default in when you copy Recurring Entries into the Payroll Transaction file. You will want to set this up before going into Payroll Transactions. You will allocate labor dollars, hours, and pieces to departments and jobs and phases if Payroll is interfaced with Job Cost or Contractors' Job Cost.

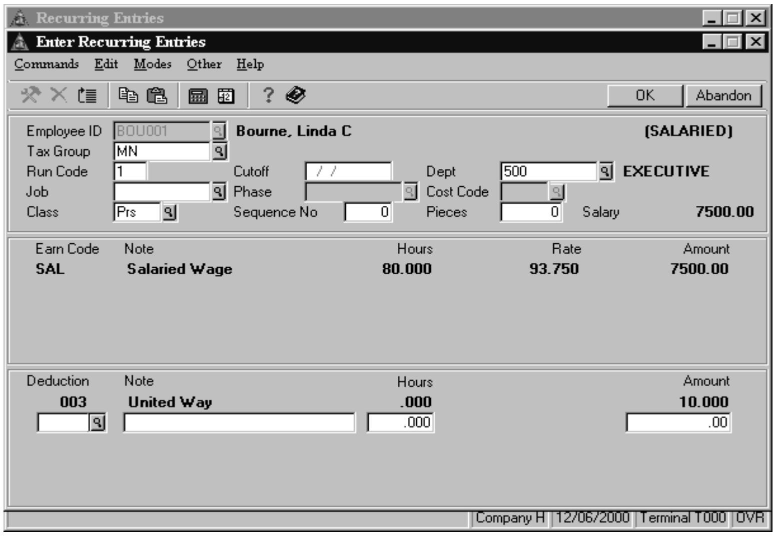
Note

You cannot use this function when working with last-year files.

To allocate employer withholdings to a department other than employee's Home department, you must set the **Post Employer Taxes/Deduction to Home or Worked Department?** option to **WORKED** in the Options and Interfaces function on the Company Setup menu in Resource Manager. The employer's withholding and deductions will then be allocated to the department entered on the time ticket.

Setting Up Recurring Deductions

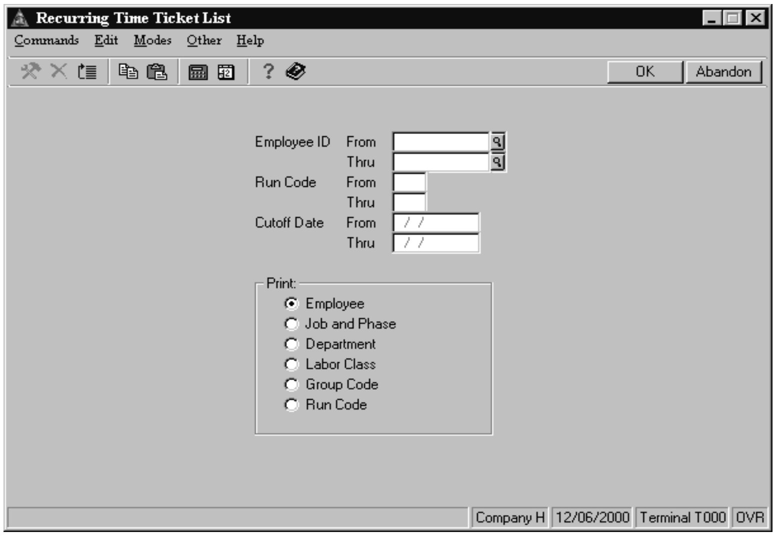
Deduction Entry



You will need to set up Recurring Deductions if there are any deductions that need to be added to or to replace any scheduled deductions. These Recurring Deductions are only used based on Recurring Entries you have set up. If you don't enter any Recurring Deductions the system will automatically use the ones you have set up in the scheduled deductions for that employee.

Printing A Recurring Time Ticket List

Selection Screen



After setting up Recurring Entries and Recurring Deductions you will want to print out a Recurring Time Ticket List. This list will show what you have entered for which employees, allowing you to go in and edit or add to an employee's recurring entry file. If you go into Recurring Entries and change or adjust any information you will want to re-print this list to verify what has been entered is correct. You can print by:

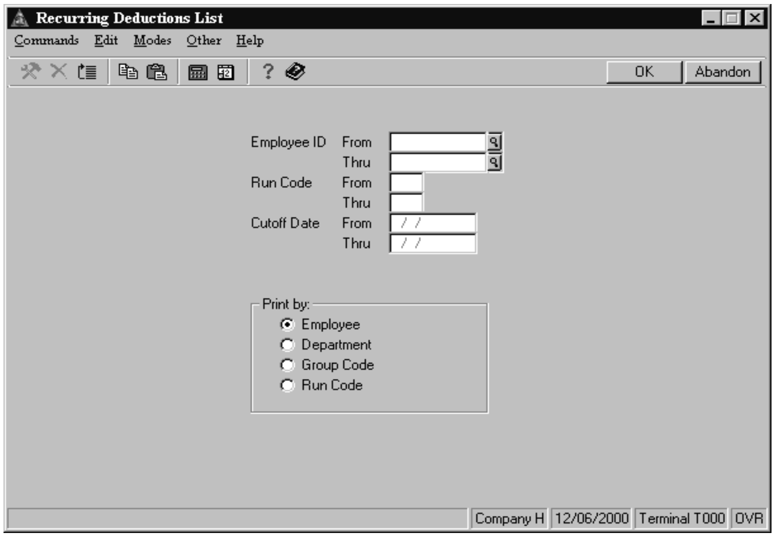
1. Employee
2. Job and Phase
3. Department
4. Labor Class
5. Group Code
6. Run Code

Recurring Time Ticket List printed by employee

```
07/07/1999                                        Builders Supply                                          Page    1
4:20 PM                                      Recurring Time Ticket List
                                                     By Employee

Employee      Type  Run Code State  Local  Dept. Job  Phase Cost Class   -----Earning-----              Rate       Pieces
ID     Name                  Group  Cutoff Code  Code ID    ID   ID      Code Seq.  Code Description   Hours      Amount
----------------------------------------------------------------------------------------------------------------------

JON001 Jonchim, M K    H    A1      MN     501             000  SEC       REG       Regular Pay       7.500          0
                       1                                                  000                        40.000     300.00
                                                                                                     ------------------
                                                                        Pieces Totals                                0
                                                                        REG Regular Pay               40.000     300.00
                                                                        Employee JON001 Totals        40.000     300.00

ROS001 Rossini, L A    H   A1       MN     501             000  SEC       REG       Regular Pay       5.750          0
                       1                                                     000                     40.000     230.00
                                                                                                     ------------------
                                                                        Pieces Totals                                0
                                                                        REG Regular Pay              40.000     230.00
                                                                        Employee ROS001 Totals       40.000     230.00

STO001 Stockard, A W   H   C9       MN     100             000  SHP      REG         Regular Pay      8.950         75
                       1                                                     000                     40.000     358.00
                                                                                                     ------------------
                                                                        Pieces Totals                               75
                                                                        REG Regular Pay              40.000     358.00
                                                                        Employee STO001 Totals       40.000     358.00
                                                                                                     ==================
                                                                                   Pieces Totals                    75
                                                                                   REG Regular Pay  120.000     888.00
                                                                                   Grand Total      120.000     888.00
```

Printing A Recurring Deductions list

Selection Screen



After setting up Recurring Entries and Recurring Deductions you will want to print out a Recurring Deduction List. This list will show what deductions you have entered for which employees, allowing you to go in and edit or add to an employee’s recurring deduction file. If you go into Recurring Deductions and change or adjust any information you will want to print this list to verify what has been entered is correct. You can print the list by:

1. Employee
2. Job and Phase
3. Department
4. Labor Class
5. Group Code
6. Run Code

Recurring Deduction List printed by Employee

```
07/07/1999                                 Builders Supply                              Page    1
4:39 PM                                Recurring Deductions List
                                              By Employee

Employee            Type Group Run Cutoff     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

End of Report
```

Change Fields

Use the Change Fields function to change any code from one value to another. The Change Fields function can change codes within this application, as well as in other applications. If you will receive a log after the change function outlining the fields changed.

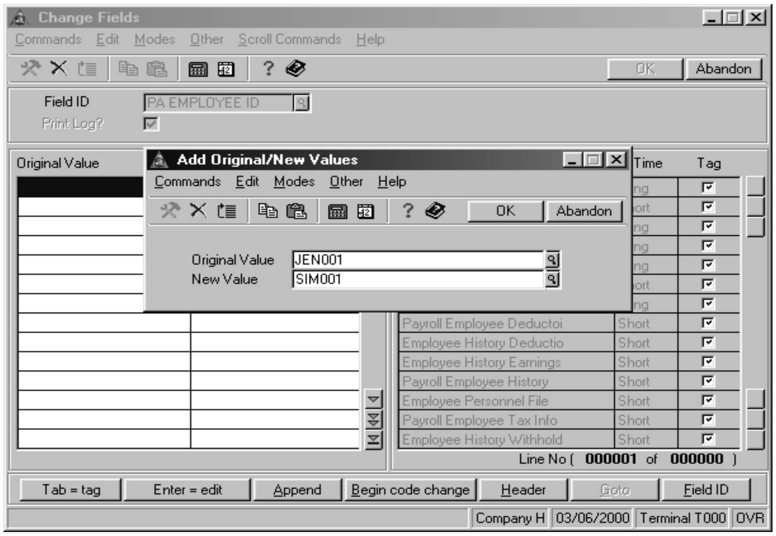
Change Fields Selection Screen

The screen contains three sections. The top that includes the **Field ID** and the **Print Log?** option, is where you select the code or ID to change, and whether or not you want to produce the printed log of what fields have been adjusted. The lower left section is where you will build a list of the values you want to change by specifying the old value and the new value. The lower right section contains a list of the files that will be changed in the applications you have installed on your system.

Field	Description
Field ID	Enter the Field ID you want to change. You can change only Payroll fields from the Payroll menu. To change IDs and codes from other applications, run the Change Fields function in the respective application.
Print Log?	Select the Print Log field to print a list of the files that are changed.

After you enter the Field ID and indicate your preference for printing the log, use the **Proceed** (PgDn) command to begin entering field values that you want to change.

Append Screen



Use the **A** to Append or add another value that you want to change, **Enter** to edit a change you have already set up and **Tab** to view the File Descriptions that default in on the Right side of the screen.

Select the Append option and here you will choose:

Field	Description
Original Value	Enter the current field value that you want to change.
New Value	Enter the new value that you want to use for this field.

Continue entering old values and new values until you have specified all of the values you want to change. If you want to adjust the files that will be changed, you can use the Tab command to jump to that section. If you are satisfied with your selections, press B to begin the change process.

If you do decide to change the Field Descriptions, this is the information that defaults in.

Field	Description
File Description	The files that contain the Field ID you selected appear.
Time	This field givers you an idea of the relative time it will take to change the field in a given file. Files where this code of IFD 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.
Tag	This field denotes whether the file will be affected by the copy process. Tag the file to change fields in the file.

When the changes are complete, the log will print if you elected to produce it.

Change Fields Log

```
03/06/2000                                     Builders Supply                              Page    1
2:30 PM                                        Change Code Log

File Name    Records Read  Records Converted  Original Total Record  New Total Records
-----------------------------------------------------------------------------------------------------

PAEGH               2               1                  7                7
ARSRH               4               0                  4                4
JOBSH               1               0                 25               25
JOHIH              70              10                191              191
PACDH               0               0                  0                0
PACEH               0               0                  0                0
PACHH               0               0                  0                0
PACWH               0               0                  0                0
PADEH               4               3                 24               24
PAEDH               4               3                 25               25
PAEEH               3               2                 26               26
PAEMH               2               1                  7                7
PAEPH               0               0                  0                0
PAESH               3               2                 14               14
PAEWH               9               6                 56               56
PAEXH               0               0                  0                0
PAHCH               5               4                 26               26
PAHDH               7               6                 45               45
PAHEH               5               4                 43               43
PAHVH               0               0                  0                0
PAHWH              21              20                140              140
PAREH               1               0                  6                6
PATHH               1               0                 53               53
PATPH               0               0                  0                0
PATRH               0               0                  0                0
DDDIH               2               1                  7                7
DDVHH               3               0                  3                3
DDVKH               3               0                  3                3

Field ID      PA EMPLOYEE ID
Original Value                New Value
JEN001                        SIM001
```

Daily Work 6

Functions on the Daily Work menu are used to enter and process Payroll transactions.

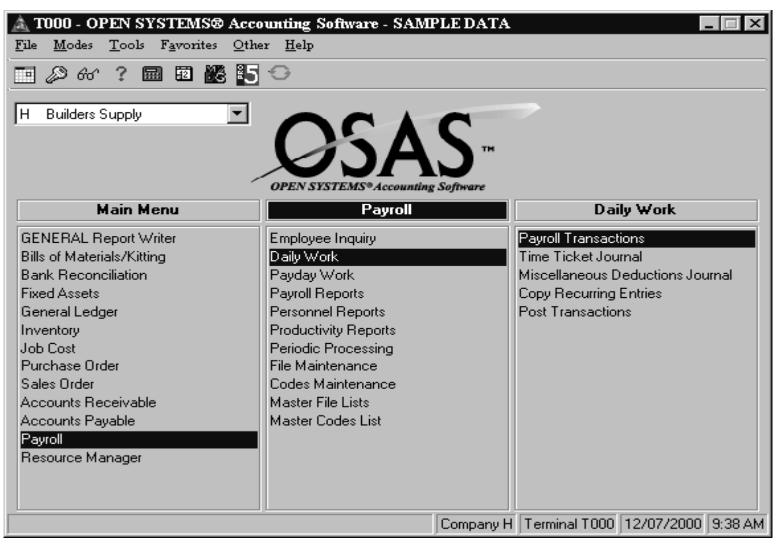
Use these functions to:

- Enter the number of hours each employee worked
- Allocate labor dollars, hours and pieces to various departments, jobs, and phases for hourly and salaried employees
- Enter miscellaneous earnings and deductions, which will appear on employee payroll checks
- Print reports as an audit trail of transactions
- Post the transactions to update pay records, department files, and the Transaction History and Job Cost files (which are both optional)

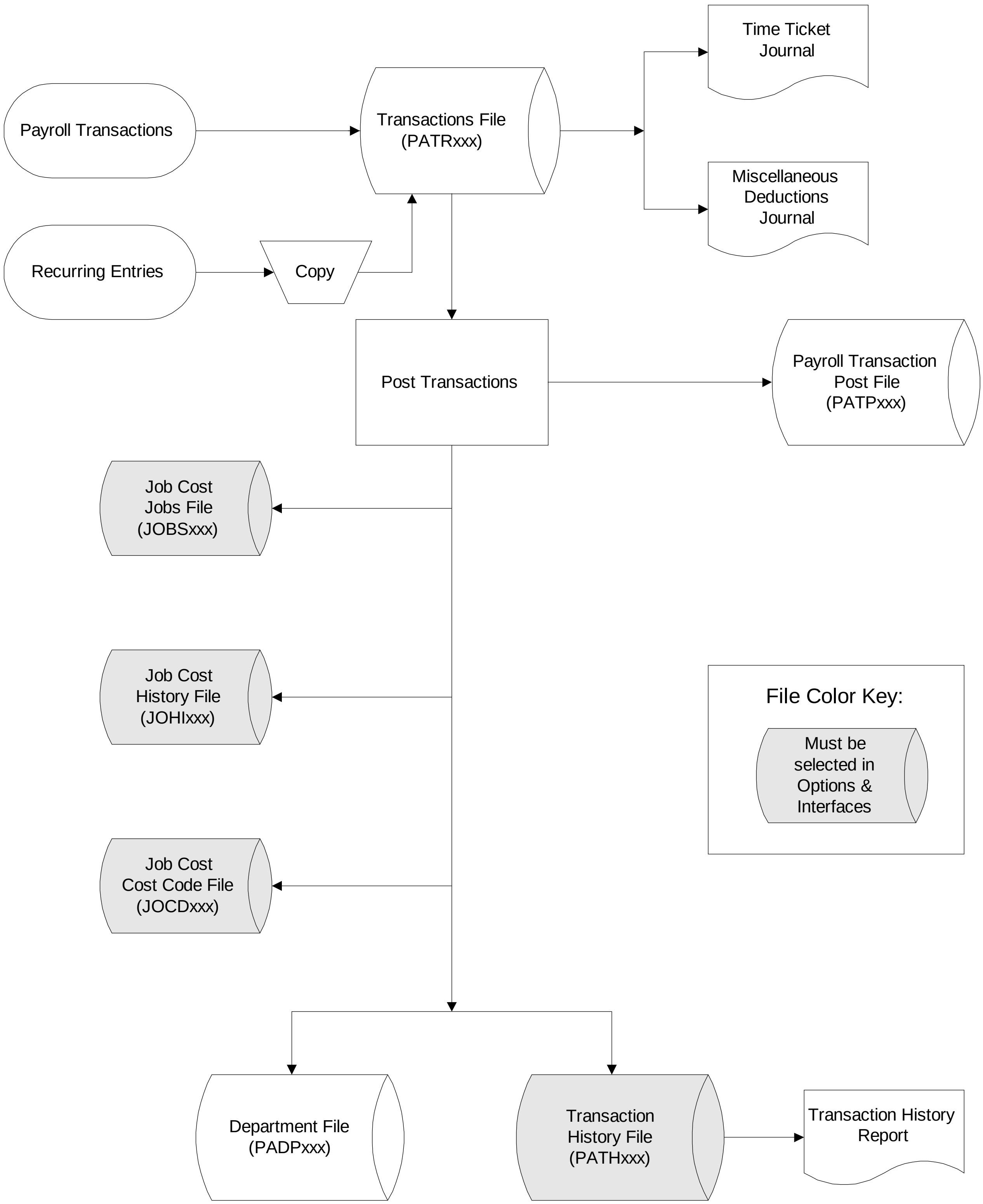
When do you enter time tickets and miscellaneous deduction entries? That depends on your schedule. You can enter them every day if necessary.

Whenever you do, you must print the journals and then post the transactions to update the employee and department records, and optionally, the Transaction History and Job Cost files. In turn, this information is used to produce the payroll checks.

Daily Work Menu Screen



Daily Work Flowchart



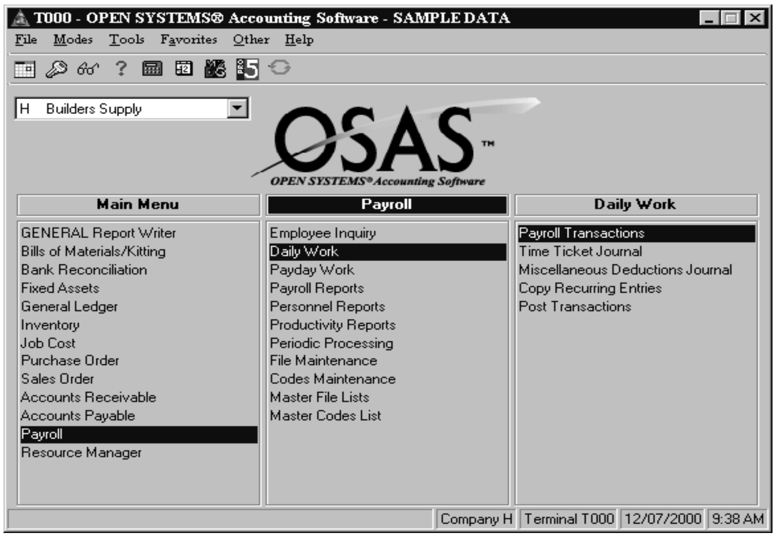
Daily Work Processing Checklist

- ☐ Enter in Payroll Transactions for hourly employees and for salaried employees, if you are tracking their hours worked.
- ☐ Copy recurring entries for hourly and salaried employees.
- ☐ Print a Time Ticket journal to verify hours entered and the recurring entries that you have copied over.
- ☐ Print a Miscellaneous Deductions Journal for any Misc. Deductions you have entered.
- ☐ **Backup data files.**
- ☐ Post Payroll Transaction.

Entering Time Ticket Transactions

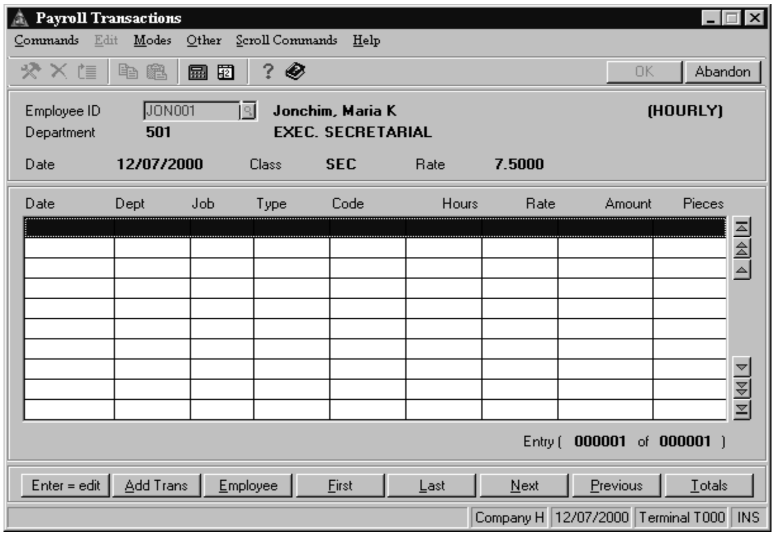
How you use the Payroll Transactions function depends on whether your employees are hourly or salaried, exempt or non-exempt, and whether you're entering a time ticket or making a miscellaneous payroll entry. The functions that you need to do your day-to-day work appears on the Daily Work menu.

Daily Work Menu Screen



Recording Time Tickets for Salaried and Hourly Employees

Payroll Transactions Screen

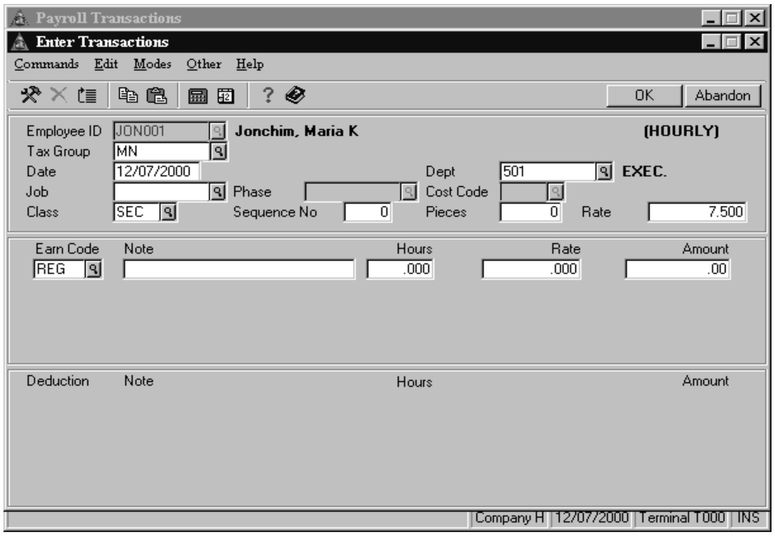


Hourly employees are paid according to the time ticket data you enter. In addition, hours, dollars and pieces are posted to the department you specify (and to the job and/or phase you specify if Payroll is interfaced with Job Cost).

Exempt salaried employees are paid according to the salary you entered in the Employee file, not according to the time you enter here. The Payroll system normally distributes salary expense for a salaried employee to his HOME department, but you can use this function to enter payroll transactions for salaried employees to distribute their salary expense to a department different from their home department. If you enter **N** in the **Exempt?** field on the Salary Information screen, *you can enter overtime pay transactions*; this will increase the pay a salaried employee receives. You can also use the Payroll Transactions function to enter other types of pay (such as bonuses), other deductions, and vacation/sick pay for salaried employees. Vacation and sick pay can either be added to or replace salary, depending on the selection you made for the field **Add or Replace Salaried Wages for Salaried Employees in Time Tickets?**, for the earning type used to set up the sick and vacation pay earning codes.

You make miscellaneous payroll entries to record other pay that employees have earned in addition to their regular pay, and other deductions that are to be withheld from paychecks. Other types of pay can include commission, tips, bonuses, and the like. Other deductions are items that are not regularly scheduled, such are one-time deductions. You define these other types of pay using the Earning Codes function on the File Maintenance menu. You set them up using the Deductions function on the File Maintenance menu.

Entering Payroll Transactions Screen



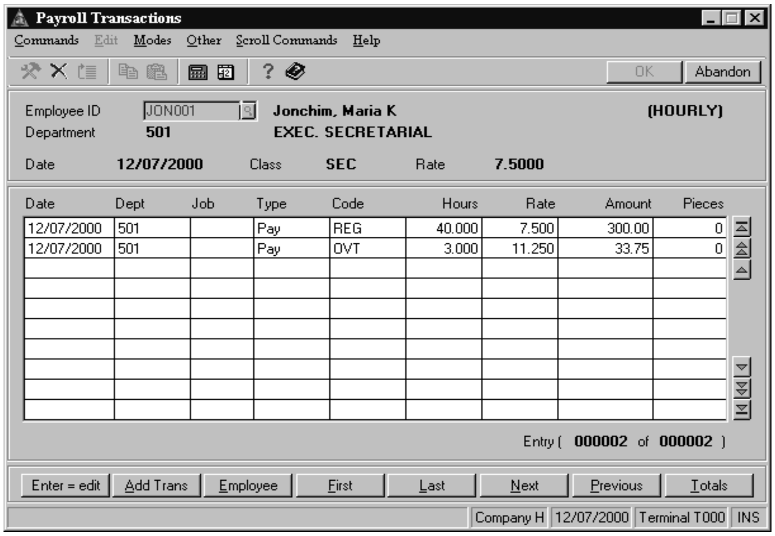
When you allocate a portion of an hourly or salaried employees earning to another department, use the Payroll Transactions function to record the distribution. In addition, to charge labor hours, dollars, and piece information to a job or phase, you must enter the data through this function.

Note

If you use Time Billing, Material & Production Management, or F.A.S.T, save time by entering hours through those applications instead of using this function.

You can also use this function to edit transactions, delete transactions, or reverse time tickets and miscellaneous entries for the current pay period that were entered in error. To edit transactions, on the Payroll Transactions screen, move the cursor to the transaction you want to edit and press **Enter**. To delete and use the **Delete** (F3) command. To reverse posted time tickets entered in error, enter the time ticket with a negative number of hours, or the miscellaneous deduction with negative amount. Then post the negative time tickets and recalculated checks. This procedure for entering corrections provides an audit trail of the change. If the checks are correct, you would post the checks. If you have already posted checks, you must use the Void Checks function on the Pay Invoices menu to void the check and reinstate the original time ticket. You can then edit the time ticket if necessary.

Salary Employee Transaction Screen



Use this function to enter time tickets to record, edit, or delete the number of hours worked by an employee. Enter miscellaneous earnings (bonus pay, commissions, tips) and nonscheduled deductions; and to allocate labor dollars, hours, and pieces to departments, jobs and phases if Payroll is interfaced with Job Cost or Contractor's Job Cost.

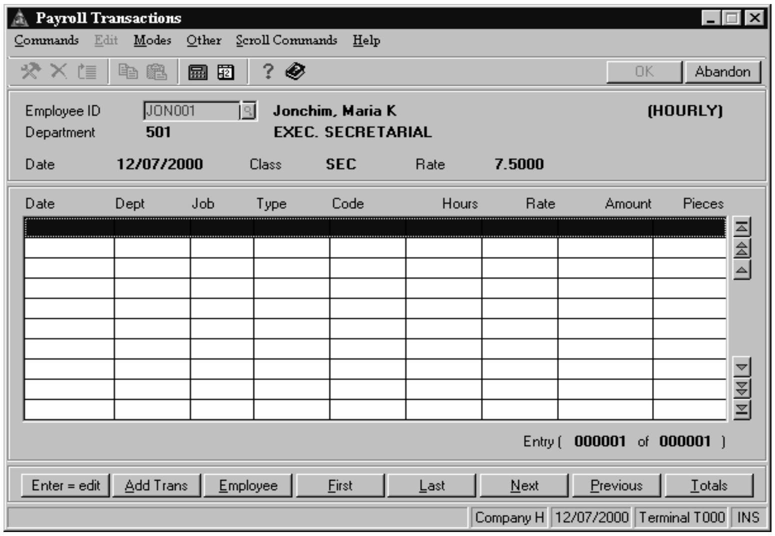
Note

You *cannot* use this function when working with last-year files.

To allocate employer withholdings to a department other than the employee's Home department, you must set the **Post Employer Taxes/Deduction to Home or Worked Department?** option to **WORKED** in the Options and Interfaces function on the Company Setup menu in Resource Manager. The employer's withholding and deductions will then be allocated to the department entered on the time ticket.

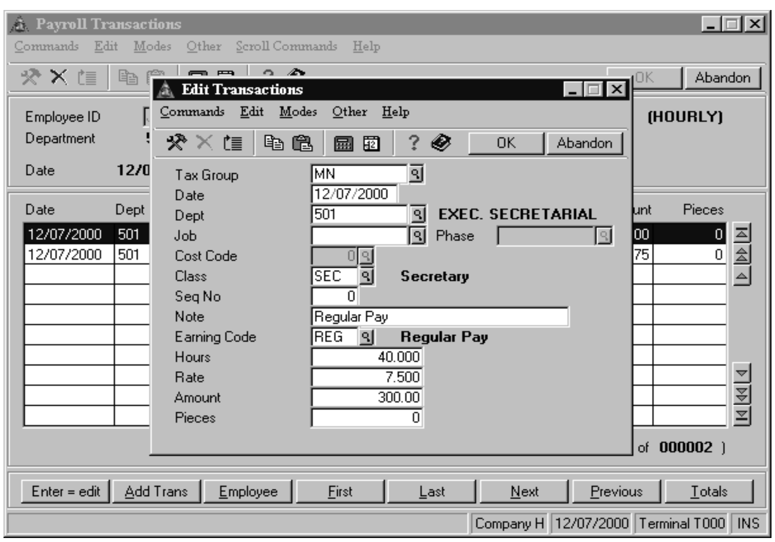
Enter the employee ID you want to record a time ticket for, or use the **Inquiry** (F2) command to select an ID from the inquiry window. You can press **Enter** begin working with the first employee record in the Employee file. If you are recording time tickets for a new employee, you can use the **Maintenance** (F6) command to set up the employee's record. After you enter the employee ID, information from the employee's record appears in the header section of the Payroll Transaction screen.

Payroll Transactions Entry Screen

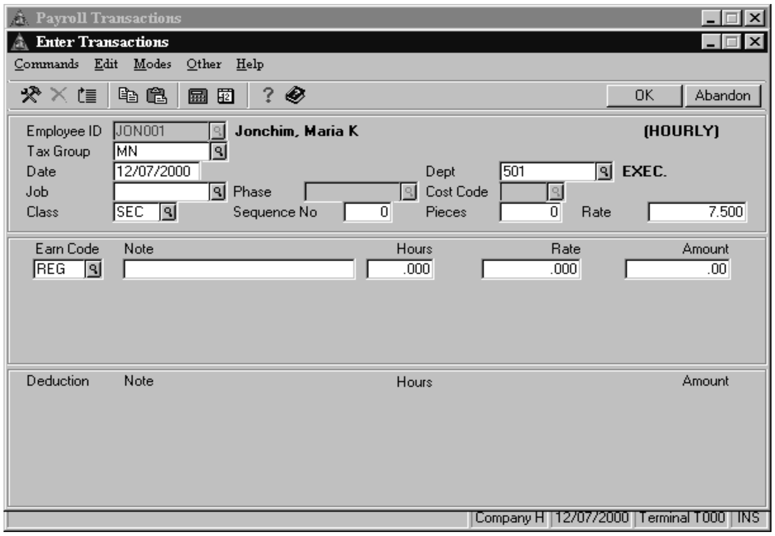


If you want to edit a transaction, place the cursor at that transaction and press **Enter**; the Edit Transactions window appears. You can edit any field for the transaction.

Edit Transactions



Hourly Employee Transaction Screen



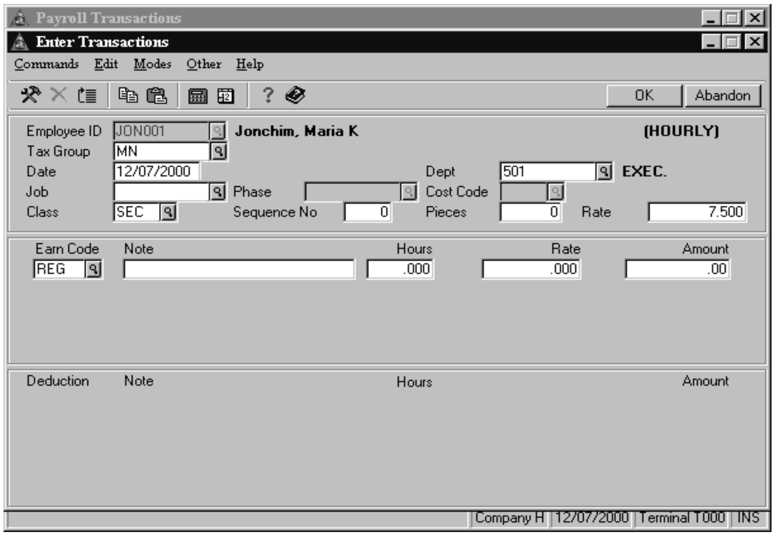
Use the **A**dd trans option from the command bar to add a transaction for the employee. The **Enter Transactions** screen appears. This screen has three sections: header, earnings, and deductions. To move between the three sections, use the **Tab** key.

If the employee works in more than one state, the **State** field in the header section defaults to the HOME state, the first state code entered in the State Tax Information section of the Tax Information screen in the Employee function. Enter the state code you want the hours on the time ticket applied to. For a salaried employee, if no time tickets are entered then the total salary amount is applied to the HOME state. You must enter time tickets in order to apply the pay amount to the other states set up for the employee. If the time tickets for a salaried employee doesn't account for all the hours worked, the remaining hours are applied to the HOME state.

Example: A salaried employee is set up with MN (Minnesota) as their HOME state. The employee is also set up for CO (Colorado) and IL (Illinois). Time tickets are entered to record 20 hours in CO and 15 hours in IL. The FREQxxx table shows that the group code for this employee works 80 hours per pay period. The pay amount is distributed to the three states as follows: 20 hours to CO, 15 hours to IL, and the remaining 45 hours is applied to MN, the employee's HOME state.

If a local code for withholding is set up in the Local Tax Information section of the Tax Information screen in the Employees function, that local code appears as the default in the Locality field. If no local taxes are set up for the employee, this field is blank.

Entering Payroll Transactions Screen



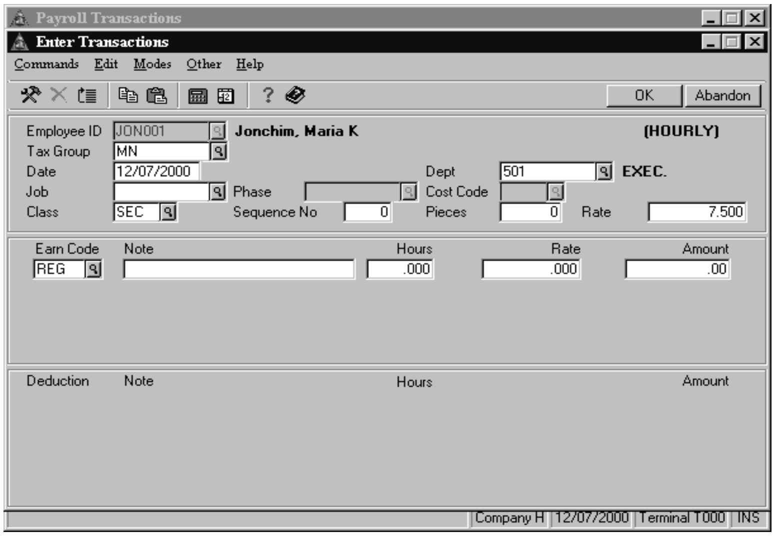
The date defaults from the system date; you can accept this date or change it. The department from the employee's record defaults in the **Dept.** field. You can accept the default or change it to the department you want the transaction amount, hours, and pieces accumulated in and the General Ledger accounts the expenses are distributed to. If you want to distribute expenses to different departments, you must enter multiple payroll transactions for the employee.

If Payroll is interfaced with Job Cost or Contractor's Job Cost, the Job, Phase, Cost Code and Pieces amounts are posted to the job and phase entered here when you select Post Transactions. If Payroll is not interfaced with Job Cost, the information in these fields can be used to sort the Time Ticket Journal and Transaction History Report. When Payroll is interfaced with Job Cost, use the Cost Code field to enter the labor code for the job.

The **Class** field information defaults from the Labor Class field in the employee's record; you can change or accept it. If you need to add a new labor class, use the **Maintenance** (F6) command.

Use the **Seq No** field to produce multiple paychecks for an employee. Transactions with the same sequence number are processed as the same paycheck. *If you enter transactions with a different sequence number, a separate paycheck is produced for those transactions.* To produce multiple checks for salaried employees, you must enter a time ticket for the regular salary with one sequence number and then enter a second time ticket with a different sequence number to produce a second check. The first time ticket entered for a salaried employee is applied to the regular salary amount by the system.

Entering Payroll Transactions Screen



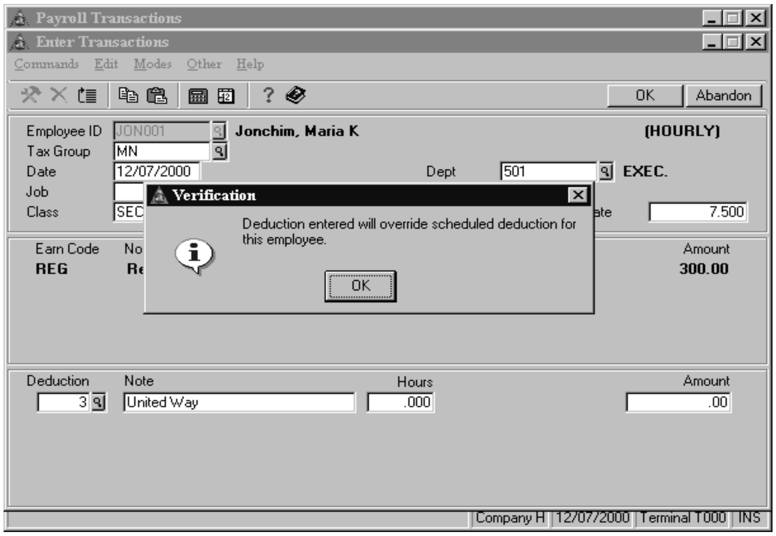
Enter the number of **Pieces**. The Pieces information is not used to calculate pay, but can be accumulated in the department record, and if Payroll is interfaced with Job Cost, you can post this information to the job.

The amount in the **Rate/Salary** field defaults from the employee's record and cannot be edited in the header section of the Payroll Transactions screen, but can be in the Enter Transaction screen.

The earning code field defaults from the employee Salary Information screen in the Employees function on the File Maintenance menu. You can change the earning code, use the **Inquiry** (F2) command to select an earning code from the Earning Codes window, or if you need to set up a new earning code, use the **Maintenance** (F6) command. When you enter time tickets for a salaried employee using earning codes set up as an earning type that replaces salaried wages, you can't pay them more than their salary amount. The difference between the pay amount calculated from time tickets entered and the salary amount in the Pay Information section of the Salary Information screen is automatically recorded with the Earning code entered in the Pay Information section of the Salary Information screen.

Entering Unscheduled Deductions

Payroll Transactions Screen

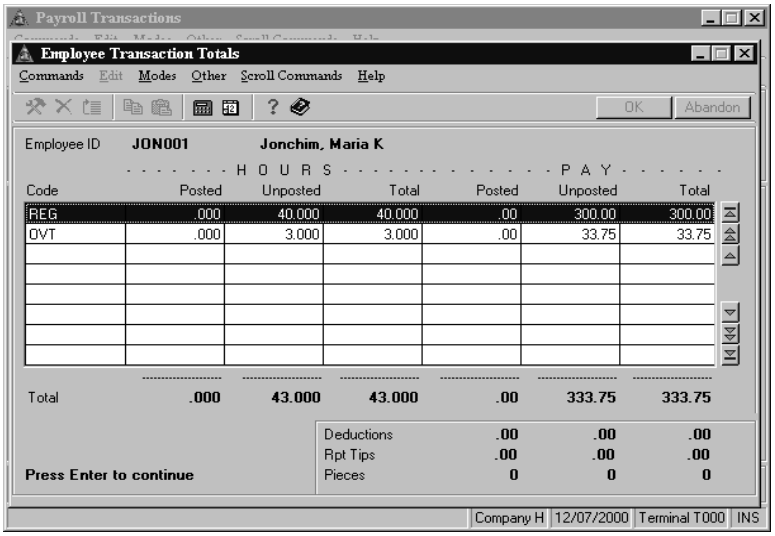


Press **TAB** to use the deduction section of the Payroll Transaction screen to record nonscheduled deductions (deductions not set up on the Salary Information screen in the Employees function on the File Maintenance menu) or override a scheduled deduction. When you enter the deduction code for a scheduled deduction in the **Deduction** field, the message **Deduction entered will override scheduled deduction for this employee** appears.

When you have finished entering time tickets and/or miscellaneous deductions for the employee, press **PgDn** to save the entries. Use the **Exit** (F7) command to return to the Payroll Transactions screen to select another employee ID.

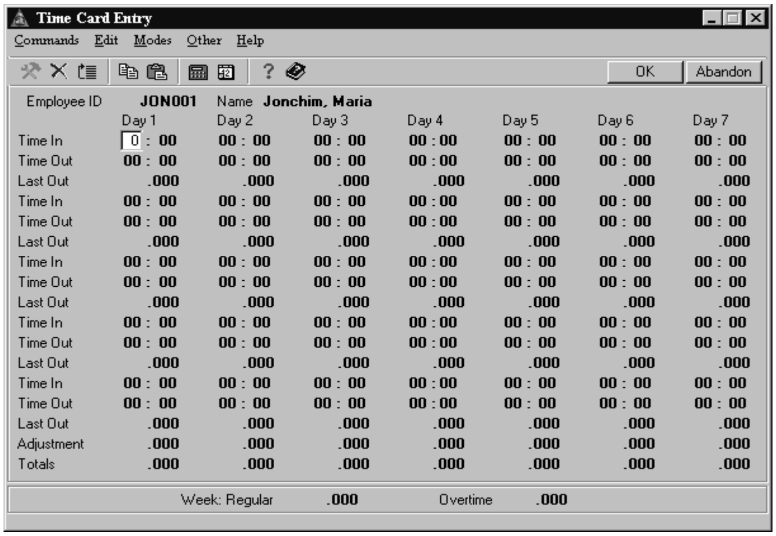
Use the **T**otal command on the command bar to view the Employee Transaction Totals window. The total hours and pay, posted and unposted, along with total deductions, reported tips, and pieces are displayed in this window. When you use the Calculated Checks function, it uses the posted transaction amounts to prepare a check(s) for the employee.

Employee Transaction Totals Screen



Using the Time Card Calculator

Time Card Entry Screen



If you are entering a time ticket for an hourly employee and the **Use time card calculator** option is set to **YES** in the Options and Interfaces function, the message **Use time card calculator?** Appears after you enter the earning code. If you select **YES**, the Time Card Entry window appears.

The time card calculator provides screens for seven days of information. You are allowed to enter in entries for each 7-day period only once. The format allows you to view the whole 7-day period at once. You can record five time-in and time-out entries per day. In ***military format***, enter the time the employee punched in the Time-In field and punch out time in the Time-Out field. For example, enter 6 p.m. as 18:00.

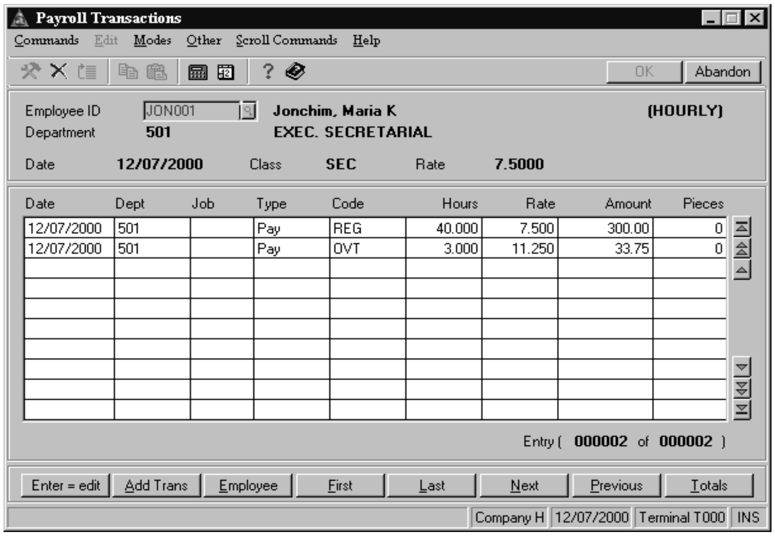
Note

You are only allowed to adjust/enter information in the time calculator **ONCE** per pay period.

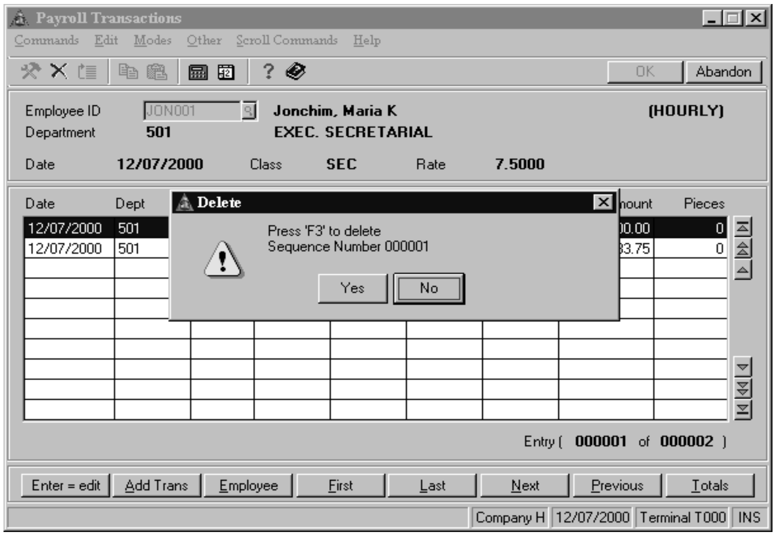
The **Last-Out** field displays the amount of time between the last Time-Out and the Time-In fields for the day. The totals for Daily, Regular, and Overtime are calculated and displayed at the bottom of the screen. The **Overtime** field is calculated based on how the TCALCxxx table is set up in the Tables function on the File Maintenance menu. You can choose to calculate overtime on a daily or weekly basis. When the hours for that period exceed the amount in the OVERTIME HOURS field in the TCALCxxx table, overtime is calculated. If an employee has an overtime amount, you must enter a separate time ticket to record overtime pay. Press **PgDn** to save your entries for each day, and then use the **Exit** (F7) command to return to the Enter Transactions screen.

The earning code multiplier and add-to-base amounts are displayed at the bottom of the screen; these amounts are set up in the Earning Codes function on the File Maintenance menu. The regular hours you entered through the time card calculator are displayed in the hour's field. The default pay rate from the Employee Salary Information screen appears in the Rate field; you can edit the rate here.

Enter Transactions Screen



Deleting Payroll Transaction



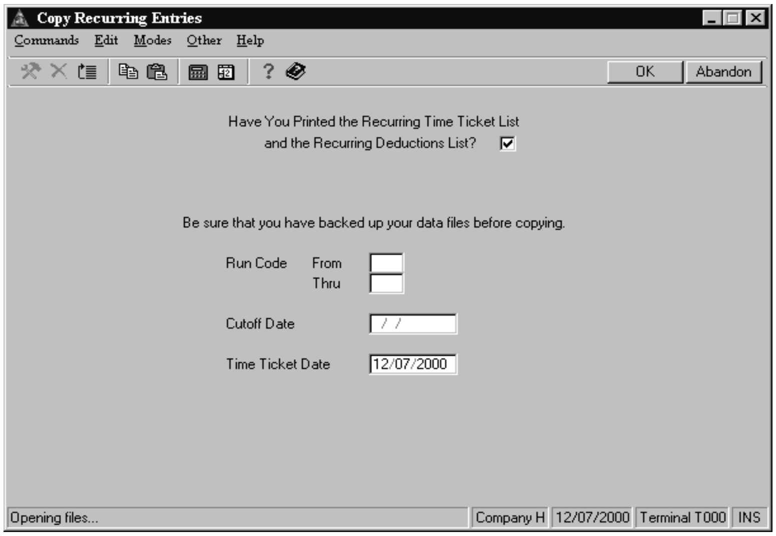
You can delete an *unposted* transaction for an employee on the Payroll Transactions screen. Move the cursor to the transaction you want to delete and use the **Delete** (F3) command. The transaction is deleted and the remaining transactions are then re-sequenced.

The Employee command returns the cursor to the Employee ID field so that you can enter the ID of the next employee you need to enter time tickets for. The **F**irst, **L**ast, **N**ext, and **P**revious commands are used with the employee ID to move through the Employee file as you enter transactions. The **F**irst command will bring up the first employee in the employee file and the **L**ast bring up the last employee in the file. The **N**ext command will bring up the employee record in the employee file after the employee you are using and **P**revious will bring up the employee record in the file before the employee you are working with.

When you have finished entering time tickets for all employees, use the **Exit** (F7) command to return to the Daily Work menu.

Copying Recurring Time Tickets

Copy Recurring Entries Screen

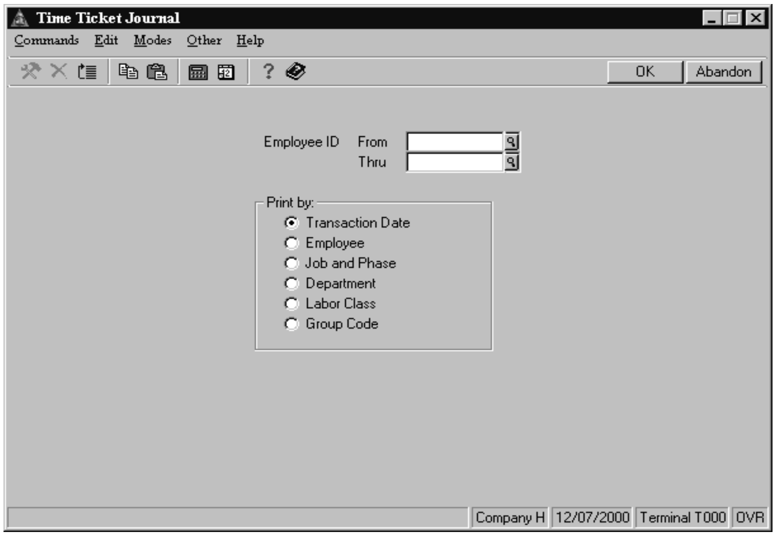


If you have set up Recurring Entries and Recurring Deductions you can copy them into the Payroll Transaction file. You would go into Payroll's Daily Work menu and choose **Copy Recurring Entries**. It will ask if you have printed the Recurring time ticket list and the Recurring deduction list, which will allow you to verify what you have entered before copying information into the Payroll Transaction file. You will also want to back up any data files before copying recurring entries/ deductions. You can enter specific Run Codes From and thru, and also a Cutoff date if it applies. Finally you will be asked to enter a time ticket date which will be the date of the transaction.

A Recurring Entries Audit Log

```
05/18/1999                           Builders Supply                          PAGE   1
2:47 PM                          Copy Recurring Entries
                                       Audit Trail

Run                 Dept.  State  Local  Job      Phase   Cost  Seq  Pay/
Code  Emp ID  ID     Code  Code   ID      ID       Code  No.  Ded    Hours   Rate   Amount
--------------------------------------------------------------------------------------------
A1    JON001  501    MN                            000   000  Pay   40.000  7.500    300.00
A1    ROS001  501    MN                            000   000  Pay   40.000  5.750    230.00
                                                                   --------          -------
                                     RUN CODE A1 PAY TOTALS         80.000            530.00

A1    JON001  501                                  000   000  Ded     .000             25.00
A1    ROS001  501                                  000   000  Ded     .000             25.00
                                                                   --------          -------
                                     RUN CODE A1 DED TOTALS           .000             50.00

C9    STO001  100    MN                            000   000  Pay   40.000  8.950    358.00
                                                                   --------          -------
                                     RUN CODE C9 PAY TOTALS         40.000            358.00

C9    STO001  100                                  000   000  Ded     .000             25.00
                                                                   --------          -------
                                     RUN CODE C9 DED TOTALS           .000             25.00
                                                                   ========          =======
                                            Grand Total Pay        120.000            888.00
                                            Grand Total Ded           .000             75.00
```

Selection Screen



Print the Time Ticket Journal for a list of the time ticket transactions you entered through the Payroll Transactions function but have not posted. Print the journal *before* you run the Post Transactions function to verify the time ticket entries. Also use it as part of your audit trail for this pay period. If you find any mistakes, select the Payroll Transactions function from the Daily Work menu to edit the transaction *before* you post the transactions. Once you post you **can not** print this journal.

Note

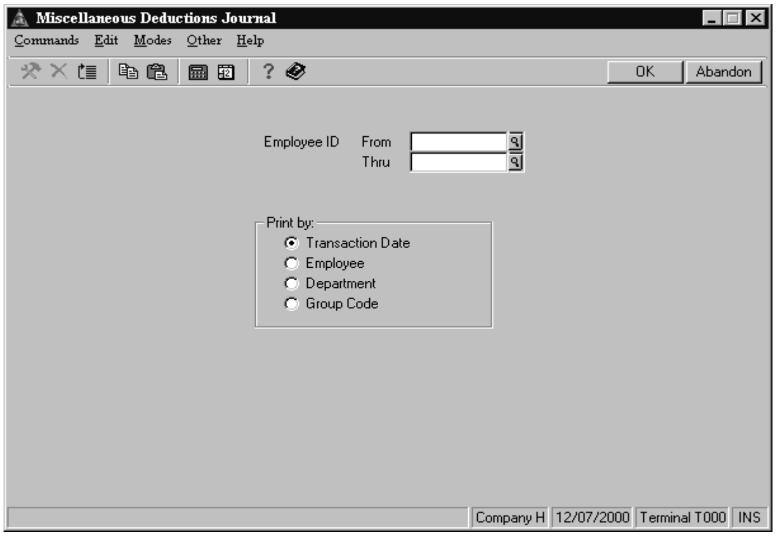
You cannot use this function when you are working with last-year files.

The Time Ticket Journal sorted by Department

```
12/08/2000                                   Builders Supply                                   Page   1
2:05 PM                                    Time Ticket Journal
                                             By Department

Employee              Type  Date       State Local Dept.  Job  Phase  Cost Class -----Earning-----   Rate    Pieces
ID     Name           Group            Code  Code  ID     ID   ID     Code Seq.  Code Description    Hours   Amount
-----------------------------------------------------------------------------------------------------------------------
STO001 Stockard, A W   H   05/18/1999 MN          100                 000  SHP   REG  Regular Pay    8.950        0
                       1                                                   000                      80.000   716.00
STO001 Stockard, A W   H   05/18/1999 MN          100                 000  SHP   OVT  Overtime Pay  13.425        0
                       1                                                   000                       4.000    53.70
STO001 Stockard, A W   H   05/18/1999 MN          100                 000  SHP   P01  Bonus          8.950        0
                       1                                                   000                        .000    50.00
                                                                                                    ----------------
                                                                   Pieces Totals                                 0
                                                                   OVT Overtime Pay                  4.000    53.70
                                                                   P01 Bonus                          .000    50.00
                                                                   REG Regular Pay                  80.000   716.00
                                                                   Department 100    Totals         84.000   819.70
OU001 Bourne, L C      S   05/18/1999 MN          500                000  Prs   P01  Bonus           .000        0
                       1                                                  000                         .000   100.00
GER001 Gerard, T G     S   05/18/1999 MN         500                 000  VP    P01  Bonus           .000        0
                       1                                                  000                         .000   100.00
JEN001 Jenkins, K M    S   05/18/1999 MN         500                      VP    P03  Cash Value      .000        0
                       1                                                  000                         .000    50.00
JEN001 Jenkins, K M    S   05/18/1999 MN         500                 000  VP    P01  Bonus           .000        0
                       1                                                  000                         .000   100.00
LUK001 Lukas, G        S   05/18/1999 MN         500                 000  MGR   P01  Bonus           .000        0
                       1                                                  000                         .000    75.00
                                                                                                 -------------------
                                                                     Pieces Totals                               0
                                                                     P01 Bonus                        .000   375.00
                                                                     P03 Cash Value                   .000    50.00
                                                                     Department 500    Totals         .000   425.00
JON001 Jonchim, M K    H   05/18/1999 MN         501                 000  SEC   REG  Regular Pay    7.500        0
                       1                                                  000                       40.000   300.00
JON001 Jonchim, M K    H   05/18/1999 MN         501                 000  SEC   OVT  Regular Pay    7.500        0
                       1                                                  000                       40.000   300.00
JON001 Jonchim, M K    H   05/18/1999 MN         501                      SEC   P01  Bonus          7.500        0
                       1                                                  000                         .000      .00
ROS001 Rossini, L A    H   05/18/1999 MN         501                 000  SEC   REG  Regular Pay    5.750        0
                       1                                                  000                       80.000   460.00
ROS001 Rossini, L A    H   05/18/1999 MN         501                 000  SEC   P01  Bonus          5.750        0
                       1                                                  000                         .000    50.00
                                                                                                   -----------------
                                                                    Pieces Totals                                0
                                                                    P01 Bonus                         .000    50.00
                                                                    REG  Regular Pay               160.000  1060.00
                                                                    Department 501    Totals       160.000  1110.00
                                                                                                   =================

                                                                              Pieces Totals                      0
                                                                              OVT Overtime Pay       7.000    87.45
                                                                              P01 Bonus               .000   475.00
                                                                              P03 Cash Value          .000      .00
                                                                              REG Regular Pay      200.000  1476.00
                                                                              Grand Total          207.000  2038.45
End of Report
```

Miscellaneous Deductions Journal

Selection Screen



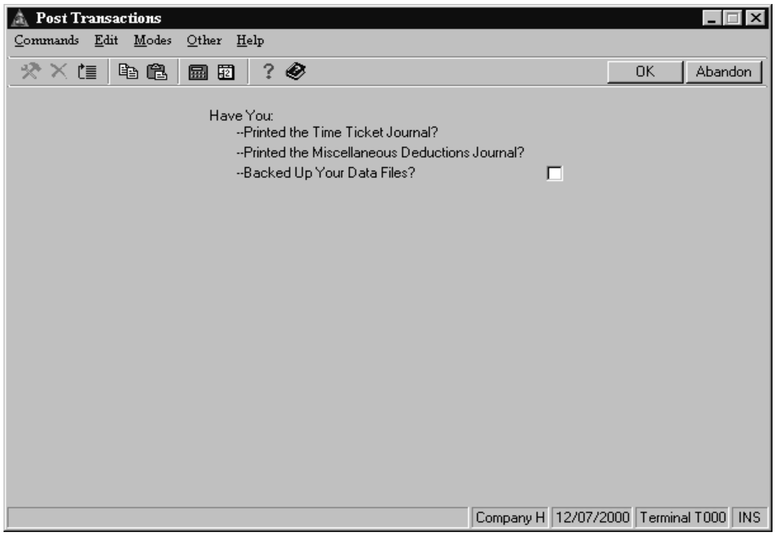
Unscheduled deductions entered through the Payroll Transactions function but not posted are listed in the Miscellaneous Deductions Journal. Print the journal before you run the Post Transactions function to verify the time ticket entries for nonscheduled deductions and as part of your audit trail for the pay period. Once you post, you **will not** be able to print this journal.

This is an example of the Miscellaneous Deductions Journal.

```
05/18/1999                              Builders Supply                                    Page    1
2:39 PM                          Miscellaneous Deductions Journal
                                          By Department

Employee              Type Group Date       Dept.  -----Deduction---       Hours      Amount  Note
ID     Name                                        Code Description
-----------------------------------------------------------------------------------------------------------

BOU001 Bourne L C         S   1    05/18/1999 500    005  Dues                .000       25.00  PROF ASSOC
                                                        ----------------------------------------
                                                     005  Dues                .000       25.00
                                                     Dept. 500    Totals      .000       25.00

JON001 Jonchim M K        H   1    05/18/1999 501    003  United Way          .000         .00  SPECIAL CASE
JON001 Jonchim M K        H   1    05/18/1999 501    001  Medical Ins         .000       10.00  SPECIAL FEE
                                                        ----------------------------------------
                                                     001  Medical Ins         .000       10.00
                                                     003  United Way          .000         .00
                                                     Dept. 501    Totals      .000       10.00

                                                        ========================================
                                                     001  Medical Ins         .000       10.00
                                                     003  United Way          .000         .00
                                                     005  Dues                .000       25.00
                                                     Grand Total              .000       35.00

End of Report
```

Posting Time Ticket Transactions

Posting Transactions



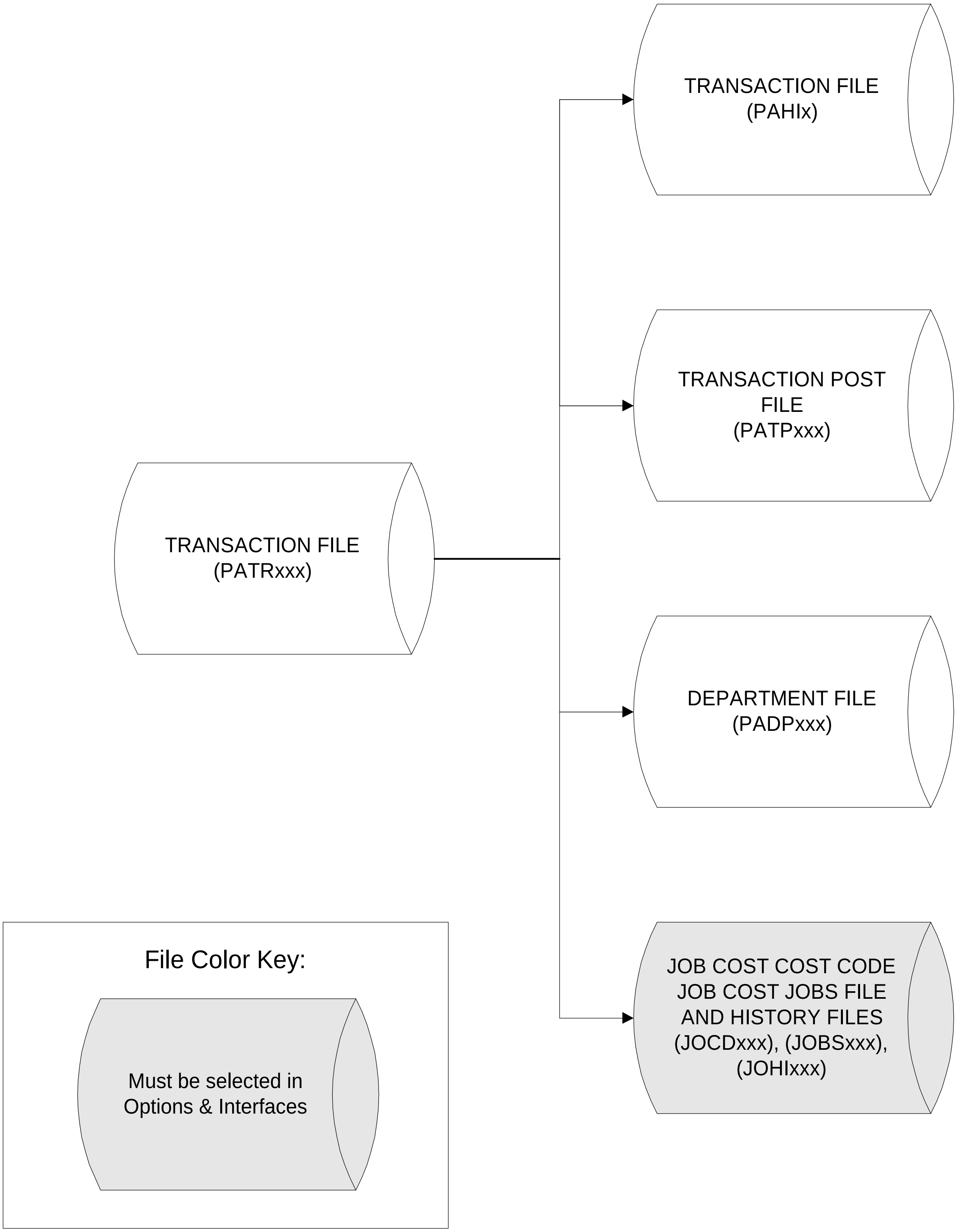
This function transfers summarized time ticket and miscellaneous payroll entry information from the Transaction file to the Transactions Post file. The Department file is updated with the number of hours and pieces and the amount of expenses on the time tickets. If Payroll is interfaced with Job Cost, the job and phase records are updated with the labor expense amounts and hours.

If you selected **YES** for the **Save Payroll transaction history?** option, the Transaction History file is updated with the detail from the time tickets and miscellaneous payroll entries entered through the Payroll Transaction function. (The detail information entered for time ticket transactions is not posted to the Transactions Post file during the post. Only the summary information needed to produce paychecks is transferred to the Transactions Post file.)

The Transactions file is erased when the post is completed to prepare for the next group of time ticket and miscellaneous payroll transactions. (The Post Transactions screen prompts you to print the journals before you post; after you post, the information is no longer available.)

The posting log lists the total hours and wages posted to the Department file, the Transaction Post file, and the Transaction History file.

Post Transaction function File Interaction:

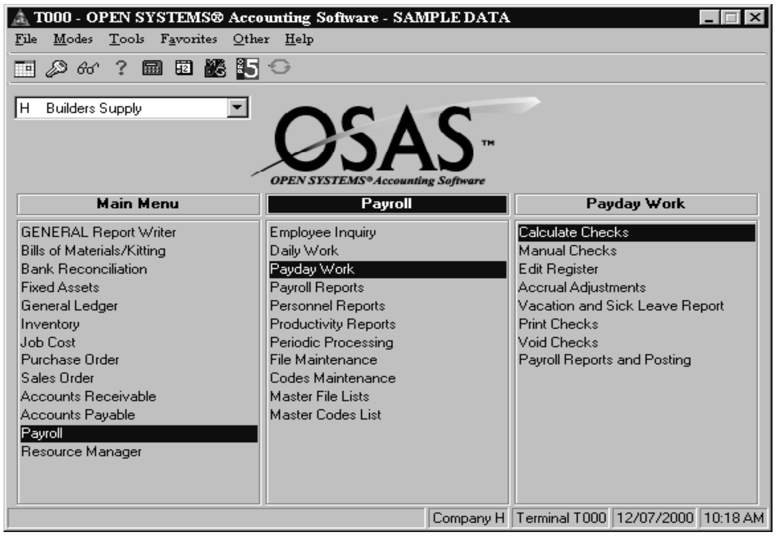


Transaction Posting Log

```
12/08/2000                                Builders Supply                                PAGE   1
2:50 PM                                  Payroll  Posting


 Pay or Deduction              --- Total Posted ---
Code    Description              Hours          Wages
-----------------------------------------------------


OVT     Overtime Pay             4.000          53.70
P01     Bonus                     .000         475.00
P03     Cash Value                .000          50.00
REG     Regular Pay            240.000        1776.00
                             ------------------------
        EARNING TOTALS         244.000        2354.70

001     Medical Ins                             10.00
003     United Way                                .00
005     Dues                                    25.00
                             ------------------------
        DEDUCTION TOTALS                        35.00


End of Report
```

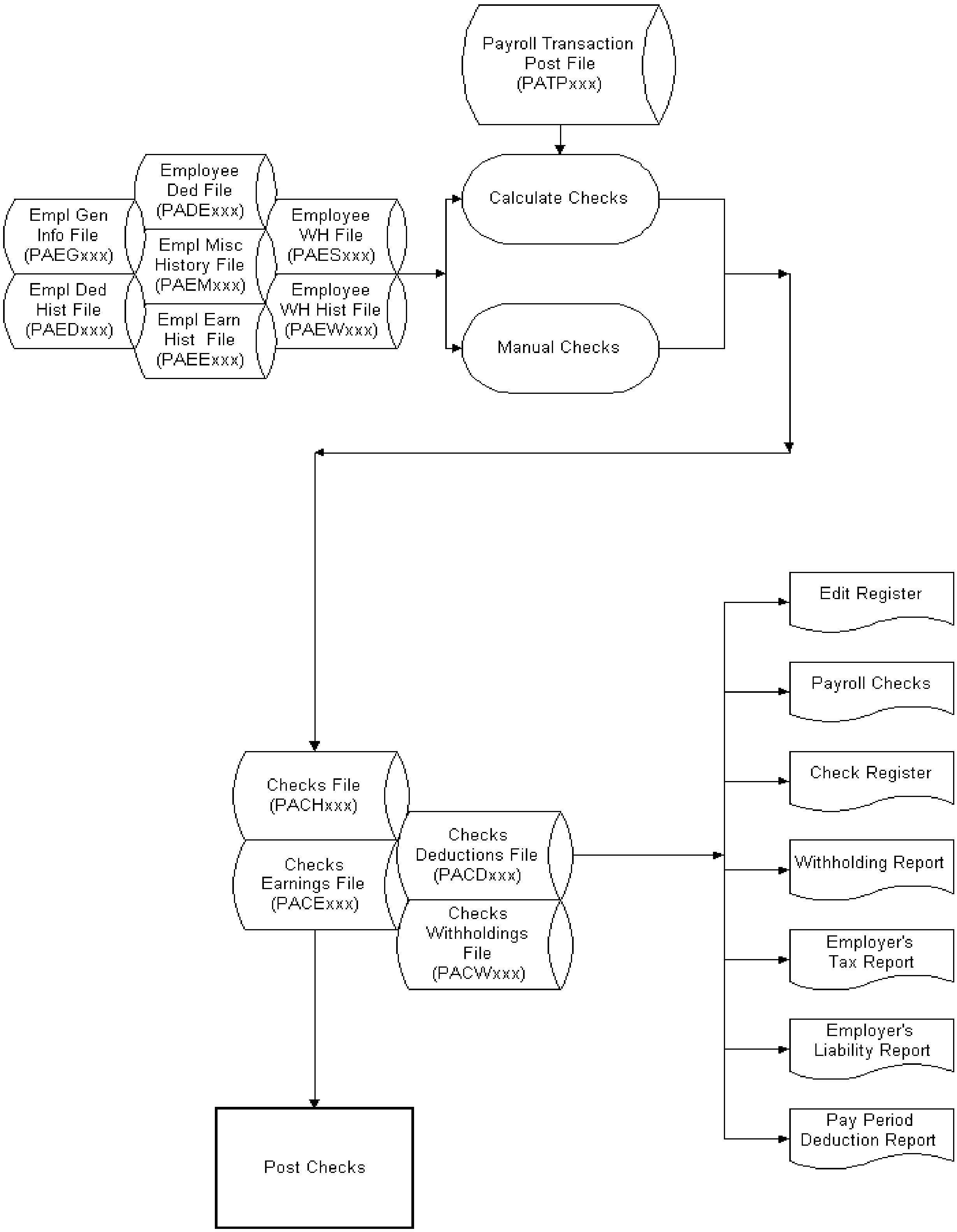
Payday Work 7

Payday Work Menu



Use the functions on the Payday Work menu after you use the functions on the Daily Work menu to enter and post time tickets. Select the Payday Work functions in the order they typically appear on the menu. The Manual Checks and Void Checks functions are used as needed. The Void Checks function can be used to void posted checks.

Payday Work Flowchart



Payday Work Checklist

When payday rolls around for a group of employees, follow these steps to calculate and print their regular paychecks.

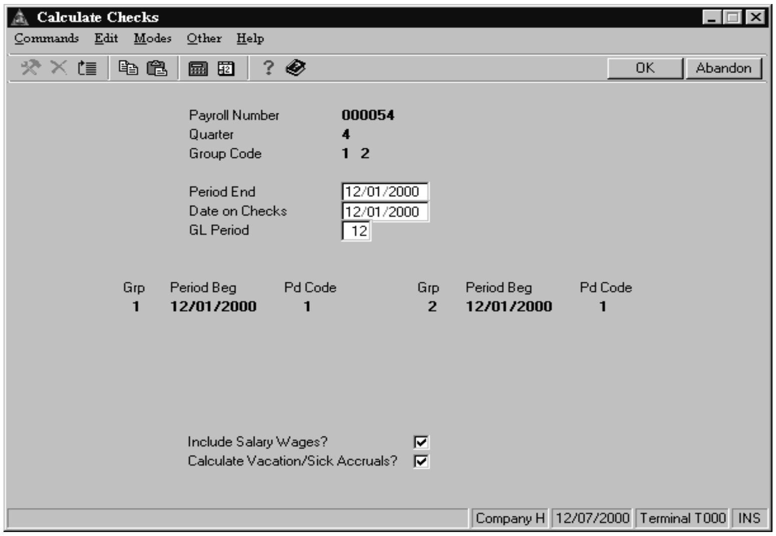
- ☐ Make sure that you have entered and posted all the payroll transactions for the group of employees.
- ☐ Use the Calculate Checks function to calculate the earnings and deductions for each employee. If you need to produce manual checks in addition too regular payroll checks, use the Manual Checks function.
- ☐ Print the Edit Register and make sure that the payroll is correct.
- ☐ If you have the option **Automatic Accrual of Vacation/Sick Time?** set to **YES**, print the Vacation and Sick Leave Report and verify the amounts accrued for vacation/sick leave this pay period. Use the Accrual Adjustments function to make changes in the amounts of sick and vacation time accrued for this pay period.
- ☐ Print the paychecks.
- ☐ Print the Check Register and save it as a record of the check numbers you issued this pay period.
- ☐ Print the Paycheck Received Report, Withholding Report, the Employer’s Tax Report, and Employer’s Liability Report, and the Pay Period Deduction Report for a record of your employee’ withholding and deductions and your company’s tax (FUTA, FICA, and SUI) liabilities for this pay period.
- ☐ **Back up the files.** Then post the checks to update the Employee History, Department and (optional) Check History files, and to post entries to General Ledger and Bank Reconciliation if they are interfaced.

The payday log below will help you control the steps in the payday process. Photocopy the log and keep it near the terminal that you use for payroll processing. Simply initial and date each of the steps on the log as you complete them. Consult the log before you begin the process for the next pay period to make sure that the previous process was completed.

PAYDAY LOG

	1	2	3	4	5
Pay Period End Date					
Group Code					
Period Codes					
Manual Checks(M), Calculate Checks(P), or Both (B)					
Edit Register					
Print Checks					
Check Register					
Withholding Report					
Employer’s Tax Report					
Employer’s Liability Report					
Pay Period Deduction Report					
Back Up Data Files					
Post Checks					

Calculate Checks

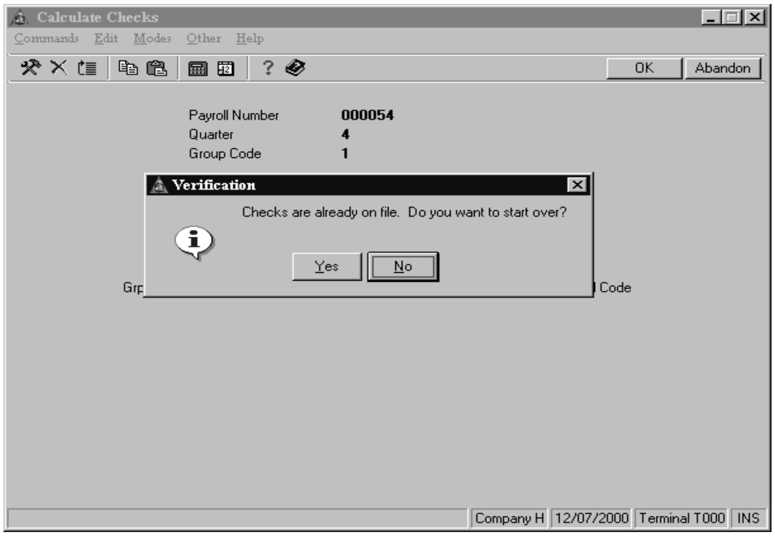


To calculate checks from the time tickets entered and posted in Daily Work and calculate checks for salaried employees, select Calculate Checks from the Payday Work menu. This function uses the information in the Transactions Post file and the information entered in the Employees function to calculate taxes and deductions and create records in the Checks, Checks Deductions, Checks Earnings, and Checks Withholding files to produce paychecks. A Calculate Checks Log is printed to the device you select.

Note

Do not use this function if you have entered manual checks or your manual checks **will be deleted**. Instead, proceed with the Edit Register function and the Print Checks function if you want to print the manual checks. Then run the remaining functions on the Payday Work menu. When you finish these steps, you can run the Calculate Checks function to calculate checks automatically.

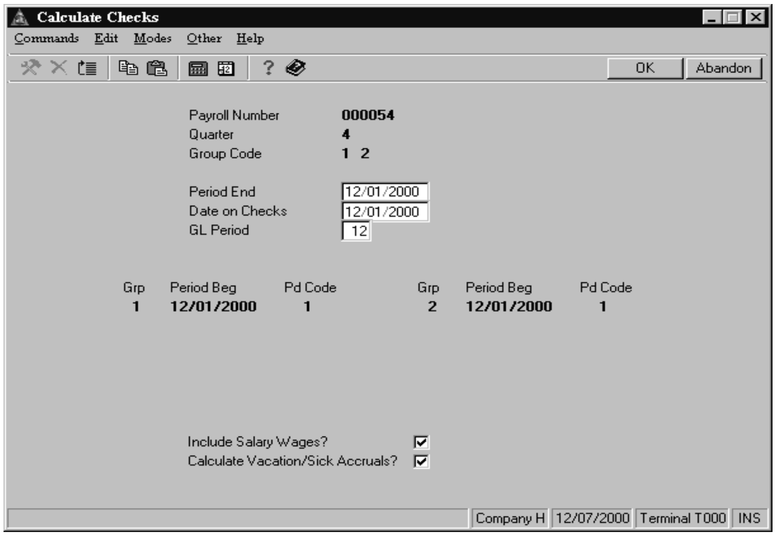
Calculate Checks Screen



When you enter the Calculate Checks function, the message **Checks are already on file. Do you want to start over?** might appear. If you select **YES** to start over, the check information in the check files *will be erased*. If this is the first time you have used this function for this pay period, print an Edit or Check Register to review the checks in the file. If the check information is from the previous pay period, the Post Checks function was not run for that period and the information for these checks has not updated the payroll or general ledger files. You must use the Post Checks function before calculating checks for the current pay period or this information will be lost.

After calculating checks, if you have entered and posted time tickets to correct a mistake you discovered after printing the edit register for this pay period, you will want to select **YES** at the prompt **Checks are already on file. Do you want to start over?.** The checks will be recalculated using the correct time ticket information. (*If you had also entered checks through the Manual Checks function, they will be erased when you select YES to start over and the manual checks will have to be re-entered*.)

Calculate Checks Screen



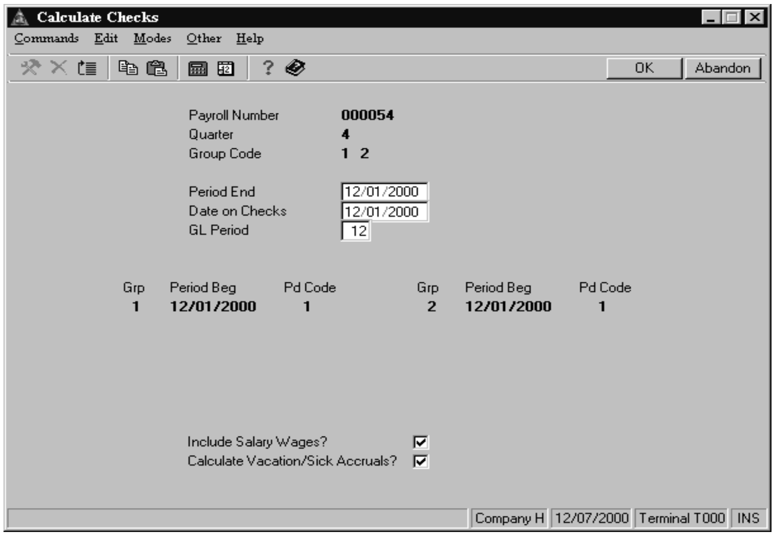
When you posted transactions, the payroll transaction entries were summarized and transferred to the Transactions Post file. The Calculate Checks function uses the data in this file and the salary information in the Employee General Information, the Employee Deductions, and the Employee Federal/State/Local Withholdings files to calculate pay data, taxes and deductions, and to build the Checks, Checks Deductions, Checks Earning, and Checks Withholdings files in preparation for check printing. When you select the Calculate Checks function, the Payroll system calculates the earnings, deductions, taxes, and net pay for each paycheck.

Deductions set up to be calculated on GROSS PAY for the pay period are calculated first and in the order they are listed on the Scheduled Deductions screen in the Employees function. Withholdings are calculated next and then deductions set up to be calculated on NET PAY for the pay period are calculated in the order they are set up on the Scheduled Deductions screen in the Employees function.

The **Payroll Number** and **Quarter** from the PACTLxxx table are displayed on the Calculate Checks screen. If the date you enter for the date on the checks is outside the quarter, the following message appears for the fourth quarter: **Check Date Must be Between 10/01/00 and 12/31/00**. If you need to make an adjustment to a prior quarter, change the quarter in the PACTLxxx table temporarily.

You can enter 10 different group codes (0-9) if you want to prepare checks for employees in different groups. For each group code, the period beginning date and the last period code, **Pd Code**, used for the group code are displayed from the **PERSTxxx** table.

Calculate Checks Screen



Enter the period end date, date on checks, and GL period you want the check information to post to. Each group code entered is displayed in the Grp field. Enter the period beginning date and the pay period code you are calculating checks for.

Enter a period code (**Pd Code**) between 1 and 5 to indicate which scheduled deductions to take out for the pay period. The **Pd Code** field corresponds to the 12345 codes in the Scheduled Deductions section of the Salary Information screen in the Employees function. Scheduled deductions are calculated based on the period code entered here and the period code(s) set up for the scheduled deduction in the 12345 field in the Scheduled Deduction section of the Salary Information screen. If you enter 6 for the period code, no deductions will be taken out of the check since no deductions can be set up for pay period code 6.

If you want paychecks to be calculated for salaried employees in the group code(s) entered, select **YES** for **Include Salary Wages?**.

If the **Automatic Accrual of Vacation/Sick Time?** option is set to **YES** in the Options and Interfaces function on the Company Setup menu in Resource Manager, the **Calculate Vacation/Sick Accruals?** option also appears on the Calculate Checks screen. Select **YES** if you want the Payroll system to calculate accrued sick and vacation leave for this pay period.

Note

If you are calculating multiple checks for employees, the system will calculate sick and vacation accrual amounts for each check calculated for the employee. Print the Sick Leave and Vacation Report to verify the accrual amounts, then use the Accrual Adjustments function to adjust the sick/ vacation time accrued in this pay period.

A log is printed when you use the Calculate Checks function. Review the log to make sure no errors were generated during the calculate checks process. Save the log as part of your audit trail for this pay period.

The Calculate Checks log

```
12/08/2000                                  Builders Supply                             Page    1
2:10 PM                                    Calculate Checks

Group Codes  1 2
Period End     05/04/1999
Date on Checks 10/01/1999
GL Period       7

Grp  Period Beg  Pd Code              Grp  Period Beg  Pd Code
 1   04/21/1999    1                   2   05/04/1999    1

   Calculate Checks Totals
SAL  Salaried Wage                             23050.00

Gross Pay                                      23050.00
Net Pay - Checks                               15606.54
Number of Employees                                   4
Number of Checks                                      2
Number of Vouchers                                    3

End of Report
```

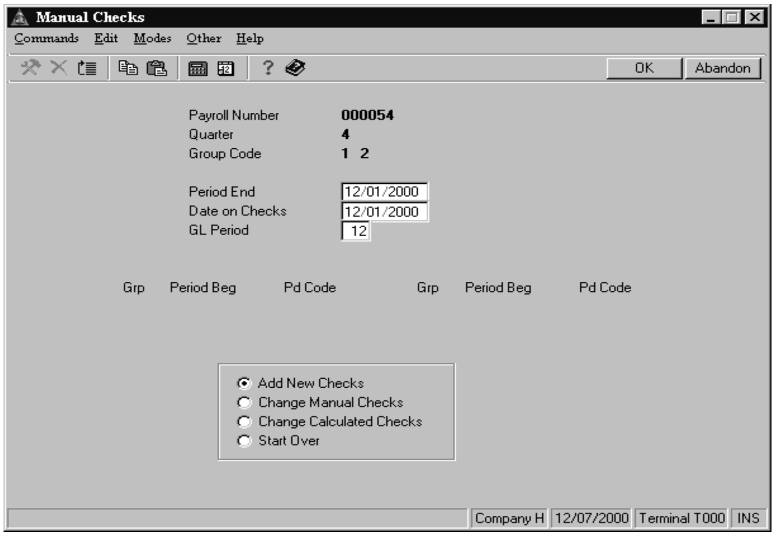
Entering Manual Checks

Whenever you need to produce payroll checks outside the normal payroll cycle (for example, if you need to produce a check for a terminated employee or an employee going on vacation) use the Manual Checks function. You can also use the Manual Checks function to change deductions and withholding (but not earnings) for a calculated check that is already in the Checks file. Calculated and Manual Checks can be processed in the same batch. If you want to process calculated and manual checks together, **use the calculate checks function first**.

The procedure for entering manual checks is similar to the one for regular payroll checks:

1. Using the Manual Check function, enter all the manual checks you want to record at one time.
2. Print and check the Edit Register.
3. If you answered **YES** to the **Do you wish to accrue vacation/sick leave for this employee?**, print the Sick and Vacation Leave Report to verify the sick and vacation leave accrual amounts for these manual checks. Use the Accrual Adjustments function to edit the vacation/sick leave amounts.
4. Print the manual checks. You can skip this step if you're just recording checks you've already written manually.
5. Print the Check Register.
6. Print the Withholding Report.
7. Print the Employer's Tax Report.
8. Print the Employer's Liability Report.
9. **Back up your data files.**
10. To update the Department, Employee History, and Check History files (and the Transaction file in Bank Reconciliation and the Journal file in General Ledger if they are interfaced with the manual checks information, use the Post Checks function.

Manual Checks Screen



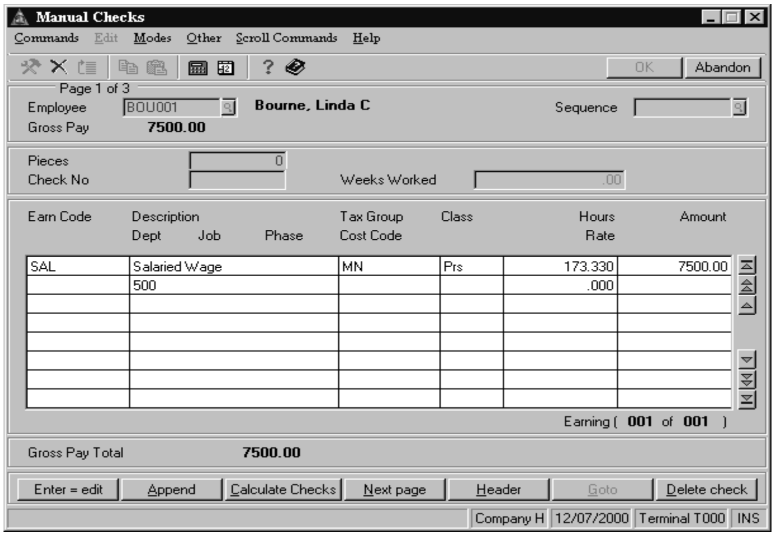
If you have used the Calculate Checks function, the Payroll Number, Quarter, Group Code, Period End, Date on Checks, and GL Period information entered when you calculated checks appears on the screen.

When you have calculated checks or previously entered manual checks, select the option to use;

Select	Description
1	to enter a new manual check
2	to edit a manual check that has already been entered
3	to edit deductions and withholding information for a calculated check
4	to erase the checks in the Checks file and start over

If you haven't calculated checks or previously entered manual checks, enter the Payroll Number, Quarter, Groups Code(s), Period End, Date on Checks, and GL Period information. As with the Calculate Checks function, you can enter multiple group codes to enter manual checks for employees assigned different group codes.

Manual Checks Screen



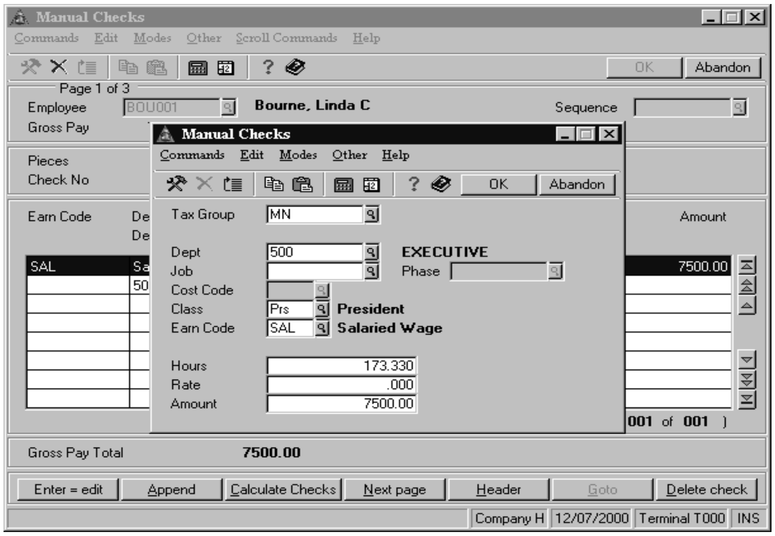
If you choose option 1 or 2 on the Manual Checks selection screen, the first of three Manual Checks screens appears. Use this screen to enter and edit earning codes for manual checks. You can calculate or delete manual checks from this screen. You cannot edit or add earning codes to a calculated check.

Enter the employee ID for the check, or use the **Inquiry** (F2) command to select the ID from the Payroll Employees window. If you are using the option 2 to change or delete an unposted manual check, the cursor stops at the **Sequence** field. Use the **Inquiry** (F2) command to select the check you want to edit. The sequence number in this field refers to the sequence number of the check record in the Checks file - not the sequence number entered through the Transaction function.

If entering more than one check for an employee you have the option to print one or two checks. If you leave the sequence number identical it will print both check entries on the same check for that employee. If you give each check an unique sequence number two checks will print. An example of this would be any commission, bonus, or expense checks.

The gross pay appears for the check. If you enter the check after it was issued to the employee, enter the check number. If you do not enter a check number, the check number is assigned automatically when you use the Print Checks function. If you do enter a check number, no check will print out when you go through the print check function.

Manual Checks Screen



When you use **Enter** to edit or **A**dd an earning code, the Manual Checks window appears. If you are adding an earning code, the information for State, Locality, Dept., Class, Earn Code, and Rate fields default from the employee record. You can edit any of these fields. After editing or adding an earning code, use the **C**alculate check option to calculate the pay amount, deductions, and withholdings.

When you use the **Exit** (F7) command the check record still remains in the check file. Use the **D**elete check command to delete the entire check.

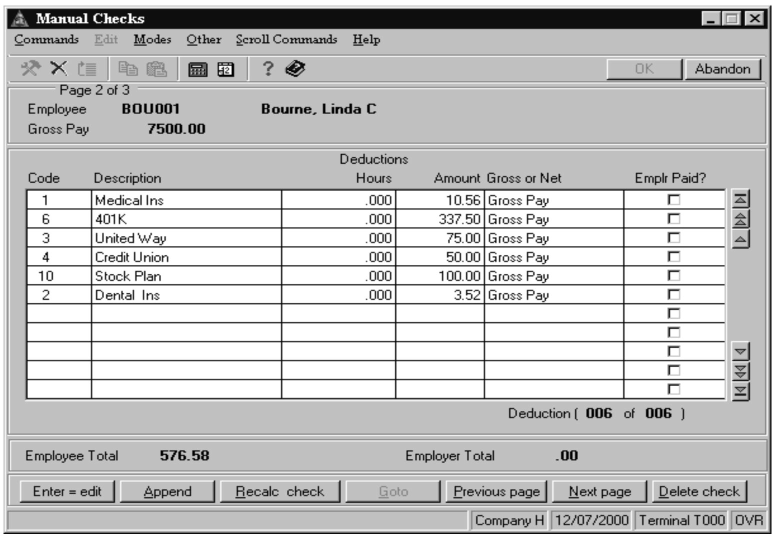
Use the **N**ext page option to move to the Deduction screen. You can edit the Hours and Amount fields for a deduction by placing the cursor at the deduction and pressing **Enter**.

To add deductions on this screen, use **A**ppend. Enter the deduction code or use the **Inquiry** (F2) command to select a deduction from the list that appears. Enter any hours associated with this deduction and/or the amount.

To recalculate the withholdings for the check, use the **Recalc** check command. If you edit a deferred deduction, the withholdings will be recalculated when you use the **R**ecalc option.

You cannot delete a deduction; you can only edit the hours and amount to be zero. If you edit the amount of a deferred deduction, remember to use the Recalc check function to update the withholdings. To delete the entire check record from this screen, use the **D**elete check option.

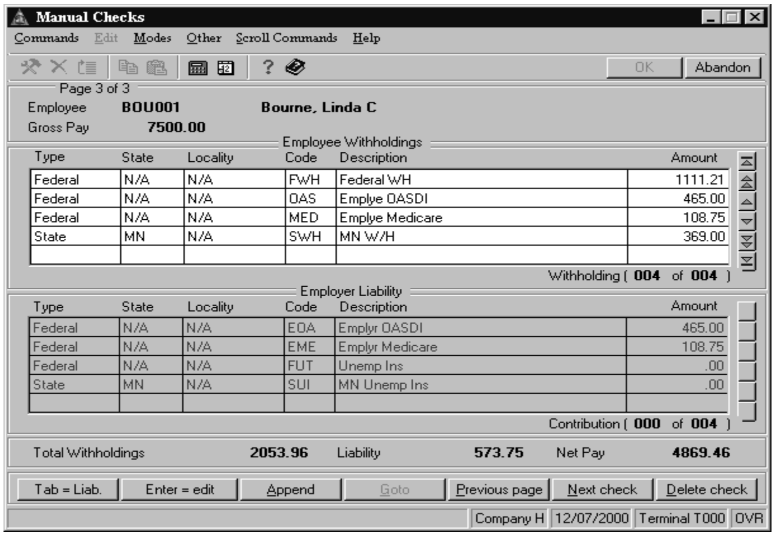
Manual Checks Deduction Screen



Use the **N**ext page command to move to the third screen for employee and employer withholdings.

The third screen has two sections: Employee Withholdings and Employer Liability. Use the **TAB** key to move between the two sections. When you press **Enter** to edit a withholding or liability, you can edit only the amounts. Press **A**ppend to add a withholding. The option to delete the entire check is also available on this screen.

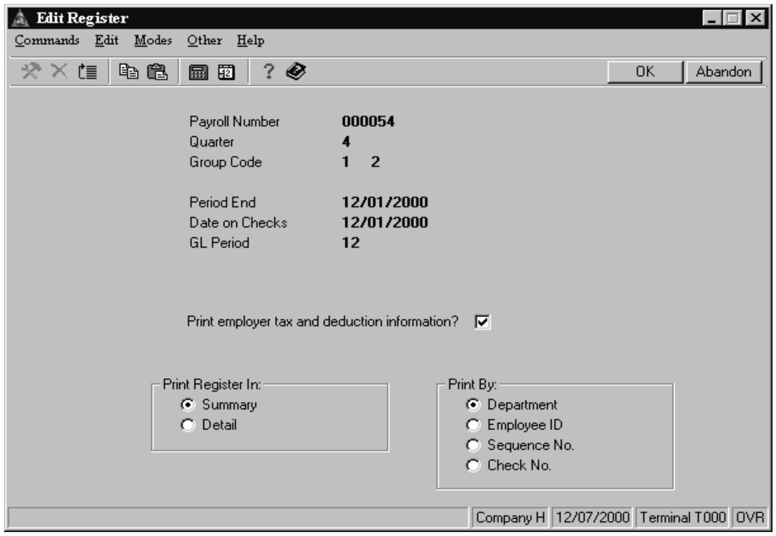
Manual Checks Withholdings Screen



After using the Manual Checks function to add new checks, edit manual checks, or change calculated checks, print the Edit Register to verify the changes.

Edit Register

Selection Screen



This register shows the earnings, deductions, and taxes withheld for the checks calculated by the Calculate Checks function. Before printing checks, use this register to verify the paycheck amounts for hourly and salaried employees. If you find incorrect information calculated for the paychecks, enter correcting transactions and post them; then recalculate checks and re-print the Edit Register until the checks on file are correct.

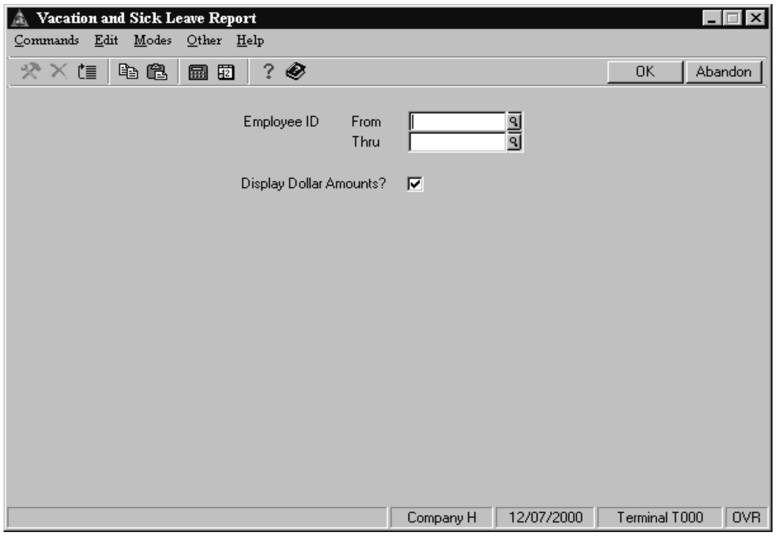
Depending on the incorrect calculation, you may need to change the employee’s setup information in the Employees function on the File Maintenance menu. The earning code entered in the employee record is the earning code used by the Payroll system to record the pay for salaried employees. If you find manual check entries with incorrect information, use the Manual Checks function to correct them.

The Edit Register printed in detail

```
12/08/2000  Group Codes  1 2                    Builders Supply                                    Page   1
1:11 PM     Periods      1 1                Edit Register - Detail
                                       For Pay Period Ending 05/04/1999
                        --------- Earnings --------- ---------- Withholdings ---------  -------- Deductions -------
Employee                                       Salary or
ID         Soc Sec No.  Code Dept  Hours     Wages     Type/Code  Description   Amount   Code Description   Amount
-----------------------------------------------------------------------------------------------------------------

Bourne, Linda C         SAL  500   173.330   7500.00  FED /FWH   Federal WH    1125.63  1 Medical Ins      10.56
BOU001    459-30-1099                                 FED /OAS   Emplye OASDI   465.00  6 401K            337.50
 Gross Wages     7500.00                              FED /MED   Emplye Medicare 108.75  3 United Way       75.00
 Net Pay         4804.09                              MN/ /SWH   MN W/H         419.95  4 Credit Union     50.00
 Check Amount    4804.09                                                               10 Stock Plan      100.00
                                                                                        2 Dental  Ins       3.52

Gerard, Timothy G       SAL  500   173.330   5550.00  FED /FWH   Federal WH     477.23  6 401K            150.00
GER001    468-22-4819                                 FED /OAS   Emplye OASDI   344.10  1 Medical Ins      10.56
  Gross Wages     5550.00                             FED /MED   Emplye Medicare  80.48  2 Dental  Ins       3.53
  Net Pay         4153.82                             MN/ /SWH   MN W/H         305.28  3 United Way       25.00
  Check Amount    4153.82


Jenkins, Kathy M        SAL  500   173.330   7500.00  FED /FWH   Federal WH    1778.83  1 Medical Ins      10.56
JEN001    460-39-9093                                 FED /OAS   Emplye OASDI   465.00  2 Dental  Ins       3.52
  Gross Wages     7500.00                             FED /MED   Emplye Medicare 108.75  3 United Way       75.00
  Net Pay         4503.63                             MN/ /SWH   MN W/H         554.71
  Check Amount    4503.63

Lukas, George           SAL  500   173.330   2500.00  FED /FWH   Federal WH        .00  6 401K            150.00
LUK001    488-30-1281                                 FED /OAS   Emplye OASDI   155.00  8 Parking           5.00
  Gross Wages     2500.00                             FED /MED   Emplye Medicare  36.25
  Net Pay         2145.00                             MN/ /SWH   MN W/H           8.75
  Check Amount    2145.00


Earnings, Withholdings
Deductions Descriptions              Amount       Hours
------------------------------------------------------------------------------------------------------------------
  Earnings                                                 Incl. Net?
    Gross Wages                    23050.00
    Net Pay                        15606.54
    Check Amount                   15606.54
    SAL Salaried Wage              23050.00      693.320      YES
                                ---------------------------
    Earnings Total                 23050.00      693.320

  Withholdings                                              Employer Tax?
    FED /FWH  Federal WH            3381.69                   NO
    FED /MED  Emplye Medicare        334.23                   NO
    FED /OAS  Emplye OASDI          1429.10                   NO
    MN/  /SWH MN W/H                1288.69                   NO
                                --------------
    Employee Totals                 6433.71
    Employer Totals                     .00

  Deductions                                               Employer Deduction?
    001 Medical Ins                   31.68                   NO
    002 Dental  Ins                   10.57                   NO
    003 United Way                   175.00                   NO
    004 Credit Union                  50.00                   NO
    006 401K                         637.50                   NO
    008 Parking                        5.00                   NO
    010 Stock Plan                   100.00                   NO
                                --------------
    Employee Totals                 1009.75
    Employer Totals                     .00

End of Report
```

Vacation and Sick Leave Report

Selection Screen



This report lists the amounts of the vacation and sick accruals for employees in the group code(s) for this pay period. Use this report to verify the accrued leave amounts that will be posted to each employee when the Post Checks function is used for this pay period.

You can enter a range of Employee ID's you want to include on the report and whether the dollar amounts for vacation and sick leave should be printed on the report.

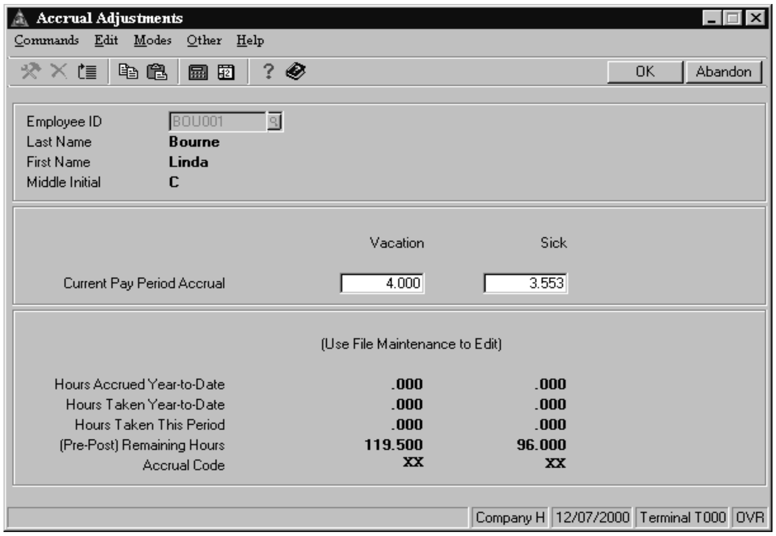
The Sick Leave and Vacation Report

12/08/2000 Builders Supply Page 1
Vacation and Sick Leave Report
Pay Check Date 10/01/1999

Employee ID	Name	Type Leave	Beginning Balance Hours	Beginning Balance Dollars	Accrued This Period Hours	Accrued This Period Dollars	Taken This Period Hours	Taken This Period Dollars	Ending Balance Hours	Ending Balance Dollars
BOU001	Bourne, Linda C	VAC	119.500	5170.65	.500	21.63	.000	.00	120.000	5192.28
		SICK	96.000	4153.82	3.344	144.69	.000	.00	99.344	4298.51
GER001	Gerard, Timothy G	VAC	160.000	5123.04	40.000-	1280.76-	.000	.00	120.000	3842.28
		SICK	80.000	2561.52	3.344	107.07	.000	.00	83.344	2668.59
JEN001	Jenkins, Kathy M	VAC	80.000	3461.52	14.456	625.50	.000	.00	94.456	2087.02
		SICK	32.000	1384.61	3.344	144.69	.000	.00	35.344	1529.30
LUK001	Lukas, George	VAC	80.000	1153.84	14.456	208.50	.000	.00	94.456	1362.34
		SICK	32.000	461.54	3.344	48.23	.000	.00	35.344	509.77
T O T A L S		VAC	439.500	14909.05	10.588-	425.13-	.000	.00	428.912	4483.92
		SICK	240.000	8561.49	13.376	444.68	.000	.00	253.376	9006.17

Adjusting Pay Period Sick and Vacation Accrual Amounts

Adjustment Screen

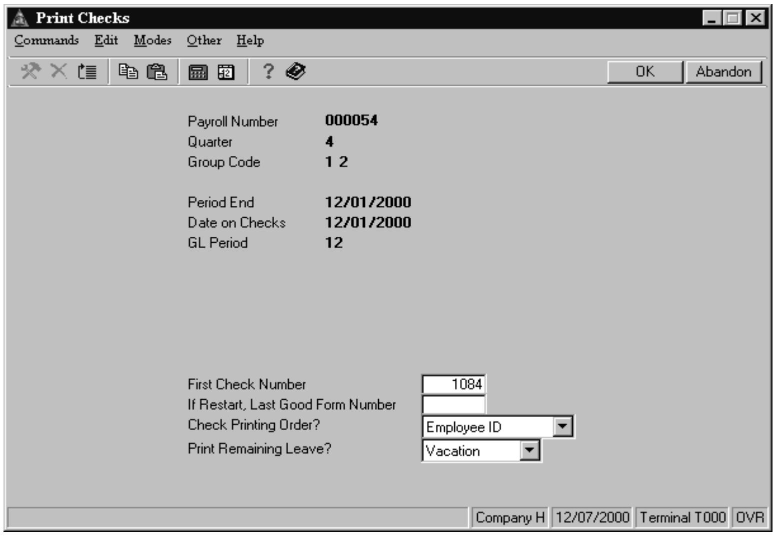


Use this function to adjust sick and vacation time calculated through either the Calculate Checks or the Manual Checks functions. If you are calculating multiple checks for employee, the system calculates the sick and vacation accrual amounts for each check calculated for the employee. Use the Sick Leave and Vacation Report to verify the accrual amounts calculated for each employee in this check run.

If the vacation and sick accrual amounts for an employee needs adjusting, enter the employee ID. The amount of vacation and sick time accrued for the employee in this check run are displayed in the **Current Pay Period Accrual** section. (Even if you have multiple checks for an employee, there is just one accrual record per employee per pay period that combines all check accruals.) Use these fields to enter the vacation and/or sick time adjustments. Enter a negative amount to reduce the accrual amount, a positive number to increase the accrual amount, **PgDn** to save the adjustments. Print the Vacation and Sick Leave Report to verify that the adjustments entered have corrected the accrual amounts for this paycheck run.

Printing Checks

Print Checks Screen



Use this function to print checks created through the Calculate Checks and Manual Checks functions. The first check number defaults from the Employer Bank Information option in the Payroll Information function on the File Maintenance menu; you can change it here if the next check number is larger than the check number displayed. If the next check number is a smaller number, you must edit the number using the Employer Bank Information option in Payroll Information.

Checks are not printed for employee's who have a negative net pay. If the employee has negative net pay, the employee's deductions and withholdings are reduced until the net pay is zero before a check is printed.

Use the **Check Printing Order?** field to choose whether to print the checks by **Employee ID**, **Check Location**, or **Department**.

In the **Print Remaining Leave?** field to choose **B**oth to print the remaining vacation and sick leave, **S**ick to print the remaining sick leave, **V**acation to print the remaining vacation leave, or **N**one to not print either type of remaining leave on the paychecks.

After the checks are printed, the message **Mount paper - Check log will now print** appears before the log is printed.

Note

The options **Print company name on checks?** and **Print checks on blank or preprinted forms?** in the Options and Interfaces function on the Company Setup menu in Resource Manager determine how checks are printed.

Sample Payroll Check

JEN001	500	Jenkins, Kathy M	460-39-9093	12/01/00	12/01/00	1058
EMP. NO./DEPT.		EMPLOYEE NAME	SOCIAL SECURITY NO.	PERIOD BEG.	PERIOD END	CHECK NO.

EARNINGS	HRS. UNITS	CURRENT AMOUNT	YEAR TO DATE	DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
Salaried Wag	40.000	7500.000	7500.000	Federal WH	1842.63	7900.62
Regular Pay	.000	.000	22500.000	Emplye OASDI	465.00	1860.00
				Emplye Medic	108.75	435.00
				MN W/H	564.37	2335.12
				Dental Ins	225.00	235.56
				United Way	5.00	230.00
				Medical Ins	.00	31.68
Vac Remaining		80.000				
Sick Remaining		32.000				

PAY RATE	CURRENT EARNINGS	CURRENT DEDUCTIONS	NET PAY	YTD EARNINGS	YTD DEDUCTIONS	YTD NET PAY
	7500.00	3210.75	4289.25	30000.00	13027.98	16778.52

DATE 12/07/00

AMOUNT *****4,289.25

PAY:

FOUR THOUSAND TWO HUNDRED EIGHTY-NINE AND 25/100 DOLLARS

TO THE ORDER OF

Kathy M Jenkins
1200-24 Wright Blvd
Apt 402
Minneapolis, MN 55055

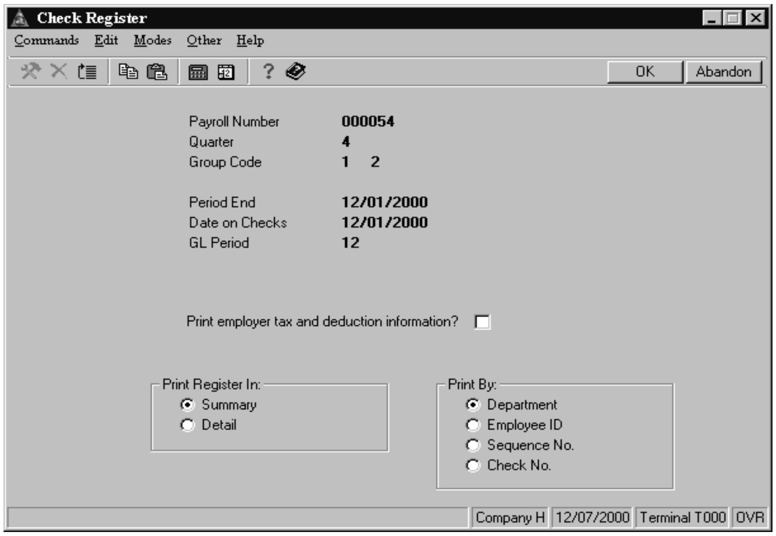
VOID

AUTHORIZED SIGNATURE

Payroll Reports & Posting 8

Check Register

Selection Screen



Print the Check Register as a record of the checks issued for the pay period. This register contains the same information as the Edit Register but also includes the check numbers printed for each employee. You can choose whether to include employer tax and deduction information and whether to print the register in summary or detail format. You also would be able to choose how you want it sorted by:

1. Department
2. Employee ID
3. Sequence No.
4. Check No.

If you pick Department, it is sorted by the employee's HOME department.

Note

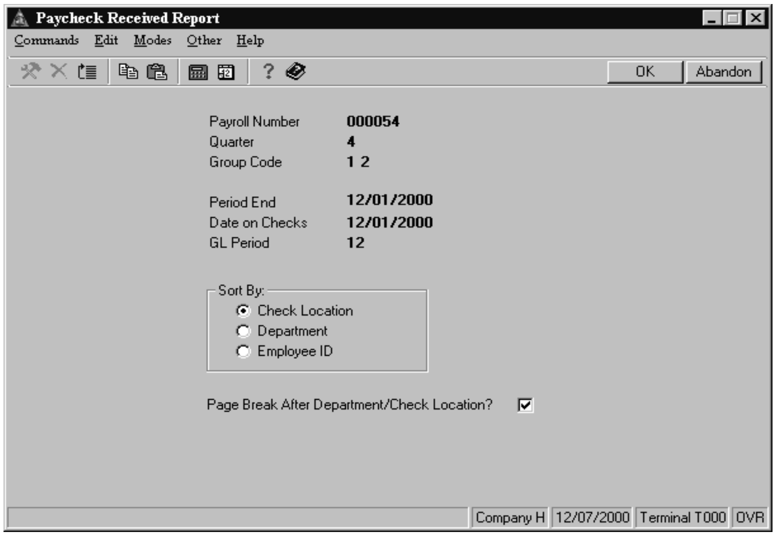
Because this report can be sorted by the employee's HOME department, if you entered time tickets for multiple departments and have the option **Post Employer Taxes/Deductions to Home or Worked Department?** set to **WORKED** the check register will still show all employer taxes and deductions for the **HOME** department.

A Check Register is printed in detail by Employee ID

```
12/08/2000  Group Codes  1 2                    Builders Supply                                    Page   1
2:46 PM     Periods      1 1                 Check Register - Detail
                                            Pay Check Date 10/01/1999
                                        For Pay Period Ending 05/04/1999
                       ----------- Earnings ----------  ----------- Withholdings ---------   -------- Deductions --------
Employee                                                 Salary or
ID    Soc Sec No.      Code Dept     Hours       Wages   Type/Code  Description     Amount   Code Description    Amount
-----------------------------------------------------------------------------------------------------------------------

Bourne, Linda C        SAL  500    173.330     7500.00   FED /FWH   Federal WH     1125.63    1 Medical Ins       10.56
BOU001    459-30-1099                                    FED /OAS   Emplye OASDI    465.00    6 401K             337.50
  Gross Wages     7500.00                                FED /MED   Emplye Medicare  108.75    3 United Way        75.00
  Net Pay         4804.09                                MN/ /SWH   MN W/H          419.95    4 Credit Union      50.00
  Check Number    0001079                                                                 10 Stock Plan       100.00
                                                                                           2 Dental  Ins        3.52

Gerard, Timothy G      SAL  500    173.330     5550.00   FED /FWH   Federal WH      477.23    6 401K             150.00
GER001    468-22-4819                                    FED /OAS   Emplye OASDI    344.10    1 Medical Ins       10.56
  Gross Wages     5550.00                                FED /MED   Emplye Medicare   80.48    2 Dental  Ins        3.53
  Net Pay         4153.82                                MN/ /SWH  MN W/H           305.28    3 United Way        25.00
  Check Number    0001080


Jenkins, Kathy M       SAL  500    173.330     7500.00   FED /FWH   Federal WH     1778.83    1 Medical Ins       10.56
JEN001    460-39-9093                                    FED /OAS   Emplye OASDI    465.00    2 Dental  Ins        3.52
  Gross Wages     7500.00                                FED /MED   Emplye Medicare  108.75    3 United Way        75.00
  Net Pay         4503.63                                MN/ /SWH   MN W/H          554.71
  Check Number    0001081

Lukas, George          SAL  500    173.330     2500.00   FED /FWH   Federal WH         .00    6 401K             150.00
LUK001    488-30-1281                                    FED /OAS   Emplye OASDI    155.00    8 Parking            5.00
  Gross Wages     2500.00                                FED /MED   Emplye Medicare   36.25
  Net Pay         2145.00                                MN/ /SWH   MN W/H            8.75
  Check Number    0001082


Earnings, Withholdings
Deductions Descriptions               Amount       Hours
-----------------------------------------------------------------------------------------------------------------------
  Earnings                                                Incl. Net?
    Gross Wages                     23050.00
    Net Pay                         15606.54
    Check Amount                    15606.54
    SAL Salaried Wage               23050.00      693.320      YES
                                 ---------------------------
    Earnings Total                  23050.00      693.320

  Withholdings                                             Employer Tax?
    FED /FWH  Federal WH             3381.69                    NO
    FED /MED  Emplye Medicare         334.23                    NO
    FED /OAS  Emplye OASDI           1429.10                    NO
    MN/ /SWH MN W/H                  1288.69                    NO
                                 --------------
    Employee Totals                  6433.71
    Employer Totals                      .00

  Deductions                                              Employer Deduction?
    001 Medical Ins                    31.68                    NO
    002 Dental  Ins                    10.57                    NO
    003 United Way                    175.00                    NO
    004 Credit Union                   50.00                    NO
    006 401K                          637.50                    NO
    008 Parking                         5.00                    NO
    010 Stock Plan                    100.00                    NO
                                 --------------
    Employee Totals                  1009.75
    Employer Totals                      .00

End of Report
```

Paycheck Received Report

Selection Screen



Print the Paycheck Received Report as a record of which employees received their paychecks for the pay period. This report provides space for the employee's signature next to the check numbers received.

You can sort the report by check location, department, or employee ID and select whether to use a page break after the check location/department.

Paycheck Received Report printed by Department

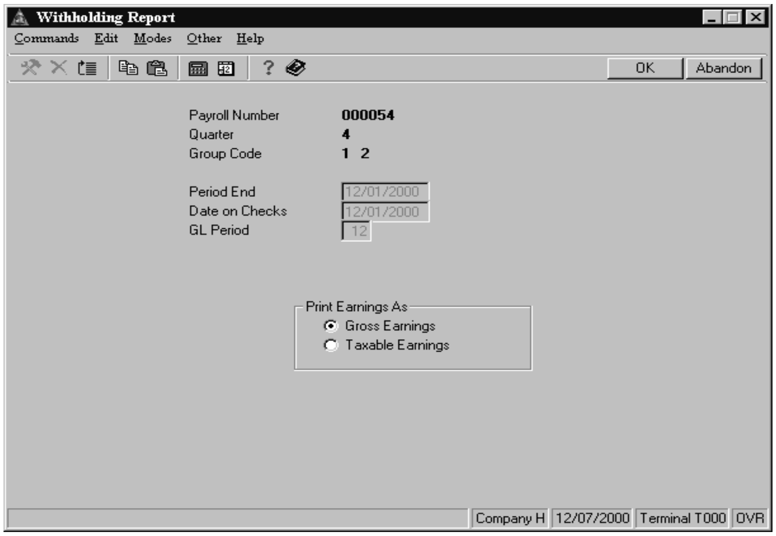
12/08/2000 Builders Supply Page 1
3:12 PM Paycheck Received Report
Pay Check Date 10/01/1999

Empl ID	Employee Name	SSN	Check #	Date	Dept ID	Signature
BOU001	Bourne, Linda C	459-30-1099	0001079	10/01/99	500	x
GER001	Gerard, Timothy G	468-22-4819	0001080	10/01/99	500	x
JEN001	Jenkins, Kathy M	460-39-9093	0001081	10/01/99	500	x
LUK001	Lukas, George	488-30-1281	0001080	10/01/99	500	x

4 Check(s) For Department 500

Withholding Report

Selection Screen



This report is a summary of the employee payroll withholding amounts for one pay period. If federal, state, or local tax authorities require your company to deposit employee withholdings after each pay period, use this report to determine the amount of the deposit.

You can select whether to print the gross or taxable earnings in the report.

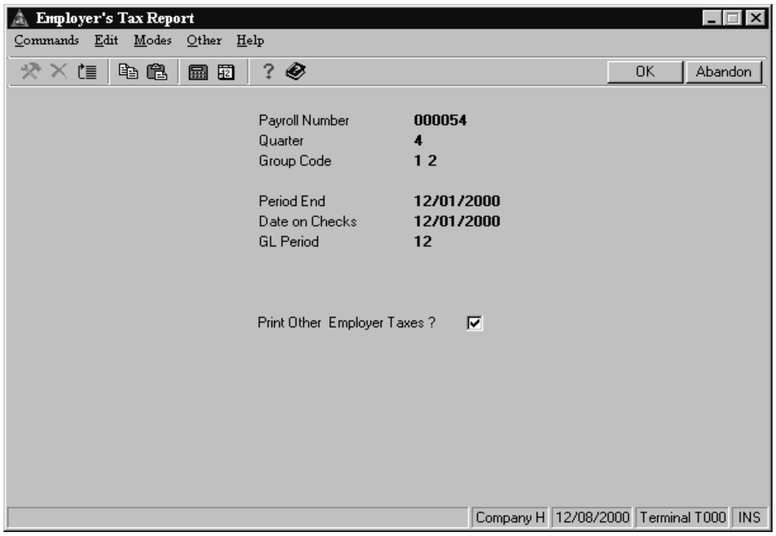
If you are required to make the withholding deposit at the end of the quarter, the Quarterly Withholding Report summarizes the employee withholdings for the quarter.

Withholding Report showing Taxable Earnings

```
12/08/2000                                  Builders Supply                                    Page    1
3:29 PM                                   Withholding Report
                                   For Pay Period Ending 05/04/1999
                                           Group Codes  1 2
                                           Taxable Earnings
Gross Wages/           -------- Federal -------        --------- State ----------       ---------- Local ----------
      Tips     Code     Tax. Earn.         WH    Code   Tax. Earn.         WH      Code   Tax. Earn.          WH
-------------------------------------------------------------------------------------------------------------------

Local
State MN

BOU001  Bourne, Linda C                       459-30-1099
          .00   FWH      7062.50      1125.63   MN SWH    7062.50       419.95
          .00   OAS      7500.00       465.00
                MED      7500.00       108.75

GER001  Gerard, Timothy G                     468-22-4819
      5550.00   FWH      5400.00       477.23  MN SWH    5400.00       305.28
          .00   OAS      5550.00       344.10
                MED      5550.00        80.48

JEN001  Jenkins, Kathy M                      460-39-9093
      7500.00   FWH      7500.00      1778.83  MN SWH    7500.00       554.71
          .00   OAS      7500.00       465.00
                MED      7500.00       108.75

LUK001  Lukas, George                         488-30-1281
      2500.00   FWH      2350.00          .00  MN SWH    2350.00         8.75
          .00   OAS      2500.00       155.00
                MED      2500.00        36.25

Local Total    Number of Employees      4
      15550.00    FWH     22312.50      3381.69   MN SWH   22312.50      1288.69
           .00    OAS     23050.00      1429.10
                  MED     23050.00       334.23

State Total MN Number of Employees      4 (      4)
      15550.00    FWH     22312.50      3381.69   MN SWH   22312.50      1288.69
           .00    OAS     23050.00      1429.10
                  MED     23050.00       334.23

Grand Total  Number of Employees      4 (      4)
      15550.00    FWH     22312.50      3381.69   MN SWH   22312.50      1288.69
           .00    OAS     23050.00      1429.10
                  MED     23050.00       334.23

End of Report
```

Employer’s Tax Report

Selection Screen



This report provides a comparison of the wages earned by employees and the earnings subject to employer taxes (OASDI, Medicare, SUI, and FUTA) along with the limits and wages in excess of the limit.

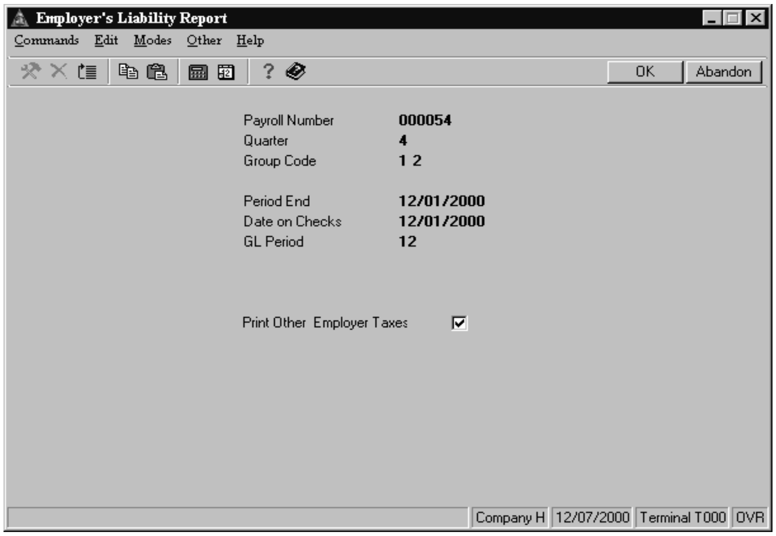
The liability shown on this report is calculated by multiplying the report totals times the tax percentages. The liability calculations in this report may vary from actual posting totals because the total posted is calculated per employee, totaled, and then posted. Compare the totals on this report with those in the Employer’s Liability Report for actual liabilities. You can select whether to include other employer taxes in this report.

Employer’s Tax Report Sample

```
12/08/2000                                      Builders Supply                                      Page    1
2:17 PM                                      Employer's Tax Report
                                        For Pay Period Ending 05/11/1999
                                                 Group Codes  1
State MN
             Gross     Adv    -- Employer FICA (72600/NO LIMIT) -- ----- SUI (18100) ----- ---- FUTA ( 7000) ---
             Wages     EIC    Earnings     FICA Tips  Excess FICA  Earnings    Excess SUI  Earnings  Excess FUTA
--------------------------------------------------------------------------------------------------------------------
BOU001  Bourne, Linda C                         459-30-1099
            7500.00       .00   7500.00          .00          .00      .00       7062.50      .00       7062.50
                                7500.00                       .00
GER001  Gerard, Timothy G                       468-22-4819
            5550.00       .00   5550.00          .00          .00      .00       5400.00      .00       5400.00
                                5550.00                       .00
JEN001  Jenkins, Kathy M                        460-39-9093
            7500.00       .00   7500.00          .00          .00      .00       7500.00      .00       7500.00
                                7500.00                       .00
LUK001  Lukas, George                           488-30-1281
            2500.00       .00   2500.00          .00          .00  2500.00           .00      .00       2500.00
                                2500.00                       .00
State Total MN Number of employees      4
           23050.00      .00   23050.00          .00          .00  2500.00      19962.50      .00      22462.50
                               23050.00                       .00
SUI Liability
          2500.00 * .09100  =    227.50
Grand Total     Number of employees      4  (     4)
          23050.00      .00    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 =    334.23
FUTA Liability
              .00  * .00800 =       .00
```

Employer’s Liability Report

Selection Screen



This report is a summary of the employer payroll liability for taxes (OASDI, Medicare, SUI, and FUTA) based on taxable earnings for the current pay period.

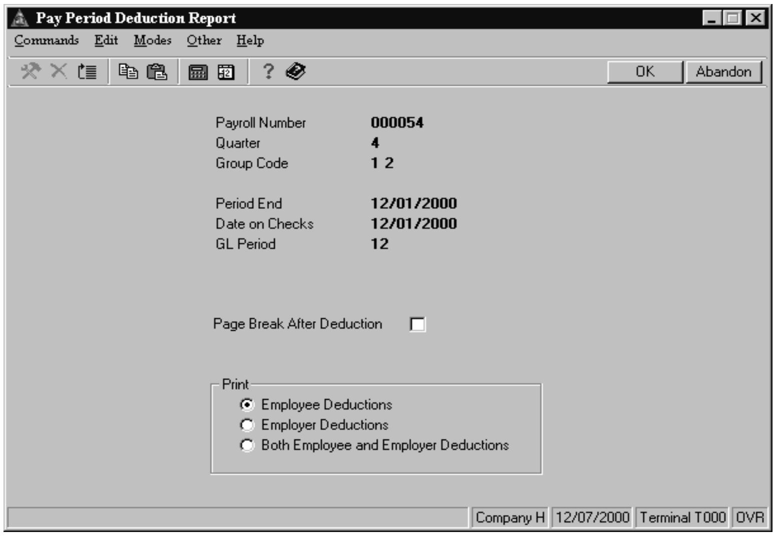
The totals in the report are the actual liability. They match the totals that are posted to General Ledger. Check them against the approximate liability totals in the Employer’s Tax Report. The liability shown on the Employer’s Tax report is calculated by multiplying the report totals times the tax percentages. The Employer’s Tax report liability calculations may vary from actual posting totals because the total posted is calculated per employee, totaled, and then posted.

If federal, state, or local tax authorities require you to deposit payroll taxes for each pay period, use this report for the deposit amount. If you are required to deposit at the end of the quarter, produce the Quarterly Employer’s Tax Report for a summary of liabilities for the quarter. You can select whether other employer taxes should be printed in the report.

Employer’s Liability Report

```
12/08/2000                                       Builders Supply                                     Page    1
2:28 PM                                        Employer's Liability
                                                   Audit Report
                                          For Pay Period Ending 05/11/1999
                                              Group Codes  1 2 3 4 5

State MN
         Gross    ---- OASDI (72600) ----  -- MEDICARE (NO LIMIT) --  ---- SUI (18100) ---- ---- FUTA ( 7000) ----
       Wages     Tax. Earn.    Liability  Tax. Earn.     Liability   Tax. Earn.  Liability  Tax. Earn.   Liability
------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                        459-30-1099
      7500.00        7500.00       465.00    7500.00        108.75         .00         .00        .00         .00

GER001  Gerard, Timothy G                      468-22-4819
      5550.00        5550.00       344.10    5550.00         80.47         .00         .00        .00         .00

JEN001  Jenkins, Kathy M                       460-39-9093
      7500.00        7500.00       465.00    7500.00        108.75         .00         .00        .00         .00

LUK001  Lukas, George                          488-30-1281
      2500.00        2500.00       155.00    2500.00         36.25     2500.00      227.50        .00         .00

State Total MN Number of employees      4
     23050.00       23050.00      1429.10   23050.00        334.22     2500.00      227.50        .00         .00

Grand Total     Number of employees      4 (     4)
     23050.00       23050.00      1429.10   23050.00        334.22     2500.00      227.50        .00         .00


End of Report
```

Selection Screen



This report lists the payroll deductions set up for your company, the employees taking the deduction and the amount subtracted from their paychecks for this deduction this pay period.

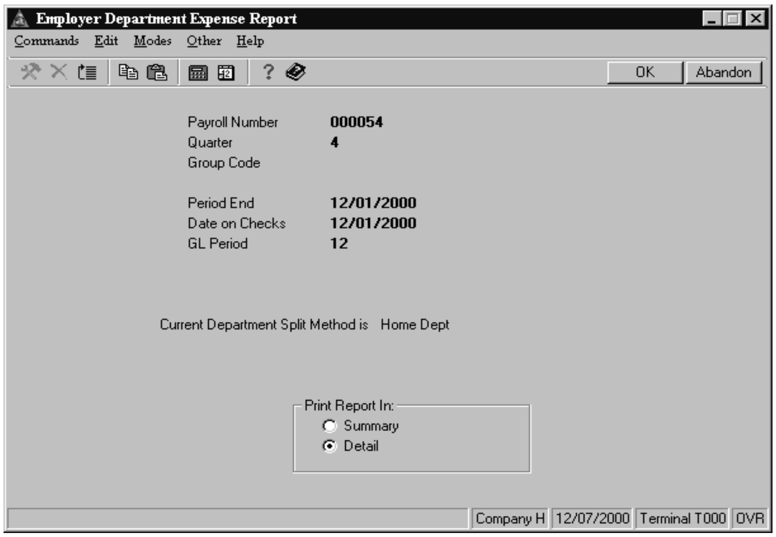
You can select whether to print either employee or employer deductions or both types of deductions in the report. You can select whether to have a page break between each deduction.

Pay Period Deduction Report for Employee Deductions

```
12/08/2000                    Builders Supply                    Page    1
3:09 PM              Pay Period Deductions Report 05/11/99
                            Employee Deductions

Name                                    ID    Dept.    Check         Amount
-------------------------------------------------------------------------------

Bourne, Linda C                       BOU001  500                     10.56
Gerard, Timothy G                     GER001  500                     10.56
Jenkins, Kathy M                      JEN001  500                     10.56
Lukas, George                         LUK001  500                     10.56

Total for Deduction 001: Medical Ins                                  42.24

Bourne, Linda C                       BOU001  500                      3.52
Gerard, Timothy G                     GER001  500                      3.53
Jenkins, Kathy M                      JEN001  500                      3.52
Lukas, George                         LUK001  500                      3.52

Total for Deduction 002: Dental  Ins                                  14.09

Bourne, Linda C                       BOU001  500                     75.00
Gerard, Timothy G                     GER001  500                     25.00
Jenkins, Kathy M                      JEN001  500                     75.00

Total for Deduction 003: United Way                                  175.00

Bourne, Linda C                       BOU001  500                     50.00

Total for Deduction 004: Credit Union                                 50.00

Bourne, Linda C                       BOU001  500                    337.50
Gerard, Timothy G                     GER001  500                    150.00

Total for Deduction 006: 401K                                        487.50

Lukas, George                         LUK001  500                      5.00

Total for Deduction 008: Parking                                       5.00

Bourne, Linda C                       BOU001  500                    100.00

Total for Deduction 010: Stock Plan                                  100.00

Total for All Deductions                                             873.83

End of Report
```

Employer Department Expense Report

Selection Screen



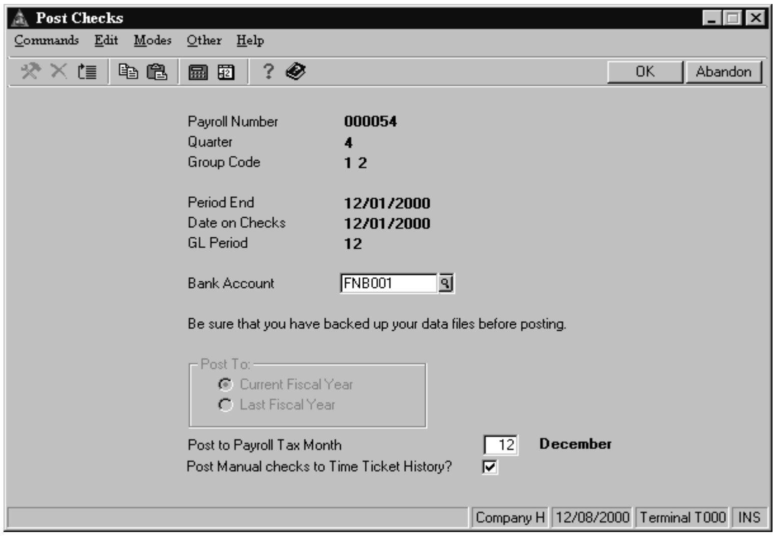
This report is a break down of the Employer Expenses. You are able to print it based off Payroll number, Quarter and Group Code. The report will give you the department-split method either based off the **HOME** department of the **WORKED** department. You can view this report in Summary or Detail. It will allow a view on which departments certain expenses are being generated from.

Employer Department Expense Report

```
12/08/2000  Group Codes  1 2 3 4 5            Builders Supply                              Page   1
3:12 PM     Periods      1 1 1 1 1  Employer Department Expense Report - Detail
                                     For Pay Period Ending 05/11/1999
                 ------- Earnings -------   ------------ Withholdings ----------- ------ Deductions -------
Employee                         Salary or
ID      Soc Sec No.  Code  Dept      Wages   Type/Code  Description       Amount  Code Description   Amount
-------------------------------------------------------------------------------------------------------------

Bourne, Linda C      SAL   500     7500.00   FED /EOA   Emplyr OASDI       465.00
BOU001    459-30-1099                        FED /EME   Emplyr Medicare    108.75
  Gross Wages     7500.00                    FED /FUT   Unemp Ins             .00
  Net Pay         4804.09                    MN/  /SUI  MN Unemp Ins          .00

Gerard, Timothy G    SAL   500     5550.00   FED /EOA   Emplyr OASDI       344.10
GER001    468-22-4819                        FED /EME   Emplyr Medicare     80.47
  Gross Wages     5550.00                    FED /FUT   Unemp Ins             .00
  Net Pay         4153.83                    MN/  /SUI  MN Unemp Ins          .00

Jenkins, Kathy M     SAL   500     7500.00   FED /EOA   Emplyr OASDI       465.00
JEN001    460-39-9093                        FED /EME   Emplyr Medicare    108.75
  Gross Wages     7500.00                    FED /FUT   Unemp Ins             .00
  Net Pay         4503.63                    MN/  /SUI  MN Unemp Ins          .00

Lukas, George        SAL   500     2500.00   FED /EOA   Emplyr OASDI       155.00
LUK001    488-30-1281                        FED /EME   Emplyr Medicare     36.25
  Gross Wages     2500.00                    FED /FUT   Unemp Ins             .00
  Net Pay         2252.54                    MN/  /SUI  MN Unemp Ins       227.50

Department 500    Totals
                  SAL  693.320   23050.00 FED /EME   Emplyr Medicare    334.22
                                          FED /EOA   Emplyr OASDI      1429.10
Gross Wages    23050.00                   FED /FUT   Unemp Ins             .00
Net Wages      15714.09                   MN/  /SUI  MN Unemp Ins       227.50

Earnings, Withholdings
Deductions Descriptions              Amount       Hours
-------------------------------------------------------------------------------------------------------------
  Earnings                                                 Incl. Net?

    Gross Wages                    23050.00
    Net Pay                        15714.09

    SAL Salaried Wage              23050.00      693.320      YES
                               ---------------------------
    Earnings Total                 23050.00      693.320


  Withholdings

    FED /EME  Emplyr Medicare        334.22
    FED /EOA  Emplyr OASDI          1429.10
    FED /FUT  Unemp Ins                 .00
    MN/  /SUI MN Unemp Ins           227.50
                               --------------
    Employer Totals                 1990.82

  Deductions

                               --------------
    Employer Totals                     .00

End of Report
```

Posting Checks

Post Checks



The information entered when you used the Calculate Checks or the Manual Checks functions defaults into the **Payroll Number**, **Quarter**, **Group Code**, **Period End**, **Date on Checks**, **GL Period**, and the **Bank Account** (if interfaced with Bank Reconciliation) fields. You cannot change it. If you have created last-year files in General Ledger, press;

Choice	Results
1	Post checks to current fiscal year
2	Post checks to the previous fiscal year.

Note

If last-year General Ledger files do not exist, the system posts to the current fiscal year.

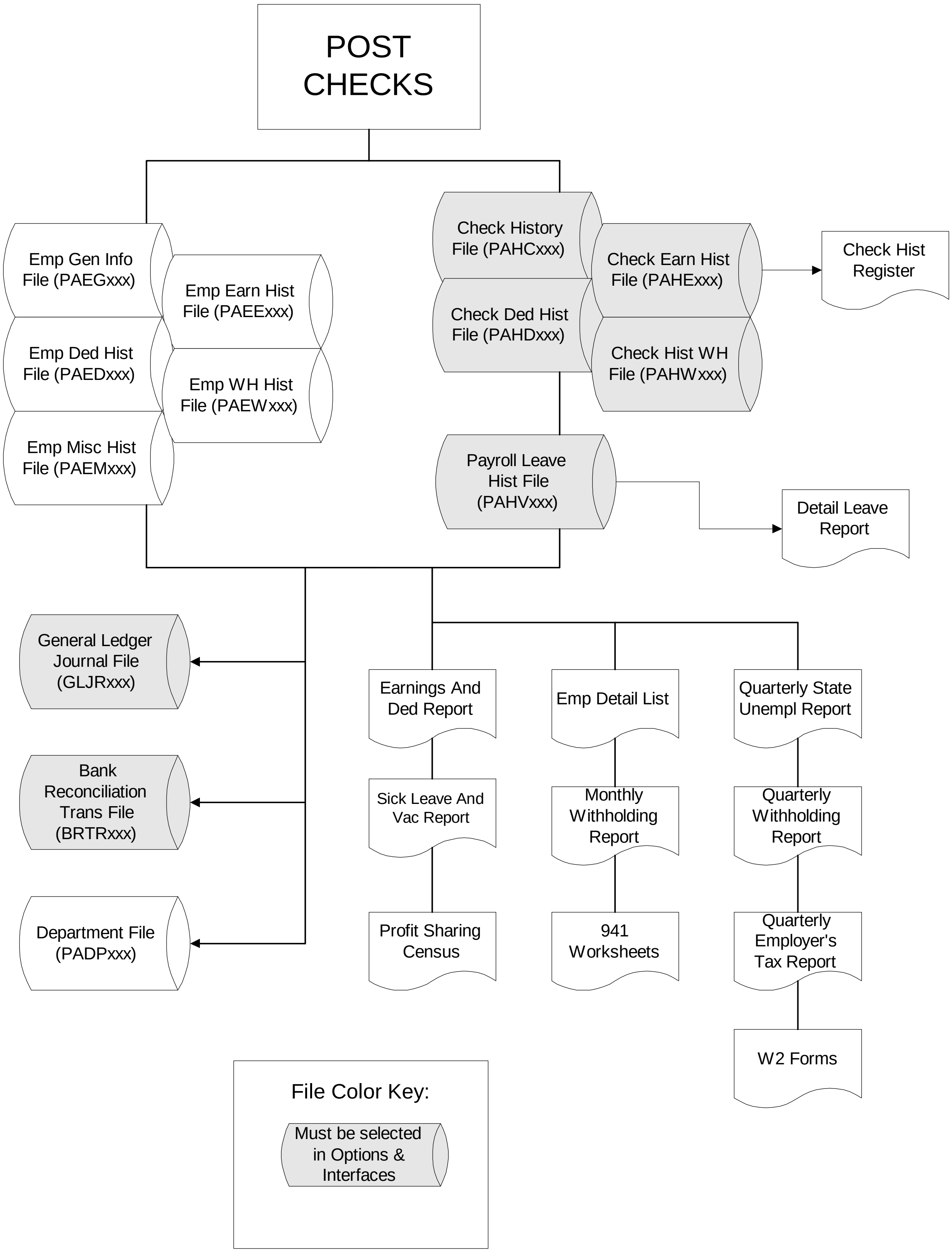
Use the **Post to Payroll Tax Month** field to select the month you want the information posted to in the payroll history files. You selected the general ledger period that the checks are posted to when you used the Calculate Checks or Manual Checks function. Select whether to post manual checks to time ticket history.

CAUTION: Remember to back up data files before proceeding with this function. Power problems or other system malfunctions during the post might require that you recover data files from the backup.

When you post the following tasks are performed:

- Information from the paychecks updates the Employee Deduction History, Employee Earning History, Employee General Information, Employee Withholding History, Employee Miscellaneous History, and Leave Adjustment History files.
- The Transaction Post file is erased.
- The department records for salaried employees are updated. Employer taxes are posted to the department records for both types of employees. If **WORKED** is selected for the **Post Employer Taxes/Deduction to Home or Worked Department?** option in the Options and Interfaces function on the Company Setup menu in Resource Manager, the employer taxes are posted to the department entered on time tickets. If time tickets have been entered for a salaried employee for less hours than the hours listed for their group code on the FREQxxx table, the difference between the time ticket hours and the group code hours is posted to the employee's HOME department.
- The paychecks' detail information is transferred from the Checks file to the Check History file, from the Checks Deductions file to the Check History Deductions file, from the Checks Earning file to the Check History Earnings file, and from the Checks Withholdings file to the Check History Withholdings file.
- The pay period information is posted to the General Journal file if Payroll is interfaced with General Ledger. If last-year files have been created in General Ledger, you can choose which fiscal year you want the information post to.
- Summary disbursement entries for the payroll checks are created in the Bank Reconciliation Transactions file if Payroll is interfaced with Bank Reconciliation.
- The paychecks' detail information is erased from the Checks, Checks Deductions, Checks Earning, and Check Withholdings file.
- The payroll number in the PACTLxxx table is incremented.
- The vacation and sick hours for employees are updated in the Employee General Information file if you selected **YES** for the **Automatic Accrual of Vacation/Sick Time?** option in the Options and Interfaces function on the Company Setup menu in Resource Manager.

Post Paychecks Flowchart



Posting Payroll Transaction while interfaced to General Ledger.

This the Employee's portion of the entries made during the ***Post Checks*** function when Payroll is interfaced with General Ledger:

Employee's Portion during Posting Checks.

DEBIT	Payroll Cash Account specified in the Earning Code file, PAECxxx.
DEBIT	Federal Withholding Liability Account from the GLPAYxxx in the PATB file.
CREDIT	Adv. EIC Payment Account from GLPAYxxx in the PATB file.
CREDIT	FICA Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	State Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Local Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Federal Other Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	State Other Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Local Other Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Deduction Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Holding Account specified in the Deduction file, PADDxxx.

Note

If Payroll is interfaced with Bank Reconciliation, the cash account comes from the bank account record (BRBAxxx).

This is the Employer's portion of the entries made during the ***Post Checks*** function when Payroll is interfaced with General Ledger.

Permanent Entries

CREDIT	Employer OASDI Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Employer Medicare Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	FUTA Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	SUI Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Other Withholding Liability Account specified in the Withholding file, PAWIxxx.
CREDIT	Deductions (i.e. match of 401k) Account specified in the Deduction file, PADDxxx.

These entries are **temporary,** they are reversed when you select the **Post Expense to GL function.**

Temporary Entries

DEBIT	Employer OASDI Expense Holding Acct specified in the Withholding file, PAWIxxx.
DEBIT	Employer Medicare Expense Holding Acct specified in the Withholding file, PAWIxxx.
DEBIT	FUTA Expense Holding Account specified in the Withholding file, PAWIxxx.
DEBIT	SUI Expense Holding Account specified in the Withholding file, PAWIxxx.
DEBIT	Other Expense Holding Account specified in the Withholding file, PAWIxxx.
DEBIT	Employer Deduction Holding Acct specified in the Deduction file, PADDxxx.

This the Employee's portion of the entries made during the ***Void Checks*** function when Payroll is interfaced with General Ledger:

Employee's Portion during Posting Checks.

DEBIT	Adv. EIC Payment Account from GLPAYxxx in the PATB file.
DEBIT	FICA Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	State Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Local Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Federal Other Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	State Other Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Local Other Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Deduction Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Holding Account specified in the Deduction file, PADDxxx.
CREDIT	Payroll Cash Account specified in the Earning Code file, PAECxxx.
CREDIT	Federal Withholding Liability Account from the GLPAYxxx in the PATB file.

Note

If Payroll is interfaced with Bank Reconciliation, the cash account comes from the bank account record (BRBAxxx).

This is the Employer's portion of the entries made during the ***Void Checks*** function when Payroll is interfaced with General Ledger.

Permanent Entries

DEBIT	Employer OASDI Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Employer Medicare Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	FUTA Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	SUI Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Other Withholding Liability Account specified in the Withholding file, PAWIxxx.
DEBIT	Deductions (i.e. match of 401k) Account specified in the Deduction file, PADDxxx.

These entries are **temporary,** they are reversed when you select the **Post Expense to GL function.**

Temporary Entries

CREDIT	Employer OASDI Expense Holding Acct specified in the Withholding file, PAWIxxx.
CREDIT	Employer Medicare Expense Holding Acct specified in the Withholding file, PAWIxxx.
CREDIT	FUTA Expense Holding Account specified in the Withholding file, PAWIxxx.
CREDIT	SUI Expense Holding Account specified in the Withholding file, PAWIxxx.
CREDIT	Other Expense Holding Account specified in the Withholding file, PAWIxxx.
CREDIT	Employer Deduction Holding Acct specified in the Deduction file, PADDxxx.

When you Post Checks function, the posting log is produced

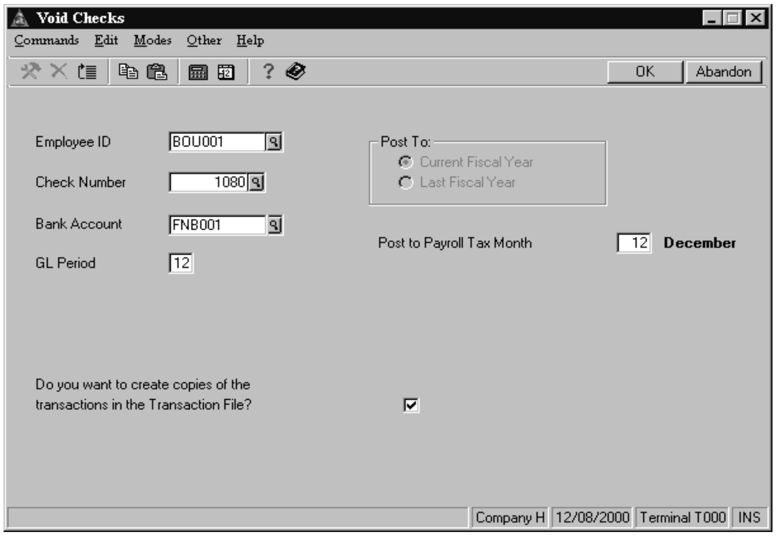
12/08/2000 Builders Supply PAGE 1
10:27 AM Post Checks

	Description	GL Account	Debit	Credit
from Deduct. (PADDxxx)	Medical Ins	535000		42.24
	Dental Ins	535000		14.09
	United Way	204000		175.00
	Credit Union	999900		50.00
	401K	205000		487.50
	Parking	801000		5.00
	Stock Plan	205000		100.00
from W/H (PAWIxxx)	Emplyr Medicare	203200		334.22
	Emplyr OASDI	203200		1,429.10
	Federal WH	203000		3,401.07
	Emplye Medicare	203200		334.22
	Emplye OASDI	203200		1,429.10
	MN Unemp Ins	203700		227.50
	MN W/H	203400		1,297.69
from GLPAY table	Net Cash Entry	100000		15,714.09
from Earning Codes(PAECxxx)	Hold. Acct Salaried Wage	202000	23,050.00	
from W/H (PAWIxxx)	Emplyr Medicare	530000	334.22	
	Emplyr OASDI	530000	1,429.10	
	MN Unemp Ins	530000	227.50	
	GL Balance - Period 10		25,040.82	25,040.82

End of Report

Voiding Checks

Void Checks Screen



Use the Void Check function to void posted checks. You can only void checks that have been posted to the check history files. (The **Save check history?** option must be set to **YES** to have checks posted to the check history files). If Payroll is interfaced with General Ledger, Bank Reconciliation, and/or Job Cost, the checks history and/or the transaction information is backed out of these applications. The check remains in the Checks History file, but it is marked as a voided check and its totals are not added into the Check History Register totals.

Note

If you are interfaced to Bank Reconciliation, you can only void a check that exists in the Bank Reconciliation transaction file and hasn't been marked as cleared.

Note

You cannot void a check converted from a previous version of Payroll.

After you select the check number you want to void, the system checks for paychecks already in the Checks file. If paychecks are in the Checks file, the group code and period run code of the checks already in the Checks file must match the group code and period run code of the check you want to void in order to complete the void.

If you are voiding a calculated check, the system deletes the time ticket transaction record from the Transaction History file and re-creates the time ticket record in the Transaction file if you select **YES** for the **Do you wish to create copies of the original transactions in the Transaction File?** option on the Void Checks screen.

If Payroll is interfaced with Job Cost, the time ticket transaction information is backed out in Job Cost. You can edit the re-created time ticket information, post it, and calculate checks. The message, **Unable to find original transactions in transaction history**. **Transactions will not be re-created in Transaction file** appears when the system is unable to re-create time ticket transaction.

When you void a salaried employee's check, the following message appears; **Check is a salaried employee's check. It will not be re-created.** You can still void the check, but you must use the Calculate Checks function to produce a new check for the employee.

If this is a salaried employee's check for which time tickets were entered, the system deletes the time ticket transaction in the Transaction file. The time ticket can be edited and posted before selecting the Calculate Checks function to create a corrected check.

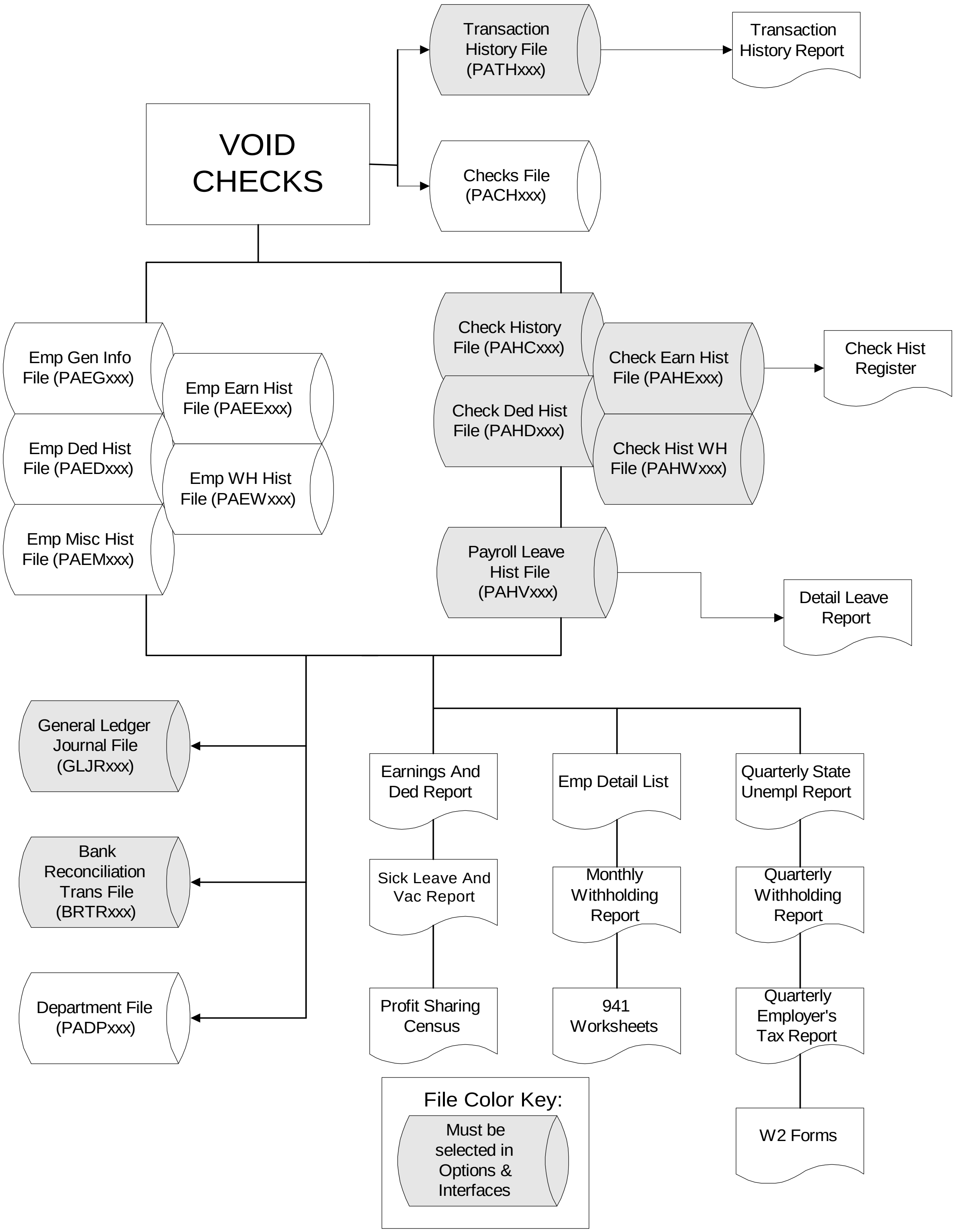
If you are voiding a manual check and select **YES** for the **Do you with to create a copy of the voided check in the Checks File?** option, a new check is created based on the information from the check you are voiding. You can then edit the new check information. If you selected **YES** for the **Post Manual checks to Time Ticket History?** option, the time ticket information in the Transaction History is deleted. After the check is voided, an audit log is printed.

When you void a check, the check history record is flagged as voided. If a time ticket history record exists, it is also flagged as voided. (Checks that have been voided will show up on reports, but their values will not be added to the totals on the reports.)

When using the Void Checks function, the posting log is produced.

```
12/08/2000                   Builders Supply                  PAGE    1
11:11 AM              Void Checks - Post to General Ledger
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
Emplyr Medicare         203200                 108.75
Emplyr OASDI            203200                 465.00
Federal WH              203000               1,125.63
Emplye Medicare         203200                 108.75
Emplye OASDI            203200                 465.00
MN W/H                  203400                 419.95
Net Cash Entry          100000               4,804.09
Hold. Acct Salaried Wage  202000                                 7,500.00
Emplyr Medicare         530000                                     108.75
Emplyr OASDI            530000                                     465.00
-----------------------------------------------------------------------------
GL Balance - Period 05                        8,073.75           8,073.75

Employee ID  BOU001
Check Number
Tax Month    12

Posted to Bank Account FNB001                                    4,804.09


End of Report
```

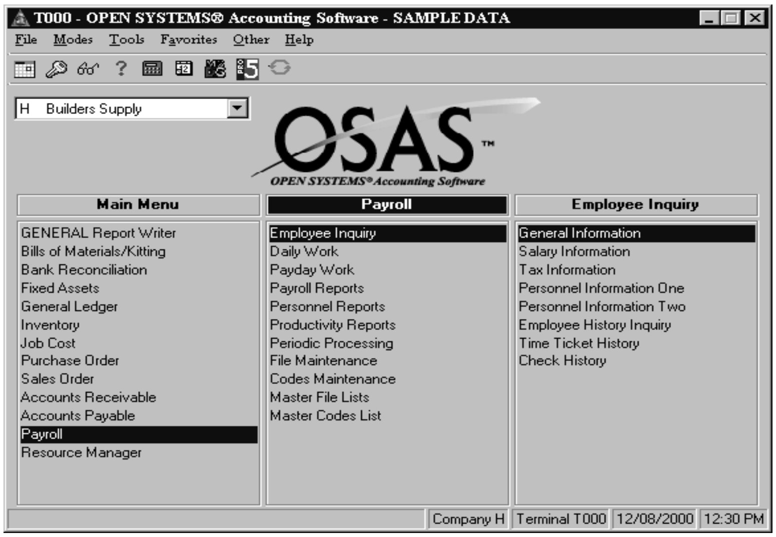
Voiding Checks Flowchart



Employee Inquiry 9

To view specific information for employees, select the **Employee Inquiry Menu**. Through this menu you can access general information as well as specific salary and tax setup information for a specified employee. You can also access personal information and dates for that employee in addition to the employee history information through out the year.

Employee Inquiry Screen



Note

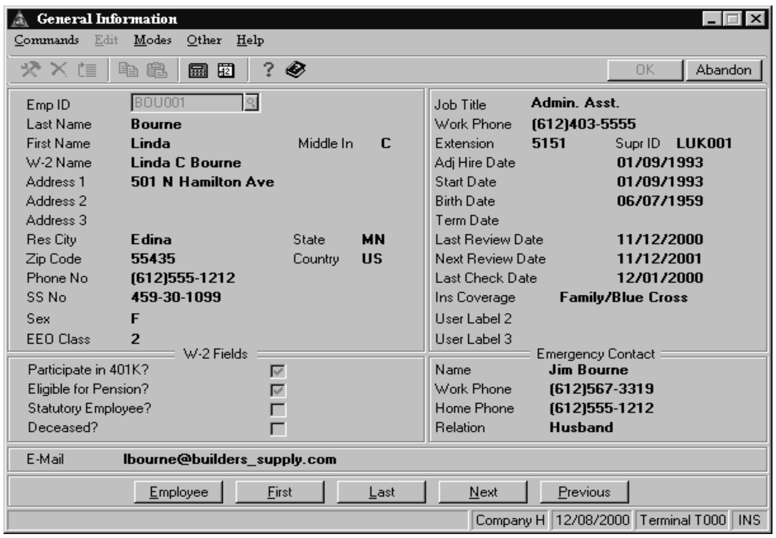
Access to one or all Employee Inquiry functions can be restricted using the **Access Code** function on the Company Setup Menu in the Resource Manager. You may find, for example, that you can view general information, but not salary information.

General Information

Select the **General Information** function from the *Employee Inquiry Menu* to access an employee's general information such as name, social security number, telephone number, and address. Other information such as starting date, hired date, birthday, termination date is available as well.

After selecting the General Information function the following screen appears.

General Information Inquiry Screen



Use the General Information function to view general information an employee's name, address, phone number, and so on. You cannot change the information that you view.

Enter the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file. The following commands are available to move through this function.

Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
First	Press the **F**irst option to view the first employee ID record available
Last	Press the **L**ast option to view the last employee ID record available.

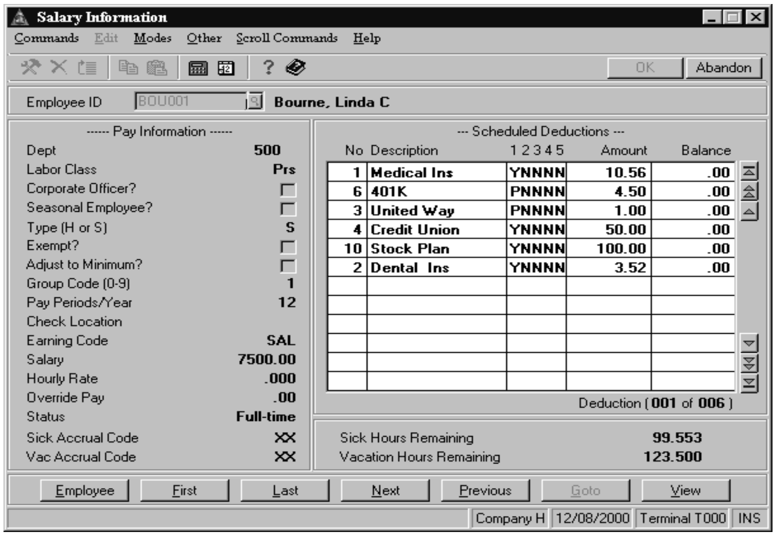
When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

Salary Information

To view information such as employee's department, salary, hourly rate, scheduled deductions and other information about an employee's pay and scheduled deductions, use the Salary Information function.

Select the **Salary Information** function from the *Employee Inquiry Menu*.

Salary Information Inquiry Screen



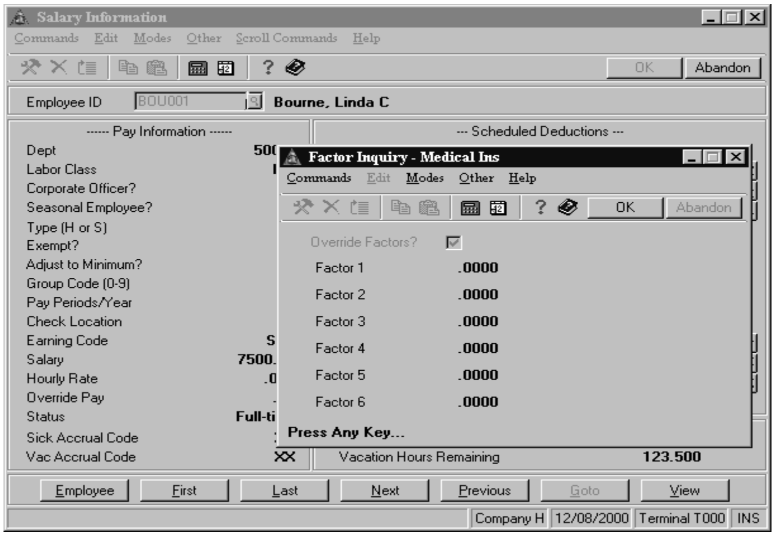
Use the Salary Information function to view employee salary information, pay rate, scheduled deductions, sick and vacation accrual codes, remaining vacation and sick hours, and so on. Enter the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file. The following commands are available to move through this function.

Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
First	Press the **F**irst option to view the first employee ID record available
Last	Press the **L**ast option to view the last employee ID record available.
View	Press the **V**iew option to view the current factors available for the selected deduction.

When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

Use the **V**iew factors command to review the override factors entered for a specific employee deduction.

Salary Information Inquiry with View Factors Screen



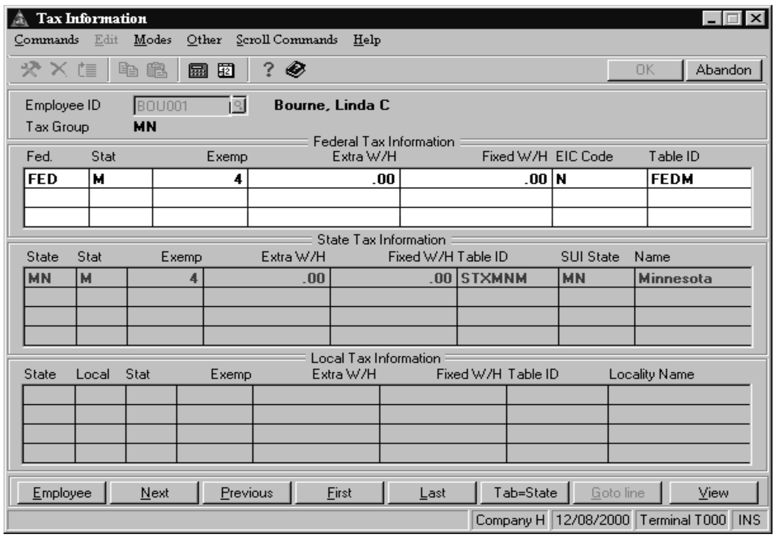
You *cannot* edit the override factors on this screen. To edit the override factors, use the *Scheduled Deductions* section of the Salary Information screen in the Employees function on the File Maintenance menu.

Tax Information

Select the Tax Information function from the Employee Inquiry Menu to view an employee’s federal, state and local tax information, use the Tax Information function. You can also view the specific withholdings that may be excluded for the employee chosen. The information shown in the function is for inquiry only and cannot be modified in the function. To modify the data you should review the Implementation section of the manual.

After selecting the Tax Information function in the Employee Inquiry Menu the following screen appears.

Tax Information Inquiry Screen



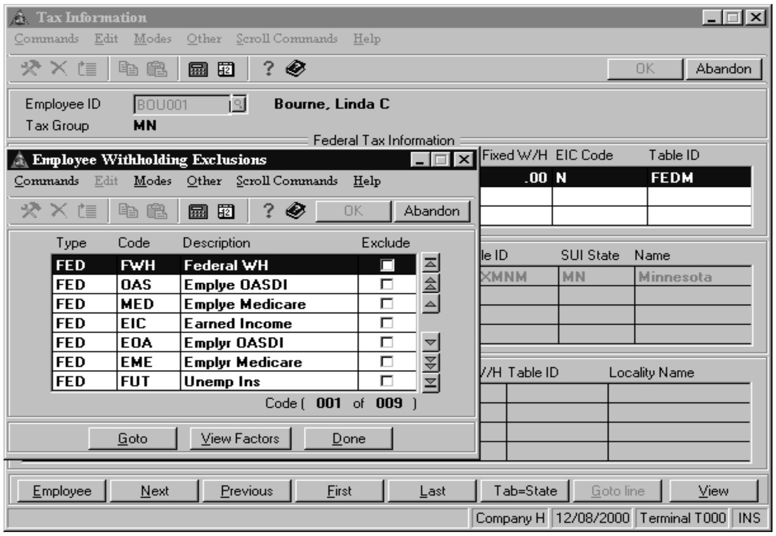
Use the Tax Information function to view an employee’s federal, state, and local payroll tax information. Enter the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file.

The following commands are available to move through this function.

Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
First	Press the **F**irst option to view the first employee ID record available
Last	Press the **L**ast option to view the last employee ID record available.
Tab	Press the **T**ab key to move to the next section of the screen.
View	Press the **V**iew Withholding Information to see specific exclusions.

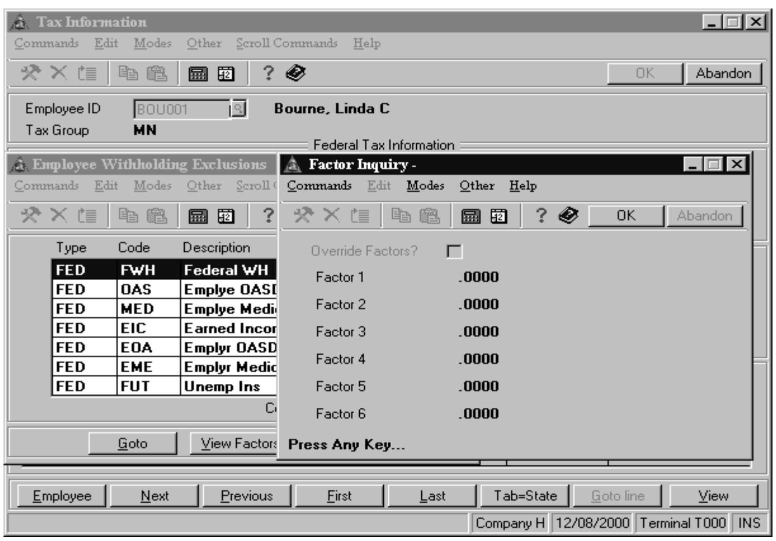
The **V**iew Withholding information command displays the Employee Withholding Exclusions window. You can use the **Goto** command to enter the specific code number for the withholding code you want to place the cursor at in the window. The following window will be shown on your screen.

Tax Information Inquiry with Withholding Information Screen



The **V**iew Factors command displays the Factor Entry window. Any override factors entered for the withholding code the cursor is currently located at will be displayed in the window.

Tax Information Inquiry with Withholding Factors Screen



Press any key to return to the Employee Withholding Exclusions window. Use the **D**one command to return to the Tax Information screen. When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

Note

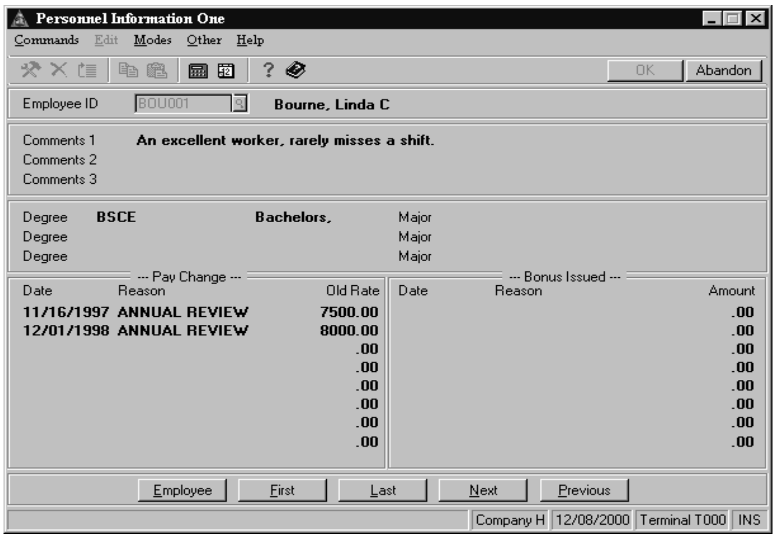
You cannot edit the override factors on this screen. On the Tax Information Screen in the Employees function on the File Maintenance menu, use the Withholding setup and Change factor commands to edit the factors for this withholding code for a specific employee.

Personnel Information One

Use the Personnel Information One function to look at an employee's education information, pay rate change, bonus issued information, and personnel comments about an employee.

Select the **Personnel Information One** function from the *Employee Inquiry Menu*, the following screen appears.

Personnel Information One Inquiry



Enter the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file. The following commands are available to move through this function.

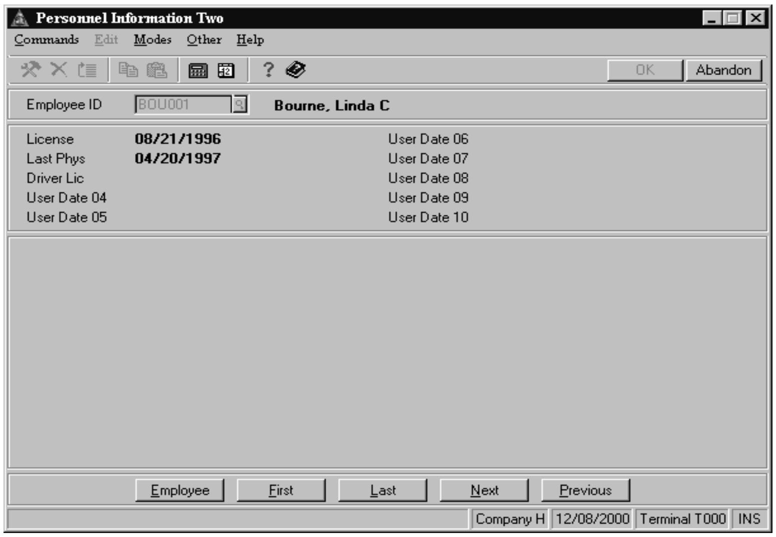
Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
First	Press the **F**irst option to view the first employee ID record available.
Last	Press the **L**ast option to view the last employee ID record available.

When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

Personnel Information Two

Use the Personnel Information Two function is to view up to ten user-definable dates, that have been setup in file maintenance that are tracked by the system.

Personnel Information Two Inquiry Screen



The Personnel Information Two function is used to view the ten user-definable date fields set up on the USRDDxxx table and printed on the Key Date Report. The dates can be edited using the Personnel Information Two Screen in the Employees function on the File Maintenance menu.

Enter the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file. The following commands are available to move through this function.

Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
First	Press the **F**irst option to view the first employee ID record available.
Last	Press the **L**ast option to view the last employee ID record available.

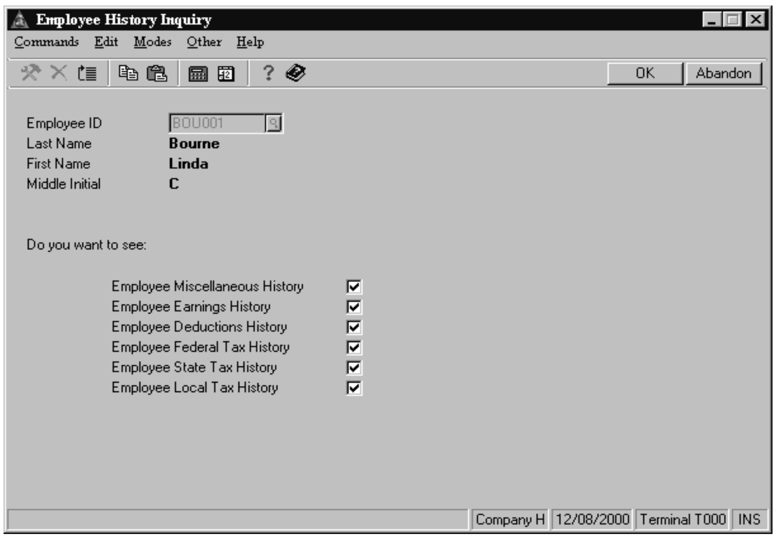
When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

Employee History

Select the **Employee History** function from the *Employee Inquiry Menu* to view at an employee's payroll history information for month-to-date, quarter-to-date, and year-to-date hours, earnings, deductions, and federal, state, and local tax use the Employee History Inquiry function.

After selecting the Employee History function the following screen will appear.

Employee History Inquiry Screen



Enter the Employee ID for the employee you want to view, or use the **Inquiry** (F2) command to select the Employee ID from the window. Select the type(s) of history information you wish to view by answering **YES.**

- Employee Miscellaneous History
- Employee Earnings History
- Employee Deductions History
- Employee Federal Tax History
- Employee State Tax History
- Employee Local Tax History fields.

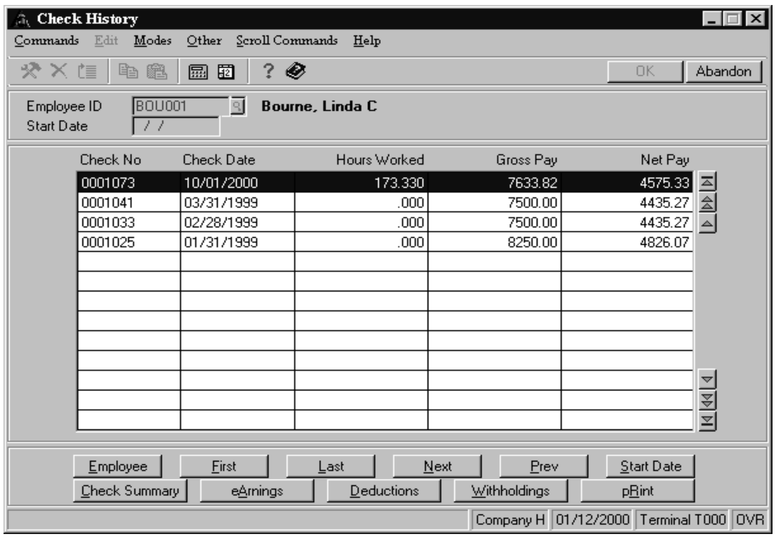
Use the **Proceed** (**PgDn**) command to display screens for the selections made.

Time Ticket History

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

Select the Time Ticket function from the Employee Inquiry Menu, the following screen appears.

Time Ticket Inquiry Screen



Enter in the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file. The following commands are available to move through this function.

Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
First	Press the **F**irst option to view the first employee ID record available.
Last	Press the **L**ast option to view the last employee ID record available.
View	Use the **V**iew option to view the Time Ticket detail. The transaction screen will appear.
Start date	Press **S** to change the start date.

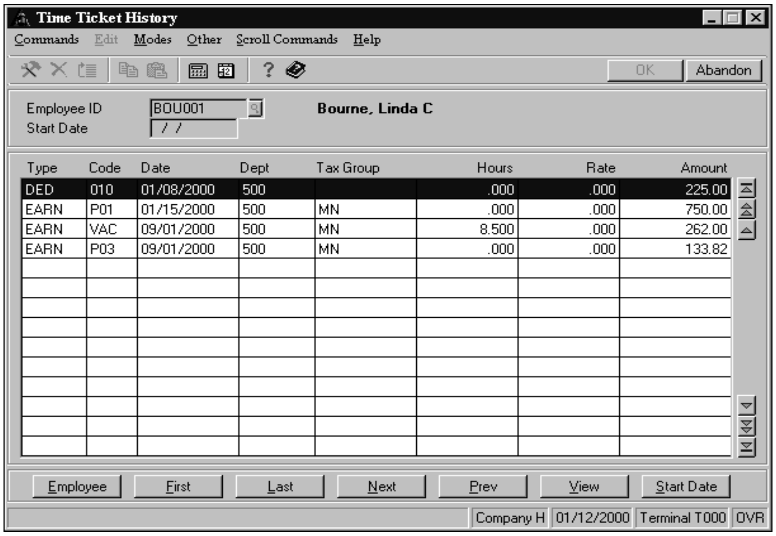
When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

Check History

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

Select the **Check History** function from the *Employee Inquiry Menu*, the following screen appears.

Check History Inquiry Screen



Enter in the Employee ID for the employee you want to work with or press **Enter** to work with the first employee in the file. The following commands are available to move through this function.

Command	Action
Employee	Press the **E**mployee option to view another employee record, then enter the Emp ID. Use the **Inquiry** (F2) command to select an Emp ID from the list that is displayed.
First	Press the **F**irst option to view the first employee ID record available.
Last	Press the **L**ast option to view the last employee ID record available.
Next	Press the **N**ext option to view the next employee record available.
Previous	Press the **P**rev option to view the previous employee record available.
Start date	Press **S** to change the Start date.
Check summary	The **C**heck summary option allows you to view the summary of a selected check. You can press any key to return back to the Check History screen.
Earnings	To view the earnings screen for the selected entry, press **A**.
Deductions	To view the Deductions, press **D**.
Withholdings	Press the **W**ithholdings option to view all the withholdings for the selected check.
Print	To print out the entry screen, press **R**. Then select the output device.

When you have completed your inquiry use the **Exit** (F7) command to exit the function and return to the Employee Inquiry Menu.

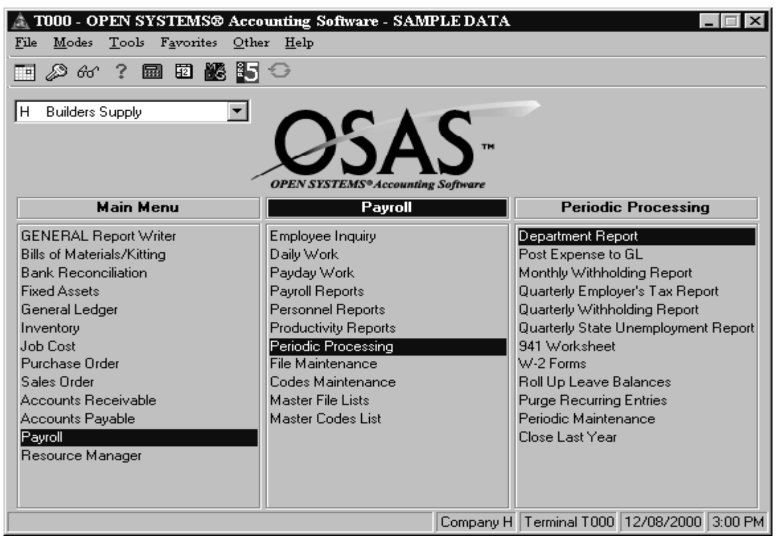
Periodic Processing 10

At the end of each accounting period, use the Periodic Processing function on the Payroll Maintenance menu to prepare the system for the next fiscal period, quarter, or year's activity.

Use the Periodic Maintenance function in the Periodic Processing menu to remove outdated information from the Check History and Transaction History files based off an entered date. By purging outdated information from these data files, it prevents the files from becoming extremely large and interfering with system performance. Before purging any data make sure to make a back up of your data files. We do recommend keeping at least one year of history.

Before you perform the function on this menu, you should have posted all the payroll checks for the accounting period. You can print the **Department Report** and the **Post Expense to GL** functions, each pay period or at the end of the month, depending on when you want to update your department expense accounts in General Ledger.

Payroll Periodic Processing Menu

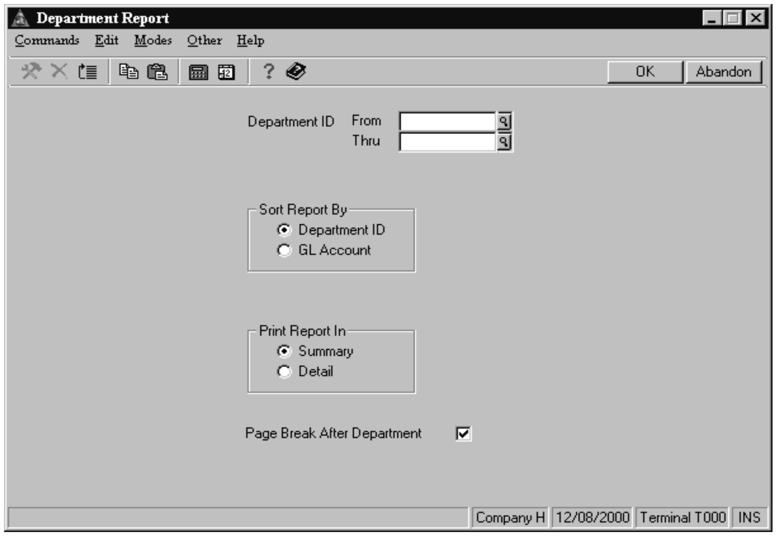


Month-End Checklist

- ☐ Post the payroll checks for the last payroll cycle of the month.
- ☐ Print the monthly reports:
  - Earnings and Deductions Report
  - Monthly Employer's Tax Report
  - Sick and Vacation Report
  - Transaction and Check History Report
  - Monthly Withholding Report
  - Department Report
  - (*OPTIONAL*) Print any additional reports or save them to a file
- ☐ Backup data files.
- ☐ Run the Post Expenses to GL function on the Periodic Processing menu.
- ☐ **Backup data files again.** Do **<u>not</u>** use the same diskette or tape used earlier.

Department Report

Department Report Selection Screen



This report is a summary of labor expenses posted to each department and serves as an audit trail of entries posted to the Department file from the Transaction and Check files.

Print this report at the end of the accounting period (monthly or after every pay period) to review the GL period-to-date, quarter-to-date, and year-to-date totals *before* you use the **Post Expense to GL** function.

When the report is printed in summary format, totals for hours, pieces, and liabilities are printed for the selected sort. Grand totals for hours, pieces, each earning code, and each liability are also printed.

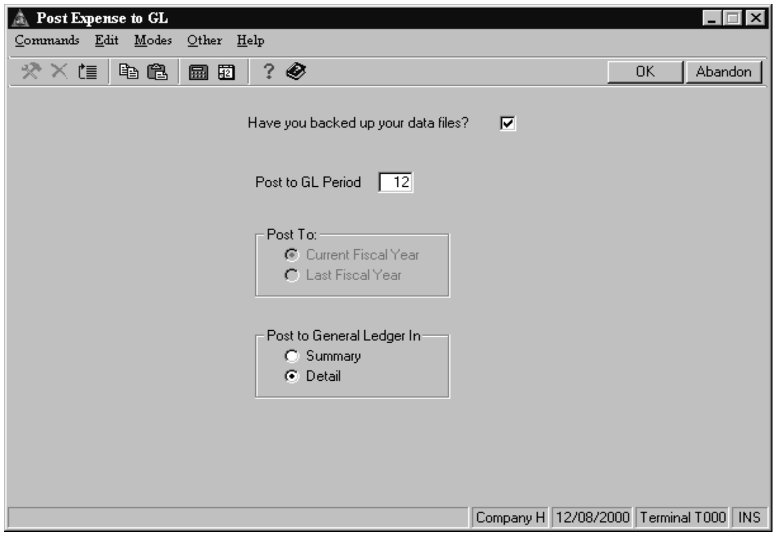
The detail format prints totals for hours, pieces, each earning code, and each employer liability for the selected sort. The detail report also prints grand totals for hours, pieces, each earning code, and each liability.

Department Report

```
06/07/1999                          Builders Supply                     Page    1
12:47 PM                           Department Report
                              Printed in Summary by Department

Department      Name
Expense Type           GL Account     Period to Date     Quarter to Date    Year to Date
---------------------------------------------------------------------------------------------

100             WAREHOUSE

Hours                                      174.000             124.000         668.750
Pieces                                          75                  75              75
                                      ------------        ------------    ------------
Department Liability Totals                1835.42             1343.17         6794.84

200             RETAIL SALES

Hours                                         .000                .000            .000
Pieces                                           0                   0               0
                                      ------------        ------------    ------------
Department Liability Totals                    .00                 .00             .00

300             CONTRACT ASSEMBLY

Hours                                         .000                .000            .000
Pieces                                           0                   0               0
                                      ------------        ------------    ------------
Department Liability Totals                    .00                 .00             .00

400             OFFICE

Hours                                         .000                .000            .000
Pieces                                           0                   0               0
                                      ------------        ------------    ------------
Department Liability Totals                    .00                 .00             .00

500             EXECUTIVE

Hours                                      698.320             698.320         698.320
Pieces                                           0                   0               0
                                      ------------        ------------    ------------
Department Liability Totals               54172.34            54172.34       124834.34

501             EXEC. SECRETARIAL

Hours                                      462.500             372.000        1721.750
Pieces                                           0                   0               0
                                      ------------        ------------    ------------
Department Liability Totals                3813.71             3195.58        10837.74

Division Totals   Div - 50

Hours                                     1160.820            1070.320        2420.070
Pieces                                           0                   0               0
                                      ------------        ------------    ------------
Department Liability Totals               57986.05            57367.92       135672.08

_Grand Totals
Hours                                     1334.820            1194.320        3088.820
Pieces                                          75                  75              75
Overtime Pay                                249.83               87.45          343.07
Bonus                                       475.00              475.00         2720.50
Travel Exp                                     .00                 .00             .00
Cash Value                                     .00                 .00             .00
Commissions                                    .00                 .00             .00
Rpt Tips                                       .00                 .00             .00
Regular Pay                                4519.50             3631.50        15676.21
Salaried Wage                             45863.00            45863.00       115013.00
Sick Pay                                       .00                 .00             .00
Vacation Pay                                 60.00                 .00           60.00
Emplyr Medicare                             715.38              715.38          715.38
Emplyr OASDI                               3042.79             3042.79         3042.79
Unemp Ins                                   134.90              134.90          134.90
MN Unemp Ins                               4761.07             4761.07         4761.07
                                     =============       =============  ==============
TOTAL                                     59821.47            58711.09       142466.92

End of Report
```

Post Expense to GL

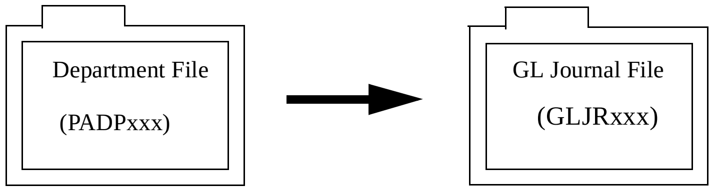
Post Expense to General Ledger Selection Screen



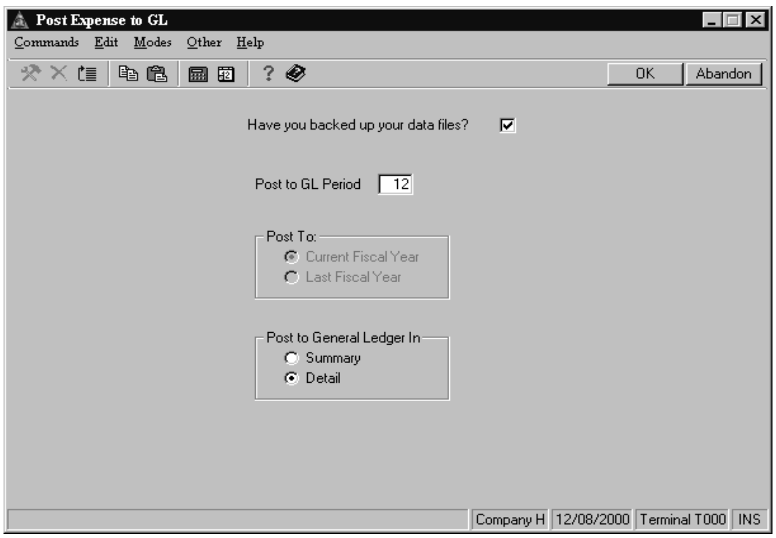
The **Post Expense to GL** function completes the accounting entries for the period. If Payroll is interfaced with General Ledger, the system makes the entries in the General Journal file to credit the payroll holding accounts set up in the *Earning Codes* function and debits the department earning code expense accounts set up in the *Departments* function.

The employer's withholdings and deduction expense holding accounts that were debited in the **Post Checks** function are credited and the employer's withholdings and deductions expense accounts set up in the Departments function are debited.

When the General Ledger entries are made, the GL period-to-date amounts in the Department file are cleared to make way for a new accounting period. This illustration shows how the files are updated.



Post Expense to GL



You can select the general ledger period you want the **Department** expenses posted to. If you have created last-year files in General Ledger, you need to specify which fiscal year you want the entries to post to. You also select whether you want to post in detail or summary to the *General Ledger Journal* file.

Note

If Payroll is not interfaced with General Ledger, you must still run this function at the end of each accounting period. Use the accounting entries in the posting log to update your accounts manually.

This is an illustration of the *Employee* portion of the entries made during the Post Expense to GL function when Payroll is interfaced with General Ledger:

Employee Post Expense to GL

DEBIT	Earning Code for the Salary/Wage Expense Account which is specified in the PADPxxx file.
CREDIT	Payroll Holding Account specified in Earning Codes.

This is an illustration of the *Employer's* portion of the entries made during the Post Expense to GL function when Payroll is interfaced with General Ledger.

These entries are *reversing* the temporary entries made when you posted checks.

CREDIT	Emplyr OASDI Expense Holding Account specified in the PAWIxxx, Withholding file.
CREDIT	Emplyr MED Expense Holding Account specified in the PAWIxxx, Withholding file.
CREDIT	FUTA Expense Holding Account specified in the PAWIxxx, Withholding file.
CREDIT	SUI Expense Holding Account specified in the PAWIxxx, Withholding file.
CREDIT	Other Withholding Expense Holding Account specified in the PAWIxxx, Withholding file.
CREDIT	Emplyr Deduction Expense Holding Account specified in the PADDxxx, Deduction file.

These are new entries made to departmentalize expenses.

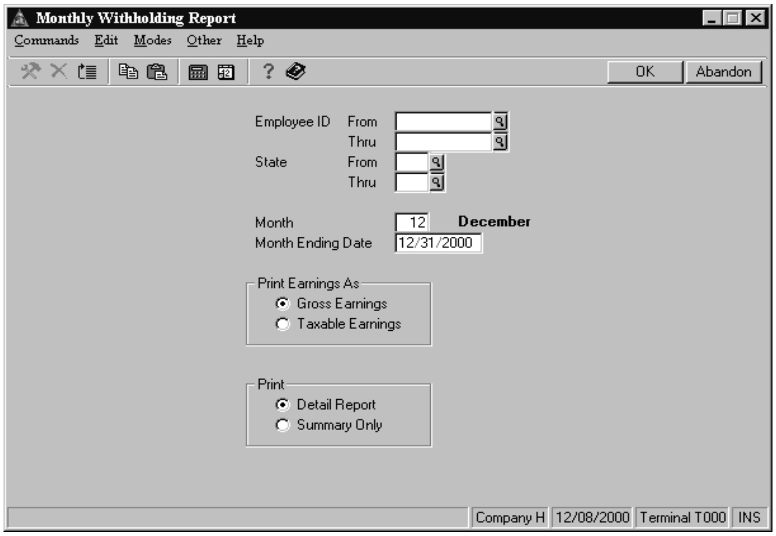
DEBIT	Emplyr OASDI Expense Holding Account specified in the PADPxxx, Departments file.
DEBIT	Emplyr MED Expense Holding Account specified in the PADPxxx, Departments file.
DEBIT	FUTA Expense Holding Account specified in the PADPxxx, Departments file.
DEBIT	SUI Expense Holding Account specified in the PADPxxx, Departments file.
DEBIT	Other Withholding Expense Holding Account specified in the PADPxxx, Departments file.
DEBIT	Emplyr Deduction Expense Holding Account specified in the PADPxxx, Departments file.

Posting log

```
                  06/07/1999                   Builders Supply                PAGE    1
                  1:49 PM                     Post Expense to GL
                                              Posting in Detail

                  Posted to Period  12
                  Description      Department  GL Account              Debit            Credit
                  ----------------------------------------------------------------------------

                  Overtime Pay     WAREHOUSE    520000                 187.95
                  Bonus            WAREHOUSE    520000                  50.00
                  Regular Pay      WAREHOUSE    520000               1,432.00
                  Emplyr Medicare  WAREHOUSE    520000                  13.37
                  Emplyr OASDI     WAREHOUSE    520000                  57.15
                  Unemp Ins        WAREHOUSE    520000                  57.15
                  MN Unemp Ins     WAREHOUSE    520000                  37.80
                  Bonus            EXECUTIVE    530000                 375.00
From Dept.        Salaried Wage    EXECUTIVE    530000              45,863.00
(PADPxxx)         Emplyr Medicare  EXECUTIVE    530000                 674.14
                  Emplyr OASDI     EXECUTIVE    530000               2,866.50
                  MN Unemp Ins     EXECUTIVE    530000               4,393.70
                  Overtime Pay     EXEC. SECRET 530000                  61.88
                  Bonus            EXEC. SECRET 530000                  50.00
                  Regular Pay      EXEC. SECRET 530000               3,087.50
                  Vacation Pay     EXEC. SECRET 530000                  60.00
                  Emplyr Medicare  EXEC. SECRET 530000                  27.87
                  Emplyr OASDI     EXEC. SECRET 530000                 119.14
                  Unemp Ins        EXEC. SECRET 530000                  77.75
                  MN Unemp Ins     EXEC. SECRET 530000                 329.57

                  Overtime Pay                  202000                                  249.83
From Earning      Bonus                         202000                                  475.00
Code(PAECxxx)     Regular Pay                   202000                                4,519.50
                  Salaried Wage                 202000                               45,863.00
                  Vacation Pay                  202000                                   60.00

                  Emplyr Medicare               530000                                  715.38
From W/H
(PAWIxxx)         Emplyr OASDI                  530000                                3,042.79
                  Unemp Ins                     530000                                  134.90
                  MN Unemp Ins                  530000                                4,761.07
                                                          -------------------------------------
                  Balance                                           59,821.47        59,821.47

                  End of Report
```

Monthly Withholding Report

Monthly Withholding Report Selection Screen



This report summarizes the amounts you withheld from employee's paychecks. If you are required to make monthly deposits based on the amounts withheld from employees, use this report for the deposit information you need.

You can print the report for a range of employee IDs and states. You can select the month and the month ending date, and whether the report should be based on gross or taxable earnings.

You can choose to print this report in detail or summary format. When the report is printed in detail, month- and year-to-date totals for gross wages, federal, state, and local earnings and withholding for each employee along with state totals for each state in the range selected and grand totals are printed on the report.

If the report is printed in summary, month- and year-to-date totals for gross wages, federal, state, and local earnings and withholdings are summarized by local, state and grand totals.

Monthly Withholding Report

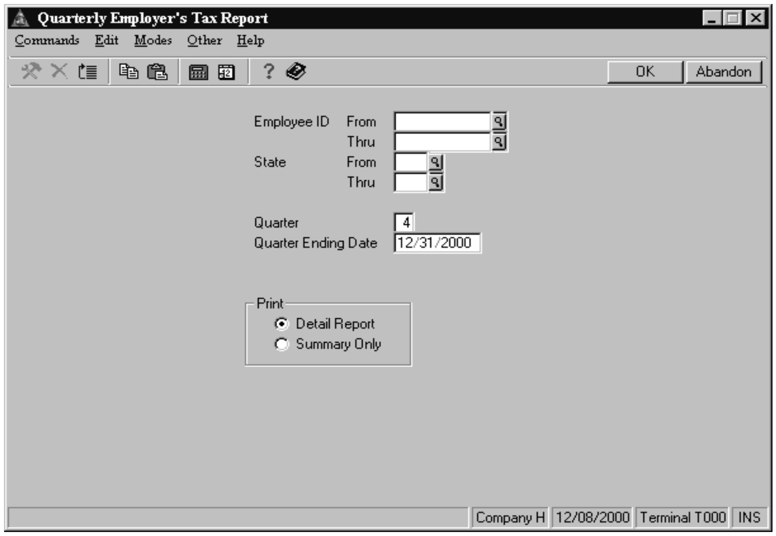
```
06/07/1999                                   Builders Supply                                Page    1
2:58 PM                                Monthly Withholding Report in Summary
                                           For the Month Ending 11/30/1999
                                                   Taxable Earnings
Emp. ID Employee Name                          Soc. Sec. #
           Gross Wages/        ------- Federal -------    -------- State ---------    -------- Local -------
              Tips       Code   Tax. Earn.    WH   Code    Tax. Earn.      WH  Code    Tax. Earn.    WH
-------------------------------------------------------------------------------------------------------------
Local
State MN

Local Total    Number of Employees      7
MTD               .00    FWH          .00          .00   MN SWH           .00         .00
                  .00    OAS          .00          .00
                         MED          .00          .00
YTD         130395.15    FWH    126792.88     20442.67   MN SWH     126792.88     8296.11
                  .00    OAS    129895.15      8053.50
                         MED    129895.15      1883.49

State Total MN Number of Employees      7 (      7)
MTD               .00    FWH          .00          .00   MN SWH          .00         .00
                  .00    OAS          .00          .00
                         MED          .00          .00
YTD         130395.15    FWH    126792.88     20442.67   MN SWH    126792.88     8296.11
                  .00    OAS    129895.15      8053.50
                         MED    129895.15      1883.49

Grand Total  Number of Employees      7 (      7)
MTD               .00    FWH          .00          .00   MN SWH          .00         .00
                  .00    OAS          .00          .00
                         MED          .00          .00
YTD         130395.15    FWH    126792.88     20442.67   MN SWH    126792.88     8296.11
                  .00    OAS    129895.15      8053.50
                         MED    129895.15      1883.49

End of Report
```

Quarter-End Checklist

- ☐ Post the payroll checks for the last payroll cycle of the quarter.
- ☐ Print the quarterly reports:
  - Earnings and Deductions Report
  - Sick and Vacation Report
  - Quarterly State Unemployment Report
  - Transaction and Check History Report
  - Quarterly Employer's Tax Report
  - Quarterly Withholding Report
  - Department Report
  - 941 Worksheet
- ☐ (*OPTIONAL*) Print any additional reports or save them to a file.
- ☐ Backup data files.
- ☐ Run the Post Expenses to GL function on the Periodic Processing menu.
- ☐ **Backup data files again**. Do **not** use the same diskette or tape used earlier.
- ☐ Select the Quarter End option in the Periodic Maintenance function on the Periodic Processing menu to clear the QTD column for Employee History and Department files.
- ☐ (*OPTIONAL*) Remove any History files.

Quarterly Employer's Tax Report

Report Selection Screen



This report lists the FICA and unemployment information for the quarter. You can choose a range of employee IDs and states as well as the quarter and quarter ending date for the report.

This report can be printed in a detail or summary format. The detail format prints quarter- and year-to-date totals for gross wages, advanced EIC payments, employer FICA earnings, FICA Tips, excess FICA, state unemployment earnings, state unemployment excess earnings, federal unemployment earnings and excess federal unemployment earnings for each employee. State totals and grand totals are also printed for these values. The OASDI, Medicare, and FUTA liability formulas and amounts are also printed on the report.

When the report is printed in summary the state totals, grand totals, and OASDI, Medicare, and FUTA liability formulas and amounts are printed.

Note

The number of weeks an employee worked is calculated from the information stored in the employee records. The employer FICA earnings included FICA tips. The numbers in the Employer FICA, SUI, and FUTA columns are the limits in the FICA, FUTAxxx, and SUTssxxx tables. The QTD liability totals are calculated from the percentage you entered in the tables during setup.

Note

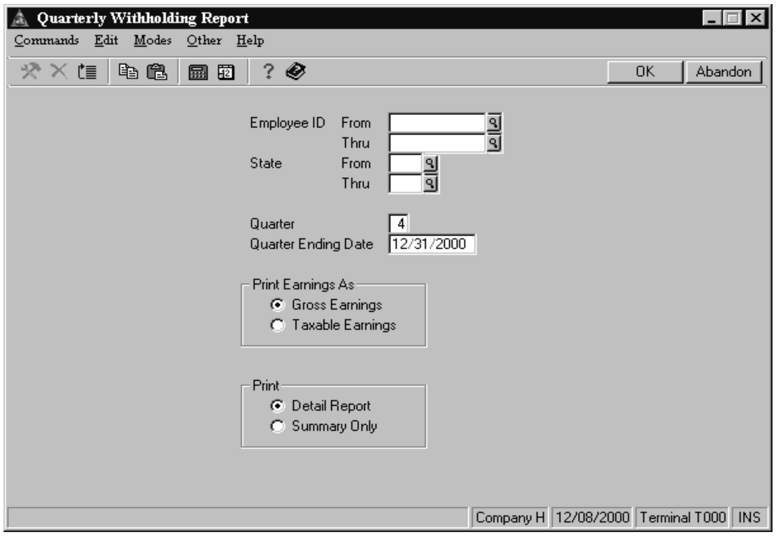
If you print this report for a prior quarter, the year-to-date totals will be as of the quarter specified.

Quarterly Employer’s Tax Report

```
06/07/1999                                  Builders Supply                              Page  1
3:16 PM                               Quarterly Employer's Tax Report in Summary
                                        For the Quarter Ending 12/31/1999

State MN
Emp. ID  Name                                   Soc. Sec. #
 Weeks       Gross    Adv   -- Employer FICA (72600/NO LIMIT) --  ---- SUI (18100) ----  --- FUTA ( 7000 ) ---
Worked      Wages    EIC   Earnings     FICA Tips  Excess FICA   Earnings   Excess SUI   Earnings  Excess FUTA
--------------------------------------------------------------------------------------------------------------

State Total MN Number of employees  7
QTD    106677.65    .00   106177.65         .00          .00   57431.33     46231.55   19193.83     84469.05
                          106177.65                      .00
YTD    130395.15    .00   129895.15         .00          .00   80561.33     46231.55   41761.33     85031.55
                          129895.15                      .00

SUI Liability
        57431.33 * .09100  =  5226.25



Grand Total     Number of employees 7 (      7)
QTD    106677.65    .00   106177.65         .00          .00   57431.33     46231.55   19193.83     84469.05
                          106177.65                      .00
YTD    130395.15    .00   129895.15         .00          .00   80561.33     46231.55   41761.33     85031.55
                          129895.15                      .00

OASDI Liability
       106177.65  * .06200 =  6583.01

Medicare Liability
       106177.65  * .01450 =  1539.58

FUTA Liability
       19193.83  * .00800 =   153.55

End of Report
```

Quarterly Withholding Report

Report Selection Screen



The amount of withholding from employees' paychecks for the quarter is summarized in this report. The amounts on this report should be used if you make quarterly tax deposits.

You can choose a range of employee IDs and states, the quarter, and the quarter ending date for the report. You can also select whether the report should be based on gross or taxable earnings and if you want the report in a detail or summary format. If a state requires SUI (State Unemployment Insurance) or SDI (State Disability Insurance) employee withholding, that information will be printed on this report.

When this report is printed in detail; quarter- and year-to-date gross wages, federal, state, and local earnings and withholdings are printed for each employee in the ranges selected along with local, state, and grand totals.

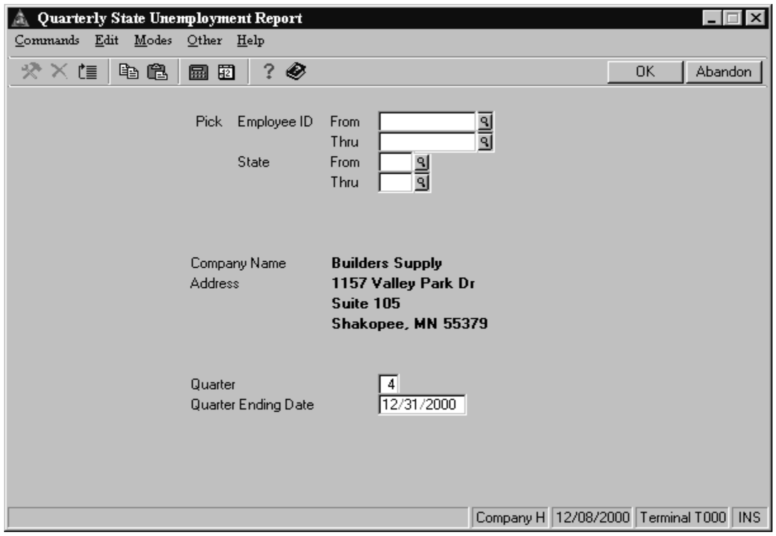
When the summary format is selected, quarter- and year-to-date totals are printed for federal, state, and local earnings and withholdings by local and state codes. Grand totals are printed for both summary and detail formats.

Quarterly Withholding Report

```
06/07/1999                                    Builders Supply                                   Page    1
4:28 PM                                  Quarterly Withholding Report in Summary
                                            For the Quarter Ending 12/31/1999
                                                    Taxable Earnings
Emp. ID Employee Name                     Soc. Sec. #
          Gross Wages/     ------- Federal -------     ------- State ---------     ------- Local -------
            Tips     Code   Tax. Earn.       WH   Code  Tax. Earn.      WH      Code  Tax. Earn.      WH
---------------------------------------------------------------------------------------------------------
Local
State MN

Local Total    Number of Employees      7
QTD      106677.65    FWH     103662.88   17041.60   MN SWH    103662.88    6994.37
               .00    OAS     106177.65    6583.01
                      MED     106177.65    1539.58
YTD      130395.15    FWH     126792.88   20442.67   MN SWH    126792.88    8296.11
               .00    OAS     129895.15    8053.50
                      MED     129895.15    1883.49

State Total MN Number of Employees      7 (      7)
QTD      106677.65    FWH     103662.88   17041.60   MN SWH    103662.88    6994.37
               .00    OAS     106177.65    6583.01
                      MED     106177.65    1539.58
YTD      130395.15    FWH     126792.88   20442.67   MN SWH    126792.88    8296.11
               .00    OAS     129895.15    8053.50
                      MED     129895.15    1883.49

Grand Total  Number of Employees      7 (      7)
QTD      106677.65    FWH     103662.88   17041.60   MN SWH    103662.88    6994.37
               .00    OAS     106177.65    6583.01
                      MED     106177.65    1539.58
YTD      130395.15    FWH     126792.88   20442.67   MN SWH    126792.88    8296.11
               .00    OAS     129895.15    8053.50
                      MED     129895.15    1883.49
End of Report
```

Quarterly State Unemployment Report

Report Selection Screen



The format used for in report is set up in the **Set Up State Unemployment Reports** option of the **Payroll Information** function on the *File Maintenance* menu. You must set up the format for each state you report in before you can print a report for the state. When you set up the report's format you can choose whether to sort this report by employee name or social security number and whether employees with zero earning will appear on the report. If the state requires SUI employee withholding, that information will appear in the Quarterly Withholding 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.

You can choose a range of employee IDs and state you want to print reports for. The information in the Company Name and Address fields is from the **Company Address** option in the *Payroll Information* function. You can select the quarter and the quarter ending date for the report. This report prints the Employer's SUI Liability by Employee.

Quarterly State Unemployment Report

Employer's Quarterly Detailed Wage Report
for MN - Minnesota Page 2 of 2

Builders Supply
6477 City West Parkway
Eden Prairie, MN 55344

Federal ID Number: 77-7777777
State ID Number: AA1234
Quarter Ending: 12/31/1999

Employee Name	Soc Sec No.	Wk Wd	Total Wages QTD	Excess Wages QTD	Taxable Wages QTD
Bourne, Linda C	459-30-1099	13	28969.05	17931.55	11037.50
Gerard, Timothy G	468-22-4819	13	21600.00	8900.00	12700.00
Jenkins, Kathy M	460-39-9093	13	30000.00	19400.00	10600.00
Jonchim, Maria K	468-80-9944	13	4348.13	.00	4348.13
Lukas, George	488-30-1281	13	10000.00	.00	10000.00
Rossini, Lucinda A	460-39-9982	13	3294.03	.00	3294.03
Stockard, Albert W	449-58-4392	13	5451.67	.00	5451.67
Number of employees for this Page: 7					
Page Totals:			103662.88	46231.55	57431.33
Total Number of employees this State: 7					
State Totals:			103662.88	46231.55	57431.33

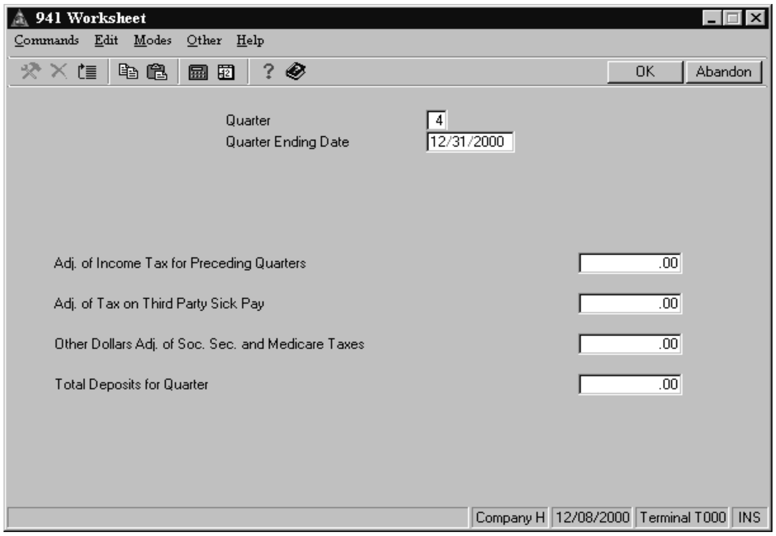
06/07/1999 Page 1 of 2
4:59 PM

Builders Supply
Employer's Quarterly Unemployment Contribution Report
for MN - Minnesota

Quarter Ending Date	12/31/1999
Total Gross Wages Paid This Quarter	103,662.88
State Taxable Wage Limit	18,100.00
Total Excess Wages Paid This Quarter	46,231.55
Total Taxable Wages Paid This Quarter	57,431.33
Employer's Tax Rate	9.100%
Total Amount of Tax Due	5,226.25

941 Worksheet

Selection Screen



This report gives you the information needed to complete the Federal 941 form. The report uses the Check History and Check Withholding History files to generate the report and computes the monthly period breakdown.

Note

If you have not selected to save check history in *Options and Interfaces*, you will not be able to print this report.

You **cannot** file the 941 Worksheet. Use it as a reference aid to complete and file the government-produced form.

The quarter and quarter ending date are displayed on the screen; you can change them if needed. Enter adjustments and the total deposits for the quarter before producing the worksheet. The amount entered in *Adj. of Income Tax for Preceding Quarters* appears on line 4, *Adj. of Tax on Third Party Sick Pay* and *Other Dollars Adj. of Soc. Sec. & Medicare Taxes* appear on line 9, and *Total Deposits for Quarter* appears on line 14 of the 941 Worksheet.

Lines 1 through 16 on page 1 are printed from the information stored in the Employee Miscellaneous History, **PAEMxxx**, and Employee History Withhold, **PAEWxxx**, files.

Lines 17 through line D on page 2 are the monthly liability amounts and the daily tax liability amounts, and this information is stored in the Check History, **PAHCxxx**, and Check History Withholdings, **PAHWxxx**, files.

Note

If the letter ***F*** is in the right margin, a fractional adj. has been made for Medicare and social security rounding. If the letter is not in the right margin, the fractional amount is included in the amount.

Sample of the 941 Worksheet

```
941 REPORT    |                             Employer's Quarterly Federal Tax Return
______________|_______________________________________________________________________________________________
 12/31/1999
                    Builders Supply                                         77-7777777
                    6477 City West Parkway
                    Eden Prairie     MN55344

Enter state code
for state in which  ________
deposits made.  .  |________|

If address is
different
from prior
return, check       ____
here.  .  .  .  .  |____|
------------------------------------------------------------------------------------------------------------------
If you do not have to file returns in the future, check here ______  and enter date final wages paid    ______________
If you are a seasonal employer, see Seasonal employers on page 2 and check here (see instructions)      ______
------------------------------------------------------------------------------------------------------------------
 1  Number of employees (except household) employed in the pay period that includes March 12th         |
------------------------------------------------------------------------------------------------------------------
                                                                                                        |      |
 2  Total wages and tips subject to withholding, plus other compensation. . . . . . . . . . .           | 2    | 103662.88
 3  Total income tax withheld from wages, tips, and sick pay . . .                                      | 3    |  17041.60
 4  Adjustment of withheld income tax for proceeding quarters of calendar year . . . . . . . .          | 4    |       .00
 5  Adjusted total of income tax withheld (line 3 as adjusted by line 4--see instructions). . . .       | 5    |  17041.60
 6a Taxable social security wages. . . . . . . . . . $   106177.65    X   12.40%  (.124)   =            | 6a   |   3166.03
  b Taxable social security tips . . . . . . . . . . $         .00    X   12.40%  (.124)   =            | 6b   |       .00
 7  Taxable Medicare wages and tips . . . . . . . . . $   106177.65    X    2.90%  (.029)   =            | 7    |   3079.15
 8  Total social security and Medicare taxes (add lines 6a, 6b, and 7).  Check here if wages            |      |
    are not subject to social security and/or Medicare tax  . . . . . . . . . . . . . ______            | 8    |  16245.18
 9  Adjustment of social security and Medicare taxes (see instructions for required explanation)        |      |
    Sick Pay $         .00  +/- Fractions of Cents $        .00  +/- Other $        .00  =              | 9    |       .00
10  Adjusted total of social security and Medicare taxes (line 8 as adjusted by line 9---see            |      |
    instructions) . . . . . . . . . . . . . . . . . . . . . . . . . . . .                               | 10   |  16245.18
                                                                                                        |      |
11  Total taxes (add lines 5 and 10)  . . . . . . . . . . . . . . . . . . . . . . . . .                 | 11   |  33286.78
12  Advance earned income credit (EIC) payments made to employees, if any  . . . . . . . . . .          | 12   |       .00
13  Net Taxes (subtract line 12 from line 11). This should equal line 17, column (d) below (or line     |      |
    D of Schedule B (Form 941))  . . . . . . . . . . . . . . . . . . . . . . . . . . .                  | 13   |  33286.78
                                                                                                        |      |
14  Total deposits for quarter, including overpayment applied from a prior quarter. . . . . . . .       | 14   |       .00
                                                                                                        |      |
15  Balance Due (subtract line 14 from line 13).  Pay to Internal Revenue Service.  . . . . . . .       | 15   |  33286.78
16  Over payment, if line 14 is more than line 13 enter excess here $        .00                                 ----------
    and check if to be:  ______ Applied to next return  OR  ______ Refunded.
    * All filers: If line 13 is less then $500, you need not complete line 17 or Schedule B.
    * Semiweekly depositors: Complete Schedule B and check here  . . . . . . . . . . . . . . . . . . ______
    * Monthly depositors: Complete line 17, columns (a) through (d) and check here  . . . . . . . . . . ______
------------------------------------------------------------------------------------------------------------------
17   Monthly Summary of Federal Tax Liability.
------------------------------------------------------------------------------------------------------------------
 (a) First month liability   | (b) Second month liability | (c) Third month liability | (d) Total liability for Quarter
------------------------------------------------------------------------------------------------------------------
             7029.87         |              .00           |              .00          |          7029.87
------------------------------------------------------------------------------------------------------------------
NOTE:  This report is for informational purposes only for the preparation of Form 941.  If you entered amounts for
Third-Party Sick Pay and/or Other Dollars (line 9) and/or Adjustments of Income Tax (line 4), these amounts are not
included on line 17 and Schedule B.  See the 941 instructions if these amounts are on line(s) 4 and/or 9 to update
line 17 and Schedule B manually.
```

941 Worksheet continued

SCHEDULE B (941 REPORT) | Employer's Record of Federal Tax Liability

Name as shown on Form 941 (Forms 941E or 941ss)	Employer Identification Number	Date quarter ended
Builders Supply	77-7777777	12/31/1999

You must complete this schedule if you are required to deposit on a semiweekly basis, or if your tax liability on any day is $100,000 or more. Show tax liability here, not deposits. (The IRS gets deposit data from FTD coupons.)

A. Daily Tax Liability--First Month of Quarter

1	.00	8	.00	15	.00	22	.00	29	.00
2	.00	9	.00	16	.00	23	.00	30	.00
3	.00	10	.00	17	.00	24	.00	31	7029.87
4	.00	11	.00	18	.00	25	.00		
5	.00	12	.00	19	.00	26	.00		
6	.00	13	.00	20	.00	27	.00		
7	.00	14	.00	21	.00	28	.00		

A Total tax liability for first month of quarter . . . . | A | 7029.87

B. Daily Tax Liability--Second Month of Quarter

1	.00	8	.00	15	.00	22	.00	29	.00
2	.00	9	.00	16	.00	23	.00	30	.00
3	.00	10	.00	17	.00	24	.00	31	.00
4	.00	11	.00	18	.00	25	.00		
5	.00	12	.00	19	.00	26	.00		
6	.00	13	.00	20	.00	27	.00		
7	.00	14	.00	21	.00	28	.00		

B Total tax liability for second month of quarter . . . . | B | .00

C. Daily Tax Liability--Third Month of Quarter

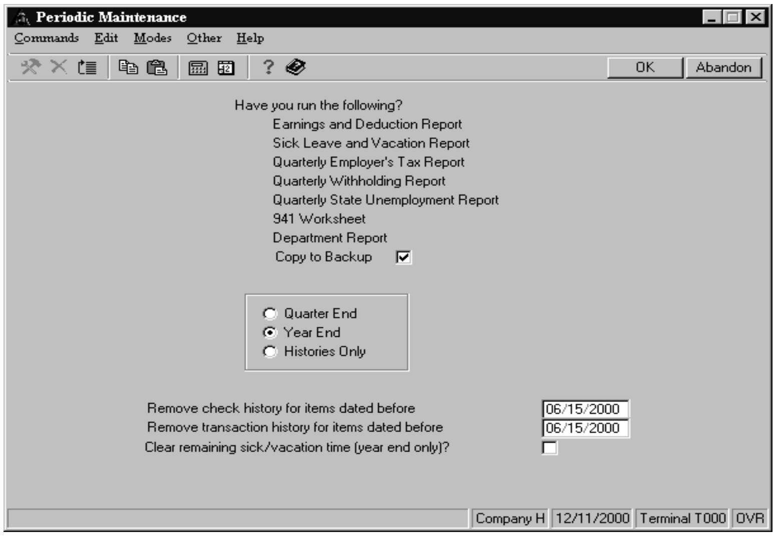
1	.00	8	.00	15	.00	22	.00	29	.00
2	.00	9	.00	16	.00	23	.00	30	.00
3	.00	10	.00	17	.00	24	.00	31	.00
4	.00	11	.00	18	.00	25	.00		
5	.00	12	.00	19	.00	26	.00		
6	.00	13	.00	20	.00	27	.00		
7	.00	14	.00	21	.00	28	.00		

C Total tax liability for third month of quarter . . . . | C | .00

D Total for quarter (add lines A, B, and C). This should equal line 13 of Form 941 . . . | D | 7029.87

Performing Periodic Maintenance

Periodic Maintenance



To perform Year end maintenance, make the following selections:

1. Enter **YES** to verify that all necessary reports have been printed and the data files have been backed up; otherwise enter **NO**. Just note, that if you haven't printed all necessary reports now, you many not be able to print them later.

2. Select **2. Year End**.

3. Remove outdated check information from the Check History, PAHCxxx, Check History Deductions, PAHDxxx, Check History Earnings, PAHExxx, and Check History Withholdings, PAHWxxx, files by entering a date in this field. Check information **BEFORE** the date you enter here is deleted from these files. If this field is left blank, nothing is deleted from these files.

4. Delete outdated time ticket information from the Transaction History file, PATHxxx, by entering a date in this field. Transactions **BEFORE** the date entered here are deleted from the file. If the field is left blank, nothing is deleted from the file.

5. Enter **YES** if the company does not carry sick and vacation time from this year over into the next year. Any remaining balance of sick or vacation for employees is removed and the balances are set to zero.

   Enter **NO** to retain the remaining sick and vacation time balances for employees in the next calendar year.

Last-year Data Files

After you use Year end maintenance, Payroll has two sets of data files - current and last year. All employee information and history from the current calendar year is copied into the data files that are created as part of year end maintenance - the last-year data files.

The data files used for payroll's new calendar year information are the current year files. During Year end maintenance:

- quarter and year-to-date information is cleared from the current year files so that the system can begin accumulating payroll information for the new calendar year
- terminated employees are deleted from the current year files

If you have completed payroll processing, W-2 forms can be printed before running the Year end maintenance function. Otherwise, you can run Year end maintenance and then print the W-2 forms using the last-year data files.

When last year files are created, the current year payroll files are copied to the last year files. Last year files have the same name as the current year files plus a, **.LY** extension:

PACDxxx.LY	Checks Deductions	**PACExxx.LY**	Checks Earnings
PACHxxx.LY	Checks	**PACWxxx.LY**	Checks Withholdings
PADDxxx.LY	Deductions	**PADExxx.LY**	Employee Deductions
PADPxxx.LY	Departments	**PADXxxx.LY**	Deduction Exclusion
PAECxxx.LY	Earning Codes	**PAEDxxx.LY**	Employee Deduction History
PAEExxx.LY	Employee Earning History	**PAEGxxx.LY**	Employee General Information
PAEMxxx.LY	Employee Miscellaneous History	**PAEPxxx.LY**	Employee Personnel
PAESxxx.LY	Employee Federal/State/Local	**PAETxxx.LY**	Earning Types
PAEWxxx.LY	Employee Withholding History	**PAEXxxx.LY**	Employee Exclusion
PAINxxx.LY	Payroll Information	**PALCxxx.LY**	Labor Class
PATB.LY	Tables	**PATX.LY**	Tax Tables
PAWIxxx.LY	Withholdings	**PAWXxxx.LY**	Withholding Exclusion

Use the **Setup** (F9) command to toggle between current-year and last-year files after year-end maintenance and before closing last year.

While in last-year files, you can perform all payroll functions except the **Daily Work** functions and the **Calculate Checks** option in *Payday Work*. You can use manual checks to update the Employee and Department files.

If you are posting within last-year files and Payroll is interfaced with General Ledger, the system *will post* to the General Ledger Journal file.

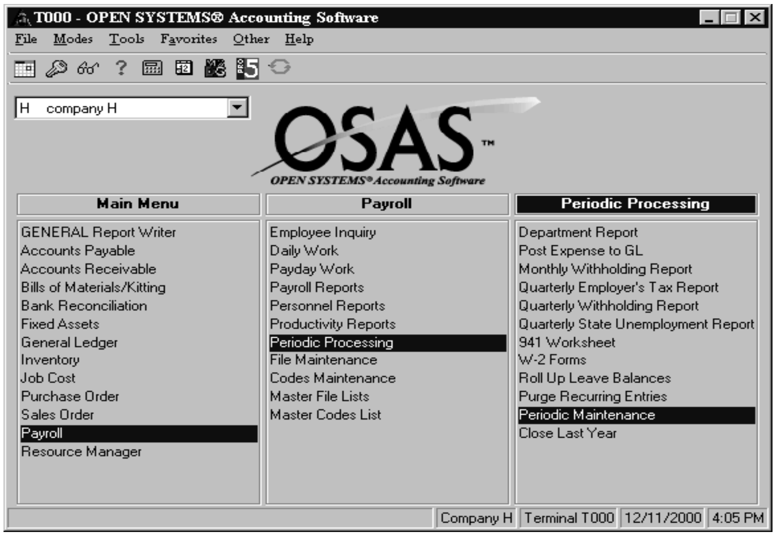
Year-End Checklist

- ☐ Post the payroll checks for the last payroll cycle of the year.
- ☐ Print the quarterly reports:
  - Earnings and Deductions Report
  - Sick and Vacation Report
  - Quarterly State Unemployment Report
  - Transaction and Check History Report
  - Quarterly Employer's Tax Report
  - Quarterly Withholding Report
  - Department Report
  - 941 Worksheet
- ☐ (*OPTIONAL*) Print any additional reports or save them to a file.
- ☐ Backup data files.
- ☐ Run the Post Expenses to GL function on the Periodic Processing menu.
- ☐ **Backup data files again**. Do <u>**not**</u> use the same diskette or tape used earlier.
- ☐ Select the Year End option in the Periodic Maintenance function on the Periodic Processing menu to perform the following tasks:
  - Create last-year files.
  - Clear QTD and YTD columns for new-year Employee History and Department files.
  - (*OPTIONAL*) Remove outdated transaction/check history by entering a date to refer to.
  - Delete terminated employees from the Payroll files for the New Year.
- ☐ Delete outdated recurring entries using the Purge Recurring Entries on the Periodic Processing menu.
- ☐ Consolidate sick and vacation balance records using the Roll Up Leave Balance function on the Periodic Processing menu.
- ☐ If you elected to have the system accrue vacation and sick hours, switch to the New Year files using **F9**. Then select Tables from the File Maintenance menu to update the MAXVSxxx, SICccxxx, and VACccxxx tables for the new year.(if necessary)
- ☐ Otherwise, manually update sick and vacation hours in the new-year using the Leave Adjustments function on the File Maintenance menu.
- ☐ Update the federal, state, and local tax tables and formulas in the new-year if necessary. Subscribing to the Software Fitness Program ensures that you are always up to date. If you have received an update disk, install it instead of manually updating the tables.
- ☐ Rebuild the new-year PAEPxxx, PAEDxxx, PAEWxxx, PAEExxx, PAESxxx, and PAEGxxx files using the Change File Size and/or File Rebuild/Verify function on the Data File Maintenance menu in Resource Manager.
- ☐ Switch to the new year files using F9 to process payroll in the new year.
- ☐ Switch to the last-year files using F9 to update the last-year Employee and Department files, then select the Manual Checks function on the Payday Work menu.
- ☐ Print the W-2 forms from last year.
- ☐ (*OPTIONAL*) Delete last files using the Close Last Year function on the Periodic Processing menu.

Performing Year-End Maintenance

After the processing for the last payroll of the year has been completed, select **Periodic Maintenance** from the *Periodic Processing* menu to perform Year-end maintenance.

Periodic Processing Main Menu



The Year-End option in the Periodic Maintenance function on the Periodic Processing menu performs the following tasks:

- creates last-year files
- clears the quarter and year to date columns for the new year’s Employee History and Department files
- deletes terminated employees from the Payroll files for the new year
- updates the Payroll Control table, PACTLxxx, with the new calendar year and quarter

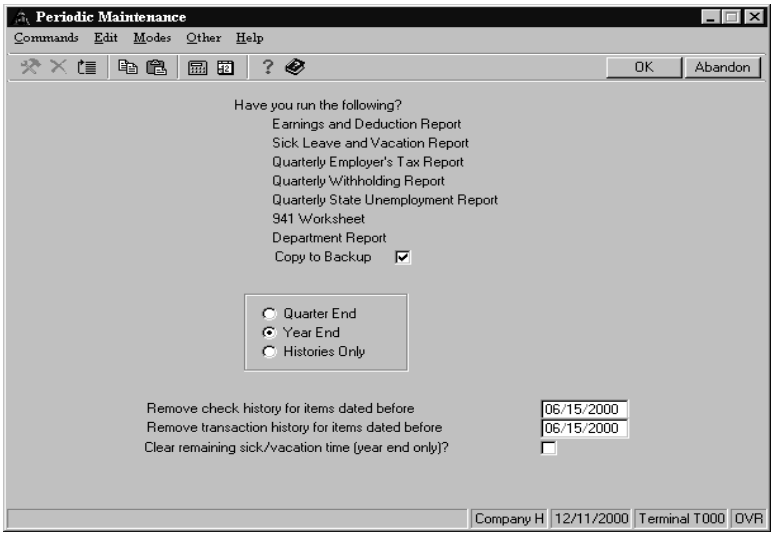
Depending on the selections you make, the following tasks can also be performed:

- remove outdated transaction and check history
- clear any remaining sick and vacation time balances

Note

You can print W-2 forms before running Year-end if you have completed payroll processing.

The Periodic Maintenance Screen



To perform Year-end maintenance, make the following selections:

1. Enter **YES** to verify that all necessary reports have been printed and the data files have been backed up; otherwise enter **NO**.

2. Select 2, **Year end**.

3. Remove outdated check information from the Check History, PAHCxxx, Check History Deductions, PAHDxxx, Check History Earnings, PAHExxx, and Check History Withholdings, PAHWxxx, files by entering a date in this field. Check information BEFORE the date you enter here is deleted from these files. If this field is left blank, nothing is deleted from these files.

4. **Delete outdated time ticket information** from the Transaction History file, PATHxxx, by entering a date in this field. Transactions BEFORE the date entered here are deleted from the file. If the field is left blank, nothing is deleted from the file.

5. Enter **YES** if the company does not carry sick and vacation time from this year over into the next year. Any remaining balances for sick and vacation time for employees is removed and the balances are set to zero.

   Enter **NO** to retain the remaining sick and vacation time balances for employees in the next calendar year.

Note

If you get a message that last year files exist, you will want to check in last year if you may have already run this function. You may have yet to close last year to clear out the last year data files.

Creating Last-Year Data Files

After you use Year-end maintenance, Payroll has two sets of data files-current year and last-year. All employee information and history from the current calendar year is copied into the data files that are created as part of year end maintenance-the last-year data files.

The data files used for payroll's new calendar year information are the current year files. During Year-End maintenance:

- Quarter and year-to-date information is cleared from the current year files so that the system can begin accumulating payroll information for the new calendar year.
- Terminated employees are deleted from the current year files.

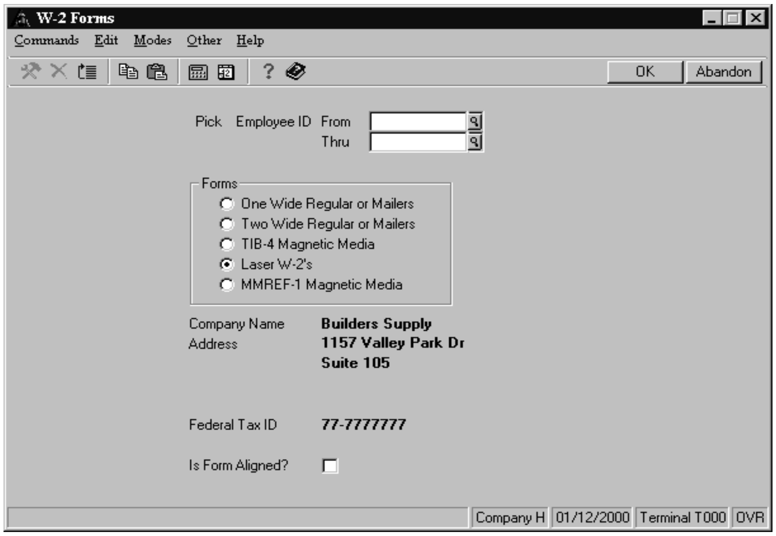
Note

A terminated employee is an employee with a date entered in the Term Date field on the General information screen in the Employees function on the File Maintenance menu.

When working in last year files, you can use all of the payroll functions except the functions on the Daily Work menu and the Calculate Checks function on the Payday Work menu. Use the Manual Checks function if you need to update employee and department history information in last year files.

W-2 Forms

Selection Screen



W-2 forms summarize each employee’s wages and withheld taxes during a calendar year. Employees use these forms to fill out local, state, and federal tax returns. You send a copy of each employee’s W-2 summary to tax authorities when you complete the company’s tax forms.

Before printing W-2s, check the relevant information fields (such as statutory employee and allocated tips) in the Employee file to make sure that the information there is what you want on employees’ W-2s.

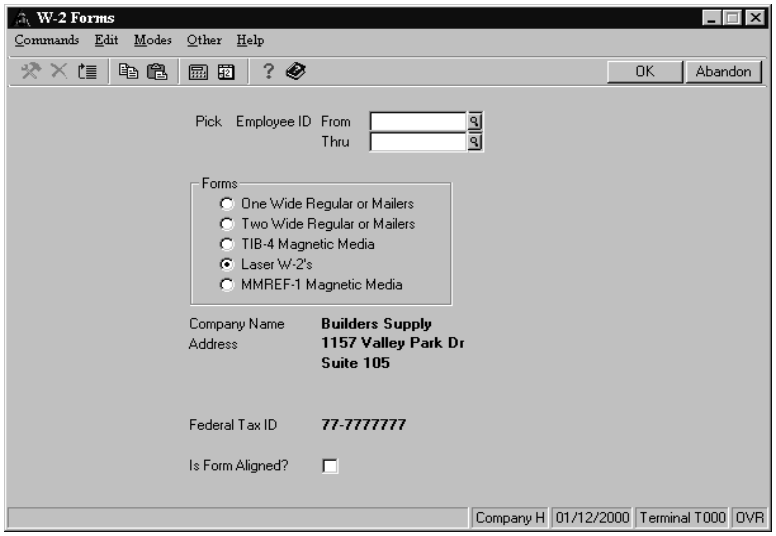
After you have completed processing all the payrolls for the year, print the W-2 forms. If you have performed year-end maintenance, print the W-2s from the last year files. Use the **Setup** (F9) command to switch to the last year payroll files and then print W-2s.

If you have employee’s who have worked in multiple states, the system prints the deferred compensation for each state. The first state listed in the tax information section of the Employees function will print on the federal W-2.

Note

The system does not automatically accumulate totals for: legal representative and 942 employee reporting, third-party sick pay, Medicare for government employees, golden parachute payments, dependent care benefits, 457 plans, non-457 Plans, and group term life insurance. You must calculate these amounts and manually enter them in each employee’s history record through the Employee History function on the File Maintenance menu.

W-2 Forms



If you have more than 250 employees, you must send the W-2 information to the Internal Revenue Service on magnetic media (in addition to the paper W-2s). Before using this function, get the latest guidelines for magnetic media from the Social Security Administration (SSA). Some states now require larger companies to file on magnetic media as well. The Payroll system's magnetic media reporting meets requirements for federal reporting only, you state's requirements may be different. Check with the state's tax authorities before filing W-2s.

Note

While Open Systems' magnetic media has received general approval from SSA, you *must* apply for and get approval before your company can file on magnetic media.

You can select a range of employees whose W-2 forms you want to print. Select the way you want to produce W-2s:

1 Print on one-across forms or mailers

2. Print on two-across forms or mailers (your printer must be wide enough to handle the forms and configured for a wide carriage in the Devices function on the Workstation Configuration menu in the Resource Manager)

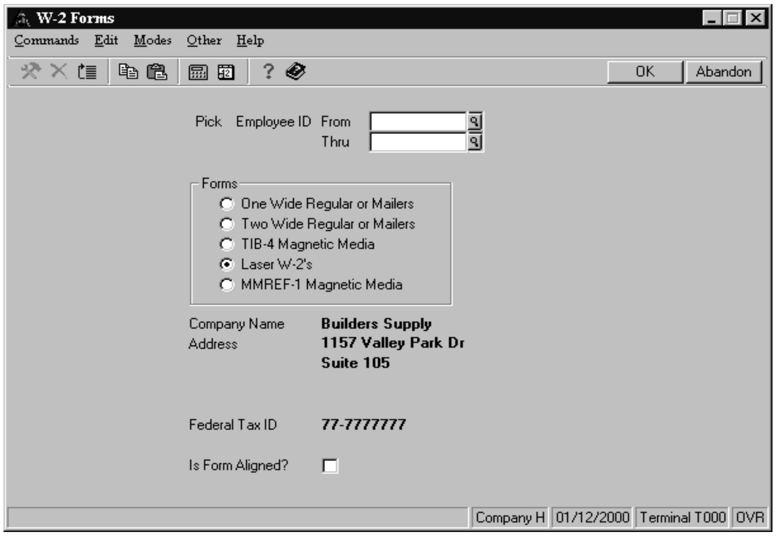
3. Written to a diskette, TIB-4 magnetic media, for filing

4. Printed on laser forms

5. Written to a diskette, MMREF-1 Magnetic Media, for filing

The company name and address are displayed from the Company Address option in the Payroll Information function on the File Maintenance menu.

W-2 Forms



The federal tax ID is displayed from the FWH record set up in the Withholdings function on the File Maintenance menu.

You must select the output device you want to use.

Note

If you select (**F**)ile as the output device, it is ***NOT*** the same as selecting number 3, the magnetic media reporting option.

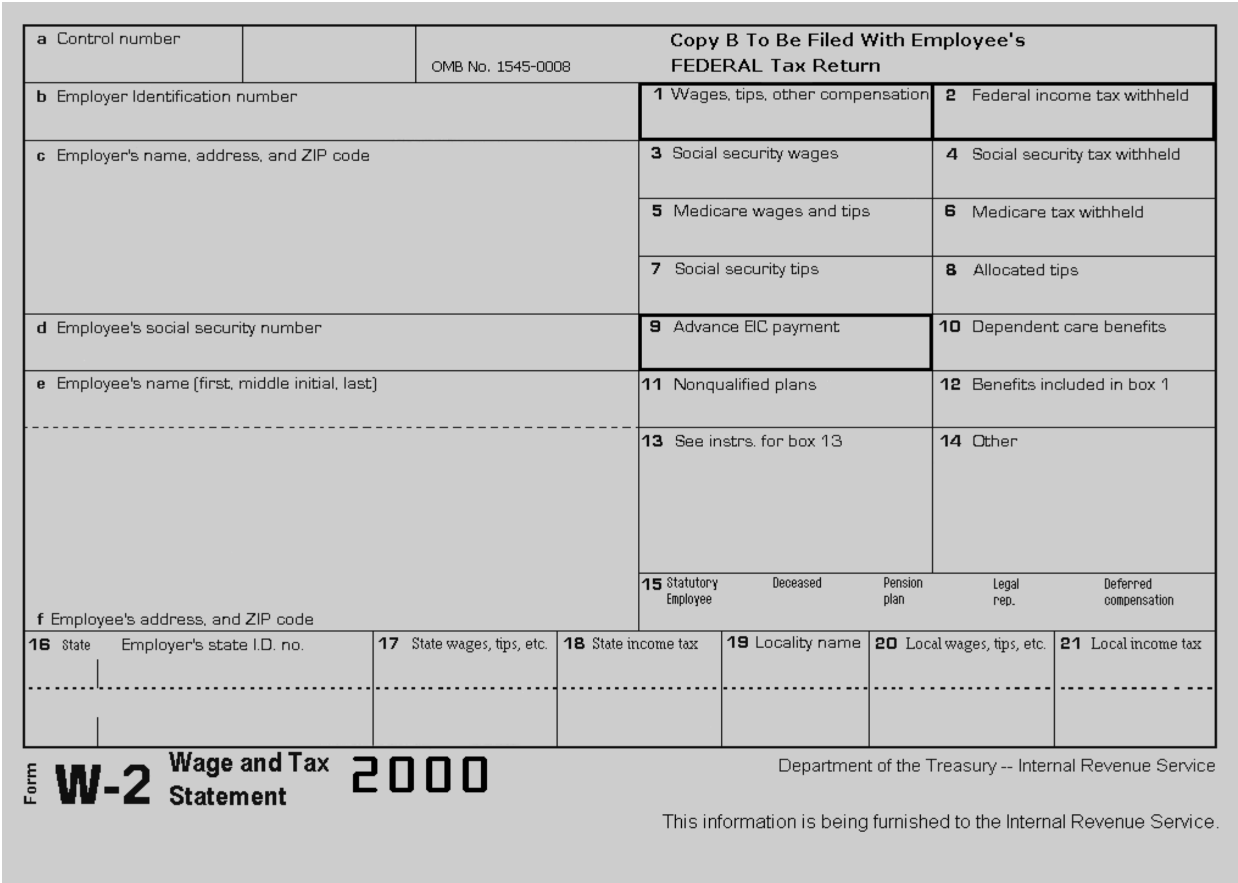
When you select the printer output option, the system prints CONTROL NUMB in the upper left corner of the form. This alignment mark should be printed inside the Control Number box.

Note

W-2 forms are printed two to a page. The first W-2 printed should be the first W-2 on the page.

When the forms are aligned, enter **YES** to print the forms. After the forms are printed, the Periodic Processing menu appears.

Here is a sample of the 1999 W-2 Forms


a Control number

OMB No. 1545-0008

Copy B To Be Filed With Employee's FEDERAL Tax Return

b Employer Identification number

1 Wages, tips, other compensation

2 Federal income tax withheld

c Employer's name, address, and ZIP code

3 Social security wages

4 Social security tax withheld

5 Medicare wages and tips

6 Medicare tax withheld

7 Social security tips

8 Allocated tips

d Employee's social security number

9 Advance EIC payment

10 Dependent care benefits

e Employee's name (first, middle initial, last)

11 Nonqualified plans

12 Benefits included in box 1

13 See instrs. for box 13

14 Other

15 Statutory Employee | Deceased | Pension plan | Legal rep. | Deferred compensation

f Employee's address, and ZIP code

16 State | Employer's state I.D. no. | 17 State wages, tips, etc. | 18 State income tax | 19 Locality name | 20 Local wages, tips, etc. | 21 Local income tax

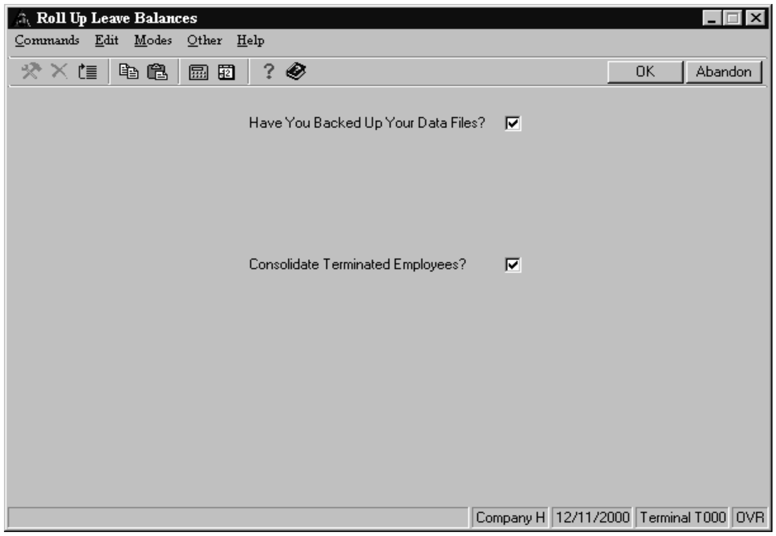
Form W-2 Wage and Tax Statement 2000

Department of the Treasury -- Internal Revenue Service

This information is being furnished to the Internal Revenue Service.

Rolling Up Leave Balances

Selection Screen



The beginning vacation and sick balances are kept in the Leave History file (PAHVxxx) along with the detail entries from the Post Checks function on the Payday Work menu and the Leave Adjustments function on the File Maintenance menu.

The Roll Up Leave Balance function combines all the sick and vacation leave detail entries in the Leave History file into a new starting total and then deletes the detail entries from the file. The roll up starting total is then compared to the amount stored in the Sick and Vacation Hours Remaining fields displayed on the Salary Information screen in the Employee's function. If the amounts do not match, a message is printed in the ERROR MESSAGE column of the Consolidate Leave Audit Log, and the amount in the employee's file is replaced with the calculated roll up starting total.

If you enter **NO** in the **Consolidated Terminate Employees?** field, the system will not perform the roll up for terminated employees and they will be deleted from the Leave History file. If you enter **YES**, the system performs the roll up for terminated employees the same way it does for active employees. The Consolidate Leave Audit Log is printed when the rollup is completed.

You will want to do the Rolling Up Leave Balance only once a year, which would be during year-end.

The Consolidated Leave Audit Log has no error messages

The amount in the employee file matched the amount calculated using the starting balance and the detail transaction records.

06/11/1999 Builders Supply Page 1
11:10 AM Consolidate Leave Audit Log

ID	Employee Name	Vacation Summary	Vacation Detail	Vacation Differ	Sick Summary	Sick Detail	Sick Differ	Error Message
BOU001	Bourne, Linda C	120.000	5.044-	125.044-	99.344	13.312-	112.656-	
GER001	Gerard, Timothy G	120.000	80.000-	200.000-	83.344	6.688	76.656-	
JEN001	Jenkins, Kathy M	94.456	28.912	65.544-	35.344	6.688	28.656-	
JON001	Jonchim, Maria K	5.333	38.333	33.000	19.340	18.340	1.000-	
LUK001	Lukas, George	94.456	28.912	65.544-	35.344	6.688	28.656-	
		434.245	11.113	423.132-	272.716	25.092	247.624-	

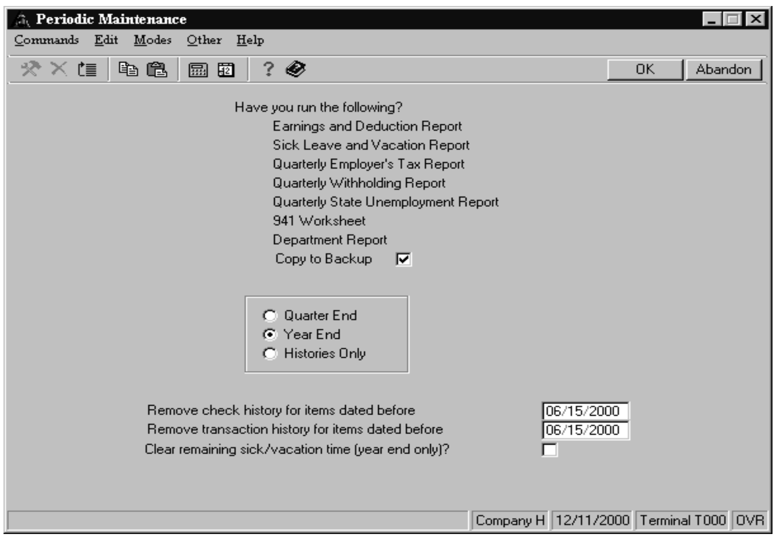
End of Report

Removing Outdated Information

Deleting Check History and Transaction History

Although not necessary, you do have the option to remove Check History and Transaction History. This is done in Payroll under Periodic Maintenance. You are *not* able to be entirely specific in deciding on which portions of the history are removed. Removing the history is based on **all** items before a specified date. This applies to both the Check History and Transaction History options. You can remove history on one without effecting the other.

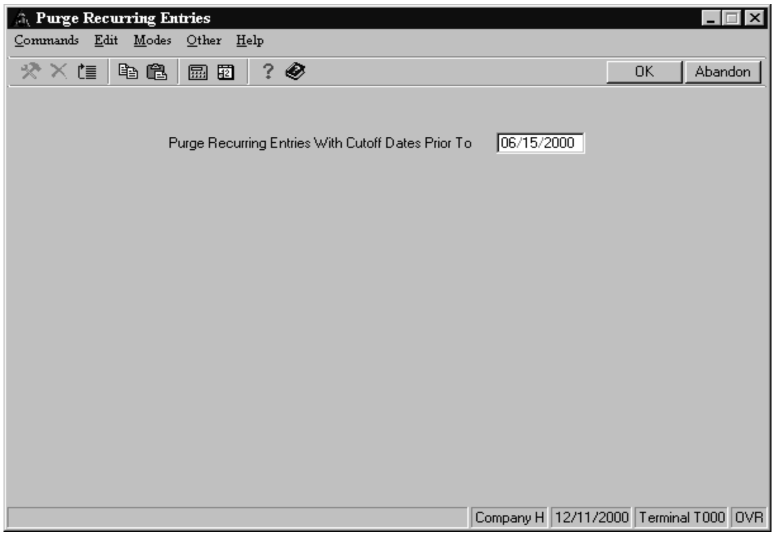
Periodic Maintenance Screen



Removing Recurring Entries

Obsolete recurring time ticket entries can be deleted from the Recurring Transaction file, PARExxx, using the Purge Recurring Entries function on the Periodic Processing menu. Recurring time tickets are deleted based on the date entered in the Cutoff column when the recurring time ticket was setup. Recurring time ticket entries are set up using the Recurring Entries function on the File Maintenance menu.

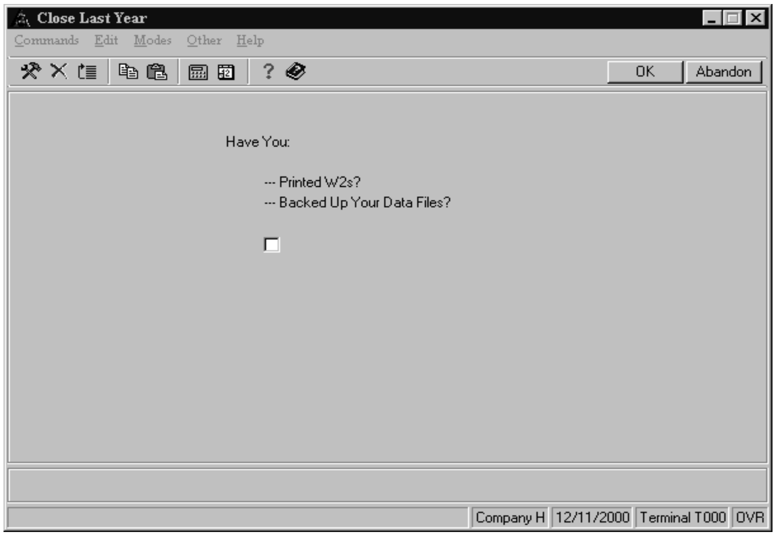
Purge Recurring Entry Screen



When you select the Purge Recurring Entries function on the Periodic Processing menu, the Purge Recurring Entries selection screen appears. Recurring time ticket entries with a cutoff date before the date entered here is deleted from the Recurring Transaction file when you use the Proceed command, **PgDn**.

Closing Last Year

Close Last Year Screen



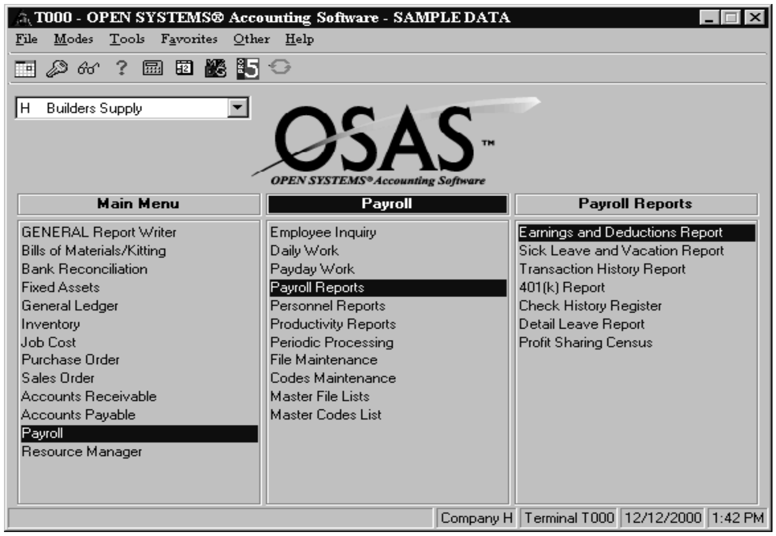
Use this function only after you have completed all last-year processing, printed W-2's, and backed up your data files.

Note

This function erases all your last-year files.

Payroll Reports 11

Payroll Reports Menu

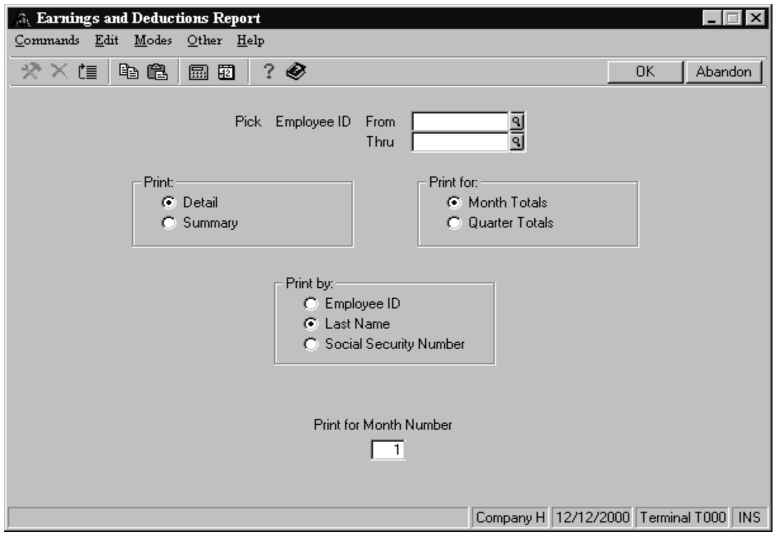


Use the functions on the Payroll Reports menu to print these reports.

- Earnings and Deductions Report
- Sick Leave and Vacation Report
- Transaction History Report
- 401(k) Report
- Check History Report
- Detail Leave Report
- Profit Sharing Census

Earnings and Deductions Report

Selection Screen



Use the **Earnings and Deductions Report** function to print a detail or summary report of Earnings and Deductions, for a range of employees. You can choose to print for month-to-date or quarter-to-date earnings and deductions.

When you print the report in detail, the earning code and deduction amounts for the period entered and the year-to-date are printed for each employee in addition to a Grand Totals page. When the report is printed in summary, only the Grand Total page is printed.

Earnings and Deduction Report printed in detail

```
04/30/1999                                          Builders Supply                                           Page    1
1:26 PM                                      Earnings and Deductions Report
                                               Detail Report - Quarter 1


Emp. ID   Employee Name                              Social Security No.
Code Earn. Desc.          Amount  Code   Deduction Desc.      Amount   Earning Desc.      Amount YTD  Deduction        Amount YTD
---------------------------------------------------------------------------------------------------------------------------------


BOU001    Bourne, Linda C                            459-30-1099

P01  Bonus                   .00  001    Medical Ins             .00   Bonus                 750.00   Medical Ins           42.24
P03  Cash Value              .00  002    Dental  Ins             .00   Cash Value            133.82   Dental  Ins           14.08
REG  Regular Pay             .00  003    United Way              .00   Regular Pay         29738.00   United Way           308.84
SIC  Sick Pay                .00  004    Credit Union            .00   Sick Pay                 .00   Credit Union         200.00
VAC  Vacation Pay            .00  006 MN 401K                    .00   Vacation Pay          262.00   401K                1389.77
                    ------------  010 MN Stock Plan              .00                   ------------   Stock Plan           525.00
Earning Totals               .00                         -----------   Earning Totals      30883.82                   -----------
Gross Wages                  .00  Emp. Totals                    .00   Gross Wages         30883.82   Emp. Totals         2479.93
Net Pay                      .00  Emplr. Totals                  .00   Net Wages           18271.94   Emplr. Totals           .00

GER001    Gerard, Timothy G                          468-22-4819

P02  Travel Exp              .00  001    Medical Ins             .00   Travel Exp            500.00   Medical Ins           42.24
REG  Regular Pay             .00  002    Dental  Ins             .00   Regular Pay         22200.00   Dental  Ins           14.12
                    ------------  003    United Way              .00                   ------------   United Way           100.00
Earning Totals               .00  006 MN 401K                    .00   Earning Totals      22700.00   401K                 600.00
Gross Wages                  .00                         -----------   Gross Wages         22700.00                   -----------
Net Pay                      .00  Emp. Totals                    .00   Net Wages           16674.58   Emp. Totals          756.36
                                  Emplr. Totals                  .00                                  Emplr. Totals           .00

JEN001    Jenkins, Kathy M                           460-39-9093

REG  Regular Pay             .00  001    Medical Ins             .00   Regular Pay         30000.00   Medical Ins           42.24
                    ------------  002    Dental  Ins             .00                   ------------   Dental  Ins           14.08
Earning Totals               .00  003    United Way              .00   Earning Totals      30000.00   United Way           300.00
Gross Wages                  .00                         -----------   Gross Wages         30000.00                   -----------
Net Pay                      .00  Emp. Totals                    .00   Net Wages           16809.42   Emp. Totals          356.32
                                  Emplr. Totals                  .00                                  Emplr. Totals           .00

JON001    Jonchim, Maria K                           468-80-9944

OVT  Overtime Pay            .00  001    Medical Ins             .00   Overtime Pay          815.77   Medical Ins           16.94
REG  Regular Pay             .00  002    Dental  Ins             .00   Regular Pay         12060.00   Dental  Ins           10.17
SIC  Sick Pay                .00  003    United Way              .00   Sick Pay                 .00   United Way            22.50
VAC  Vacation Pay            .00  004    Credit Union            .00   Vacation Pay          300.00   Credit Union          30.00
                    ------------                         -----------                   ------------                   -----------
Earning Totals               .00  Emp. Totals                    .00   Earning Totals      13175.77   Emp. Totals           79.61
Gross Wages                  .00  Emplr. Totals                  .00   Gross Wages         13175.77   Emplr. Totals           .00
Net Pay                      .00                                       Net Wages           10703.61

LUK001    Lukas, George                              488-30-1281

REG  Regular Pay             .00  001    Medical Ins             .00   Regular Pay         10000.00   Medical Ins           42.24
                    ------------  002    Dental  Ins             .00                   ------------   Dental  Ins           14.08
Earning Totals               .00  008    Parking                 .00   Earning Totals      10000.00   Parking               20.00
```

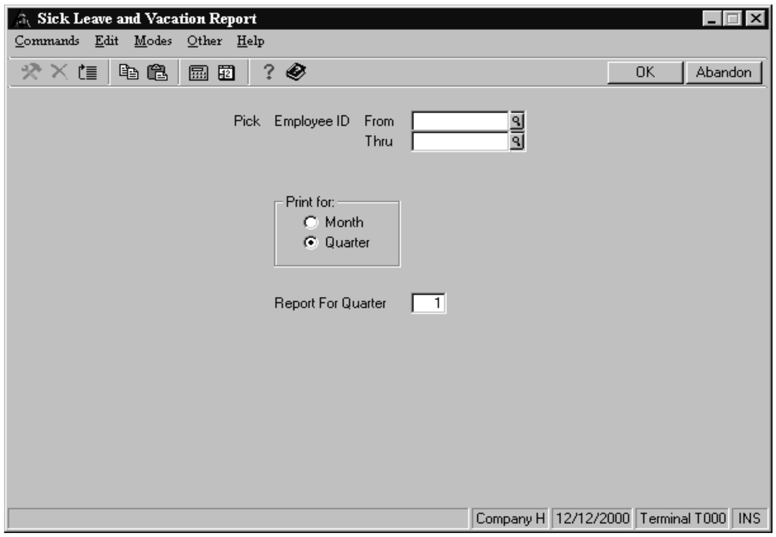
The Grand Totals page of the Earnings and Deductions Report

When you print this report in summary, the Grand Totals page is the only page of the report printed.

```
04/30/1999                                       Builders Supply                                   Page    1
1:39 PM                                    Earnings and Deductions Report
                                                  Grand Totals

   Earning/Deduction    Amount Quarter 1        Amount YTD     Incl. in Net?
--------------------------------------------------------------------------------------------------------------
    DBL Double Time                  .00             35.80     Yes
    OVT Overtime Pay                 .00           1176.07     Yes
    P01 Bonus                        .00            750.00     Yes
    P02 Travel Exp                   .00            500.00     Yes
    P03 Cash Value                   .00            133.82     No
    REG Regular Pay                  .00         111854.10     Yes
    SIC Sick Pay                     .00             63.90     Yes
    VAC Vacation Pay                 .00            991.60     Yes
                         -----------------------------------
    Earning Totals                   .00         115505.29

    001 Medical Ins                  .00            236.20
    002 Dental  Ins                  .00             80.61
    003 United Way                   .00            731.34
    004 Credit Union                 .00            280.00
    005 Dues                         .00             60.00
    006 401K                         .00           1989.77
    008 Parking                      .00             20.00
    010 Stock Plan                   .00            525.00
                         -----------------------------------
    Employee Deduction Total         .00           3922.92
    Employer Deduction Total         .00               .00

    Gross Wages                      .00         115505.29
    Net Pay                          .00          77021.60

End of Report
```

Sick Leave and Vacation Report

Report Selection Screen



You select whether this report lists the month- or quarter-to-date amounts for sick leave and vacation hours each employee in the range selected has used, the sick leave and vacation hours they have remaining, and the dollar amounts they have been paid for vacation and sick time.

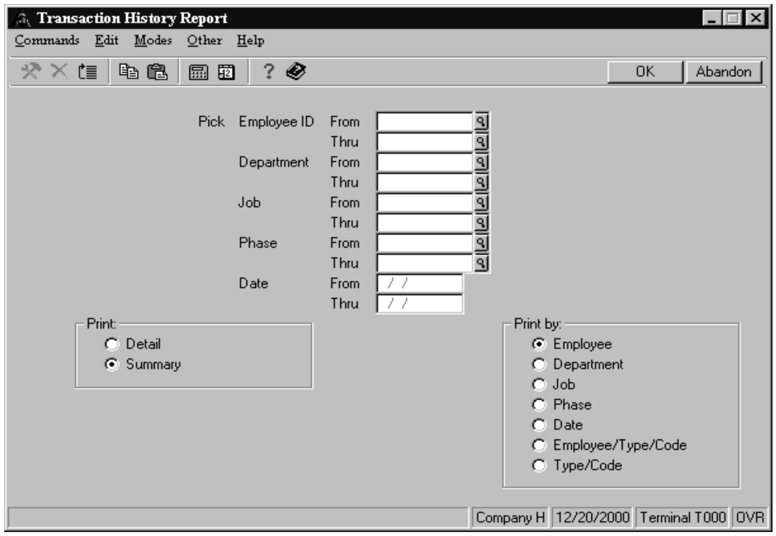
The Sick Leave and Vacation Report for Quarter 4

12/02/1999 Builders Supply Page 1
9:32 AM Sick Leave and Vacation Report
for Quarter Number 4

Employee ID Name	Quarter 4 Vacation Hours	Quarter 4 Vacation Pay	Quarter 4 Sick Hours	Quarter 4 Sick Pay	Year to Date Vacation Hours	Year to Date Vacation Pay	Year to Date Sick Hours	Year to Date Sick Pay	Remaining Vacation Hours	Remaining Sick Hours
BOU001 Bourne, Linda C	8.500	262.00	.000	.00	8.500	262.00	.000	.00	119.500	96.000
GER001 Gerard, Timothy G	.000	.00	.000	.00	.000	.00	.000	.00	160.000	80.000
JEN001 Jenkins, Kathy M	.000	.00	.000	.00	.000	.00	.000	.00	80.000	32.000
JON001 Jonchim, Maria K	40.000	300.00	.000	.00	40.000	300.00	.000	.00	8.000-	16.000
LUK001 Lukas, George	.000	.00	.000	.00	.000	.00	.000	.00	80.000	32.000
ROS001 Rossini, Lucinda A	.000	.00	8.000	46.00	.000	.00	8.000	46.00	40.000	.000
STO001 Stockard, Albert W	48.000	429.60	2.000	17.90	48.000	429.60	2.000	17.90	32.000	30.000
TOTALS	96.500	991.60	10.000	63.90	96.500	991.60	10.000	63.90	503.500	286.000

Transaction History Report

Report Selection Screen



Use the Transaction History Report function to print a detail or a summary report of the miscellaneous payroll deductions and time ticket entries.

If the report is printed in summary, an earnings and a deductions total is printed based on the sort selected for the report.

When the report is printed in detail, each earning and each deduction transaction is printed on the report for the ranges selected.

The earnings and deduction transactions are totaled based on the sort selected for the report. Grand Totals are printed for both the earnings and the deductions in both the summary and detail formats.

Note

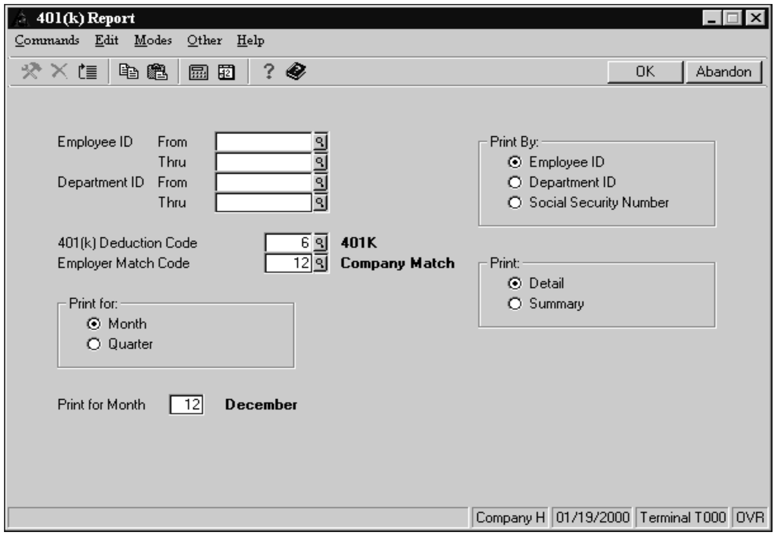
The **Save Payroll Transaction History?** option in Options and Interfaces function on the Company Setup menu in Resource Manager must be set to **YES** in order to be able to produce this report.

Transaction History Report printed in Summary and sorted by Department

```
 04/30/1999                                    Builders Supply                                    Page    1
1:47 PM                                    Transaction History Report
                                             Summary by Department


Emp. ID  Employee Name                                                    Pieces             Hours      Amount
---------------------------------------------------------------------------------------------------------------

Department 100    Earning Totals                                               0           544.750     4959.42
Deduction Totals                                                                              .000         .00

Department 500    Earning Totals                                               0             8.500     1645.82
Deduction Totals                                                                              .000      225.00

Department 501    Earning Totals                                               0          1019.250     6724.03
Deduction Totals                                                                              .000       50.00
                                                                      ======================================
Grand Totals; Earnings                                                         0          1572.500    13329.27
Grand Totals; Deductions                                                                      .000      275.00

End of Report
```

401(k) Report

Selection Screen



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.

You can choose a range of employees and/or department ID's to print by. You also have the opportunity to choose to print based off month or quarter totals, and which month or quarter totals you want to view.

You do need to reference which **401(k) Deduction Code** and **Employer Match Code** you want to appear on the report.

401(k) Report

```
01/19/2000                                    Builders Supply                                       Page    1
12:46 PM                                       401(k) Report
                                          Detail Report - December
                                               by Employee ID
                                                                            ******** Year to Date *********
Emp ID  Name                         Dept   SSN                401K  Company Match         401K  Company Match
---------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C              500    459-30-1099         .00            .00      1727.27            .00
GER001  Gerard, Timothy G            500    468-22-4819         .00            .00       750.00            .00
JEN001  Jenkins, Kathy M             500    460-39-9093         .00            .00          .00            .00
JON001  Jonchim, Maria K             501    468-80-9944         .00            .00          .00            .00
LUK001  Lukas, George                500    488-30-1281         .00            .00          .00            .00
ROS001  Rossini, Lucinda A           501    460-39-9982         .00            .00          .00            .00
STO001  Stockard, Albert W           100    449-58-4392         .00            .00          .00            .00
                                                       ============================================================
                                            GRAND TOTALS        .00            .00      2477.27            .00

End of Report
```

Check History Register

Register Selection Screen

The Check History Register shows the payroll checks you have written for a range of employees, for specified check numbers, and/or dates that you select. You then can choose to sort this report by Employee ID, Check number, or Check Date. You can elect to print the report in a summary or detail format and whether to have the employer's deductions and withholding included on the report.

If the report is printed in the detail format, every earning, withholding, and deduction code is printed individually for each check in the range specified.

When you select to print the report in summary, a total for hours and wages for earnings, a total for withholdings, and a total for deductions are printed for each check.

Both formats print Grand Totals for earnings, withholdings and deductions.

Use the register as a record of earnings, deductions, withholdings, and cash disbursements.

Note

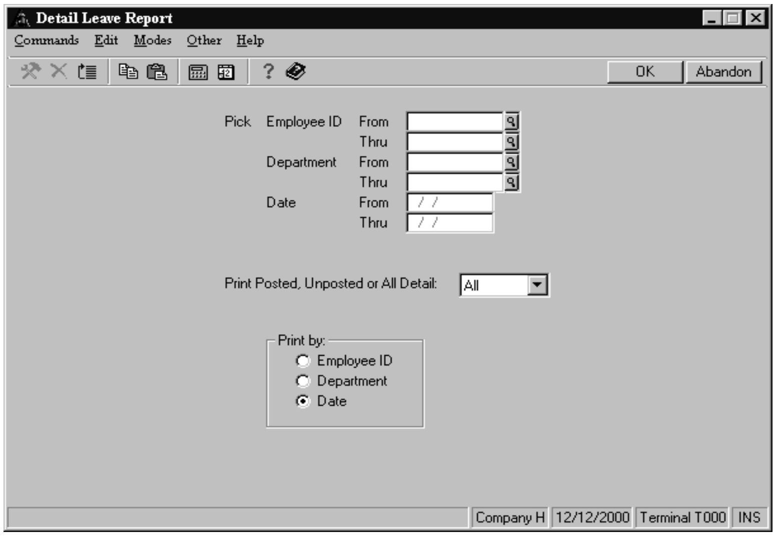
The option **Save check history?** in the Options and Interfaces function in the Company Setup in Resource Manager must be set to **YES** in order to be able to produce this report.

The Check History Register in summary format and sorted by Check

```
04/30/1999                                    Builders Supply                                       Page   1
1:51 PM                                    Check History Register
                                         Printed in Summary by Check #

                            ------ Earnings --------   ---------- Withholdings ---------  -------- Deductions ---------
Employee                                    Salary or
ID        Soc. Sec. No.    Code     Hours     Wages   Type/Code  Description     Amount  Code Description        Amount
------------------------------------------------------------------------------------------------------------------------

Albert W Stockard,          Total 165.500   1649.04   Total Withholdings        438.93  Total Deductions        24.17
STO001
  Gross Wages       1649.04
  Net Pay           1171.76
  Check Number      0001024
  Date           01/31/1994

Linda C Bourne,             Total    .000   8250.00   Total Withholdings       2692.65  Total Deductions       742.83
BOU001
  Gross Wages       8250.00
  Net Pay           4826.07
  Check Number      0001025
  Date           01/31/1994

Timothy G Gerard,           Total    .000   6050.00   Total Withholdings       1319.06  Total Deductions       189.09
GER001
  Gross Wages       6050.00
  Net Pay           453387
  Check Number      0001026
  Date           01/31/1994

Kathy M Jenkins,            Total    .000   7500.00   Total Withholdings       3183.33  Total Deductions        89.08
JEN001
  Gross Wages       7500.00
  Net Pay           4163.09
  Check Number      0001027
  Date           01/31/1994

George   Lukas,             Total    .000   2500.00   Total Withholdings        480.13  Total Deductions        19.08
LUK001
  Gross Wages       2500.00
  Net Pay           1979.29
  Check Number      0001028
  Date           01/31/1994

Maria K Joachim,            Total 128.000   1200.00   Total Withholdings        216.55  Total Deductions        26.57
JON001
  Gross Wages       1200.00
  Net Pay            946.56
  Check Number      0001029
  Date           01/31/1994

Lucinda A Rossini,          Total 155.250    948.03   Total Withholdings        204.24  Total Deductions        55.65
ROS001
  Gross Wages        948.03
  Net Pay            679.99
  Check Number      0001030
```

Detail Leave Report

Report Selection Screen



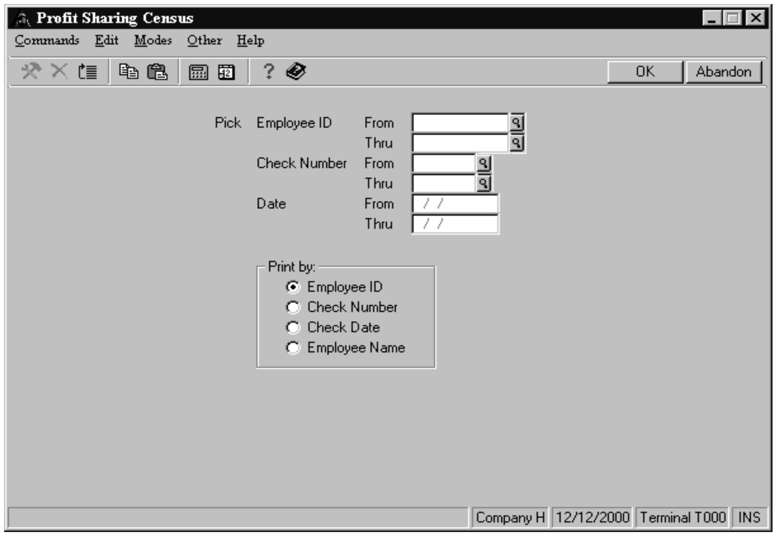
It serves as an audit trail of your employee’s sick and vacation time accruals and the amounts of sick and vacation leave they have used. The information in the report is from the Leave History file (PAHVxxx).

The Detail Leave Report showing posted and unposted amounts by Department

```
04/30/1999                                    Builders Supply                              Page    1
2:15 PM                                     Detail Leave Report
                                    Posted And Unposted Leave by Department
                                           -------- Vacation --------      ---------- Sick -----------
Employee                              Date          Earned      Used       Bal       Earned      Used       Bal
------------------------------------------------------------------------------------------------------------------

For: 100    WAREHOUSE

STO001  Stockard Albert W          06/26/1998    5.000      .000     5.000         .000     5.000    5.000-

                                            ---------------------------------------------------------------
Total For: 100    WAREHOUSE                      5.000      .000     5.000         .000     5.000    5.000-


For: 500    EXECUTIVE

BOU001  Bourne Linda C             06/26/1998   14.456    20.000     5.544-       3.344    20.000   16.656-
GER001  Gerard Timothy G           06/26/1998     .000    40.000    40.000-       3.344      .000    3.344
JEN001  Jenkins Kathy M            06/26/1998   14.456      .000    14.456        3.344      .000    3.344
LUK001  Lukas George               06/26/1998   14.456      .000    14.456        3.344      .000    3.344
                                            ---------------------------------------------------------------
Total For: 500    EXECUTIVE                     43.368    60.000    16.632-      13.376    20.000    6.624-


For: 501    EXEC. SECRETARIAL

JON001  Jonchim Maria K            06/26/1998   25.000      .000    25.000       15.000      .000   15.000

                                            ---------------------------------------------------------------
Total For: 501    EXEC. SECRETARIAL             25.000      .000    25.000       15.000      .000   15.000
                                                  ==========================================================
       GRAND TOTAL                              73.368    60.000    13.368       28.376    25.000    3.376


End of Report
```

Profit Sharing Census

Report Selection Screen



The Profit Sharing Census report shows the total hours and gross dollars earned year to date for a range of employees, check numbers, and dates that you specify. The report can be sorted by employee ID, check number, check date, or employee name.

Note

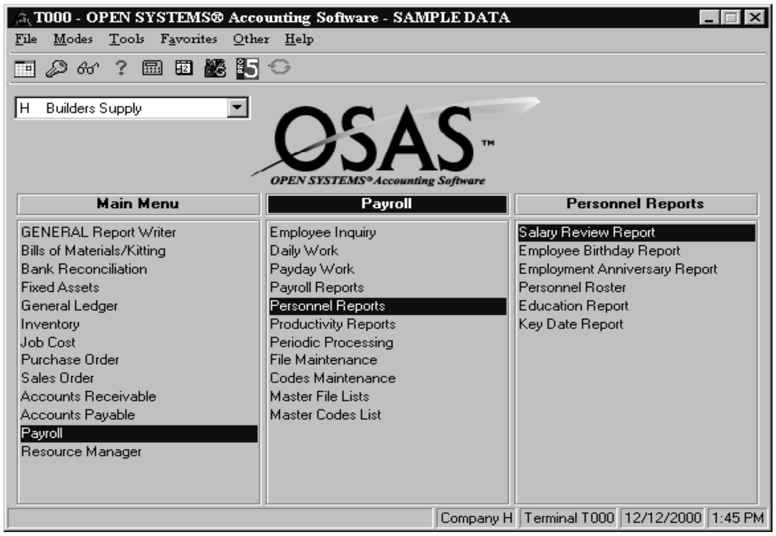
You must select **YES** for the **Save check history?** option in the Options and Interfaces function on the Company Setup menu in Resource Manager to produce this report.

The Profit Sharing Census report sorted by Employee ID

```
04/30/1999                                    Builders Supply                                         Page   1
2:21 PM                                     Profit Sharing Census
                                              by Employee ID

Emply     Check  Date                     Hours              Gross Wages
----------------------------------------------------------------------------------------------------------------------

BOU001     1025  01/31/1994                .000                  8250.00
BOU001     1033  02/28/1994                .000                  7500.00
BOU001     1041  03/31/1994                .000                  7500.00
BOU001     1073  10/01/1997             173.330                  7633.82
                                     ----------          -------------
Employee BOU001 Totals                  173.330                 30883.82  Birth: 06/07/1953   Hire: 01/09/1987   Term:
459-30-1099    Linda C Bourne

GER001     1026  01/31/1994                .000                  6050.00
GER001     1034  02/28/1994                .000                  5550.00
GER001     1042  03/31/1994                .000                  5550.00
GER001     1074  10/01/1997             173.330                  5550.00
                                     ----------          -------------
Employee GER001 Totals                  173.330                 22700.00  Birth: 12/31/1948   Hire: 01/23/1981   Term:
468-22-4819    Timothy G Gerard

JEN001     1027  01/31/1994                .000                  7500.00
JEN001     1035  02/28/1994                .000                  7500.00
JEN001     1043  03/31/1994                .000                  7500.00
JEN001     1075  10/01/1997             173.330                  7500.00
                                     ----------          -------------
Employee JEN001 Totals                  173.330                 30000.00  Birth: 10/26/1953   Hire: 05/31/1981   Term:
460-39-9093    Kathy M Jenkins

JON001     1029  01/31/1994             128.000                  1200.00
JON001     1037  02/28/1994             160.000                  1200.00
JON001     1045  03/31/1994             160.000                  1200.00
JON001     1077  10/01/1997              98.500                   748.13
                                     ----------          -------------
Employee JON001 Totals                  546.500                  4348.13  Birth: 04/22/1958   Hire: 03/31/1987   Term:
468-80-9944    Maria K Joachim

LUK001     1028  01/31/1994                .000                  2500.00
LUK001     1036  02/28/1994                .000                  2500.00
LUK001     1044  03/31/1994                .000                  2500.00
LUK001     1076  10/01/1997             173.330                  2500.00
                                     ----------          -------------
----------------------------------------------------------------------------------------------------------------------

STO001     1040  03/31/1994             120.000                  1432.00
STO001     1072  10/01/1997              98.000                   921.85
                                     ----------          -------------
Employee STO001 Totals                  544.750                  5451.67  Birth: 12/18/1972   Hire: 11/30/1986   Term:
449-58-4392    Albert W Stockard

                                     ==========          =============

GRAND TOTALS                           2347.820                106677.65


End of Report
```

Personnel Reports 12

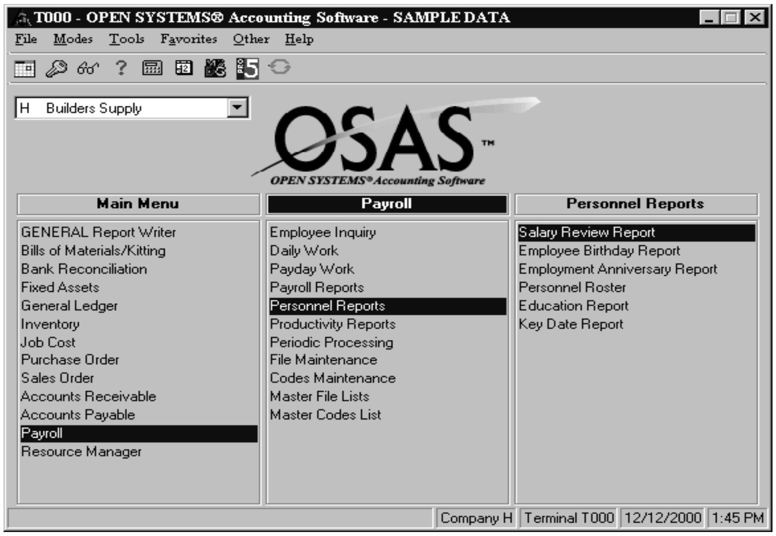
Personnel Reports Main Menu



The Personnel Reports present the information stored in the Employee file on Personnel Screen 1 and Personnel Screen 2 in report formats.

Salary Review Report

Report Selection Screen



Use this report to determine which employees are due for a salary review or to review salary and bonus history.

You can print the report for a range of employee IDs, supervisors, departments, or based off the next review date. The report can be sorted by employee ID, employee last name, supervisor, or department. You can specify whether you want the report to include the employee's salary information and rate history/bonus information.

The report can be printed in a worksheet or summary format. The worksheet prints one employee per page with the employee information printed at the top of the page and lines on the remainder of the page for manual notes.

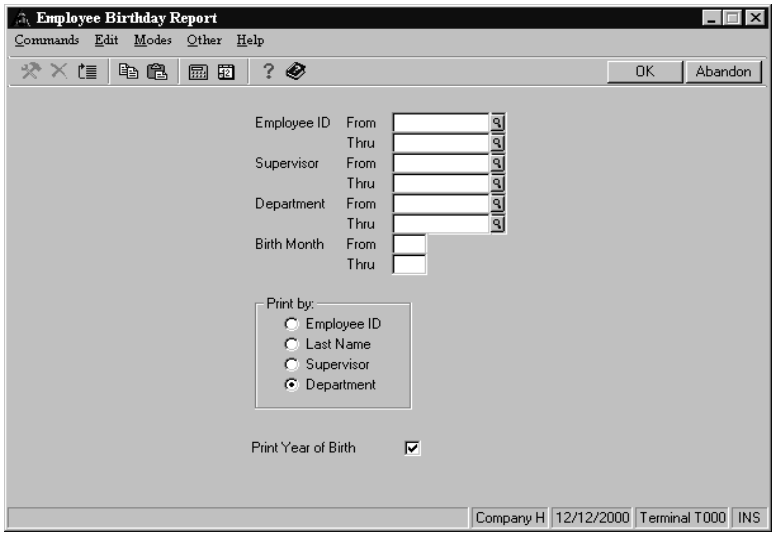
The summary format prints the employee information for the range specified and then sorts the report based on your selection on the print screen.

Salary Review Report

```
04/30/1999                                      Builders Supply                                         Page    1
2:25 PM                                       Salary Review Report
Department:  WAREHOUSE                          By Department

Emp. ID Employee Name                          Dept.      Next Review Title              Current Salary   Yearly Salary
Sup. ID Supervisor Name                      Hire Date   Last Review Labor Class           Hourly Rate
-------------------------------------------------------------------------------------------------------------------------

STO001  Stockard, Albert W                     100                                                  .00        18616.00
                                               11/30/86               Shipping                     8.950

          Pay Change History                                Bonus History
          Date        Reason             Old Rate           Date        Reason                Amount
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00

-------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                        500        11/12/99    Admin. Asst.                7500.00        90000.00
LUK001  George Lukas                           01/09/87   11/12/98    President                      .000

          Pay Change History                                Bonus History
          Date        Reason             Old Rate           Date        Reason                Amount
          11/16/97    ANNUAL REVIEW      7500.000                                                 .00
          12/01/98    ANNUAL REVIEW      8000.000                                                 .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00

-------------------------------------------------------------------------------------------------------------------------

GER001  Gerard, Timothy G                      500        04/01/95    V P Sales                   5550.00        66600.00
BOU001  Linda Bourne C                         01/23/81   04/01/94    Vice President                 .000

          Pay Change History                                Bonus History
          Date        Reason             Old Rate           Date        Reason                Amount
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00

-------------------------------------------------------------------------------------------------------------------------

JEN001  Jenkins, Kathy M                       500                                                7500.00        90000.00
                                               05/31/81               Vice President                 .000

          Pay Change History                                Bonus History
          Date        Reason             Old Rate           Date        Reason                Amount
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
                                              .000                                                .00
```

Employee Birthday Report

Report Selection Screen



Use this function to produce a list of employees by birth date. You can select a range of employee IDs, supervisors, departments, and birth months. Employee ID, employee last name, supervisor, or department can sort the report. You can select whether you want the year of birth included in the report.

Employee Birthday Report

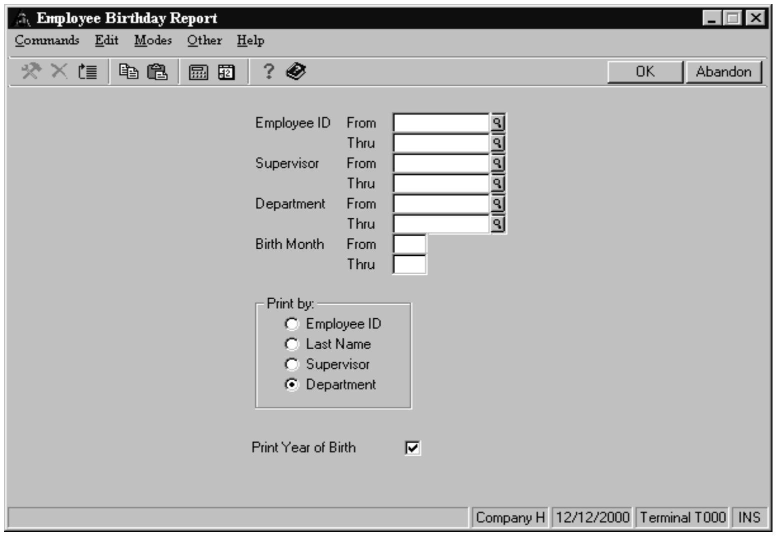
04/30/1999 Builders Supply Page 1
2:33 PM Employee Birthday Report
By Employee ID

Emp. ID	Employee Name	Supervisor Name	Dept. ID	Date of Birth	Age
BOU001	Bourne, Linda C	George Lukas	500	June 07, 1953	45
GER001	Gerard, Timothy G	Linda Bourne C	500	December 31, 1948	50
JEN001	Jenkins, Kathy M		500	October 26, 1953	45
JON001	Jonchim, Maria K	George Lukas	501	April 22, 1958	41
LUK001	Lukas, George		500	November 15, 1962	36
ROS001	Rossini, Lucinda A		501	July 04, 1964	34
STO001	Stockard, Albert W		100	December 18, 1972	26

End of Report

Employee Anniversary Report

Report Selection Screen



This report is a list of employees, their start dates, and their length of employment with the company.

You can select a range of employee IDs, supervisors, departments, and months. Employee ID, employee last name, supervisor, or department can sort the report.

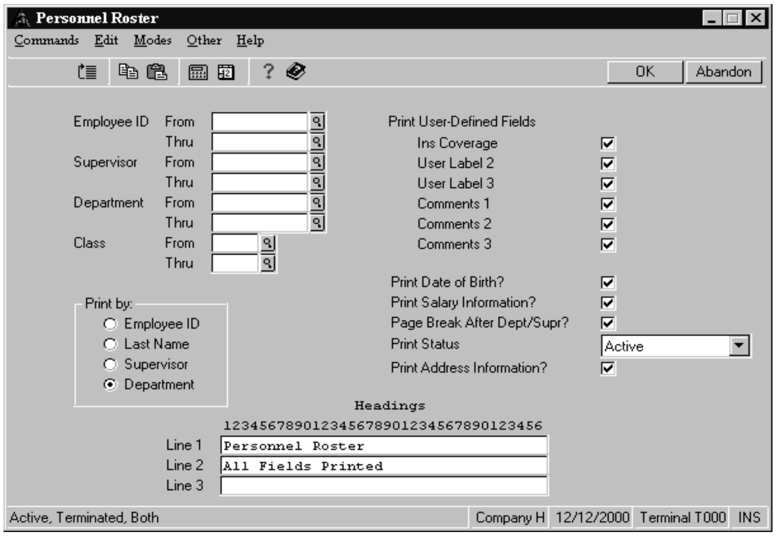
You can select whether you want the employees, date of birth and review information printed in the report. You can print the report based on the employee's start date or adjusted hire date.

Employment Anniversary Report

```
04/30/1999                                                Builders Supply                                              Page    1
2:51 PM                                           Employment Anniversary Report
                                                         By Employee ID
Emp. ID Employee Name                     Dept.    Start Date  YRS  Adj. Hire    DOB             Last Review Date
Sup. ID Supervisor Name                                                                          Next Review Date
----------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                   500      01/09/1987  12   01/09/1987   06/07/1953      Last: 11/12/1998
LUK001  Lukas, George                                                                            Next: 11/12/1999

GER001  Gerard, Timothy G                 500      01/23/1981  18   01/23/1981   12/31/1948      Last: 04/01/1994
BOU001  Bourne, Linda C                                                                          Next: 04/01/1995

JEN001  Jenkins, Kathy M                  500      05/31/1981  17   05/31/1981   10/26/1953      Last:
                                                                                                 Next:

JON001  Jonchim, Maria K                  501      03/31/1987  12   03/31/1987   04/22/1958      Last:
LUK001  Lukas, George                                                                            Next:

LUK001  Lukas, George                     500      04/01/1980  19   04/01/1980   11/15/1962      Last:
                                                                                                 Next:

ROS001  Rossini, Lucinda A                501      11/04/1983  15   11/04/1983   07/04/1964      Last:
                                                                                                 Next:

STO001  Stockard, Albert W                100      11/30/1986  12   11/30/1986   12/18/1972      Last:
                                                                                                 Next:
```

Personnel Roster

Report Selection Screen



This report is a list of employees and selected information from the **Employee General Information** and **Employee Personnel** files.

You can select a range of employee IDs, supervisors, departments, and labor classes to be included in the report. You can also select which user-defined fields from the *Employee General Information* and *Personnel Information One* screen you want to include in the report.

Employee ID, last name, supervisor, or department can be used to sort the report. You can select whether the employee's date of birth and/or salary information should be printed in the report. If you choose to sort the report by department or supervisor, you can select page break after each sort. The report can be printed for active, terminated, or both types of employees. You also have the option to print out the employee's home addresses listed in the employee file.

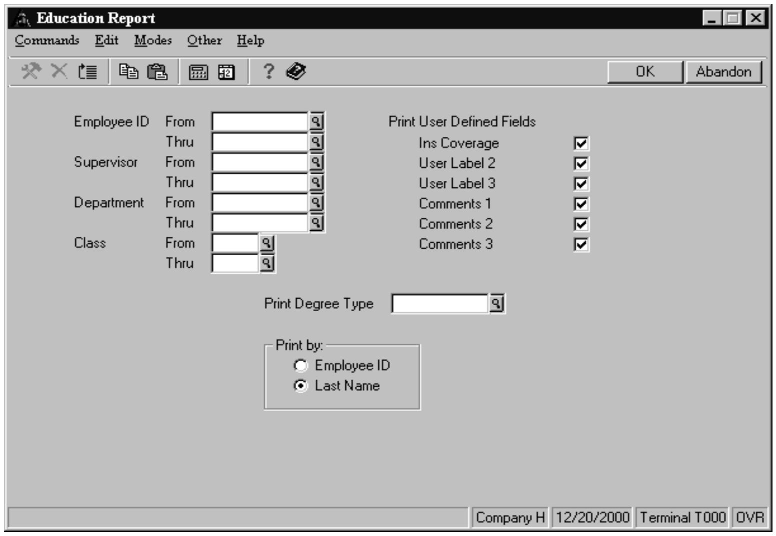
You can define three lines for the heading on the report. The heading information is stored in the **HEADGHxxx** table for the next time you want to produce a personnel roster report. Changing the header fields when preparing to print the report will change the information stored in the **HEADGHxxx** field.

Personnel Roster report

```
04/30/1999                                   Builders Supply                                   Page    1
2:55 PM                                     Personnel Roster
                                            All Fields Printed
Department:  WAREHOUSE

Emp. ID  Employee Name                 D.O.H.      SSN          Dept.       Sex  EEO      Class  H/S  Group  Chk. Loc.
Title                                  Adj. D.O.H.              D.O.B.           Salary          Rate  Yearly Salary
------------------------------------------------------------------------------------------------------------------------

STO001   Stockard, Albert W            11/30/1986  449-58-4392  100         M    5        SHP    HRL  1
                                       11/30/1986               12/18/1972          .00           8.950       18616.00

Ins Coverage:               User Label 2:                     User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

Department:  EXECUTIVE

BOU001   Bourne, Linda C               01/09/1987  459-30-1099  500         F    2        Prs    SAL  1
Admin. Asst.                           01/09/1987               06/07/1953      7500.00            .000       90000.00

Ins Coverage: Family/Blue Cross    User Label 2:                      User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

GER001   Gerard, Timothy G             01/23/1981  468-22-4819  500         M    1        VP     SAL  1
V P Sales                              01/23/1981               12/31/1948      5550.00            .000      66600.00

Ins Coverage: Family/Blue Cross    User Label 2:                      User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

JEN001   Jenkins, Kathy M              05/31/1981  460-39-9093  500         F    1        VP     SAL  1
                                       05/31/1981               10/26/1953      7500.00            .000       90000.00

Ins Coverage: Single/Amer. Family  User Label 2:                      User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

LUK001   Lukas, George                 04/01/1980  488-30-1281  500         M    1        MGR    SAL  1
                                       04/01/1980               11/15/1962      2500.00            .000       30000.00

Ins Coverage: Family/ Amer. Family User Label 2:                      User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

Department:  EXEC. SECRETARIAL

JON001   Jonchim, Maria K              03/31/1987  468-80-9944  501         F    3        SEC    HRL  1
Secretary                              03/31/1987               04/22/1958          .00           7.500        15600.00

Ins Coverage: None                 User Label 2:                      User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

ROS001   Rossini, Lucinda A            11/04/1983  460-39-9982  501         F    1        SEC    HRL  1
                                       11/04/1983               07/04/1964          .00           5.750        11960.00

Ins Coverage:                      User Label 2:                      User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :
```

Education Report

Report Selection Screen



This report shows employees' education information. You can also elect to include the user-defined fields from the **Employee General Information** and **Personnel Information One** screens. This information is stored in the *Employee General Information* and *Employee Personnel* files.

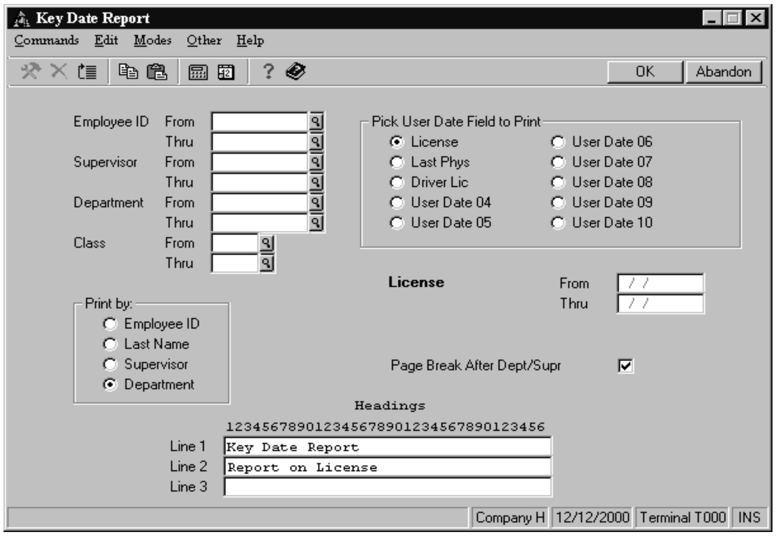
You can select a range of employee IDs, supervisors, departments, and labor classes to include in the report. You can elect to print the report for a specific type of degree (the **Inquiry** (F2) command is available for this field) or leave the **Print Degree Type** field blank to produce a report that includes all types of degrees. Employee ID or employee last name can sort the report.

Education Report

```
04/30/1999                                Builders Supply                           Page    1
3:00 PM                                  Education Report
                                           By Last Name

Emp. ID  Employee Name                 Dept. ID  D.O.H.      Degree  Description          Major
----------------------------------------------------------------------------------------------------------

BOU001   Bourne, Linda C               500       01/09/1987  BSCE    Bachelors, Computer  Math

Ins Coverage: Family/Blue Cross    User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

GER001   Gerard, Timothy G             500       01/23/1981

Ins Coverage: Family/Blue Cross    User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

JEN001   Jenkins, Kathy M              500       05/31/1981

Ins Coverage: Single/Amer. Family  User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

JON001   Jonchim, Maria K              501       03/31/1987

Ins Coverage: None                 User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

LUK001   Lukas, George                 500       04/01/1980

Ins Coverage: Family/ Amer. Family User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

ROS001   Rossini, Lucinda A             501       11/04/1983

Ins Coverage:                      User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

STO001   Stockard, Albert W             100       11/30/1986

Ins Coverage:                      User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :
```

Key Date Report

Report Selection Screen



This function produces a report based on one of the user-defined date fields set up in the **USRDDxxx** table and displayed on the Personnel Information Two screen in the Employees function on the File Maintenance menu.

A range of employee IDs, supervisors, departments, and/or labor classes can be selected for the report. One of the user-defined date fields is selected and a date range can be specified.

Employee ID, last name, supervisor, or department can sort the report. If you select department or supervisor for the sort, you have the option of using a page break.

You can define three lines for the heading on the report. The heading information is stored in the **HEADDHxxx** table for the next time you want to produce the report.

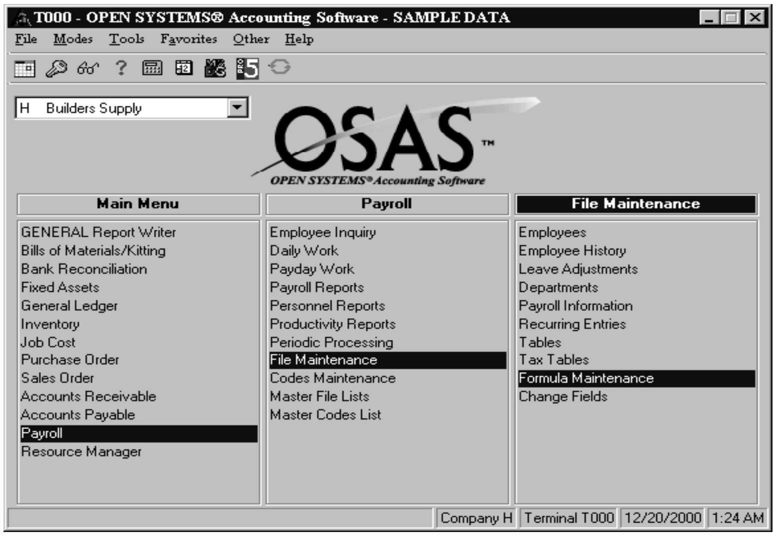
Key Date Report

```
04/30/1999                                       Builders Supply                                    Page    1
3:04 PM                                          Key Date Report
                                                 Report on License


Emp. ID Employee Name      Dept.  SSN     Class Work Phone    Ext.  Job Title          Sup.   License
------------------------------------------------------------------------------------------------------------

STO001  Stockard, Albert W  100    449-58-4392 SHP

BOU001  Bourne, Linda C     500    459-30-1099 Prs   (612)403-5555 5151  Admin. Asst.       LUK001 08/21/96

GER001  Gerard, Timothy G   500    468-22-4819 VP                        V P Sales          BOU001

JEN001  Jenkins, Kathy M    500    460-39-9093 VP

LUK001  Lukas, George       500    488-30-1281 MGR

JON001  Jonchim, Maria K    501    468-80-9944 SEC                       Secretary          LUK001

ROS001  Rossini, Lucinda A  501    460-39-9982 SEC
```

13 Writing Formulas

Using Formula Variables

Formula Maintenance Menu



The Payroll system uses formulas to calculate deductions and withholdings based on earnings and/or tables. You can use variables to pull in amounts, 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 information in tax tables.

A summary of valid variables, operations, and functions follow.

Variables

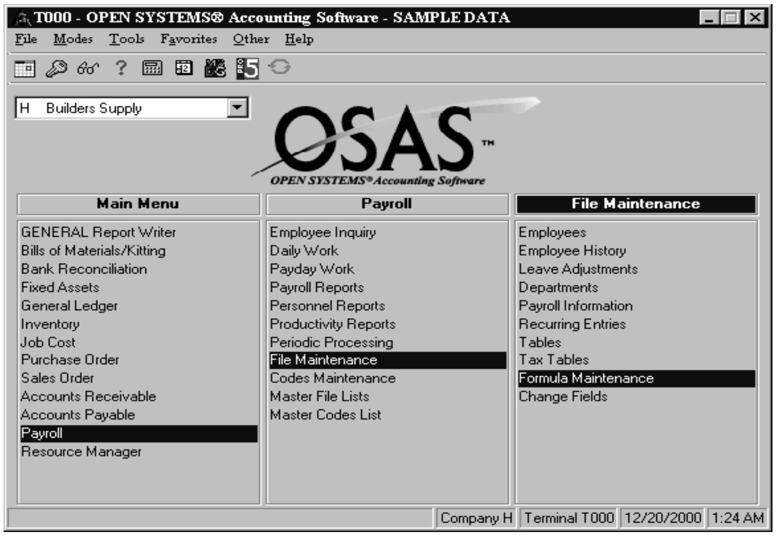
You can use positive or negative numbers (constants) in formulas. You can also use these variable which store payroll information values set by the Payroll system as it calculates the employee's paycheck:

Variable	Description
ADJEARN	Use this variable for earnings in formulas that calculate deductions. For deductions calculated on Gross Pay, ADJEARN is set to the same amount as GRANDTOTGROSS, minus any earning code exclusions that may exist for that deduction. For deductions calculated on Net Pay, ADJEARN is set to GRANDTOTEARN. Then DEDUCTIONTOT, FEDWITH, STATEWITH, and LOCALWITH are subtracted to account for all withholdings up to that point. If you have two net pay deductions, the first one is calculated and the amount of the deduction is added to DEDUCTIONTOT. When the second deduction is calculated, DEDUCTIONTOT has been updated to include the amount of the first net pay deduction.
ADJHR	HOURS minus exclusions for this paycheck run.
ADJMIN$	Adjust to minimum wage flag.
ADJSUIEARN	The total SUI earnings before the Self-Adjust Month changed.
ADJSUIWITH	The total SUI withholdings before the Self-Adjust Month changed.
DEDEXCL	Total amount of excluded deductions for this paycheck run.
DEDUCTIONTOT	For this paycheck run, as each deduction amount is calculated, this variable is updated with the amount of the deduction. When all deductions have been calculated for this paycheck run, this variable holds the total of all deduction for the current paycheck.
EARNEXCL	Total amount of earnings excluded from this deduction or withholding for this paycheck run. This variable is reset as each deduction or withholding is calculated.
EICCODE$	EIC code for each employee (N, E, or B).
EMPFICAWH	Employee FICA contribution (OASDI and Medicare) for the current paycheck run.
EXEMPTIONS	Number of exemptions claimed by the employee for that tax authority; displayed on the employee's Tax Info screen (stored in the PAESxxx file).
EXTRAWH	Extra withholdings claimed by the employee for that tax authority; displayed on the employee's Tax Information screen (stored in the PAEGxxx file).
FEDWITH	Total employee federal withholdings for this paycheck run (including OASDI, Medicare, and EIC).
FIXEDEARN	For this employee's current paycheck run, the total amount of earnings from earning codes set up to use fixed withholdings in Earnings Codes on the File Maintenance menu.
FIXEDPCT	Fixed percent set up for the withholding code in Withholding on the File Maintenance menu (stored in the PAWIxxx file).
FIXEDWH	Fixed withholding amount per paycheck run claimed by the employee; displayed on the employee's Tax Information screen (stored in the PAEGxxx file)
FWHWITH	Employee federal withholdings for this paycheck run (not including OASDI, Medicare, and EIC).
GRANDTOTEARN	Total gross earning for the current pay period, not including earnings that have been set up as not included in net pay in Earning Codes on the File Maintenance menu.
GRANDTOTGROSS	Total gross earnings for the current pay period, including all earnings.

HISTEARN(XXX$,PD,Y)	**XXX$** Earning Code; if left blank, all earning codes will be added together **PD** 1 = Month, 2 = Quarter, 3 = Year **Y** Month or Quarter to retrieve. If TYPE=0, this parameter doesn't apply
HISTDED(X,PD,Y,STATE$)	**X** Deduction Code; if left blank, all deduction codes will be added together **PD** 1 = Month, 2 = Quarter, 3 = Year **Y** Month or Quarter to retrieve. If TYPE=0, this parameter doesn't apply **STATE$** If deduction is a deferred compensation, and you want to look specifically at a state's, enter the state here. If left blank, both the blank record and the state record will be added together.
HISTWITH(STATE$, LOCAL$, WITH$, PD,Y,TYPE)	**STATE$** State to look up **LOCAL$** Locality to look up **WITH$** Withholding Code to look up **PD** 1 = Month, 2 = Quarter, 3 = Year **Y** Month or Quarter to retrieve. If TYPE=0, this parameter doesn't apply **TYPE** 1 = Earnings, 2 = Withholdings
HOURS	Total hours worked for the current paycheck run.
LOCALWITH	Employee's total local withholdings for the current paycheck run.
MINWAGE	Minimum wage.
PAYPERIODS	Number of pay periods per year; displayed on the employee's Salary Information screen (stored in the PAEGxxx file).
PERIODCODE	Current period code (pay period code 1, 2, 3, 4, 5, or 6) entered on the Calculate Checks or Manual Checks screen for this employee's group code.
REGHRS	For the current paycheck run, HOURS minus hours for type V (vacation) and S (sick) earning codes.
STATEWITH	Employee's total state withholdings for the current paycheck run.
TAXEARN	For the current paycheck run, taxable earnings (total earnings minus all exclusions) for this withholding for this employee (Use this variable in formulas calculating withholdings).
TIPS	Tips accumulated for this employee for the current paycheck run.
TOTEARN	Total earnings for the pay period, excluding nothing, for this withholding code's tax authority.
UNCOLMED	Year-to-date uncollected Medicare.
UNCOLOASDI	Year-to-date uncollected OASDI.
YTDEARNINGS	Year-to-date earnings for the withholding code.
YTDFICATIPS	Year-to-date FICA tips (used in employee OASDI adjustments).
YTDTIPS	Year-to-date tips deemed as wages (used in employer OASDI adjustments).
YTDWITHHOLDINGS	Year-to-date contributions total for this withholding code.

Using Formula Factors

File Maintenance Menu



Formula factors are variables used to change a base rate in a formula without changing the formula. Each formula can have up to six factors. Factors can be used in formulas lines by entering FC*n*, where ***n*** is the number of the factor. If you set up Factor 1, FC1 is used in the formulas to represent that factor.

For example, you can set up a formula that multiples taxable earnings by a specific tax percentage. The formula itself can be entered in a single line:

TAXEARN*FC1

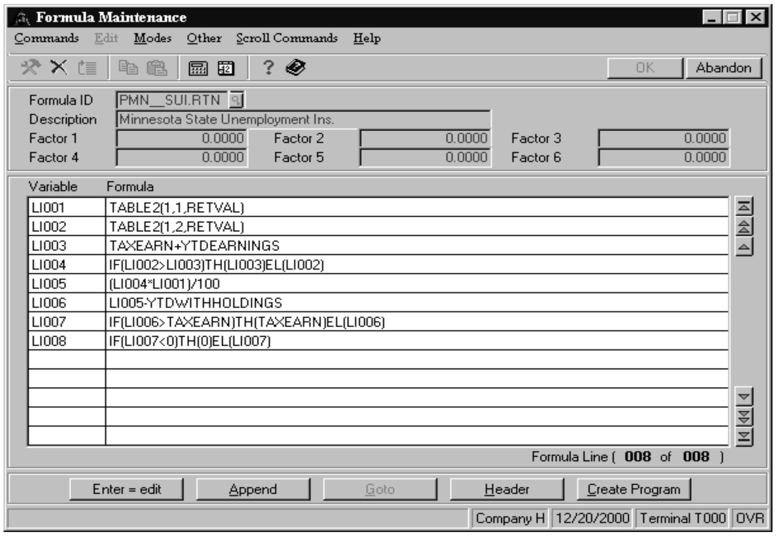
If you set factor one to .05, the employee’s taxable earnings will be multiplied by five percent. Later, you can change the factor or even override it for an individual employee.

Note

Formula factors can be overridden for deductions for an individual employee in the Scheduled Deductions section of the Salary Information screen in the Employee function on the File Maintenance menu. Formula factors for withholdings can be overridden for an individual employee by choosing the Withholding option from the command bar on the Tax Information screen in the Employee function and then using the Change factors option after the Employee Withholding Exclusions window appears.

Entering Formula Lines

Formula Maintenance



Each line of a formula sets the value of a variable LI*nnn, nnn* corresponds to the line number the value of the variable is calculated on. Lines are calculated in sequential order, line LI001 is calculated before LI002, and so on. You can use variables storing the results of previous lines with other variable in subsequent formula lines. The result of the entire formula is the result of the calculation on the last line of the formula.

Example: In line LI005 of the formulas displayed on the screen above, LI004 stored the amount calculated in line 4 (LI004) of the formula. LI001 is the amount retrieved for the table in line 1. (The table to be used with this formula is assigned when the withholding code is set up in Tax Authority Setup). These variables are used to calculate an amount in line 5 and then that amount is stored as the variable LI005.

Using Formula Operation Commands

Formulas are calculated line by line. Calculations in a single line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted. Operations are performed in the order above from left to right in the formula line. Calculations in parentheses are performed before all other calculations.

Using Formula Functions

You can use two types of function when constructing formulas; the **Tables Lookup** function and/or the **Conditionals** function.

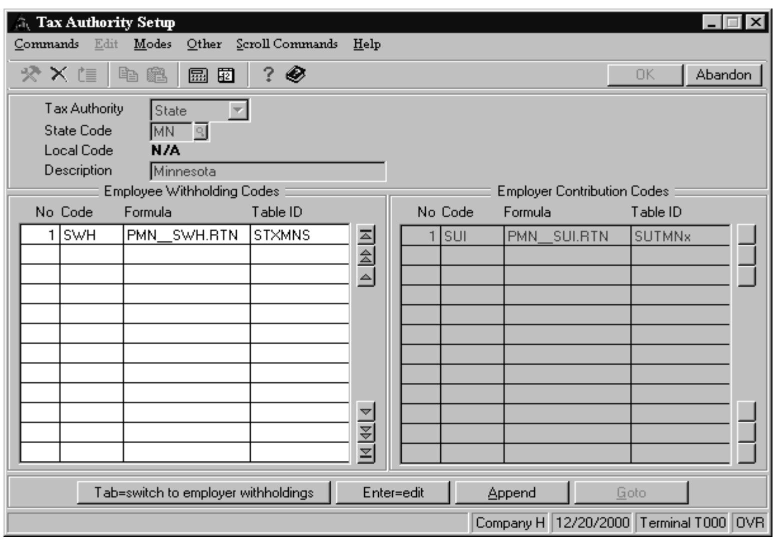
Tables Lookup Functions

Use the **TABLE** and **TABLE2** functions to look up values in tax tables. Use the TABLE function to look up information in a graduated tax table that has multiple rows or lines in ascending order, like the FEDM and STXMNS tables. The TABLE2 function is used to look up information in a table that is not arranged with graduated multiple rows, like a SUTMN table.

TABLE Function

The format for the TABLE command is TABLE(x, y, RETVAL); where **x** is the row (or line) in the tax table and **y** is the column number. RETVAL is a BBx command that must be included in a TABLE function command for it to return the value from the table and store it as a line number variable. The tax table read by the TABLE function is specified in the Tax Authority Setup function on the Code Maintenance menu.

Tax Authority Setup Screen

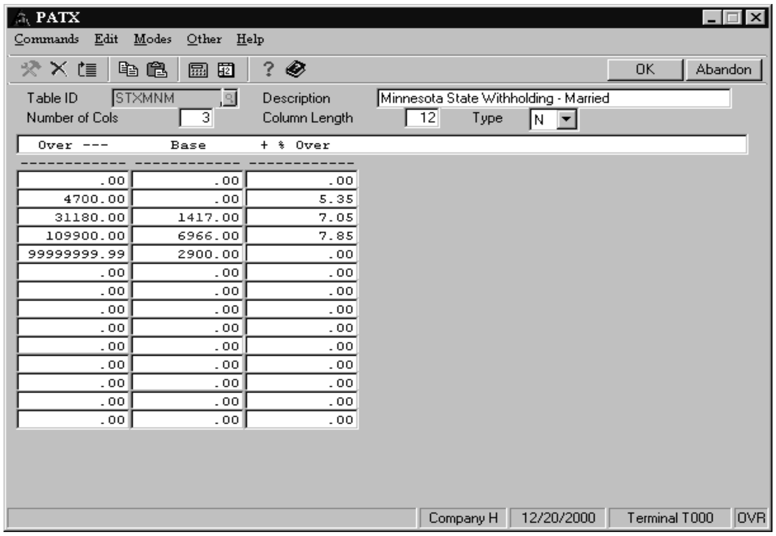


Example: When the withholding code SWH for the state of Minnesota was set up in Tax Authority Setup, the formula PMN__SWH.RTN and the table STXMNS were assigned to that withholding code.

Note

This table assignment can be overridden by the table selected in the state section of the Tax Information screen in the Employee function.

Payroll Tax Table



If the formula used the command TABLE(30000,2,RETVAL), the system looks at the first column of the specified tax table until it finds the first row with an amount greater than 30000. Then, it goes to the row immediately before that one and returns the value found in the second column of that row.

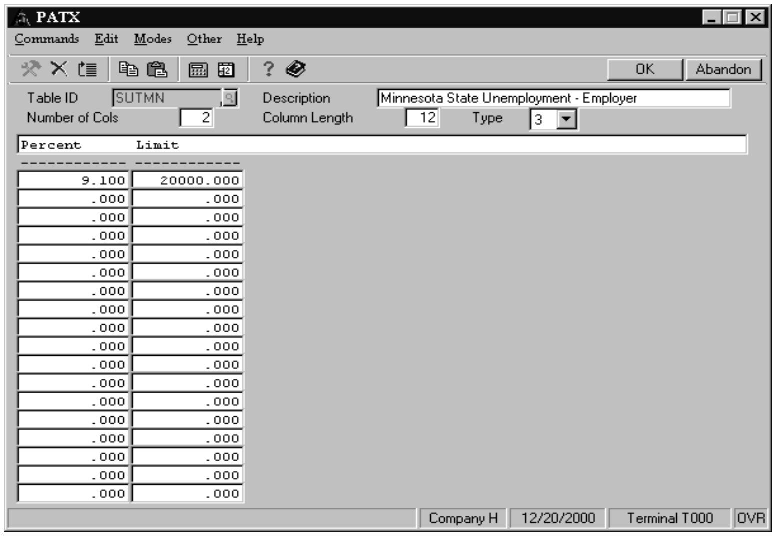
You can also use variable with the table lookup functions. You can, for example, use a variable calculated in a previous line of a formula to find a row in the tax table. For example, in the command TABLE(LI002,2,RETVAL), the system will read the tax table assigned to the formula looking for the value greater than the amount stored in the variable LI002.

Note

You can use only ***one*** TABLE command per formula line.

TABLE2 Functions

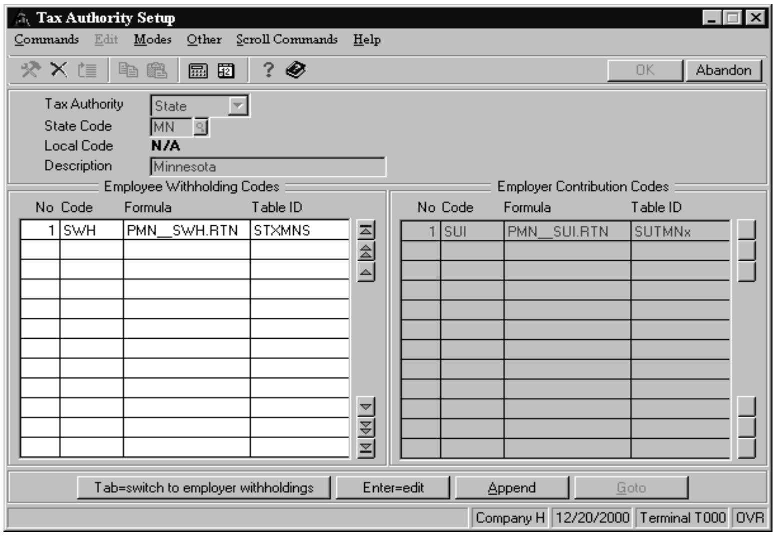
SUTMN table



Use the TABLE2 function to look up information in a tax table that is not arranged with graduated multiple rows, like the SUTMN table displayed on the screen above.

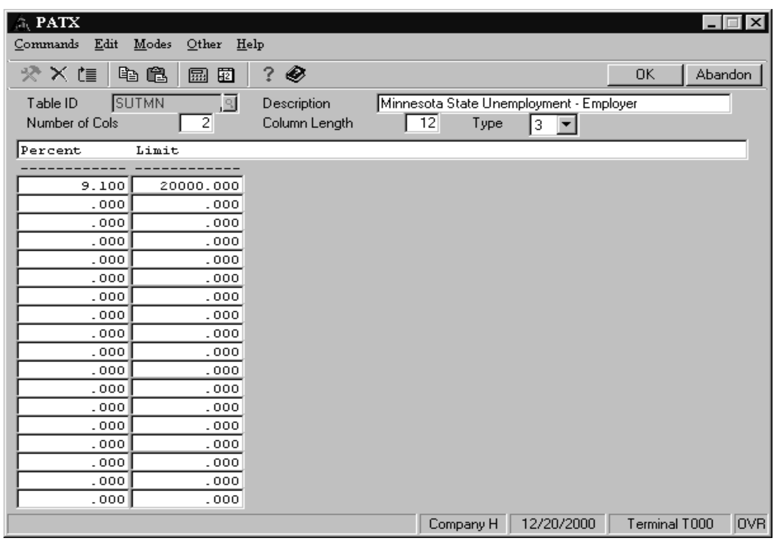
The format for the TABLE2(x,y,RETVAL); where **x** is the row in the tax table and **y** is the column number. (RETVAL is a BBx command and must be included in a TABLE2 function for it to work properly). The tax table to be used by the TABLE2 function is specified in the Tax Authority Setup function on the File Maintenance menu when you setup the withholding code.

Tax Authority Setup Screen



Example: When the withholding code SUI for the state of Minnesota was set up in the Tax Authority Setup function, the formula PMN__SUI.RTN and the table SUTMN were assigned to SUI. The command TABLE2(1,2,RETVAL) is used in the formula. The system returns 19000, the value found in the first row, second column of the table SUTMN, the table specified in Tax Authority Setup.

SUTMN Table



You can also use variables with the TABLE2 command. 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) goes to row one of the table and then adds 2 to the value stored in LI002 to determine which column in the table to return the value from.

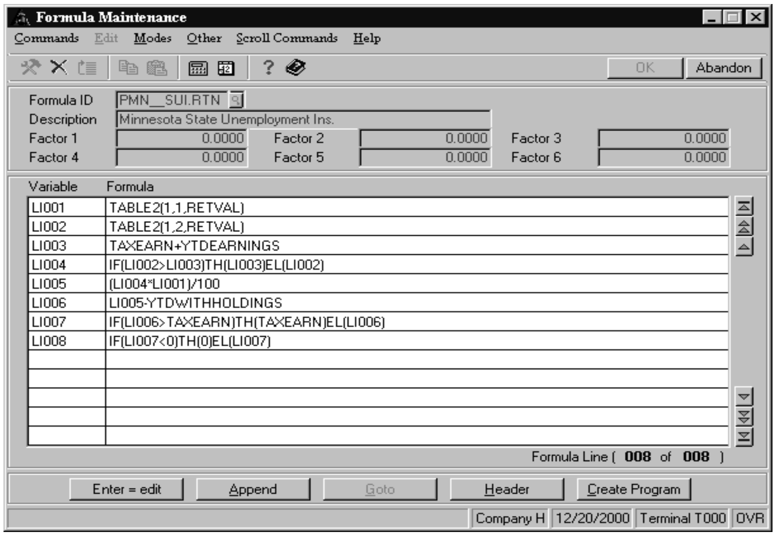
Note

You can use only ***one*** TABLE2 command per formula line.

Conditional Functions

If you can use the IF(x)TH(y)EL(z) function (If-Then-Else) or the IF(x)TH(y) function (If-Then) to evaluate formula variable and/or constant values conditionally

Minnesota State Unemployment Ins. Screen.



Example: Lines LI001, LI002, and LI003 each establish variable values. Line LI004 then uses the If-Then-Else function to evaluate and select the value of the variable LI004. If the variable LI002 is greater than the value of variable LI003 then the value of LI004 is set equal to the value of LI003. If the variable LI002 is less than variable LI003 then the value of LI004 is set equal to the value of LI002.

Note

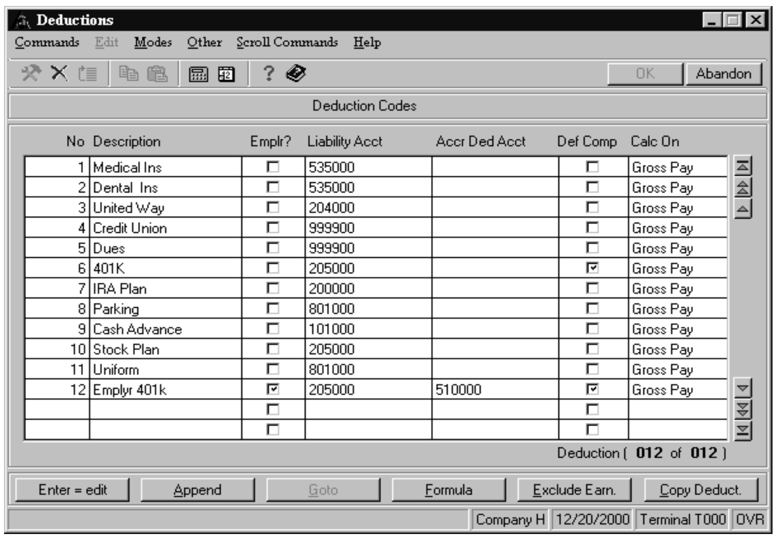
When using If-Then-Else logic, you ***must*** use the following syntax: **IF**(ADJEARN>200)**TH**(FC1)**EL**(FC2). If using If-Then logic the syntax would be: **IF**(ADJEARN>200)**TH**(FC1). If you use the words ELSE and THEN in the command, you will not get an error, but the deduction using the formula will not be withheld because BBx will not compile the formula correctly.

Deduction Examples

The following examples are used to demonstrate how to use different functions in the Payroll system to set up deductions calculated by formulas. There is more than one way to set up these deductions to calculate correctly, the set ups used in the examples were chosen to give you an overview of how each of the different functions in the Payroll system can work together to calculate deductions.

When the system calculated deductions, deductions set up to be calculated on *Gross Pay* in the Deductions function on the Code Maintenance menu are calculated first and in the order they are listed for the pay period in the Scheduled Deduction section of the Salary Information screen in the Employee function.

Deduction Codes Screen


Deductions

Commands Edit Modes Other Scroll Commands Help

OK Abandon

Deduction Codes

No	Description	Emplr?	Liability Acct	Accr Ded Acct	Def Comp	Calc On
1	Medical Ins	☐	535000		☐	Gross Pay
2	Dental Ins	☐	535000		☐	Gross Pay
3	United Way	☐	204000		☐	Gross Pay
4	Credit Union	☐	999900		☐	Gross Pay
5	Dues	☐	999900		☐	Gross Pay
6	401K	☐	205000		☑	Gross Pay
7	IRA Plan	☐	200000		☐	Gross Pay
8	Parking	☐	801000		☐	Gross Pay
9	Cash Advance	☐	101000		☐	Gross Pay
10	Stock Plan	☐	205000		☐	Gross Pay
11	Uniform	☐	801000		☐	Gross Pay
12	Emplyr 401k	☑	205000	510000	☑	Gross Pay
		☐			☐	
		☐			☐	

Deduction (012 of 012)

Enter = edit | Append | Goto | Formula | Exclude Earn. | Copy Deduct.

Company H | 12/20/2000 | Terminal T000 | OVR

After the *Gross Pay* deductions have been calculated, the withholdings are calculated.

Deductions set up to be calculated on *Net Pay* are deducted last and are deducted in the order they are listed in the Scheduled Deduction section of the Salary Information screen.

If a garnished deduction must be calculated after certain other deductions have been taken, then the deductions that can be taken prior to the garnishment deduction should be set up as Gross Pay deductions. The garnishment deduction should be set up as a **Net Pay** deduction.

Garnishment Deduction Examples

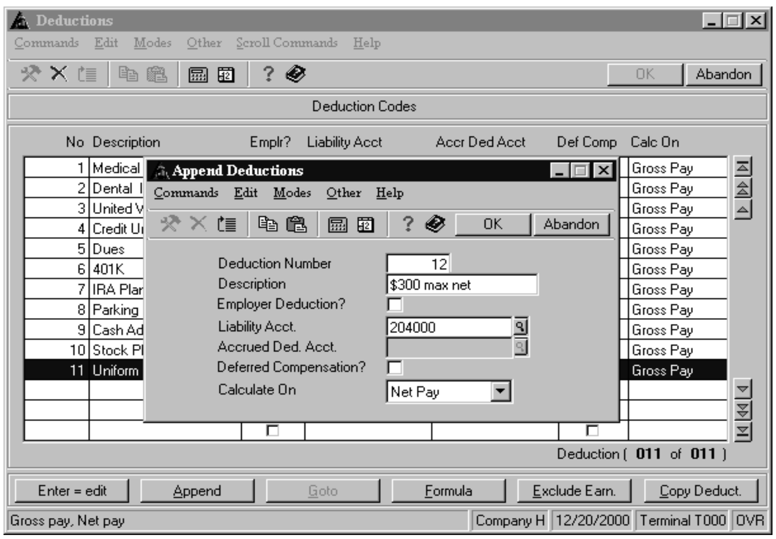
If there are deductions that can be calculated after the garnishment is deducted, they should be set up as calculated on **Net Pay** and should be listed after the garnishment deduction in the Scheduled Deduction section of the Salary Information screen.

Example 1: This garnishment deduction should be calculated so that the maximum net pay the employee ever receives is $300. All other scheduled deduction for the employee can be deducted prior to calculating this garnishment. The difference between the Gross Pay less withholdings and deductions and $300 is the amount of the garnishment deduction. If the Gross Pay less withholdings and deductions is less than $300, then the garnishment deduction is 0.

For an employee: if gross pay = $1,000, medical insurance deduction = $20, state and federal withholdings = $80, then net pay = $900. This garnishment deduction allows for the employee’s new pay to be a maximum of $300, so the amount of the garnishment deduction would be $600 for this pay period.

To set up the deduction, select the **Deduction** function on the **Code Maintenance** menu.

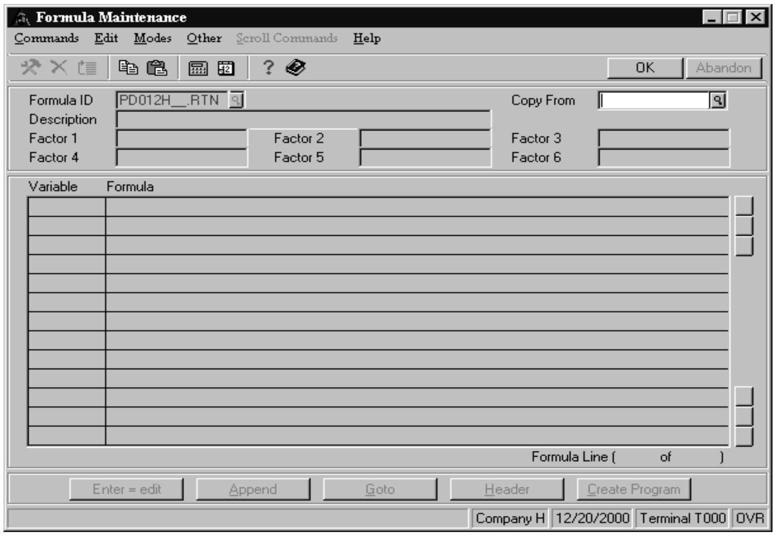
Deduction Codes Screen



Use the **A**ppend option from the command bar to add the deduction to the Payroll system. Enter the deduction code number and a description for the garnishment deduction. Since this is not an employer paid deduction, enter **NO** in the **Emplyr?** column. Enter the liability account used for this deduction. This is not a deferred compensation, so enter **NO** in the **Def Comp** column. This deduction will be calculated on Net Pay. When you select **Net Pay** and press **Enter** you are returned to the Deductions screen.

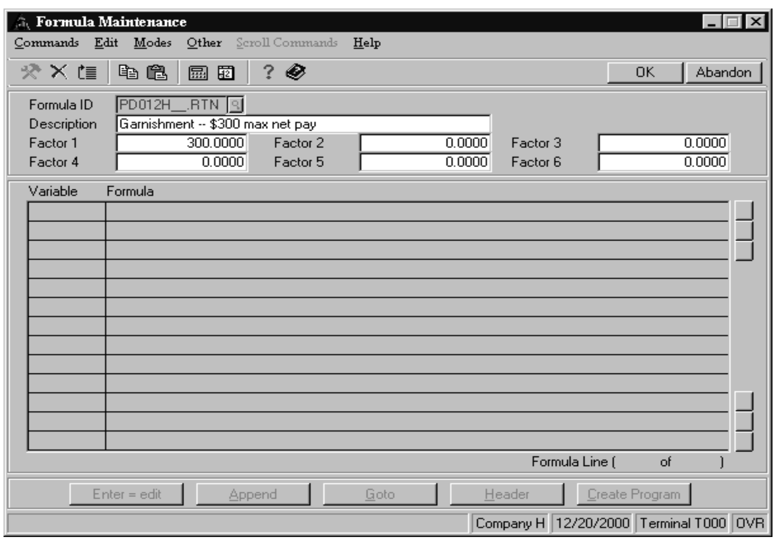
To enter the formula for this deduction, select the **F**ormula option from the command bar. The **Formula Maintenance** screen will appear.

Formula Maintenance Screen



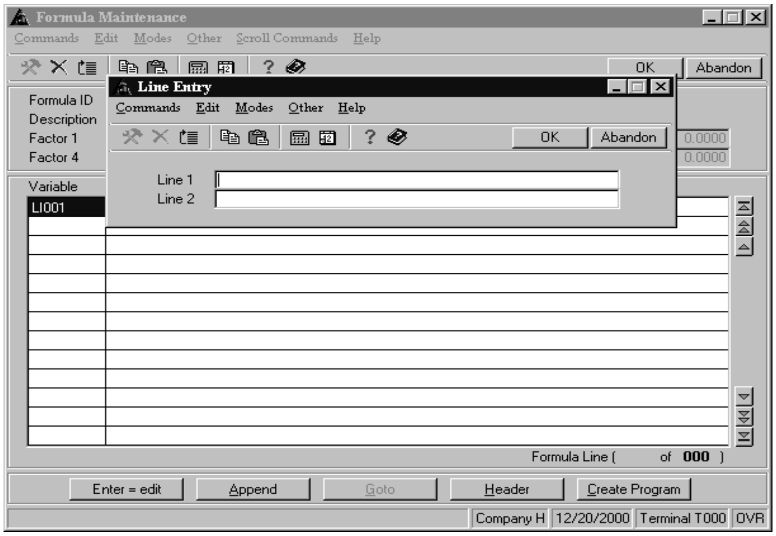
The Payroll system will default the Formula ID into that field. The cursor will be in the **Copy From** field, if you want to copy the formula for this deduction from an existing formula you can enter the formula ID or use the **Inquiry** (F2) command to select the Formula ID from the Payroll Formula window. We are not copying the formula from an existing one, so press **Enter** to move the cursor to the **Description** field. Enter a description for this formula

Formula Maintenance Screen



To make the formula as flexible as possible, we will use Factor 1 to store the value of the maximum amount of new pay, 300. Then, if we have more than one employee subject to this type of garnishment or if the maximum net pay for an employee changes, the net pay maximum (Factor 1) can be overridden on an individual employee basis without changing the lines of the formula. Press **PgDn** to begin entering the formula.

Formula Maintenance Line Entry



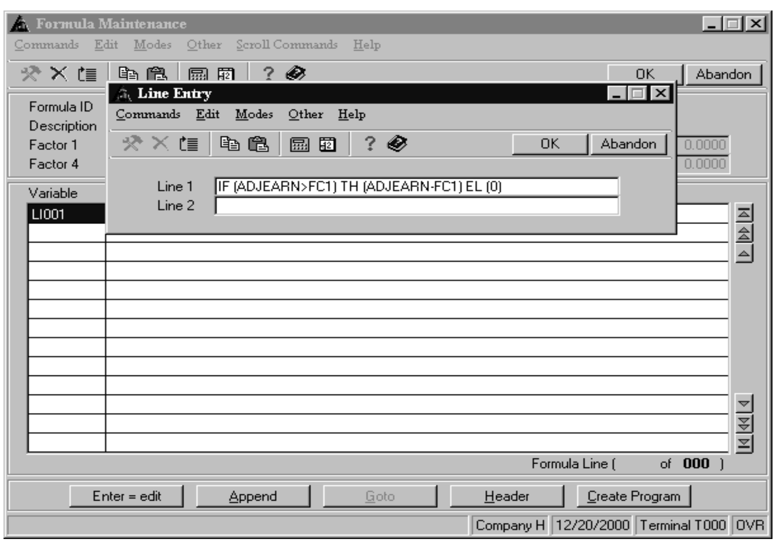
The Line Entry window appears for LI001.

We will use the conditional function for this formula. The variable **ADJEARN** stores the adjusted earnings for net pay deductions (Gross Earnings minus withholdings and gross pay deductions at the time of calculating this net pay deduction). Enter LI001 as:

IF(ADJEARN>FC1)TH(ADJEARN-FC1)EL(0)

If the amount in **ADJEARN** is greater than FC1 (the maximum net pay allowed the employee), 300, then subtract FC1 from ADJEARN and use the difference as the deduction. If ADJEARN is not greater than FC1, then the deduction amount is 0. Press **Enter** to save LI001.

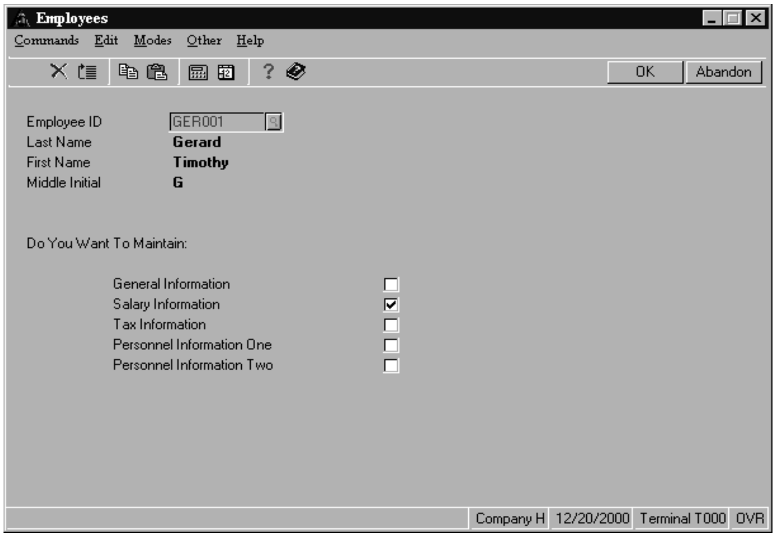
Formula Maintenance Screen



This is the only line in the formula for this deduction. Remember you must use the option **C**reate program or the **Exit** (F7) command to save your entries and compile the formula into a BBx program.

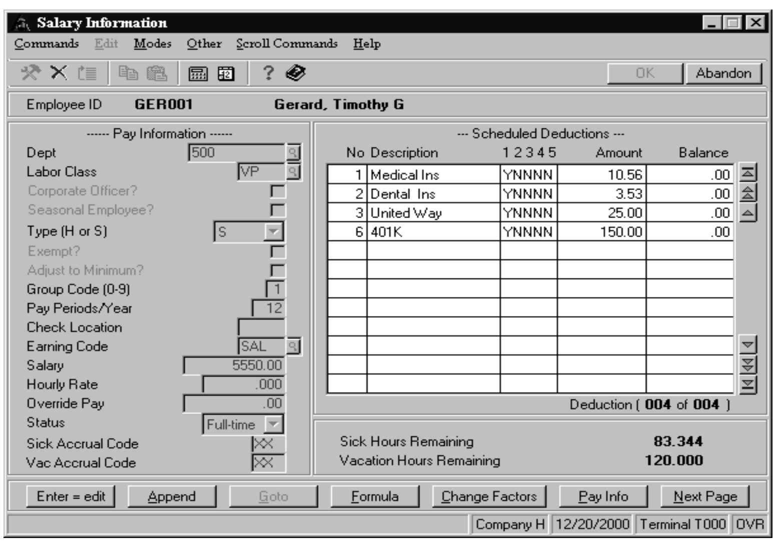
Adding Deduction to Employee

Employee Information Screen



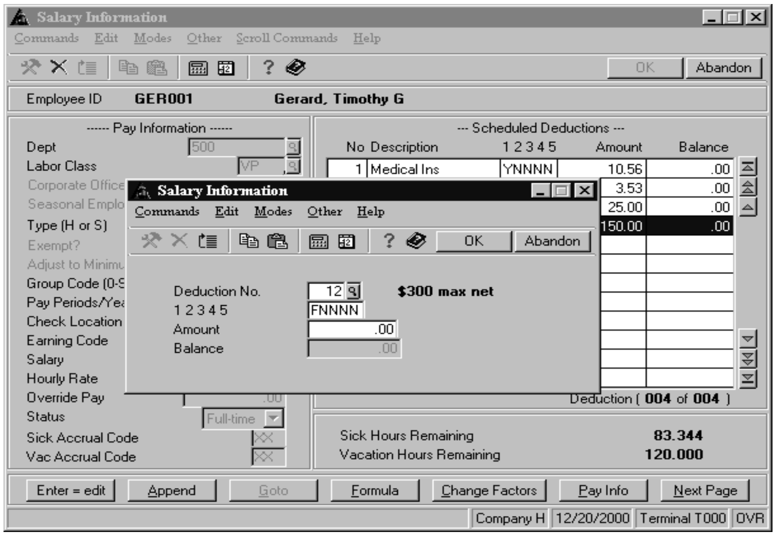
To add this deduction for an employee, select the **Employee** function on the **File Maintenance** menu. Enter the ID of the employee you want to add the deduction to and select **YES** for **Salary Information**. When you press **PgDn**, the *Salary Information screen* appears.

Employee Salary Information Screen



Press **PgDn** twice to move the cursor to the **Scheduled Deductions** section of the screen.

Deduction Code Inquiry Screen



Use the **A**ppend option on the command bar to add this garnishment deduction to the employee's scheduled deductions. Since this net deduction should be calculated *after* all other net deductions, enter it as the last deduction for the pay period. Enter the code for the deduction or use the **Inquiry** (F2) command to select the code from the list that appears.

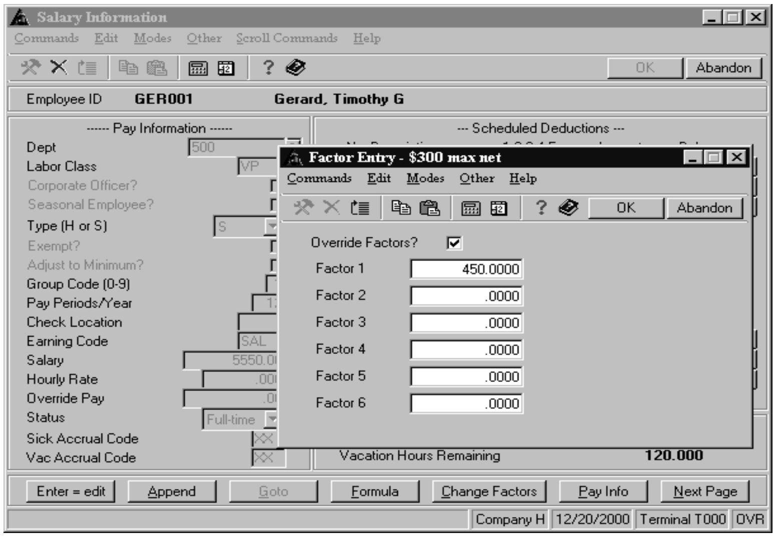
The description will default from the deduction code. In the **12345** field, enter an **F** for formula in the pay period column you want to have the deduction calculated. **N** will default in the other pay period columns. Leave the **Amount** and **Balance** fields zero and press **Enter**.

Note

When the cursor is in the **12345** field, use the **Help** (F1) command to see the different codes available to calculate deductions.

If the garnishment for this employee allows their net pay to be an amount other than $300, you will need to override Factor 1 for this employee. In our example, Timothy Gerard is subject to this garnishment deduction but can receive a net pay amount not to exceed $450. To override the factors for this formula, place the cursor at the deduction's code and use the **C**hange factors option on the command bar.

Factor Entry Window



The Factor Entry window appears. Select **YES** for **Override Factors?** Since the formula for this deduction only uses Factor 1 that is the only factor we need to enter.

Note

If a formula is using more than one factor but you only need to override one of them, you must still enter **all** of the factor values in the Factor Entry window. Otherwise the other factors will be set to 0, the default amount in the Factor Entry window.

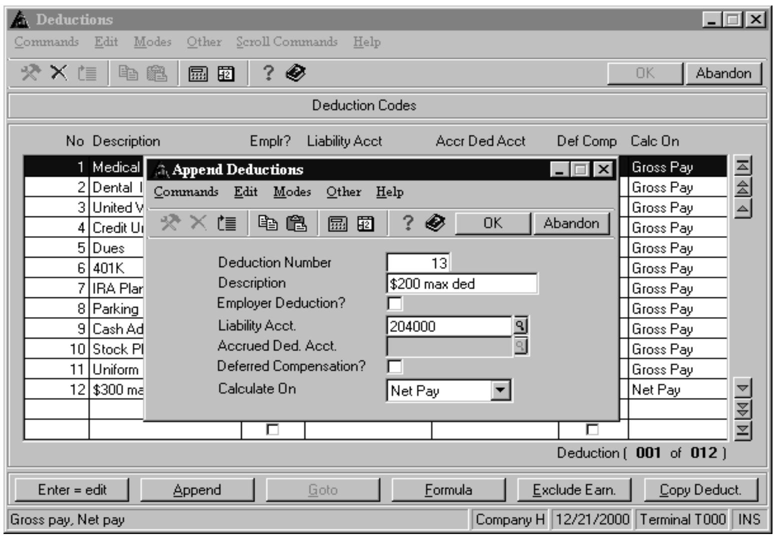
Enter 450 for Factor 1 and press **PgDn** to save it. When this deduction is calculated for Timothy Gerard, the formula will use 450 as the value of Factor 1. If this garnishment deduction is used for other employees, the value of Factor 1 for the formula is still 300, unless an override factor is enter for that employee.

Example 2: This garnishment deduction is calculated after all other deductions and withholdings and requires that the maximum amount of the deduction is $200, but the amount of the deduction should never exceed more than 25% of the employee's new pay.

For an employee: if gross pay = $1,000, medical insurance deduction = $20, state and federal withholdings = $80, then net pay = $900. This garnishment deduction allows the maximum amount of the deduction to be $200, but should not exceed 25% of the net pay amount. 25% of $900 = $225, so the amount of this garnishment should be $200, the maximum.

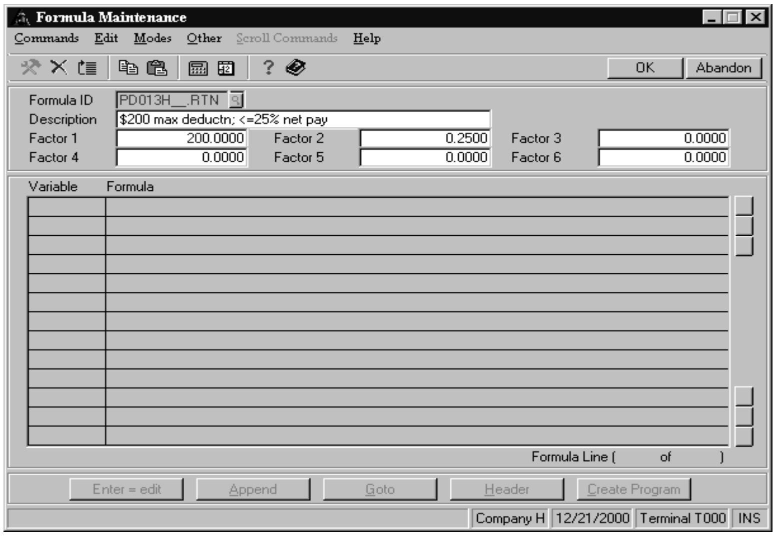
Set up the deduction using the **Deduction** function on the **File Maintenance** menu. This is not an employer paid deduction or deferred compensation. This garnishment deduction will be calculated on *Net Pay.*

Deduction Codes Screen



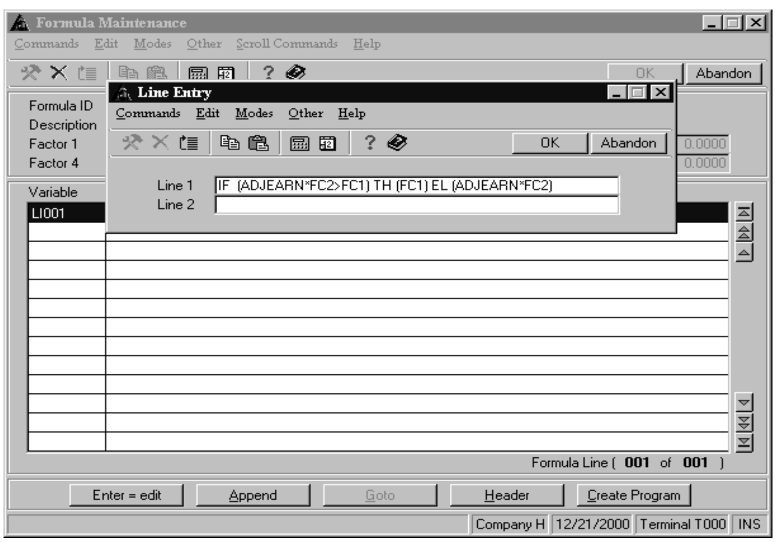
Select the **F**ormula option from the command bar to enter the formula for this deduction. We are not copying this formula from an existing one. Enter a description for the formula.

Formula Maintenance Screen



To make this formula as flexible as possible, we will set up two factors. Factor 1 is set up equal to the maximum amount of the deduction, $200. The maximum percent of net pay, in decimal format, allowed for the deduction is the value of Factor 2, .25.

Formula Maintenance Screen



This formula also uses the conditional function and is one line, enter LI001 as:

IF(ADJEARN*FC2>FC1)TH(FC1)EL(ADJEARN*FC2)

And choose **C**reate program or the **Exit** (F7) command to save your entries and compile the formula into a BBx program.

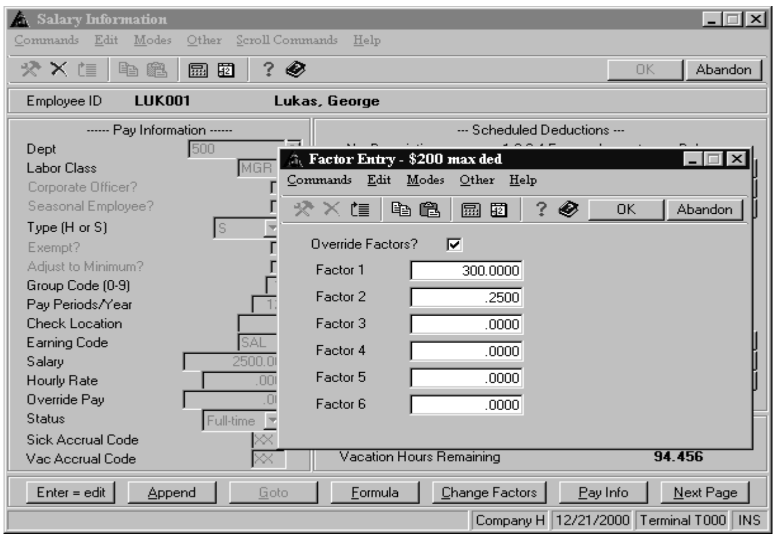
If 25% (FC2) of ADJEARN (Gross earnings minus withholdings and gross pay deductions at the time this deduction is calculated) is greater than $200 (FC1), then the deduction amount will be $200 (FC1). If 25% (FC2) of ADJEARN is less than $200 (FC1), then the amount of the deduction is 25% (FC2) of ADJEARN.

To add the deduction for an employee, use the Employee function on the File Maintenance menu. Enter the Employee ID and select YES for the Salary Information screen only. Add this deduction to the employee's scheduled deductions. If you need to override either or both of the formula factors, use the **C**hange factors option on the command bar.

Note

Remember that, if you need to override any of the factors for an employee, both factors must be entered in the Factor Entry window.

Factor Entry Window



Example 3: This garnishment deduction is 20% of the employee's net pay after all deductions have been taken.

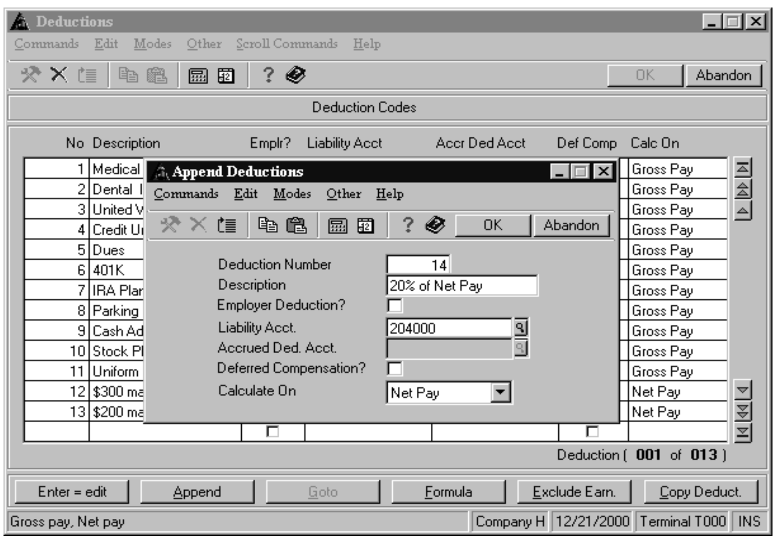
For an employee: if gross pay = $1,000, medical insurance deduction =$20, state and federal withholdings = $80, then net pay = $900. This garnishment deduction is calculated as 20% or the net pay, $180.

To have this deduction calculate after all other deductions remember:

Any deductions set up as calculated on gross pay will be calculated first and in the order they appear in the **Scheduled Deduction** section of the employee's **Salary Information** screen. The employee's withholdings will be calculated next. Then all deductions set up as calculated on net pay will be calculated in the order they appear in the Scheduled Deduction section of the employee's **Salary Information** screen.

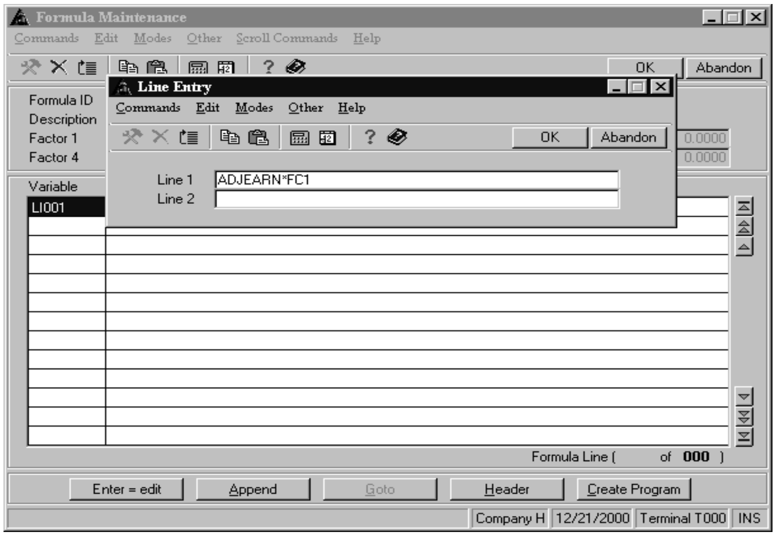
To add this deduction to the Payroll system, select the **Deductions** function from the **Code Maintenance** menu.

Deduction Codes Screen



This garnishment deduction is not employer paid or deferred compensation and will be calculated on *Net Pay* so that it is calculated after all gross pay deduction and withholdings.

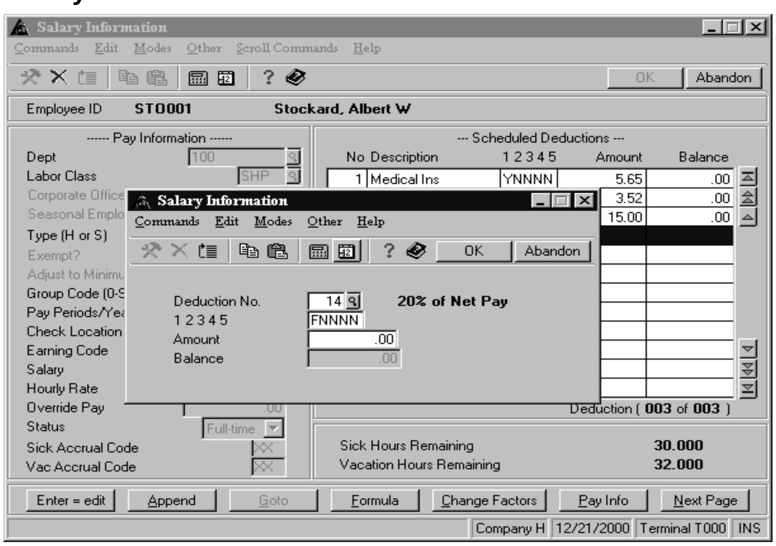
Formula Maintenance Screen



The percent of net pay, .20, is set up as Factor 1. The formula is set up with one line, LI001: **ADJEARN*FC1**. Use the **C**reate program or **Exit** (F7) command to compile the formula into a BBx program.

When you add this deduction for an employee, remember that since this deduction is to be calculated after all other deductions it should be the last deduction listed in the Scheduled Deduction section of the employee's Salary Information screen. Then if the employee is taking other deductions calculated on net pay, they will be deducted before this garnishment deduction is calculated.

Salary Information Screen



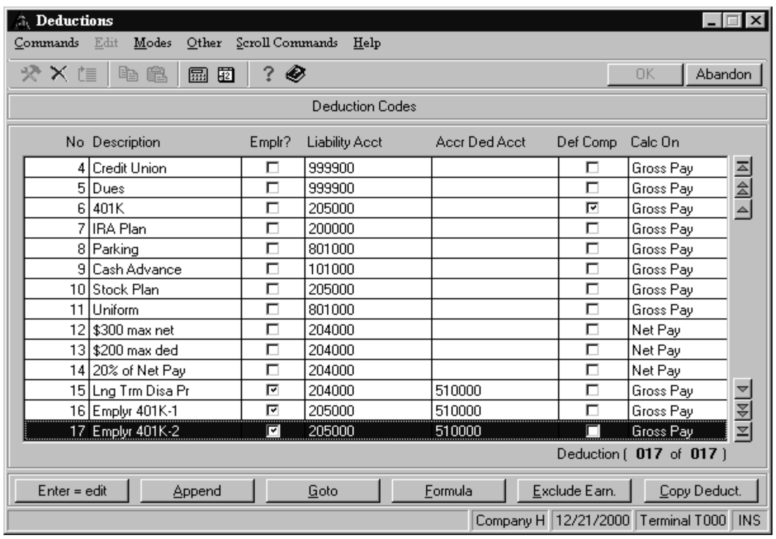
Employer Match 401k Example

The employer 401k match is calculated by deducting the amount of the employee's 401k contribution from the employee's gross pay and then calculating the employer's match as 25% of a maximum of 3% of the employee's gross pay after subtracting the employee's 401k contribution. This example shows the importance of the order of the deductions on the scheduled Deduction screen when using the variable **DEDUCTIONTOT**.

Example: If an employee's gross pay is $1,000 and their 401k contribution is $30, 3%, the employee's contribution is subtracted from the gross pay, $1,000 - $30 = $970.

The employer will calculate his match on a maximum of 3% of the $970, $970*3% = $29.10, with a 25% match, $29.10* 25% = $7.28.

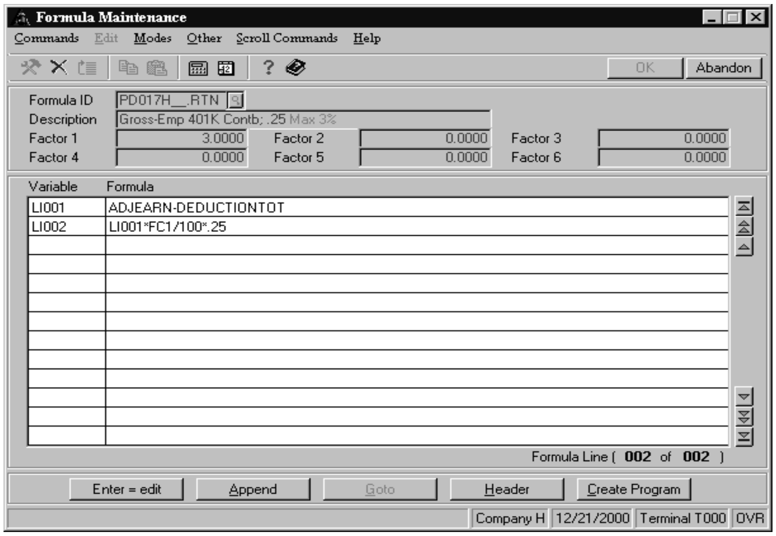
Deduction Codes Screen



No	Description	Emplr?	Liability Acct	Accr Ded Acct	Def Comp	Calc On
4	Credit Union	☐	999900		☐	Gross Pay
5	Dues	☐	999900		☐	Gross Pay
6	401K	☐	205000		☑	Gross Pay
7	IRA Plan	☐	200000		☐	Gross Pay
8	Parking	☐	801000		☐	Gross Pay
9	Cash Advance	☐	101000		☐	Gross Pay
10	Stock Plan	☐	205000		☐	Gross Pay
11	Uniform	☐	801000		☐	Gross Pay
12	$300 max net	☐	204000		☐	Net Pay
13	$200 max ded	☐	204000		☐	Net Pay
14	20% of Net Pay	☐	204000		☐	Net Pay
15	Lng Trm Disa Pr	☑	204000	510000	☐	Gross Pay
16	Emplyr 401K-1	☑	205000	510000	☐	Gross Pay
17	Emplyr 401K-2	☑	205000	510000	☐	Gross Pay

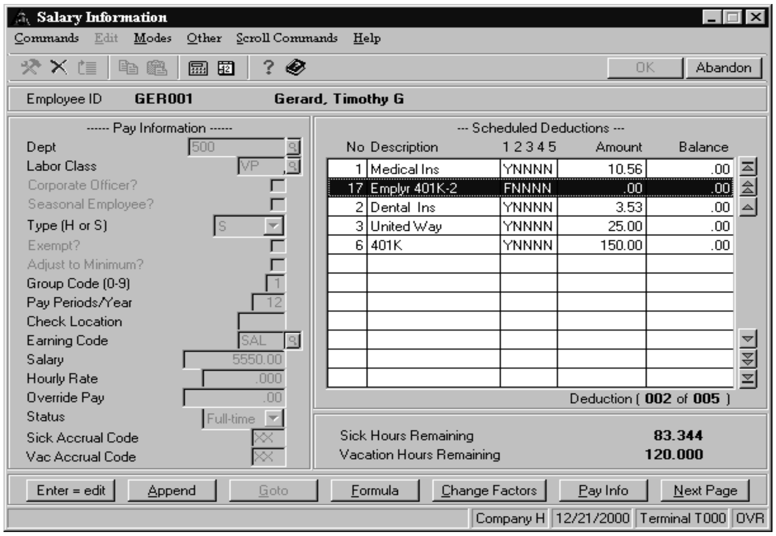
This is the set up for the deduction in the **Deductions** function on the **File Maintenance** menu.

Formula Maintenance Screen



The formula can be set up from the same screen using the **F**ormula option on the command bar. This formula subtracts the employee's 401k contribution from **Gross Pay** before calculating the employer's match.

Salary Information Screen

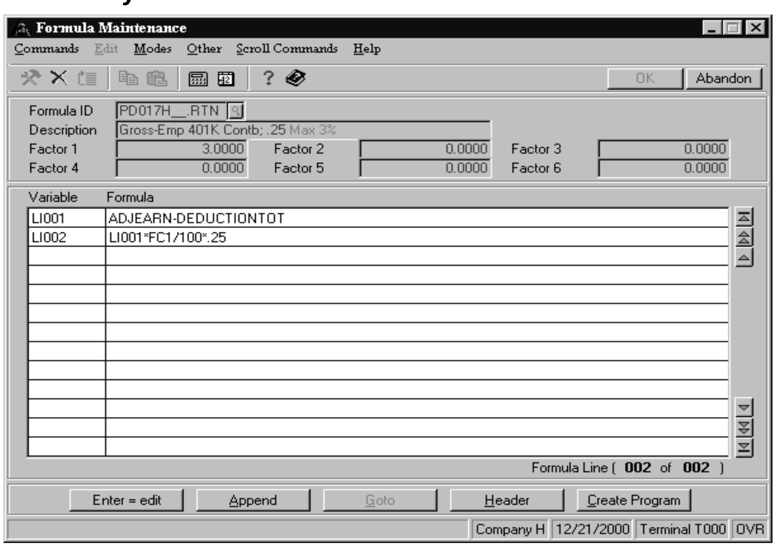


Note

When you add this deduction to an employee's scheduled deductions, the employee's 401k contribution has to be the first gross pay deduction listed for the pay period and the employer's contribution must be second.

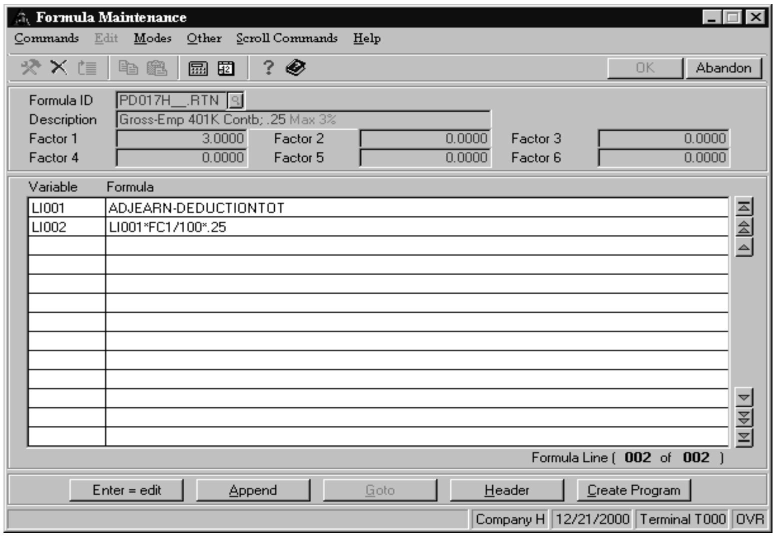
This is because the variable used in the formula, **DEDUCTIONTOT**, accumulates the total amount of deductions for the pay period as each deduction is calculated. When it begins to calculate the employer's 401k match, the amount stored in **DEDUCTIONTOT** will be the amount of the employee's 401k match. **DEDUCTIONTOT** is subtracted from **ADJEARN** and the difference is stored in LI001.

Line Entry Window



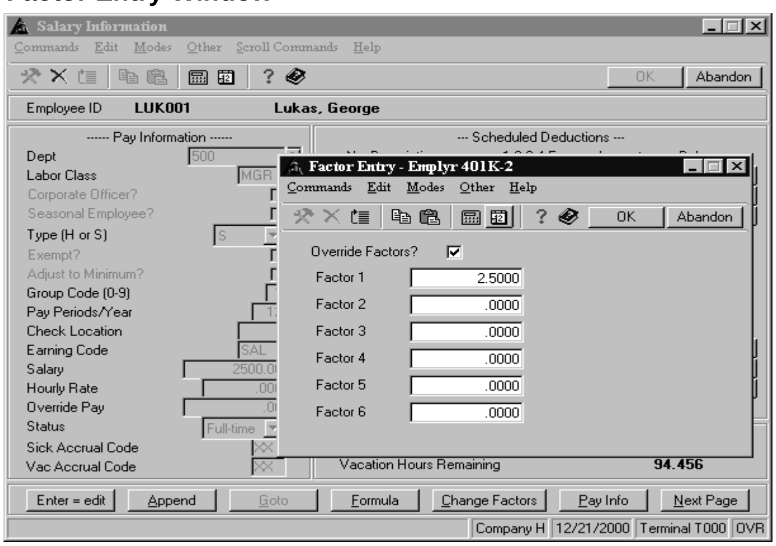
LI001 is multiplied by FC1, the maximum percent of the employee's pay that the employer will match, and then multiplied by .25 to calculate the actual amount of the employer's contribution.

Payroll Formula Maintenance Screen



If the employee is contributing less than 3% maximum employer match, you can use the **C**hange factors option from the command bar to set Factor 1 to the correct percentage for the employee.

Factor Entry Window



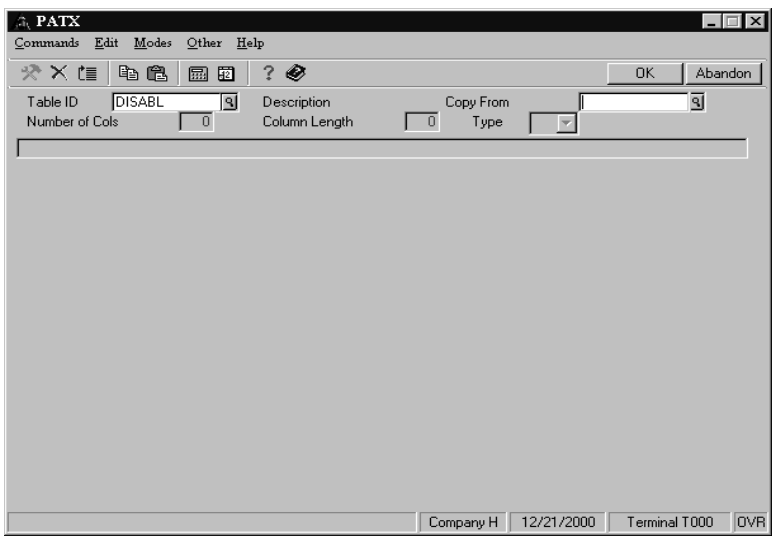
Long Term Disability Example

Employees are eligible for employer-paid Long Term Disability Insurance if they are in the Executive labor class and have been with the company for two years. After six months with the company, employees in the Executive labor class have the option of paying the premium until they meet the two-year employment qualification. In both cases, the premium is calculated at .71% of the employee’s gross income.

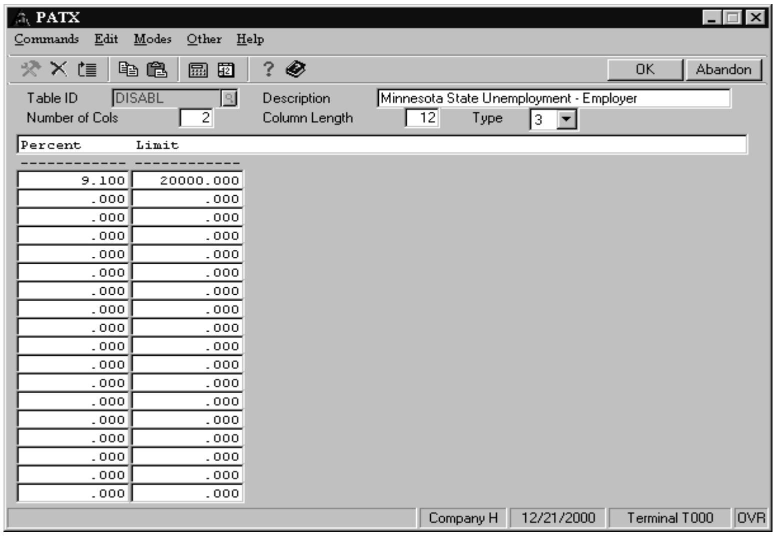
Example: The employer-paid long term disability premium is set up as a withholding and the employee-paid premium is set up as a deduction. In real life, the employer- and employee-paid premiums should use the same set up method, either both a withholdings or both as deductions. The example is using both set up methods to demonstrate the set up for each type.

The employer-paid premium can be set up as a withholding that uses a two-column table. To create the table, select Tax Tables from the File Maintenance menu. Inter the Table ID for the table you want to create, **DISABL** is used for our example. You are prompted for a Table ID to Copy From. Since we want to create a two-column table, enter **SUTMN** in the **Copy From** field.

DISABL Tax Table

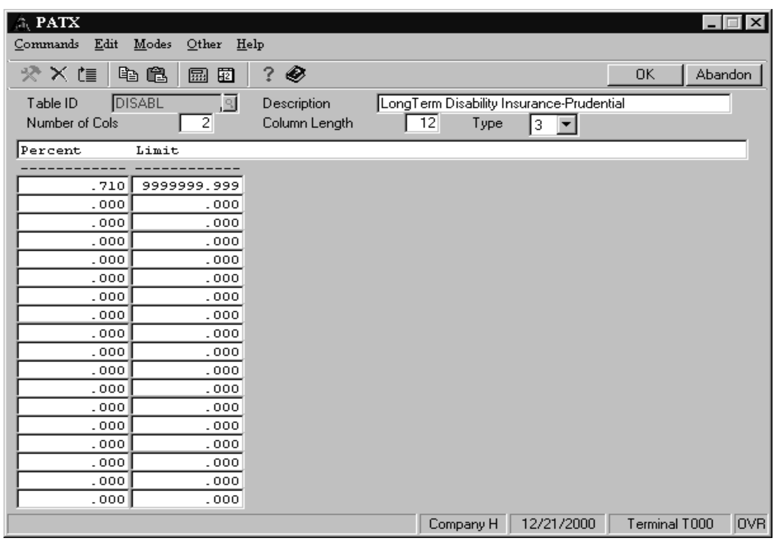


DISABL Tax Table



When the copying is complete, the new table contains the information from the SUTMN table. Edit the information to create the table needed to calculate the long-term disability premium. Change the table description to "Long Term Disability Insurance - Prudential". The percent used to calculate the premium is .71 enter this in row one, column one. Since there is *no* maximum (or limit) on the earnings subject to the premium calculation, enter **9999999.99** in row one, column two. Press **PgDn** to save the changes to the table.

Changing DISABL Tax Table



To set up the withholding, select **Tax Authority** from the **File Maintenance** menu. Enter **State** for the Tax Authority and **MN** for the State code.

Note

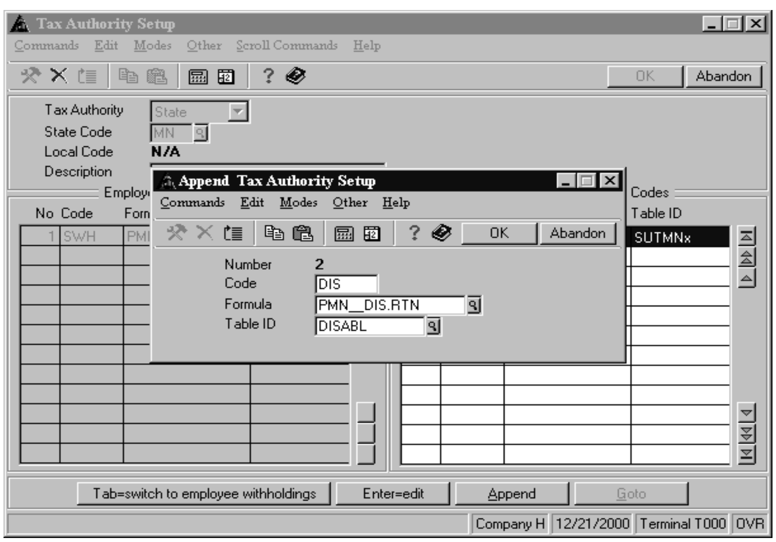
When setting up a withholding it must be created for one of the tax authorities, Federal, State, and Local. In this case, it could be created under any one of the three since this is not tax collected by one of the tax authorities. When you select to include **O**ther employer taxes on reports (such as Employer's Tax Report and the Employer's Liability Report), this withholding will be included in the report.

Press **PgDn** and then **TAB** to move the cursor to the *Employer Contribution Codes* section of the Tax Authority Setup screen. Use the **A**ppend option from the command bar to add the long-term disability withholding. Use the code **DIS** and the formula name **PMN__DIS.RTN**. The table ID used to calculate this withholding is **DISABL**.

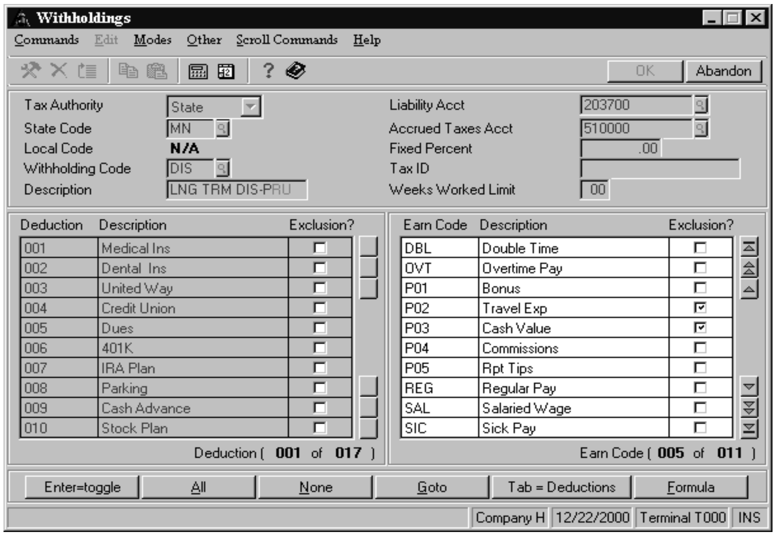
Note

You will receive a warning that the formula PMN__DIS.RTN doesn't exist, but you can press **Enter** to bypass it. The formula is created in the next step of the set up. (You could leave the formula name and/or table ID field blank right now and then return to this screen and enter them after the formula ID is generated by the Payroll system in the next step of the set up).

State Tax Authority Setup



Withholdings Screen

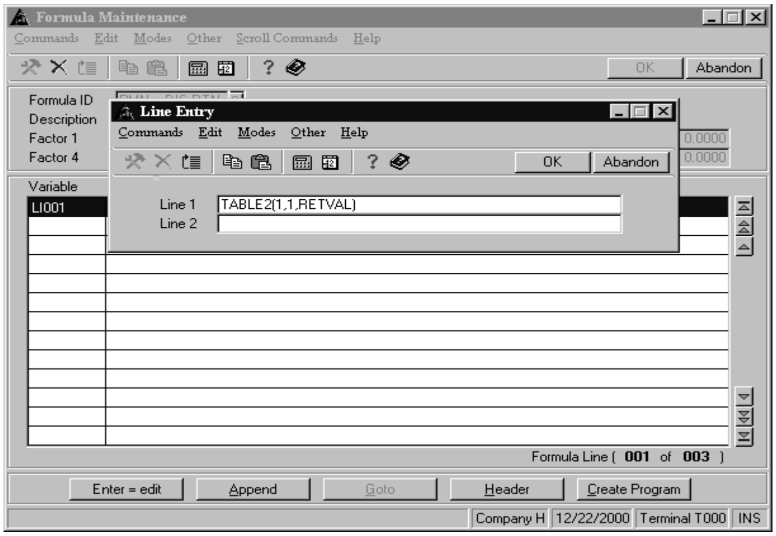


To complete the set up for this withholding, select **Withholding** from the **Code Maintenance** menu. Enter **State** for the Tax Authority and **MN** for the State code. Select the Tax Code **DIS**. (The valid tax codes for Minnesota is displayed at the bottom of the screen). Enter a description for the tax code along with a liability account and an expense account. For this premium set up, the tax ID is optional.

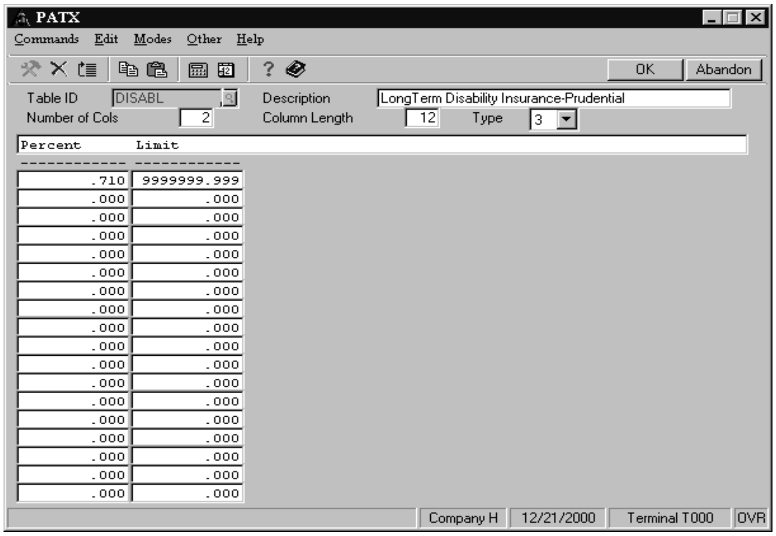
Press **PgDn** and then **TAB** to move the cursor to the **Earn Code** section of the screen. Amounts paid to employees with the earning code P02, Travel Exp., and P03, Cash Value, should not be included as earnings when calculating this premium. To exclude these earning codes from the withholding calculation, place the cursor at each of these earning codes and press **Space bar** to toggle the **Excl?** switch to **YES**.

To create the formula for the withholding, use the **F**ormula option on the command bar. The formula ID will default into that field, make sure it matches the formula ID entered in the **Tax Authority** setup for the code **DIS**. You are prompted to enter a formula ID to **Copy From**. We will not copy this formula from an existing one, so press **Enter** here. Enter a description for the formula. Since we are not using factors for this formula, press **PgDn** to begin entering the lines of the formula.

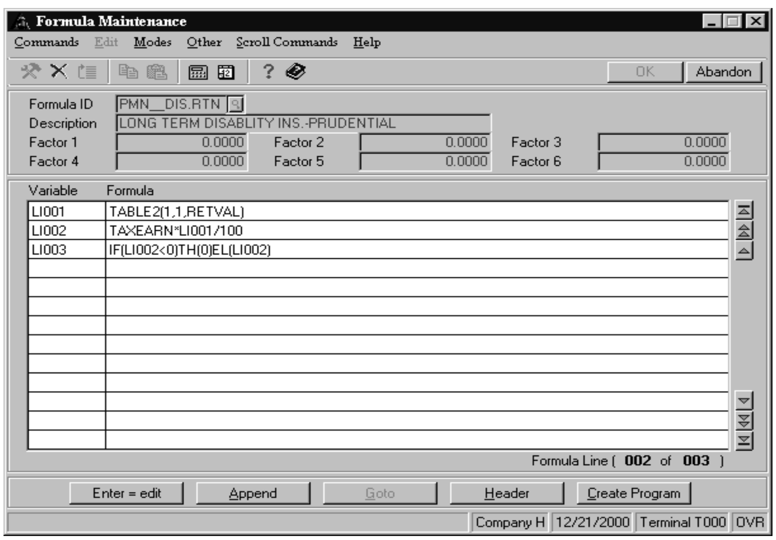
Formula Maintenance Screen



DISABL Tax table



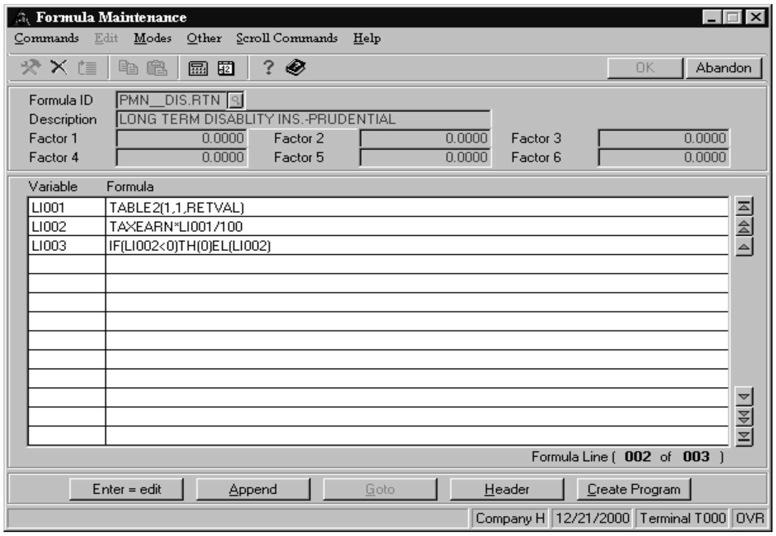
Formula Maintenance Screen



Line 1 of the formula will read the table **DISABL** and return the value in row 1, column 1 (the percent used to calculate the premium), .7100 and store it in variable LI001.

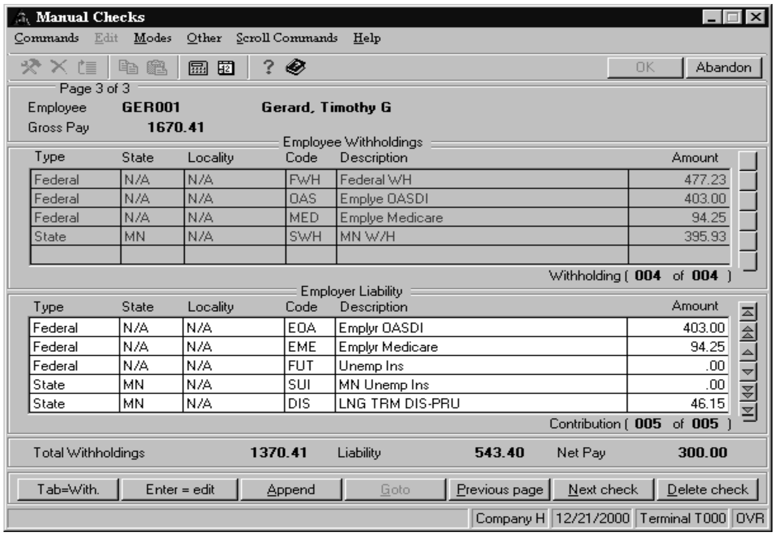
Line 2 of the formula multiplies the variable **TAXEARN** (total earnings less any exclusions for that particular tax authority for the pay period) by the percent returned from the **DISABL** table and divides it by 100 since the percent amount from the table has not been converted to the decimal equivalent.

Formula Maintenance Screen



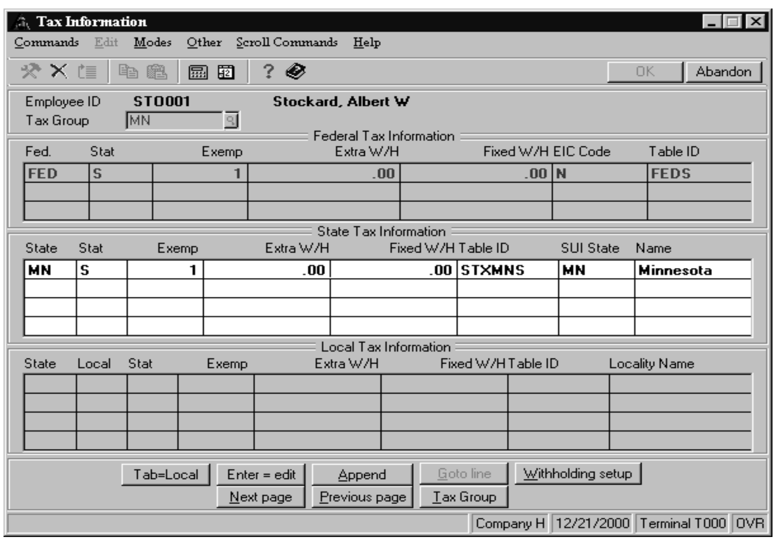
The last line of the formula returns the result of the formula, in this case the long term disability insurance premium deduction. LI003 insures that a negative premium amount will not be calculated for the premium by verifying that the value of LI002 (the amount of the premium) is not less than 0.

Manual Checks Screen

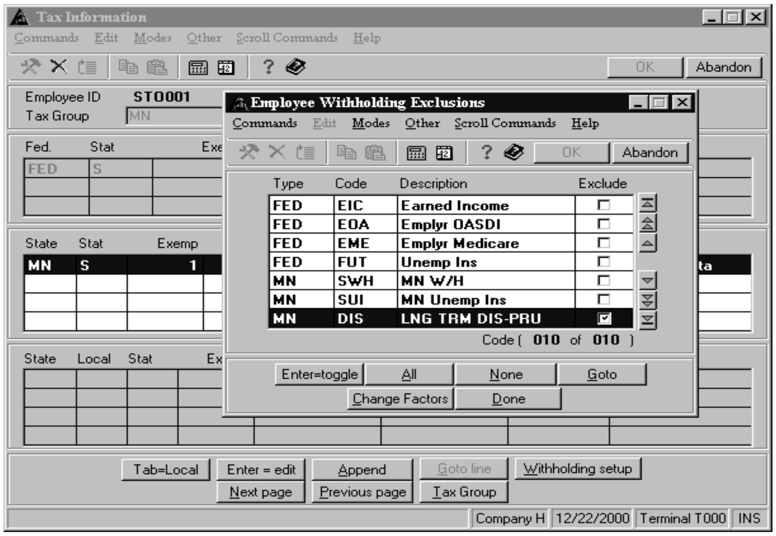


This withholding will automatically be calculated for all employees when you calculate checks through both the **Calculate Checks** and the **Manual Checks** functions. To exclude an employee that is not eligible for this company-paid insurance, use the **State Tax Information** section of the employee's Tax Information screen. Choose the **Withholding** setup option from the command bar.

Employee Tax Information



Employee Withholding Exclusions



The Employee Withholding Exclusions window appears. Press the **Space bar** key to toggle the **DIS** withholding code to **YES** in the **Exclude** column. When this column is set to **YES** for an employee, the withholding will not be calculated for the employee when you use the **Calculate Checks** or **Manual Checks** functions.

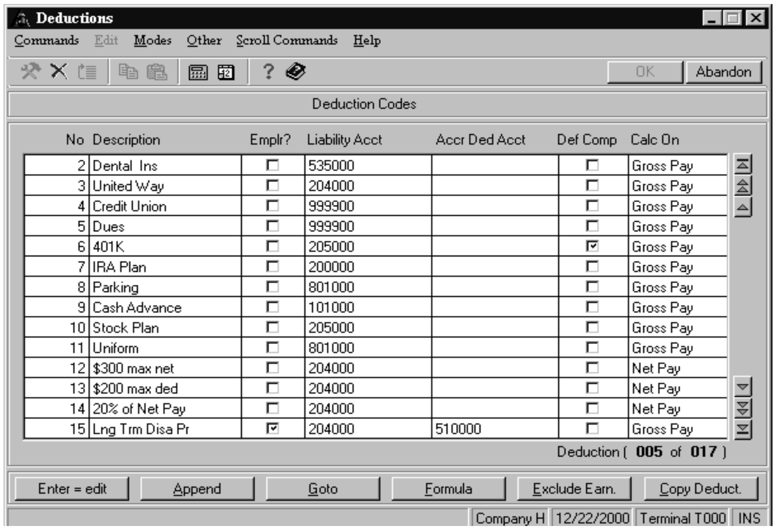
For those employees who are not eligible for the company-paid disability but have the option of paying the premiums themselves, we will create a deduction to be used for this example.

Note

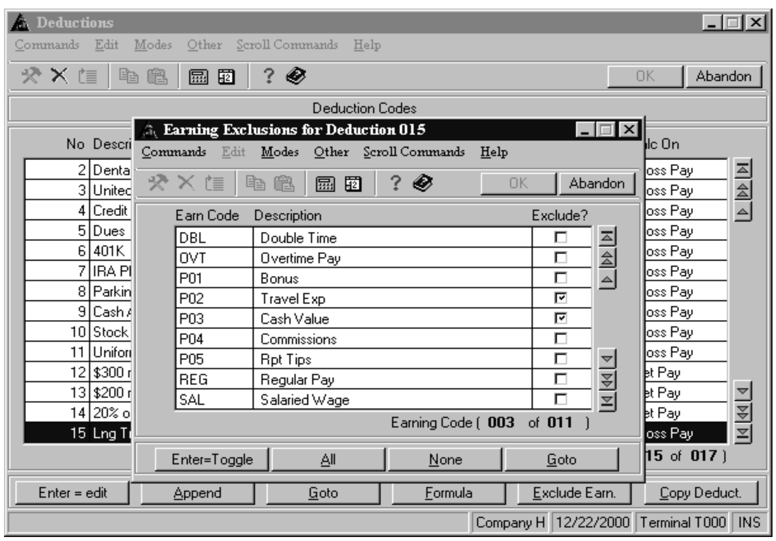
Remember, in real life we recommend you set up the employer and employee-paid premiums using the same method, both withholdings or both deductions. We have used two different methods in the example so that you can see how each type of function is set up.

From the *Code Maintenance* menu, select **Deductions**. Add the deduction to the Payroll system. It is not an employer-paid deduction, enter the liability account, **NO** in the **Def Comp** field, and it should be calculated on **Gross Pay**.

Deduction Codes Screen

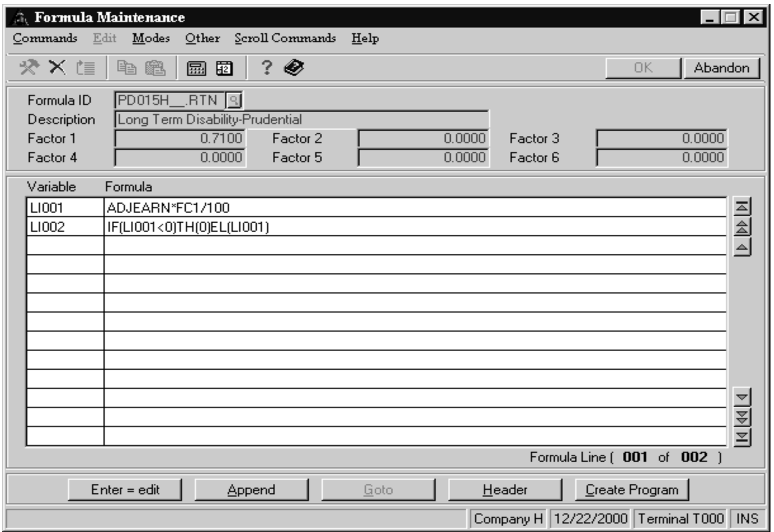


Earning Exclusions for Deductions Window



Because earning codes P02, Travel Exp., and P03, Cash Value, should not be included as earnings when calculating this premium, use the **E**xclude earning codes option from the command bar to exclude earning codes P02 and P03 from this deduction. Place the cursor at each of these earnings codes and press **Space bar** to toggle the **Exclude?** field to **YES**.

Formula Maintenance Screen

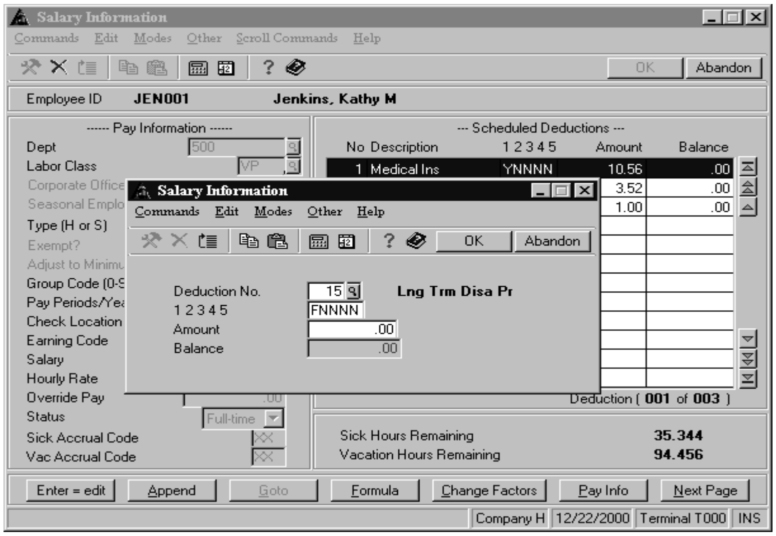


Select the **F**ormula option from the command bar to enter the formula for this deduction. The Formula ID will default into that field. Since we are not going to copy this formula from an existing one, press **Enter** at that field. Enter a description for the formula.

The value of Factor 1 is set to the percent amount used to calculate the premium, .7100. LI001 uses the variable **ADJEARN** multiplied by Factor 1 and then divided by 100 (since it is stored as the percent value rather than the decimal equivalent).

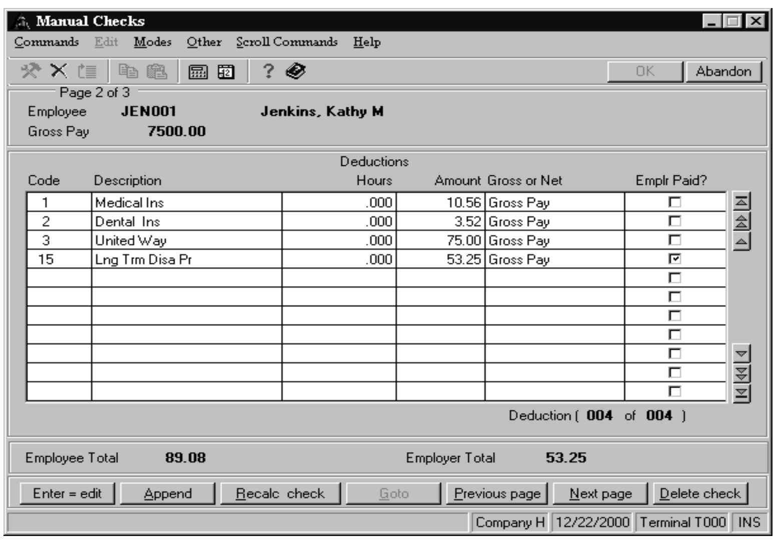
LI002 checks to make sure a negative amount is not returned as the deduction amount. If the amount calculated in LI001 is less than 0 then the amount of the deduction is 0. Use the **C**reate program option or the **Exit** (F7) command to compile the formula into a BBx program.

Employee Salary Information Screen



Use the employee function on the *File Maintenance* menu to add the deduction to the employee's scheduled deductions on the *Salary Information* screen. Enter an **F** (formula) in the pay period(s) the deduction will be calculated. Leave the **Amount** and **Balance** columns as 0.

Manual Checks Screen

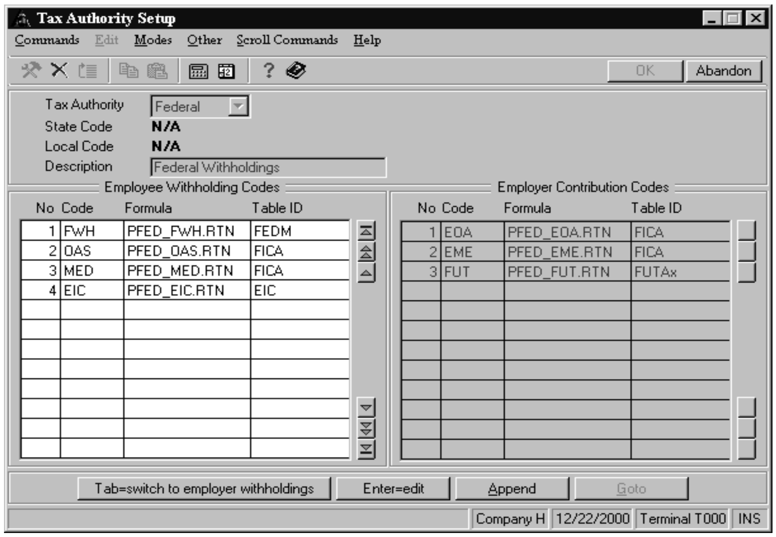


When you calculate a check for this employee using either the **Calculate Check** or the **Manual Check** functions, the deduction will automatically be taken for the pay period designated.

Withholding Example

When you set up federal tax authorities in the Tax Authority Setup function, you specify both the formula ID and the tax table ID to be used for the federal withholding code, **FWH**. The federal withholding code, FWH, is calculated by the formula **PFED_FWH.RTN** and uses the tax table **FEDM**.

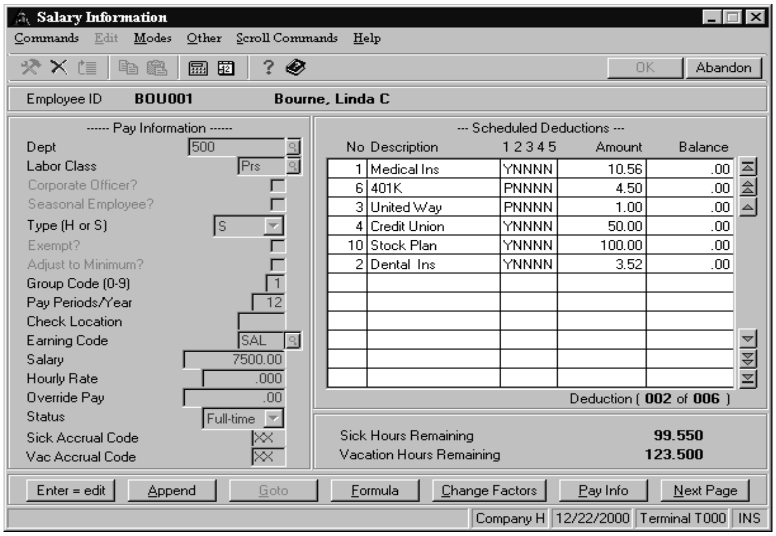
Tax Authority Setup



Note

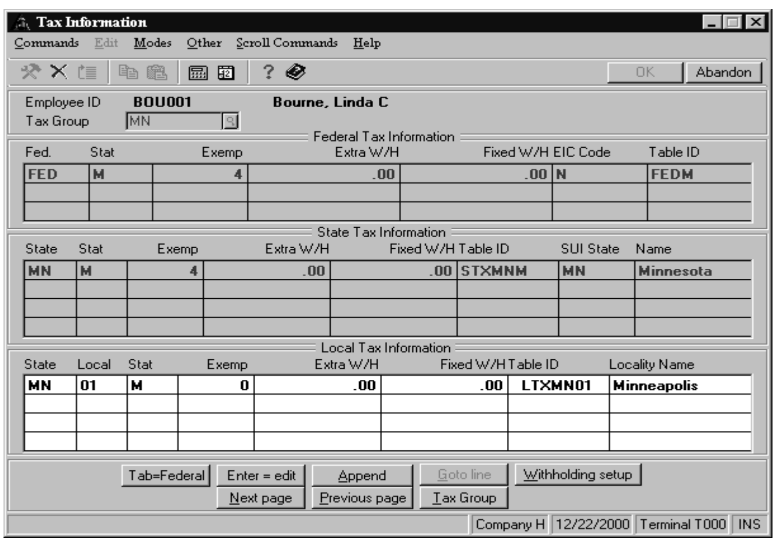
The table used to calculate federal withholding can be overridden for an individual employee by the Table ID entered on the Tax Information screen in the Employee function when setting up Federal withholding for the employee.

Salary Information Screen

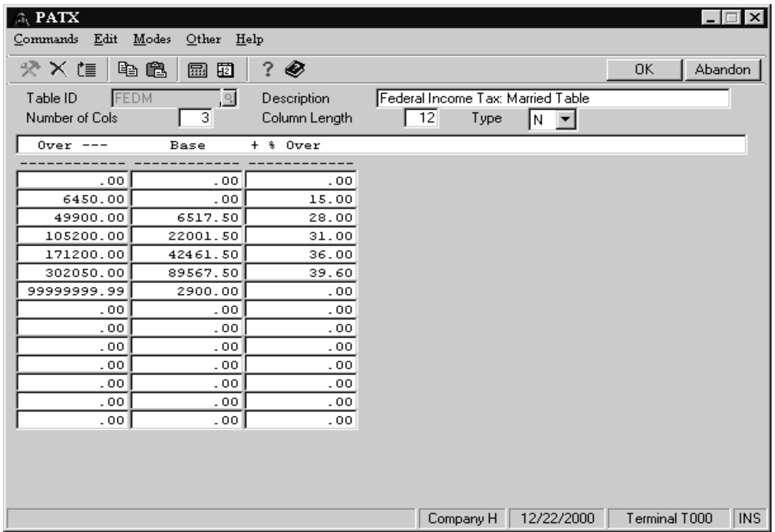


In our example of the calculation of federal withholding, we will use the salary information for the Builder’s Supply employee Linda Bourne. The **FEDM** table is not overridden in the **Federal Tax Information** section of Linda’s Tax Information screen.

Tax Information Screen

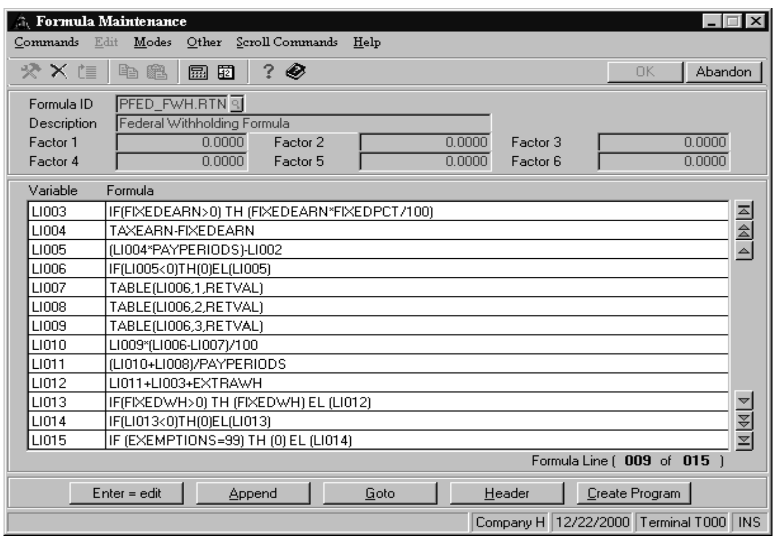


FEDM Tax table



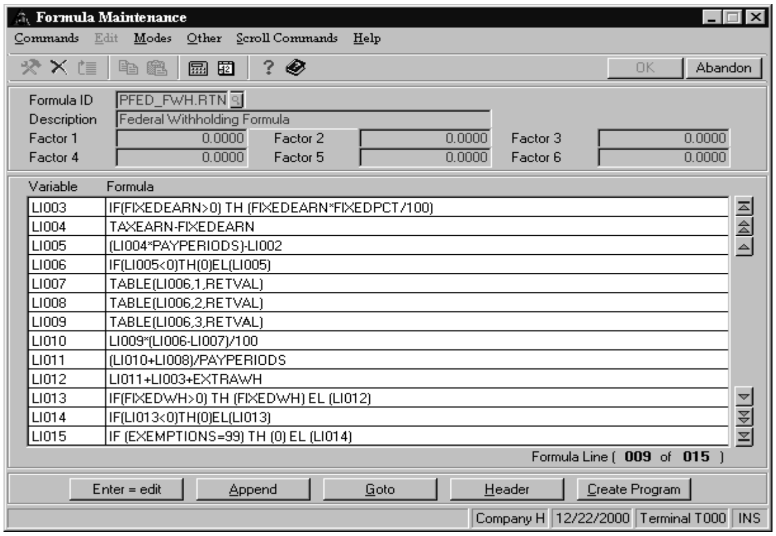
The FEDM table for 2001 is displayed on the screen above and the following formulas is used to calculate federal withholding.

Formula Maintenance Screen



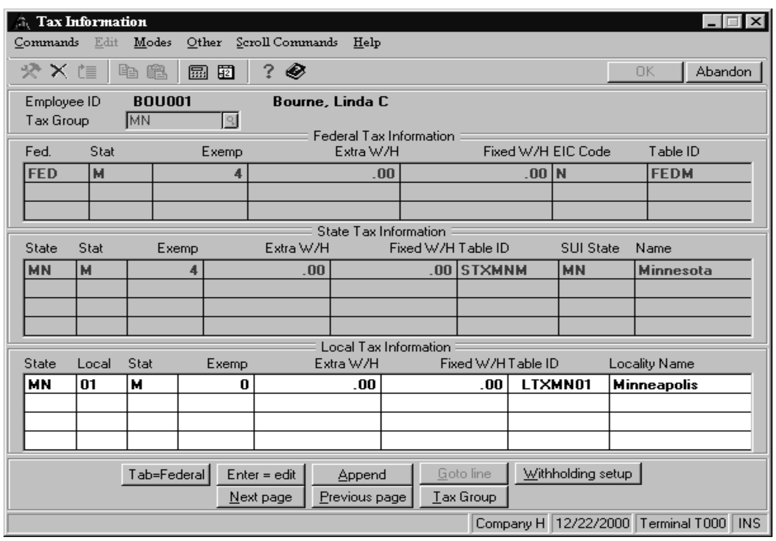
1. The TABLE command checks the first column of the FEDM tax table until it finds a number larger than 99999999.99. In this case there is no larger number, so the TABLE function returns the value found in the second column of the 99999999.99 row, 2900. The value of variable LI001 is set to 2900, the exemption allowance.

Formula Maintenance Screen



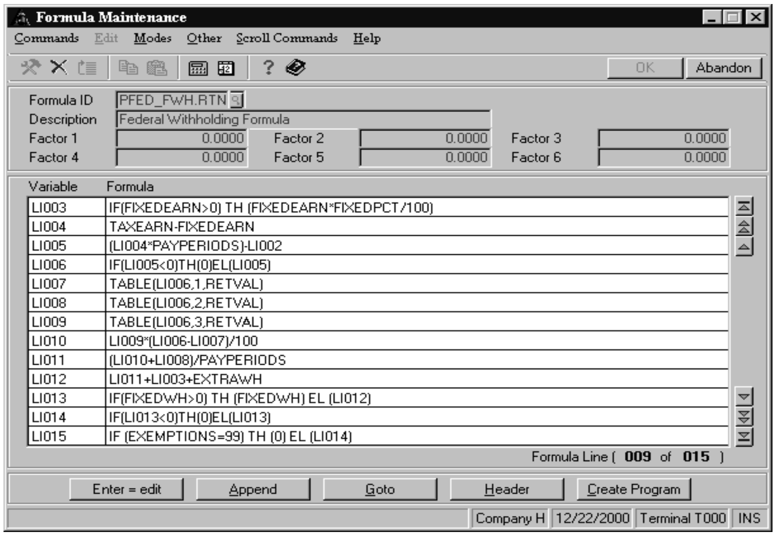
2. Variable LI002 is the product of the variable LI001, storing the exemption allowance, times the value of the variable EXEMPTIONS (the number of federal exemptions claimed by the employee). The exemption information is displayed in the **Federal Tax Information** section of the employee's Tax Information screen.

Employee Tax Information Screen



Linda is claiming 4 exemptions in the Federal Tax Information section of her Tax Information screen, so the value of EXEMPTIONS=4 when calculating Linda's federal withholding. The value of the total exemption allowance for Linda is 2900 * 4 = 11,600 and is stored in LI002.

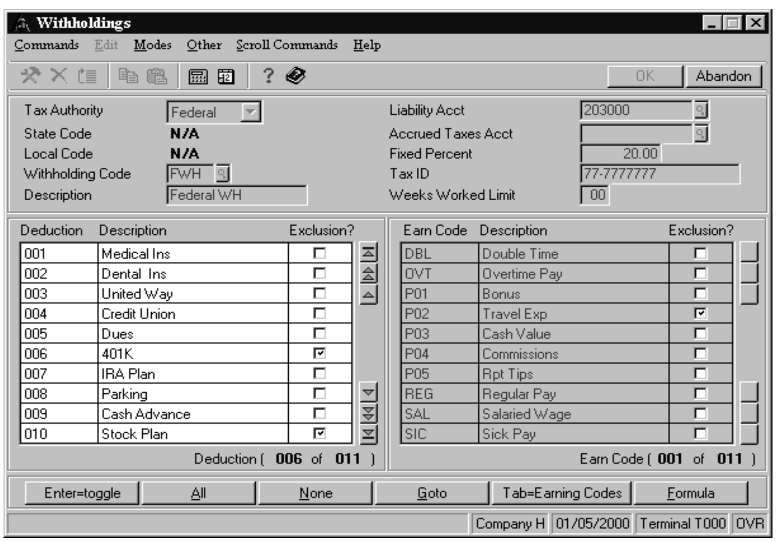
Tax Information Screen



3. Line LI003 uses the conditional function. If the value of the variable FIXEDEARN (the total of earnings codes set up to use fixed withholdings for this employee) is greater than zero, then the value of FIXEDEARN is multiplied by the value of the variable FIXEDPCT (the fixed percentage set up for the withholding code).

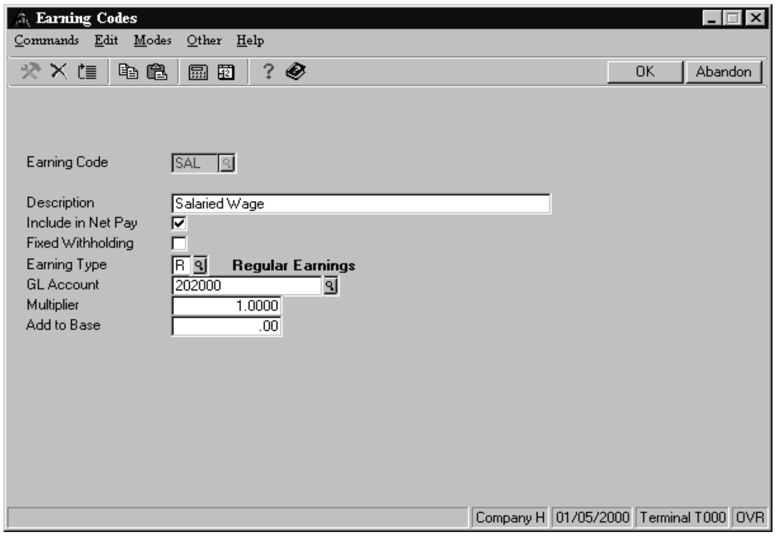
Since the percent is entered as a whole percent and not a decimal when you set up the FWH code in the Withholdings function, the product is then divided by 100. Variable LI003 is therefore equal to the dollar amount of the fixed withholding if the variable FIXEDEARN is greater than 0.

Federal Withholding Screen



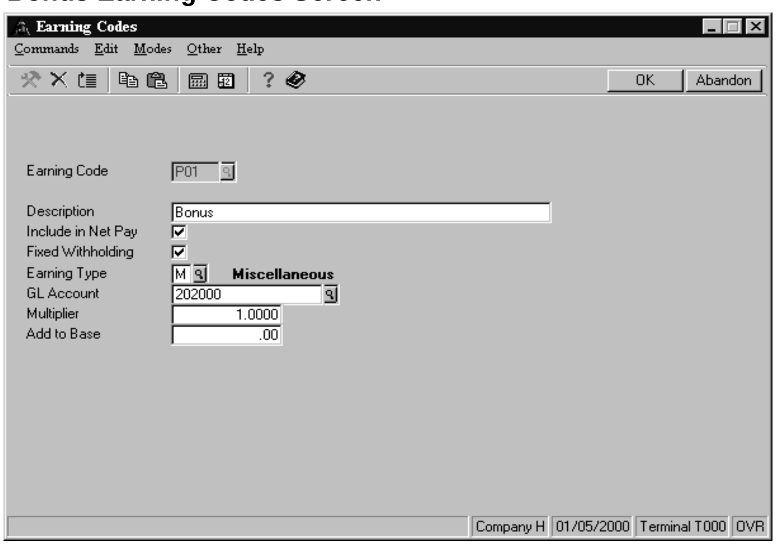
Linda has received a bonus of $500 in addition to her regular salary of $7500 this pay period. The earning code SAL is used for her regular salary and is not set up to use a fixed percent for withholding.

Salaried Wage Earning Codes Screen



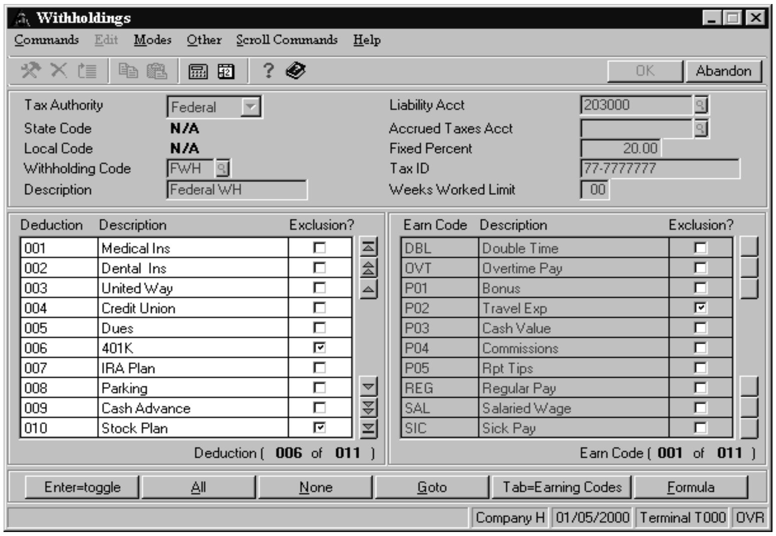
Her bonus is paid using earning code P01 that has been set up to use fixed percent withholding.

Bonus Earning Codes Screen



The amount of the fixed percent used for federal withholding is set up in the Withholding function on the Codes Maintenance menu. Builder’s Supply has set up a fixed percent of 20% to be used for federal withholding.

Withholdings Screen

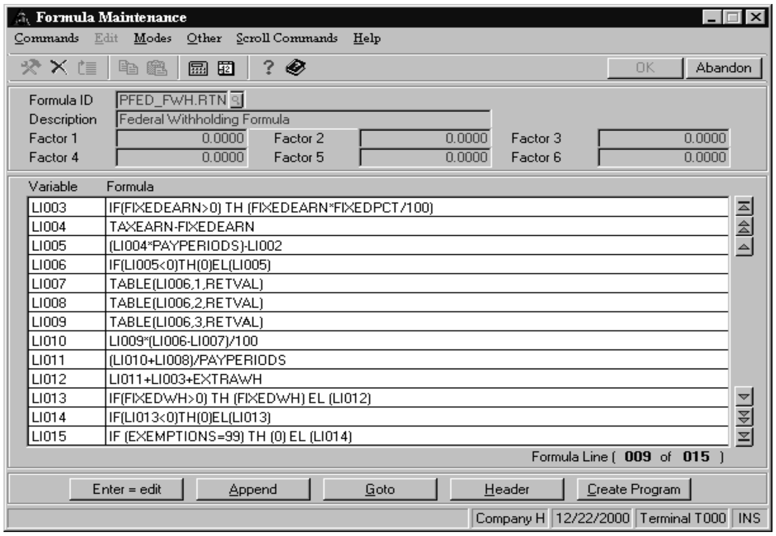


The variable FIXEDPCT stores the fixed percent. The amount of the earning codes set up to use a fixed percent is stored in the variable FIXEDEARN. For this pay period, the variable FIXEDEARN = 500 and FIXEDPCT = 20 for Linda. Since FIXEDEARN is greater than 0, the variable LI003 = 500 * 20/100 =100.

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100

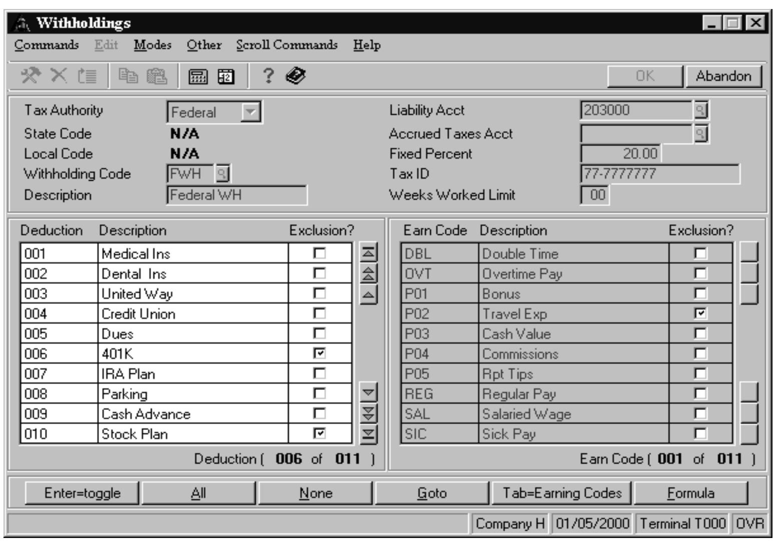
Formula Maintenance Screen



4. The variable FIXEDEARN is subtracted from the variable TAXEARN (total of all earnings minus all earning codes excluded) and the difference is stored in variable LI004.

   For Linda, the variable FIXEDEARN is $500 and variable TAXEARN is $8000 since the earning codes SAL P01 are not excluded from the federal withholdings in the Withholdings function on the Codes Maintenance menu. The calculation of variable LI004 = 8000 - 500 = 7500.

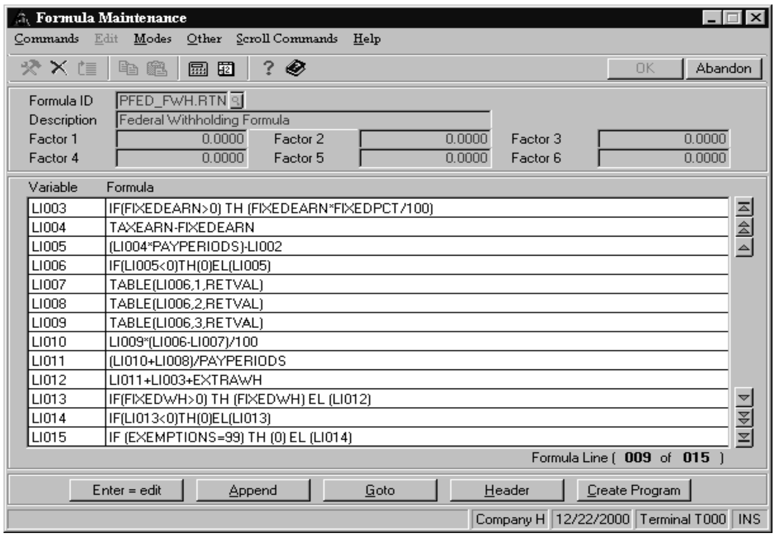
Withholdings Screen



Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500

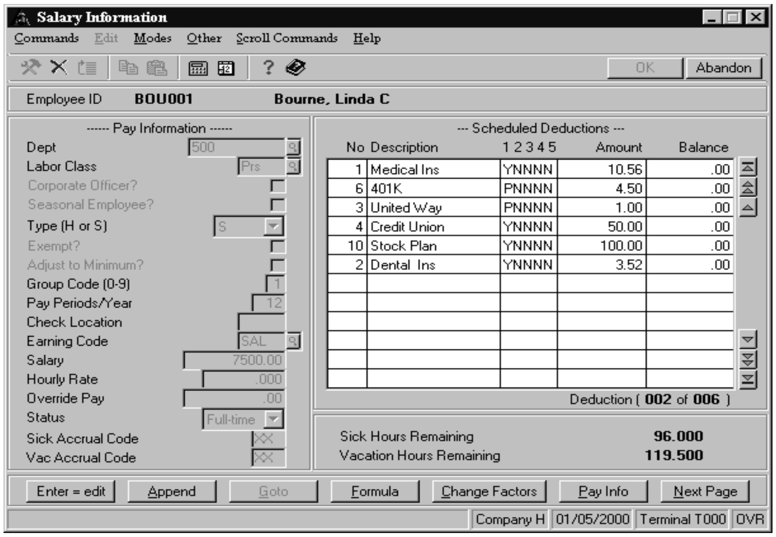
Formula Maintenance Screen



5. Variable LI004 is multiplied by the variable PAYPERIODS (total pay periods per year) to annualize the non-fixed percent taxable earnings. Then variable LI002, storing the total exemption allowance for this employee, is subtracted from the product. The variable LI005 now stores the employee's annualized taxable earnings.

For Linda, the variable LI004 = 7500, the variable PAYPERIODS, the number of pay periods per year (displayed in the Pay Information section of Linda's Salary Information screen) is equal to 12, and LI002 = 11600. The variable LI005 = (7500*12)-11600 = 78400.

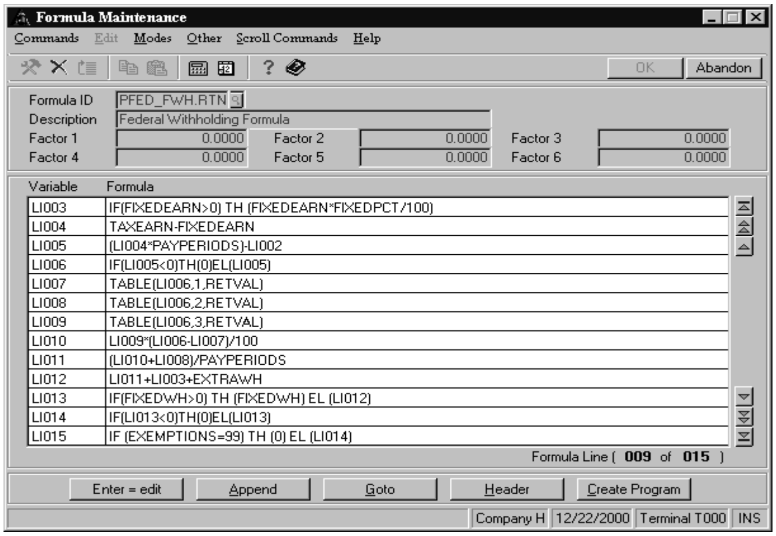
Employee Salary Information Screen



Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400

Formula Maintenance Screen



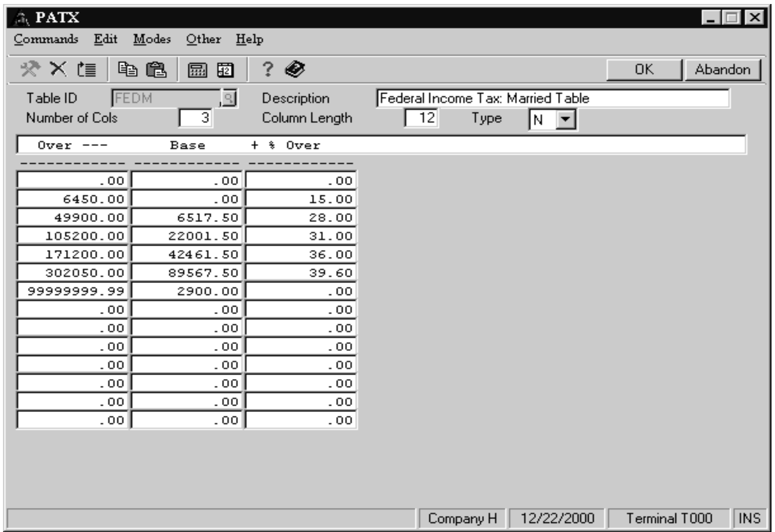
6. If the annualized taxable earnings, variable LI005, are less than 0, then use 0 for the value of LI006. If LI005 is greater than 0 then let the variable LI006 equal the value of LI005.

   For Linda, LI005 (the annualized taxable earnings) is greater than 0, so the value of LI006 is 78400.

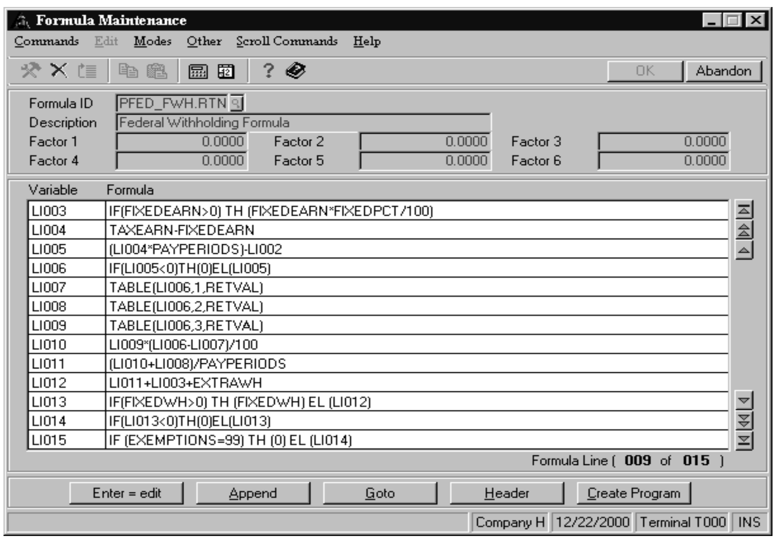
Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2800*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400
LI006	IF(78400<0)TH(0)EL(78400)	78400

FEDM Tax table

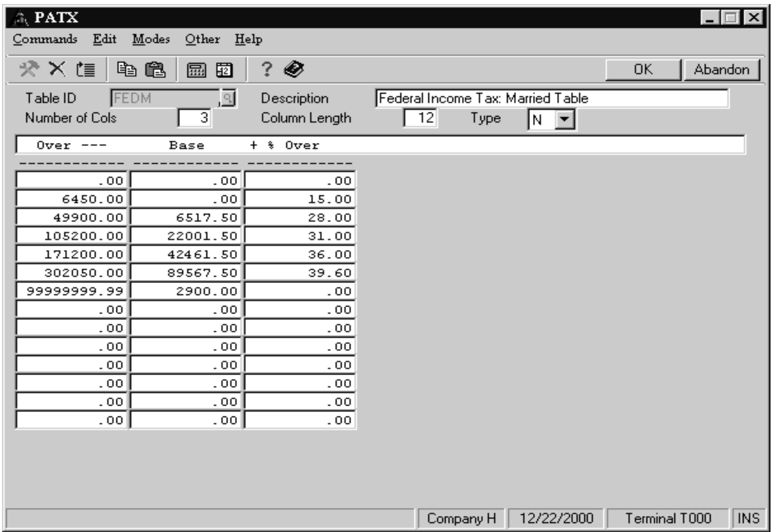


Formula Maintenance Screen



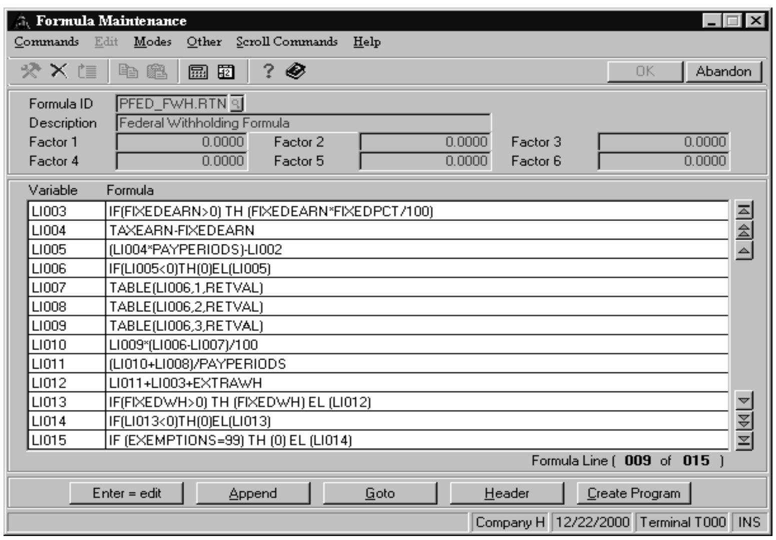
7. The TABLE command uses the value stored in LI006 to find the appropriate row of tax table **FEDM** (remember it finds the first row with an amount higher than the amount stored in LI006 and then goes back one row); it then returns the value from column 1 (the **Over** column) of the table and stores it as variable LI007.

FEDM Tax table



For Linda, LI006 = 78400. The first row in the first column of the FEDM table that exceeds 78400 is the 105200.00 row, so the TABLE command goes back one row to the 49900.00 row and returns the value in column 1, 49900.00 and stores it in variable LI007.

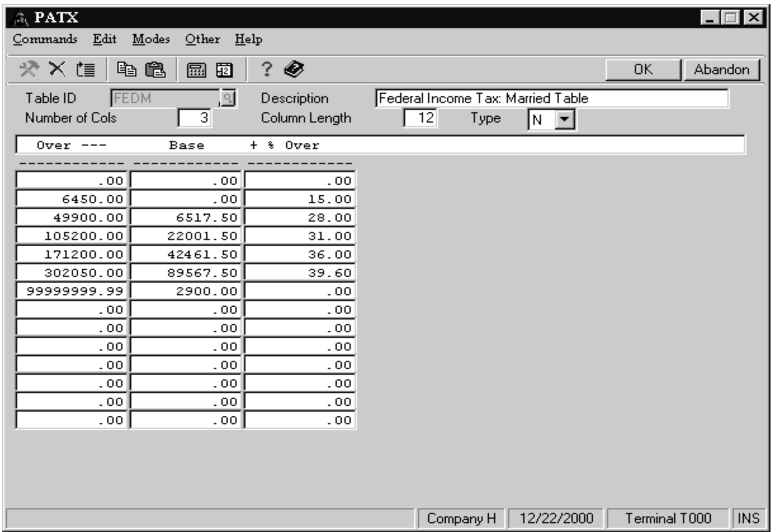
Formula Maintenance Screen



8. The TABLE command uses the value stored in LI006 to find the appropriate row of tax table FEDM; it then returns the value from column 2 (the Base column) of that row and stores it in variable LI008.

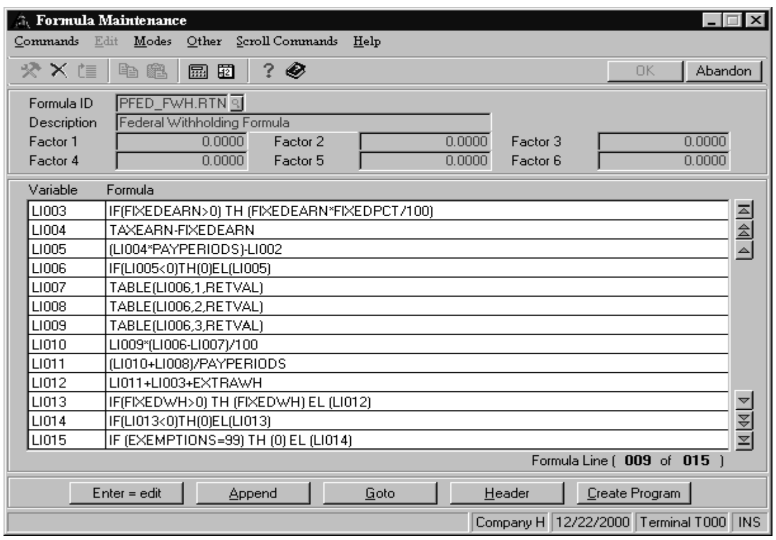
   For Linda, since LI006 = 78400, the TABLE command selects the 49900 row and returns the value 6517.50 from column 2 (the Base column) of the FEDM table. Therefore, LI008 = 6517.50.

FEDM Tax table



Over ---	Base	+ % Over
.00	.00	.00
6450.00	.00	15.00
49900.00	6517.50	28.00
105200.00	22001.50	31.00
171200.00	42461.50	36.00
302050.00	89567.50	39.60
99999999.99	2900.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00
.00	.00	.00

Formula Maintenance Screen

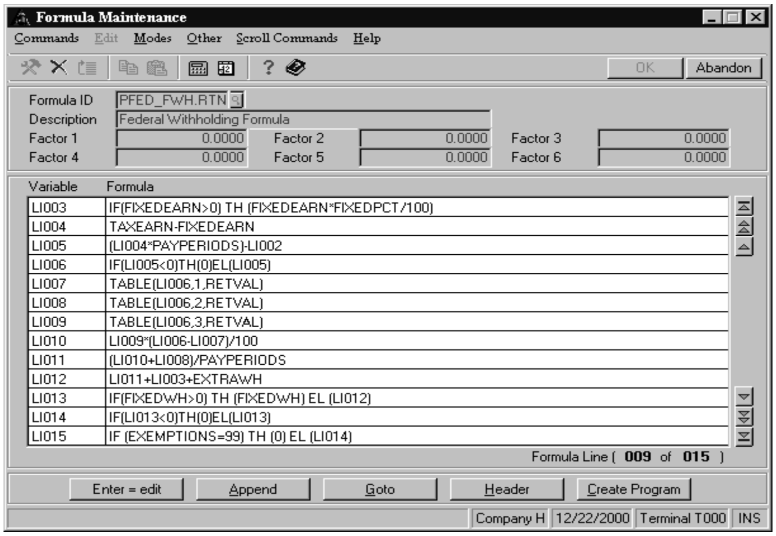


Variable	Formula
LI003	IF(FIXEDEARN>0) TH (FIXEDEARN*FIXEDPCT/100)
LI004	TAXEARN-FIXEDEARN
LI005	(LI004*PAYPERIODS)-LI002
LI006	IF(LI005<0)TH(0)EL(LI005)
LI007	TABLE(LI006,1,RETVAL)
LI008	TABLE(LI006,2,RETVAL)
LI009	TABLE(LI006,3,RETVAL)
LI010	LI009*(LI006-LI007)/100
LI011	(LI010+LI008)/PAYPERIODS
LI012	LI011+LI003+EXTRAWH
LI013	IF(FIXEDWH>0) TH (FIXEDWH) EL (LI012)
LI014	IF(LI013<0)TH(0)EL(LI013)
LI015	IF (EXEMPTIONS=99) TH (0) EL (LI014)

9. The TABLE command uses LI006 to find that appropriate row of tax table FEDM and then returns the value from column 3 (the + % Over column) and stores it as variable LI009.

   Since LI006 = 78400 for Linda, the 49900 row of the FEDM table is used and the variable LI009 is equal to 28, the value in column 3 (the +% Over column).

Formula Maintenance Screen



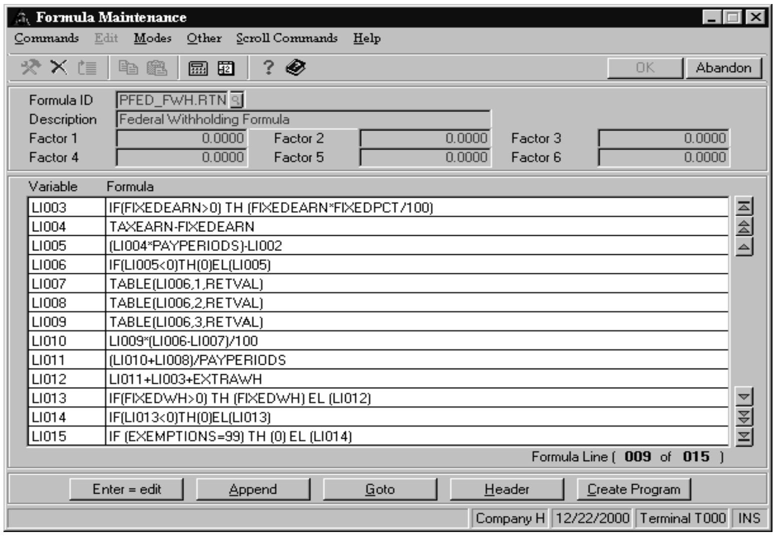
10. The variable LI007 (the amount from the Over column) is subtracted from LI006 variable (taxable earnings). This difference is multiplied by the LI009 variable (the percent amount from the + % Over column). The product is divided by 100 because the percent amounts stored on the FEDM table are stored as percents, not the decimal equivalent. The amount stored in LI010 is the amount of taxes due on the amount of taxable earnings over the amount retrieved from the Over column on the FEDM table (LI007).

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400
LI006	IF(78400<0)TH(0)EL(78400)	78400
LI007	TABLE(78400,1,RETVAL)	48400
LI008	TABLE(78400,2,RETVAL)	6517.50
LI009	TABLE(78400,3,RETVAL)	28

For Linda, LI010 is calculated 28 * (78400 - 49900)/100 = 7980. The difference between the amount of taxable earnings (78400) and the amount from the Over column on the row of the table used (49900) is multiplied by the percent tax (28) to be paid on that difference. The amount stored in LI010 is the amount of federal withholding tax due on the amount of taxable earnings greater than the amount from the row used on the table.

Federal Withholding Formula Screen



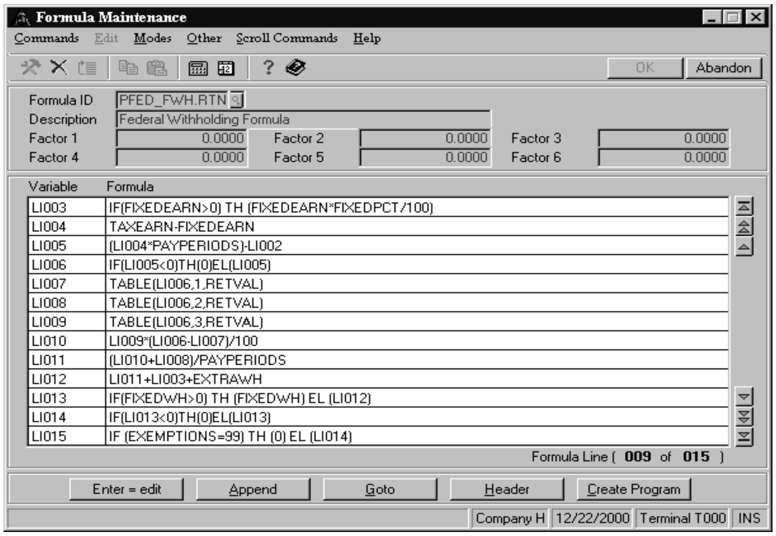
11. LI010 (the tax due on taxable earnings over the amount in the Over column) is added to LI008 (the amount from the Base column) to give the annual amount of federal withholdings due. The sum is then divided by the variable PAYPERIODS (the total number of pay periods per year) to give the amount of tax that should be withheld for the pay period and is stored in LI011.

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400
LI006	IF(78400<0)TH(0)EL(78400)	78400
LI007	TABLE(78400,1,RETVAL)	49900
LI008	TABLE(78400,2,RETVAL)	6517.50
LI009	TABLE(78400,3,RETVAL)	28
LI010	28*(78400-49900)/100	7980

The variable LI010 (the federal withholdings due on the difference between Linda’s taxable earnings, 78400 and the amount from the row used on the table 49900) is added to the amount returned from column 2 (the Base column), 6517.50. The variable PAYPERIODS is 12, the number of pay periods per year for Linda. So, the value of LI011 = (7980 + 6517.50)/12 = 1208.13.

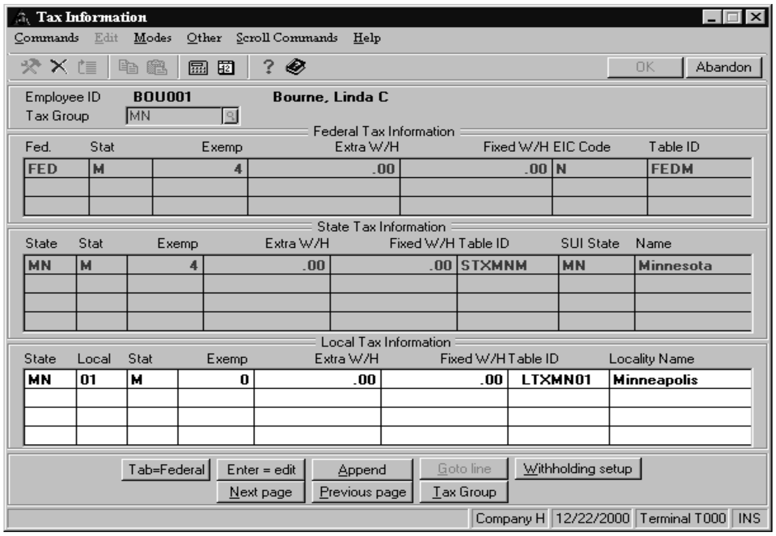
Federal Withholding Formula



12. LI011 (the amount of federal withholdings for this pay period) is added to LI003 (the amount of federal withholdings calculated on earning codes set up to use fixed withholdings) and to the value of EXTRAWH (the employee's extra withholdings, if any, are specified on the Tax Information screen in the Employee function). This sum is stored in variable LI012.

Since Linda does not have any extra withholding amount specified in the Federal Tax Information section of her Tax Information screen, the value of the variable EXTRAWH is equal to 0.

Employee Tax Information Screen

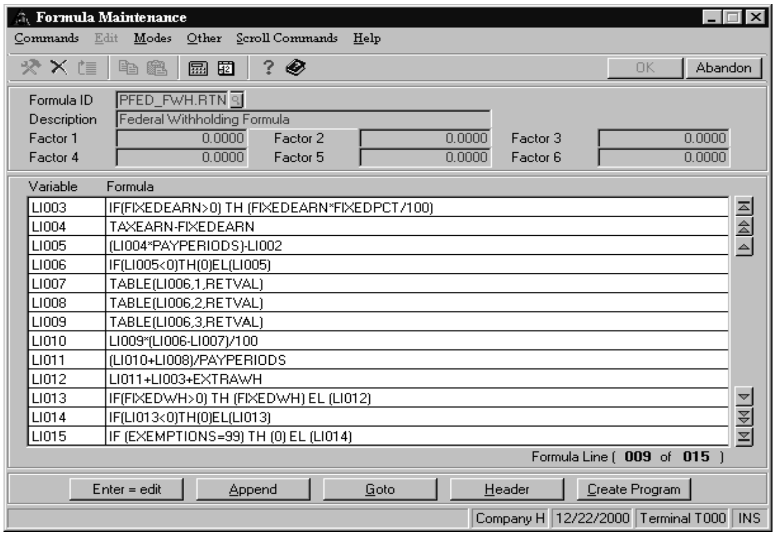


Example Summary:

Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400
LI006	IF(78400<0)TH(0)EL(78400)	78400
LI007	TABLE(78400,1,RETVAL)	49900
LI008	TABLE(78400,2,RETVAL)	6517.50
LI009	TABLE(78400,3,RETVAL)	28
LI010	28*(78400-49900)	7980
LI011	(7980+6517.50)/12	1208.13

For Linda, the amount of federal withholding due this pay period (LI011), 1208.13, plus the amount of federal withholding calculated for earning codes subject to fixed withholdings (LI003), 100, plus the amount of extra withholdings (EXTRAWH), 0, equals the total amount of federal withholding calculated for this pay period (LI012). The value of LI012 is calculated 1208.13 + 100 + 0 + 1308.13.

Federal Withholding Formula



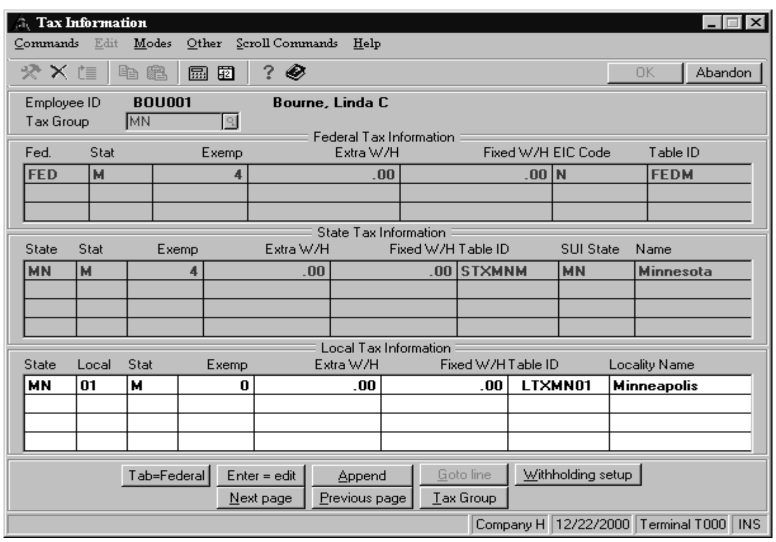
13. Line LI013 is equal to one of two values: if the employee's FIXEDWH (fixed withholding amount specified on the Tax Information screen in the Employee function) is greater than zero, then LI013 is equal to FIXEDWH. If the employee's fixed withholding amount (FIXEDWH) is zero, then the value of LI013 is equal to the value of LI012.

Example Summary:

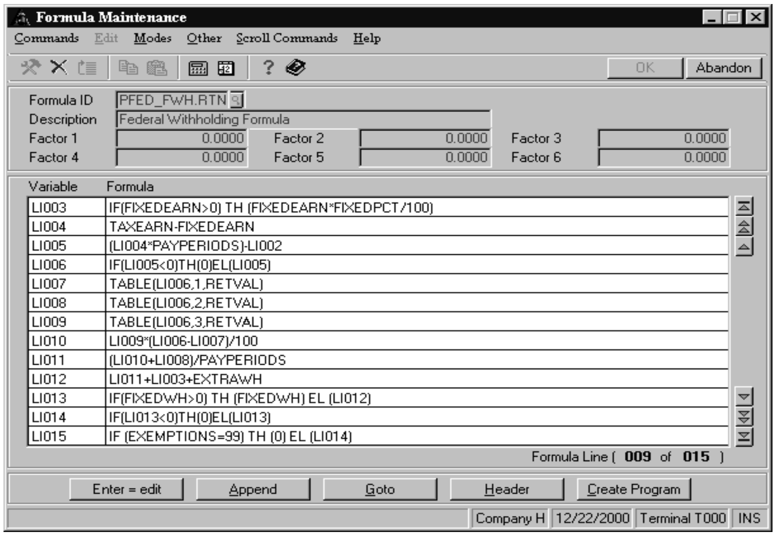
Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400
LI006	IF(78400<0)TH(0)EL(78400)	78400
LI007	TABLE(78400,1,RETVAL)	49900
LI008	TABLE(78400,2,RETVAL)	6517.50
LI009	TABLE(78400,3,RETVAL)	28
LI010	28*(78400-49900)	7980
LI011	(7980+6517.50)/12	1208.13
LI012	1208.13+100+0	1308.13

For Linda, the variable FIXEDWH is equal to 0 since she had no fixed withholding amount set up in the Federal Tax Information section of her Tax Information screen. The value of LI013 is equal to the value of LI012, 1308.13.

Employee Tax Information

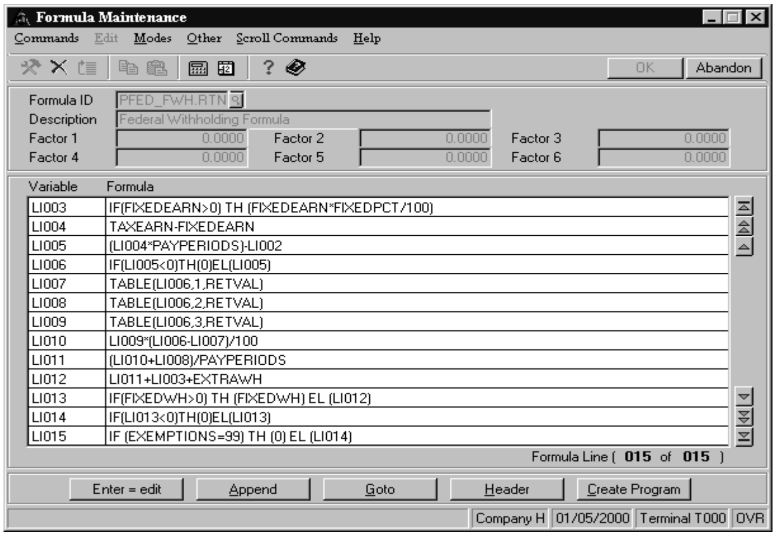


Federal Withholding Formula



14. 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 value of LI013, the amount of federal withholding for this pay period, is less than zero, the result of the formula is zero, no federal withholding. This line checks the amount of federal withholding calculated to determine if it is a negative number. If it is a negative number, the amount of federal withholdings will be 0 since you can’t withhold a negative amount. If the amount of federal withholding is not 0, the value of the formula is equal to the amount stored in the variable LI013.

Federal Withholding Formula



Example Summary:

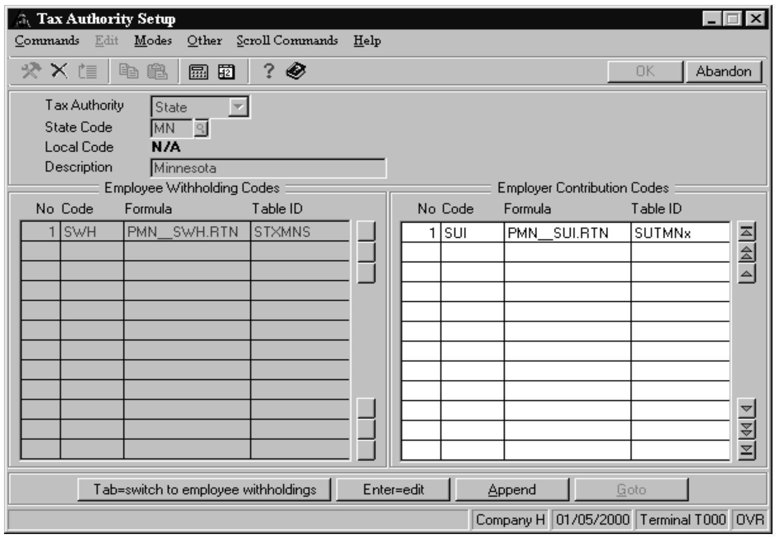
Variable	Formula	Value in Example
LI001	TABLE(99999999.99,2,RETVAL)	2900
LI002	2900*4	11600
LI003	IF(500>0)TH(500*20/100)	100
LI004	8000-500	7500
LI005	(7500*12)-11600	78400
LI006	IF(78400<0)TH(0)EL(78400)	78400
LI007	TABLE(78400,1,RETVAL)	49900
LI008	TABLE(78400,2,RETVAL)	6517.50
LI009	TABLE(78400,3,RETVAL)	28
LI010	28*(78400-49900)	7980
LI011	(7980+6517.50)/12	1208.13
LI012	1208.13+100+0	1308.13
LI013	IF(0>0)TH(0)EL(1308.13)	1308.13
LI014	IF(1308.13<0)TH(0)EL(1308.13)	1308.13
LI015	IF(4=99)TH(0)EL(1308.13)	1308.13

In Linda’s case, the value stored in variable LI013 is greater than 0, so the value of LI014 is set to LI013, 1308.13. Since this is the last line of the formula, LI014 is the amount of federal withholding for Linda’s paycheck this pay period.

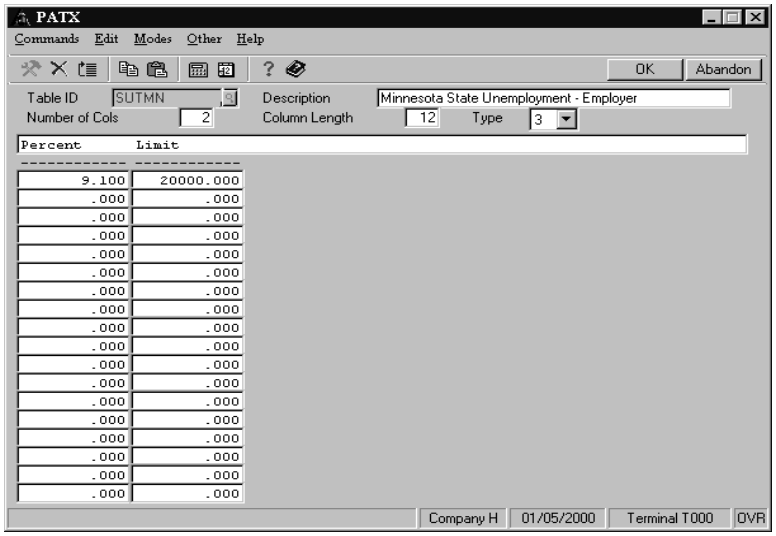
MN State Unemployment Example

When you set up state tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID used to calculate the withholding code. The Minnesota State employer-side unemployment withholding formula **PMN__SUI.RTN** uses the table **SUTMNx**. Where the ***x*** tells the systems to look for a Company Specific SUTMN table first, before using the generic SUTMN.

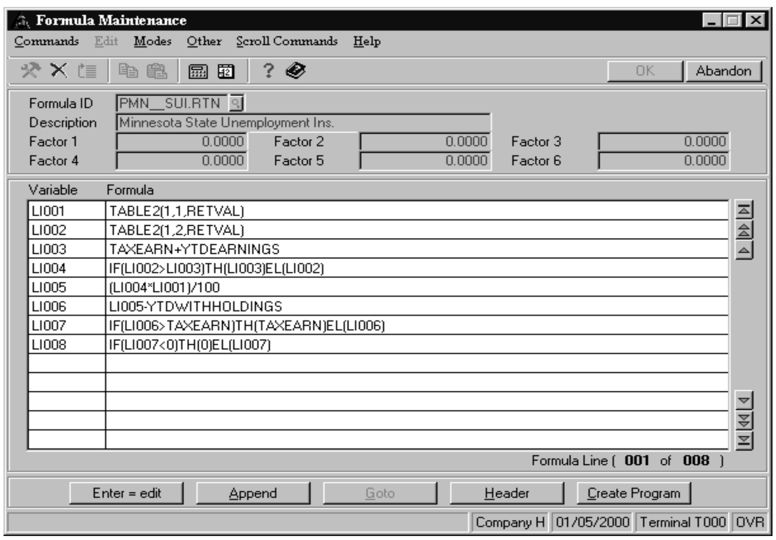
Tax Authority Setup



SUTMN Tax table



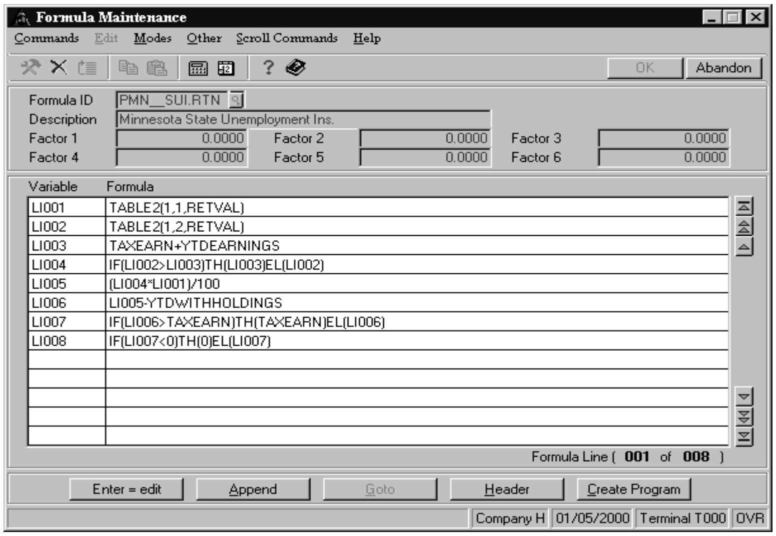
Minnesota State Unemployment Ins. Screen



1. The TABLE2 function returns the value in row 1, column 1 of the SUTMN table, 9.10 (the percentage used to calculate SUI), and it stores this value in variable LI001.

2. The TABLE2 function retrieves the value in row 1, column 2 of the SUTMN table, 20000 (the earnings limit for MN SUI), and stores it in the variable LI002.

Formula Maintenance

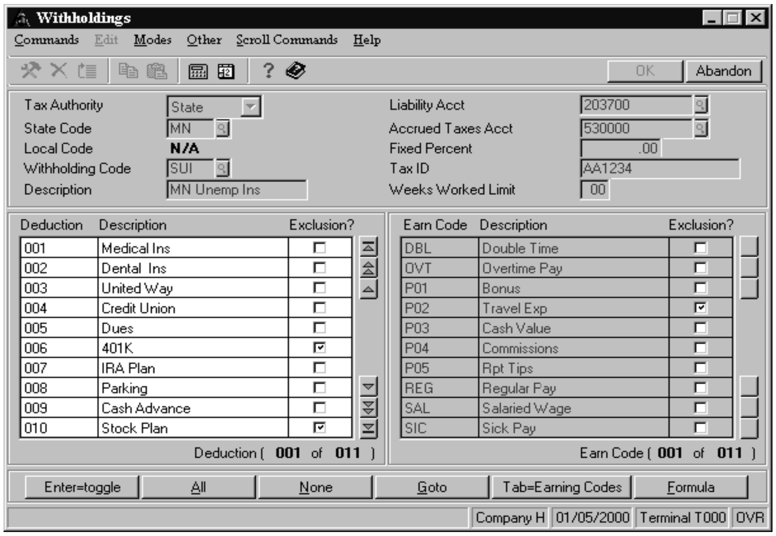


3. TAXEARN (taxable earnings - total earnings minus all exclusions - for this pay period) is added to YTDEARNINGS (year-to-date earnings for that withholding) to give the YTD earnings including this pay period and is stored as variable LI003.

   We will continue to use Linda Bourne’s salary information for this example. Remember, Linda has received a bonus of $500 in addition to her regular salary of $7500 this pay period. The earning code SAL is used for her regular salary and her bonus is paid using earning code P01.

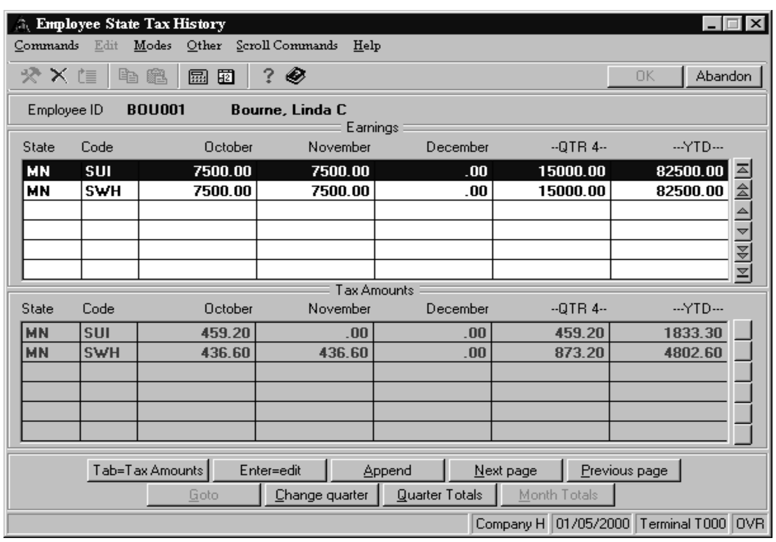
In the Withholdings function on the Code Maintenance menu, neither earning code has been set up as excluded from the Minnesota State Unemployment tax. Therefore, the variable TAXEARN has a value of $8000 when calculating SUI due for Linda this pay period.

Withholdings Screen

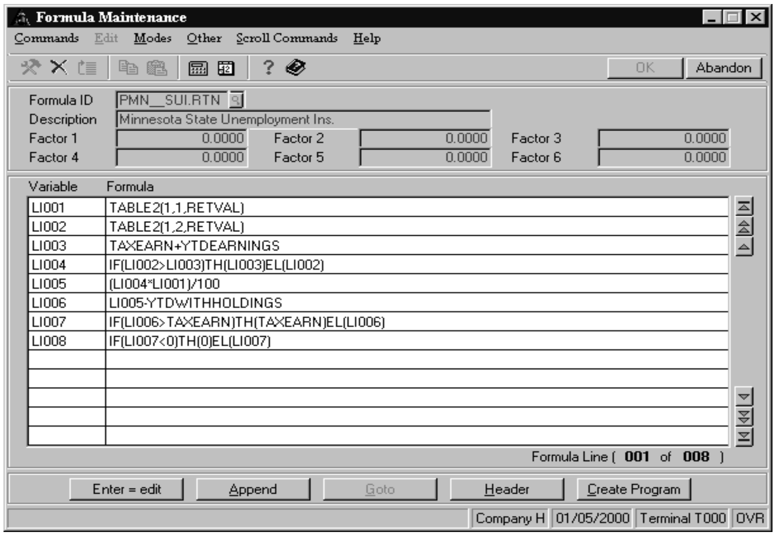


The value of the variable YTDEARNINGS (Linda's YTD earnings subject to SUI tax) is being displayed in the YTD column of the MN SUI row in the Earnings section of Linda's Employee State Tax History screen in the Employee History function on the File Maintenance menu. The value of YTDEARNINGS is equal to $82,500. LI003 is calculated as $8,000 + $82,5000 = $90,500, the YTD earnings including this pay period.

Employee State Tax History



Minnesota State Unemployment Ins. Screen



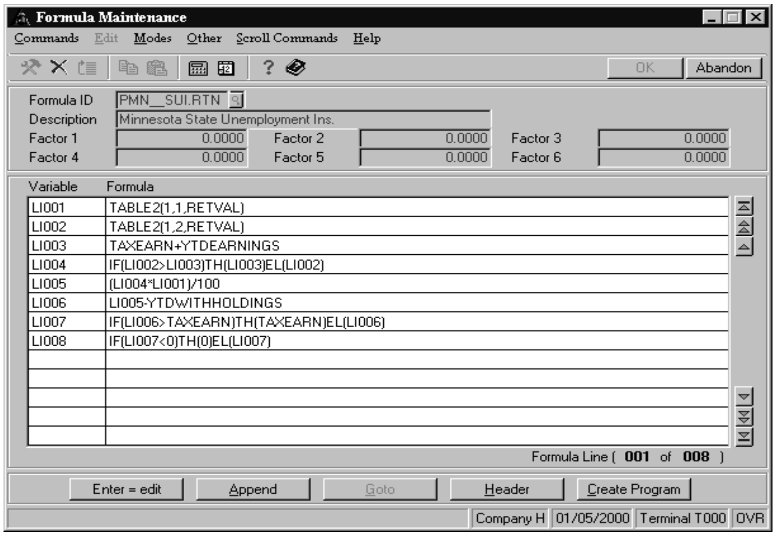
4. Line 4 of the formula uses the conditional function to determine the value stored in LI004. The smaller of the two values, variable LI002 (the earnings limit for calculating SUI from the table) or variable LI003 (the YTD earnings), is stored in the variable LI004.

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE2(1,1,RETVAL)	9.1
LI002	TABLE2(1,2,RETVAL)	19000
LI003	8000+82500	90500
LI004	IF(19000>90500)TH(90500)EL(19000)	19000

For Linda, the value of LI002 (the earnings limit for the calculation of the SUI tax from the SUTMN table), 19000, is not greater than the value of LI003 (the YTD earnings including this pay period), 90500. The value stored in LI004 is 19000, the maximum amount of salary that is taxed for SUI.

Formula Maintenance



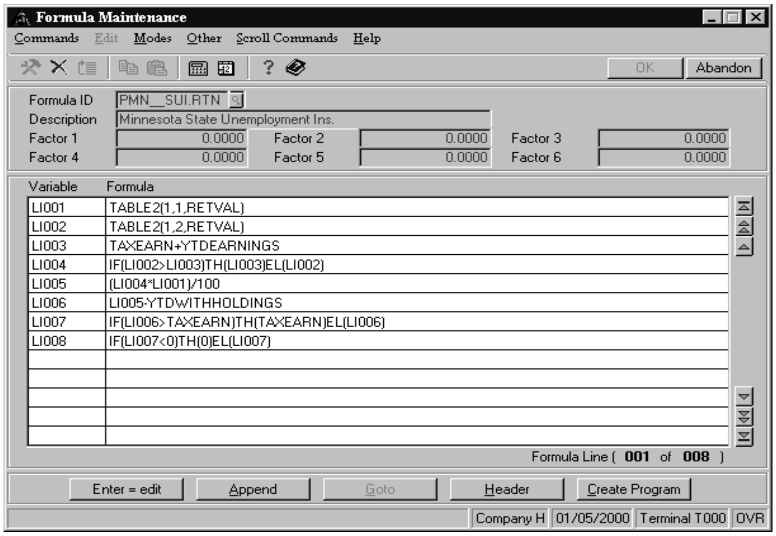
5. The value stored in LI004 is multiplied by LI001 (the percent value returned from the table SUTMN) and the product is divided by 100 because the percent values in the table are not converted to the decimal values. This value, the SUI tax amount due YTD, is stored in variable LI005.

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE2(1,1,RETVAL)	9.1
LI002	TABLE2(1,2,RETVAL)	19000
LI003	8000+82500	90500
LI004	IF(19000>90500)TH(90500)EL(19000)	19000
LI005	(19000*9.1)/100	1729

The value of LI004 (the salary limit for the calculation of the SUI tax), 19000, is multiplied by the value of LI002 (the SUI tax percent from the SUTMN table), 9.1%, the product is the maximum amount of SUI tax due for the year.

Minnesota State Unemployment Ins.



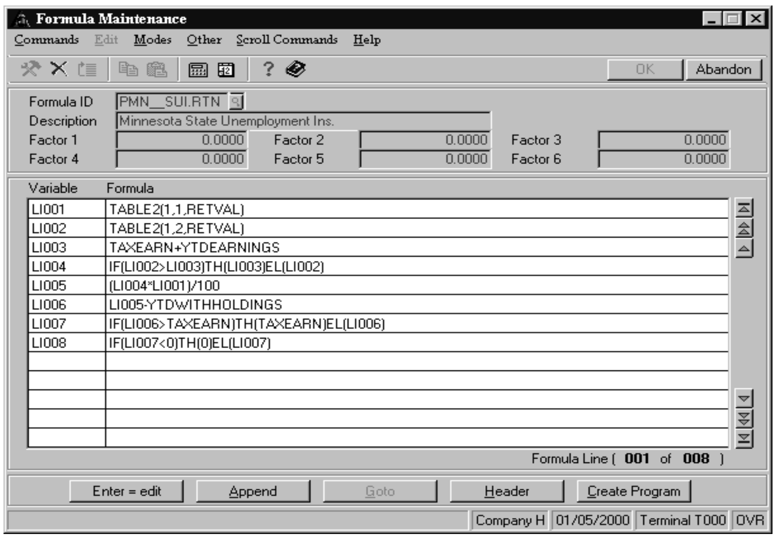
6. YTDWITHHOLDING (year-to-date total for this withholding) is subtracted from LI005 and the difference, the amount of tax to be withheld, is stored in variable LI006.

The value of the variable YTDWITHHOLDINGS for Linda is displayed in the YTD column of the MN SUI row in the Tax Amount section of Linda’s Employee State Tax History screen, 1374.10. The value of LI006 is calculated 1729 - 1729 = 0. Since Linda’s YTD earnings have passed the taxable salary limit for SUI, the amount of SUI tax due on the taxable salary limit has already been withheld. The SUI tax to be withheld for this pay period is 0.

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE2(1,1,RETVAL)	9.1
LI002	TABLE2(1,2,RETVAL)	19000
LI003	8000+82500	90500
LI004	IF(19000>90500)TH(90500)EL(19000)	19000
LI005	(19000*9.1)/100	1729
LI006	1729-1729	0

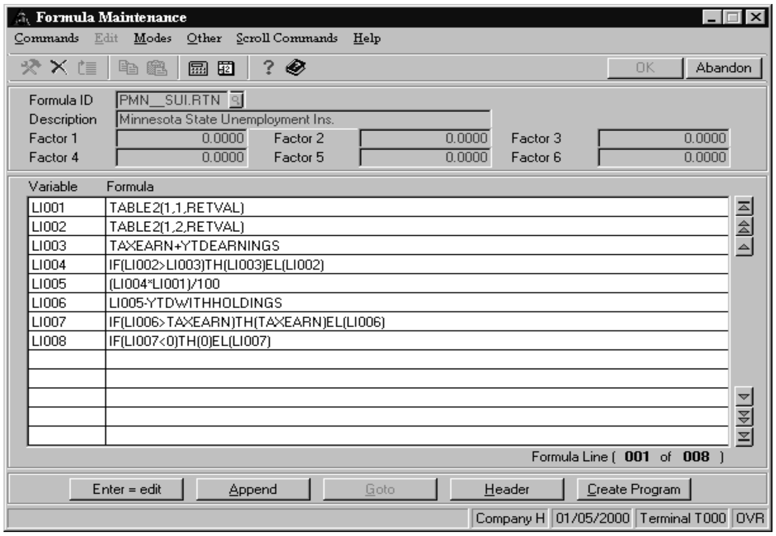
Formula Maintenance



7. The conditional function is used to determine the value of LI007. If LI006 (the SUI tax to be withheld) is greater than TAXEARN (total earnings for this pay period minus all exclusions), then the value stored in LI007 is equal to TAXEARN. If TAXEARN is greater than the value stored in LI006 (the amount of SUI tax to be withheld), then LI007 is equal to the variable LI006. This line of the formula serves as a check to prevent the formula from returning a withholding amount greater than the employee’s earnings.

   In our example, LI006 (the amount of SUI tax to be withheld this pay period), 0, is less than the variable TAXEARN (the total earnings for this pay period minus all exclusions), $8,000. The value of LI007 (the amount of SUI to be withheld this pay period) is equal to 0.

Minnesota State Unemployment Ins. Screen



8. The result of the entire formula is the result of its last line. In this case, the result is based on a conditional statement. If LI007 (the amount of SUI tax to be withheld this pay period) is less than zero, the result of the formula (the SUI withholding) is zero. If LI007 is greater than zero, then the value of LI007 is the SUI withholding (the result of the formula). This line of the formula prevents a negative value from being returned as the SUI withholding amount by checking if LI007 is less than 0.

Example Summary:

Variable	Formula	Value in Example
LI001	TABLE2(1,1,RETVAL)	9.1
LI002	TABLE2(1,2,RETVAL)	19000
LI003	8000+82500	90500
LI004	IF(19000>90500)TH(90500)EL(19000)	19000
LI005	(19000*9.1)/100	1729
LI006	1729-1729	0
LI007	IF(0>8000)TH(8000)EL(0)	0
LI008	IF(0<0)TH(0)EL(0)	0

In our example the value of LI007 (the amount of SUI tax to be withheld) is not less than 0, so the value of LI008 (the amount of SUI tax to be withheld is set to the value of LI007, 0.

Appendix

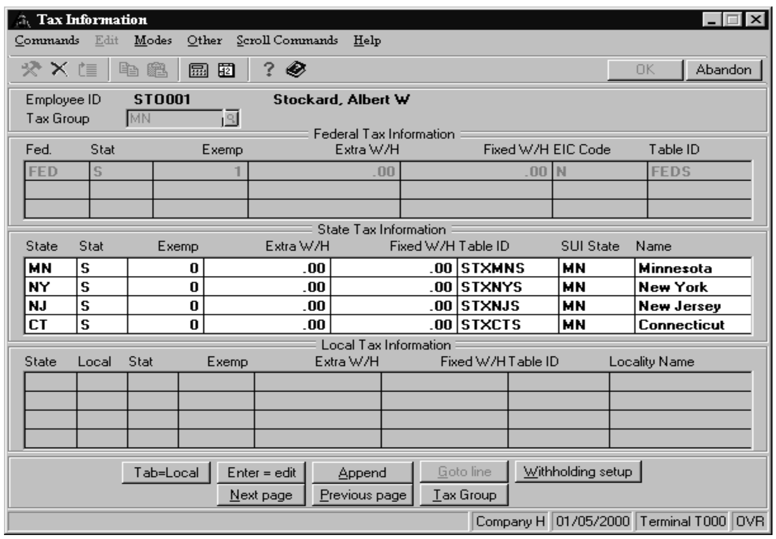
A. WH for Multiple States/Localities

Multiple State/Localities

Example 1: The employee performs work in different states (or localities) and is subject to income tax withholding on the amount of earnings for the time actually worked in each state (or locality).

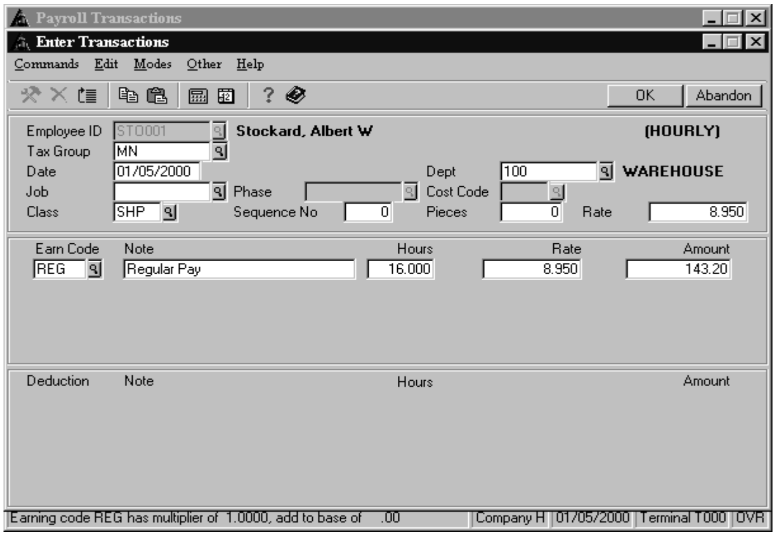
For example, in the construction industry an employee may be working on a job in the state of New York for two days, 16 hours. If each state requires that the employer withhold income tax based on the earnings calculated for the amount of time actually worked in their state; each of these states must be set up in the State Tax Information section of the employee’s Tax Information screen.

Employee Tax Information Screen

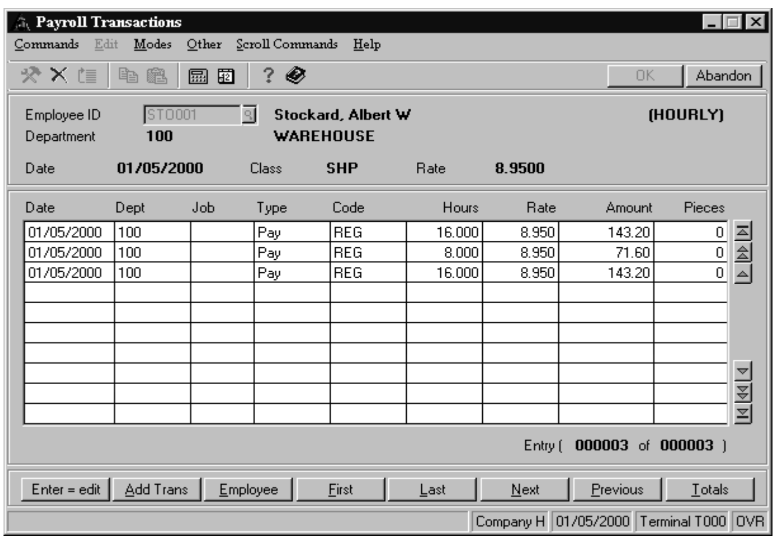


When time tickets are being recorded for the employee, the state code should be entered in the State field and the number of hours worked in that state recorded.

Employee Transaction Screen



Payroll Transactions Screen



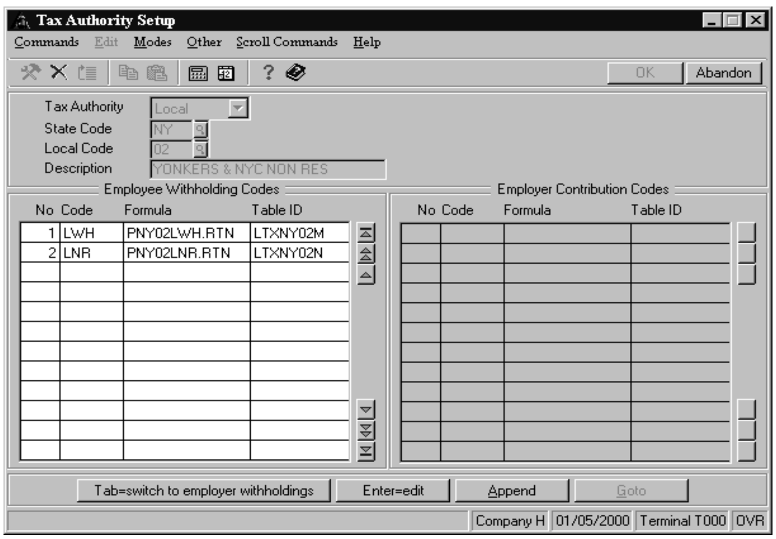
When checks are calculated, the withholdings calculated for each state the employee worked in will be based on the time ticket information entered.

Example 2: An employee lives in one state and/or locality and works in another. The employer is required to withhold income tax for both tax authorities from the employee's paycheck.

In order to have both withholdings calculate automatically, the withholding for the non-resident tax authority must be set up as a state or local other tax for the resident tax authority. For example, if an employee lives in Yonkers, NY, and works in New York City, NY, they are subject to a New York City non-resident tax that must be withheld from their paycheck in addition to the Yonkers resident tax withholding. In order to have the New York City non-resident tax calculate automatically, the New York City non-resident tax must be set up as a local other tax under the Yonkers tax authority.

In Tax Authority, set up a local code 02 for a Yonkers resident that works in New York City. This local code will automatically calculate the Yonkers resident and the NYC non-resident taxes for employees set up with the local code 02 in the Local Tax Info section of the Tax Information screen.

Tax Authority Setup Screen



Note

The total amount withheld for the state or local other tax will print on the W-2 in box 14 along with the three-letter code you designate here.

B. Application Conversions

Conversion Tips

1. Install Payroll version 6.0x into a new directory - for example, C:\OSAS6\. On a new install the following PA generic files will be copied into the \OSAS6\data directory:

   PATB   PATX   PACO   PAFMHDR   PAFMLIN

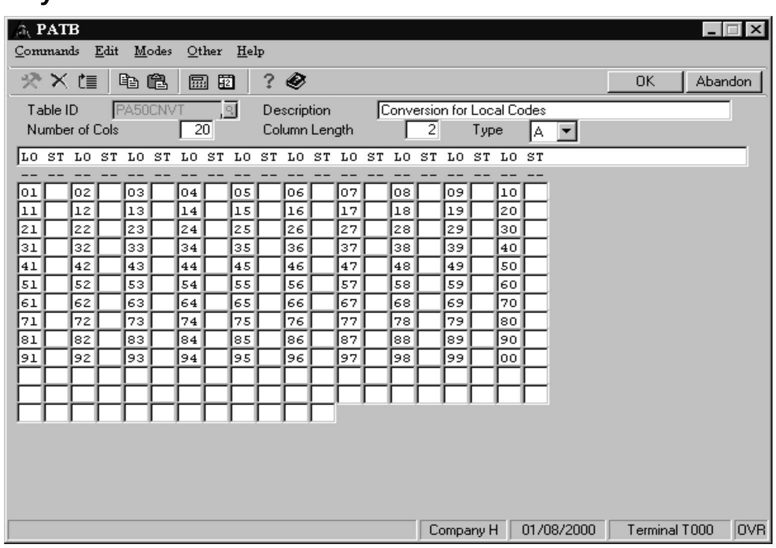
   These generic files hold tax tables and formulas used by all companies. Files such as PATB and PATX contain user-defined data that will copy across from your 4.5 data files during the conversion. The rest of the company-specific files needed by Payroll will be created and updated later during the data file conversion.

2. This section corresponds to Local taxes. If you don't have local taxes you can skip to the next section.

   A. After installation, set up the PA50CNVT table and gather some additional information before proceeding with data file conversion. You set up the PA50CNVT table in Resource Manager/Data File Maintenance/Application Table. You need to adjust the table file name from RMTB to PATB, which pulls up the PA50CNVT table.

   B. The PA50CNVT table - In Payroll version 4.5x and lower the local tax codes ran independently of any state tax authority. In version 5.0x and higher, every local code must be assigned to the state in which the local tax authority is located. To help save data entry time after the conversion, this table is used during the conversion to assign local tax codes to a state. The PA50CNVT table is automatically copied during the installation, but you must manually fill in the state codes to corresponding local codes. And example is below for local code 01 in the state of MD, Maryland:

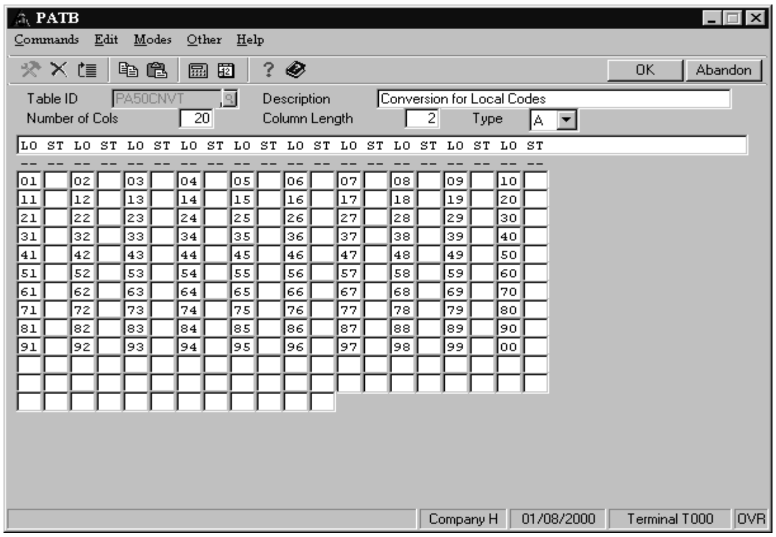
Payroll PA50CNVT table



Since it is possible to have 99 local codes in any Payroll version, there are 99 entries in the table. The LO column stands for local code, while the ST column is where you fill in the corresponding state code. In the example, LO code 01 is set up to be tracked in the state of Maryland (MD).

The conversion looks for the state code entered in this table for the local code, and if it cannot find it an error occurs. You can either exit and verify the table or you can press **Enter** to continue the conversion. (Of course no local codes will be converted)

Payroll PA50CNVT table



Note

If you don't have local codes set up in the older version of Payroll being converted, the system recognizes that and completes the conversion without displaying an error.

C. Additional information needed. In Payroll version 4.5x and lower, earnings/withholdings dollars in employee history were stored only by the quarter-to-date amounts. In version 5.0x and up, the earnings/withholdings dollars are stored on a month-to-date level. To accommodate this change, the conversion must take 4.5 QTD figures and allocate them into version 6.0x MTD amounts.

1. **Month:** This method divides the total dollars for each quarter evenly among the monthly buckets. No additional information is needed. (This method should be used only if you are converting the data files at the end of a quarter.)

Example:	Jan	Feb	March
	33.3%	33.3%	33.3%

2. **Days:** This method divides the total dollars even more precisely. The calculation figures out how many days in each month and then figures what percentage that is for the quarter. In addition, if the last payroll check was in the middle of a month (like May 15th), the system allocates dollars correctly up to that date (by percentage).

Example:			**QTR 1**		**QTR 2**	
	Jan	Feb	March	April	May	---
		31 days	28 days	31 days	30 days	15 (last check run)
	31/90 =	33.44%	31.11%	34.44%	30/45	15/45
					66.66%	33.33%

For this choice the last check date is the only additional info. the system will ask for.

3. **History:** This method reads check amounts from your old 4.5x (and lower) Check History file and then adds them up for a quarter total and calculates the percentage by dividing each month's subtotal into the quarter. The system adds checks that fall only within one calendar year. This choice requires accurate historic data. This split method is also the most time-consuming but most accurate of the three

Example: (Reads 6.0x PAHC file)

Total Gross Amount = $5000 for the Quarter for John Doe

Employee ID	Check #	Check Date	Gross Check Amount	
John Doe	1111	01/15/99	1000.00	
John Doe	2222	01/31/99	1200.00	2200/5000 = 44%
			$2200.00	
John Doe	3333	02/15/99	1000.00	
John Doe	4444	02/28/99	800.00	1800/1500 = 36%
			$1800.00	
John Doe	5555	03/15/99	1000.00	1000/5000 = 20%

Then:	Jan	Feb	Mar
	44%	36%	20%

This method requires the current payroll year as additional information.

Note

All split methods could cause rounding leftover amounts. If this occurs for the quarter, the amount goes into the first month of the quarter. If this occurs for the year, the amount goes into the first month of the year.

3. Once the table has been set up and the method of allocation is chosen, you can begin the conversion. Follow the Resource Manager instructions to run the conversion. Once the actual conversion for Payroll begins, you are prompted for the method of allocation. Answer Month, Days or History. Remember if you choose Days, you must also enter a last check date and if you choose History, you must enter your current year. The conversion should continue from this point and return you to the main menu when completed.

4. When the conversion is completed, select the Roll Up Leave Balances on the Periodic Processing Menu to create a beginning balance record in the Leave History file for each employee.

C. Information Printed on the W-2 Forms

W-2 forms summarize each employee's wages and the taxes withheld during a calendar year. Employees use these forms to fill out local, state, and federal tax returns. Send a copy of each employee's W-2 form to the tax authorities when the company's tax forms are completed. Before printing W-2s, make sure the that all relevant information in the employee's record is correct.

The payroll system does not automatically accumulate totals for the following:

- legal representative and 942 employee reporting
- third-party sick pay
- Medicare for government employees
- golden parachute payments
- Dependent Care Benefits (DCB)
- 457 plans, non-457 plans
- GTLI (Group Term Life Insurance)

These amounts must be calculated and entered manually in the employee's history record using the Employee Miscellaneous History Screen in the Employee History function on the File Maintenance menu.

Updating Fields Manually For W-2 Reporting

There are several special fields on the Employee Miscellaneous History screen that must be updated *manually* so that the information prints on the W-2 form. These field's are *not* updated automatically during normal payroll processing because they require additional information that is not stored in the payroll system.

The fields that must be manually updated for W-2 form reporting are:

Allocated Tips The amount entered in this field is printed in box 8.

Cost of GTLI The amount entered in this field prints in box 13 with the code C. The amount entered is also added to the total in boxes 1, 3, and 5. (Group Term Life Insur.)

Cost of DCB The amount entered in this field is printed in box 10. Any amount in excess of the $5, 000 DCB limit is then added to the amount in boxes 1, 3, and 5. (Dependent Care Benefits)

457 Plan The total entered is added to the amount in box 11 and also to the amount in box 1.

Non-457 Plan The total entered is added to the amount in box 11 and also to the amount in box 1.

100% Use Auto This field is ***not*** used by the system. This is a field that can be used for your information. The section on recording fringe benefits using a type **F** earning code discusses recording personal use of a company vehicle.

Entering the Year-to-Date Amount in Employee Miscellaneous History

Before printing W-2 forms, calculate the year-to-date amounts for the benefits and enter that amount in the employee’s history record.

To edit an employee’s miscellaneous history information:

1. Select the Employee History function on the File Maintenance menu.
2. Enter the employee ID you want to edit and select **YES** for the **Employee Miscellaneous History** prompt.
3. Place the cursor at the field with the year-to-date amount you need to edit, for example the **Cost of GTLI** field.
4. Press **Enter** to move the cursor to the **December** column in the row.
5. Enter the year-to-date amount. The **QTR 4** and **YTD** columns are automatically updated when you press **Enter** in the **December** column.

Updating Employee History for the Withholding Due

The method preferred for recording withholdings due for the value of the benefits entered on the Employee Miscellaneous History screen is to add the amount of the withholding due on the year to date value of the benefit to the employee’s last pay check for the year. Use the Manual Checks function on the Payday Work menu and select option **3. Change Calculated Checks** to edit the withholding amounts.

If, however, the last pay check has already been printed and posted, the Manual Checks function on the Payday Work menu can be used to record the withholdings due in the employee’s withholding history. The employee must pay the employer the withholdings amount due.

Adding the Withholdings Due to the Last Paycheck

1. Calculate the year-to-date amount for the **Allocated Tips, GTLI, DCB**, **457 plan**, or **non-457 plan** you need to record. Enter the amount in the corresponding field on the Employee Miscellaneous History screen.
2. Manually calculate the amount of withholdings due for the year-to-date amount entered on the Employee Miscellaneous History screen.

   For the each employee, calculate:

   - the Federal, State, and Local withholding amounts due (if applicable)
   - any other State or Local withholdings due from the employee or employer
   - employee and employer Medicare contributions due

   If the employee has not reached the wage limit for each of the following, calculate:

   - the employee and employer OASDI contributions
   - the employer’s FUTA and SUI contributions
3. Process the payroll as you normally would through using the Calculate Checks function.
4. After checks have been calculated, select the Manual Checks function on the Payday Work menu.

5. Select **3. Change Calculated Checks**.

6. Enter the Employee ID and Sequence number for the check you want to edit to include the withholding for the year-to-date benefit amount. You can use the **Inquiry** (F2) command to select the employee ID and sequence number from a list. Use the **Proceed** (PgDn) command to display earning information for the check.

7. The calculated earning code information displays on the screen. Press **N** to use the **Next page** option from the command bar to move to the Page 3 of 3 screen that displays the withholding information.

8. In the Employee Withholdings section, place the cursor at the federal withholding you need to edit and press **Enter**. Enter the total of the amount calculated for the year-to-date benefit plus the withholding amount calculated for the check. As you edit the employee withholding information, the **Total Withholdings** and **Net Pay fields** are automatically updated.

9. If you need to update employer liability amounts, use the Tab key to move the cursor to the Employer Liability section of the screen. As you edit the employer liability information, the **Liability** field is automatically updated.

10. Press **N** to use the **Next** check option from the command bar to edit another calculated check. The message *WARNING! A change has been noted. You may want to recalc the check.* appears. Ignore the message and press **Enter** to save your changes and move to a blank Page 1 of 3 Manual Checks screen. Use the **Inquiry** (F2) command to select any other checks you need to edit.

11. Continue with payroll processing as you normally would. When the checks are posted, the employee and employer **Tax Amount** fields are updated with the value you entered for the withholding total. The earnings history is only increased by the amount of regular earnings, since the year-to-date amount for the benefit entered on the Employee Miscellaneous History screen is automatically added to the required box(es) on the W-2, depending on the benefit.

Updating Withholdings After the Last Pay Check

If you have already distributed the employee’s last paycheck for the year, update the withholdings for the year-to-date benefit amount using these procedures:

1. Calculate the year-to-date amount for the Allocated Tips, GTLI, DCB, 457 plan, or non-457 plan you need to record and enter it in the corresponding field on the Employee Miscellaneous History screen.

2. Manually calculate the amount of withholdings due for the year-to-date amount entered on the Employee Miscellaneous History screen.

   For the each employee, calculate:

   - the Federal, State, and Local withholding amounts due (if applicable)
   - any other State or Local withholdings due from the employee and employer
   - employee and employer Medicare contributions due
   - if the employee has not reached the wage limit calculate the employee and employer OASDI contributions

3. Collect the amount of the withholdings due on the year-to-date amount of the benefit from the employee.

4. Select the Manual Checks function on the Pay Day Work menu to record the withholdings using a zero earnings check for the employee.

5. Enter the employee ID you want to record the withholdings for. Use the **Proceed** (PgDn) command to move to the earnings section of the screen.

6. If this is a salaried employee, use the **Delete** (F3) command to delete the default earning code for the salary amount. The Manual Checks window automatically appears.

7. Press **A** to use the Append option from the command bar to access the Manual Checks window.

   Select the appropriate earning code for the benefit you want to record. Make sure you record zero hours and earnings. Use the **Proceed** (PgDn) command to save the earnings entry.

8. Press **N** to use the Next page option from the command bar. Use the **N**ext page command to move to the Page 3 of 3 Manual Checks screen that displays the withholding information

9. In the Employee Withholdings section, press **A** to use the Append option from the command bar to add the withholdings you need to record. Select whether the withholding is a federal, state, or local withholding. Use the **Inquiry** (F2) command to select the code for the employee withholding amount from a list. Enter the withholding amount calculated for the year-to-date benefit. As you enter the employee withholding information, the **Total Withholdings** and **Net Pay** fields are automatically updated. **Net Pay** should be a negative number.

10. To record the employer liability amounts, use the **Tab** key to move the cursor to the Employer Liability section of the screen. Press **A** to use the Append option from the command bar to add the withholdings you need to record. In the **Type** column, select whether the withholding is a federal, state, or local withholding. Use the **Inquiry** (F2) command to select the code for the employer withholding amount from a list. Enter the withholding amount calculated for the year-to-date benefit. As you edit the employer liability information, the **Liability** field is automatically updated.

11. Press **N** to use the Next check option from the command bar to edit another calculated check. The message *WARNING! A change has been noted. You may want to recalc the check.* appears. Ignore the message and press **Enter** to save your changes. Page 1 of 3 Manual Checks screen appears. Repeat this process for any other employee’s check that needs withholdings adjusted.

12. Process these manual checks as you normally would normal payroll. Make sure to print the reports necessary to provide an audit trail. When the checks are posted, the employee and employer **Tax Amount** fields are updated with the value you entered for the withholding amounts. The earnings history does not need to be updated since the year-to-date amount for the benefit entered on the Employee Miscellaneous History screen is automatically added to the required box(es) on the W-2, depending on the benefit.

Deductions Reported On the W-2 Form

The *Internal Revenue Service* (**IRS**) requires deferred compensation deductions to be printed in Box 13 on the W-2 forms with a letter code specified by the IRS for the deduction type. Entries in the W2CODE Table are used by the payroll system to determine which deductions' year-to-date information is printed in box 13.

Some states require that additional deduction information to be printed on the W-2 forms. Box 14 can be used to print the state required information. The W2CODE2 Table entries are used to determine which deductions' information is printed in box 14.

Select Tax Tables from the Payroll File Maintenance menu to access the **W2CODE** table.

The W2CODE table contains the IRS code information used in Box 13 on the W-2 form.

Except for codes A, B, and C, if the first four letters of a deferred compensation deduction's description match an entry in the Source column of the W2CODE table, the year-to-date total for that deduction prints on the W-2 form along with the corresponding letter from the Code column.

Select Tax Tables from the Payroll File Maintenance menu to access the **W2CODE2** table.

If the first four letters of a deferred compensation deduction's description match an entry in the Source column of the W2CODE2 table, the year-to-date total for that deduction that is printed in Box 14 on the W-2 form.

Note

If either of these tables—the W2CODE or W2CODE2—is missing when you print W-2 forms, the system displays warning messages.

Use the **Deductions** function on the Codes Maintenance menu to set up deferred compensation deductions so that they are reported on the W-2 form.

1. To edit an existing deduction, move the cursor to the deduction you want to edit and press **Enter**. If you are setting up a new deduction, use the **A**ppend option from the command bar to begin entering information for the new deduction.
2. If this is a new deduction, enter the deduction number in the **No** field.
3. In the **Description** field:
   - **Box 13 reporting** - if the first four characters of the deduction's description you enter here match an entry in the Source column of the W2CODE table, the year-to-date amount accumulated for this deduction is printed in box 13 on the W-2 form.
   - **Box 14 reporting** - if the first four characters of the description you enter here match an entry in the Source column of the W2CODE2 table, the year-to-date amount accumulated for this deduction is printed in box 14 on the W-2 form.
4. Enter the appropriate information in the **No**, **Description**, **Emplr?**, **Liab Acct**, **and Accr Ded Acct** fields.

5. You must enter **YES** in the **Def Comp** field in order for the year-to-date amount for this deduction to be reported in either box 13 or 14 on the W-2 form.

Example: A 401K deduction must have 401 as the first three characters of its deduction description in order to have the year-to-date amount print in box 13 with the code D. Since the letters 401 are found in the W2CODE table, the letter D is printed next to the year-to-date amount for the 401K deduction in box 13.

Note

Since the entry on the W2CODE table is only three letters, example: 401, the fourth place acts as a wild card. As long as the first three letters of a deductions description are 401, the deduction is included in box 13 with the code D.

Reporting Fringe Benefits on the W-2

Fringe benefits that need to be reported in box 12 and box 1 of the W-2 form, such as personal use of a company automobile, can be recorded in normal payroll processing with a type **F** earning code. Year-to-date amounts for all the type **F** earning codes are then printed in box 12 and added to box 1 of the W-2 form.

Fringe Benefits Recorded With a Type F Earning Code

Use the Earning Types function on the Code Maintenance menu to setup the earning type **F** used to set up an earning code to record fringe benefits reported in box 12 of the W-2 forms.

1. Enter **F** in the **Earning Type** field.
2. Enter a description for the **F** earning type.
3. Select whether earnings recorded in the Payroll Transactions function using an earning code assigned this earning type should **Add** to an employees salaried wages or **Replace** them. Fringe benefits typically **Add** to an employee’s salaried wages.
4. Use the **Proceed** (PgDn) command to save the information.

Setting Up the Earning Code

To set up an Earning Code used to record fringe benefits reported in box 12 on the W-2 form, select the Earning Codes function on the Codes Maintenance menu.

Field	Description
Earning Code	Enter the code you want to use for this earning code.
Description	Enter the description for this earning code
Include In Net Pay	Enter **YES,** If you want the earnings recorded with this earning code to be included in the amount paid to the employee. Enter **NO**, if you want the earnings recorded with this earning code included in gross pay and used to calculate withholdings and deductions for the paycheck. The earnings amount is NOT included in the amount paid to the employee. The earnings amount is added to the employee's earnings history information.
Fixed Withholding	Enter **YES** if you want the tax withholding amounts calculated using the fixed percentage amount set up for the withholding code instead of using the standard formula and tables.
Earning Type	Enter **NO** if you want the tax withholding calculated using the standard formula and tables.
GL Account	Enter **F** to have the amount of earnings recorded using this earning code print in box 12 on the W-2 form. Enter the general ledger account that should be debited when you use the Post Checks function. This is considered a payroll earnings holding account because it is credited when the Post Expense to GL function is used.
Multiplier	Enter **1** since you do not want to increase the pay rate when the earning code is used.
Add to Base	Press **Enter** to accept .00 since you do not want the pay rate adjusted when using this earning code.

Recording Fringe Benefits As Part Regular Payroll Processing

If you set up the type **F** earning codes at the beginning of the new calendar year or anytime during the year, you can record the fringe benefit values reported in box 12 on the W-2 form when you process the normal payroll.

Follow these steps to include fringe benefits in your normal payroll processing:

1. Use the Payroll Transactions function on the Daily Work menu to enter time tickets for the fringe benefit value using the type **F** earning code.

Note

If you use the same time ticket entry to record a fringe benefit on a regular basis, for example every month, you can create a recurring time ticket for the fringe benefit value using the Recurring Entries function on the File Maintenance menu. When you are ready to record the time ticket for the fringe benefit, use the Copy Recurring Entries function on the Daily Work menu.

2. Process the time tickets as you normally would—print the Time Ticket and Miscellaneous Deductions Journals and then use the Post Transactions function.

3. When you use the Calculate checks function, the withholding amounts due on the fringe benefit value are added to the withholdings amounts calculated from the other types of earnings. The withholdings are deducted from the paycheck amount.

Note

If the employee has deferred compensation deductions, example a 401K, the value of the fringe benefit is included in the gross pay to calculate that deduction.

4. Finish processing the payroll following your normal procedures.
5. When checks are posted, the fringe benefit earnings value is posted to employee earnings history and the withholdings earnings and tax amount history. When W-2s are printed, the total of the year-to-date values for all type **F** earning codes are printed in box 12 and included in the amounts printed in box 1. The type **F** earnings are also reported in boxes 3 and 5 if you did not them excluded from social security or Medicare taxes.

Recording the Fringe Benefit at the End of the Year

If you have not been recording fringe benefit earnings as a part of regular payroll processing during the year, there are two methods you can use to record the annual value of the fringe benefit at year end.

Using a Time Ticket BEFORE Performing Year End Maintenance

To only record the annual value of the fringe benefit using a time ticket, perform the following tasks:

1. Enter a Time Ticket for the annual value of the fringe benefit using the Payroll Transactions function on the Daily Work menu.
2. Use the Time Ticket Journal function on the Daily Work menu to print the Time Ticket Journal with the fringe benefit entry the your audit trail.
3. Use the Post Transactions function on the Daily Work menu to post the fringe benefit time tickets.
4. Run the Calculate Checks function on the Payday Work menu, entering **6** in the **Pd** field.

   The following amounts are calculated based on the fringe benefit value entered on the time ticket:

   - the employer withholdings, OASDI, Medicare, FUTA, SUI, are calculated
   - the employee’s gross pay is calculated
   - no employee withholdings are calculated
   - zero net pay is calculated for the check.
5. Select the Edit Register function on the Payday Work menu to print the Edit Register and review the amounts calculated.
6. Use the Print Checks function on the Payday Work menu and print to plain paper.
7. Select the Check Register function on the Payday Work menu to print the Check Register as part of the audit trail.
8. Print any other reports you normally print when processing payroll.
9. Select the Post Checks function on the Payday work menu to post the fringe benefit information. Save the posting log as part of the audit trail.

The Post Checks function updates the following history information:

1. The **Uncol OASDI** and **Uncol Medicare** fields on the Employee Miscellaneous History screen, Page 1 of 6, are updated with the amount the employee should contribute based on the fringe benefit value. When W-2 forms are printed, the value of the fringe benefit is included in the amount printed in box 1, 2, 3, and 12. The employee's unpaid Social Security and Medicare amounts for the value of the fringe benefit are printed in box 13 with a code A for the Social Security amount and code B for the Medicare amount.

2. The earning code used to record the fringe benefit is added to the Employee Earnings History screen, Page 2 of 6, along with the value recorded for the fringe benefit.

3. The Employee Federal, State, and Local Tax History screens, Pages 4, 5, & 6 of 6, are updated with the taxable earnings and the employer's withholding contributions.

Printing W-2 Forms

After completing the last payroll for the year, print the W-2 forms. Your can print the W-2s from the current year files if you print them *before* performing Year End Maintenance. After Year End maintenance has been performed, print the W-2 forms using the last year files. The **Setup** (F9) command is used to switch between the current and last year payroll data files.

If some employees have worked in multiple states, the deferred compensation for each state is printed. The first state listed in the tax information section of the Employees function is printed on the federal copy of the W-2 form.

If you are using the two-wide W-2 Forms, a wide-carriage printer is required and the printer must be configured in Open Systems to print two-wide W-2 forms.

Configuring the Printer For Two-Wide W-2 Forms

Follow these steps to setup a printer to use two-wide W-2 forms:

1. To edit printer information, select Devices from the Workstation Configuration menu in the Resource Manager.
2. The system prompts you to make a backup of the CONFIG.BBX file before you make any changes, press **Enter**. Select **YES** to overwrite any previous backup file so that you have a current backup copy of the file. The Devices screens appears.
3. Use the arrow keys to place the cursor on the printer alias line you need to edit, alias LP, LPW, P0, PDW, etc.).
4. Press **Enter** to edit the line. The Devices Printer screen is displayed.
5. Use the **Enter** key to move to the **Standard Cols** field in the Device Mode section of the screen. Press **Enter** to edit the line.
6. Enter **132** in this field and press **Enter**. Press **D** to select the **D**one option from the command bar and press **Enter** to return to the Devices screen.
7. Press **W** to use the **W**rite command to save the changes. Press **Enter** to confirm that you want the changes saved. The system resets using the new configuration information.

Alignment Tips For Laser Printer Forms

Setting Lines Per Page

To make sure lines and characters are aligned properly when printing any form to a laser printer, you must set the default lines per page to 6Ø. This ensures the lines do not creep up the form.

Perform these steps to verify the lines per page or edit them:

1. Select the printing menu from your printer control panel.
2. Press the item button until the **FORM = ## LINES** choice is displayed. The **##** must be **6Ø**.

Form Alignment Changes

There are many discrepancies in the way different laser printers print. Some print higher or lower than others as well as further left or right.

As a result of testing performed on the two HP4si laser jet printers used at Open Systems, we have found discrepancies in the way each one prints. This difference left and right is usually slightly less than one character, but we can only modify programming code to shift one full character at a time. Similarly, the difference up and down is usually slightly less than one line, but we can only modify programming code to shift one full line at a time. However, we have been able to send laser jet commands through the CONFIG.BBX function that allows us to properly align characters and lines.

Always print one form at a time until you get the alignment you like.

CAUTION: Making these changes will affect all OSAS forms going to that particular alias line. Make sure you make a copy of the CONFIG.BBX file in the OSAS/progRM/ directory BEFORE making any changes.

Left to Right Alignment

Using sysprint in OPEN Windows:

If you are printing to a sysprint device, you can place a decimal in the printers Left Margin field on the alias line to shift print to the left or right.

For example, you have a starting point of .26Ø. If you want to move to the right, increase the number to .285. If you want to move left, decrease the number to .235.

A 1/4 character shift would be approximately .Ø25 added to or subtracted from .26Ø.

DOS/WDS, UNIX, or OPEN Windows direct printing:

Moving text to the left:

For Printing W2's, the program PAPRW2L.PUB was changed to include a Boolean that allows text to be shifted the left. The Boolean is on line **1ØØ** and named **LOBOOL**. In order to make a code change, break to basic and load the program.

CAUTION: You must be updated to version 5.22 in order to be able to make these code changes to the PAPRW2L.PUB program. You can receive the update from your dealer or Open Systems Technical Support at 1-800-582-5000. You cannot execute the following steps before the update is installed.

Follow the steps below to make a code change:

1. Select the Tables function from the File Maintenance menu in Payroll.
2. Break to basic: in **DOS/WDS** or **UNIX** press **CTRL Break/CTRL A**.

   Otherwise, press **CTRL C/CTRL A**.
3. Enter this line

   LOAD "PAPRW2L.PUB"
4. Enter **LIST 1ØØ**. This should display the following line of code:

   Ø1ØØ LET LFBOOL=Ø, LOBOOL=Ø
5. To shift one character to the left, change the variable **LOBOOL=Ø** to **LOBOOL=1**

   For a one character shift to the left, the new line of code should read:

   1ØØ LET LFBOOL=Ø, LOBOOL=1

   For a 2 character shift left, enter **LOBOOL=2**.
6. Enter **SAVE**.
7. Enter **RUN O1$**. The OSAS menu appears.
8. Print a W2 form to test the alignment.

Moving text to the right:

If you print a W2 form and it is aligned too far to the left—but not a full character, you must add the following configuration values to the alias line in the CONFIG.BBX file for the printer you are using. These values allow you to shift to the right in 1/72Ø inch increments.

Follow the steps below:

1. Select Devices from the Workstation Configuration Menu in Resource Manager.
2. Edit the W-2 printer's alias line and add 1B266C3232 55 at the end of the **Standard Print** field.

   The number **3232** is the hex code for 22, which would move everything to the right 22/72Ø of an inch.

   If you need to move to the right more, change the second and last numbers in **3232**, the three's are always constant.

   For example, if you want to move to the right further, you could try 25. The hex code would change to **3235**. In hex, each number is represented by **3** and the number, so **2**=**3**2 and **5**=**35**.

Up and Down Alignment

Using sysprint in OPEN Windows:

If you are printing to a sysprint device, you can place a decimal in the printer's **Top Margin** field on the alias line to shift print.

Example: You have a starting point of **.5**. If you want to move down, increase the number to **.54**. If you want to move up, decrease the number to **.46**. A 1/4 line shift would be approximately .Ø4 added to or subtracted from .5.

DOS/WDS, UNIX, or OPEN Windows Direct Printing

There are 2 methods to modify W2 shifts: by a full line or by a fraction.

Use the ***first method—***by a full line—if you must shift down 1 full line. For W2's, the program PAPRW2L.PUB was changed to include a Boolean that allows you to shift text down 1 full line. The Boolean is on line **1ØØ** and is named **LFBOOL**. To make a code change break to basic and load the program.

CAUTION: You must be updated to version 5.22 in order to be able to make these code changes to the PAPRW2L.PUB program. You can receive the update from your dealer or Open Systems Technical Support at 1-800-582-5000. You cannot execute the following steps before the update is installed.

Follow the steps below:

1. Select Tables from the File Maintenance menu in Payroll.
2. To break to basic in **DOS/WDS** or **UNIX**, press **CTRL Break/CTRL A**. Otherwise, press **CTRL C/CTRL A**.
3. Enter the line

   LOAD "PAPRW2L.PUB"
4. Enter **LIST 1ØØ**. This should display the following line of code:

   Ø1ØØ LET LFBOOL=Ø, LOBOOL=Ø
5. To shift down one line, change the variable **LFBOOL=Ø** to **LFBOOL=1**.

   For a one line shift down, the new line of code should read:

   1ØØ LET LFBOOL=1, LOBOOL=Ø
6. Enter **SAVE**.
7. Enter **RUN O1$**. The OSAS menu appears.
8. Print a W2 form to test the alignment.

Use the ***second method***—by a fraction—if you must lower the lines by fractions, rather than full lines. Add the following configuration values to the W2 printer's alias line in the CONFIG.BBX file. These values allow you to move down in 1/72Ø inch increments.

Follow the steps below:

1. Select Devices from the Workstation Configuration Menu in Resource Manager.
2. Edit the W-2 printer's alias line and add **1B266C34355A** at the end of the **Standard Print** field.
3. The number **3435** is the hex code for **45**, and moves everything down 45/72Ø of an inch.
4. If you need to move down more, change the second and last numbers in 3435, the three's are always constant.

Example: If you want to move down further, you could try 56. The hex code would change to **3536**. In hex. Each number is represented by 3 and then the number, so 5=35 and 6=36.

Left to Right And Up and Down Alignment

DOS/WDS, UNIX, or OPEN Windows direct printing:

If you must add hex codes to modify print left to right and up to down, you will have to edit the CONFIG.BBX file with a text editor and add the codes to the end of the **SP =** section of the alias line. You must use the text editor because the command is too long to enter using the Devices function in Workstation Configuration.

If you have performed year end maintenance, use the **Setup** (F9) command to switch to the last year payroll files. Select the W-2 Forms function on the Periodic Processing menu to the W-2 forms.

If you have employees who have worked in multiple states, the system prints the deferred compensation for each state. The first state listed for the employee on their Tax Information screen in the Employees function on the File Maintenance menu prints on the Federal copy of the W-2 form.

The system does ***not*** automatically accumulate totals for legal representative and 942 employee reporting, third-party sick pay, Medicare for government employees, golden parachute payments, dependent care benefits, 457 plans, and group term life insurance (GTLI). You must calculate the amount for these benefits and manually enter them in each employee's history record using the Employee Miscellaneous History screen in the Employee History function on the File Maintenance menu.

To print W-2 forms:

1. Select W-2 Forms from the Periodic Processing menu. You can print W-2 forms using the current year or last year files.
2. Enter the range of employee IDs whose W-2 forms you want to print. If you leave the From/ Thru blank, W-2 forms are printed for all employees.

   Select the type of W-2 Form you are using:

   - One Wide Regular or Mailer forms
   - Two Wide Regular or Mailer forms
   - Output a file containing W-2 Form information to Magnetic Media.
   - Laser forms
3. The **Company Name** and **Address** are displayed from the Payroll Information file. This information is setup using the Payroll Information function on the File Maintenance menu.
4. The **Federal Tax ID** is displayed from the Federal Withholding record in the Withholdings file. This information is entered using the Withholdings function on the File Maintenance menu.

The W-2 Form

The following pages show how Open Systems arrives at the amounts printed in each box on the W-2 form.

Box a - Control Number

This number is generated by the system. The number is incriminated whenever a new employee is encountered during W-2 printing. The control number is used as an auditing method to account for all the W-2 forms used for the 2000 tax year.

Box b - Employer's identification number

The number printed in this box is stored in the PAWIxxx file. The Federal Withholding record in the file contains a field for Tax ID. Whatever is stored in this field prints in Box b. The number stored in this field is entered using the Withholdings function on the File Maintenance menu.

Box c - Employer's name, address, and Zip code

This information is stored in the **PAINxxx** file. The information is entered in the file using the Company Address option in the Payroll Information function on the File Maintenance menu.

Box d - Employee's social security number

This number is stored in the **PAEGxxx** file. Each employee's social security number is entered on the Employee General Information screen in the Employee function on the File Maintenance menu as the employee is added to the payroll system.

Box e - Employee's name, address, and ZIP code

The employee's address information is stored in the PAEGxxx file. This information is entered on the General Information screen in the Employee function on the File Maintenance menu.

Box 1 - Wages, tips, other compensation

This amount is located in the **YTD** column of the **FWH** code row in the Earnings section of the Employee Federal Tax History screen, Page 4 of 6, in the Employee History function on the File Maintenance menu.

This amount includes the earnings for Earning codes that were not excluded from federal withholding, tips, and other compensation.

Amounts entered in the **GTLI, 457 Plan,** and **Non-457 Plan** fields on the Employee Miscellaneous History screen, Page 1 of 6 are also included in Box 1 when the W-2 forms are printed.

Any amount in excess of the $5000 Cost of DCB limit is also included in Box 1.

Box 2 - Federal income tax withheld

This amount is the total of the federal withholdings withheld from the employee's paycheck by the payroll system as you processed payroll each pay period. The amount is stored in the PAEWxxx file and displayed on the Employee Federal Tax History screen. The amount in the **YTD** column of the **FWH** code row in the Tax Amount section of the screen is printed in Box 2.

Box 3 - Social security wages

The amount in the **YTD** column in row **OAS** of the **Earnings** section on the Employee Federal Tax History screen, Page 4 of 6, is printed in Box 3.

This figure is adjusted by adding the amount entered in the **Cost of GTLI** field and subtracting the amount located in the **FICA Tips** field. Both of these fields are located on the Employee Miscellaneous History screen.

In the **Cost of DCB** field, any amount in excess of the $5000, the Cost of DCB limit, will be included in Box 3.

Box 4 - Social security tax withheld

The amounts in the **YTD** column in row **OAS** of the **Tax Amount** section on the Employee Federal Tax History screen, Page 4 of 6, is printed in Box 4. This amount should not exceed $4,240.80.

Box 5 - Medicare wages and tips

The amount in the **YTD** column in the row **MED** of the **Earnings** section on the Employee Federal Tax History screen, Page 4 of 6, plus the amount in the **GTLI** field is printed in Box 5.

Box 6 - Medicare tax withheld

The amount in the **YTD** column for the row **MED** in the **Tax Amount** section on the Employee Federal Tax History screen, Page 4 of 6, is printed in Box 6.

Box 7 - Social security tips

When payroll is processed, any type **T** Earnings Code used in the pay period updates the **FICA Tips** field in the pay period month column on the Employee Miscellaneous History screen, Page 1 of 6.

When W-2's are printed, the amount located in the **FICA Tips** row in the YTD column is printed in Box 7. The sum of the amounts in boxes 3 and 7 cannot exceed $68, 400, the social security wage base.

Box 8 - Allocated tips

An amount must be entered manually in the **Allocated Tips** field. The **Allocated Tips** field is located on the Employee Miscellaneous History, Page 1 of 6, screen in the Employee History function on the File Maintenance menu. The system prints the amount entered in the **Allocated Tips** field in Box 8.

Box 9 - Advance EIC payment

The amount in the **Adv EIC Pymt** row in the **YTD** column on Employee Miscellaneous History screen is printed in box 9. This field is updated as payroll is processed during the year.

Box 10 - Dependent care benefits

The amount located in the Cost of DCB row in the YTD column is printed in Box 10 of the W-2 form. This field is located on the Employee Miscellaneous History, Page 1 of 6, screen. You must enter this amount manually. Any amount entered in this field in excess of the $5, 000 limit is included in Boxes 1, 3, and 5.

Box 11 - Non-qualified plans

The Employee Miscellaneous History screen contains a **457 Plan** and a **Non- 457 Plan** field. Amounts for these fields must be entered manually. If an amount is entered in both rows, the total of the **YTD** columns for the two fields appears in Box 11. This amount also updates Box 1.

Box12- Benefits included in Box 1

Any Earning codes set up as an Earning type F, a fringe benefit, is included in this box. The system checks the setup for the earning codes listed on the Employee Earnings History screen to determine which earning codes are type F. The amount in the YTD column from the row for the type F earning code is printed in boxes 12 and 1.

Box 13 - Codes A, B, & C

This box contains codes and amounts specified by the IRS. The valid codes are **A**-**H** and **J**-**N**. These codes are stored in the **Code** column of the **W2CODE** table. The values stored in this table can be accessed using the Tax Tables function on the File Maintenance menu.

The amount printed with a code **A** is taken from the **Uncol OASDI** field on the Page 1 of 6 - Employee Miscellaneous History screen

The amount printed with a code **B** is taken from the **Uncol Medicare** field on the Page 1 of 6 - Employee Miscellaneous History screen

The amount printed with a code **C** is the amount in the **YTD** column of the **GTLI** row on the Page 1 of 6 - Employee Miscellaneous History screen. This amount is the portion of the employer paid premium to provide group term life insurance in excess of $50, 000 to the employee. This amount is calculated and entered in this field manually.

Box 13 - Codes D - H

To have the system print amounts for codes **D**-**H,** you must setup a deferred compensation deduction so that the first four characters of the deduction's **Description** field match the entry in the **Source** column of the W2CODE table for the row with the desired code. For example, a deduction for a 401K plan must contain **401** as the first three of the first four characters in the deduction's **Description** field.

The amount located In the **YTD** column for any deduction whose description matches an entry in the **Source** column of the W2CODE table prints in Box 13 with the entry in the Code column for that row.

If an individual employee has more the 3 deduction codes that need to be printed in box 13, a second W-2 is printed. The subtotal for box 13 only includes the **YTD** amounts for those deductions printed with codes **D**-**H**.

Box 14 - Other

On the Page 5 of 6 - Employee State Tax History screen, the amount in the **YTD** column for any state “other” tax contribution—a withholding code using the format SO*x*—is printed in this box.

The first four characters entered in the **Description** field for the state “other” tax code in the Withholdings function on the Code Maintenance menu is also printed in this box next to the withholding YTD amount.

If the first four characters in the **Description** field for a deferred compensation match an entry in the **Source** column of the W2CODE2 table, the amount in the **YTD** column for that deduction is also printed in box 14.

Box 15 - Check Boxes

There are four **YES/NO** fields on the General Information screen in the Employee function on the File Maintenance menu.

If **YES** is selected for:

Field	Action
Participating in 401K?	an **X** is placed in the Deferred compensation area for the employee
Eligible for pension?	an **X** is placed in the Pension plan area for the employee
Statutory Employee?	an **X** is placed in the Statutory employee area for the employee
Deceased?	an **X** is placed in the Deceased area for the employee

Note

OSAS does not handle a 942 Employee or Legal representative so these boxes in Box 15 are not checked.

Box 16 - Name of State and Employer’s State ID No.

The **SUI** field in the State Tax Information section of the Employee Tax Information screen in the Employee function on the File Maintenance menu contains the postal code for the employee’s state unemployment insurance state. The system prints the postal code entered in the **SUI** field in Box 16. If the employee worked in multiple states, the first state listed on the first row in the State Tax Information section of the Employee Tax Information screen prints on the federal copy of the W-2 form.

The Employer’s state ID number is printed from the SWH tax code state withholding record. This information is setup using the Withholdings function on the File Maintenance menu. Whatever is entered in the **Tax ID** field for the SUI state prints in Box 16.

Box 17 - State wages, tips, etc.

In the **Earnings** section of the Page 5 of 6 - Employee State Tax History screen, the amount located in the **YTD** column for the state’s **SWH** row is printed in Box 17.

Box 18 - State Income Tax

In the **Tax Amount** section of the Page 5 of 6 - Employee State Tax History screen, the amount located in the YTD column for the state's **SWH** row is printed in box 18.

Box 19 - Locality name

The value entered in the **Description** field for the local tax record in the Tax Authority function on the Codes Maintenance screen prints in box 19.

Box 20 - Local wages, tips, etc.

The amount in the **YTD** column of the **LWH** row in the **Earnings** section of the Employee Local Tax History screen is printed in the top row of Box 20. If the employee has another local withholding, the **YTD** amount for the second withholding is printed in the second row.

The information for local tax earnings is displayed on the Page 6 of 6 - Employee Local Tax History screen in the Employee History function on the File Maintenance menu.

Box 21- Local income tax

The amount located in the **YTD** column of the **LWH** row in the **Tax Amount** section of the Employee Local Tax History screen is printed in the top row of Box 21. If the employee has another local withholding, the **YTD** amount for the second withholding is printed in the second row.

The information for local tax amounts withheld is displayed on the Page 6 of 6 - Employee Local Tax History screen in the Employee History function on the File Maintenance menu.

Deleting Last-Year Files

After you have completed all last-year processing, printed W-2s, and backed up your data files, select the Close Last Year function on the Periodic Processing menu to delete the last-year files.

You must be in the current-year files to perform this function. Enter **YES** if you printed W-2s, made a backup.

Because the Close Last Year function deletes all of the last-year files from the system, you are prompted to confirm that you want to proceed. When you enter **YES**, the last-year files are erased.

Payroll Accrual Entries

Since payroll processing is always reported on a calendar year basis, you may need to make a journal entry in General Ledger to reflect the accrual for gross pay that is earned in the year but not paid. Normally, this accrual is calculated for labor costs only, excluding payroll taxes. To make this entry, calculate the number of days in the previous year that have not been accounted for and figure you labor costs for these days.

In General Ledger, make a debit entry to you Department Expense account and a credit entry for the same amount to the Accrued Payroll account—or the account that you have setup for this purpose. In the new year, you will reverse these entries since they will be accounted for in the normal accounting cycle. In other words, you will now debit the Accrued Payroll account and credit the Department Expense account for the same amount.

This situation usually exists only for companies who pay biweekly instead of semimonthly since the payroll periods may not end exactly at the end of the year. If you have additional questions on this procedure, consult your accountant.

D. PA Data Files

EMPLOYEE FILES

Payroll Employee Deductions file (PADExxx)

The Employee Deductions file stores the scheduled deductions set up for each employee. There is one record per deduction.

Payroll Employee General Information file (PAEGxxx)

The Payroll Employee General Information file stores basic information for each employee: name, address, social security number, department, group code, and so forth. This information is entered for each employee through the Employees function on the File Maintenance menu.

Payroll Employee Personnel file (PAEPxxx)

The Payroll Employee Personnel file stores the personnel information displayed on Personal Information screens 1 and 2. There is one record for each employee. This information is entered through the Employees function on the File Maintenance menu.

Payroll Employee Federal/State/Local Withholdings file (PAESxxx)

Payroll Employee Federal/State/Local Withholdings file stores the federal, state, and local withholding codes set up for each employee's withholding. There is one record for the federal and one for each state and each local withholding.

SYSTEM FILES

Payroll Tables file (PATB)

The Tables file holds the tables used by the Payroll application. The sample Tables file is copied into the data directory when the Payroll application is installed. The tables are set up and maintained through the Tables function on the File Maintenance menu.

Payroll Tax Tables file (PATX)

The Tax Tables file holds the table information necessary to calculate most federal and state tax withholding. The federal and state tax tables are included in the Tax Table file when the Payroll application is installed. The tax tables are set up and maintained through the Tax Tables function on the File Maintenance menu.

Payroll Codes file (PACO)

The Payroll Codes file stores information for each federal, state, and local tax authority. There is one federal record and one record for each state and locality. The withholding code, formula ID and table ID are stored in the record. Each local code must have a state code associated with it. Both employee and employer withholding codes are stored in the file. The withholding codes are entered through the Tax Authority function on the Files Maintenance menu.

Payroll Deductions file (PADDxxx)

The Payroll Deductions file stores payroll deduction codes and information relating to these codes. You use the Deductions function on the File Maintenance menu to set up these codes. You can set up to 999 codes. There is a record for each code.

Payroll Department file (PADPxxx)

The Department file stores general information for each department. There is and earning detail record for each earning code per department, an employer withholding record for each employer-paid withholding per department, and an employer deduction record for each employer-paid deduction per department. Pieces totals and total hours are each stored as separate records. This information is entered through the Departments function on the File Maintenance menu.

Payroll Deduction Exclusion file (PADXxxx)

The Deduction Exclusion file stores the earning codes that are excluded from specific deductions. This information is entered through the Deductions function on the File Maintenance menu.

Payroll Earning Codes file (PAECxxx)

The Earning Codes file stores information for earning codes used in time ticket or manual check entry. The Earning Codes function on the File Maintenance menu is used to set up earning codes. There is one record for each earning code.

Payroll Earnings Types file (PAETxxx)

The Earnings Types file holds the earning types used to set up earning codes. There are eight predefined types used by the system and an unlimited number of user-defined types can be added. The Earning Types function on the File Maintenance menu is used to enter earning types. There is one record for each earnings type.

Payroll Employee Exclusion file (PAEXxxx)

The Employee Exclusion file stores the withholding codes that an employee’s earning are excluded from along with the override factors for each withholding code. This information is entered through the Employees function on the File Maintenance menu. There is one record for each withholding code.

Payroll Formula Definition file (PAFMHDR)

The Formula Definition file stores the individual factors used in a formula. There is a header file and a detail file (PAFMLIN) associated with the formula function. These records are modified through the Formula Maintenance function on the File Maintenance menu.

Payroll Formula Line Detail file (PADMLIN)

The Formula Line Detail file stores the separate lines of a complete formula. Formula lines can be either string or numeric. This information is entered through the Formula Maintenance function on the File Maintenance menu.

Payroll Information file (PAINxxx)

The Payroll Information file stores information entered through the Payroll Information and the Employees functions on the File Maintenance menu. Records include the company address, bank account, check record, unemployment report and degree.

Payroll Labor Class file (PALCxxx)

The Labor Class file stores the labor classes and their descriptions. Labor Classes are set up through the Labor Classes function on the File Maintenance menu.

Payroll Withholdings file (PAWIxxx)

The Withholdings file stores withholding information for federal, state, and local withholding codes. This information is entered through the Withholdings function on the File Maintenance menu. There is one record for each code.

Payroll Withholding Exclusion file (PAWXxxx)

The Withholding Exclusion file holds the information for the exclusion of withholdings from specific earning codes and deductions. This information is entered through the Withholding function on the File Maintenance menu. There is one record for each exclusion.

TEMPORARY FILES

Payroll Checks Deductions file (PACDxxx)

The Checks Deductions file is temporary file that stores the deductions for each paycheck created when you run the Calculate Checks or Manual Checks function on the Payday Work menu. The information in this file is transferred to the Check History Deductions file when you select the Post Checks function from the Payday menu. The information in this file is erased when the Post Checks function is completed.

Payroll Checks Earning file (PACExxx)

The Checks Earning file is temporary file that stores the earning codes for each paycheck. The file is created when you select the Calculate Checks or Manual Checks functions from the Payday Work menu. The information in the file is posted to the Check History Earnings file when you post checks. The file is erased when the Post Checks function on the Payday menu is completed.

Payroll Checks file (PACHxxx)

The Checks file is a temporary file that stores general information about payroll checks created through the Calculated Checks or Manual Checks functions. The information in this file is transferred to the Check History file when you select Post Checks from the Payday Work menu. The file is erased when the Post Checks function is completed.

Payroll Checks Withholding file (PACWxxx)

The Checks Withholding file is a temporary file that stores the information for each federal, state, and local withholding for each paycheck created through the Calculated Checks and Manual Checks functions. The information in this file is transferred to the Check History Withholdings file when you select the Post Checks function is completed.

Payroll Transactions Post file (PATPxxx)

Records are created in the Transactions Post file when time tickets are posted through the Post Transactions function on the Daily Work menu. There is one record for each earning code and one record for each deduction code. A separate record is stored for pieces if a value was entered in the Pieces field on the time ticket. A sequence number allows for earnings to be split between several different paychecks. The Prepare Checks function creates paychecks based on the information stored in this file.

Payroll Transactions file (PATRxxx)

The Transactions file holds the detailed time ticket and miscellaneous payroll entries that are entered through the Payroll Transactions functions on the Daily Work menu. The Time Ticket Journal and the Miscellaneous Journal list the contents of the file. The information in the file is transferred to the Payroll Transactions Post file, the Employee file, and the Department file when the Post Transactions function is selected. The information in this file is erased when the Post Transactions function is completed.

HISTORY FILES

Payroll Employee Deduction History file (PAEDxxx)

The Employee Deduction History files stores historical information about deductions for each employee. There is one record for each deduction per employee.

Payroll Employee Earnings History file (PAEExxx)

The Employee Earnings History file stores historical information about earnings for each employee. There is one record for each earning code per employee. There is also one record for gross and net earnings and one record for FICA tips and tips deemed wages.

Payroll Employee Miscellaneous History file (PAEMxxx)

The Employee Miscellaneous History file stores information about miscellaneous information such as weeks and hours worked, weeks worked under the limit, allocated tips, cost of GTLI, and other figures. There is one record for each employee. One record stores hours worked and weeks worked under limit. Selecting the Employee History screen from the Employee History function can access this information.

Payroll Employee History Withholding file (PAEWxxx)

The Employee History Withholding file stores historical information about withholding for all employees. There is one record for each withholding per employee. This information is displayed on the Employee Federal, State, and Local Tax History screens in the Employee History function on the File Maintenance menu.

Payroll Check History file (PAHCxxx)

The Check History file holds general information of check history for paychecks generated through the Calculated Checks function or entered manually through the Manual Checks function. Records are appended to this file during the Post Checks function. You can delete records through the Periodic Maintenance function.

Payroll Check History Deductions file (PAHDxxx)

The Check History Deductions file holds deduction information for each paycheck generated through the Calculate Checks function or entered manually through the Manual Checks function. Records are appended to this file during the Post Checks function. You can delete records through the Periodic Maintenance function.

Payroll Check History Earnings file (PAHExxx)

The Check History Earnings file holds earnings information for paychecks generated through the Calculate Checks function or entered manually through with the Manual Checks function. Records are appended to this file during the Post Checks function. You can delete records through the Periodic Maintenance function.

Payroll Check History Withholdings file (PAHWxxx)

The Check History Withholdings file holds withholdings information for paychecks generated through the Calculated Checks function or entered manually through the Manual Checks function. Records are appended to this file during the Post Checks function. You can delete records through the Periodic Maintenance function.

Payroll Transaction History file (PATHxxx)

Time tickets and miscellaneous payroll entries that you enter through the Payroll Transactions function update the Transaction History file when you post transactions. The records are deleted through the Periodic Maintenance function. There is one record for each time ticket and one record for each miscellaneous payroll deduction entry.

Payroll Leave History file (PAHVxxx)

The Leave History file stores the detail leave adjustments, hours taken and hours accrued for the period. This file also stores the beginning balances for each employee for both vacation and sick leave. When the Roll-Up Leave Balances function is performed, all entries are purged, and the beginning balances are created in this file

E. Checklists

Payroll Checklists

1. Setup Checklist
2. Daily Work Checklist
3. Payday Work Checklist
4. Month end Checklist
5. Quarter end Checklist
6. Year end Checklist

Setup Checklist

- ☐ Read the Resource Manager User's Guide
- ☐ Read the Payroll User's Guide
- ☐ Plan the Implementation Schedule
- ☐ Update the tax tables (install Payroll Tax Routines)
- ☐ Set up Options and Interfaces (Resource Manager User's Guide)
- ☐ Set up Earning Types
- ☐ Set up Earning Codes
- ☐ Build the tables:

These tables are required to process Payroll:	These tables are optional depending on files used:
☐ ADJMNxxx	☐ HEADDHxxx
☐ FREQxxx	☐ HEADGHxxx
☐ GLDEPxxx	☐ MAXVSxxx
☐ GLPAYxxx	☐ SICccxxx
☐ PACTLxxx	☐ VACccxxx
☐ USRDDxxx	☐ TCALCxxx
☐ USRDFxxx	☐ PA50CNVT

- ☐ Set up Deductions
- ☐ Set up Tax Authorities
- ☐ Set up Withholdings
- ☐ If necessary, Set up or edit Formulas
- ☐ Set up Department
- ☐ Set up Payroll Information
  - State Unemployment Reports
  - Company Address
  - Employer Bank Information
- ☐ Set up Labor Classes

- [ ] Set up Employees
  - General Information
  - Salary Information
  - Tax Information
  - Personnel Information One
  - Personnel Information Two
- [ ] Use the Roll Up Leave Balances function to initiate leave history
  - Enter leave adjustments for Sick and Vacation Hours remaining

Payroll Access Codes

To safeguard the data in the system, unauthorized users should not be allowed to access the Payroll system. You can use the Resource Manager Access Codes function to set up access codes. You can set up access codes for the Payroll system itself, for any menu in the system, or for individual functions.

Daily Work Processing Checklist

- [ ] Enter in Payroll Transactions for hourly employees and for salaried employees if you are tracking their hours worked.
- [ ] Copy recurring entries for hourly and salary employees.
- [ ] Print a Time Ticket journal to verify hours entered and recurring entries that you have copied over.
- [ ] Print a Miscellaneous Deductions Journal for any deductions you have entered.
- [ ] **Backup data files**.
- [ ] Post Payroll Transactions.

Payday Work Checklist

When payday rolls around for a group of employees, follow these steps to calculate and print their regular paychecks.

- [ ] Make sure that you have entered and posted all the payroll transactions for the group of employees.
- [ ] Use the Calculate Checks function to calculate the earnings and deductions for each employee. If you need to produce manual checks in addition too regular payroll checks, use the Manual Checks function.
- [ ] Print the Edit Register and make sure that the payroll is correct.
- [ ] If you have the option **Automatic Accrual of Vacation/ Sick Time?** set to **YES**, print the Vacation and Sick Leave Report and verify the amounts accrued for vacation and sick leave this pay period. Use the Accrual Adjustments function to make changes in the amounts of sick and vacation time accrued for this pay period.
- [ ] Print the paychecks
- [ ] Print the Check Register and save it as a record of the check numbers you issued this pay period
- [ ] Print the Paycheck Received Report, Withholding Report, the Employer's Tax Report, and Employer's Liability Report, and the Pay Period Deduction Report for a record of your employees' withholding and deductions and your company's tax (FUTA, FICA and SUI) liabilities for this pay period.
- [ ] **Back up the files.** Then post the checks to update the Employee History, Department and (optional) Check History files, and to post entries to General Ledger and Bank Reconciliation if they are interfaced.

Month-End Checklist

- ☐ Post the payroll checks for the last payroll cycle of the month.
- ☐ Print the monthly reports:
  - Earnings and Deductions Report
  - Monthly Employer’s Tax Report
  - Sick and Vacation Report
  - Transaction and Check History Report
  - Monthly Withholding Report
  - Department Report
  - (*OPTIONAL*) Print any additional reports or save them to a file
- ☐ Backup data files.
- ☐ Run the Post Expenses to GL function on the Periodic Processing menu.
- ☐ **Backup data files again.** Do ***not*** use the same diskette or tape used earlier.

Quarter-End Checklist

- ☐ Post the payroll checks for the last payroll cycle of the quarter.
- ☐ Print the quarterly reports:
  - Earnings and Deductions Report
  - Sick and Vacation Report
  - Quarterly State Unemployment Report
  - Transaction and Check History Report
  - Quarterly Employer’s Tax Report
  - Quarterly Withholding Report
  - Department Report
  - 941 Worksheet
- ☐ (*OPTIONAL*) Print any additional reports or save them to a file.
- ☐ Backup data files.
- ☐ Run the Post Expenses to GL function on the Periodic Processing menu.
- ☐ **Backup data files again**. Do ***not*** use the same diskette or tape used earlier.
- ☐ Select the Quarter End option in the Periodic Maintenance function on the Periodic Processing menu to clear the QTD column for Employee History and Department files.
- ☐ (*OPTIONAL*) Remove any History files.

Year-End Checklist

- ☐ Post the payroll checks for the last payroll cycle of the year.
- ☐ Print the quarterly reports:
  - Earnings and Deductions Report
  - Sick and Vacation Report
  - Quarterly State Unemployment Report
  - Transaction and Check History Report
  - Quarterly Employer's Tax Report
  - Quarterly Withholding Report
  - 941 Worksheet
- ☐ (*OPTIONAL*) Print any additional reports or save them to a file.
- ☐ Backup data files.
- ☐ Run the Post Expenses to GL function on the Periodic Processing menu.
- ☐ **Backup data files again.** Do ***not*** use the same diskette or tape used earlier.
- ☐ Select the Year End option in the Periodic Maintenance function on the Periodic Processing menu to perform the following tasks:
  - Create last-year files.
  - Clear QTD and YTD columns for new-year Employee History and Department files.
  - (*OPTIONAL*) Remove outdated transaction and check history by entering a date to refer to.
  - Delete terminated employees from the Payroll files for the new year.
- ☐ Delete outdated recurring entries using the Purge Recurring Entries on the Periodic Processing menu.
- ☐ Consolidate sick and vacation balance records using the Roll Up Leave Balance function on the Periodic Processing menu.
- ☐ If you elected to have the system accrue vacation and sick hours, switch to the new year files using F9. Then select Tables from the File Maintenance menu to update the MAXVSxxx, SICccxxx, and VACccxxx tables for the new year.(if necessary)
- ☐ Otherwise, manually update sick and vacation hours in the new-year using the Leave Adjustments function on the File Maintenance menu.
- ☐ Update the federal, state, and local tax tables and formulas in the new-year if necessary. Subscribing to the Software Fitness Program ensures that you are always up to date. If you have received an update disk, install it instead of manually updating the tables.

- [ ] Rebuild the new-year PAEPxxx, PAEDxxx, PAEWxxx, PAEExxx, PAESxxx, and PAEGxxx files using the Change File Size and/or File Rebuild/Verify function on the Data File Maintenance menu in Resource Manager.
- [ ] Switch to the new year files using F9 to process payroll in the new year.
- [ ] Switch to the last-year files using F9 to update the last-year Employee and Department files, then select the Manual Checks function on the Payday Work menu.
- [ ] Print the W-2 forms from last year.
- [ ] (*OPTIONAL*) Delete last files using the Close Last Year function on the Periodic Processing menu.