Payroll

Training Manual

ETMPA11

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

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Introduction

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1 INTRODUCTION

OVERVIEW

The TRAVERSE Payroll application 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 and reporting. You work through the three phases as part of the normal payroll cycle.

System Information

Additional information about using the system is found in the following sources:

- the *Payroll online help*
- the online help for other TRAVERSE applications
- Training Manuals for other TRAVERSE applications

Customer Support

Open Systems Holdings Corp. has a strong commitment to customer service and product quality. If you need help using any Open Systems products, follow these procedures:

- Consult the user's guide and other TRAVERSE reference materials.
- If you are a subscriber to the TRAVERSE customer support program, you can consult your customer support representative (1-800-320-3088).

ABOUT PAYROLL

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

- **Codes Maintenance** - Use to set up Federal, State and Local Taxes; Earning Codes, Deductions, Exclusion Codes, Leave Codes, and Status Codes.
- **Setup and Maintenance** - Use the Setup and Maintenance functions to set up Employees, tax and deduction Formulas, and Tax Factor Prompts.
- **Daily Work** - Use the Daily Work functions to enter and edit Payroll Transactions, produce the Time Ticket and Miscellaneous Deductions Journals, Copy Recurring Entries, and Post Transactions.
- **Payday Work** - Use the Payday Work functions to produce payroll checks, proof, print and post those checks, also produce the Leave Report, Paycheck Received Report, Withholding Report, Employer's Tax Report, Pay Period Deduction Report, Department Expense Report, and Void payroll Checks.
- **History Reports** - Use to produce reports for department, transaction, and check history.
- **Personnel Reports** - Use the Personnel Reports functions to produce reports about Employee Leave hours accumulated, Profit Sharing, Salary Reviews, Birthdays, work hire Anniversary, Personnel Rosters, Education, and Key Dates.
- **Quarter/Year-End Reports** - Use the Quarter/Year End Reports functions to produce the Earnings and Deductions Report, the Sick and Vacation Report, Withholding Report, the Employer's Tax Report, State Unemployment Report, and to Prepare and produce W-2 Forms and Magnetic Media.
- **Periodic Processing** - Use the Periodic Processing functions to Change Payroll Years, adjust Employee and Employer history, Purge and Clear Recurring Entries, Leave Hours, and History.
- **Interactive Views** - Use to view (not change) Employee and Employer payroll information and check history.
- **Master Lists** - Use the Master Lists functions to produce lists of the Codes, IDs, Recurring Entries, and Formulas you set up in the Codes Maintenance and Setup and Maintenance functions for the system to use for review or verification as well as archiving a hard copy of your system's setup.

- **Calculate Withholdings** - Explains how the TRAVERSE Payroll system makes federal withholding calculations.
- **About Formulas** - Provides a summary of valid variables, operations, and functions used by the TRAVERSE Payroll system when calculating formula-based deductions, employer costs, local withholdings, and employer taxes.

2

Setting Up Payroll

Setup Checklist 2-3
Setup Procedures 2-5

SETUP CHECKLIST

Follow the steps in the checklist below to set up your system:

_____ Verify your current build number to see if you have all service packs installed.

_____ Plan the implementation schedule.

_____ Set up Payroll Business Rules.

_____ Set up Earning Types.

_____ Set up Earning Codes.

_____ Set up Tax Authorities.

___ Federal

___ State

___ Local

_____ Set up Status Codes.

_____ Update the tax tables (install Payroll Tax Routines).

_____ Set up Deductions/Employer Costs.

_____ If necessary, set up or edit Formulas for Deductions/Employer Costs.

_____ Set up Earnings and Deductions Exclusions

_____ Set up Departments.

_____ Set up Payroll Information:

___ Set up State Unemployment Reports.

___ Set up Company Address.

___ Set up Employer Bank Information.

___ Set up Degree Descriptions.

_____ Set up Labor Classes.

_____ Set up Employees:

___ Set up General information.

___ Set up Pay information.

___ Set up Tax information.

___ Set up Personnel information.

___ Set up History (unless you are beginning at the start of a calendar year).

____ Use the Roll Up Leave Balances function to initiate leave history.

___ Enter Leave Adjustments for sick and vacation hours remaining.

____ Set up Recurring Entries.

SETUP PROCEDURES

Before you use the Payroll system you must follow the setup procedures in this chapter. Setup procedures include such things as defining Tax Authorities, assigning codes and IDs, and setting up Employees. Follow the setup procedures carefully, the choices you make determine how the system operates.

Gathering Information

First, gather and organize your Payroll information. You will need the following information:

- A list of Employees and their Payroll records.
- A copy of your payroll Department procedures.
- Federal, State, and Local Tax publications.
- A Chart of Accounts for your business.
- A list of Deductions used by your company.
- A list of the "other" pay types you use (bonuses, tips, etc.).

Defining the System

To set up the Payroll system, follow these steps:

1. Use the Business Rules function (page 3-5) to define how you want the system to work.
2. Define the IDs and codes you plan to use. See **Setting Up IDs and Codes** for more information.
3. Use the Employee Information function (page 3-159) to set up your employees.
4. If you perform some payroll transactions regularly, use the Recurring Entries function (page 3-209) to set up Recurring Time Tickets, Deductions, and Employer Costs.
5. Use the Formulas function (page 3-93) to set up deductions or local tax formulas.

Setting up IDs and Codes

IDs and codes tell the system how to identify each individual item in a file. The system uses these identifiers to organize information.

Employee ID

You must assign an ID to each of your company's Employees. Most functions require that you specify an Employee ID. For information about defining Employees, refer to the Employee Information function (page 3-159).

Labor Classes

Labor Classes can be used to group Employees together according to their primary job responsibilities. For information about defining Labor Classes, see the Labor Classes function (page 3-155).

Federal, State, and Local Taxes

Use the Tax Authorities Setup (page 3-71) functions to set up and maintain Tax Authorities and Tax Codes.

Earning Codes and Earning Types

Earning Codes can be assigned to Employee time tickets for wage calculation. For information about Earning Codes, refer to the Earning Codes function (page 3-25). Earning Types are assigned to Earning Codes as a way of classifying pay. For information about Earning Types, refer to the Earning Types function (page 3-21).

Deductions and Employer Costs

Deductions and Employer Costs determine Employee and Employer Deductions and Expenses. For information about defining Deductions and Employer Costs, refer to the Deductions/Employer Costs function (page 3-33).

Leave Codes

Leave Codes are used to define sick and vacation time accrual rates. For information about defining sick and vacation codes, refer to the Leave Codes function (page 3-135).

Status Codes

Status Codes are assigned to Employees for tax purposes. For information about Status Codes, refer to the Status Codes function (page 3-53).

Run Codes

If you define Recurring Entries, you must assign a Run Code to each entry. Run Codes group Recurring Entries for creating transactions. Run Codes can be set up to reflect when to create transactions. For example, you might assign run code **01** to entries used to create transactions on the first of each month and **15** to those used to create transactions on the fifteenth of each month. The system creates transactions for Recurring Entries with a particular Run Code when you use the Copy Recurring Entries function (page 4-17).

Suggestions for Defining IDs and Codes

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

- Do not use these characters in an ID or a code: | " ' & # *. It is recommended that special characters are not used in any ID or code.
- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01 and ACE 11.
- Use descriptive IDs. For example, WIN001 and WIN002 are more descriptive than 000001 and 000002.
- If you want to sort items by a particular attribute, name or group, put the attribute in the ID. For example, to organize employees by last name, put the first characters of each employee's last name in the employee ID.
- Use a combination of letters and numbers that leaves room in the sequence for later additions. For example, WIN001 and WIN005 leaves room for three IDs in between.

3

Implementing Payroll

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BEGINNING SETUP

Before you use the Payroll system, follow the setup procedures outlined in Chapter 2. Setup procedures include such things as defining tax authorities, assigning codes and IDs, and setting up employees.

1. Use the **Business Rules** function (page 3-5) to define how you want the system to work.
2. Use the **Tax Factor Prompts** function (page 3-55) to set up and maintain prompts for certain tax authorities.
3. Use the **Formula Tables** function (page 3-61) to define tables that calculate local taxes.
4. Use the **Formulas** function (page 3-93) to set up and maintain formulas.
5. Use the **Departments** function (page 3-121) to set up and maintain information for departments and divisions of your company.
6. Use the **Payroll Information** function (page 3-129) to set up and maintain state unemployment reports, educational degree codes and payroll number.
7. Use the **Employee Information** function (page 3-159) to set up and maintain Employees.
8. Use the **History Adjustment** function (page 6-137) to enter federal, state, and local withholdings history for employees and employer paid tax history.
9. Use the **Recurring Entries** function (page 3-209) to set up recurring time tickets, deductions, and/or employer costs.

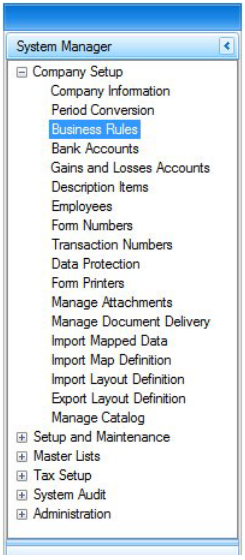
BUSINESS RULES

Use the **Business Rules** function to define application interfaces and general information about Payroll functions. You can elect to archive reports and checks, enter default hours, and interface to other applications.

To set up the **Business Rules**, follow these steps.

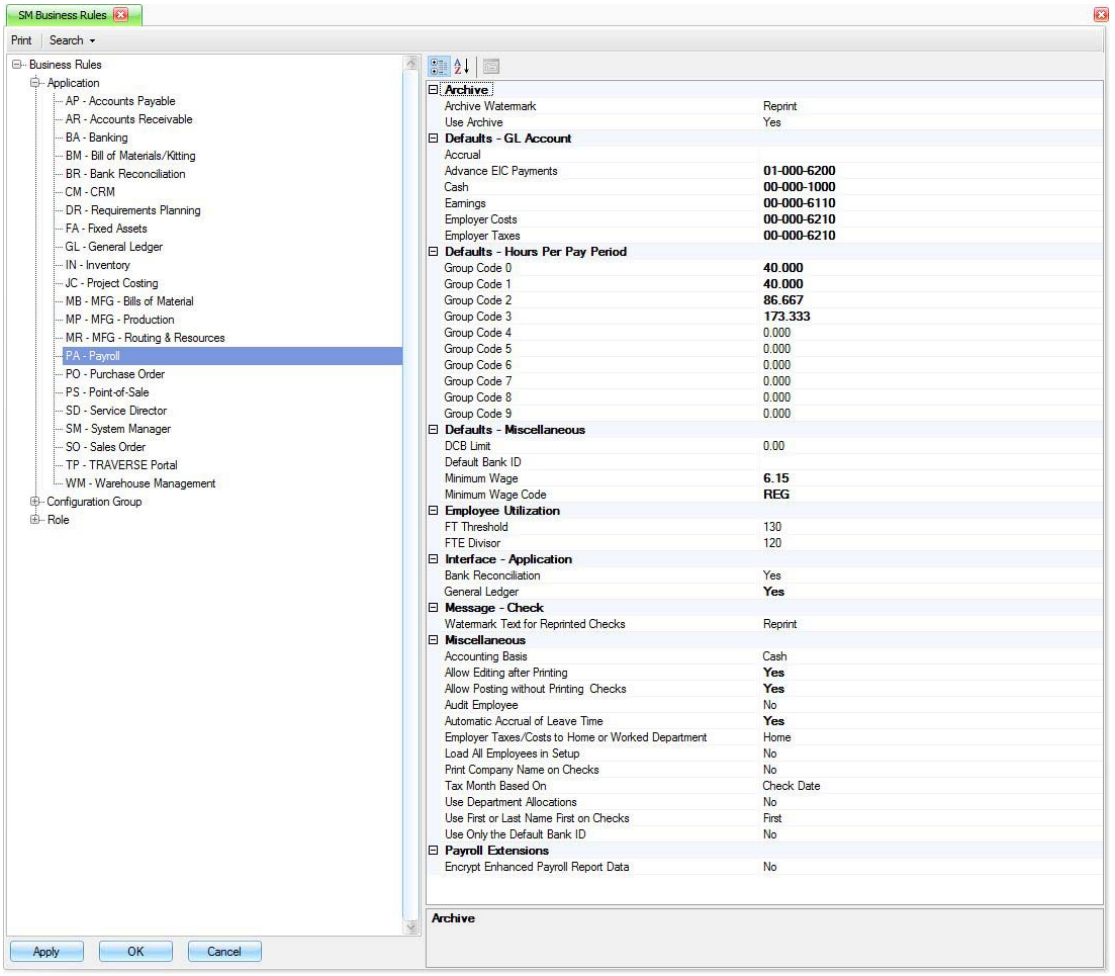
1. Select **Business Rules** from the **System Manager, Company Setup** menu.

Business Rules Menu



2. The **Business Rules** screen appears.

Business Rules Screen



Archive

3. **Archive Watermark**: Enter watermark text to be printed on archived documents.
4. **Use Archive**: Select **Yes** to utilize the document archiving functionality for storing and reprinting documents (you must also select **Yes** in the **Business Rules Archive Configuration Group**).

Defaults - GL Accounts

The GL Accounts selected in this section will default into the Departments setup (page 3-121) for the corresponding expense and may be changed within the Departments.

5. Select the default General Ledger Account for transaction **Accruals**.
6. Select the default General Ledger Account for **Advanced EIC Payments**.
7. Select the default General Ledger Account for **Cash**.
8. Select the default General Ledger expense Account for **Earnings**. The default appears when you set up Departments (page 3-121).
9. Select the default General Ledger expense Account for **Employer Costs**. The default appears when you set up Departments (page 3-121).
10. Select the default General Ledger expense Account for **Employer Taxes**. The default appears when you set up Departments (page 3-121).

Defaults - Hours Per Pay Period

11. For each **Group Code** enter the number of **Hours Per Pay Period**. The Calculate Checks function (page 5-7) uses this number of hours for Salaried Employees, since there is no need to enter a Transaction for Salaried Employees we need to enter the hours here. The number of hours can be used to calculate Leave accrual time.

    This function can also be used to group your Employees by pay period. Each Employee must have a Group Code assigned at setup.

Defaults - Miscellaneous

12. Enter the **DCB Limit** for dependent care benefits.
13. Select the **Default Bank ID** you want to use when Calculating checks. This Bank Account will default into the Bank Account ID field on the Calculate Checks screen and can be changed if you select No for the Use Only the Default Bank ID option in the Miscellaneous section of the Business Rules.

    You will only see the General account type banks listed when you click on the browse button.

14. Enter the **Minimum Wage**.

    This is used in conjunction with the Minimum Wage Code and Adjust to Minimum in the Employee setup, to use as the Minimum Wage base to calculate the wages required to reach minimum pay.

15. Select the default **Minimum Wage Code**.

    This is used with the Adjust to Minimum option in the Employee Setup. It is meant to ensure that workers that are not paid minimum wages and receive tips, will be paid at least minimum wages with their hourly wage plus tips. If the combination of the wages plus tips does not calculate to the minimum wage, an adjustment transaction is added to get their wages plus tips to equal minimum wages for the number of hours they worked. This code is used to add that adjustment transaction.

Interface - Application

16. Select **Yes** to interface Payroll to **Bank Reconciliation**; otherwise, select **No**.

    If Payroll is interfaced with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation transactions file for the Bank Account you specify.

17. Select **Yes** to interface Payroll to the **General Ledger**; otherwise, select **No**.

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

Employee Utilization

18. Accept the **FT Threshold** default amount.

    The FT Threshold is the threshold for the number of hours an Employee works in a month. Federal guidelines define full-time Employees as those who work at least 130 hours per month (approximately 30 hours per week). A part-time employee is one who works less than 30 hours per week (or 120 hours per month).

19. Accept the **FTE Divisor** default amount.

    The FTE Divisor is the number used to calculate the number of part time Employees. The number of FTE Employees is determined by totaling all the hours worked by part time Employees in a month (up to a maximum of 120 hours for any part-time employee), dividing those hours by 120 (the equivalent of 30 hours times four weeks), and rounding down to the nearest whole number. If the result of this calculation is less than one but greater than zero, the number of FTE employees is one.

Message - Check

20. **Watermark Text for Reprinted Checks**: Enter the standard text you would like to appear on payroll checks that have been reprinted.

    Checks may be reprinted from the Check History View under the Interactive Views menu.

Miscellaneous

21. Select the Accounting Basis for posting department expenses, when posting Daily Work, Payroll Transactions;

    Select **Cash** - to post department expenses to the same fiscal period and year as your Payday Work check posting. All GL transactions will be made when the checks are posted.

    Select **Accrual** - to post the department expenses selected in the Daily Work, Post Transactions fiscal period and year. Department expenses will be posted when payroll transactions are posted and all other entries will be made to GL when payroll checks are posted.

NOTE: Selecting Cash will disable the fiscal period and year fields in the Post Transactions function. Selecting Accrual will activate these fields and allow expenses to be posted to a different period than the rest of the GL entries.

22. Select **Yes** to **Allow Editing after Printing** checks; otherwise, select **No**.

    If you select Yes you will be allowed to edit Withholdings, Deductions and Employer Costs on calculated checks, or Earnings plus any other amounts for manual checks, after checks have been printed. If you select No, you will not be allowed to edit any amounts on checks in manual checks once checks have been printed.

23. Select **Yes** to **Allow Posting without Printing Checks**; otherwise, select **No**.

    If you select Yes to allow posting you will receive a warning message if there are unprinted checks. If you select No to allow posting you will be prevented from posting checks until checks have been printed.

24. Select **Yes** to **Audit Employees** to track any changes made to employee information records; otherwise, select **No**.

25. Select **Yes** to have the system calculate **Automatic Accrual of Leave Time**; otherwise, select **No**.

26. Select **Home** or **Worked** for the **Employer Taxes/Costs to Home or Worked Department** option, to indicate whether to post Employer-Paid Taxes, Wage Expenses, and Deductions to the Employee's home Department or to the Department(s) in which he/she worked in during the pay period.

    If no time tickets are entered for a Salaried Employee, the Employer Withholdings, Earnings and Deductions are *always* posted to the **Home** Department selected in the Department field on the **Pay** tab in the Employee Information function (page 3-166). If time tickets are entered for a Salaried Employee for working in different Departments, but **Home** has been selected for this option, the Employer Withholdings, Earning Expenses, and Deductions will *still* be posted to the Employee's home Department.

27. **Load All Employees in Setup**: Select **Yes** to populate your Employee Information setup screen with employee details and have the Next Record (navigation bar) activated. Set this rule to **No** to improve the performance of the Employee maintenance function. When you have a very large number of Employees, this will help the screen open faster. When the rule is set to **No**, the Employee Information maintenance screen will open with no data presented and the navigation bar will be disabled. The Employee lookup and auto-complete functionality in the Employee ID field remain.

28. Select **Yes** to **Print Company Name on Checks**; otherwise, select **No**.

29. **Tax Month Based on**: This rule sets the payroll tax withholding calculation. Select **Check Date** to set payroll withholdings based on paycheck date (per pay period). Select **Period End Date** to set payroll withholdings based on pay accrued for the month (per month).

NFP

30. Select **Yes** to **Use Department Allocations** when you enter employee time ticket transactions to speed data entry; otherwise, select **No**. This selection appears only if you have the Not for Profit add-on installed.

31. Select whether to **Use First or Last Name on Checks** to print the first or last name first on the checks.

32. Select **Yes** to **Use Only the Default Bank ID** you selected for the Default Bank ID in the Defaults - Miscellaneous section of the Business Rules. Select **No** to be able to select a different Bank Account ID when calculating checks.

Payroll Extensions

33. If you have the Aatrix (Enhanced Payroll Tax Reporting) installed select **Yes**, if you want to **Encrypt Enhanced Payroll Reports Data** that comes out of TRAVERSE. Otherwise select **No** to leave the output data not encrypted.

34. Click **Print** to preview and print a report showing your selected business rules.

35. Select a command button:

Command Buttons

Name	Description
Apply	Save the changes you have made to the business rules functions. The screen will remain open.
OK	Save the changes and exit the business rules function.
Cancel	Close the business rules screen without saving any changes.
Print	Preview and print a business rules report.
Search	Search for values or words in business rules.

Business Rules Report

Continental Products Unlimited
Business Rules List

Page 1

Application	Group / Description	Current Value	Default Value
PA - Payroll			
	Archive		
	Archive Watermark	Reprint	Reprint
	Use Archive	Yes	Yes
	Defaults - GL Account		
	Accrual		-
	Advance EIC Payments	01-000-6200	-
	Cash	00-000-1000	-
	Earnings	00-000-6110	-
	Employer Costs	00-000-6210	-
	Employer Taxes	00-000-6210	-
	Defaults - Hours Per Pay Period		
	Group Code 0	40.000	0
	Group Code 1	40.000	0
	Group Code 2	86.667	0
	Group Code 3	173.333	0
	Group Code 4	0	0
	Group Code 5	0	0
	Group Code 6	0	0
	Group Code 7	0	0
	Group Code 8	0	0
	Group Code 9	0	0
	Defaults - Miscellaneous		
	DCB Limit	0.00	0.00
	Default Bank ID		-
	Minimum Wage	6.15	0.00
	Minimum Wage Code	REG	-
	Employee Utilization		
	FT Threshold	130	130
	FTE Divisor	120	120
	Interface - Application		
	Bank Reconciliation	Yes	Yes
	General Ledger	Yes	No
	Message - Check		
	Watermark Text for Reprinted Checks	Reprint	Reprint
	Miscellaneous		
	Accounting Basis	Cash	Cash
	Allow Editing after Printing	Yes	No
	Allow Posting without Printing Checks	Yes	No
	Audit Employee	No	No
	Automatic Accrual of Leave Time	Yes	No
	Employer Taxes/Costs to Home or Worked Department	Home	Home
	Load All Employees In Setup	No	No
	Print Company Name on Checks	No	No
	Tax Month Based On	Check Date	Check Date
	Use Department Allocations	No	No
	Use First or Last Name First on Checks	First	First
	Use Only the Default Bank ID	No	No

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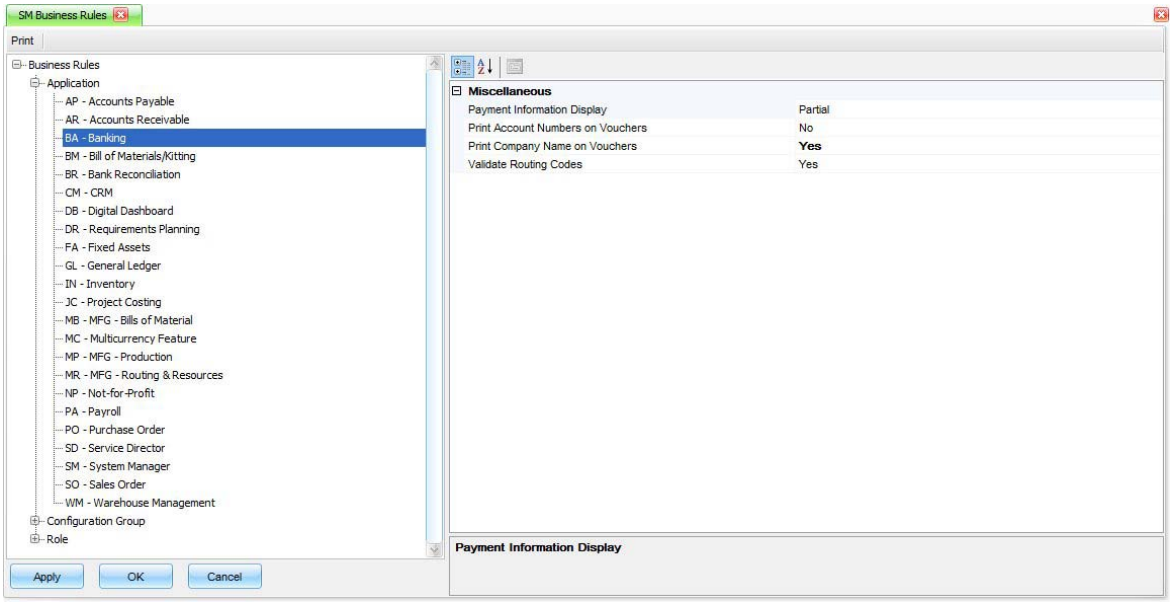
Banking Business Rules



NOTE: The instructions for these business rules apply to you only if you use the Banking application. This business rules selection appears only if you have Banking installed.

Use the **Banking Business Rules** to control how Payroll works with Direct Deposit.

Miscellaneous

1. **Payment Information Display**: Select **Partial** to display only a portion of the account number or credit card number. Select **None** to display only asterisks (*) in place of the payment number. Select **All** to show the entire account number or credit card number.
2. **Print Account Numbers on Vouchers**: Select **Yes** to print account numbers on vouchers; otherwise, select **No**.
3. **Print Company Name on Vouchers**: Select **Yes** to print the company name on the vouchers; otherwise, select **No**.

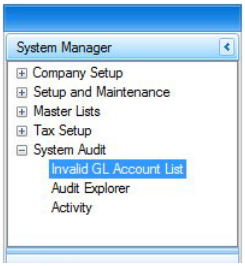
4. **Validate Routing Codes**: Select **Yes** to validate bank routing codes; otherwise, select **No**.

   When the rule is set to Yes a formula is used to validate if the numbers entered into the routing code field is a valid U.S. bank routing code. The option can be set to No when banking is being used outside of the U.S. where the routing code formula may be different.

Invalid GL Account List

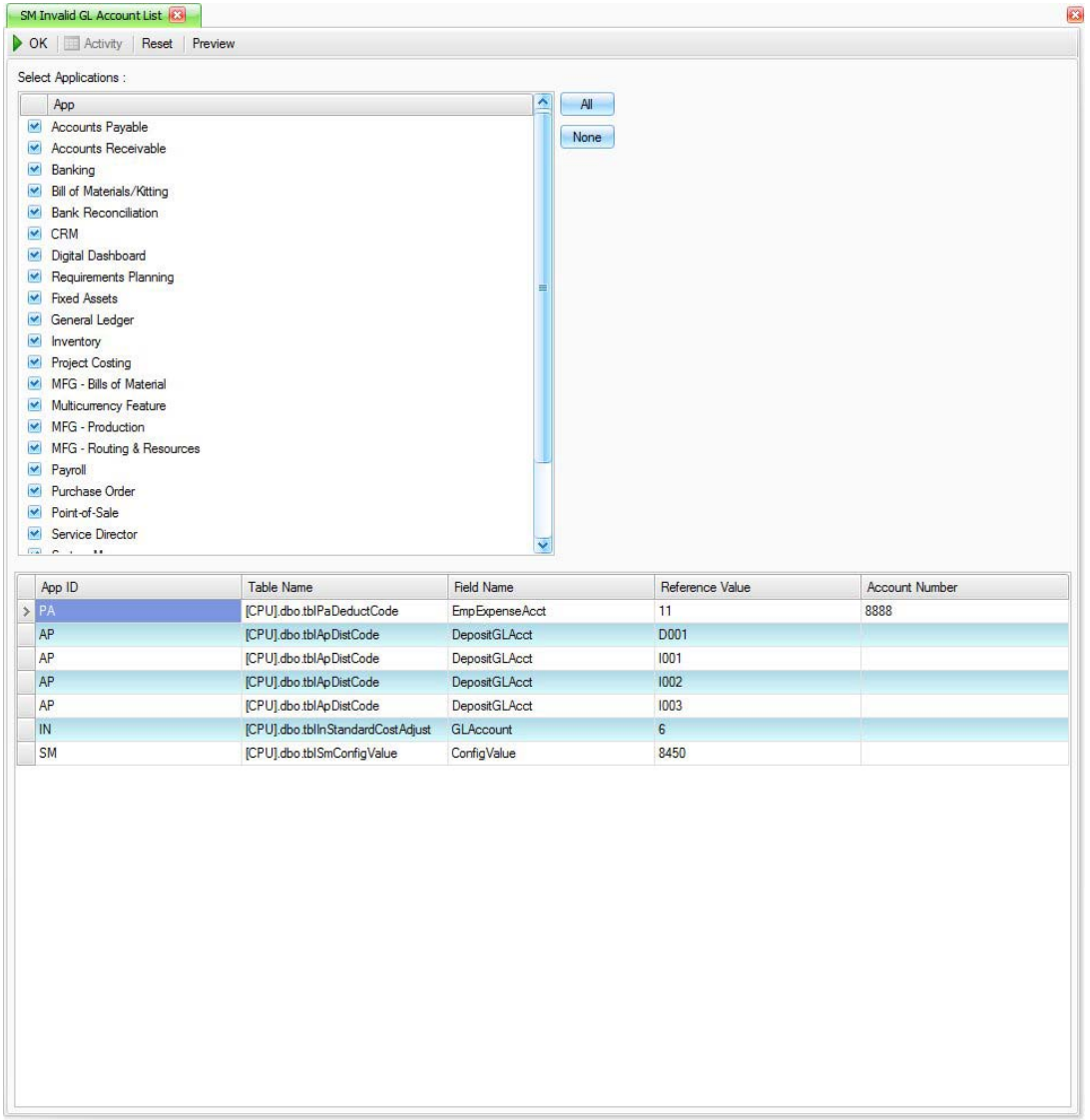
1. To check for invalid GL accounts select **Invalid GL Account List** from the **System Audit** menu in **System Manager**.

Invalid GL Account List Menu



2. The Invalid **GL Account List** screen appears.

Invalid GL Account List Screen



3. Select the **Applications** you want to check for invalid GL accounts. If you want to have all applications checked click the **Select All** button.

4. Click **OK** to start the search for invalid GL accounts.

5. If one of your selected applications has invalid GL accounts the Invalid GL Accounts Dialog Box appears.
6. Select a command button:

Command Buttons

Name	Description
OK	Search the database for invalid accounts for the selected applications.
Activity	Not available for this function.
Reset	Will reset all to the defaults.
Preview	Preview the list on your monitor.

Invalid GL Account List

Continental Products Unlimited
SM Invalid GL Account List

Page 1

App ID	Table Name	Field Name	Reference Value	Account Number
SM	[CPU].dbo.tblSmTaxLoc	GLAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLoc	TaxRefAcct	AZ	010002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021
SM	[CPU].dbo.tblSmTaxLocDetail	ExpenseAcct	AZ|0	000002021

From this Invalid Accounts List you can determine the menu selection and transaction or code that has the invalid account. Go to the menu selection listed on the report and select the record listed and correct the invalid account.

SETTING UP TYPES OF PAY

Use the following functions to set up types of pay, exclusions, deductions, and employer costs:

- Use the **Earning Types** (page 3-21) function to maintain existing Earning Types and to set up customized Earning Types for the Payroll system.
- Use the **Earning Codes** (page 3-25) function to set up the Earning Codes for the Employees.
- Use the **Exclusions** (page 3-45) function to select Employee and/or Employer Withholdings from which to exclude Earning Codes, and to select Employee and/or Employer Withholdings from which to exclude Deductions.
- Use the **Deductions/Employer Costs** (page 3-33) function to enter and maintain Employee Deductions and Employer Costs for the Payroll system.

EARNING TYPES

Use the **Earning Types** function to set up and maintain different types of pay Employees can receive.

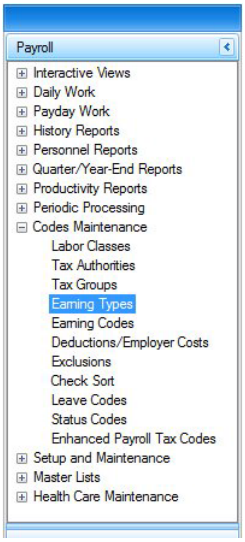
NOTE: Earning Types must be set up *prior to* Earning Codes (page 3-25).

All user-defined Earning Types added to the system are treated as Regular Pay, using the values entered in the Multiplier and Add to Base fields on the Earning Codes screen (page 3-25) to determine pay.

To work with **Earning Types**, follow these steps:

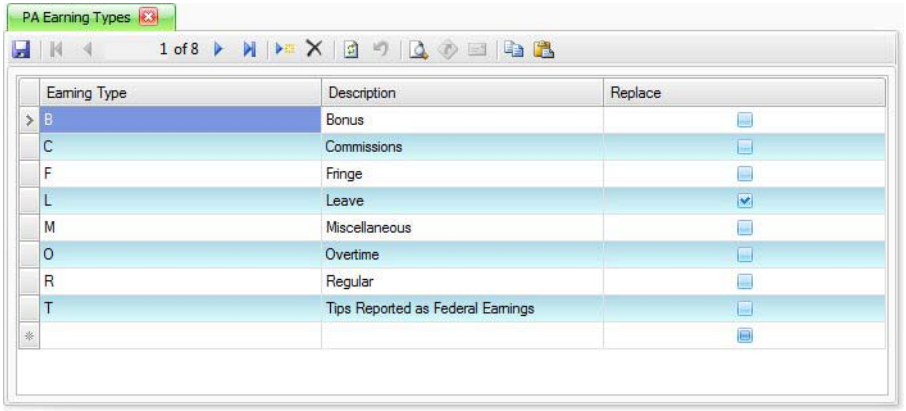
1. Select **Earning Types** from the **Codes Maintenance** menu.

Earning Types Menu



2. The **Earning Types** screen appears.

Earning Types Screen



3. The system includes eight preset Earning Types that cannot be changed, and allows you to add additional Earning Types specific to your company's payroll.

Type	Description	Description
B	Bonus Pay	
C	Commission Pay	
F	Fringe	An earning code that is an earning type **F** should be reported in box 12 of the W-2 form.
L	Leave	If you elected to use Automatic Accrual of Leave Time, you must use the earning type **L** in earning codes used to record leave pay. The system will deduct earning type **L** earning code transactions from the selected Remaining Leave Hours amount on the **Pay** tab in the Employee Information function (page 3-166).
M	Miscellaneous	
O	Overtime	

Type	Description	Description
R	Regular Earnings	
T	Tips Reported as Federal Earnings	Earning codes with earning type **T** are accumulated for W-2 reporting in the FICA Tips field on the **Miscellaneous** tab in the Employee History View function (page 7-33). When W-2's are printed, the amount in the FICA Tips field will print in box 7.

4. Enter a new **Earning Type** or select the Earning Type to work with.
5. Enter a **Description** of the Earning Type.
6. Select **Replace** for the Earning Type.

   If the Earning Type assigned to the Earning Code used has the **Replace** box unselected, the Earning Code's pay is added to the Salaried Employee's regular salary.

   If the Earning Type assigned to the Earning Code used has the **Replace** box checked, the Salaried Employee's salary is replaced by the Earning Code's pay.

EARNING CODES

Use the **Earning Codes** function to set up and maintain an unlimited number of Earning Codes for different types of work. Earning Codes store information used to calculate an Employee's pay for a particular type of work, such as assembly or packaging. They are also used to calculate pay for work such as overtime or shift-differential pay that multiplies or adds an amount to the Employee's base hourly rate.

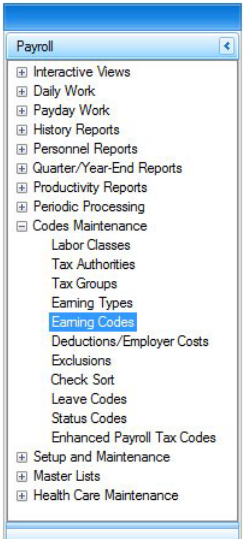
NOTE: Valid Earning Codes must be assigned to each Employee. You can select Copy To on the Earning Codes screen and copying Earning Codes to a range of Employees, or enter the valid codes into the Earning Codes field on the Pay tab (page 3-166) in Employee Information(page 3-159).

NOTE: Earning Types (page 3-21) must be set up *before* Earning Codes.

To work with **Earning Codes**, follow these steps:

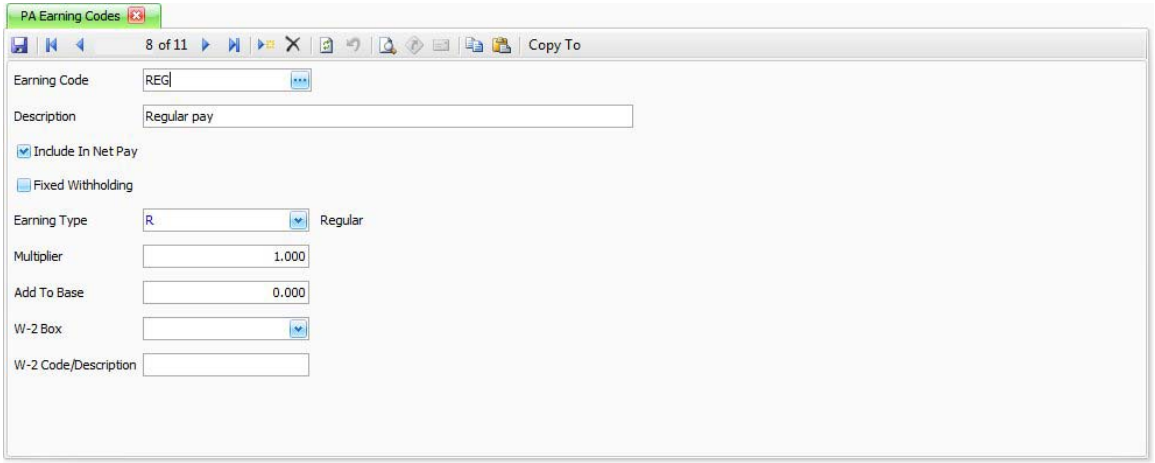
1. Select **Earning Codes** from the **Codes Maintenance** menu.

Earning Codes Menu



2. The **Earning Codes** screen appears.

Earning Codes Screen



Each Employee is assigned a default Earning Code on the **Pay** tab in the Employee Information function (page 3-166). You can override default Earning Codes when entering Payroll Transactions (page 4-5).

3. Select the **New Record** icon on the toolbar. A blank record appears.
4. Enter a new **Earning Code** or select the Earning Code to work with.
5. Enter a **Description** of the Earning Code.
6. Check the **Include in Net Pay** box to include the Earning Code's pay in the Employee's net pay; otherwise, clear the box. Excluding an Earning Code from net pay *does not* exclude earnings from taxable income. To exclude an Earning Code from taxable income, use the Exclusions function (page 3-45).

   An example of an Earning Code that would *not* be included in an Employee's net pay is earned tips. This type of Earning Code transaction would add pay information to the Employee's history record and be used to calculate Withholdings and Deductions, but the earned tips amount would *not* be added to the Employee's take-home wages included on the pay check printed.

7. Check the box to use a **Fixed Withholding** to calculate Withholdings due for the pay amounts entered with this Earning Code. Fixed Withholdings are used for income tax types of Withholdings only. The percentage amount of the Fixed Withholding is specified in the Tax Authority Setup functions (page 3-71).

NOTE: If you do not use a Fixed Withholding, the Withholding is calculated according to the regular Federal, State, or Local Tax routines.

Maint

8. Select the **Earning Type** for the Earning Code. Refer to Earning Types (page 3-21) to determine which Earning Type is appropriate for the Earning Code, or to set up a new Earning Type.

9. Enter the **Multiplier** number by which to multiply the Employee's hourly rate. For example; if you enter an Earning Code with a multiplier of 1.5000, then enter a time ticket for an Employee whose base hourly rate is $10 per hour with the aforementioned Earning Code. The employee's pay rate will be $10.00 * 1.5000 = $15.00 per hour.

   This field is required. If you do not want the Multiplier to modify the Employee's base hourly rate, accept the default, 1.

10. Enter the **Add to Base** amount to be added to the Employee's hourly rate.

    If the Add to Base and Multiplier fields are both used for an Earning Code, the Add to Base amount is added to the Employee's pay rate first. The new base pay is then multiplied by the Multiplier.

    For example, if the employee's hourly rate is $9.00, and 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 ($9 +$1) * 2 = $20.

NOTE: A Salaried Employee must have an amount entered in the Hourly Rate field on the Pay tab in the Employee Information function (page 3-166) in order for the system to use the Add to Base and Multiplier functions for the Employee.

11. Enter the number of the **W-2 Box**, on the W-2 form in which to print the accumulated amount. For example; when entering an Earning Code for Dependent Care Benefits, enter W-2 box 10. When entering an Earning Code for 100% Use of Auto, enter W-2 box 12. When entering an Earning Code for excludable moving expense reimbursements, enter W-2 box 14. Refer to the Federal W-2 form, or other federally published materials pertaining to W-2 reporting, for more information.

12. Enter the **W-2 Code/Description** to print in the W-2 box. Descriptions are required for W-2 boxes 12 and 14 only.

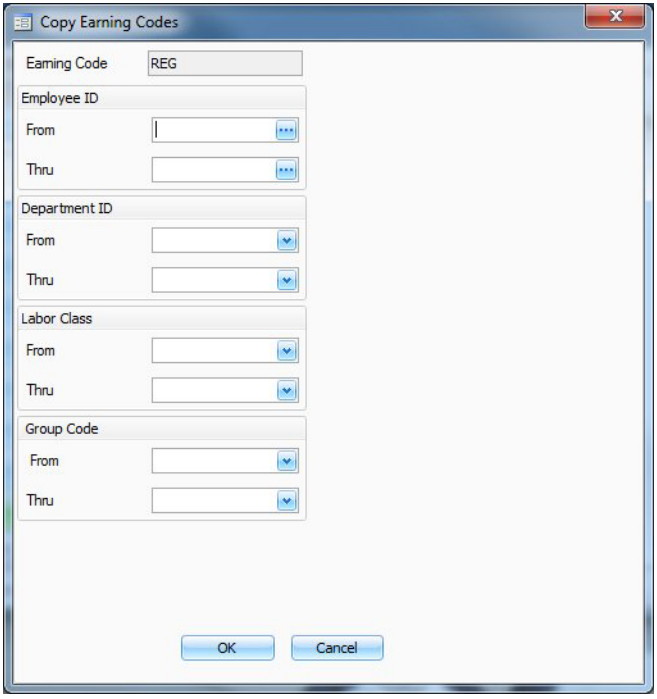
Command Buttons

Name	Description
Copy To	Display the Copy Earning Codes dialog box.

Copying Earning Codes to Groups of Employees

Set up Earning Codes and use the Copy To dialog box to copy the Earning Codes to groups of Employees.

Copy Earning Codes Dialog Box



The Copy Earning Codes function copies the selected Earning Code to the Valid Earning Codes list for the Employee(s) and selection criteria you specify.

1. Select the range of **Employee ID From** and **Thru**, for which to copy the selected Earning Code. Leave the From and Thru blank to copy the Earning Code to all Employees.
2. Select the range of **Department ID From** and **Thru**, for which to copy the earning code. Leave the From and Thru blank to copy the Earning Code to Employees in all Departments.

3. Select the range of **Labor Class From** and **Thru**, for which to copy the Earning Code. Leave the From and Thru blank to copy the Earning Code to Employees for all Labor Classes.
4. Select the range of **Group Code From** and **Thru**, for which to copy the Earning Code. Leave the From and Thru blank to copy the Earning Code to Employees for all Group Codes.

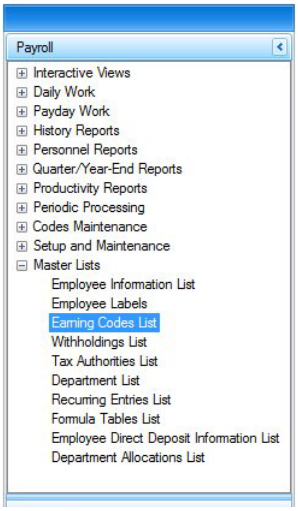
Producing an Earning Codes List

Use the **Earning Codes List** function to produce a list of Earning Codes you defined for your company in the Earning Codes Setup (page 3-25) function on the Codes Maintenance menu.

To produce the **Earning Codes List**, follow these steps:

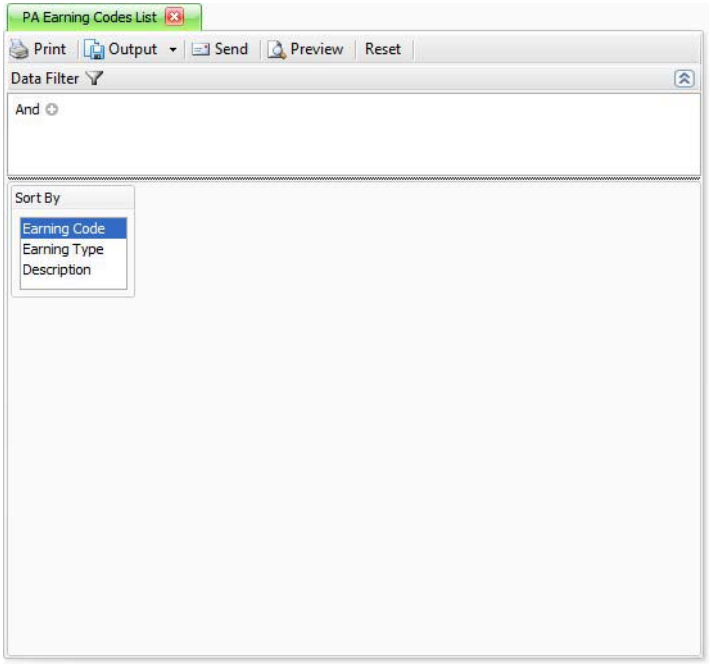
1. Select **Earning Codes List** from the **Master Lists** menu.

Earning Codes List Menu



2. The **Earning Codes List** screen appears.

Earning Codes List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Earning Codes.
4. Select the method to **Sort By**; **Earning Code**, **Earning Type**, or **Description**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Earning Codes List

Page 1

Continental Products Unlimited
Earning Codes List
Sorted by Earning Code

Report Filter

Earning Code	Description	Include In Net Pay	Fixed Withholding	Earning Type	Replace	Multiplier	Add To Base	W-2 Box	W-2 Code/Description
DBL	Double Time	Yes	No	O	No	2.000	0.000		
OVT	Overtime Pay	Yes	No	O	No	1.500	0.000		
P01	Bonus	Yes	Yes	M	No	1.000	0.000		
P02	Travel Exp	Yes	No	M	No	1.000	0.000		
P03	Cash Value	No	No	F	No	1.000	0.000	14	
P04	Commissions	Yes	No	M	No	1.000	0.000		
P05	Rpt Tips	No	No	T	No	1.000	0.000		
REG	Regular pay	Yes	No	R	No	1.000	0.000		
SAL	Salaried Wage	Yes	No	R	No	1.000	0.000		
SIC	Sick Pay	Yes	No	L	Yes	1.000	0.000		
VAC	Vacation Pay	Yes	No	L	Yes	1.000	0.000		

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*** End of Report ***

OPEN_SYSTEM S\kenthe

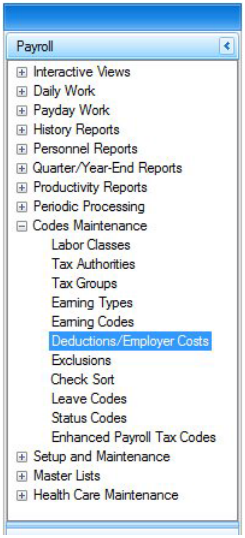
DEDUCTIONS/EMPLOYER COSTS

Use the **Deductions/Employer Costs** function to enter and maintain Employee Deductions and Employer Costs for the Payroll system.

To work with **Deductions/Employer Costs**, follow these steps:

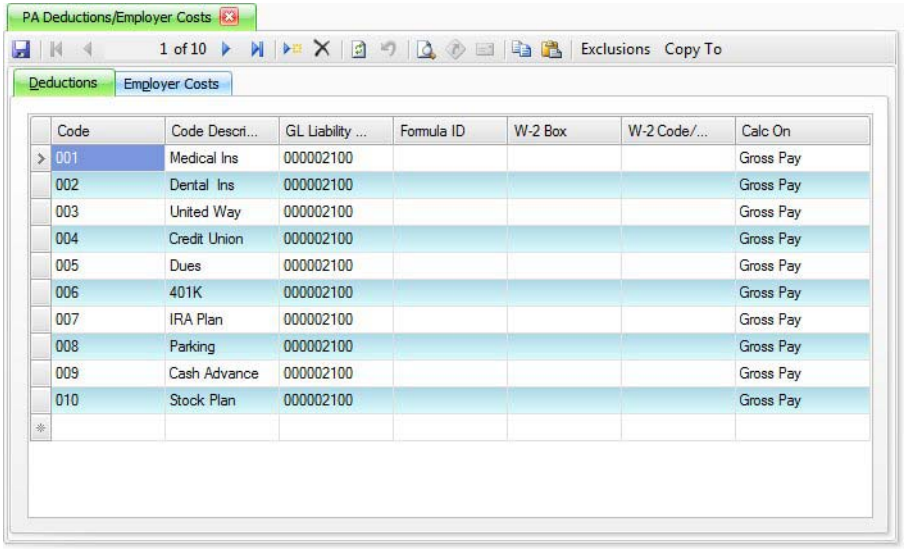
1. Select **Deductions/Employer Costs** from the **Codes Maintenance** menu.

Deductions/Employer Costs Menu



2. The **Deductions/Employer Costs** screen appears.

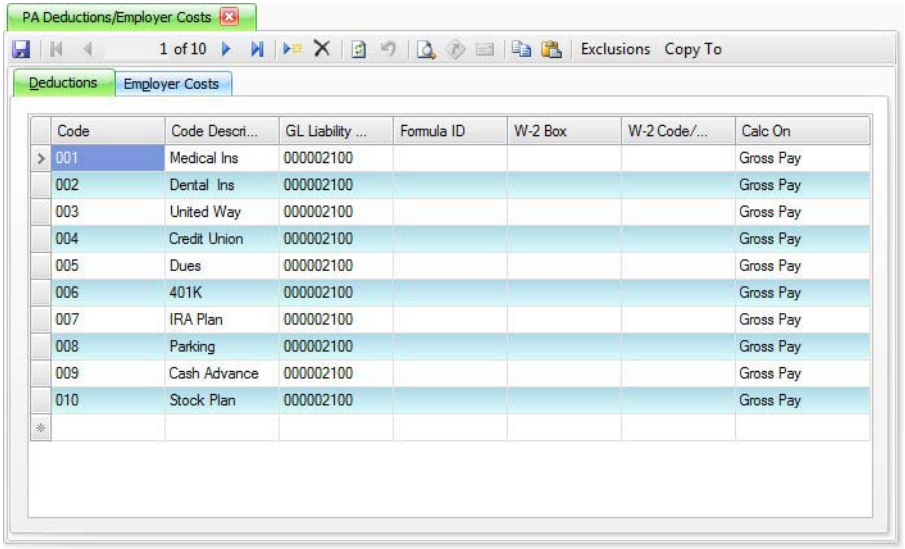
Deductions/Employer Costs Screen



Code	Code Descri...	GL Liability ...	Formula ID	W-2 Box	W-2 Code/...	Calc On
001	Medical Ins	000002100				Gross Pay
002	Dental Ins	000002100				Gross Pay
003	United Way	000002100				Gross Pay
004	Credit Union	000002100				Gross Pay
005	Dues	000002100				Gross Pay
006	401K	000002100				Gross Pay
007	IRA Plan	000002100				Gross Pay
008	Parking	000002100				Gross Pay
009	Cash Advance	000002100				Gross Pay
010	Stock Plan	000002100				Gross Pay

3. Select the **Deductions** tab to enter Employee Deductions or the **Employer Costs** tab to enter Employer Costs.

Deductions Tab



Code	Code Descri...	GL Liability ...	Formula ID	W-2 Box	W-2 Code/...	Calc On
001	Medical Ins	000002100				Gross Pay
002	Dental Ins	000002100				Gross Pay
003	United Way	000002100				Gross Pay
004	Credit Union	000002100				Gross Pay
005	Dues	000002100				Gross Pay
006	401K	000002100				Gross Pay
007	IRA Plan	000002100				Gross Pay
008	Parking	000002100				Gross Pay
009	Cash Advance	000002100				Gross Pay
010	Stock Plan	000002100				Gross Pay

NOTE: Use the Deductions tab to assign codes to Deductions made from your Employees' income. Deduction Codes are saved in Employee history, Deduction Code Descriptions, however are not. Therefore, it is important to be descriptive when setting up Deduction Codes. Examples of descriptive Deduction Codes are 401 for a 401(k) Deduction or MED for a medical plan Deduction.

4. Enter a new employee **Deduction Code** or select the Deduction Code to work with.
5. Enter a **Description** of the Deduction Code.
6. Select the **GL Liability Account** to be credited when you run the Post Checks function (page 5-87).

Maint

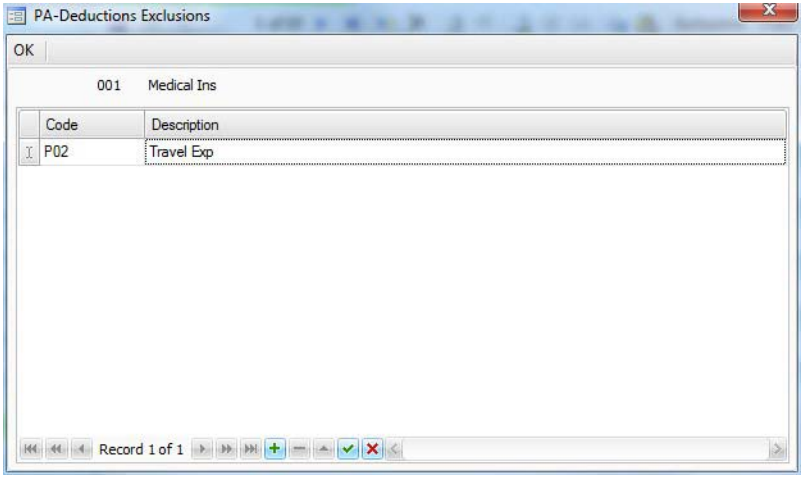
7. Select the **Formula ID** to use to calculate the Deduction amount. Leave this field blank if you do not wish to calculate the Deduction using a Formula. To setup new Formula IDs use the Formulas function (page 3-93) on the Setup and Maintenance menu.
8. Enter the **W-2 Box** number of the box on the W-2 form in which to print the Deduction.

   Refer to the W-2 instruction document released by the IRS to determine the codes to be used with Deductions put into box 12 of the W-2.
9. Enter a **W-2 Code/Description** of the Deduction Code to print on the W-2 form.
10. Select the type of pay to **Calc On** for the deduction: **Gross Pay** or **Net Pay**.

Command Buttons

Name	Description
Exclusions	Display the Deduction Exclusions dialog box.
Copy To	Display the Copy Deduction Codes dialog box.

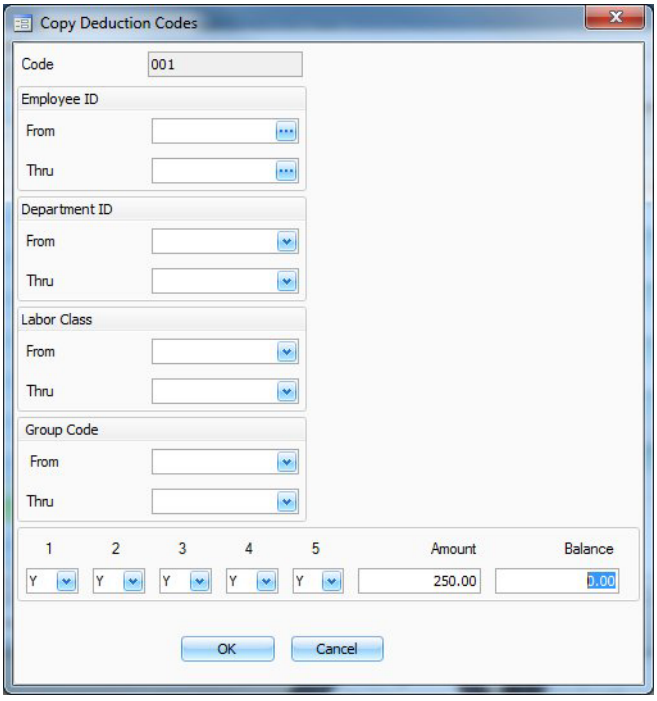
Deduction Exclusions Dialog Box



Use the **Deduction Exclusions** dialog box to enter earning codes to exclude from the selected Deduction Code.

1. Select the Earning **Code** to exclude from the selected Employee Deduction.
2. The **Description** of the earning code is displayed.

Copy Deduction Codes Dialog Box



1. Select the range of **Employee ID From** and **Thru**, to copy the selected Deduction. Leave the From and Thru blank to copy the Deduction Code to all Employees.
2. Select the range of **Department ID From** and **Thru**, to copy the Deduction. Leave the From and Thru blank to copy the Deduction Code to Employees in all Departments.
3. Select the range of **Labor Class From** and **Thru**, to copy the Deduction. Leave the From and Thru blank to copy the Deduction Code to Employees in all Labor Classes.
4. Select the range of **Group Code From** and **Thru**, to copy the Deduction. Leave the From and Thru blank to copy the Deduction Code to Employees in all Group Codes.
5. Select one of the following codes for each pay period in the **1-5** fields:

NOTE: These codes can be changed for each individual employee on the Deductions tab in the Employee Information function (page 3-182).

- **N** - Take no deduction for this pay period.
- **Y** - Deduct the **Dollar** amount in the **Amount** field for this pay period.
- **P** - Deduct the **Percentage** of pay in the **Amount** field for this pay period.

- **H** - Deduct the amount in the **Amount** field **Per Hour Worked** for this pay period. If this code is used for a Salaried Employee, a time ticket must be entered in order for the system to calculate the Deduction.
- **D** - Deduct the amount in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the Balance field is reduced to zero (**Declining Balance**).
- **E** - Deduct the percent of pay in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the **Balance** field is reduced to zero (**Declining Balance by Percent**).
- **F** - Calculate the Deduction amount using a **Formula** for this pay period. The **Amount** field should be zero.
- **G** - Calculate the Deduction amount using a Formula and subtract the Deduction amount from the amount in the **Balance** field. Keep taking this Deduction until the amount in the **Balance** field is reduced to zero (**Declining Balance by Formula**).

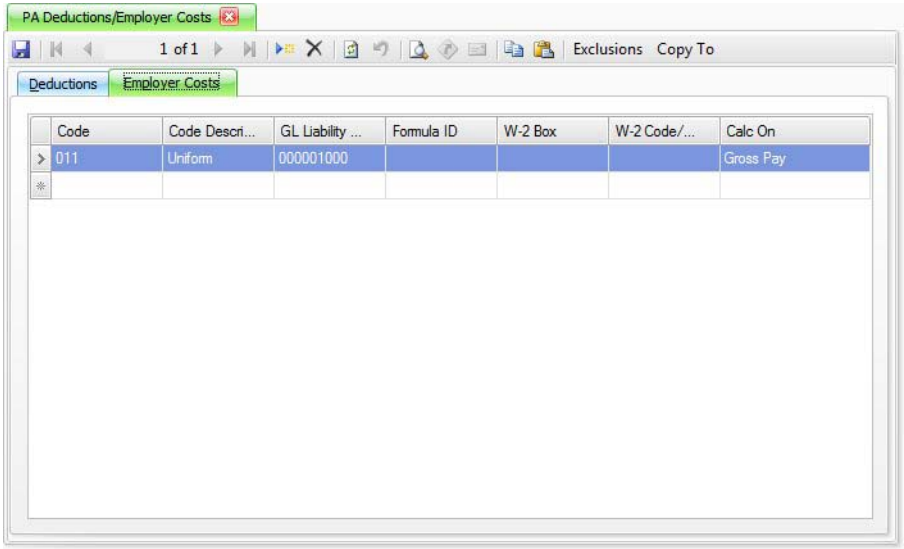
6. If you entered **Y** or **D** in a pay period, enter the Dollar Amount to be deducted in the **Amount** field. If you entered **P** or **E** in a pay period, enter the **Percentage** of the Employee's pay to be deducted. If you entered **H** enter the **Dollar Amount Per Hour** to be deducted.

NOTE: This amount can be changed for each individual Employee on the Deductions tab in the Employee Information function (page 3-182).

7. Enter the **Balance** if you wish to make this deduction a declining balance codes **D**, **E**, and **G**. The amount entered will be reduced when you run the Post Checks function (page 5-87). When the Balance reaches zero the amount will no longer be deducted and the periods will be changed to **N**'s. Leave the Balance at zero to always deduct.

NOTE: This amount can be changed for each individual Employee on the Deductions tab in the Employee Information function (page 3-182).

Employer Costs Tab



Use the **Employer Costs** tab to assign codes to Employer Costs that your company pays. For example, if your company matches your Employees' 401(k) contributions (or a percentage thereof), the cost you incur for this is considered an Employer Cost.

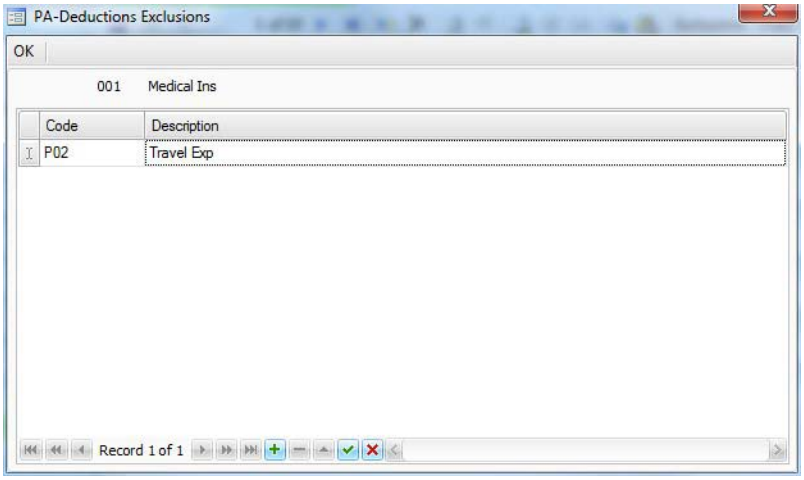
1. Enter a new Employer Cost **Code** or select the Employer Cost to work with.
2. Enter a **Description** of the Employer Cost Code.
3. Select the **GL Liability Account** to be credited when you run the Post Checks function (page 5-87).
4. Select the ID of the **Formula** to use to calculate the Employer Cost amount. To setup new Formula IDs use the Formulas function (page 3-93) on the Setup and Maintenance menu. Leave this field blank if you do not wish to use a Formula to calculate the Deduction.
5. Enter the **W-2 Box** number of the box on the W-2 form in which to print the Employer Cost.

   Refer to the W-2 instruction document released by the IRS to determine the codes to be used with Deductions put into box 12 of the W-2.
6. Enter a **W-2 Code/Description** of the Employer Cost Code to print on the W-2 form.
7. Select the type of pay to **Calc On** for the Employer Cost: **Gross Pay** or **Net Pay**.

Command Buttons

Name	Description
Exclusions	Display the Employer Costs Exclusions dialog box.
Copy To	Display the Copy Employer Costs dialog box.

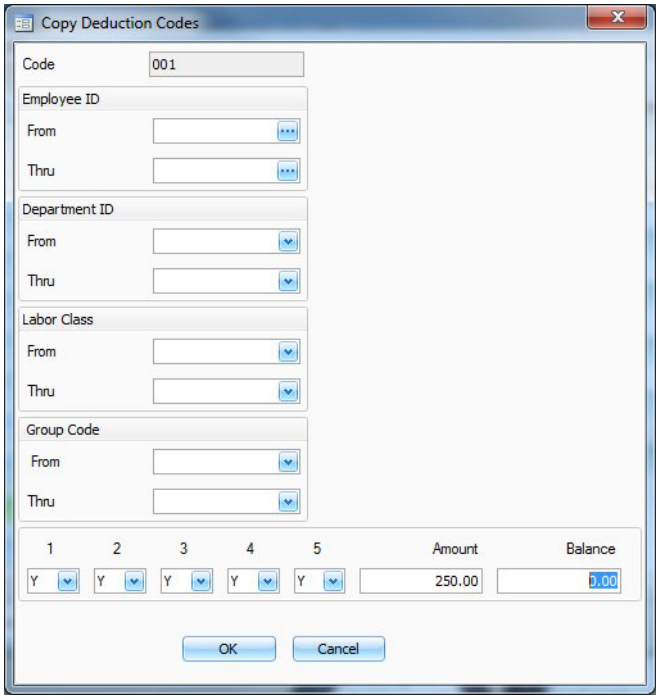
Employer Costs Exclusions Dialog Box



Use the **Employer Costs Exclusions** dialog box to enter Earning Codes to exclude from the selected Employer Cost.

1. Select the Earning **Code** to exclude from the selected Employer Cost.
2. The **Description** of the Earning Code is displayed.

Copy Employer Costs Dialog Box



1. Select the range of **Employee ID From** and **Thru**, to copy the selected Employer Cost. Leave the From and Thru blank to copy the Employer Cost to all Employees.
2. Select the range of **Department ID From** and **Thru**, to copy the Employer Cost. Leave the From and Thru blank to copy the Employer Cost to Employees in all Departments.
3. Select the range of **Labor Class From** and **Thru**, to copy the Employer Cost. Leave the From and Thru blank to copy the Employer Cost to Employees in all Labor Classes.
4. Select the range of **Group Code From** and **Thru**, to copy the Employer Cost. Leave the From and Thru blank to copy the Employer Cost to Employees in all Group Codes.
5. Select one of the following **Codes** for each pay period in the **1-5** fields:
    - **N** - Take no deduction for this pay period.
    - **Y** - Deduct the **Dollar** amount in the **Amount** field for this pay period.
    - **P** - Deduct the **Percentage** of pay in the **Amount** field for this pay period.
    - **H** - Deduct the amount in the **Amount** field **Per Hour Worked** for this pay period. If this code is used for a Salaried Employee, a time ticket must be entered in order for the system to calculate the Deduction.

- **D** - Deduct the amount in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the Balance field is reduced to zero (**Declining Balance**).
- **E** - Deduct the percent of pay in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the **Balance** field is reduced to zero (**Declining Balance by Percent**).
- **F** - Calculate the Deduction amount using a **Formula** for this pay period. The **Amount** field should be zero.
- **G** - Calculate the Deduction amount using a Formula and subtract the Deduction amount from the amount in the **Balance** field. Keep taking this Deduction until the amount in the **Balance** field is reduced to zero (**Declining Balance by Formula**).

NOTE: These codes can be changed for each individual Employee on the Employer Costs tab in the Employee Information function (page 3-185).

6. If you entered **Y** or **D** in a pay period, enter the Dollar Amount in the **Amount** field to be paid by the Employer. If you entered **P** or **E** in a pay period, enter the **Percentage** of the Employee's pay to be paid by the Employer. If you entered **H**, enter the **Dollar Amount Per Hour** to be paid by the Employer.

NOTE: This amount can be changed for each individual Employee on the Employer Costs tab in the Employee Information function (page 3-185).

7. Enter the **Balance** if you wish to make this Employer Cost a declining balance, codes **D**, **E**, and **G**. The amount entered will be reduced when you run the Post Checks function (page 5-87). When the balance reaches zero the amount will no longer be paid and the periods will be changed to **N**'s. Leave the balance at zero to always pay.

NOTE: This amount can be changed for each individual Employee on the Employer Costs tab in the Employee Information function (page 3-185).

Producing a Deductions/Employer Costs List

Use the **Deductions/Employer Costs List** function to produce a list of the deductions and employer costs you set up in the Deductions/Employer Costs function (page 3-33) on the Codes Maintenance menu.

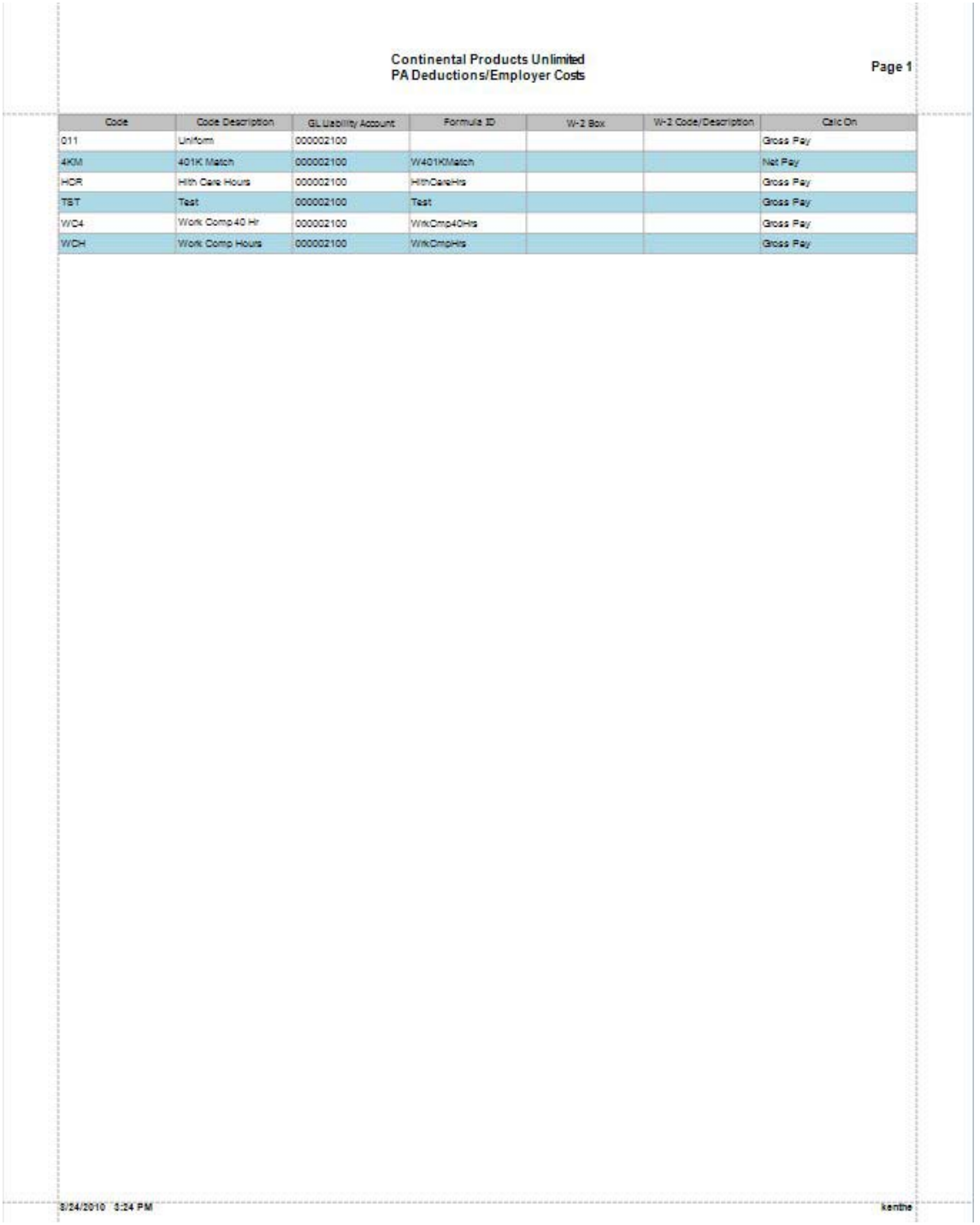
To produce the **Deductions/Employer Costs List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Deductions/Employer Costs.
2. The **Preview Report** screen appears.

3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Deductions/Employer Costs List



Continental Products Unlimited
PA Deductions/Employer Costs

Page 1

Code	Code Description	GL Liability Account	Formula ID	W-2 Box	W-2 Code/Description	Calc On
011	Uniform	000002100				Gross Pay
4KM	401K Match	000002100	W401KMatch			Net Pay
HDR	Hlth Care Hours	000002100	HlthCareHrs			Gross Pay
TST	Test	000002100	Test			Gross Pay
WC4	Work Comp 40 Hr	000002100	WrkCmp40Hrs			Gross Pay
WCH	Work Comp Hours	000002100	WrkCmpHrs			Gross Pay

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EXCLUSIONS

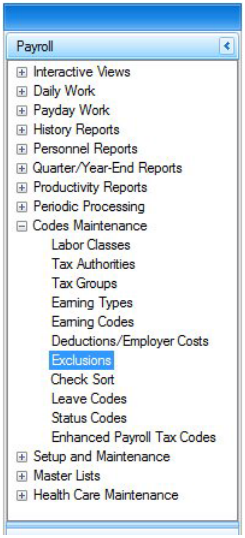
Use the **Exclusions** function to select Employee Earning Codes to exclude from Withholdings, and to select Employee Deductions and/or Employer Costs to exclude from Withholdings.

You must set up Federal, State and Local taxes in the Tax Authorities function(page 3-71) on the Codes Maintenance menu prior to excluding deductions and earnings from taxes.

To work with **Exclusions**, follow these steps:

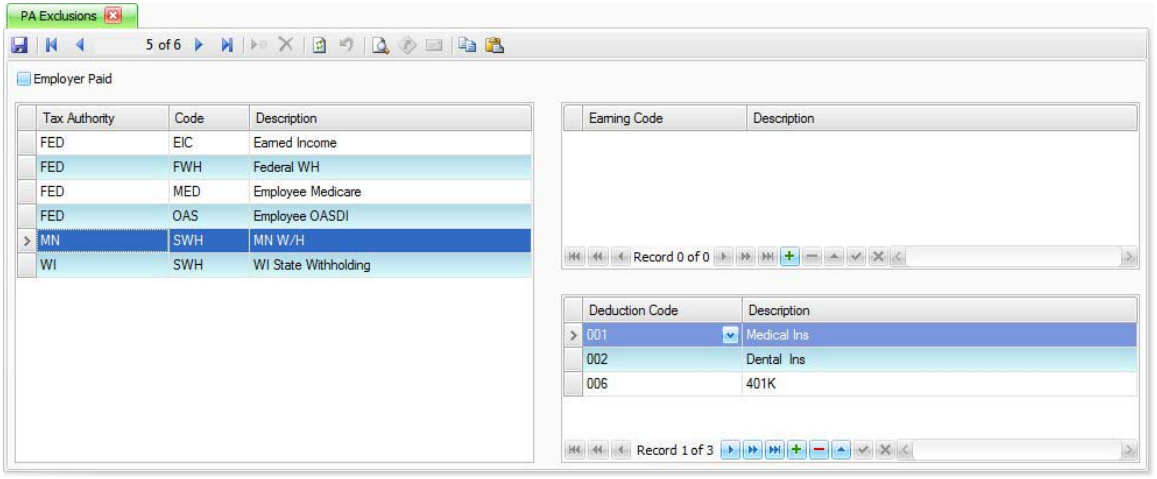
1. Select **Exclusions** from the **Codes Maintenance** menu.

Exclusions Menu



2. The **Exclusions** screen appears.

Exclusions Screen



3. Select the box to exclude Earnings and Deductions from **Employer Paid** taxes. Clear the box to exclude Earnings and Deductions from Employee paid taxes.
4. Select the **Tax Authority** for which to enter exclusions.
5. Select the **Earning Code** to exclude from the selected Tax Authority.
6. Select the **Deduction Code** to exclude from the selected Tax Authority.

   By selecting a Deduction Code to exclude from the Tax Authority, you are saying you want this Deduction to be pre-tax.

Task Summary

Adding, Editing, and Deleting Exclusions

To enter a new Exclusion, follow these steps:

1. Select the tax type for which to apply the exclusion; Employee or Employer Paid.
2. Select the **Tax Authority** and State and/or Local Tax Authority code, if applicable, for which to enter the exclusion.
3. Select the **Earnings** box to enter an exclusion for Earnings or the **Deductions** box to enter an exclusion for Deductions.
4. Select the Earning Code or Deduction Code from which to exclude the selected Tax Authority Code.

To edit an Exclusion, follow these steps:

1. Select the tax type for which to edit the exclusion; Employee or Employer Paid.
2. Select the State and/or Local **Tax Authority Code** associated with the exclusion you wish to edit.
3. Edit the appropriate exclusion(s) on the **Earnings** or **Deductions** box.

To delete an Exclusion, follow these steps:

1. Select the tax type for which to delete the exclusion; Employee or Employer Paid.
2. Select the State and/or Local Tax Authority Code associated with the exclusion you wish to delete.
3. Select the exclusion you wish to delete on the **Earnings** or **Deductions** box.
4. Select the **Delete** hot key (F3) or the **Delete** button .

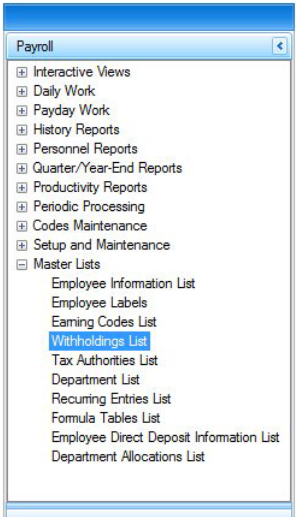
Producing a Withholdings List

Use the **Withholdings List** function to produce a list of Tax Authorities you defined for your company in the Tax Authorities Setup (page 3-71) function on the Codes Maintenance menu.

To produce the **Withholdings List**, follow these steps:

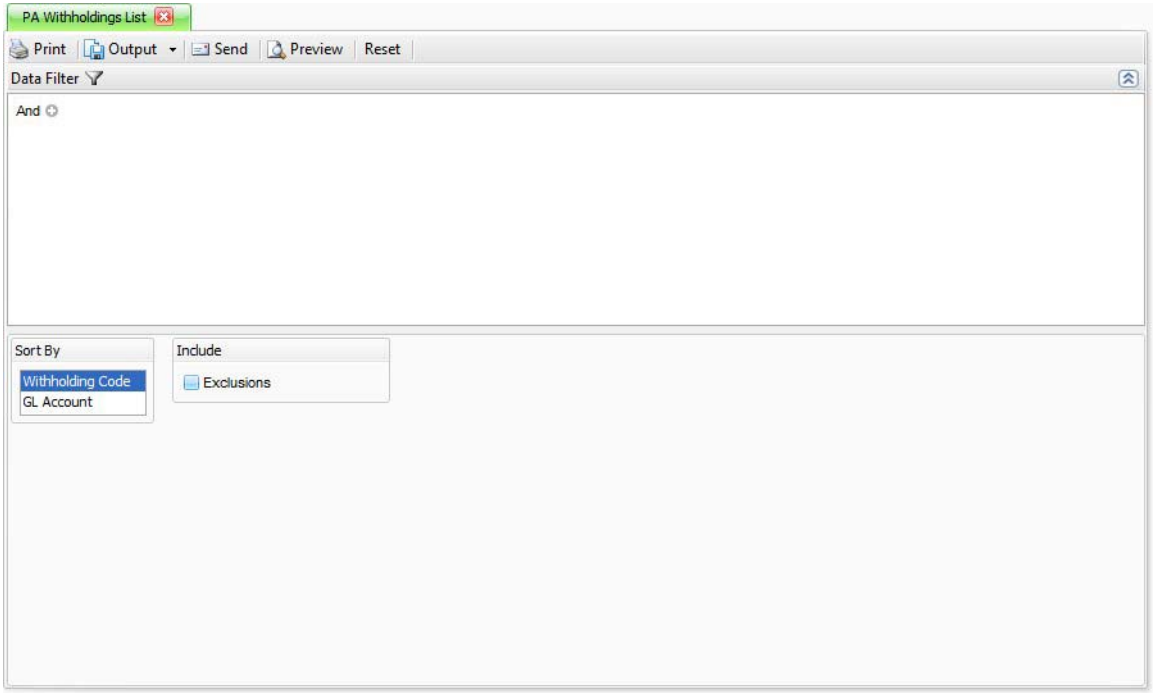
1. Select **Withholdings List** from the **Master Lists** menu.

Withholdings List Menu



2. The **Withholdings List** screen appears.

Withholdings List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Tax Authorities.
4. Select the **Sort By** method; **Withholding Code** or **GL Account**.
5. Check the box to include **Exclusions**; otherwise, clear the box.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Withholdings List

Continental Products Unlimited Page 1
Withholdings List
Sorted by Withholding Code

Report Filter
Include Exclusions Yes

Withholding Authority / Code	Description	Liability Acct	Expense Acct	Fixed Pct	Tax ID	Employer WH	Weeks Worked Limit
FED / EIC	Earned Income	00-000-2030	00-000-1000	7.00		No	0
FED / EME	Employer Medicare	00-000-2030	00-000-1000	0.00		Yes	0
FED / EOA	Employer OASDI	00-000-2300	00-000-1000	0.00		Yes	0
FED / FUT	Unemp Ins	00-000-2300	00-000-1000	0.00		Yes	0
FED / FWH	Federal WH	00-000-2030	00-000-1000	20.00	7-77777772	No	0
Exclusions							
Earning Code	P02 - Travel Exp						
Earning Code	P03 - Cash Value						
Deduction Code	001 - Medical Ins						
Deduction Code	002 - Dental Ins						
Deduction Code	006 - 401K						
FED / MED	Employee Medicare	00-000-2030	00-000-1000	0.00		No	0
FED / OAS	Employee OASDI	00-000-2030	00-000-1000	0.00		No	0
AK / SO1	AK State Other	00-000-2030		5.00	32164968	No	0
AK / SUI	AK State Unemployment Insuran	00-000-2030		0.00		Yes	0
AK / SWH	AK State Withholding	00-000-2030		5.00		No	0
AZ / SUI	AZ State Unemployment Insuran	00-000-2030		0.00		Yes	0
AZ / SWH	AZ State Withholding	00-000-2030		3.00	453765486	No	0
Exclusions							
Deduction Code	001 - Medical Ins						
Deduction Code	002 - Dental Ins						
CA / SO1	CA State Other	00-000-2030		5.00	321654654	No	0
CA / SUI	CA State Unemployment Insuran	00-000-2030		0.00		Yes	0
CA / SWH	CA State Withholding	00-000-2030		0.00		No	0
CO / SUI	CO State Unemployment Insuran	00-000-2030		0.00		Yes	0
CO / SWH	CO State Withholding	00-000-2030		0.00	32165496549	No	0
CT / SUI	CT State Unemployment Insuran	00-000-2030		0.00		Yes	0
CT / SWH	CT State Withholding	00-000-2030		0.00		No	0
FL / SUI	FL State Unemployment Insuran	00-000-2030		0.00		Yes	0
FL / SWH	FL State Withholding	00-000-2030		0.00	554978674	No	0
IL / SUI	IL State Unemployment Insuran	00-000-2030		0.00		Yes	0
IL / SWH	IL State Withholding	00-000-2030		6.00	76497548653	No	0
Exclusions							
Deduction Code	001 - Medical Ins						
Deduction Code	002 - Dental Ins						
IN / SUI	IN State Unemployment Insuran	00-000-2030		0.00		Yes	0
IN / SWH	IN State Withholding	00-000-2030		0.00	32167461687	No	0
Exclusions							
Deduction Code	001 - Medical Ins						
Deduction Code	002 - Dental Ins						

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SETTING UP TAX WITHHOLDINGS

- Use the **Status Codes** (page 3-53) function to set up and maintain statuses for tax purposes.
- Use the **Tax Factor Prompts** (page 3-55) function to set up and maintain messages that display for certain states.
- Produce the **Tax Factor Prompts List** (page 3-59) to proof the Tax Factor Prompts you set up and to file a hard copy.
- Use the **Formula Tables** (page 3-61) function to set up and maintain Formula Tables to calculate Federal, State, and Local Taxes, Withholdings, Deductions, and Employer Costs.
- Produce the **Formula Tables List** (page 3-66) to proof the Formula Tables you set up and to file a hard copy.
- Use the **Tax Authorities** function to set up **Federal Tax** (page 3-71), **State Tax** (page 3-74)and **Local Tax** (page 3-78) to set up and maintain local tax authorities and employee and employer local tax codes.
- Produce the **Tax Authorities List** (page 3-84) to proof the Tax Authorities you set up and to file a hard copy.
- Use the **Formulas** (page 3-93) function to set up and maintain Formulas needed to calculate Deductions, Withholdings, and Employer Costs.
- Produce the **Formulas List** (page 3-115) to proof the Formulas you defined and to file a hard copy.

STATUS CODES

Use the **Status Codes** function to set up and maintain statuses for tax purposes. Statuses can differ from locality to locality, therefore Open Systems, Inc. does not supply information about Local Tax regulations with regards to Status. Research the appropriate Local Tax regulations where your Employees file taxes for more information.

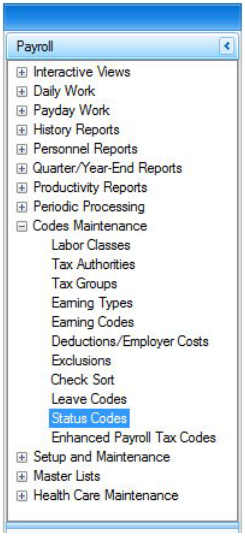
Status Codes set up using this function will be available in the Employee Information (page 3-159) setup on the Tax tab to select the Status for filing and Withholding Taxes for each Employee. Each Status Code set up here must have a corresponding Withholding Tax Table set up in the Formula Tables function (page 3-61).

Open Systems Inc. supplies the valid statuses for all Federal and State Withholding taxes in the annual year end tax update.

To set up **Status Codes**, follow these steps:

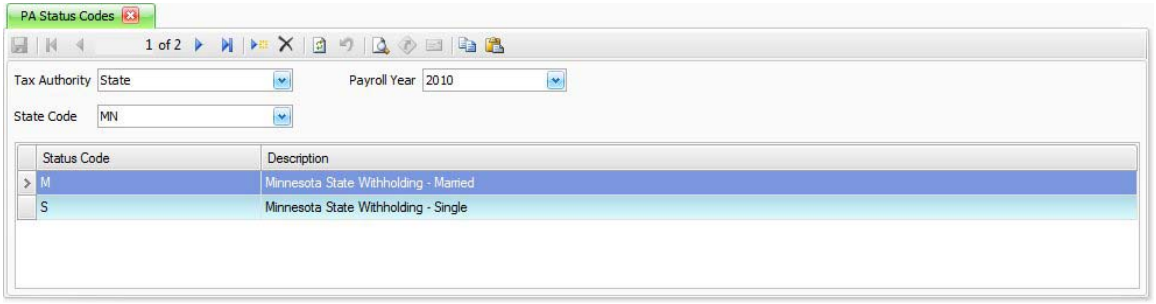
1. Select **Status Codes** from the **Codes Maintenance** menu.

Status Codes Menu



2. The **Status Codes** screen appears.

Status Codes Screen



3. Select the **Payroll Year** for which to set up Status Codes.
4. Select the **Tax Authority** for which to set up Status Codes; **Federal**, **State**, or **Local**.
5. If you selected either **State** or **Local** Tax Authority, select the **State Code** for which to set up status codes (or the State Code associated with the **Local Code** for which you wish to set up Status Codes).
6. If you selected **Local** Tax Authority, select the **Local Code** for which to set up status codes.
7. Enter a new **Status Code** or select the Status Code to work with.
8. Enter a **Description** of the Status Code.

TAX FACTOR PROMPTS

Use the **Tax Factor Prompts** function to set up and maintain messages that display for certain States.

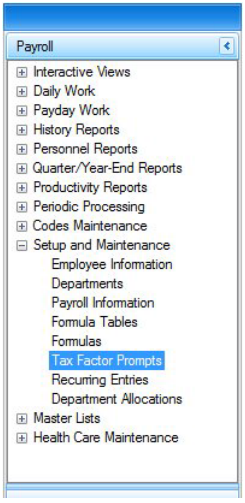
The Tax Factor Prompts are maintained, for State Taxes in the payroll year end updates distributed at the end of each calendar year. Local Tax factor prompts are not maintained through the year end updates. When a Federal, State or Local Tax that has a Tax Factor Prompt set up is selected in the Employee Information setup, you will be prompted to enter the Factor Amount when the record is saved. To enter the Factor Amount you must click on the Factor button. For more information on this see the tax setup in the Employee Information setup on (page 3-173).

Examples of some of the Tax Factor Prompts are: Additional Allowances for W/H, where you can claim additional allowances to lower your annualized income when taxes are calculated. Special Allowance for Blind/Over 65, where you can claim a special allowance to lower your annualized income for tax calculations if you are over 65 or blind.

To work with **Tax Factor Prompts**, follow these steps:

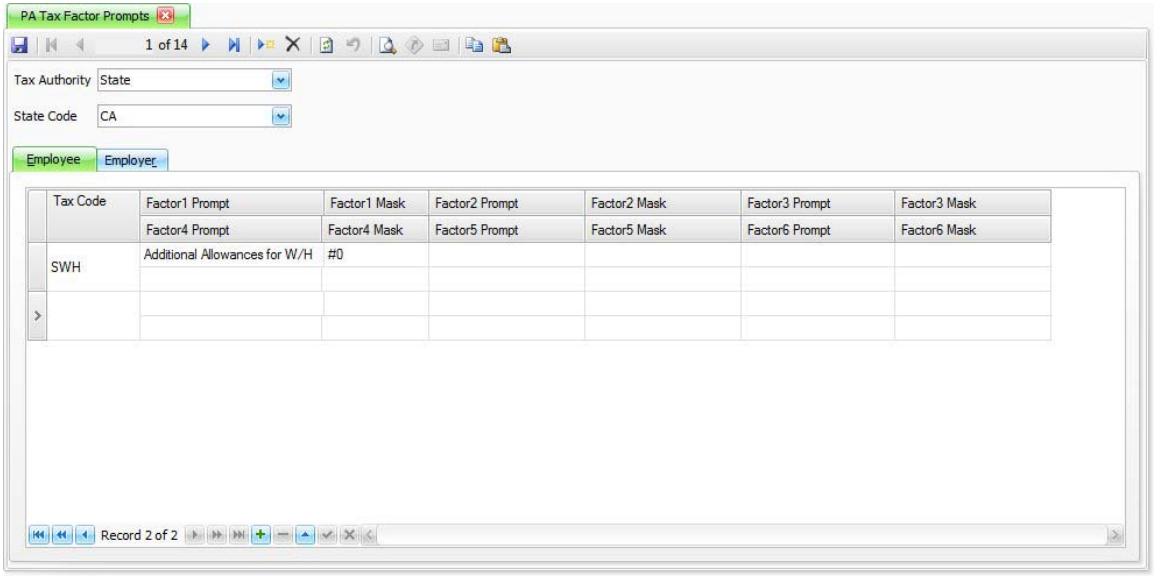
1. Select **Tax Factor Prompts** from the **Setup and Maintenance** menu.

Tax Factor Prompts Menu



2. The **Tax Factor Prompts** screen appears with the employee tax tab displayed.

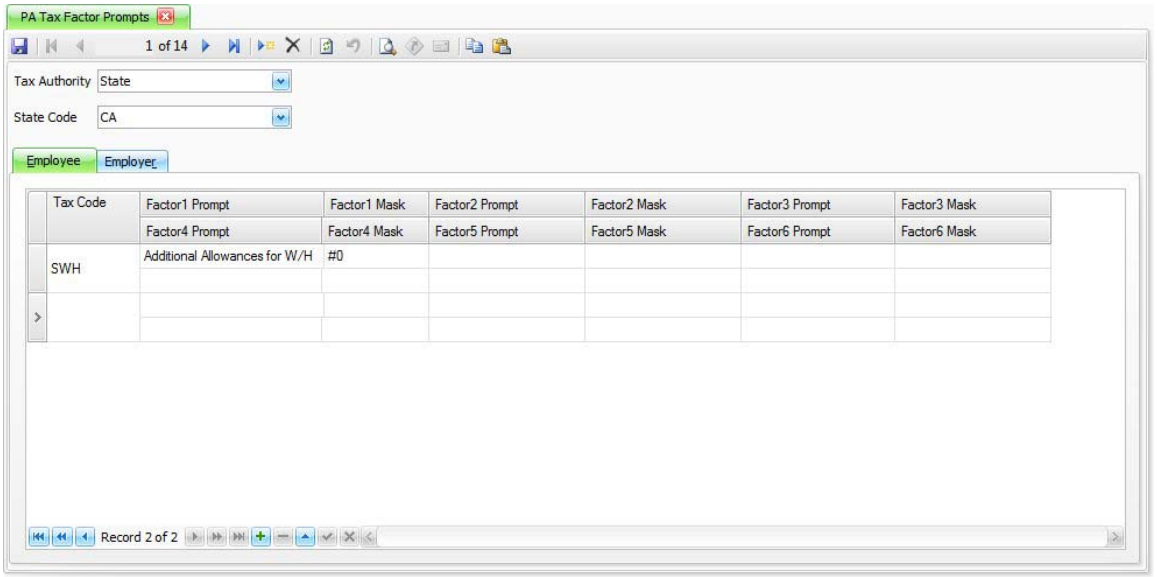
Tax Factor Prompts Screen



3. Select the **Tax Authority** to work with; **Federal**, **State**, or **Local**.
4. Select the **State Code** to work with, if you selected State as the Tax Authority. Only the states you have set up using the Tax Authority, State Tax Setup function in the Codes Maintenance menu will show in the drop down list.
5. Select the **Local Code** to work with if you selected Local as the Tax Authority. You must first select the State the Local Tax has been set up in. Only the States and Local Taxes you have set up using the Tax Authority State Tax Setup and Local Tax Setup functions in the Codes Maintenance menu will show in the drop down lists.
6. Enter the applicable information in the **Employee** and **Employer** tabs.

Employee Tab

Employee Tab

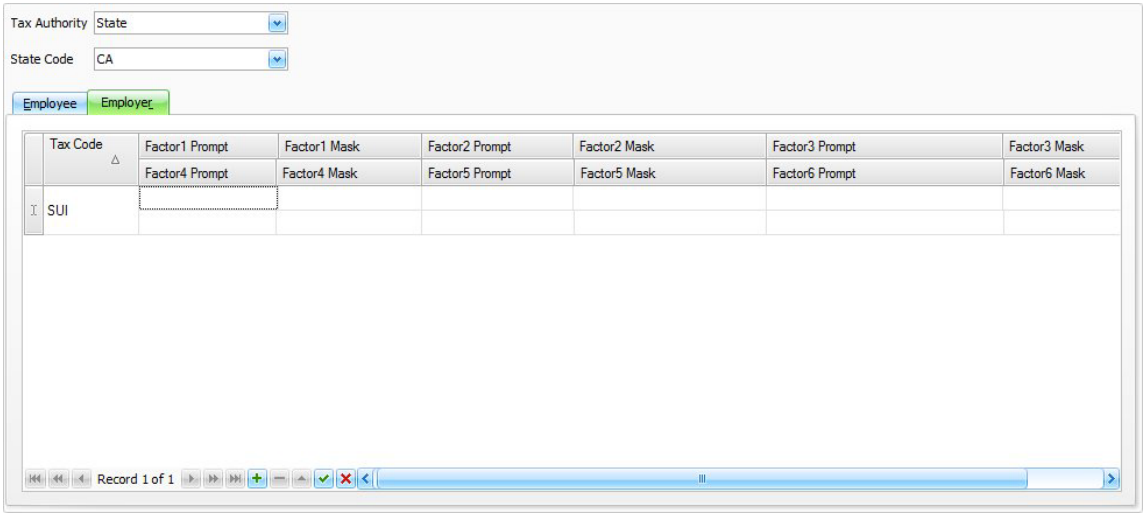


- Select a Tax Code for the Employee from the **Tax Code** field.
- Enter the text to appear as the Tax Factor Prompt in the **Factor 1-20 Prompt** fields.
- Enter a mask for the values from the **Factor 1-20 Mask** fields. You can enter 0 or #0. If you enter 0 you may enter a single digit as the value of the prompt. If you enter #0 you may enter up to 99 for the amount of the factor prompt in the Employee Information Tax setup.

  You may also enter valid selections separated by a comma (,). An example of this is AZ has a Factor Prompt to enter from 1 to 6 for varying tax rates. The mask for this prompt shows as 1,2,3,4,5,6.

Employer Tab

Employer Tab



- Select a tax code for the employer from the **Tax Code** field.
- Enter the text to appear as the Tax Factor Prompt in the **Factor 1-20 Prompt** fields.
- Select a mask for the values from the **Factor 1-20 Mask** fields. You can enter 0 or #0. If you enter 0 you may enter a single digit as the value of the prompt. If you enter #0 you may enter up to 99 for the amount of the factor prompt in the Employee Information Tax setup.

  You may also enter valid selections separated by a comma (,).

7. Select the **Save** icon on the toolbar to save your new Tax Factor Prompt record.

Task Summary

Adding, Editing, and Deleting Tax Factor Prompts

To add a Tax Factor Prompt, follow these steps:

1. Select the **New Record** icon on the toolbar.
2. Select the **Tax Authority** and **State** and **Local Codes** for which to enter the Tax Factor Prompt.
3. Select the **Employee** or **Employer** tab.
4. Select the **Tax Code** for which to enter Factor Prompts.

5. Enter the text to display for the Prompt, and select the Mask for the factor value.

To edit a Tax Factor Prompt follow these steps:

1. Select the **Tax Authority** and **State** and **Local Codes** associated with the Tax Factor Prompt you wish to edit.
2. Select the **Employee** or **Employer** tab.
3. Select the **Tax Code** associated with the Tax Factor Prompt you wish to edit.
4. Edit the Tax Factor Prompt Text and/or Mask.
5. Select the **Save** icon on the toolbar to save your changes.

To delete Tax Factor Prompts, follow these steps:

1. Select the **Tax Authority** and **State** and **Local Codes** associated with the Tax Factor Prompts you wish to delete.
2. Select the **Employee** or **Employer** tab.
3. Select the **Tax Code** from which to delete Tax Factor Prompts.
4. Select the **Delete** hot key (F3) or the **Delete** button or .

NOTE: Deleting a single Tax Factor Prompt is not allowed. All Tax Factor Prompts will be deleted from the selected Tax Code.

Producing a Tax Factor Prompts List

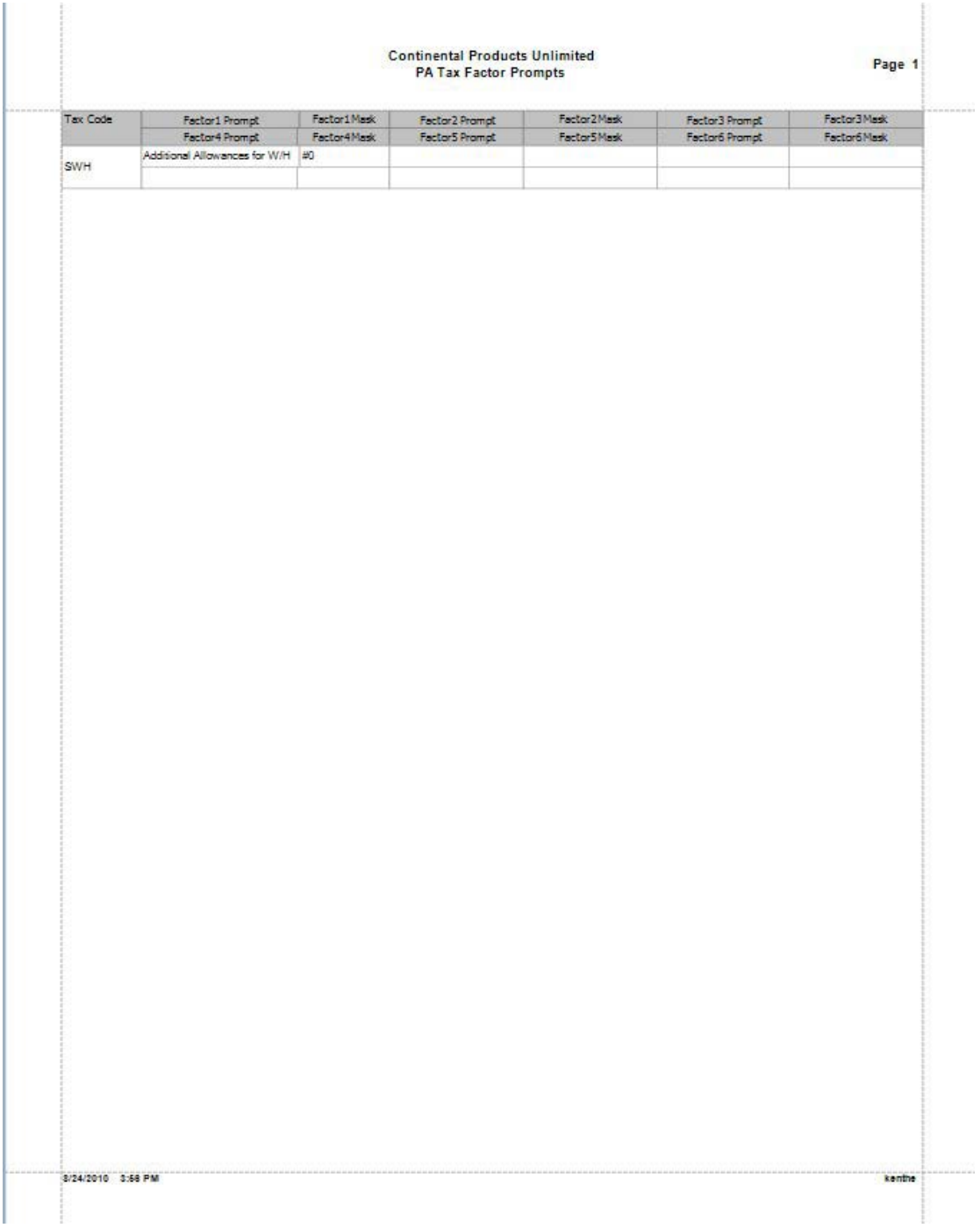
Use the **Tax Factor Prompts List** to produce a list of tax factor prompts you defined in the Tax Factor Prompts function on the Setup and Maintenance menu.

To produce a **Tax Factor Prompts List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Tax Factor Prompts.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Tax Factor Prompts List



Continental Products Unlimited
PA Tax Factor Prompts

Page 1

Tax Code	Factor1 Prompt	Factor1 Mask	Factor2 Prompt	Factor2 Mask	Factor3 Prompt	Factor3 Mask
	Factor4 Prompt	Factor4 Mask	Factor5 Prompt	Factor5 Mask	Factor6 Prompt	Factor6 Mask
SWH	Additional Allowances for W/H	#0				

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FORMULA TABLES

Formula Tables contain the columns and rows of numbers that make up the wage brackets, base amounts and percentages for Withholding for Federal, State and Local Taxes. Formulas are used to calculate Federal, State, and Local Taxes, Withholdings, Deductions, and Employer Costs. When performing a calculation based on a Formula, the system looks for information by the position of the lines in the table.

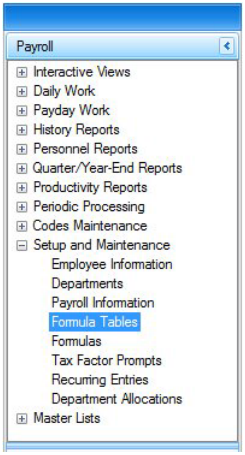
Federal and State Tax Formula Tables are maintained by Open Systems when changes are made. A year end tax update is released at the end of each calendar year with the updates for the upcoming payroll year. If changes are made to the Federal or State Tax Tables in the middle of the year a paper change is put on the Open Systems web site in the Partner Portal and Customer Portal sections.

Local Tax Tables are not maintained by Open Systems. To maintain Local Tax Tables please contact your reseller.

To work with **Formula Tables**, follow these steps:

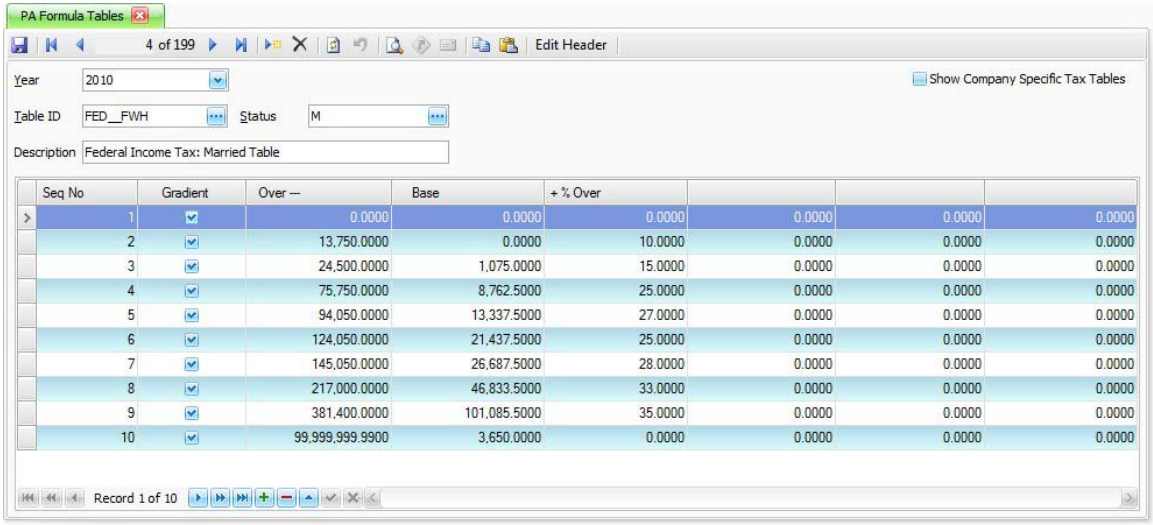
1. Select **Formula Tables** from the **Setup and Maintenance** menu.

Formula Tables Menu



2. The **Formula Tables** screen appears.

Formula Tables Screen

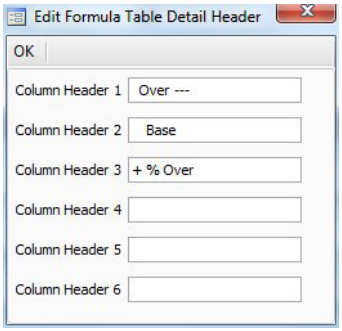


3. Select the payroll **Year** for the table to work with.
4. Enter a new tax **Table ID** or select the Table ID to work with.
5. Select the filing **Status**. Example: **S** for single, **M** for married **H** for head of household etc.
6. To work with user-defined company-specific tax tables, check the **Show Company Specific Tax Tables** check box; otherwise, clear the box to work with Federal and State Tax Tables pre-defined by the Payroll system.

   When the box is selected the new table added will be put onto the company database. With the box unselected the new table will be put into the ST database.

7. Enter a **Description** for the table.

8. Click **Edit Header** to enter or edit the column headings for the table.



9. Enter the formula conditionals. Refer to the Using Formulas chapter 9 for more information on formulas.

Task Summary

Adding, Editing, and Deleting Formula Tables

To add a Formula Table, follow these steps:

1. Click the **New Record** button , on the toolbar, to open a blank Formula Table record.
2. Select the Payroll **Year** for the Formula Table.
3. Enter a new table ID in the **Table ID** field.

   Note: When entering a new table, use these naming conventions when naming the Table ID:

   - **Federal Tables**: FED_XXX, where XXX is the Federal Tax Code.
   - **State Tables**: PYY_ZZZ, where YY is the State ID and ZZZ is the State Tax Code.
   - **Local Tables**: PYYAABBB, where YY is the State ID, AA is the Local ID, and BBB is the Local Tax Code.
4. Enter a description of the table in the **Description** field.
5. Enter the filing status for the formula table from the **Status** field. Example: S for single, M for married, H for head of household, etc.
6. Select the **Show Company Specific Tax Tables** check box, if applicable, to work with user-defined company tax tables; otherwise, leave the check box clear to work with the Federal and State Tax Tables predefined in the Payroll system. When the box is checked the new table added will be put onto the company database. With the box unchecked the new table will be put into the ST database.
7. Click the **Edit Header** button, on the toolbar, to edit Column Headers 1 thru 6.

8. Enter the formula conditionals. Refer to Writing Formulas for more information.
9. Click the **Save** button , on the toolbar, to save the new Formula Table record.

To edit a Formula Table, follow these steps:

1. Select the **Table ID** to edit.
2. Edit the formula conditionals.
3. Click the **Save** button , on the toolbar, to save the edited Formula Table record.

To delete a Formula Table, follow these steps:

1. Select the **Table ID** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button .

NOTE: Deleting a record from the Formula Tables function may result in errors during Calculate Checks (page 5-7) if an existing formula relies on the record being deleted.

Company-Specific SUI Rates

If you manage several companies in TRAVERSE with different tax rates, you can set up "local" company-specific Formula Tables and Formulas to calculate and report SUI for each company. Follow these steps:

1. Make sure you know the tax rate for each company before you begin.
2. Beginning with the first company, select **Formula Tables** from the **Setup and Maintenance** menu.
3. Select the **Show Company Specific Tax Tables** check box and add a new Formula Table patterned after a standard SUI table with two columns, one for **Percent** and one for **Limit**. Save your changes when you finish.

   Use the naming convention **PYYCCCSU** where **YY** is the state code and **CCC** is the three-character company code to which the table is connected.

   Use decimals, not fractions, when entering percentage rates. For example, if the rate is 1%, enter **1.000**. If the rate is ½%, enter **0.500**.

   Selecting the check box saves the new table in the company specific database, which is where TRAVERSE's stored procedures look for the percentages and limits to use when calculating SUI.
4. Clear the **Show Company Specific Tax Tables** check box and create an identical copy of the table you created in step 3, including the table ID.

The State Unemployment Report looks in the non-company specific ST database to generate the report, rather than the company specific database. In order for this report to print correctly, you need two copies of the table, one in the company specific database, one in the ST database.

5. Select **Formulas** from the **Setup and Maintenance** menu and create a new formula for SUI.

   Use the naming convention **PYY__SUI**, where **YY** is the company's state abbreviation. Note that there are two underscores and that this exact syntax must be used, otherwise it will not calculate correctly.

   Enter the ID of the Formula Table you created in step 3 in the **Table ID** field. When you calculate checks, TRAVERSE uses the percentage and limit from that table.

   Leave the Formula section blank. This makes the stored procedure program look at the company specific SUI table you created in step 3 for the percentages and limits to use in the calculation, but use the standard SUI calculation that is stored in the ST database.

Switch to the next company and repeat the process for each company in TRAVERSE.

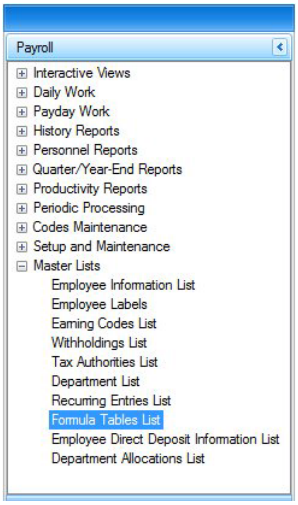
Producing a Formula Tables List

Use the **Formula Tables List** function to produce a list of formula tables you defined for your company in the Formula Tables Setup (page 3-61) function on the Setup and Maintenance menu.

To produce the **Formula Tables List**, follow these steps:

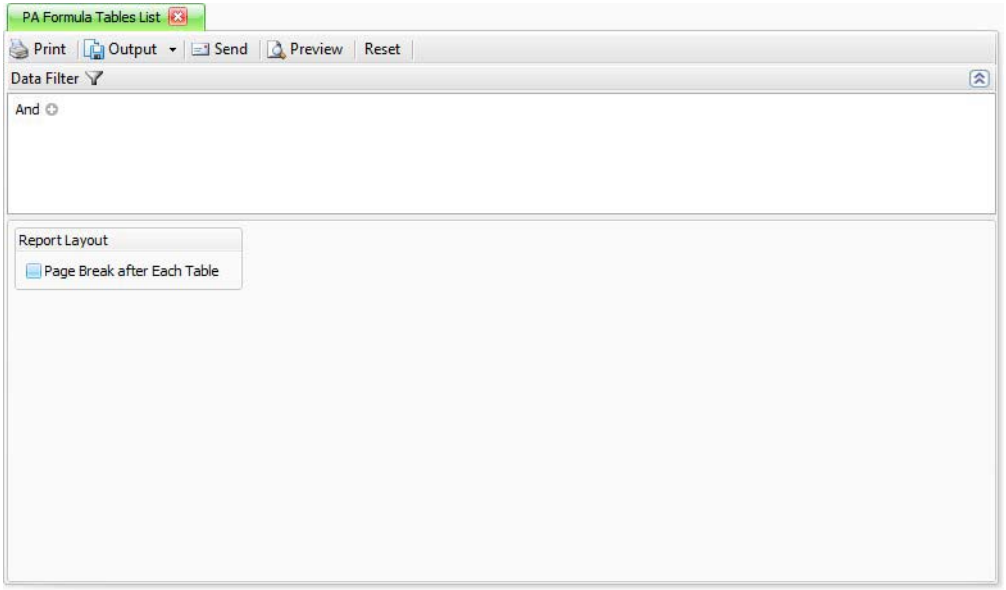
1. Select **Formula Tables List** from the **Master Lists** menu.

Formula Tables List Menu



2. The **Formula Tables List** screen appears.

Formula Tables List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Formula Tables.
4. Check the box to include a **Page Break after Each Table**; otherwise, clear the box.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Formula Tables List

Continental Products Unlimited
Formula Tables List
Sorted by Table ID / Year

Page 1

Report Filter

Table ID PCA__SWH California State With-Mar 0 or1 allow
Year
Status 0

Over —	Base	+ % Over				
0.0000	0.0000	1.1000	0.0000	0.0000	0.0000	0.0000
2.1000	1.6000	1.3500	0.0000	0.0000	0.0000	0.0000
14,632.0000	160.9500	2.2000	0.0000	0.0000	0.0000	0.0000
12,500.0000	50,000.0000	0.0000	0.0000	0.0000	0.0000	0.0000
34,692.0000	602.2700	4.4000	0.0000	0.0000	0.0000	0.0000
99,999,999.9900	0.0000	1,000.0000	0.0000	0.0000	0.0000	0.0000
54,754.0000	1,485.0000	6.6000	0.0000	0.0000	0.0000	0.0000
76,008.0000	2,887.7600	8.8000	0.0000	0.0000	0.0000	0.0000
96,058.0000	4,652.1600	10.2300	0.0000	0.0000	0.0000	0.0000
1,000,000.0000	97,125.4300	11.3300	0.0000	0.0000	0.0000	0.0000
99,999,999.9900	3,769.0000	0.0000	0.0000	0.0000	0.0000	0.0000
12,527.0000	1,000.0000	112.2000	0.0000	0.0000	0.0000	0.0000

Table ID PLA__SWH Louisiana State Withholding - One exp
Year
Status 1

Over —	Base	+ % Over				
2.1000	1.6000	1.3500	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	7.0000	0.0000	0.0000	0.0000	0.0000
12,500.0000	50,000.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2,000.0000	60.0000	10.0000	0.0000	0.0000	0.0000	0.0000
99,999,999.9900	4,500.0000	1,000.0000	0.0000	0.0000	0.0000	0.0000
17,000.0000	910.0000	15.0000	0.0000	0.0000	0.0000	0.0000
30,000.0000	4,810.0000	28.0000	0.0000	0.0000	0.0000	0.0000
50,000.0000	7,310.0000	33.0000	0.0000	0.0000	0.0000	0.0000
99,999,999.9900	1,300.0000	1,300.0000	0.0000	0.0000	0.0000	0.0000
500.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2,000.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Table ID PLA__SWH Louisiana State Withholding - Two+exp
Year
Status 2

Over —	Base	+ % Over				
2.1000	1.6500	1.3500	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	7.0000	0.0000	0.0000	0.0000	0.0000
25,000.0000	100,000.0000	0.0000	0.0000	0.0000	0.0000	0.0000
2,000.0000	60.0000	10.0000	0.0000	0.0000	0.0000	0.0000
99,999,999.9900	9,000.0000	1,000.0000	0.0000	0.0000	0.0000	0.0000
17,000.0000	910.0000	15.0000	0.0000	0.0000	0.0000	0.0000
30,000.0000	4,810.0000	28.0000	0.0000	0.0000	0.0000	0.0000
50,000.0000	7,310.0000	33.0000	0.0000	0.0000	0.0000	0.0000
99,999,999.9900	3,000.0000	1,300.0000	0.0000	0.0000	0.0000	0.0000
500.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
3,000.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

Table ID POR__SWH Oregon State With.-Single 3 + Allow
Year
Status 3

Over —	Base	+ % Over				
0.0000	183.0000	5.0000	0.0000	0.0000	0.0000	0.0000
0.0000	0.0000	7.0000	0.0000	0.0000	0.0000	0.0000

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TAX AUTHORITIES

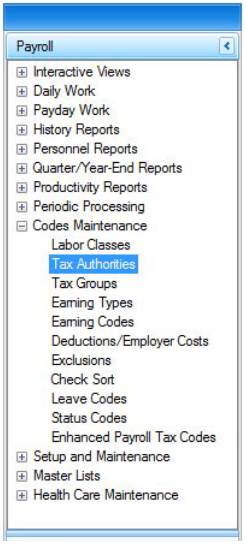
Use the **Tax Authorities** function to enter information for Employee and Employer Federal, State, and Local Tax Codes.

Tax Authorities may be set up for different countries. You may set up the codes you want to use and enter Formulas to calculate the Tax Codes. You must add the Formula ID column to your screen and select the Formula to use for each tax. You must also then set up Formula Tables and Status Codes to go with your Tax Authorities.

To work with the **Tax Authorities**, follow these steps:

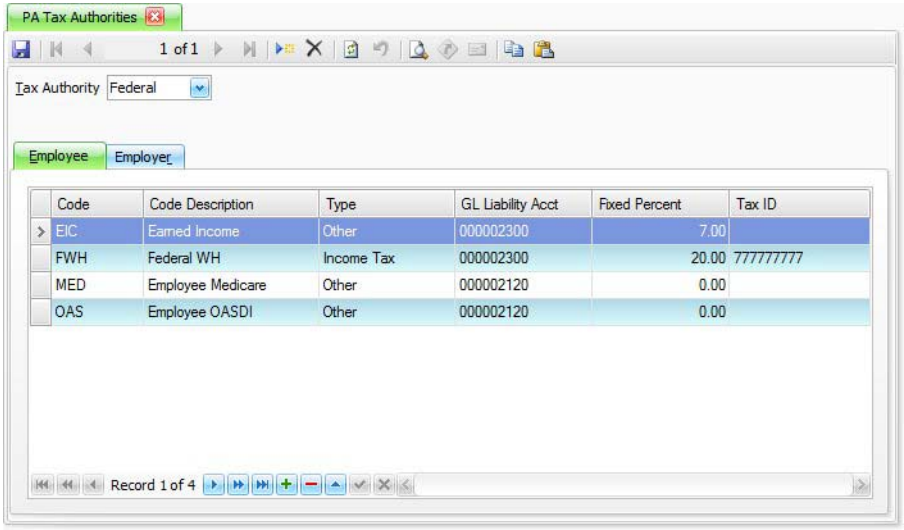
1. Select **Tax Authorities** from the **Codes Maintenance** menu.

Tax Authorities Menu



2. The **Tax Authorities** screen appears with the Employee tab displayed.

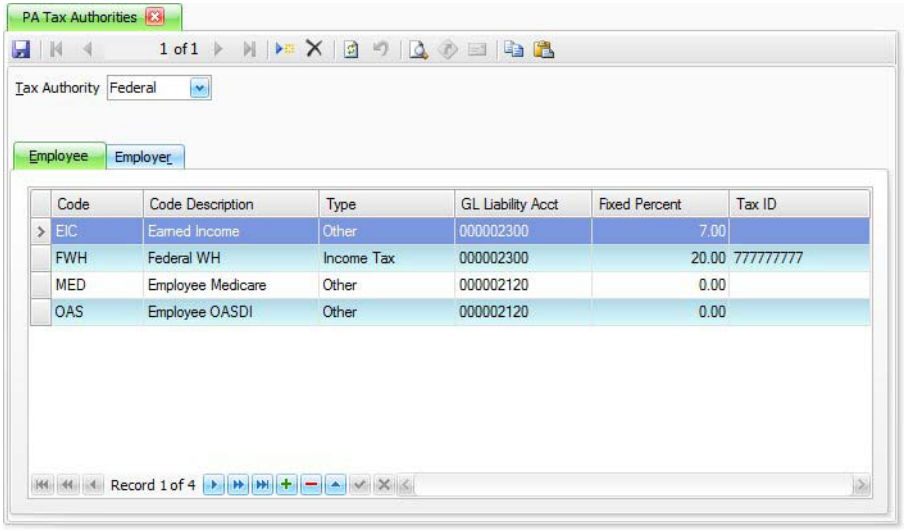
Federal Tax Setup Screen



Federal Tax Setup

Select Federal for the **Tax Authority** and the **Employee** tab to enter Federal Tax Code information for Employees. Select the **Employer** tab to enter Federal Tax Code information for the Employer.

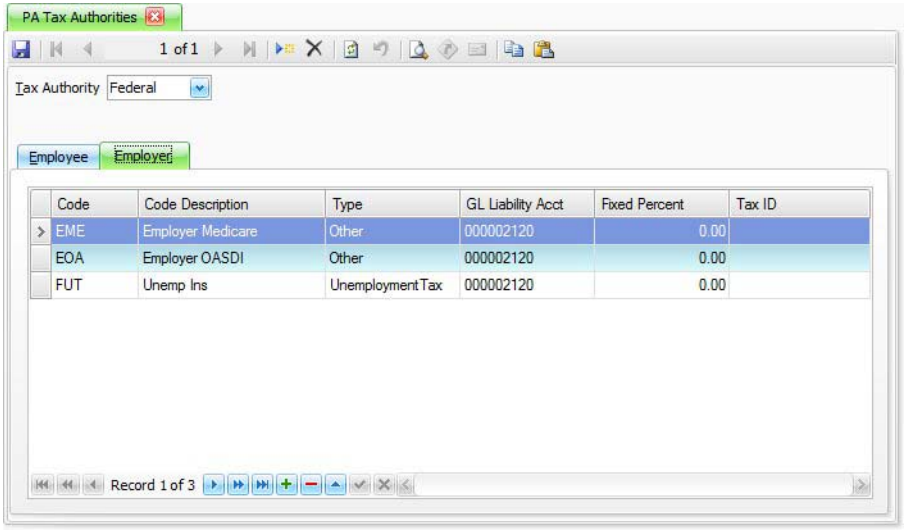
Employee Tab



3. Select the Tax **Code** to work with.
4. The Federal Tax **Code Description** is displayed.
5. The Federal Tax Code's tax **Type** is displayed.
6. Select the **GL Liability Account** to credit for the Tax Code when you run the Post Checks function (page 5-87).
7. Enter the **Fixed Percent** to use for an Earning Code that has Fixed Withholding checked in the Earning Codes function (page 3-25) and is taxed at a fixed percent in the Calculate Checks function (page 5-7). Fixed Percent applies only to FWH.
8. Enter the Employer Federal **Tax Id** number you want to print on the W-2 form.

   This only needs to be entered into the FWH record.
9. Add all Tax Codes from the drop down list in the Code field and fill in all appropriate fields.

Employer Tab



1. Select the Tax **Code** to work with.
2. The Federal Tax **Code Description** is displayed.
3. The Federal Tax Code's tax **Type** is displayed.
4. Select the **GL Liability Account** to credit for the Tax Code when you run the Post Checks function (page 5-87).
5. Enter the Employer Federal **Tax Id** number you want to print on the W-2 form. This field can be left blank.
6. Add all Tax Codes from the drop down list in the Code field and fill in all appropriate fields.

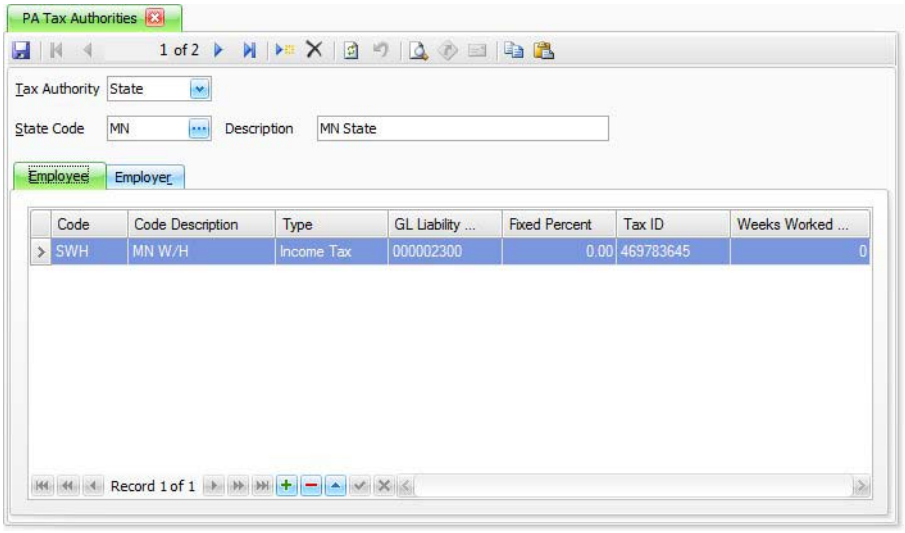
State Tax Setup

Use the **State Tax Setup** function to set up and maintain State Tax Authorities and Employee and Employer Tax Codes. All necessary State Tax Codes are preset by the system, but additional codes can be added. Refer to your local Open Systems reseller or to the Open Systems website at www.osas.com for periodic updates to the state tax files.

NOTE: If you have multiple companies using payroll that require different SUI rates or limits, set up a Formula (page 3-93) and a company specific Tax Table (page 3-61).

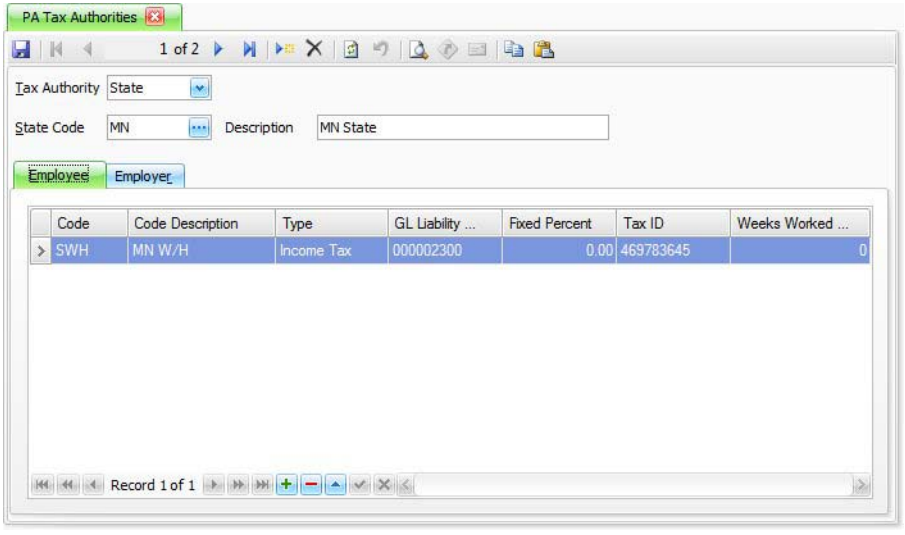
1. Select **State** as the **Tax Authority**.
2. The **State Tax Setup** screen appears with the Employee tab displayed.

State Tax Setup Screen



3. Enter the **State Code** to work with.
4. The state **Description** is displayed.

Employee Tab



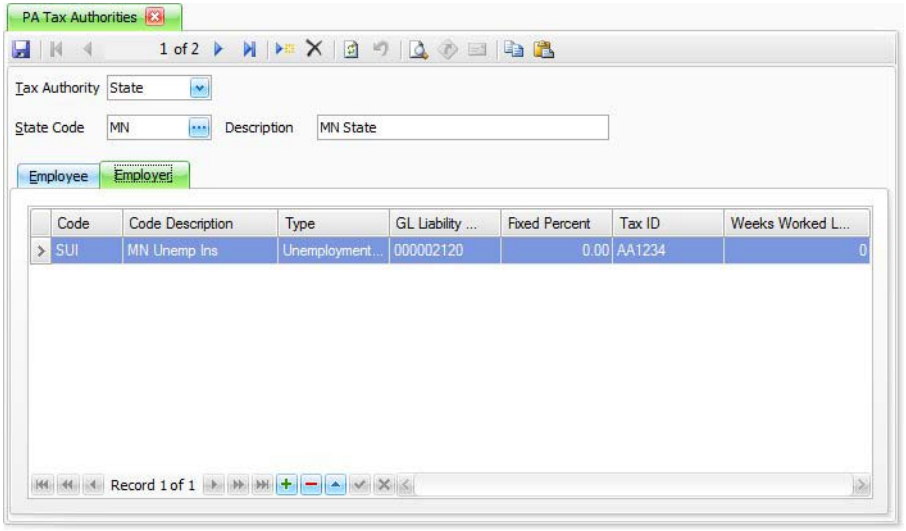
5. Select the tax **Code** to work with.
6. The State Tax **Code Description** is displayed.

7. The State Tax Code's tax **Type** is displayed.
8. Select the **GL Liability Account** to credit for the Tax Code when you run the Post Checks function (page 5-87).
9. Enter the **Fixed Percent** to use for an Earning Code that has Fixed Withholding checked in the Earning Codes function (page 3-25) and is taxed at a fixed percent in the Calculate Checks function (page 5-7). Fixed Percent applies only to SWH.
10. Enter the Employer State **Tax ID** number you want to print on the W-2 form.

    You only need to enter the Tax ID into the SWH field, if the state has other taxes also.

11. In the **Weeks Worked Limit** field enter the minimum number of hours the Employee must work to qualify as one week of work for the State Tax Code. Accept the default, 0, if the State has no minimum.

Employer Tab



1. Enter a new State Employer tax **Code** or select a Code to work with.
2. Enter or edit the **Code Description** of the State Tax Code.
3. Select the Tax **Type**: **Income Tax**, **Unemployment Tax**, or **Other**.
4. Select the **GL Liability Account** to credit when you run the Post Checks function (page 5-87).
5. Enter your company's State **Tax ID** number. If you are working with SUI (State Unemployment Insurance) enter the Tax ID that you want to print on the State Unemployment Report (page 6-57) on the Quarter/Year-End Reports menu.

6. In the **Weeks Worked Limit** field enter the minimum number of hours the Employee must work to qualify as one week of work for the State Tax Code. Accept the default, 0, if the state has no minimum.

Task Summary

Adding, Editing, and Deleting a State Tax Authority Code

To add a State Tax Authority Code, follow these steps:

1. Select the **New Record** icon on the toolbar.
2. Enter the new State Tax Authority in the **State Code** field.
3. Enter a **Description** of the State Tax Authority Code.
4. Click the **Save** button , on the toolbar, to save the new Tax Authority record.

To edit a State Tax Authority Code, follow these steps:

1. Select the **State Code** to edit.
2. Edit the State Code **Description**.
3. Click the **Save** button , on the toolbar, to save the edited Tax Authority record.

To delete a State Tax Authority Code, follow these steps:

1. Select the **State Code** to delete.
2. Select the **Delete** hot key (F3) or the **Delete** button .

Adding. Editing, and Deleting State Tax Codes

To add a State Tax Code, follow these steps:

1. Select **State** for the **Tax Authority**.
2. Select the State Code for which to enter the Tax Code.
3. Select the **Employee** or **Employer** tab.
4. Select the **New Record** icon on the navigation bar at the bottom of the screen.
5. Enter the Tax **Code**, **Description**, **Type**, **GL Liability Account**, **Fixed Percent**, **Tax ID**, and **Weeks Worked Limit** if applicable.
6. Click the **Save** button , on the toolbar, to save the new Tax Code record.

To edit a State Tax Code, follow these steps:

1. Select **State** for the **Tax Authority**.
2. Select the **State Code** associated with the Tax **Code** you wish to edit.
3. Select the Tax **Code** to edit on the **Employee** or **Employer** tab.
4. Edit the appropriate information.
5. Click the **Save** button , on the toolbar, to save the edited Tax Code record.

To delete a State Tax Code, follow these steps:

1. Select **State** for the **Tax Authority**.
2. Select the **State Code** associated with the Tax **Code** you wish to delete.
3. Select the Tax **Code** to delete on the **Employee** or **Employer** tab.
4. Select the **Delete** hot key (F3) or the **Delete** button .

Local Tax Setup

Use the **Local Tax Setup** function to set up and maintain Local Tax Authorities and Employee and Employer Local Tax Codes.

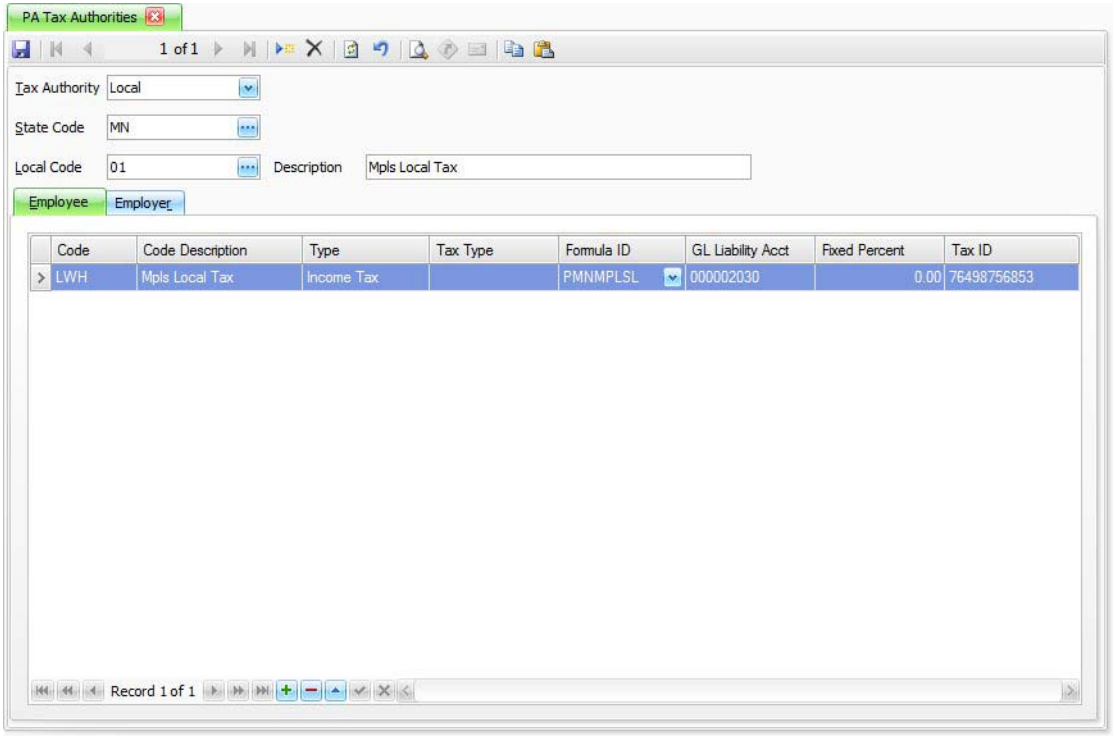
Open Systems does not maintain Local Tax Codes in the annual year end update.

To work with the **Local Tax Setup**, follow these steps:

1. Select **Local** as the **Tax Authority**.

2. The **Local Tax Setup** screen appears with the Employee tab displayed.

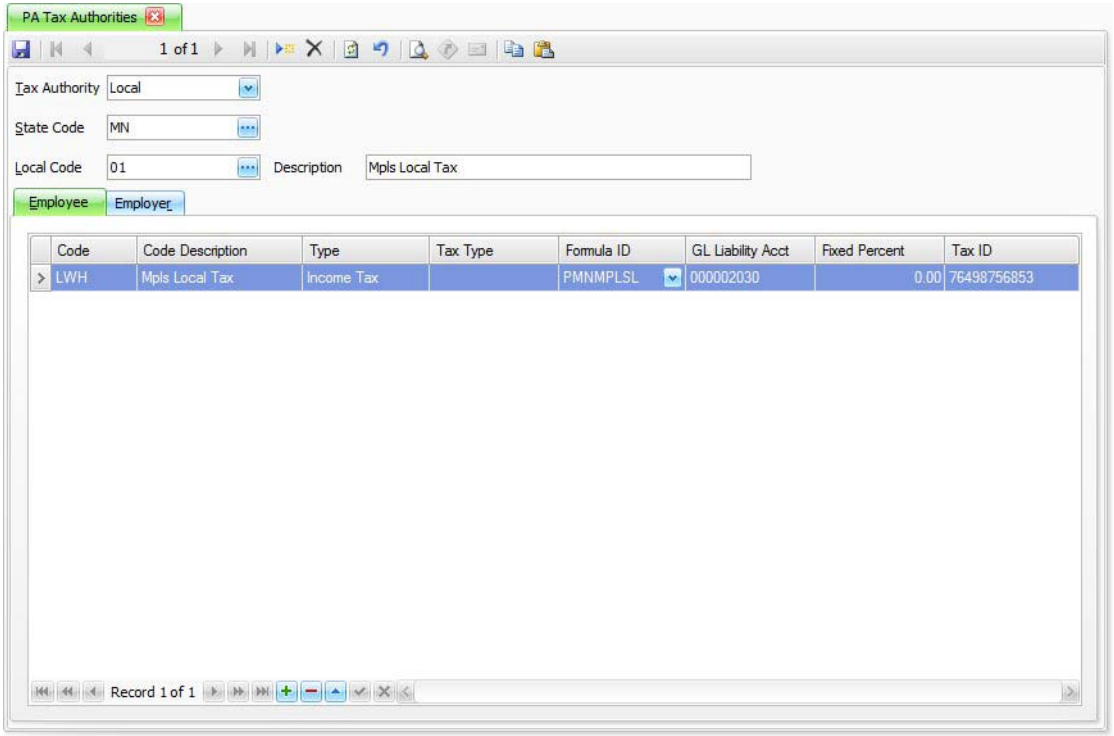
Local Tax Setup Screen



Maint

3. Select the **State Code** associated with the Local Tax Authority you wish to add or work with. To add a new State Code, use the State Tax Setup function (page 3-74).
4. Enter a new **Local Code** or select the Local Code to work with.
5. Enter or edit a **Description** of the Local Tax Authority.

Local Tax Employee Tab



6. Select **Local** for the **Tax Authority**.
7. Select the **State** for the Local Tax.
8. Enter a **Local Code** for the Local Tax.
9. Enter a **Description** to describe the Local Tax.
10. Enter a new Local Tax **Code** or select a Tax Code to work with.
11. Enter a **Description** of the Local Tax Code.
12. Select the **Tax Type**: **Income Tax**, **Unemployment Tax**, or **Other**. The Tax Type must be Income Tax to be included on the W-2.

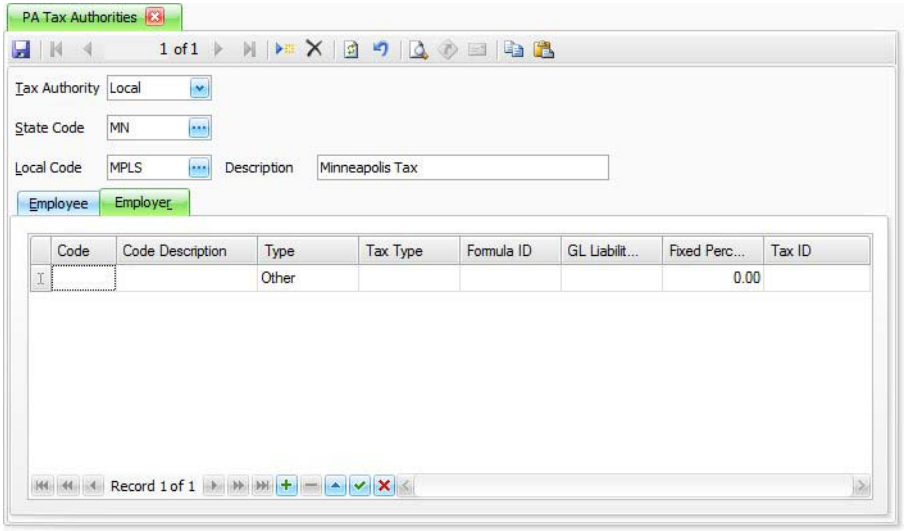
Maint

13. Select the **Formula ID** for the Tax Code. To setup new Formula IDs use the Formulas function (page 3-93) on the Setup and Maintenance menu.
14. Select the **GL Liability Account** to credit when you run the Post Checks function (page 5-87).

15. Enter the **Fixed Percent** to use for an Earning Code that has Fixed Withholding checked in the Earning Codes function (page 3-25) and is taxed at a fixed percent in the Calculate Checks function (page 5-7). Fixed Percent applies only to LWH.

16. Enter your company's local **Tax ID** number.

Employer Tab



1. Enter a new local tax **Code** or select a Tax Code to work with.
2. Enter a **Description** of the Local Tax Code.
3. Select the **Tax Type**: **Income Tax**, **Unemployment Tax**, or **Other**. The type must be Income Tax to show up on the W-2.

Maint

4. Select the **Formula ID** for the Tax Code. To setup new Formula IDs use the Formulas function (page 3-93) on the Setup and Maintenance menu.
5. Select the **GL Liability Account** to credit when you run the Post Checks function (page 5-87).
6. Enter your company's local **Tax ID** number.

Task Summary

Adding, Editing, and Deleting Local Tax Authority Codes

To add a Local Tax Authority Code, follow these steps:

1. Select the **New Record** icon on the toolbar.
2. Select **Local** for the **Tax Authority**.

3. Select the **State Code** associated with the Local Tax Authority Code you wish to add.
4. Enter the new Local Tax Authority in the **Local Code** field.
5. Enter a **Description** of the Local Tax Authority Code.
6. Click the **Save** button , on the toolbar, to save the new Tax Authority record.

To edit a Local Tax Authority Code, follow these steps:

1. Select **Local** for the **Tax Authority**.
2. Select the **State Code** associated with the Local Tax Authority Code you wish to edit.
3. Select the **Local Code** to edit.
4. Edit the Local Code **Description**.
5. Click the **Save** button , on the toolbar, to save the edited Tax Authority record.

To delete a Local Tax Authority Code, follow these steps:

1. Select **Local** for the **Tax Authority**.
2. Select the **State Code** associated with the Local Tax Authority Code you wish to delete.
3. Select the **Local Code** to delete.
4. Select the **Delete** hot key (F3) or the **Delete** button .

Adding, Editing, and Deleting Local Tax Codes

To add a Local Tax code, follow these steps:

1. Select **Local** for the **Tax Authority**.
2. Select the **State Code** associated with the Local Tax Authority Code for which you wish to add a Tax Code.
3. Select the **Local Code** for which to enter the Tax Code.
4. Select the **Employee** or **Employer** tab.
5. Select the **New Record** icon on the navigation bar at the bottom of the screen.
6. Enter the Tax **Code**, **Description**, **Type**, **Formula ID**, **GL Liability Account**, **Fixed Percent**, and **Tax ID** for the Local Tax Code.
7. Click the **Save** button , on the toolbar, to save the new Tax Code record.

To edit a Local Tax Code, follow these steps:

1. Select **Local** for the **Tax Authority**.
2. Select the **State** and **Local** Tax Authority **Code** associated with the Tax Code you wish to edit.
3. Select the Tax **Code** to edit on the **Employee** or **Employer** tab.
4. Edit the appropriate information.
5. Click the **Save** button , on the toolbar, to save the edited Tax Code record.

To delete a Local Tax Code, follow these steps:

1. Select **Local** for the **Tax Authority**.
2. Select the **State** and **Local** Tax Authority **Code** associated with the Tax Code you wish to delete.
3. Select the Tax **Code** to delete on the **Employee** or **Employer** tab.
4. Select the **Delete** hot key (F3) or the **Delete** button .

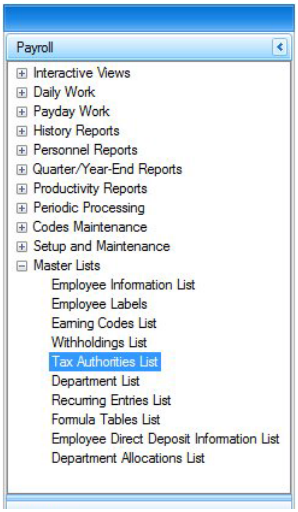
Producing a Tax Authorities List

Use the **Tax Authorities List** function to produce a list of Tax Authorities you defined for your company in the Tax Authority Setup for Federal (page 3-72), State Tax Setup (page 3-74) and Local Tax Setup (page 3-78) functions on the Codes Maintenance menu.

To produce the **Tax Authorities List**, follow these steps:

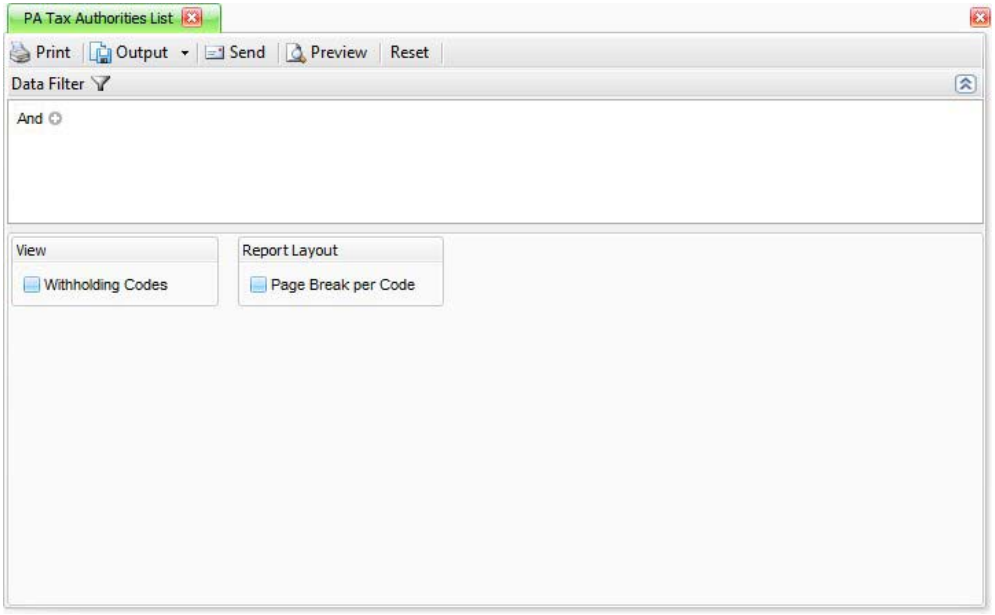
1. Select **Tax Authorities List** from the **Master Lists** menu.

Tax Authorities List Menu



2. The **Tax Authorities List** screen appears.

Tax Authorities List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Tax Authorities.
4. Select the box to **View Withholding Codes** in the list.
5. Select the box to include a **Page Break per Code**; otherwise, clear the box.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Tax Authorities List

Continental Products Unlimited
Tax Authorities List

Page 1

Report Filter
View Withholding Codes: Yes

Authority	Description	Employee Tax Information Code	Description	GL Account	Employer Tax Information Code	Description	GL Account
FED	Federal	EIC	Earned Income	00-000-2300	EME	Employer Medicare	00-000-2120
		FWH	Federal WH	00-000-2300	EOA	Employer OASDI	00-000-2120
		MED	Employee Medicare	00-000-2120	FUT	Unemp Ins	00-000-2120
		OAS	Employee OASDI	00-000-2120			
MN	MN State	SWH	MN W/H	00-000-2300	SUI	MN Unemp Ins	00-000-2120
WI	Wisconsin	SWH	WI State Withholding	00-000-2030	SUI	WI State Unemployment Insuran	00-000-2030
MN01	Minneapolis Local Tax	LWH	Local Withholding	00-000-2030			

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*** End of Report ***

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TAX GROUPS

Use the **Tax Groups** function to set up groups with multiple local taxing jurisdictions. You can then reference the Tax Group on a Payroll Transaction.

Local taxing jurisdictions are getting more liberty from states to assess their populations with more taxes. Often, these are put to referendum to fund school projects or other benefits to localities. The result is that an Employee ends up with more than one Local Tax, sometimes due to where they live, and sometimes due to where they work. The rules (formula) for calculating the Local Taxes may also differ (are Section 125 deductions excluded or not) so you cannot simply add percentages together and say that this tax code is a “combined” tax.

You cannot use a deduction to take the tax because, (a) it is often required to be printed on a W2, and (b) TRAVERSE does not keep any YTD earnings associated with a deduction.

TRAVERSE is capable of establishing multiple Local Tax Authorities for an Employee (page 3-159); however Transactional processing (Transactions, Recurring Entries, Checks, and Manual Checks) was limited to tracking earnings (hours, amounts) for a single Local Tax Authority. It is not practical to re-enter the same earning information for multiple Tax Authorities as it would be included in the total time and wages multiple times.

Local Tax Authorities may be used for a given transaction. Any Employee specific Tax Authorities that exist within the Tax Group will be used to generate the respective transaction detail information.

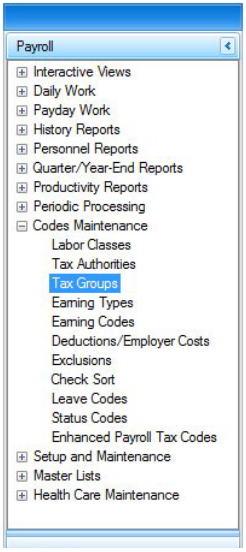
Each Employee can be assigned a Default Tax Group ID (page 3-175). When this optional value is provided, transaction processing will use it in place of the individual “default” Local Tax Authority. The transaction/check calculation processing is also incorporate conditional logic to use either the single default authorities or the subset of Tax Group Authorities.

NOTE: Only Local Tax Authorities will be included in the Tax Group based processing. State Tax Authorities will continue to use the single Employee Default or a single user provided State Tax Authority.

To work with the **Tax Groups**, follow these steps:

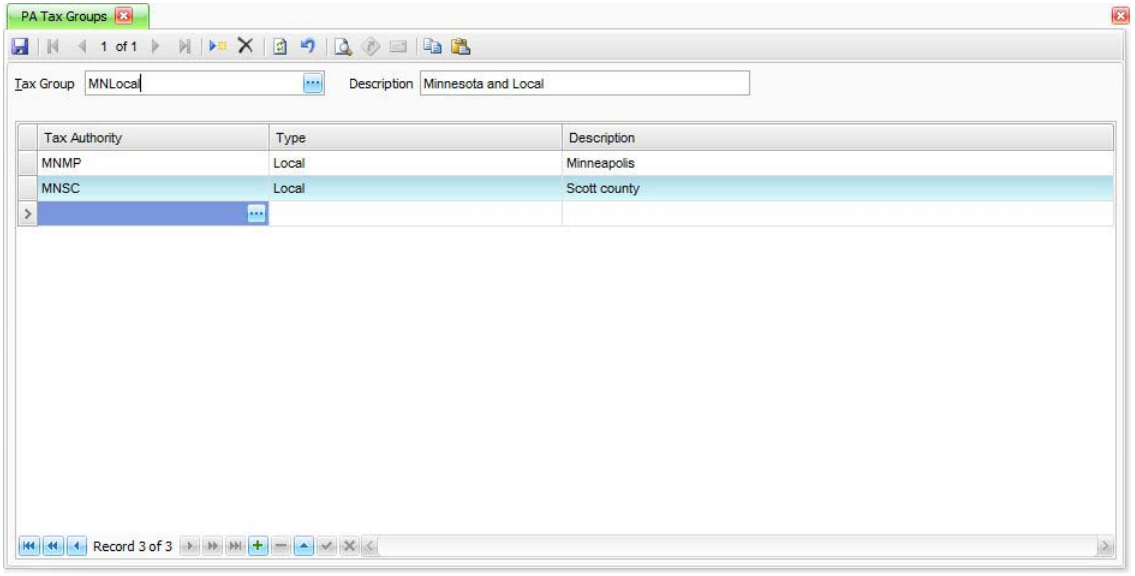
1. Select **Tax Groups** from the **Codes Maintenance** menu.

Tax Groups Menu



2. The **Tax Groups** screen appears.

Tax Groups Screen



3. Select the **New Record** button on the toolbar.
4. Enter an ID for the group in the **Tax Group** field.
5. Enter a Description for the group in the **Description** field.
6. Select a Local Tax Authority in the **Tax Authority** column.
7. Local will appear in the **Type** field. This field is read only.
8. The Description for the Local Tax Authority appears in the **Description** field.
9. Repeat steps 6 to 8 for each Local Tax Authority you want to include in the Tax Group.
10. Click the **Save** button , on the toolbar, to save the new Tax Group.

Task Summary

Editing a Local Tax Group:

1. Select a Local Tax Group to edit from the **Tax Group** field.
2. Edit the fields as necessary.
3. Click the **Save** button , on the toolbar, to save any changes made to the Local Tax Group.

Deleting a Local Tax Group:

1. Select a Local Tax Group to delete from the **Tax Group** field.
2. Click the **Delete** button , on the toolbar, to delete the selected Local Tax Group.
3. Click **Yes** at the "Are you sure you want to delete selected record(s)?" prompt.

NOTE: You will not be allowed to delete a Tax Group if the Tax Group is currently assigned to an Employee or has been used in any type of Transaction processing or Recurring Entry setup.

FORMULAS

Use the **Formulas** function to set up and maintain Formulas needed to calculate Deductions, Withholdings, and Employer Costs.

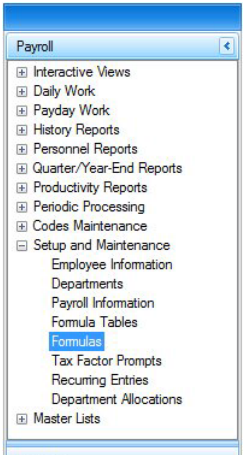
NOTE: Open Systems, Inc. provides regular Federal and State Tax updates to it's re sellers and end-users as they become available. See your local reseller for more information.

Refer to Writing Formulas (page 9-1) for more information on formula variables, operations, and functions.

To work with **Formulas**, follow these steps:

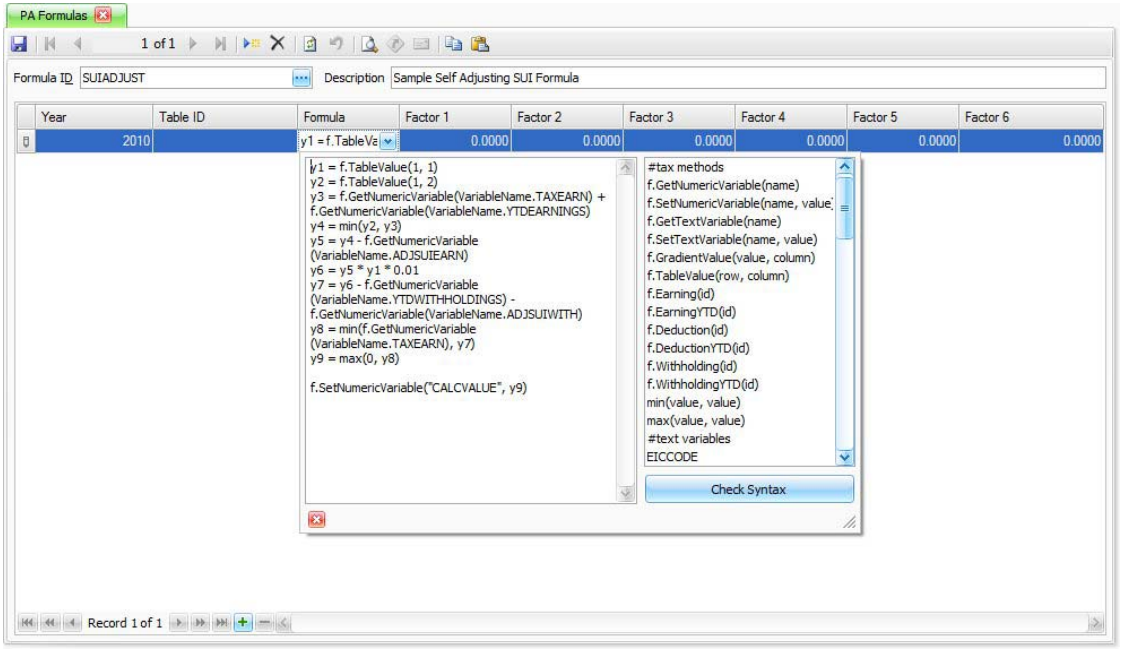
1. Select **Formulas** from the **Setup and Maintenance** menu.

Formulas Menu



2. The **Formulas** screen appears.

Formulas Screen



3. Select the **New Record** button on the toolbar.

4. Enter a new **Formula ID** or select a Formula ID to work with. If you are entering a new Formula ID, the **Copy From** field appears.

   The following formats should be used when adding a new Formula ID:

   Federal Tax: FED__XXX

   XXX refers to the tax type. For example for Federal Withholding you would have FED__FWH.

   State Tax: PXX__YYY

   XX refers to the State Code and YYY refers to the Tax Type. For example for Minnesota State Withholding you would have PMN__SWH.

   Local Tax: PXXYYZZZ

   XX refers to the State Code, YY refers to an abbreviation to the Local Tax Authority and ZZZ refers to the Type of Tax. For example for New York, Yonkers local withholding you would have PNYYOLWH.

5. Select a formula to **Copy From** or leave this field blank.
6. Enter a **Description** of the Formula.
7. Enter or select the payroll **Year** the Formula applies to.
8. Select the **Table ID** to use with the Formula. To set up Table IDs, use the Formula Tables function (page 3-61).
9. Enter **Factors 1** thru **6** for the Formula, if applicable. Formula Factors are variables used to change the base rate in a Formula without changing the Formula.
10. Enter the **Formula Detail**. Refer to Writing Formulas (page 9-1) for syntax rules.

Adding, Editing, and Deleting Formulas

To add a Formula, follow these steps:

1. Select the **New Record** icon on the toolbar.
2. Enter a **Formula ID** for the Formula.
3. Select the Formula to Copy From, if applicable.
4. Enter the Formula **Description**, **Table ID**, **Factors**, and **Formula**(s).
5. Click the **Save** button , on the toolbar, to save the new Formula.

To edit a Formula, follow these steps:

1. Select the **Formula ID** of the Formula to edit.
2. Edit the appropriate information.
3. Click the **Save** button , on the toolbar, to save the edited Formula.

To delete a Formula, follow these steps:

1. Select the **Formula ID** of the Formula to delete.
2. Click the **Delete** button , on the toolbar, to delete the selected Formula.

NOTE: Deleting a record from the Formulas function may result in errors during Calculate Checks (page 5-7).

About Formulas

The Payroll system uses Formulas to calculate Deductions and Withholdings based on Earnings and Tables. These Formulas involve Variables, Constants, Operations, and Functions.

- **Commands** are functions that tell the Formula what to do to retrieve a value.

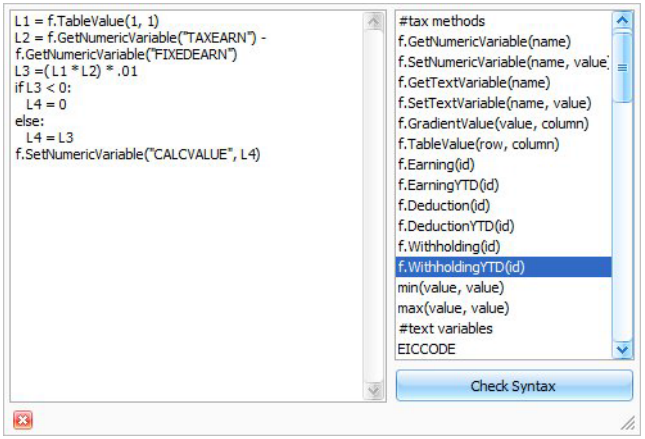
- **Variables** are an equivalent that stand for something which can change value as other actions occur.
- **Constants** are positive or negative numbers.
- **Factors** are a constant defined in a Formula or in an Employee or Employer Override Factor. You can set up to six Factors in each Formula. Employee and Employer Formulas have up to six Override Factors.
- **Functions** - you can use three types of Functions when constructing Formulas: Table Lookups, Conditionals, and MIN/MAX functions.
- **Operations** proceed according to standard mathematical rules. Multiplication and division are first performed. Addition and subtraction are performed afterwards. Functions within parentheses are performed before Operations outside of parenthesis.

The Payroll system uses Formulas to calculate Deductions and Withholdings based on Earnings and tables. You can use variables for numbers such as year-to-date amounts, gross earnings, and so forth, which you can manipulate using Operations and Functions, much like a spreadsheet program. You can also look up Tax Rates and other information in Formula Tables.

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:

TRAVERSE uses Iron Python scripting for the scripting language to write the Formulas. There are many books available as references to use when writing scripts. A summary of valid Variables, Operations, and Functions follow. If you are new to Formulas or you need to review them, several examples of Formulas are at the end of this section.

Within the Formula box that is displayed when the combo box arrow is clicked you can return Commands and Variables into the Formula being generated by double-clicking on the selection you want brought into the Formula.



When Variables and Factors are used the values must be enclosed within double quotes (“ “) within the parentheses.

Click on the Check Syntax button when finished entering the Formula to see if you have the syntax for the Formula correct.

Tax Methods

To retrieve a value to put into the Formula, you must use Methods to tell the Formula what value you want to retrieve. Commands are used along with the Variables to set the values to bring into the Formulas. The most commonly used Commands are f.GetNumericVariable and f.SetNumericVariable. You will see Commands used in many of the sections following this section.

The Methods are grouped in the Formula box by the heading **#METHODS**.

Below is a table with the commands and descriptions:

Command	Description
f.GetNumericVariable(name)	Bring a variable that contains a number value into the formula.
f.SetNumericVariable(name, value)	Set the numeric variable value that has been calculated to bring the value into the calculated check.

Command	Description
f.GetTextVariable(name)	Bring a variable that contains a text value into the formula.
f.SetTextVariable(name, value)	Set the text variable value that has been calculated to bring the text into the calculated check.
f.GradientValue(value, column)	Bring the value from a table that has graduated rows into the formula.
f.TableValue(row, column)	Bring the value from a table that does not have graduated rows into the formula.
f.Earning(id)	Bring in the amount calculated on the check for a specific earning code.
f.EarningMTD(id)	Bring in the amount month to date for a specific earning code.
f.EarningYTD(id)	Bring in the amount year to date for a specific earning code.
f.Deduction(id)	Bring in the amount calculated on the check for a specific deduction code.
f.DeductionMTD(id)	Bring in the amount year to date for a specific deduction code.
f.DeductionYTD(id)	Bring in the amount year to date for a specific deduction code.
f.Cost(id)	Bring in the amount calculated on the check for a specific employer cost.
f.CostMTD(id)	Bring in the amount month to date for a specific employer cost.
f.CostYTD(id)	Bring in the amount year to date for a specific employer cost.
f.Withholding(id, state, local)	Bring in the amount calculated on the check for a specific withholding code.

Command	Description
f.WithholdingMTD(id)	Bring in the amount month to date for a specific withholding code.
f.WithholdingYTD(id, state, local)	Bring in the amount year to date for a specific withholding code.
f.EmployeeTaxEarnings(id, state, local)	Bring in the taxable amount calculated on the check for a specific earning code.
f.EmployeeTaxEarningsMTD(id, state, local)	Bring in the taxable amount month to date for a specific earning code.
f.EmployeeTaxEarningsYTD(id, state, local)	Bring in the taxable amount year to date for a specific earning code.
f.Tax(id, state, local)	Bring in the amount calculated on the check for a specific tax code.
f.TaxMTD(id, state, local)	Bring in the amount month to date for employer tax.
f.TaxYTD(id, state, local)	Bring in the amount year to date for a specific tax code.
f.EmployerTaxEarnings(id, state, local)	Bring in the taxable amount calculated on the check for a specific earning code for employer tax calculation.
f.EmployerTaxEarningsMTD(id, state, local)	Bring in the taxable amount month to date for a specific earning code for employer tax calculation.
f.EmployerTaxEarningsYTD(id, state, local)	Bring in the taxable amount year to date for a specific earning code for employer tax calculation.

Numeric Variables

You can use positive or negative numbers (Constants) in Formulas. Numeric Variables are grouped, in the Formula box, by the heading **#NUMERIC VARIABLES**.

You can also use these variables in place of the numbers:

NOTE: All variables must be enclosed in quotes " ".

Variable	Description
ADJEARN*	Adjusted earnings for net pay deductions
ADJHR	Adjusted hours (minus exclusions).
ADJMIN	Adjust to minimum wage flag.
ADJSUIEARN	Total SUI earnings before the Self Adjust Month changed.
ADJSUIWITH	Total SUI withholdings before the Self Adjust Month changed.
DEDEXCL	Total amount of deductions exclusions.
DEDUCTIONTOT	Total deductions for the current check.
EARNEXCL	Total amount of earnings excluded.
EARNHOUREXCL	Total hours excluded.
EMPDEPT	Default department ID for the current employee
EMPFICAWH	Employee FICA Contribution (OASDI and Medicare).
EMPTYPE	Employee type (H or S)
EXEMPTIONS	Number of exemptions per employee.
EXTRAWH	Extra withholdings for the employee.
FC1 - FC20	Factor prompt values
FEDEXEMPT	Number of federal exemptions for the employee
FEDEXTRAWH	Extra federal withholding for the employee
FEDFIXEDWH	Fixed federal withholding amount for the employee

Variable	Description
FEDMARITSTATUS	Marital status of the employee for federal withholding.
FEDWITH	Total employee federal withholdings (including OASDI, Medicare, and EIC).
FIXEDEARN	Total fixed earnings for the employee.
FIXEDPCT	Fixed percent for the withholding.
FIXEDWH	Fixed withholding amount.
FWHWITH	Employee federal withholdings (not including OASDI, Medicare, and EIS).
GETDEDUCTION	Retrieve a deduction taken out of an employee's check. Need to list deduction code in ("xxx").
GRANDTOTEARN	Total gross earnings, not including earnings that are not included in net pay.
GRANDTOTGROSS	Total gross earnings, including all earnings.
GRANDTOTNET	Net pay for the employee
GROUPCODE	Local tax authority Group Code ID
HOURLYRATE	The employee’s hourly wage rate
HOURS	Total hours worked.
LOCALWITH	Total employee local withholdings.
MINWAGE	Minimum wage.
NETDEDTOT	Total deductions based on the net pay for the employee
PALOCAL	Local code if calculation local withholding
PASTATE	State code if calculating state withholding
PASTATUSCODE	Current withholding code

Variable	Description
PAYPERIODS	Total pay periods for the year; taken from the PAEGxxx file.
PAYEAR	The payroll year to bring data into the formula from.
PERIODCODE	Current deduction run code for the group code the current employee is in.
REGHRS	Regular hours worked, excluding leave hours.
SALARY	Employee's pay period salary
STATEWITH	Total employee state withholdings.
STATUS	Marital status for current withholding.
TAXEARN	Taxable earnings per tax authority (total earnings minus all exclusions).
TAXHOURS	Taxable hours per tax authority (total hours minus all exclusions).
TAXMONTH	Tax month being processed (as set in the Business Rules)
TIPS	Tips accumulated for the employee.
TOTEARN	Total earnings.
UNCOLMED	Year-to-date uncollected Medicare.
UNCOLOASDI	Year-to-date uncollected OASDI.
WEEKSWORKED	Number of weeks worked for the employee
WEEKSWORKEDLIMIT	The value from the tax authorities setup in the weeks worked limit field.
WITHHOLDINGEARNINGS	Earnings used to calculate current withholding amount. Accounts for limits.
YTDEARNINGS	Year-to-date earnings for the withholding.

Variable	Description
YTDFICATIPS	Year-to-date FICA tips (used in employee OASDI to figure FICA tips).
YTDTIPS	Year to date tips accumulated for the employee.
YTDWITHHOLDINGS	Year to date withholdings accumulated for the employee.

*For Gross, **ADJEARN** is set to the same amount as **GRANDTOGROSS**, minus any Earning Code exclusions that may exist for that Deduction. For Net, **ADJEARN** is set to **GRANDTOTEARN**. Then **DEDUCTIONTOT**. **FEDWITH**, **STATEWITH**, and **LOCALWITH** are subtracted to account for all withholdings up to that point. So if you have two net pay deductions, the first one is calculated and that amount is added to **DEDUCTIONTOT**. The second deduction will follow the same process, with **DEDUCTIONTOT** having the updated deduction total from the previous net pay deduction.

When working with variables in a formula for TRAVERSE 11 you must first select the **f.GetNumericVariable** command from the list of selections. The variable must be enclosed in quote marks within the parentheses **f.GetNumericVariable(**"**TAXEARN**"**)**.

Text Variables

Text variables can be used to return a variable that has a text value. Text variables can be used to bring in things like statuses for tax purposes. The Formula might depend on a status to calculate a different amount based on the status for which an employee is set up.

Test variables are grouped, in the formula box, by the heading **#TEXT VARIABLES**.

Below is a table with the commands and descriptions:

Variable	Description
EICCODE	The EIC code selected in the employee information setup.
EMPDEPT	Employee department code
EMPLABORCLASS	Employee's labor class
EMPTYPE	Employee's wage type, Hourly or Salaried

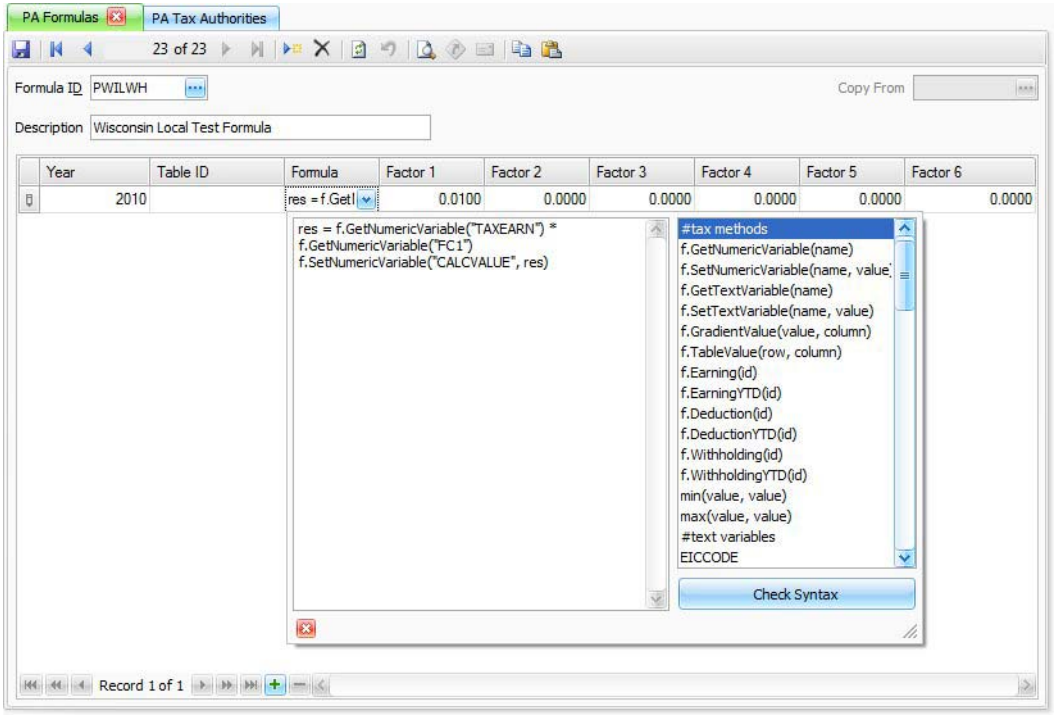
Variable	Description
FEDMARITSTATUS	The status selected on the federal tax tab in the employee information setup.
LOCALCODE	Local tax code
STATECODE	State tax code
STATUS	The status selected on the state and local tax tabs in the employee information setup.
TABLEID	The table ID used for the formula.

Formula factors

Formula factors are variables used to change the base rate in a Formula without changing the Formula. Each Formula can have six factors. Factors can be used in Formula lines by entering "FC*n*"**,** where *n* is the number of the factor.

When working with variables in a Formula for TRAVERSE 11 you must first select the **f.GetNumericVariable** command from the list of selections. The variable must be enclosed in quote marks within the parentheses **f.GetNumericVariable(**"**FC1**"**)**.

Using Formula Factors



For example; you can set up a Formula that multiples taxable earning by a specific tax percentage. The formula itself can be entered in a single line:

f.GetNumericVariable(“FC1”) * .5

If you set Factor 1 to .05, the employee’s taxable earnings will be multiplied by five percent. Later, you can change the factor or override it for an individual employee.

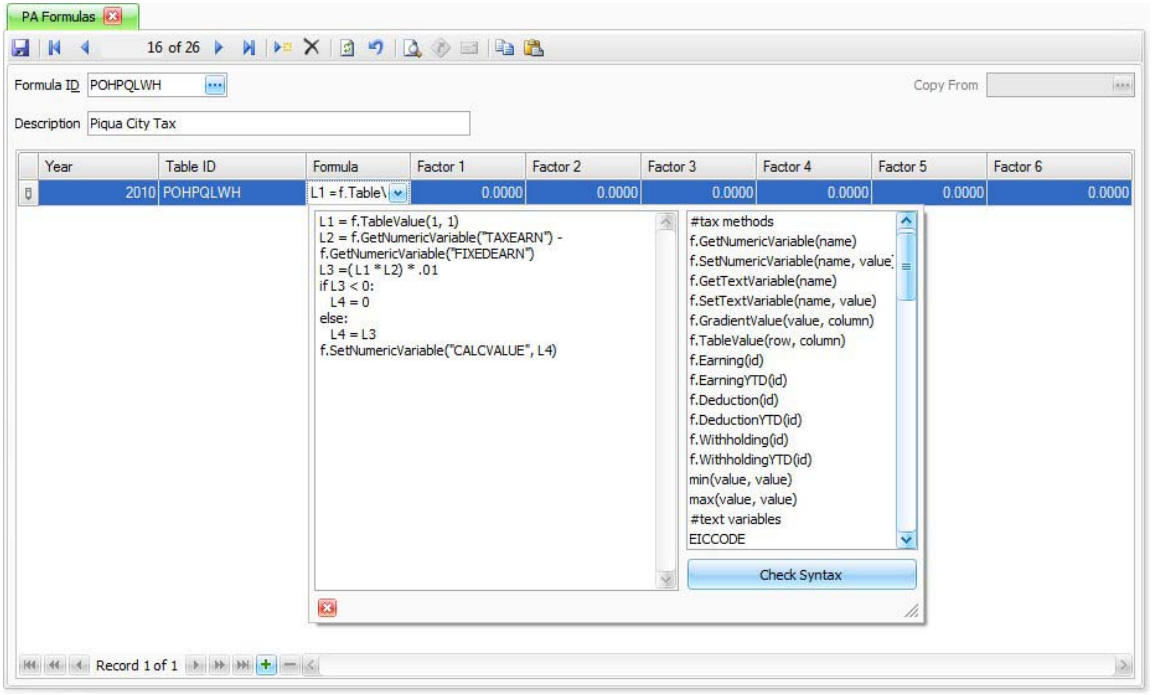
NOTE: Formula factors can be overridden for Deductions for an individual Employee on the Deductions tab of the Employee Information function on the Setup and Maintenance menu. Formula factors for Withholdings can be overridden for an individual Employee by selecting Formula and entering the values in the Formula Override fields.

Formula lines

Each line of a formula sets the value of a variable Ln (where *n* corresponds to the line number the value of the variable is calculated on). Lines are calculated in sequential order, line L1 is calculated before L2, 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.

Line numbers can be defined many ways in the TRAVERSE Formulas. Most of the examples in this chapter use the L1, L2 convention for naming lines other examples could be y1, y2, y3 etc.... You can use any character reference prior to the equal sign = to define a line number. The important thing to remember is what you used to define the line number to use later in the formula.

Example: In line 3 (L3) of the formulas displayed on the following screen, L3 stores the amount calculated in line 2 L2 of the Formula. L1 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 when you set up the Tax Authority). These variables are used to calculate an amount in line 3 and then that amount is stored as the variable L3 and used in the if, then, else statement that gives us our tax amount.



NOTE: All line references do not need to be enclosed in brackets [ ].

Calculated variables

Use the calculated variables to bring in the calculated amount from predefined variables that are calculated within the Formula.

Below is a table with the commands and descriptions:

Variable	Description
CALC_COLUNCOLMED	Collected on Uncollected Medicare
CALC_COLUNCOLOASDI	Collected on Uncollected OASDI
CALC_FICATIPS	Recorded FICA tips
CALC_TAXABLE	Taxable earnings
CALC_TDW	Adjusted SUI withholdings
CALCVALUE	The final value calculated by the formula

Operations

Formulas are calculated line by line. Calculations in a line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted.

Below is a table of the valid operations and the order in which they are performed (1 = performed first, 5 = performed last).

Operator	Priority	Description
–	1	Negative Sign
^	2	Exponentiation
*	3	Multiplication
/	3	Division
+	4	Addition
–	4	Subtraction

Operator	Priority	Description
=	5	Equal to
<>	5	Not equal to
>	5	Greater than
<	5	Less than
>=	5	Greater than or Equal to
<=	5	Less than or Equal to
==	5	Comparative value

Calculations are performed in the order listed in the table above, from left to right. To change the calculation order, use parentheses to group parts of the Formula together. Calculation is done from the innermost set of parentheses to the outermost set.

Using Formula Operation Commands

Formulas are calculated line by line. Calculations in a single line proceed according to the standard order of mathematical operations:

1. Numbers are multiplied
2. Numbers are divided
3. Numbers are added
4. Numbers are 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 in the same order as listed earlier.

Using Formula Functions

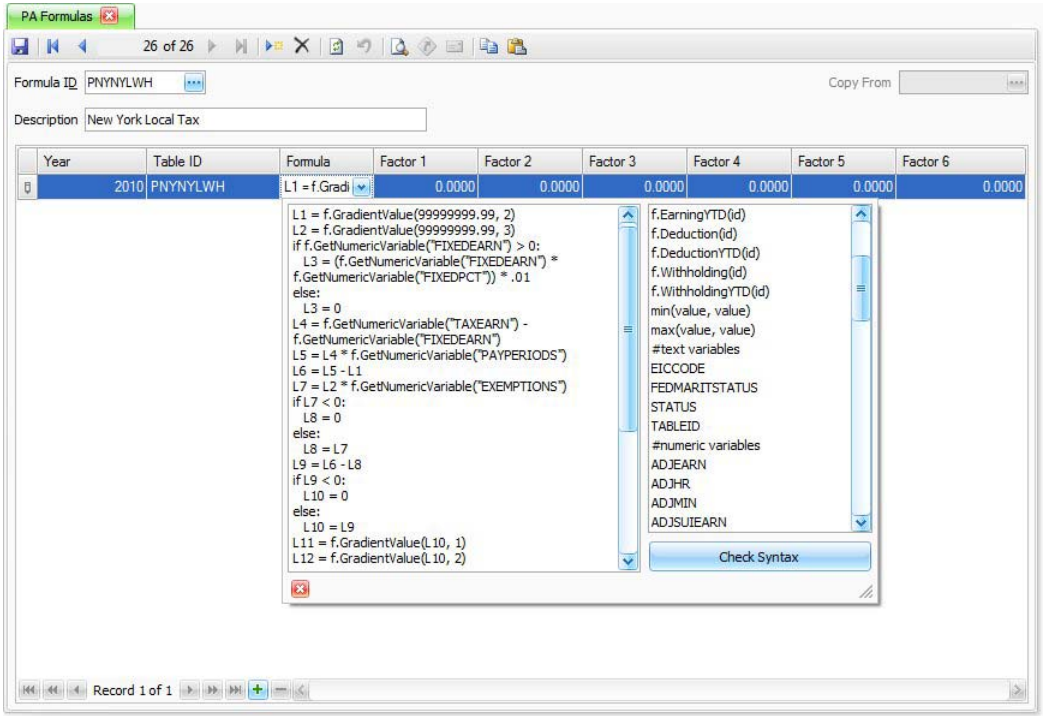
You can use three types of functions when constructing Formulas; the Tables Lookup function, the Conditionals function and MIN/MAX functions.

Tables Lookup Functions

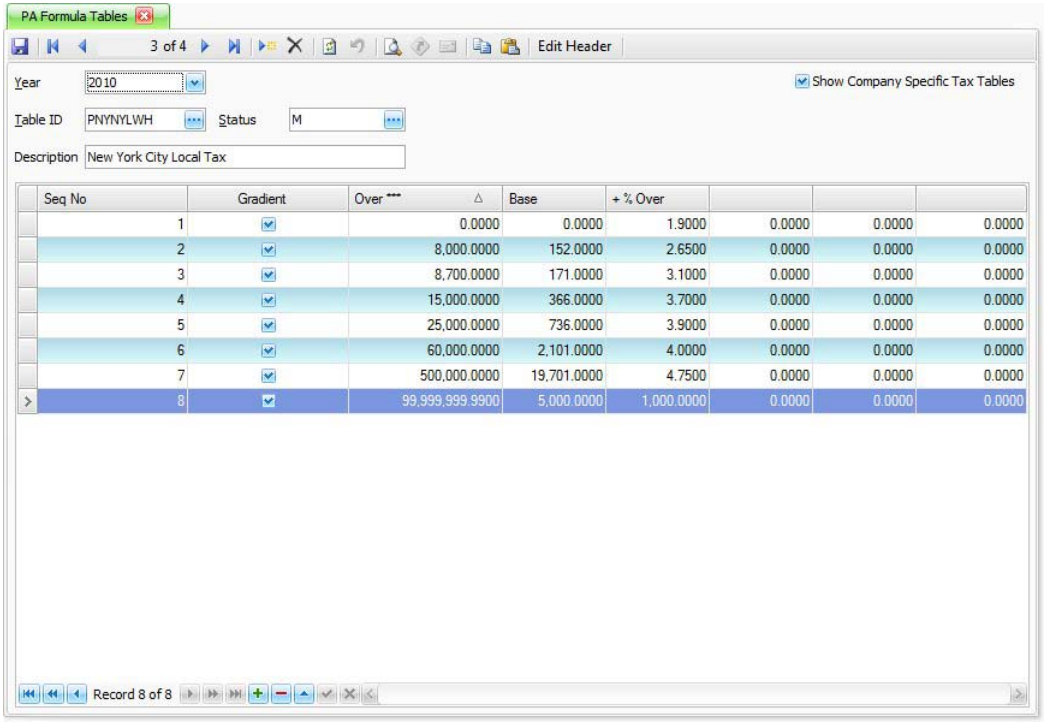
Use the **f.TableValue(row, column)** and **f.GradientValue(value, column)** functions to look up values in Formula (tax) Tables. Use the **f.GradientValue** function to look up information in a graduated tax table that has multiple rows or lines in ascending order, like the FED__FWH and PMN__SWH tables. The **f.TableValue** function is used to look up information in a table that is not arranged with graduated multiple rows, like a PMN__SWH table. Use the **f.TableValue** and **f.GradientValue** functions to have the Formula look up values in Formula Tables that have been set up in the ST database (without the Show Company Specific Tax Tables box checked) and to have the Formula look up values in Formula Tables that have been set up in the company database (with the Show Company Specific Tax Tables box checked).

f.GradientValue Function

The format for the **f.GradientValue** command is **f.GradientValue(value, column)**; where value is the row (or line) in the tax table and column is the column number. The tax table read by the **f.GradientValue** function is specified in the Formula function on the Setup and Maintenance menu.



Example: When the Withholding Code SWH for the state of Minnesota was set up in Codes Maintenance State Tax Setup. State and Federal Tax formulas in TRAVERSE are stored in the ST database. Do not modify Formulas in the ST database unless you are aware of what you are doing.



If the Formula used the command **f.GradientValue**(30000,2), 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.

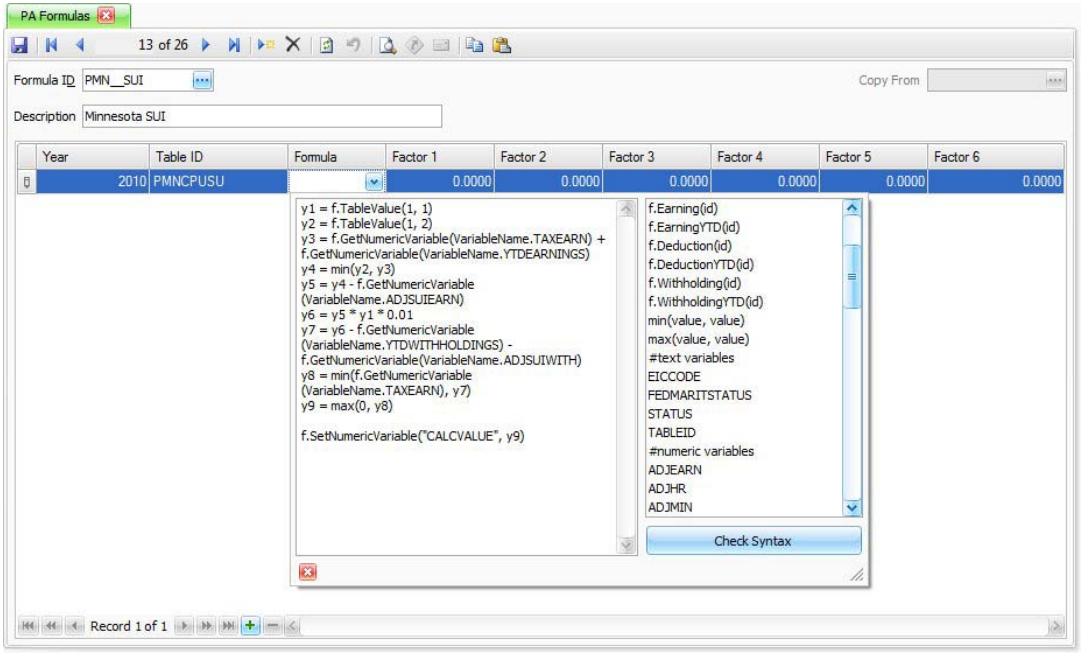
You can also use variable with the table lookup functions. You can, for example, use a variable calculated in a previous line of a Formula to find a row in the tax table. For example; in the command **f.GradientValue(L2,2)**, the system will read the tax table assigned to the Formula looking for the value greater than the amount stored in the variable L2.

NOTE: You can use only one f.GradientValue command per formula line.

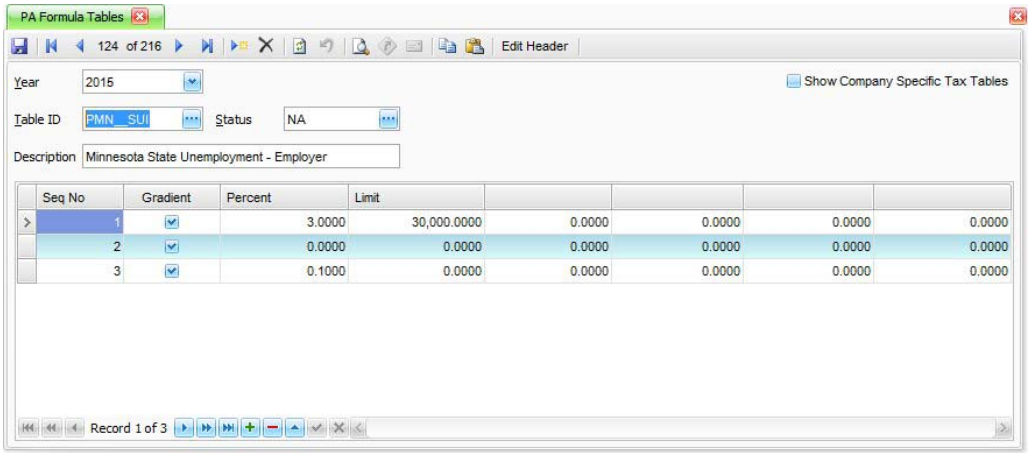
f.TableValue Functions

Use the **f.TableValue** function to look up information in a tax table that is not arranged with graduated multiple rows, like the PMN__SUI table displayed on the screen.

The format for the **f.TableValue(row, column)**; where *row* is the row in the tax table and *column* is the column number. The tax table to be used by the **f.TableValue** function is specified in the Formula function on the Setup and Maintenance menu when you setup the Formula ID.



Example: When the Withholding Code SUI for the state of Minnesota was set up in the Formula function, the formula PMN__SUI and the table PMN__SUI were assigned to SUI. The command f.TableValue(1,2) is used in the Formula. The system returns 30,000, the value found in the first row, second column of the table PMN__SUI.



NOTE: You can use only one f.TableValue command per formula line

NOTE: You must use the look function f.TableValue if you are adding a new Formula and Formula Table that currently is not in the included State and Federal tax tables and Formulas. (For example: Adding a Local Tax Formula or company specific SUI Formula and Table.)

Conditionals

You can use the **IF(*x, y, z*)** function to evaluate formulas conditionally. If condition *x* is true, then perform *y*, else perform *z*.

For example:

```
if L1 > f.GetNumericVariable("FC1"):
  L3 = L2
else:
  L3 = 0.
```

If the value of L1 is greater than FC1, we return a value of L2; otherwise we return the value of 0.

NOTE: It is important to use a constant number of spaces as indentations for the lines following the if and else command lines. The example above uses 3 spaces as indentations. At the end of the if and else command lines you must use a colon: to indicate what the next condition is.

f.Deduction functions

If you want to bring in the value of a specific Deduction taken out of an Employee's check you can use the f.Deduction functions. There are two f.Deduction functions.

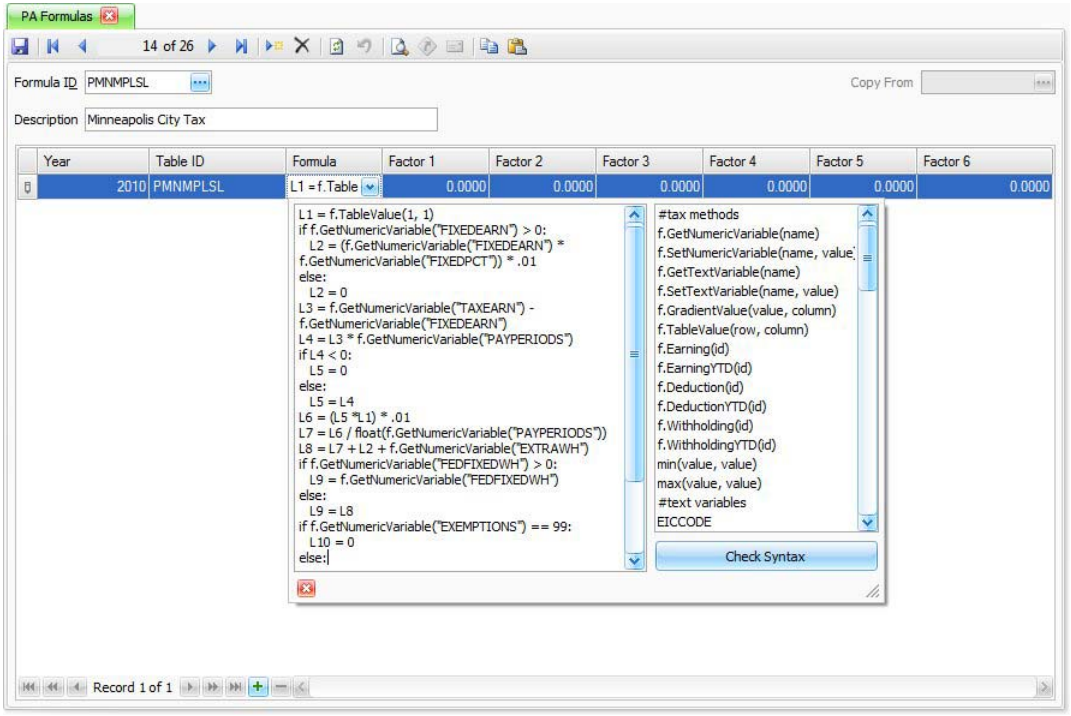
f.Deduction(dedID) - Returns the Deduction amount for the Deduction ID for the current check.

f.DeductionYTD(id) - Returns the year to date Deduction amount for the dedID.

When you are using the **f.Deduction** functions you do not put square brackets around the f.Deduction command. To return the value you must put the ID in parentheses and within quotes ("006").

Using Conditional Functions

Use the If function, IF(x, y, z) to perform logical operations (x) and return (y) if (x) is true, or return (z) if (x) is false. You can also look at this as If (x) is true, then (y), else (z).



MIN/MAX functions

If you wish to test the values of two variables, *a* and *b*, and have the larger value returned, you can use the function **MAX(*value*,*value*)**. Conversely, if you wish to test the values of two variables, *a* and *b*, and have the lesser value returned, you can use the function **MIN(*value*,*value*)**.

f.SetNumericVariable

To return a value from the Formula you must use the f.SetNumericVariable command as the last line of the Formula. The syntax for the f.SetNumericVariablef.SetNumericVariable(name, value), where name is the name of the value to return and value is the value you want to return, would be as follows:

f.SetNumericVariable(“CALCVALUE”, L4)

The command usually will include the variable CALCVALUE to return the value that has been calculated in the formula and the L4 which is the last line in the formula.

Formula Tips

- When setting up your Formulas, you don't need to type all the commands and variables into the Formula. With the Formula box open you can double click on the command and variable in the right column to bring the value double clicked on into the Formula, and then add quotes and other text to the Formula manually. The value double clicked on will be brought into the Formula at the point of the cursor.
- If your Formula might result in a negative amount calculated use a line at the end of the Formula similar to this:

if L3 < 0:

L4 = 0

else:

L4 = L3

This formula line says if line 3 is less than zero then return 0 or else return the value from line 3.

- If you are going to be using variable amounts that could change for each Employee, use the Factor fields and use the ("FCx") function (x being the value 1 to 6 corresponding to the factor fields).
- When using the conditional if: else: make sure to put a colon after the if statement and after the else command. When defining the then, the line after the if, and when defining the else, the line after the else, be consistent with the number of spaces used to indent the conditional values. In this chapter 3 spaces are used for each of the if, then, else conditional statements.
- When using the #TAX METHODS commands the variable, and factors must be enclosed in quotation marks within the parentheses ("ADJEARN").
- When bringing in line number values into another line the line numbers are not enclosed in parentheses or quotation marks. For example: L9 = L6 - L8
- Line numbers can be defined in many different ways within the Formulas. The line number is defined by putting an equal sign after the value you want to use for the line number. For example: **L1 =** would be defining line 1. **y1 =** would also be defining line 1 but using the y as a reference. When only one line is used you can use a character reference such as **res =** to define the line number as the result.
- The last line in each Formula must contain the **f.SetNumericVariable** command to return the value calculated. For example: **f.SetNumericVariable("CALCVALUE", L4)** is saying set the numeric variable to the calculated value from line 4, which is the last line defined in the Formula.

Producing a Formulas List

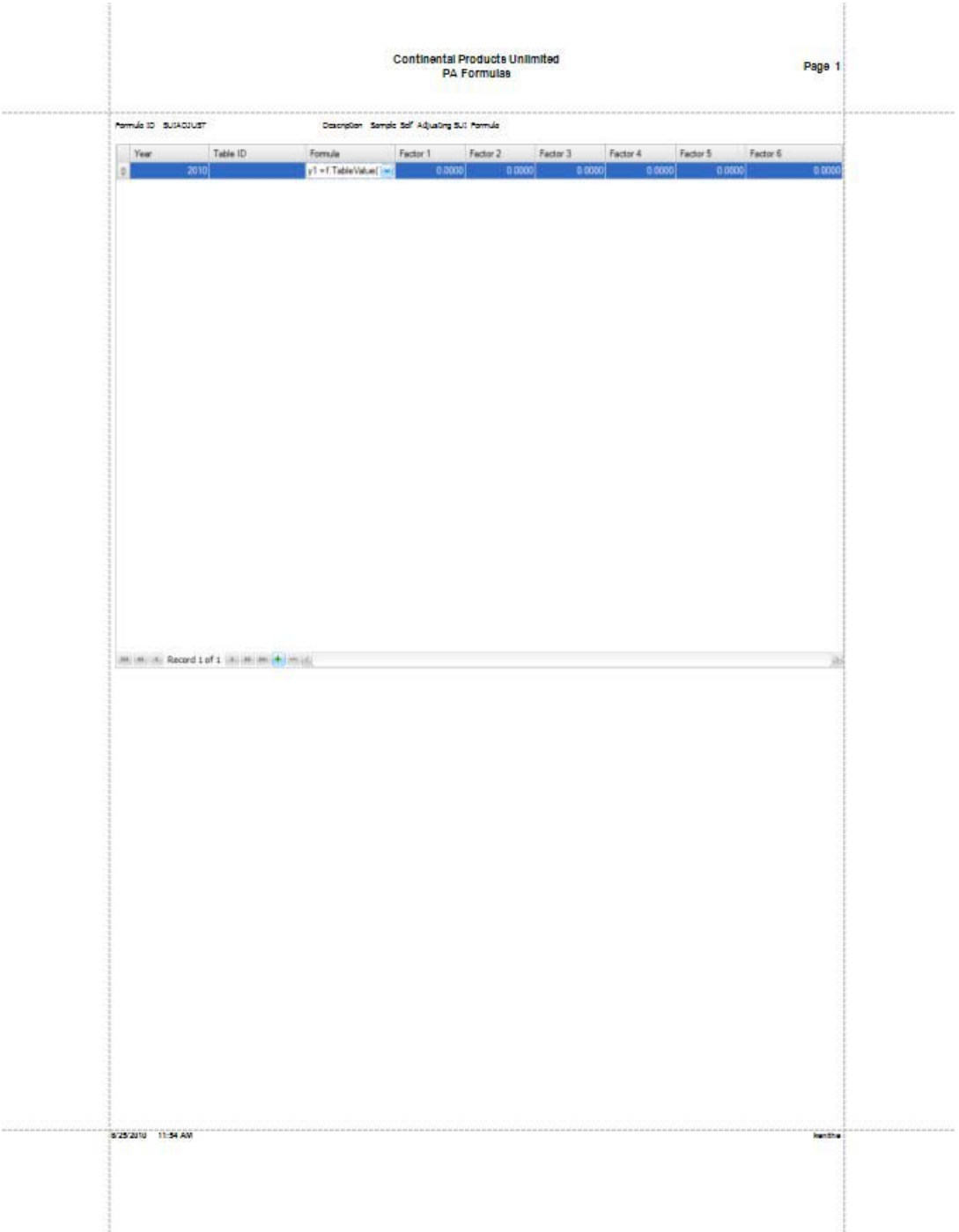
Use the **Formulas List** function to produce a list of Formulas you defined in the Formulas function (page 3-93) on the Setup and Maintenance menu.

To produce a **Formulas List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Formulas.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Formulas List


Continental Products Unlimited
PA Formulas
Page 1
Formula ID SUIADJUST
Description Sample Self Adjusting SUI Formula
Year | Table ID | Formula | Factor 1 | Factor 2 | Factor 3 | Factor 4 | Factor 5 | Factor 6
2010 | | y1 = f TableValue(| 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000
Record 1 of 1
6/25/2010 11:54 AM

CALCULATING FEDERAL WITHHOLDINGS

The TRAVERSE Payroll system follows all federal guidelines for calculating Federal Tax Withholdings. The following is a brief summary of the steps the Payroll system follows when making withholding calculations.

1. First, the system determines the current pay period salary or hourly wage amount.

    - For Salaried Employees, the salary is the amount displayed in the Salary field on the **Pay** tab in Employee Information (page 3-166). If an amount has been entered in the Override Pay field for the Employee for the current pay period, this amount is used rather than the Salary amount. If time tickets have been entered for the Employee, the current pay period amount may or may not be adjusted based on whether the time ticket's Earning Type is set to Add or to Replace current wages.

    - For Hourly Employees, the current pay period amount is determined by the sum of all time tickets entered and posted for the current pay period.

2. Second, the system checks for any Exclusions and Deductions set up for the Employee. The **Federal Taxes** tab in Employee Information (page 3-171) allows you the ability to exclude Employees from selected Federal Withholdings. The Exclusions function (page 3-45) on the Codes Maintenance menu allows you the ability to Exclude selected Deductions from Withholdings. An employee's 401(k) contribution is a good example of a Deduction Excluded from Withholdings.

3. Next, the system takes the Withholdings based on one of the following methods:

    - If the Employee has an amount in the Fixed Withholding field on the **Federal Taxes** tab in Employee Information (page 3-171), the system will use the Fixed Withholding amount for the Employee's Federal Withholding.

NOTE: If the Earning Code selected for the Employee has the Fixed Withholding box checked on the Earning Codes screen (page 3-25), but the Employee is not setup with a Fixed Withholding on the Pay tab in Employee Information (page 3-166), the system calculates the Withholding by multiplying the percentage entered in the Fixed Percent field for FWH in Federal Tax Setup (page 3-71) by the Employee's pay period earnings.

    - If the Employee is *not* set up for a Fixed Withholding, the system calculates the Withholding based on the following method:

1. The Employee's taxable wages for the pay period are annualized by multiplying the wage amount by the number of pay periods per year indicated on the **Pay** tab in Employee Information (page 3-166).
2. The system then multiplies the Employee's Standard Deduction (determined by the appropriate Federal Tax Table) by the number of Exemptions he/she has claimed and subtracts this amount from the Employee's annualized wages to get the adjusted taxable earnings for the year.
3. Next, the system compares the Employee's annual taxable earning amount to the appropriate tax table to determine the annual withholding amount.
4. Finally, the system determines the current pay period withholding amount by dividing the annualized tax amount by the number of pay periods per year. The result is the current period withholding amount for Federal Tax. If the Employee has an amount in the Extra WH field on the **Pay** tab in Employee Information (page 3-166) for the type of tax being calculated - federal in this case, the system will complete the calculation by adding the extra withholding to the amount calculated by the system.

Some tax withholdings have earnings limits, wherein, earnings made in excess of the limit are not subject to the Withholding. The TRAVERSE Payroll system automatically calculates Withholding Taxes with earnings limits. Examples of such Withholdings are, OASDI and State Unemployment Insurance (SUI). OASDI is withheld at a flat rate of 6.2%, up to the earnings limit of $127,200 for the payroll year 2017 (this amount changes each year). Minnesota State Unemployment Insurance is withheld at a flat rate up to 9.0% (this rate varies for each company) up to the earnings limit of $32,000 per year. Therefore any wages made in excess of $127,200 are not subject to OASDI withholding, and any wages made in excess of $32,000 are not subject to Minnesota SUI.

NOTE: These values are examples of the 2017 values and are subject to change.

SETTING UP PAYROLL INFORMATION

- Use the **Departments** (page 3-121) function to set up and maintain information for Departments and divisions of your company.
- Use the **Departments List** (page 3-125) for proofing the entries and to file a hard copy.
- Use the **Payroll Information** (page 3-129) function to set up and maintain information for State Unemployment Reports, set up Education Degree Codes and Descriptions, and track the Payroll Number.
- Use the **Leave Codes** (page 3-135) function to set up and maintain leave accrual codes.
- Use the **Check Sort** (page 3-139) function to set up and maintain Sort IDs that allow you to Print Payroll Checks in specified groups.
- Use the **Department Allocations** (page 3-143) function to set up allocations that distribute an Employee's pay expense and accumulated hours to several different departments.
- The **Enhanced Payroll Tax Codes** (page 3-147) function matches the codes used internally by the Aatrix Forms Viewer to the tax codes TRAVERSE uses to build tax forms correctly when you use the Enhanced Payroll Tax Reports function.

DEPARTMENTS

Use the **Departments** function to set up and maintain information for Departments and divisions of your company. Information in the Department record is updated for Earnings, Employer Costs, and Employer Taxes when the Post Transactions function (page 4-29) on the Daily Work menu or the Post Checks function (page 5-87) on the Payday Work menu are run. If Payroll is interfaced with General Ledger, this information updates Accounts in the General Ledger when you use the Post Checks function (page 5-87) on the Payday Work menu.

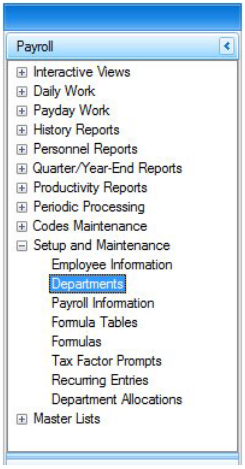
NOTE: Employer Taxes and Costs are updated based on the selection made in the Employer Taxes/Costs to Home or Worked Department field in the Miscellaneous section in Business Rules (page 3-5). If Home was selected, the Post Transactions function (page 4-29) updates the Employer Costs and Withholdings for the department specified on the Pay tab in the Employee Information function. If Worked was selected, Employer Withholdings and Costs are posted to the Department specified during time ticket entry in the Payroll Transactions function (page 4-5) on the Daily Work menu. For a Salaried Employee with time ticket transactions, if the total hours entered on the time tickets are less than the total hours per pay period according to the Employee's default Earning Code, then the difference is posted to the Home department.

NOTE: When the selection is made on the Accounting Basis as Accrual in the Miscellaneous section of the Business Rules (page 3-5) you must click on the Sync Details button, for each Department, to bring in the Accrued Wages record and the default Accrual Account from the Business Rules (page 3-5). Once the Accrued Wages record has been brought into each Department, assign the appropriate Account for the displayed Department.

To set up **Departments**, follow these steps:

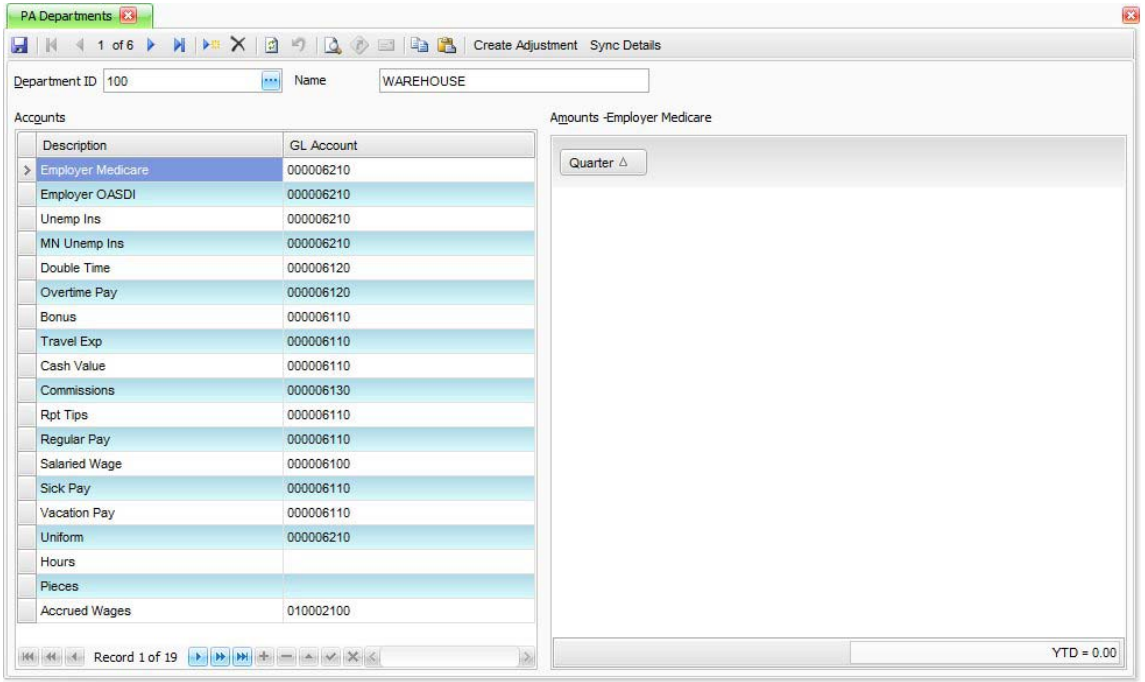
1. Select **Departments** from the **Setup and Maintenance** menu.

Departments Menu



2. The **Departments** screen appears.

Departments Screen



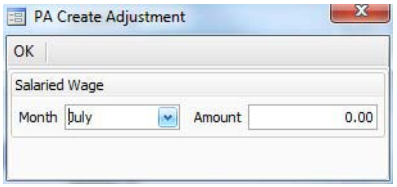
3. Enter a new **Department ID** or select the Department ID with which to work.
4. Enter the **Name** of the Department.
5. Select the Department to **Copy From**. This field is available only when adding a new Department.
6. All Earning Codes, Employer Taxes, and Employer Costs set up in the corresponding functions on the Codes Maintenance menu are displayed.
7. For each Earning Code, Employer Tax and Employer Cost, select the **GL Account** to be debited when you run the Post Checks function (page 5-87). This Account should be an expense account. Select the Accrued Wages account, if you selected Accrual in the business rules for your Accounting Basis.

   The Accrued Wages account will be Credited for the amount of the expenses when Daily Work Transactions are posted.
8. Each **Quarter** and **Month** of the year is displayed.
9. The total **Amount** of expenses posted for the expense selected is displayed for each month.
10. The **YTD** expense total for the Department is displayed and updated when you run the Post Transactions (page 4-29) and Post Checks (page 5-87) functions. This field should *not* be edited after you have made set up entries.

Command Buttons

Name	Description
Create Adjustment	Enter adjustment amounts for the selected expense and month.
Sync Details	Synchronize any new expenses and accrued wages records that have been added.

Create Adjustment Screen



The **Create Adjustment** screen appears when you select the **Create Adjustment** button in the toolbar.

1. Select the **Department ID** with which to work.
2. Select the Department Expense from the **Accounts** area, to which you will be making an adjustment.
3. Select the **Create Adjustment** button.
4. Select the **Month** to make the Adjustment.
5. Enter the **Amount** of the Adjustment. Enter a positive number to add to the total for the month and a negative number to subtract from the total for the month.
6. Click **OK** to apply the Adjustment and return to the Departments screen.

NOTE: You must click on the Sync Details button for each Department after adding an Employer Tax, Employer Cost or a new Earning Code, for the codes to be displayed and allow you to enter an Expense Account.

Adding, Editing, and Deleting Departments

To add a Department, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank Departments screen appears.
2. Enter a **Department ID** and **Name** for the new Department.
3. Select the Department to Copy From, if applicable.
4. Select the appropriate GL Accounts, and enter the monthly expense amounts.
5. Click the **Save** button , on the toolbar, to save the new Department.

To edit a Department, follow these steps:

1. Select the **Department ID** of the Department to edit.
2. Edit the appropriate information.
3. Click the **Save** button , on the toolbar, to save the edited Department.

To delete a Department, follow these steps:

1. Select the **Department ID** of the Department to delete.
2. Click the **Delete** button , on the toolbar, to delete the selected Department.

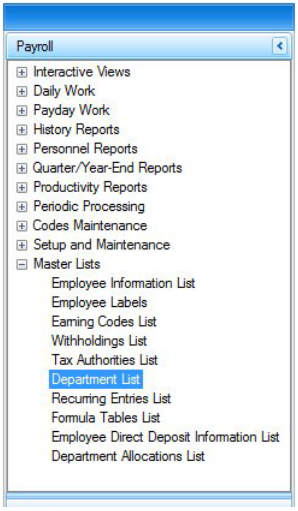
Producing a Department List

Use the **Department List** function to produce a list of Departments you have defined in the Departments function on the Setup and Maintenance menu.

To produce the **Department List**, follow these steps:

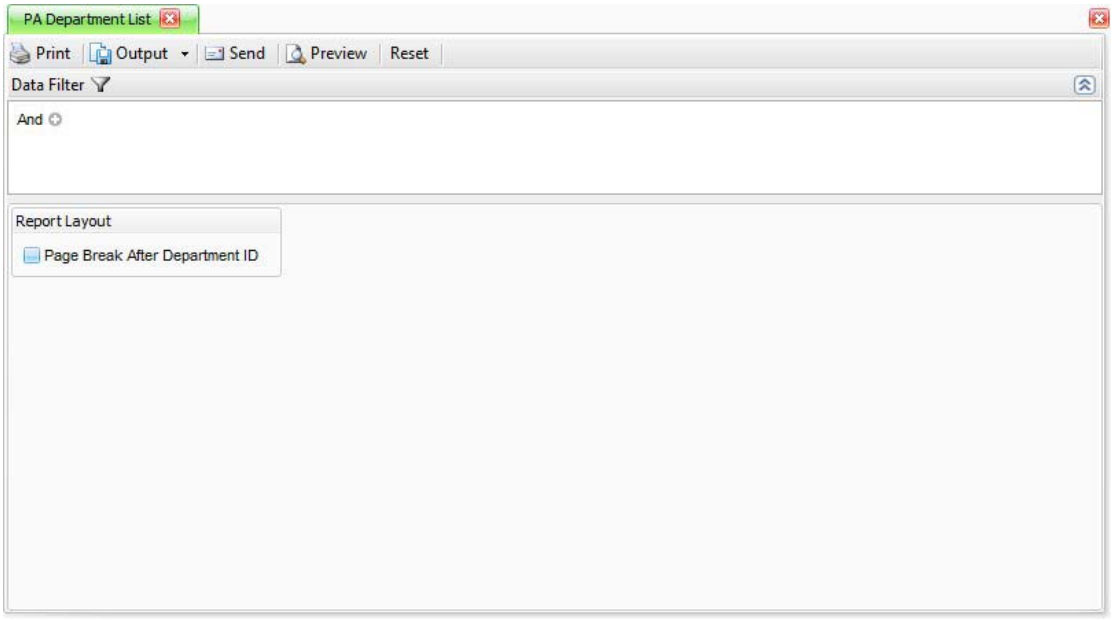
1. Select **Department List** from the **Master Lists** menu.

Department List Menu



2. The **Department List** screen appears.

Department List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the IDs.
4. To place a **Page Break After Department ID**, select the box; otherwise, clear the box.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Department List

Continental Products Unlimited
Department List

Department ID Name Description GL Account	January	February	March	April	May	June	July	August	September	October	November	December	YTD
00-000-6110													
Uniform	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6210													
Hours	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Pieces	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
500 EXECUTIVE													
Employer Medicare	0.00	0.00	0.00	0.00	0.00	448.62	448.62	2,183.65	0.00	0.00	0.00	0.00	3,080.89
00-000-6210													
Employer OASDI	0.00	0.00	0.00	0.00	0.00	1,918.23	1,918.24	9,336.98	0.00	0.00	0.00	0.00	13,173.45
00-000-6210													
Unemp Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00	97.69	0.00	0.00	0.00	0.00	97.69
00-000-6210													
MN Unemp Ins	0.00	0.00	0.00	0.00	0.00	287.68	265.93	651.74	0.00	0.00	0.00	0.00	1,205.35
00-000-6210													
WI State Unemployment Insuran	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6210													
Double Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6120													
Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6120													
Bonus	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6110													
Travel Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6110													
Cash Value	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6110													
Commissions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6130													
Rpt Tips	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6110													
Regular Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6110													
Salaried Wage	0.00	0.00	0.00	0.00	0.00	30,939.34	30,939.34	150,596.70	0.00	0.00	0.00	0.00	212,475.38
00-000-6100													
Sick Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
00-000-6110													

PAYROLL INFORMATION

Use the **Payroll Information** function to:

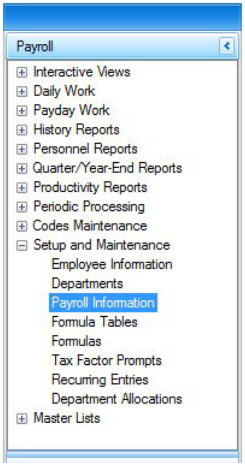
- Set up and maintain information for State Unemployment Reports
- Set up Degree Codes and descriptions used on the **Education** tab in the Employee Information function (page 3-190).

NOTE: The Direct Deposit information that was on the Company Bank tab of the Payroll Information screen has been moved to the Bank Accounts setup in System Manager.

To establish **Payroll Information**, follow these steps:

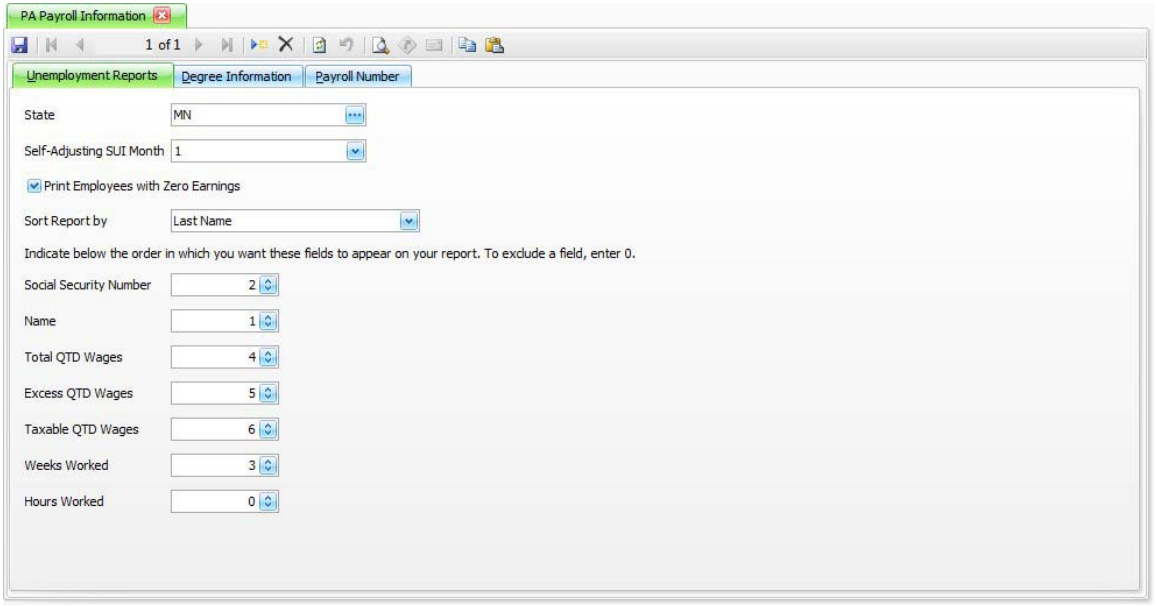
1. Select **Payroll Information** from the **Setup and Maintenance** menu.

Payroll Information Menu



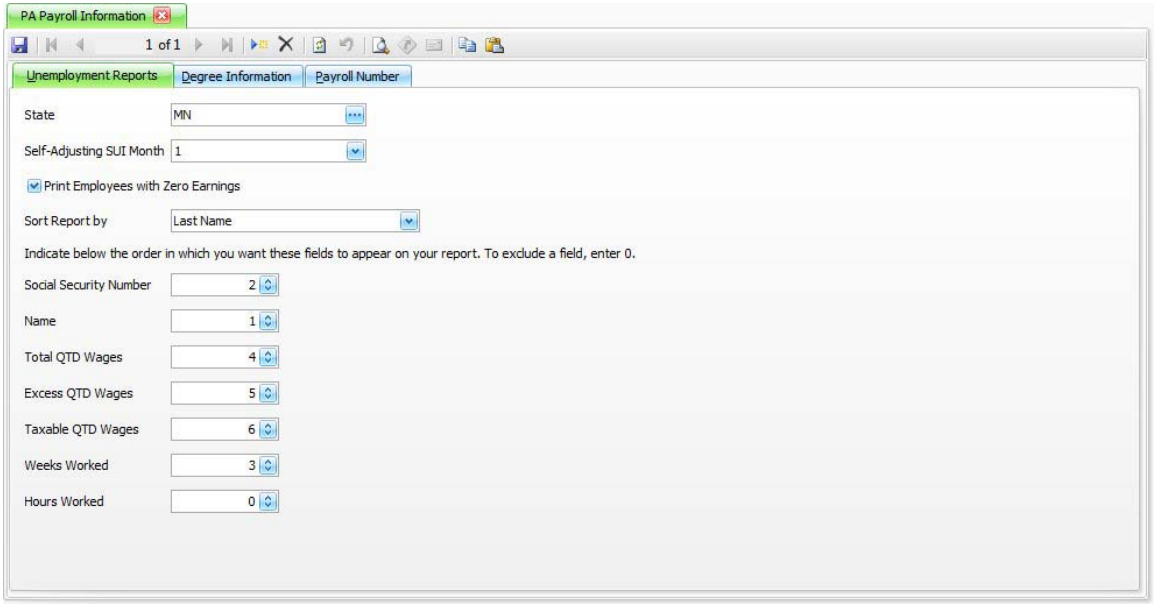
2. The **Payroll Information** screen appears with the Unemployment Reports tab displayed.

Payroll Information Screen



3. Select the **Unemployment Reports**, **Degree Information** or **Payroll Number** tab.

Unemployment Reports Tab



Maint

4. Select the **State** code for which you wish to add an unemployment report.

   Only states that have been set up in the Tax Authorities function (page 3-74) will be available in the drop down list.

5. Select the number of the **Self Adjusting SUI Month** in which the selected State's Unemployment Insurance percentage changes. Use 1 if the state does not change it's percentage in the middle of the year. Use 2-12 only if the state requires that you do ***not*** self adjust the collected amount for the entire year, but only up until the time the percentage changed.

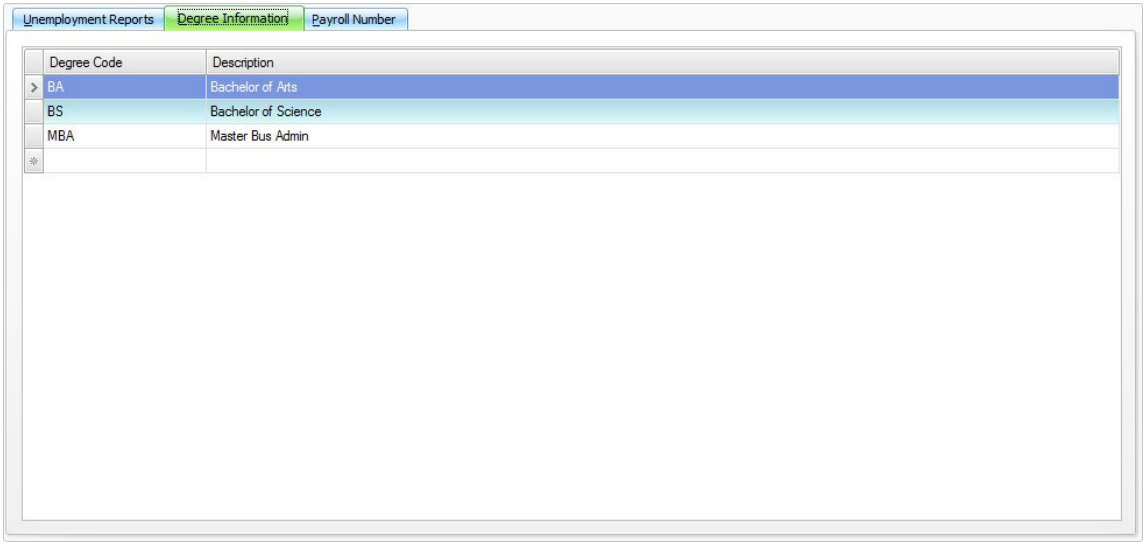
   NOTE: If this is set to 12 for a State that does not change the SUI percentage part way through the year, your SUI Tax will NOT stop calculating once the Employees have reached the limit for calculating the SUI Tax.

6. To **Print Employees With Zero Earnings** for the quarter when you print the State Unemployment Report (page 6-57), select the box; otherwise, clear the box. If your State *does not* require you to print these Employees, clear the box.

7. Select the **Sort Report By** option: **Last Name** or **Social Security Number**.

8. **Indicate below the order in which you want these fields** (**Social Security Number**, **Name**, **Wages**, **Weeks Worked**, **Hours Worked**) **to appear on the report**. To exclude a field, enter **0**. You cannot enter a number that has already been entered for another field. For example, if you wanted to enter **1** for **Social Security Number** but **1** was already assigned to **Name**, you would first have to change **Name** to **0**, then you could enter **1** for **Social Security Number**.

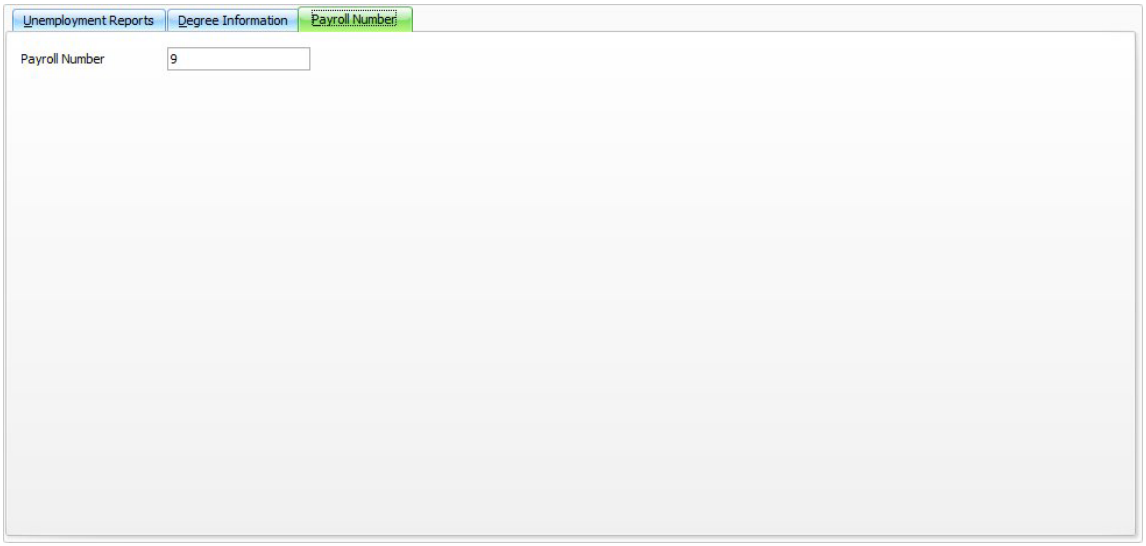
Degree Information Tab



Use the **Degree Information** tab to assign Codes and Descriptions to educational degrees used on the **Education** tab in the Employee Information function (page 3-190).

1. Enter a unique **Degree Code** to assign the degree.
2. Enter a **Description** of the degree.

Payroll Number Tab



Use the **Payroll Number** tab to view how many payroll runs have been posted. Each year the Payroll Number will get set back to 0 and increment from there each time payroll checks are posted. This will allow you to see how many times you have posted payroll checks in a payroll year.

Producing a Payroll Information List

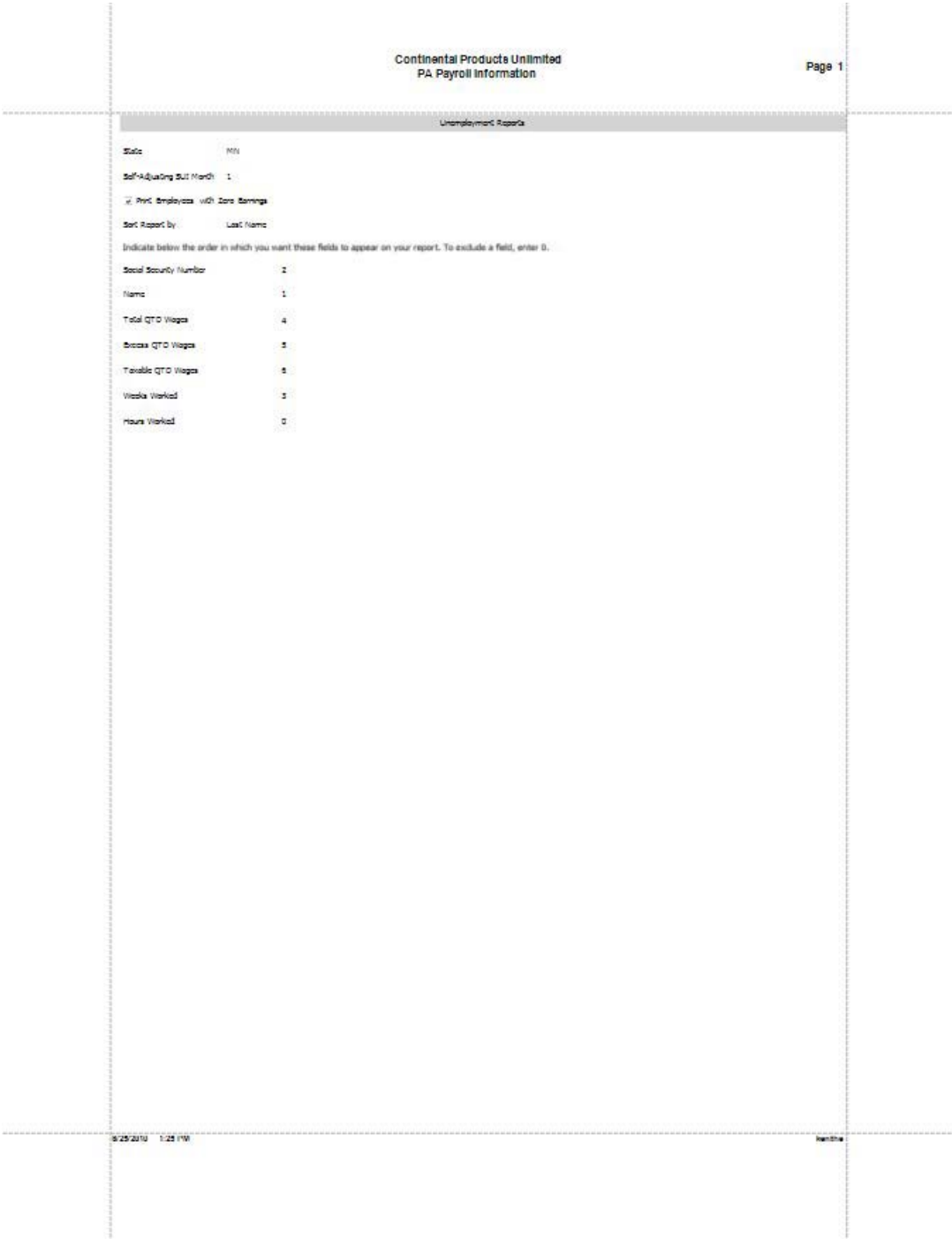
Use the **Payroll Information List** function to produce a list of information you set up in the Payroll Information function (page 3-129) on the Setup and Maintenance menu.

To produce the **Payroll Information List**, follow these steps:

1. Select the **Print Preview** button to preview the Payroll Information.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Payroll Information List



Continental Products Unlimited
PA Payroll Information

Page 1

Unemployment Reports

State MN

Self-Adjusting SUI Month 1

☑ Print Employees with Zero Earnings

Sort Report by Last Name

Indicate below the order in which you want these fields to appear on your report. To exclude a field, enter 0.

Social Security Number	2
Name	1
Total QTD Wages	4
Excess QTD Wages	5
Taxable QTD Wages	6
Weeks Worked	3
Hours Worked	0

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LEAVE CODES

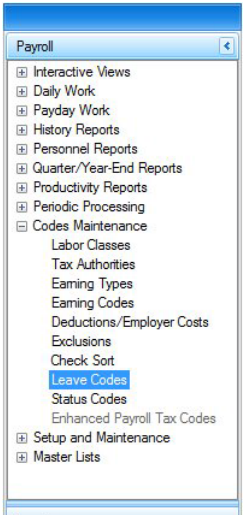
Use the **Leave Codes** function to set up and maintain sick and vacation accrual codes. Sick and vacation codes are used only if you elected to use Automatic Accrual of Leave Time in the Business Rules (page 3-5). There is no distinction between sick leave codes and vacation leave codes. Both types of codes are set up using the same form.

When entering a Daily Work Payroll Transaction a leave code will be required to be selected when entering a record for an Earning Code with a Leave Earning Type. This will determine the Leave Code and the hours accrued from which to deduct the accrued hours.

To set up **Leave Codes**, follow these steps:

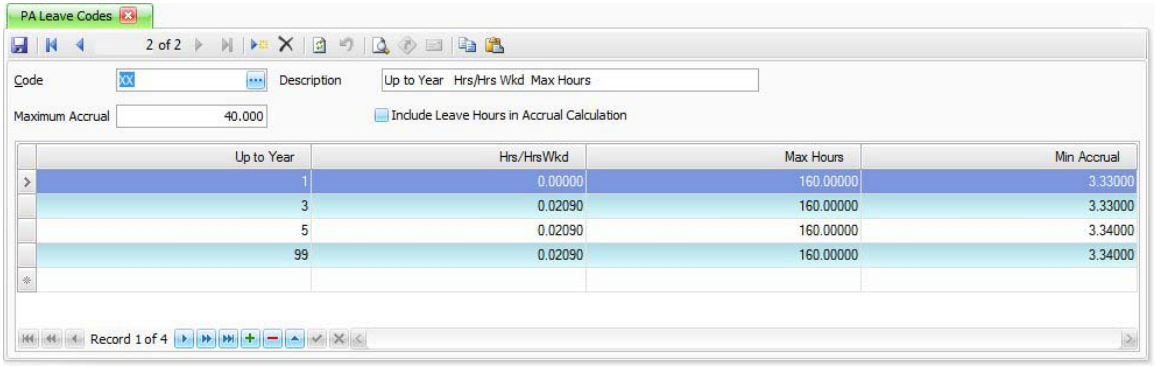
1. Select **Leave Codes** from the **Codes Maintenance** menu.

Leave Codes Menu



2. The **Leave Codes** screen appears.

Leave Codes Screen



1. Enter a new Leave **Code** or select the Leave Code with which to work.
2. Enter a **Description** of the Leave Code.
3. Enter the **Maximum Accrual** hours that may be accrued for this Leave Code. Once the number of hours accrued for this Leave Code reaches this amount, the Leave Code will no longer accrue hours. Leave the amount at 0.00 to indicate there is no limit.
4. Check the box to **Include Leave Hours in Accrual Calculation**. If this box is checked, leave hours will be accrued when taking leave hours for this leave code, if leave is accrued on a per hour basis.
5. Enter the **Up to Year** number of years of employment Employees must have in order to accrue Leave time at the defined rate.

   Example: Enter 1 to accrue Leave at the defined rate for Employees with up to one year of employment. Enter 2 to accrue Leave at the defined rate for employees with more than 1 year and up to 2 years of employment, and so on.

6. Enter the number of leave hours accrued for every hour the Employee works into the **Hrs/HrsWkd** field. Decimals can be used if necessary.
7. Enter the **Max Hours** per pay period that can be used to calculate Leave Accrual.

   Example: If you assign an employee the leave code S80 which allows a maximum of 80 hours per pay period to accrue Leave, and the Employee works 84 hours during the pay period, only 80 of those hours worked will count towards the accrual of Leave time.

8. In the **Min Accrual** field enter the minimum number of Leave hours Employees can accrue per pay period. If the calculated accrual amount is less than the Minimum Accrual, the Minimum Accrual is used.

   This field may also be used to indicate how many Leave hours Salaried Employees will accrue during a pay period. Since no transactions are needed to calculate checks, no hours are recorded and the Hrs/HrsWkd is not calculated.

Task Summary

Adding, Editing, and Deleting Leave Codes

To add a Leave Code follow these steps:

1. Select the **New Record** icon on the toolbar. The **Copy From** field appears and you can select an existing Leave Code to copy from.
2. Enter the required information on the **Leave Codes** screen.
3. Click the **Save** button , on the toolbar, to save the new Leave Code.

To edit a Leave Code follow these steps:

1. Select the Leave **Code** to edit.
2. Edit the appropriate information on the **Leave Codes** screen.
3. Click the **Save** button , on the toolbar, to save the edited Leave Code.

To delete a Leave Code follow these steps:

1. Select the Leave **Code** to delete.
2. Click the **Delete** button , on the toolbar, to delete the selected Leave Code.

Producing a Leave Codes List

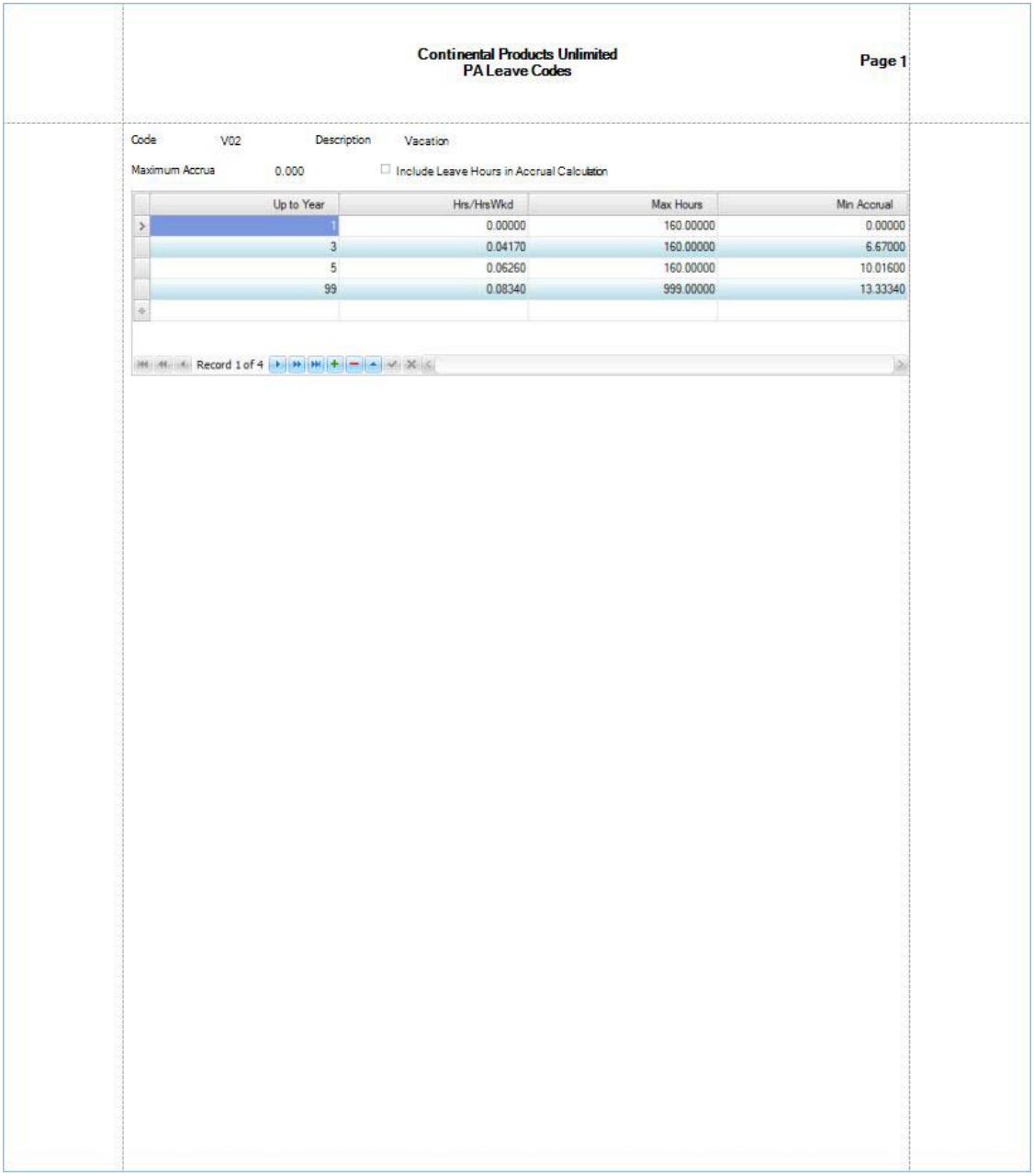
Use the **Leave Codes List** function to produce a list of information you set up in the Leave Codes function (page 3-135) on the Codes Maintenance menu.

To produce the **Leave Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the Leave Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Leave Codes List



Continental Products Unlimited
PA Leave Codes

Page 1

Code V02 Description Vacation

Maximum Accrua 0.000 Include Leave Hours in Accrual Calculation

Up to Year	Hrs/HrsWkd	Max Hours	Min Accrual
1	0.00000	160.00000	0.00000
3	0.04170	160.00000	6.67000
5	0.06260	160.00000	10.01600
99	0.08340	999.00000	13.33340

Record 1 of 4

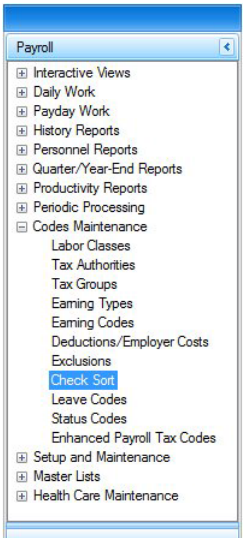
CHECK SORT

Use the **Check Sort** function to set up and maintain Check Sort IDs that allow you to print payroll checks in specified groups. Each Employee can be assigned a Check Sort on the Pay tab in the Employee Information function (page 3-166). Checks can then be printed according to their Check Sort ID in the Print Checks function (page 5-35).

To set up **Check Sort**, follow these steps:

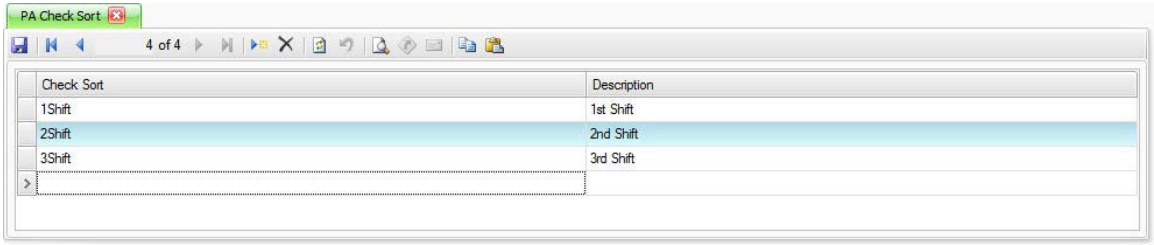
1. Select **Check Sort** from the **Codes Maintenance** menu.

Check Sort Menu



2. The **Check Sort** screen appears.

Check Sort Screen



3. Enter a **Check Sort** ID to assign to a group of Employee payroll checks. Each Employee is then assigned a Check Sort ID on the Pay tab in the Employee Information function (page 3-166).
4. Enter a **Description** of the Check Sort.

Task Summary

Adding, Editing, and Deleting Check Sort IDs

To add a Check Sort ID follow these steps:

1. Select the **New Record** icon on the toolbar.
2. Enter an ID to assign the **Check Sort** field.
3. Enter a **Description** of the Check Sort.

To edit a Check Sort ID follow these steps:

1. Select the ID of the **Check Sort** to edit.
2. Edit the **Description** of the check sort.

To delete a Check Sort ID follow these steps:

1. Select the ID of the **Check Sort** to delete.
2. Click the **Delete** button , on the toolbar, to delete the selected Check Sort.

Producing a Check Sort List

Use the **Check Sort List** function to produce a list of information you set up in the Check Sort function (page 3-139) on the Codes Maintenance menu.

To produce the **Check Sort List**, follow these steps:

1. Select the **Print Preview** button to preview the Check Sort list.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Check Sort List

Continental Products Unlimited
PA Check Sort

Page 1

Check Sort	Description
1Shift	1st Shift
2Shift	2nd Shift
3Shift	3rd Shift

DEPARTMENT ALLOCATIONS

NFP

Use the **Department Allocations** function to set up allocations that distribute an Employee's pay expense and accumulated hours to several different Departments. This function is available only if you have the Not for Profit add-on installed. After you set up a Department Allocation record and associate it with an Employee record, the system distributes the Payroll Transactions (page 4-5) you enter for that Employee to the Departments specified when you Calculate Checks (page 5-7).

For example; set up a Department Allocation to allocate pay and hours for administrative assistants among three Departments and assign that allocation to an Employee record. When you enter a Payroll Transaction for that Employee, post it, and Calculate Checks, the system automatically distributes the payroll expense and accumulated hours to the three Departments according to the allocation record. These distributions appear on the Edit Register and the Check Register.

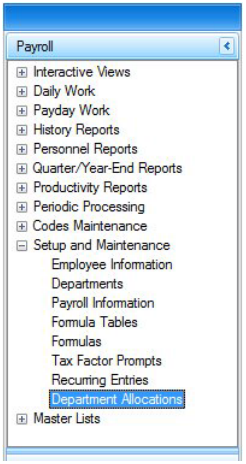
Use Department Allocations to save time during transaction entry. Previously, you needed to enter individual Payroll Transactions for each Department to distribute payroll expenses and hours to those Departments. When you use Department Allocations, the system handles these distributions for you automatically.

For the Department Allocations to work correctly the option to Post Employer Taxes/Costs to Home or Worked Department must be set to Worked. Otherwise the taxes and costs will always be posted to the Employee's Home Department.

To work with **Department Allocations**, follow these steps:

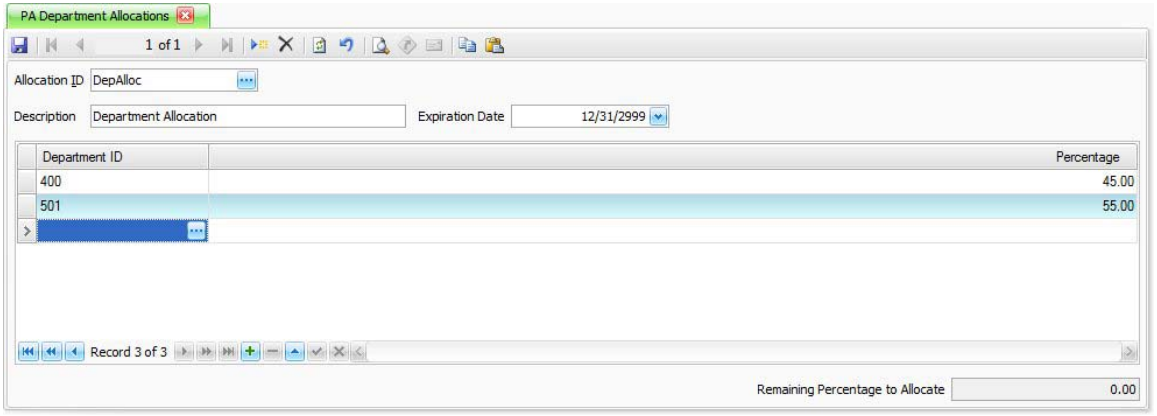
1. Select **Department Allocations** from the **Setup and Maintenance** menu.

Department Allocations Menu



2. The **Department Allocations** screen appears.

Department Allocations Screen



3. To set up a new Department Allocation record, click the **New Record** button on the toolbar and enter an **Allocation ID**. To work with an existing Department Allocation record, select the Allocation ID to edit.

4. To copy information from an existing record, select the Allocation ID in the **Copy From** box. This box appears only for new Allocation IDs.

5. Enter or edit the Allocation's **Description**.
6. Enter the **Expiration Date** of the Allocation. Leave this box blank if the Allocation does not expire.
7. Select the **Department ID**s to which to distribute expenses and enter the **Percentage** to distribute.

   Percentages must total 100 before you can exit this screen. The **Remaining Percentage to Allocate** appears at the bottom of the screen.

ENHANCED PAYROLL TAX CODES

The **Enhanced Payroll Tax Codes** function matches the Tax Type number codes used internally by the Aatrix Forms Viewer to the Federal and State Tax Codes TRAVERSE uses. These codes are used to build tax forms when you use the **Enhanced Payroll Tax Reports** function.

NOTE: If you do not use the Enhanced Payroll Tax Reports function to generate interactive tax forms, you do not need to use this function.

Because Forms Viewer uses different codes for tax withholding than TRAVERSE, you need to match the codes TRAVERSE uses to those used by Forms Viewer to correctly generate tax forms. The Tax Codes TRAVERSE uses have already been matched to Forms Viewer codes for you, but you may need to verify these mappings (especially Local Tax Codes) to make sure they use the correct codes for your system.

For example; a number of mappings for Local Tax Codes are set up and appear near the bottom of the list on the Enhanced Payroll Tax Codes screen. However, since you can use custom withholding codes to track these tax amounts when they apply in your area, no Withholding Code is specified for these mappings. If you are subject to these taxes, you must edit these records to specify the Withholding Code to use so that tax reports are built and generated correctly.

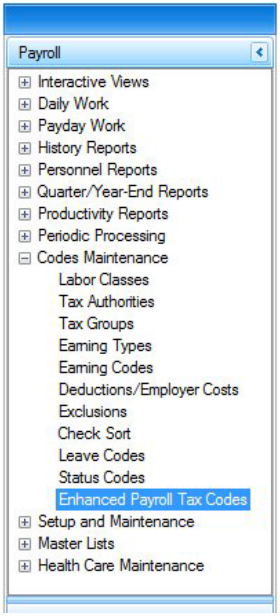
When setting up the Local Tax in the Tax Authority Local Tax setup you must select the Tax Type for the code you set up here for any reports to work.

Periodically, new Tax Codes may be added. Contact Open Systems or your software provider when you need to add a new Tax Code for information on the Forms Viewer code to use.

To view and change **Enhanced Payroll Tax Codes**, follow these steps:

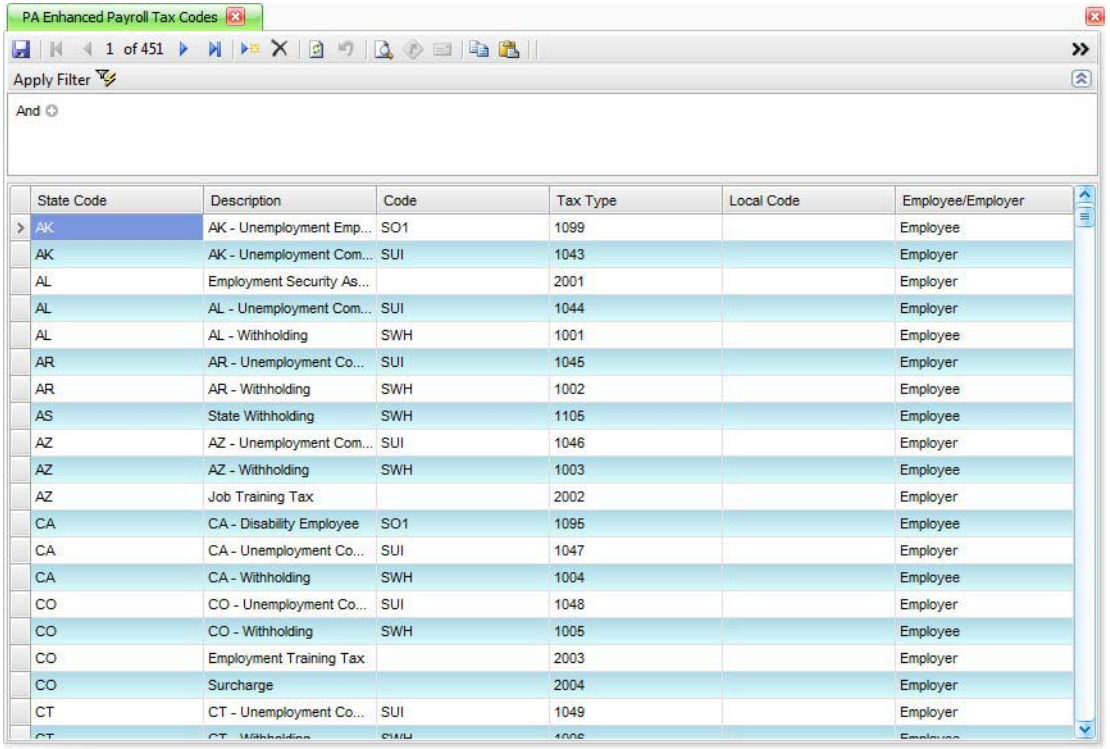
1. Select **Enhanced Payroll Tax Codes** from the **Codes Maintenance** menu.

Enhanced Payroll Tax Codes Menu



2. The **Enhanced Payroll Tax Codes** screen appears.

Enhanced Payroll Tax Codes Screen



State Code	Description	Code	Tax Type	Local Code	Employee/Employer
AK	AK - Unemployment Emp...	SO1	1099		Employee
AK	AK - Unemployment Com...	SUI	1043		Employer
AL	Employment Security As...		2001		Employer
AL	AL - Unemployment Com...	SUI	1044		Employer
AL	AL - Withholding	SWH	1001		Employee
AR	AR - Unemployment Co...	SUI	1045		Employer
AR	AR - Withholding	SWH	1002		Employee
AS	State Withholding	SWH	1105		Employee
AZ	AZ - Unemployment Com...	SUI	1046		Employer
AZ	AZ - Withholding	SWH	1003		Employee
AZ	Job Training Tax		2002		Employer
CA	CA - Disability Employee	SO1	1095		Employee
CA	CA - Unemployment Co...	SUI	1047		Employer
CA	CA - Withholding	SWH	1004		Employee
CO	CO - Unemployment Co...	SUI	1048		Employer
CO	CO - Withholding	SWH	1005		Employee
CO	Employment Training Tax		2003		Employer
CO	Surcharge		2004		Employer
CT	CT - Unemployment Co...	SUI	1049		Employer

3. Select the range of **Filter Criteria** for which to view the tax codes. Leave the Filter Criteria blank to view all available data. Click **Apply Filter** to populate the grid.
4. Scroll down the list to make sure that all code mappings are correct. If you use a Tax Code that has a blank **Code** field, enter the TRAVERSE code you use to map it to the Tax Type in Forms Viewer.

   Example: For the Federal Withholding you would enter FWH in the code. For State Withholding you would enter SWH. For Local Withholding you would probably enter LWH, or whatever you set up as the code on the Employee or Employer tab of the Tax Authority, Local Tax setup screen.

5. When a new Tax Code needs to be added, contact Open Systems for information about the values you need to enter in this function.
6. Close the screen to save your changes and return to the Codes Maintenance menu.

Producing an Enhanced Payroll Tax Codes List

Use the **Enhanced Payroll Tax Codes List** function to produce a list of information you set up in the Enhanced Payroll Tax Codes function (page 3-147) on the Codes Maintenance menu.

To produce the **Enhanced Payroll Tax Codes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Enhanced Payroll Tax Codes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Enhanced Payroll Tax Codes List

Continental Products Unlimited
PA Enhanced Payroll Tax Codes

Page 1

State Code	Description	Code	Tax Type	Local Code	Employee/Employer
AK	AK - Unemployment Empl	SO1	1099		Employee
AK	AK - Unemployment Com	SUI	1043		Employer
AL	Employment Security Ass		2001		Employer
AL	AL - Unemployment Comp	SUI	1044		Employer
AL	AL - Withholding	SWH	1001		Employee
AR	AR - Unemployment Com	SUI	1045		Employer
AR	AR - Withholding	SWH	1002		Employee
AS	State Withholding	SWH	1105		Employee
AZ	AZ - Unemployment Comp	SUI	1046		Employer
AZ	AZ - Withholding	SWH	1003		Employee
AZ	Job Training Tax		2002		Employer
CA	CA - Disability Employee	SO1	1095		Employee
CA	CA - Unemployment Com	SUI	1047		Employer
CA	CA - Withholding	SWH	1004		Employee
CO	CO - Unemployment Com	SUI	1048		Employer
CO	CO - Withholding	SWH	1005		Employee
CO	Employment Training Tax		2003		Employer
CO	Surcharge		2004		Employer
CT	CT - Unemployment Com	SUI	1049		Employer
CT	CT - Withholding	SWH	1006		Employee
DC	DC - Unemployment Com	SUI	1050		Employer
DC	DC - Withholding	SWH	1007		Employee
DE	DE - Unemployment Com	SUI	1051		Employer
DE	DE - Withholding	SWH	1008		Employee
FE	FE - Uncollected SS Tax o	12A	3301		Employee
FE	FE - Uncollected Medicar	12B	3302		Employee
FE	FE - Cost of GTLI over $5	12C	3303		Employee
FE	FE - Deferred Comp 401(k	12D	3304		Employee
FE	FE - Deferred Comp 403(b	12E	3305		Employee
FE	FE - Deferred Comp 408(k	12F	3306		Employee
FE	FE - Deferred Comp 457(b	12G	3307		Employee
FE	FE - Deferred Comp 501(c	12H	3308		Employee
FE	FE - Nontaxable sick pay	12J	3309		Employee
FE	FE - 20% Excise Tax on G	12K	3310		Employee
FE	FE - Substantiated Emp B	12L	3311		Employer
FE	FE - Uncollected SS Tax o	12M	3312		Employee
FE	FE - Uncollected Medicare	12N	3313		Employee
FE	FE - Excludable moving e	12P	3314		Employer
FE	FE - Military Employee Co	12Q	3315		Employer
FE	FE - Employer Contributio	12R	3316		Employee
FE	FE - Employee Contributio	12S	3317		Employee
FE	FE - Adoption Benefits	12T	3318		Employee
FE	FE - Income from Non-Sta	12V	3319		Employer
FE	FE - Health Savings Acco	12W	3320		Employee
FE	FE - Dependent Care Ben	10B	3101		Employee
FE	FE - Other	14C	3401		Employee

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SETTING UP EMPLOYEES

- Use the **Labor Classes** (page 3-155) function to set up and maintain Labor Classes, which allow you to group types of Employees together.
- Use the **Employee Information** (page 3-159) function to enter Employees into the Payroll system. Use the Deductions/Employer Costs function to copy Deductions and Employer Costs to groups of Employees after you have set up the Employees.
- Use the **Employee Information List** (page 3-195) for proofing the entries and to file a hard copy.
- Use the **Employee Labels** (page 3-199) function to print labels for envelopes and name and address lists.
- Use the **Recurring Entries** (page 3-209) function to set up and maintain Recurring Time Tickets, Deductions, and/or Employer Costs.
- Use the **Recurring Entries List** (page 3-215) to produce a list of Recurring Time Tickets you set up in the Recurring Entries function on the Setup and Maintenance menu. Print the **Recurring Entries List** (page 3-215) for Deductions to produce a list of recurring Deductions you defined in the Recurring Entries function on the Setup and Maintenance menu. Print the **Recurring Entries Costs List** (page 3-220) for Employer Costs to produce a list of recurring Employer Costs you set up using the Recurring Entries function.

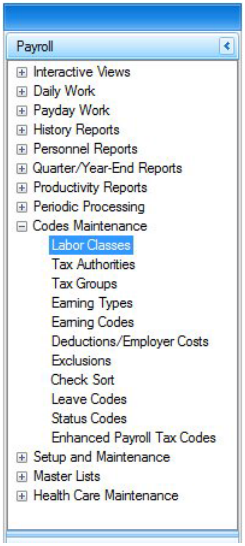
LABOR CLASSES

Use the **Labor Classes** function to set up and maintain Labor Classes, which allow you to group types of Employees together. For example, MLM could be assigned to all mid-level managers, CLK could be assigned to all clerical Employees, and so on. Employees are assigned Labor Classes on the **Pay** tab in the Employee Information function (page 3-166), and Labor Classes can be used as a sorting tool on several Personnel Reports.

To set up **Labor Classes**, follow these steps:

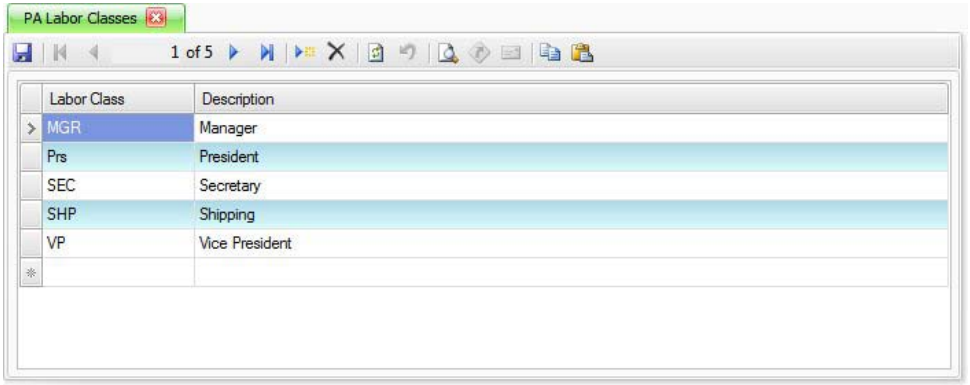
1. Select **Labor Classes** from the **Codes Maintenance** menu.

Labor Classes Menu



2. The **Labor Classes** screen appears.

Labor Classes Screen



3. Use the **Labor Classes** function to classify Employees according to their primary job responsibilities. Examples of Labor Classes could include; ASM for assembly personnel, ADM for administrative personnel, or SPV for supervisors.
4. Enter a new **Labor Class** ID or select the Labor Class ID to work with.
5. Enter a **Description** of the Labor Class.

Task Summary

Adding, Editing, and Deleting Labor Classes

To add a Labor Class follow these steps:

1. Select the **New Record** icon on the toolbar.
2. Enter the ID to assign the **Labor Class**.
3. Enter a **Description** of the Labor Class.

To edit a Labor Class follow these steps:

1. Select the **Labor Class** to edit.
2. Edit the **Description** of the Labor Class.

To delete a Labor Class follow these steps:

1. Select the **Labor Class** to delete.
2. Click the **Delete** button , on the toolbar, to delete the selected Labor Class.

Producing a Labor Classes List

Use the **Labor Classes List** function to produce a list of Labor Classes you set up in the Labor Classes function (page 3-155) on the Codes Maintenance menu.

To produce the **Labor Classes List**, follow these steps:

1. Select the **Print Preview** button to preview the list of Labor Classes.
2. The **Preview Report** screen appears.
3. Select the **Print** button in the toolbar to print your list.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Labor Classes List

Continental Products Unlimited
PA Labor Classes

Page 1

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

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EMPLOYEE INFORMATION

Use the **Employee Information** function to set up and maintain Employee records.

NOTE: During initial Payroll setup, it is not necessary to enter Employee history if you are setting up the system to start at the *beginning* of a calendar year. If however, you are setting up the system to start anytime after the start of the year, you *must* enter Earnings, Deductions, and Tax amounts for the current payroll year into the History Adjustments function, or enter transactions for Hourly Employees and calculate, print and post checks for Hourly and Salary Employees for each pay period for your current tax year, for tax reporting purposes.

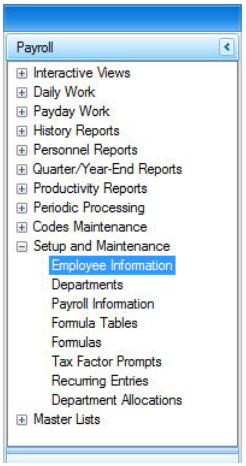
The Employee Information function is used to assign Earning Codes, Taxes, Deductions, and Employer Costs, but cannot be used to edit earning or withholding amounts. The History Adjustments function can be used to change these amounts, but in order to maintain the most accurate audit trail, it is recommended that the Daily Work and Payday Work functions be used to make changes to Employee Earnings or Withholdings. If Employee history *is* edited, you will be prompted to print an audit log. Be sure to print the log in order to maintain a proper audit trail.

Because W-2 forms and other year-end reports must be printed for all Employees, including terminated ones, Employee records with amounts in their history files cannot be fully deleted. Instead, Terminated Employee records are updated with the Status of Inactive for *current* year data, when the Add Payroll Year function is run.

To work with **Employee Information**, follow these steps:

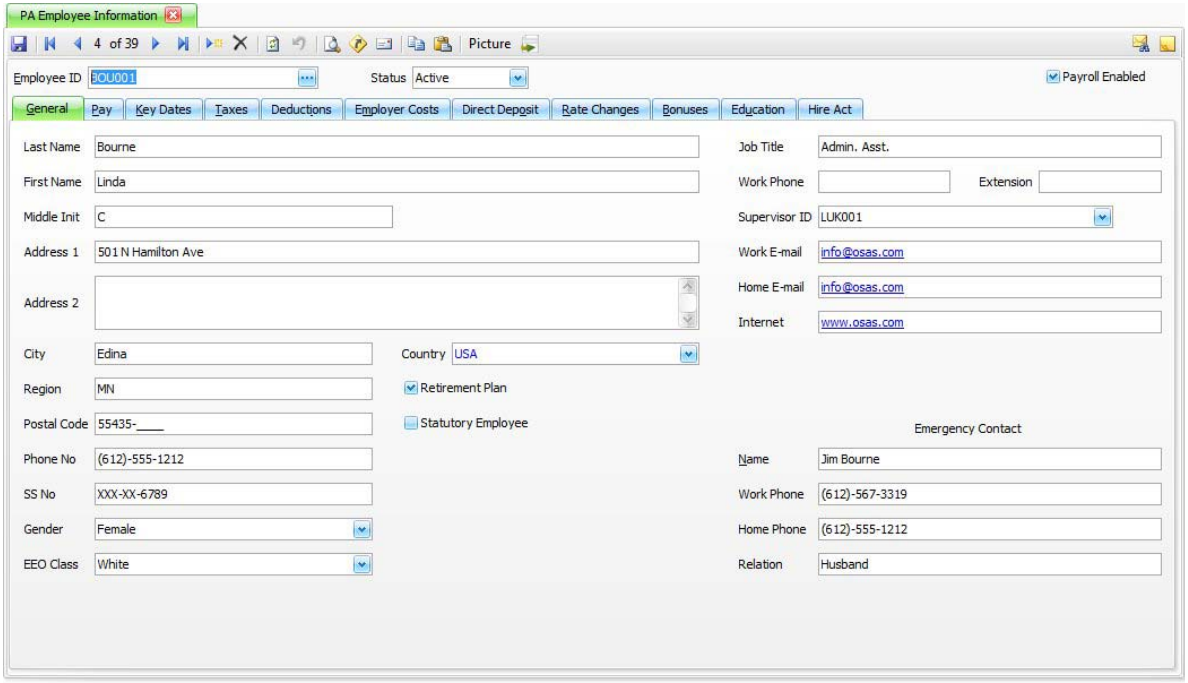
1. Select **Employee Information** from the **Setup and Maintenance** menu.

Employee Information Menu



2. The **Employee Information** screen appears with the General tab displayed.

Employee Information Screen



3. Enter a new **Employee ID** or select the Employee ID with which to work. If you select an existing Employee ID, the Name of the Employee is displayed.

4. When entering a new Employee ID, the **Copy From** field is displayed. Select an existing Employee ID to copy information from, or skip the field to enter all information for the new Employee ID.

   When you copy from an existing employee the following fields are copied: **Department**, **Labor Class**, **Type** (Hourly or Salary), **Status** (Full-time or Part-time), **Group Code**, **Pay Periods Per Year**, **Default Earning Code**, **Valid Earning Codes**, **Leave Codes**, **Federal Tax** setup, **State Tax** setup, **Local Tax** setup, **Deductions**, and **Employer Costs**.

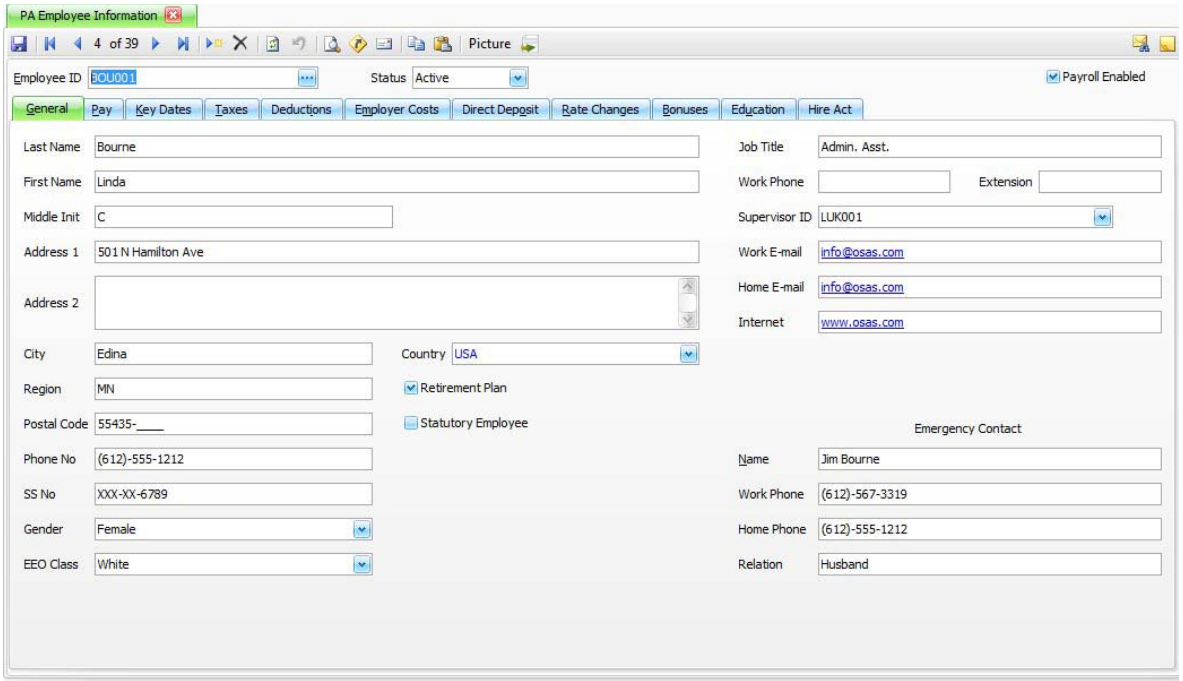
5. Select the **Status** of the Employee; **Active** or **Inactive**.

   The **Active** status means that the Employee is actively working for the company and receiving a payroll check.

The **Inactive** status means that the Employee has been terminated and is no longer working for the company and will not be receiving a payroll check. The Inactive Employees may be filtered out of the search boxes for Employee IDs. The Inactive Status replaces the functionality of not bringing forward Employees to the new payroll year.

6. Select the **Payroll Enabled** box if the Employee is going to be used in payroll as an Employee. Otherwise clear the box if the Employee is to be used like a System Manager Employee.

General Tab



1. Enter the Employee's **Last Name**.
2. Enter the Employee's **First Name**.
3. Enter the Employee's **Middle Initial**.
4. Enter the home **Address** of the Employee.
5. Enter the **City** in which the Employee lives.
6. Enter the Employee's state or **Region**.
7. Select the **Country** in which the Employee lives.

Maint

8. Enter the Employee's **Postal Code**. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.

9. Enter the Employee's **Home Phone Number**. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.

10. Enter the Employee's **Social Security Number**.

    Once the Social Security Number has been entered, editing the SSN will depend on the Yes or No selection made for the option, "Allow editing of Social Security Number" in the System Manager, Business Rules function in the Social Security section. The display of the Social Security Number will depend on the level you have selected for the "Social Security Number Display" option in System Manager, Business Rules, Social Security section. The levels are None, All, or Last Four Digits.

11. Select the **Gender** of the Employee; **Male** or **Female**

12. Select the employee's **EEO Class** (Equal Employment Opportunity Classification); **White**, **Black or African-American**, **Hispanic or Latino**, **Asian**, **Native Hawaiian or other Pacific Islander**, **Two or More Races**, and **American Indian or an Alaskan Native**.

13. To indicate the Employee participates in your company's **Retirement Plan**, select the box; otherwise, clear the box. If the box is selected, an X is placed in box 13 for the corresponding question on the Employee's W-2 form.

14. If the Employee meets the federal requirements for a **Statutory Employee**, select the box; otherwise, clear the box. Refer to the instructions for Form W-2 and/or publication 15-A regarding these requirements. If the box is selected, an X is placed in box 13 for the corresponding question on the Employee's W-2 form.

15. Enter the Employee's **Job Title**.

16. Enter the Employee's **Work Phone** number. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.

17. Enter the Employee's Work Phone **Extension**.

18. Select the ID of the Employee's **Supervisor**.

19. Enter the Employee's **Work E-mail** address.

20. Enter the Employee's **Home E-mail** address.

21. Enter the Employee's **Internet** website address.

The Work E-mail, Home E-mail, and Internet website address fields are hyperlink fields. When you hover your cursor over the filled in field your cursor will change to the hyperlink hand and if you click on them your default email and internet software will be launched and the address will be filled in.

22. Enter the **Name** of the Employee's **Emergency Contact** person.

23. Enter the **Work Phone** number of the Employee's **Emergency Contact** person. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.

24. Enter the **Home Phone** number of the Employee's **Emergency Contact** person. Use the System Manager Country Codes function to set up Postal Code Masks, International Prefixes, International Prefix Masks, and Phone Masks. See the *System Manager Training Manual* for more information.

25. Enter the **Relation** of the **Emergency Contact** person to the Employee.

Command Buttons

Name	Description
Picture	Display the View Employee Picture dialog box.

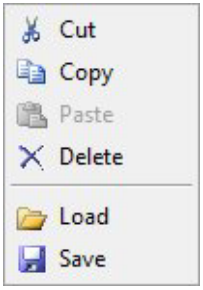
Employee Picture Dialog Box

The Employee Picture dialog box appears when you select **Picture** on the toolbar.

Field Descriptions

View the Employee's picture.

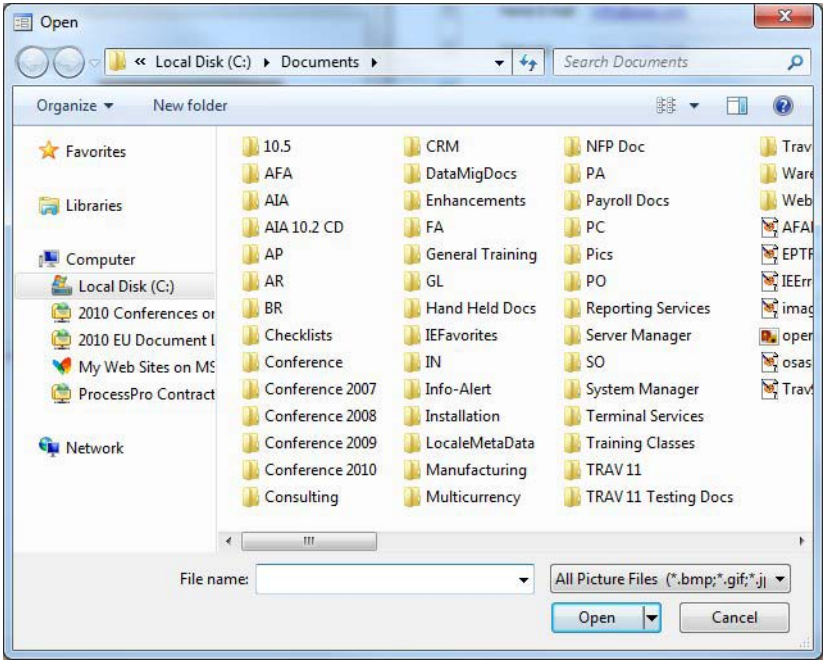
Picture Right Click Menu



The picture right click menu appears when you right click on the Employee Picture Dialog Box.

Suggestion: .BMP picture files greatly increase the size of the TRAVERSE data file, therefore use .JPEG files whenever possible to minimize your TRAVERSE file size.

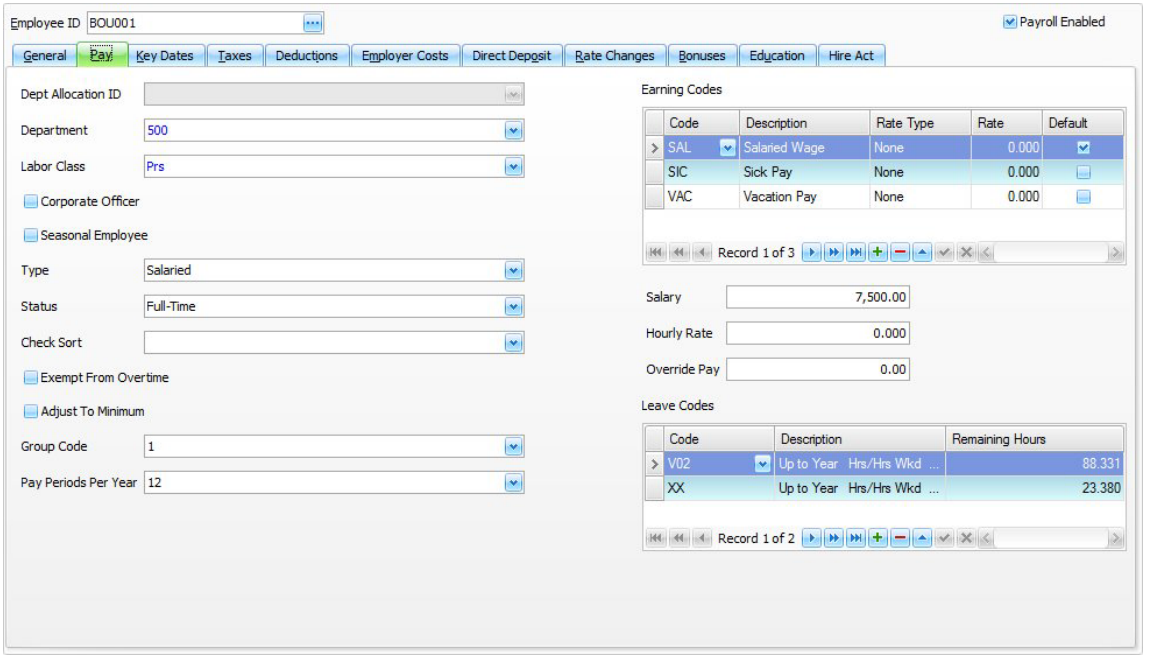
1. Select **Load** to embed or link an existing object.
2. If you are loading an existing object, a browse window will appear to locate the file. Select the file to insert the contents of the file as an object.



3. Close the dialog box to save the changes.

TRAVERSE opens the object application in a window (for object applications that do not support OLE version 2) or in the picture box (for embedded objects from applications that support OLE version 2).

Pay Tab



Use the **Pay** tab to set up salary information for Employees and to set up valid Earning Codes for Employees. They are required for entering Payroll Transactions (page 4-5).

NOTE: At least one valid Earning Code must be set up for each Employee in order to enter Payroll Transactions or Calculate Checks for that Employee.

NFP

1. Select the **Dept Allocation ID** to use to distribute the Payroll Transactions you enter for this Employee to several Departments. Use the Department Allocations (page 3-143) function to set up allocation records.

   This field is only available of you have the Not for Profit application installed. When the Not for Profit application is not installed this field is not available. Use the Department Allocations function (page 3-143) on the Setup and Maintenance menu for information on setting up Department Allocations.

Maint

2. Select the **Department** in which the Employee works. The selected Department is considered the employee's **Home** Department. You can override the Department when you enter time tickets for the Employee. Use the Departments function (page 3-121) on the Setup and Maintenance menu to set up Departments.

Maint

3. Select the **Labor Class** of the Employee. The Labor Class is displayed. Use the Labor Classes function (page 3-155) on the Codes Maintenance menu to set up Labor Classes.

4. If the Employee is a **Corporate Officer**, select the box; otherwise, clear the box. This check box is for information purposes, it is displayed on the Employee Information List (page 3-195).

5. If the employee is a **Seasonal Employee**, select the box; otherwise, clear the box. This check box is for information purposes, it is displayed on the Employee Information List (page 3-195).

6. Select the **Type** of wages the Employee receives; **Salaried** or **Hourly**. This will determine if you need to enter a Payroll Transaction for the hours the Employee worked or if the Employee will be included in the Calculate Checks when the Include Salaried Wages box is selected.

7. Select the **Employee Status**; **Full-Time** or **Part-Time**. This check box is for information purposes, it is displayed on the Employee Information List (page 3-195).

Maint

8. Select the **Check Sort** group in which to print the Employee's payroll check. To set up Check Sort IDs, use the Check Sort function (page 3-139) on the Codes Maintenance menu.

9. If the Employee is **Exempt From Overtime** pay, i.e. he/she is a Salaried Employee, select the box; otherwise, clear the box.

10. Select the **Adjust To Minimum** box, if the Employee is paid Hourly and receives tips as part of their earnings, select the box to automatically adjust his/her earnings to minimum wage if the reported tips do not do so. Clear the box if the Employee is Salaried or does not receive tips as part of their regular earnings.

11. Select the Employee's **Group Code**. Group Codes are used in the Calculate Checks function (page 5-7) to allow you to Calculate Checks for different Groups of Employees on different dates. For Salaried Employees the number of hours worked is determined by the number of hours entered in to the Group Code in the Business Rules function for the code selected for the Employee.

12. Select the number of **Pay Periods Per Year** the Employee is paid. Valid selections are 1, 2, 4, 12, 21, 24, 26, 27, 52, or 53. This field is used to annualize the Employee's pay amount when Withholdings are calculated.

13. Select the **Earning Code**(s) to be used for this Employee during time ticket entry in the Payroll Transactions function (page 4-5) and for Salaried Employees when the Include Salaried Wages box is selected in the Calculate Checks function (page 5-7). Select the Default box to indicate the Default Earning Code. Only Earning Codes that have been assigned to the Employee in the Earnings Codes Dialog Box, or the Copy Earning Codes dialog box (page 3-28) in the Earning Codes function (page 3-25) on the Codes Maintenance menu, are valid options for this field.

NOTE: At least one valid Earning Code must be set up for each Employee in order to enter Payroll Transactions and/or Calculate Checks for that Employee.

14. The **Description** of the Earning Codes added is displayed.

15. Select the **Rate Type** to override the default rate calculation;

    - **None** - Calculate using the Hourly Rate entered into the Employee Information setup and use the multiplier from the Earning Code setup.
    - **Percent of Regular Rate** - Calculate using the Hourly Rate entered into the Employee Information setup and multiply it by the percentage entered into the Rate field.
    - **Override Regular Rate** - Use the Hourly Rate entered into the Rate field.

    Example: The Hourly Rate for the Employee is set up as 16.94. Choosing an Earning Code of 'REG', with the Rate Type of None, will pay the person $16.94 per hour (their standard rate.) Choosing the 'OVT' earning code will pay them $25.41 per hour, with the Rate Type of Percent of Regular Rate with 150 entered into the Rate field (150% of $16.94.) Choosing 'P01' will pay them $18.67 per hour, with the Rate Type of Override Regular Rate, with 18.67 entered into the Rate field (overriding the normal hourly Rate.)

16. Select the **Default** box for the Earning Code you want as the Default code when entering Payroll Transactions, or Calculating Checks for Salaried Employees.

17. Enter the per pay period **Salary** if the Employee is a Salaried Employee. If the Employee is Hourly waged leave this field blank.

18. Enter the Employee's **Hourly Rate**. When you enter Payroll Transactions you can override the amount entered in this field. The rate calculated during time ticket entry in the Payroll Transactions function (page 4-5) is adjusted with the multiplier and add-to-base field for the specified Earning Code. If you will be entering Payroll Transactions for Salaried Employees, for Leave time taken, you can calculate the Employees Hourly wage and enter that Hourly wage here. You are allowed to have both a Salary and an Hourly rate.

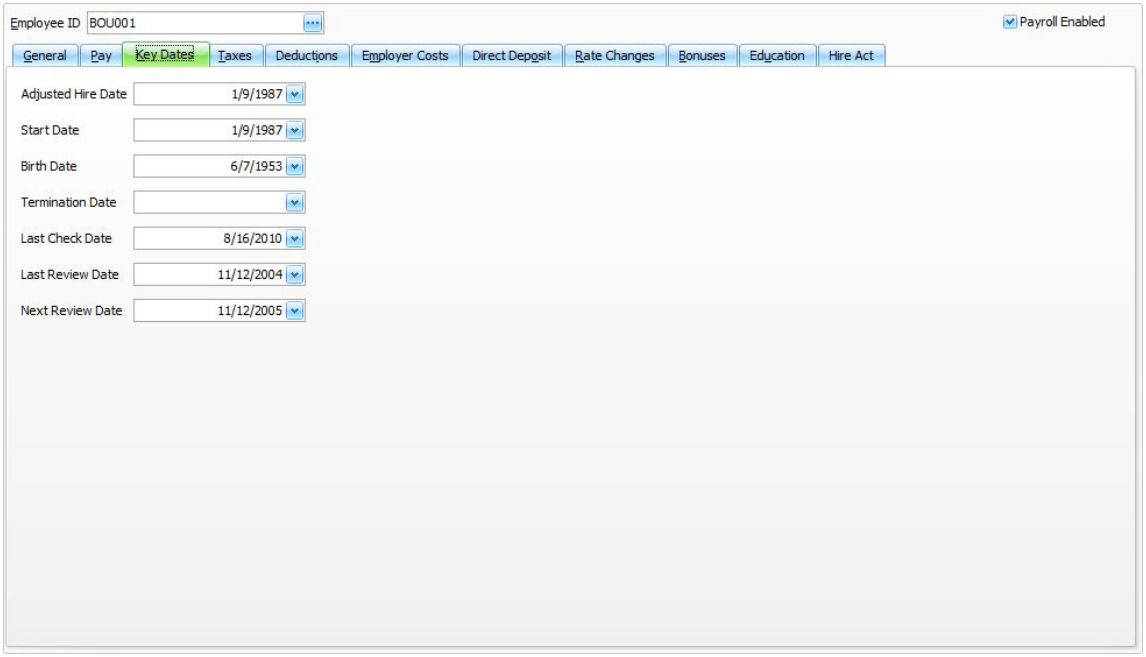
19. Enter an amount into the **Override Pay** field to pay Salaried Employees amounts other than their normal Salary, enter the amount. The amount you enter is removed after you run the Post Checks function (page 5-87). An example of a time when you would enter Override Pay for an Employee would be if the Employee's Start Date (or Termination Date) falls in the middle of a pay period, preventing the Employee from receiving a full pay period's pay. Another use for Override Pay would be to provide an Employee with severance pay.

Maint

20. Select the **Leave Code(s)** to be used during the Post Checks function to accrue leave hours for this Employee.

21. The **Remaining Hours** for the Employee is displayed and cannot be changed. Use the Leave Adjustments function (page 6-137) on the Periodic Processing menu to adjust the remaining leave hours.

Key Dates Tab



1. Enter the Employee's **Adjusted Hire Date**.

   This date would be used if the Employee has left the company and came back within the allotted amount of time to retain the accrued Leave time. The Start Date would remain the same as the original Start Date so the Employee will continue to accrue Leave time as if they remained employed by the company.

2. Enter the **Start Date** the Employee started with the company.

   This is the date used by the Leave Codes setup to determine which line to use to calculate the accrual of Leave Time when Calculating Checks.

3. Enter the Employee's **Birth Date**.

4. Enter the Employee's last day of employment into the **Termination Date**.

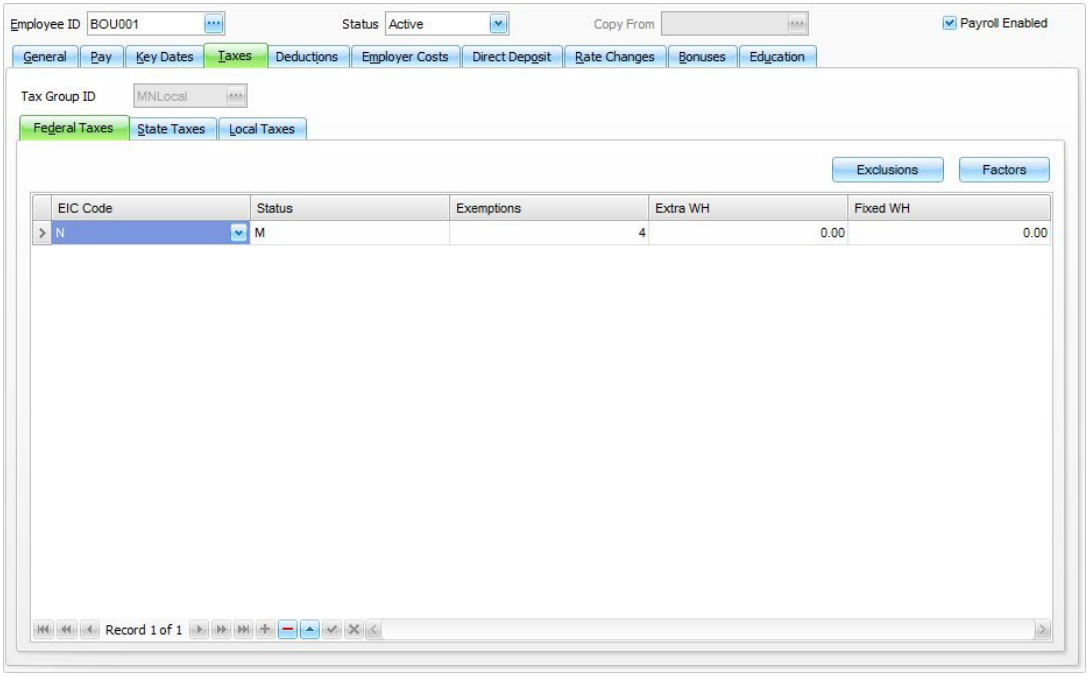
   If a Termination Date is filled in, you will get a warning message when you enter a Payroll Transaction. For Salaried Employees a check will not be calculated when the Include Salaried Wages is selected for Employees with a Termination Date. When adding a new payroll year in the Server Manager, Employees with a Termination Date will have their Status updated to Inactive.

5. Enter the **Last Check Date** the Employee received a payroll check. This field is updated when you Post Checks (page 5-87).

6. Enter the **Last Review Date** the Employee received a salary review.

7. Enter the **Next Review Date** the Employee will receive a salary review.

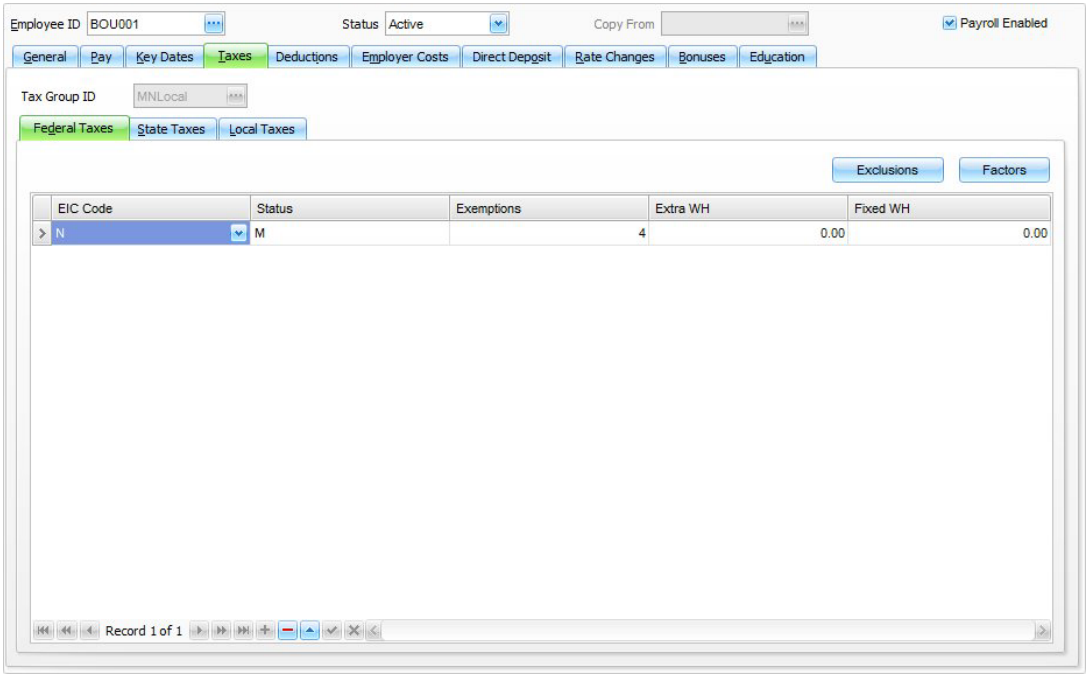
Taxes Tab



NOTE: The Tax Group ID field will only be active when the Local Taxes tab is selected. Only Local Taxes are allowed to be assigned to Tax Groups. See the Tax Groups setup (page 3-89) for details on setting up Tax Groups.

1. Select the **Federal Taxes**, **State Taxes**, or **Local Taxes** tab with which to work.

Federal Taxes Tab



2. Use the **Federal Taxes** tab to set up federal withholding information for the Employee.
3. Select the **E**arned **I**ncome **C**redit code for the employee:
   - **N** - No advanced earned income credit payments were requested.

NOTE: For payroll year 2011 and after, the status for all Employees must be N. Legislation has changed the Earned Income Credit to a tax credit claimed on the Employees tax return filed for the previous tax year. No advanced pay is given to those Employees that qualify for the Earned Income Credit.

Maint

4. Select the **Status** of the Employee. Use the Status Codes function (page 3-53) on the Codes Maintenance menu to set up new Status Codes for your company. This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

5. Enter the number of **Exemptions** the Employee claims for federal taxes.

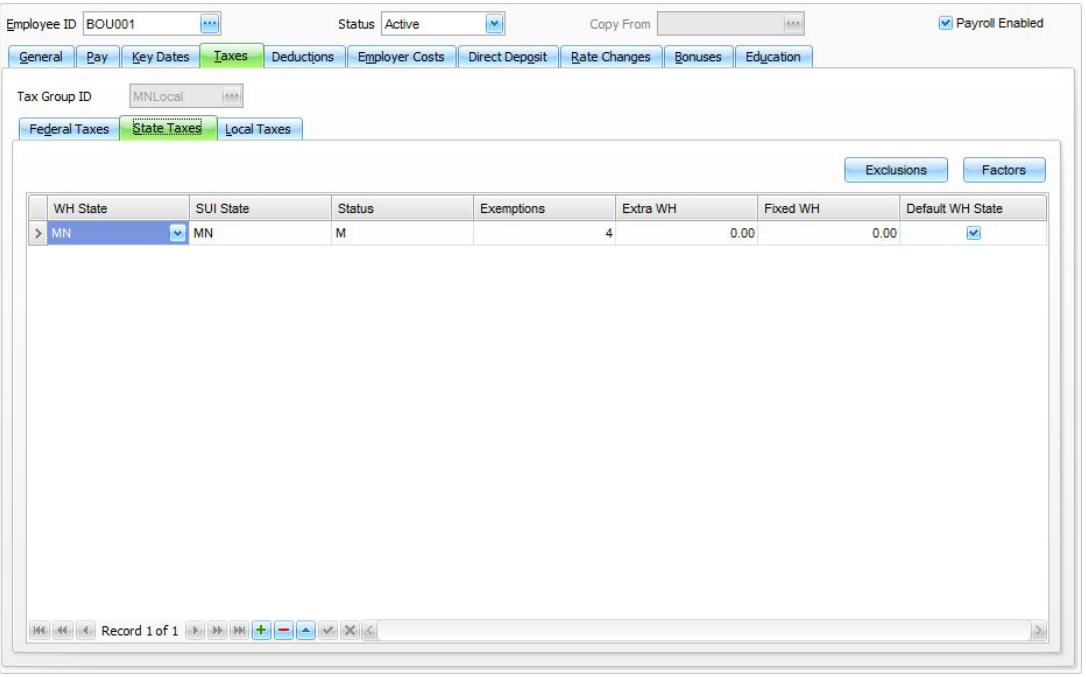
NOTE: To make an Employee exempt from federal taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions.

6. Enter the amount of **Extra Withholdings**, in dollars, the Employee wants withheld in addition to the federal withholding. If the Employee does not want any extra withholding, enter 0.00.
7. Enter a **Fixed WH** dollar amount to withhold. If an amount is entered here, the Federal Withholding (FWH) will use this dollar amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for the Employee.

Command Buttons

Name	Description
Exclusions	Display the Federal Exclusions dialog box. See the Exclusions section below for more details.
Factors	Display the Override Factors dialog box. See the Factors section below for more details.

State Taxes Tab



Maint

1. Select the **Withholding State** for the Employee. To set up State Withholding Tax Authorities, use the Tax Authority Setup function (page 3-74) on the Codes Maintenance menu.

Maint

2. Select the State to which the employer pays **SUI** (State Unemployment Insurance). To exclude the Employer from paying State Unemployment Insurance to a particular State, click on the **Exemptions** button with the State you want the Employee exempted, and select the Employer Taxes tab. Select SUI to exempt the Employer from paying SUI tax for this Employee in this State.

   Example: If the selected Employee works in both Wisconsin and Minnesota, but Wisconsin does not collect unemployment insurance for the Employee, select Minnesota as the SUI State for the Minnesota WH State, select WI as the SUI for the State Wisconsin. Click on the Exclusions button and then go to the Employer Taxes tab and select SUI.

Maint

3. Select the Employee's **Status** for the state withholding. To set up Status Codes, use the Status Codes function (page 3-53). This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

4. Enter the number of **Exemptions** the Employee claims for state taxes.

NOTE: To make an Employee exempt from state taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions.

5. Enter the dollar amount of **Extra Withholding** the Employee wants withheld in addition to the state withholding. If the Employee does not want any Extra Withholding, enter 0.00.
6. Enter a **Fixed Withholding** dollar amount to withhold. If an amount is entered here, the State Withholding (SWH) will use this amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for this Employee.
7. To use the selected state as the Employee's **Default WH State**, select the box; otherwise, clear the box.

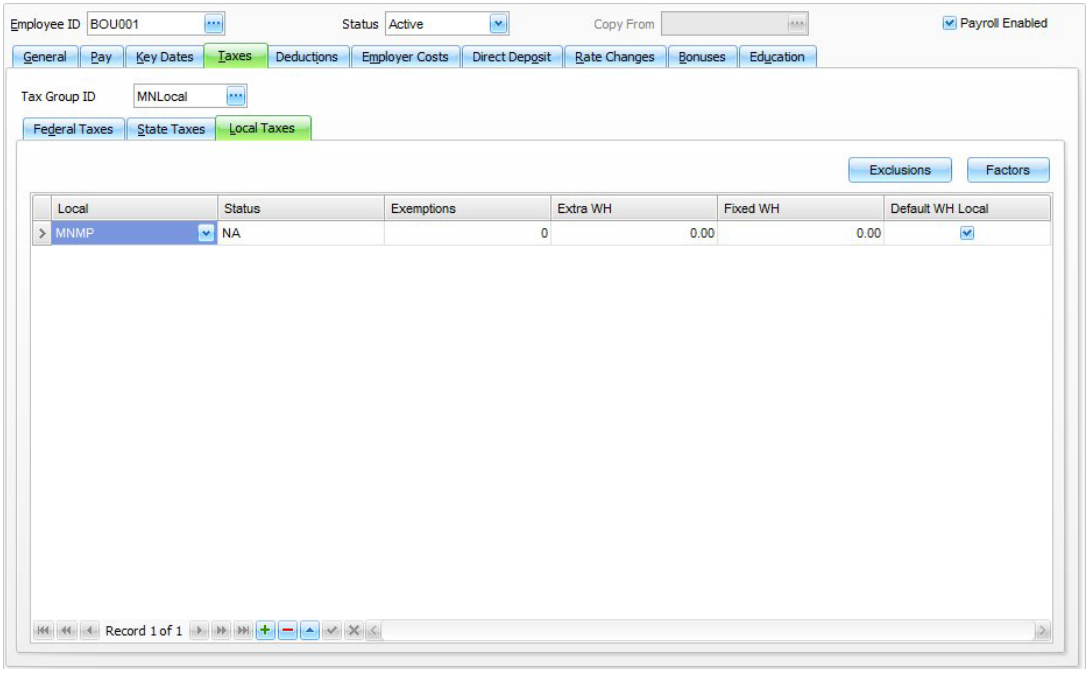
NOTE: One State *must* be selected as the Employee's Default WH State, however, the default withholding state can be overridden during time ticket entry.

Withholding information for the Default State is printed on the federal W-2 form. Withholdings for each of the remaining States are printed on separate W-2 forms (one for each State).

Command Buttons

Name	Description
Exclusions	Display the State Exclusions dialog box. See the Exclusions section below for more details.
Factors	Display the Override Factors dialog box. See the Factors section below for more details.

Local Taxes Tab



1. Select the **Tax Group ID**, if you want to use a Tax Group with multiple Local Tax Authorities in it, instead of a single Local Tax Authority.

Maint

NOTE: If a Tax Group is selected the Tax Group will default into the Payroll Transactions entered for this Employee and all taxes within the Tax Group will be calculated. If no Tax Group is selected, the Default WH Local will be populated into the transaction and the Tax Group will be left blank.

2. Select the **Local** Withholding Code for the Employee. The Local Code will appear with the State Code and Local Code combined. To set up Local Withholding Tax Authorities, use the Tax Authority Setup function (page 3-78) on the Codes Maintenance menu.

Maint

3. Select the **Status** of the Employee for the Local Withholding Code. To set up Status Codes, use the Status Codes function (page 3-53). This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

4. Enter the number of **Exemptions** the Employee claims for local taxes.

NOTE: To make an Employee exempt from local taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions. This is only valid if your local Table and Formula have Exemptions built into the Table and Formula.

5. Enter the dollar amount of **Extra Withholding** the Employee wants withheld in addition to the local withholding. If the Employee does not want any extra withholding, enter 0.00.
6. Enter in a **Fixed Withholding** dollar amount to withhold. If you enter an amount here, the Local Withholding (LWH) will use this amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for this Employee.
7. To use the selected locality as the Employee's **Default WH Local**, select the box; otherwise, clear the box.

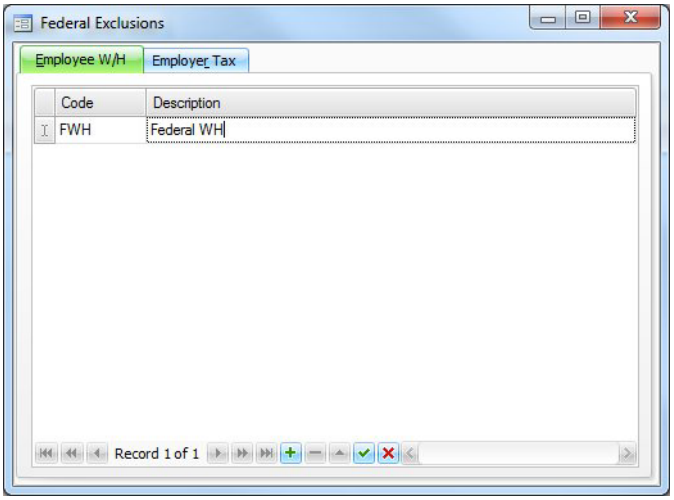
NOTE: One locality *must* be selected as the employee's Default WH Local, however, the default withholding local can be overridden during time ticket entry.

Withholding information for the Default locality is printed on the federal W-2 form. Withholdings for each of the remaining localities are printed on a separate W-2 forms (one for each locality).

Command Buttons

Name	Description
Exclusions	Display the Local Exclusions dialog box.
Factors	Display the Override Factors dialog box.

Exclusions Dialog Box—Employee Withholding Tab



If an Employee is not subject to a particular Federal, State, or Local Withholding, use the Exclusions dialog box--**Employee W/H** tab to exclude the withholding from the Employee.

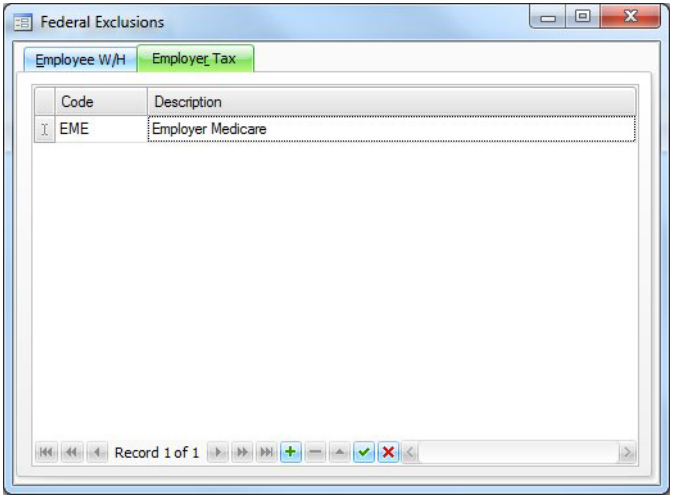
NOTE: If you exclude an Employee from a withholding tax using this function they will not get a W-2 printed at the end of the year. To make an Employee Exempt from withholding taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions in the Exemptions field on the Federal, State or Local Taxes tab.

1. Select the **Federal**, **State**, or **Local Tax Code** to exclude from Employee withholdings for the Employee.

NOTE: To exclude the employer from paying State Unemployment Insurance to a particular state, click on the Exemptions button with the State you want the Employee exempted, and select the Employer Taxes tab. Select SUI to exempt the employer from paying SUI tax for this Employee in this State.

2. A **Description** of the tax code is displayed.

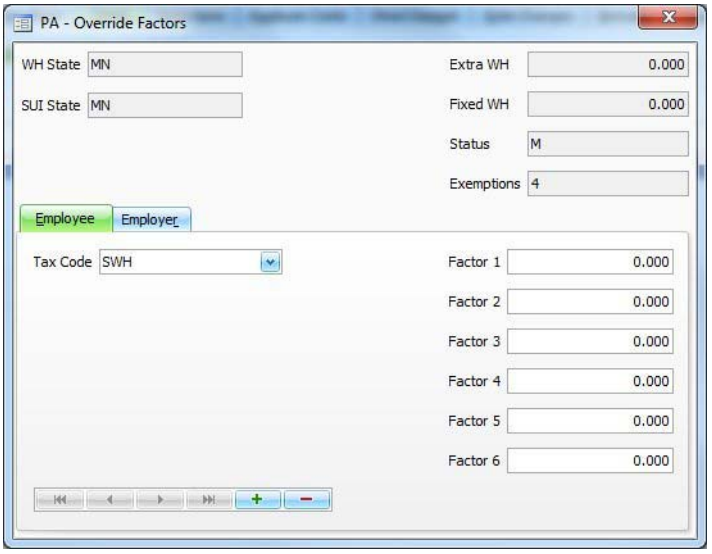
Exclusions Dialog Box—Employee Tax Tab



If an employer is not subject to a certain Federal, State, or Local Tax for a particular Employee, use the Exclusions dialog box--Employer Tax tab to exclude the tax from the employer.

1. Select the **Federal**, **State**, or **Local Tax Code** to exclude from the Employee when calculating employer withholdings and Costs.
2. A **Description** of the tax Code is displayed.

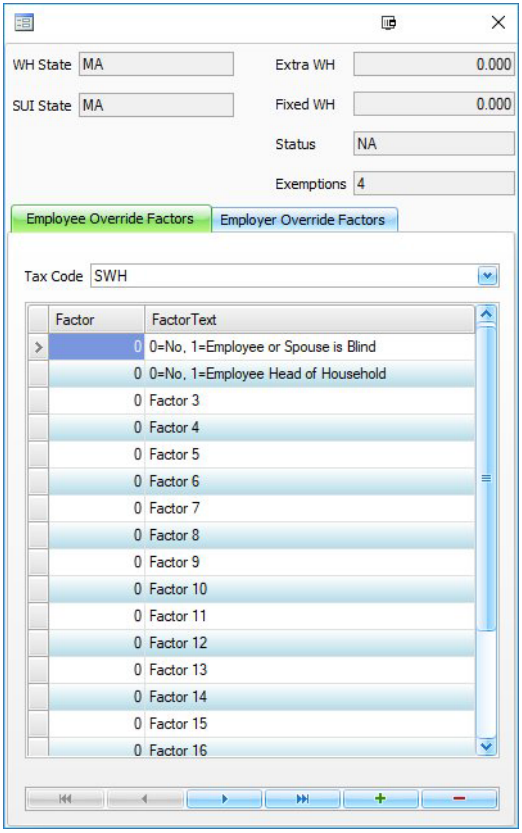
Override Factors Dialog Box



The Override Factors dialog box will appear when you click on the **Factors** button on the State or Local Taxes tab. If an Override Factor has been set up for the state or local tax selected in the Tax Factor Prompts function (page 3-55) you will be prompted to click on the Factors button and enter a Factor for the Employee when you save the state withholding record.

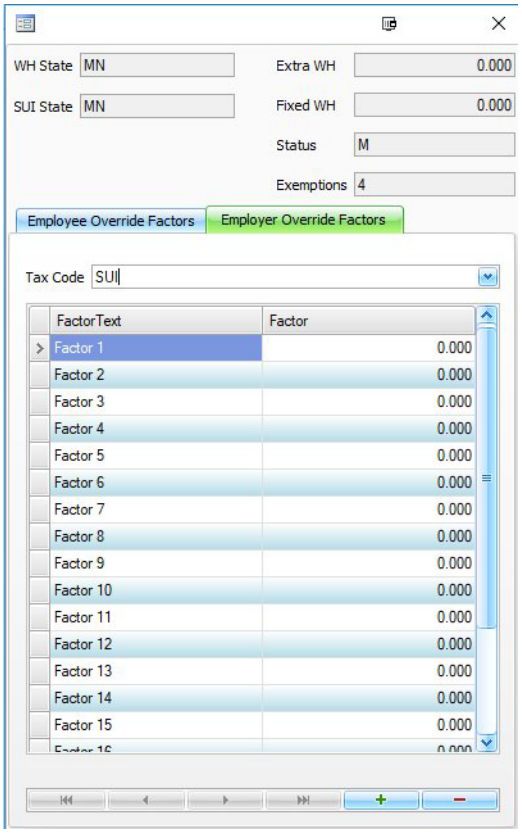
1. The withholding **State** selected on the **Taxes** tab to enter Override Factors for is displayed.
2. The **Locality** selected on the **Taxes** tab to enter Override Factors for is displayed.
3. The **Extra WH** amount the employee is withholding in addition to the Federal, state, or Local withholdings is displayed.
4. The **Fixed WH** amount being withheld for the Employee is displayed.
5. The **Status** of the Employee for the tax is displayed.
6. The number of **Exemptions** the Employee is claiming is displayed.

Override Factors Dialog Box—Employee Tab



7. Select the **Tax Code** for which to enter the Overriding Factor.
8. Enter the **Factor 1 to 6** amount into the Factor field for those that have a Factor Description.

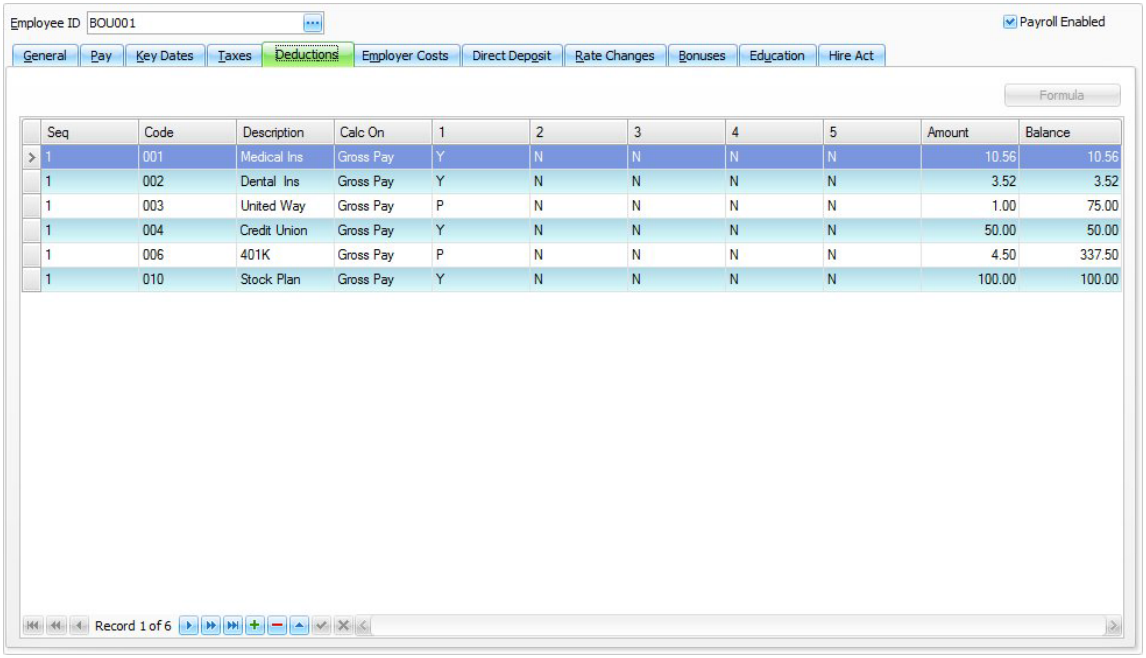
Override Factors Dialog Box—Employer Tab



9. Select the **Tax Code** for which to enter the Overriding Factor.

10. Enter the **Factor 1 to 6** amount into the Factor field for those that have a Factor Description.

Deductions Tab



Use the **Deductions** tab to specify Employee Deductions for the Employee and how the Deduction will be calculated.

1. Enter a sequence number for the deduction in the **Seq** box.

   Sequence numbers perform two tasks. First, these numbers provide a fixed method for backing out Deductions in Employee negative net pay situations, Deductions with the highest sequence numbers are backed out first. Second, Deductions are listed on Employee check stubs according to their sequence numbers.

2. Select the deduction **Code** to set up for the Employee.

3. In the **Calc On** field select **Gross Pay** or **Net Pay** to determine whether a Deduction is calculated on the Employee's Net or Gross Pay.

4. Select one of the following codes for each **Pay Period** in the **1-5** fields:

   The pay periods relate to the pay period number within the month this Deduction should be calculated, and withheld from the Employees' check.

   Example: If Employees are paid weekly and you wanted the Deduction taken for each week within a month, for 4 weeks per month you would enter your Deduction calculation type into 1 through 4. If you didn't want the Deduction taken when there are 5 pay periods within a month you would enter N in pay period 5.

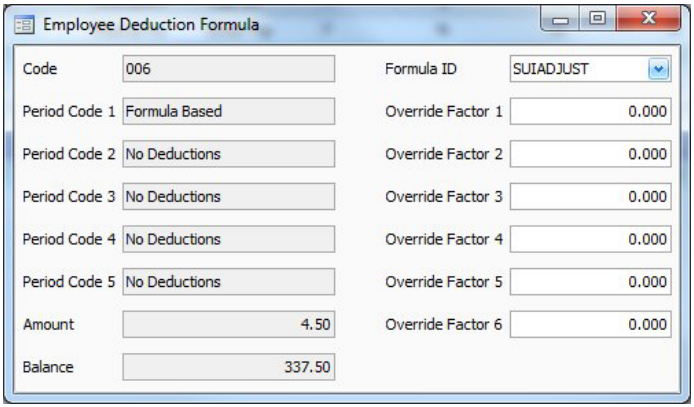
- **N** - Take no Deduction for this pay period.
- **Y** - Deduct the Dollar Amount in the **Amount** field for this pay period.
- **P** - Deduct the Percentage of pay in the **Amount** field for this pay period.
- **H** - Deduct the amount in the **Amount** field Per Hour Worked for this pay period. If this code is used for a Salaried Employee, a time ticket must be entered in order for the system to calculate the Deduction.
- **D** - Deduct the amount in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the Balance field is reduced to zero (**Declining Balance**).
- **E** - Deduct the Percent of Pay in the **Amount** field and subtract the Deduction amount from the amount in the **Balance** field. Keep taking the Deduction until the amount in the Balance field is reduced to zero (**Declining Balance by Percent**).
- **F** - Calculate the Deduction amount using a **Formula** for this pay period. The Amount field should be zero.
- **G** - Calculate the Deduction amount using a **Formula** and subtract the Deduction amount from the amount in the **Balance** field. Keep taking this Deduction until the amount in the Balance field is reduced to zero (**Declining Balance by Formula**).

5. If you entered **Y** or **D** in a pay period, enter the **Dollar Amount** to be deducted in the **Amount** field. If you entered **P** or **E** in a pay period, enter the **Percentage** of the Employee's pay to be deducted in the **Amount** field. If you entered **H** enter the **Dollar Amount Per Hour** to be deducted in the **Amount** field.
6. Enter the **Balance** if you wish to make this Deduction a declining balance codes **D**, **B**, and **G**. The Amount entered will be reduced when you run the Post Checks function (page 5-87). When the Balance reaches zero the Amount will no longer be deducted and the periods will be changed to **N**'s. Leave the Balance at zero to always deduct.

Command Buttons

Name	Description
Formula	Display the Employee Deduction Formula dialog box.

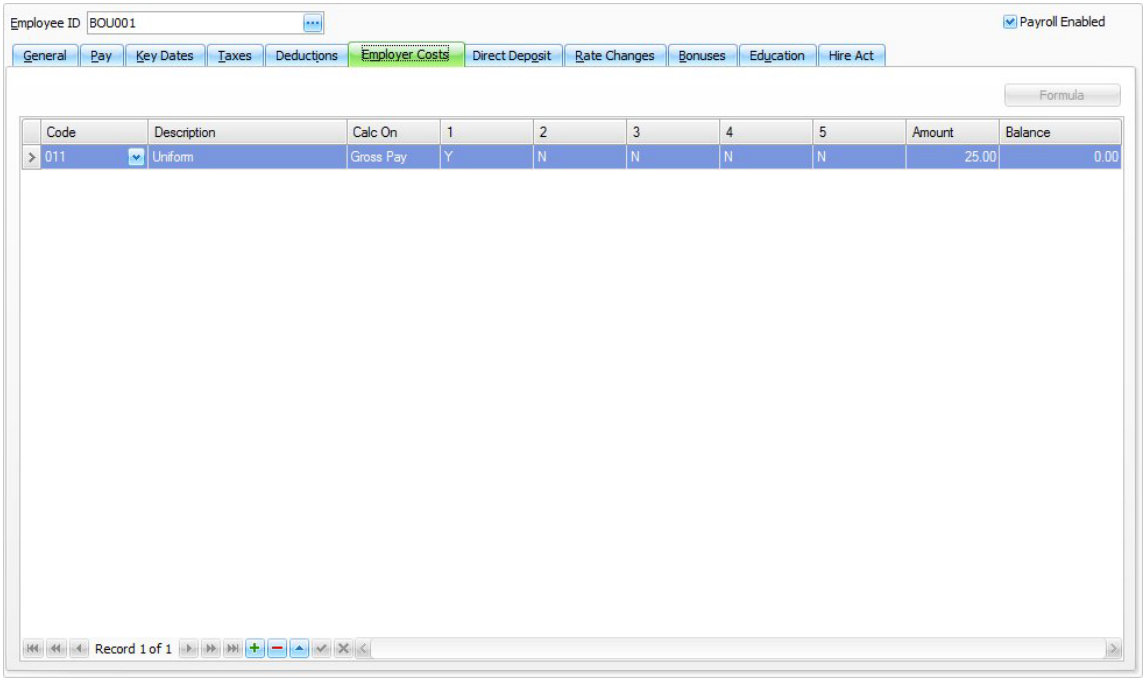
Employee Deduction Formula Dialog Box



If the pay period code selected is F or G, click the **Formula** button to view the **Employee Deduction Formula** dialog box.

7. The deduction **Code** selected for the Employee on the **Deductions** tab is displayed.
8. Each **Period Code 1-5** you entered for the Deduction is displayed.
9. The **Amount** or **Percent** of the Deduction is displayed.
10. The **Balance** is displayed if this is a declining balance Deduction.
11. Select the **Formula ID** to use to calculate the Deduction. Use the Formulas function (page 3-93) to set up Formula IDs. The Formula ID will default into the field from the Deduction Code setup.
12. Enter or edit the **Override Factors 1-6** for the selected Formula.

Employer Costs Tab



Use the **Employer Costs** tab to specify Employer Costs for the Employee and how they will be calculated.

Maint

1. Select the Employer Cost **Code** to set up for the Employee.
2. The **Description** of the Employer Cost Code is displayed.
3. In the **Calc On** field select **Gross Pay** or **Net Pay** to determine whether the Employer Cost is calculated on the Employee's Net or Gross Pay.
4. Select one of the following codes for each **Pay Period** in the **1-5** fields:

   The pay periods relate to the pay period number within the month this Employer Cost should be calculated.

   Example: If Employees are paid weekly and you wanted the Employer Cost calculated for each week within a month, for 4 weeks per month you would enter your Employer Cost calculation type into 1 through 4. If you didn't want the Employer Cost taken when there are 5 pay periods within a month you would enter N in pay period 5.

   - **N** - Take no Employer Cost for this pay period.

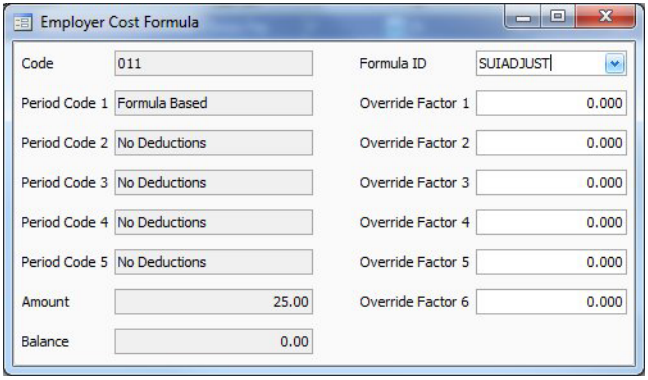
- **Y** - Calculate the Dollar Amount in the **Amount** field for this pay period.
- **P** - Calculate the Percentage of pay in the **Amount** field for this pay period.
- **H** - Calculate the amount in the **Amount** field Per Hour Worked for this pay period. If this code is used for a Salaried Employee, a time ticket must be entered in order for the system to calculate the Employer Cost.
- **D** - Calculate the amount in the **Amount** field and subtract the Employer Cost amount from the amount in the **Balance** field. Keep calculating the Employer Cost until the amount in the Balance field is reduced to zero (**Declining Balance**).
- **E** - Calculate the Percent of Pay in the **Amount** field and subtract the Employer Cost amount from the amount in the **Balance** field. Keep calculating the Employer Cost until the amount in the Balance field is reduced to zero (**Declining Balance by Percent**).
- **F** - Calculate the Employer Cost amount using a **Formula** for this pay period. The Amount field should be zero.
- **G** - Calculate the Employer Cost amount using a **Formula** and subtract the Employer Cost amount from the amount in the **Balance** field. Keep calculating this Employer Cost until the amount in the Balance field is reduced to zero (**Declining Balance by Formula**).

5. If you entered **Y** or **D** in a pay period, enter the **Dollar Amount** to be calculated in the **Amount** field. If you entered **P** or **E** in a pay period, enter the **Percentage** of the Employee's pay to be calculated, in the **Amount** field. If you entered **H** enter the **Dollar Amount Per Hour** to be calculated, in the **Amount** field.
6. Enter the **Balance** if you wish to make this Employer Cost a declining balance codes **D**, **E**, and **G**. The amount entered will be reduced when you run the Post Checks function (page 5-87). When the balance reaches zero the amount will no longer be calculated and the periods will be changed to **N**'s. Leave the balance at zero to always calculate.

Command Buttons

Name	Description
Formula	Display the Employer Costs Formula dialog box.

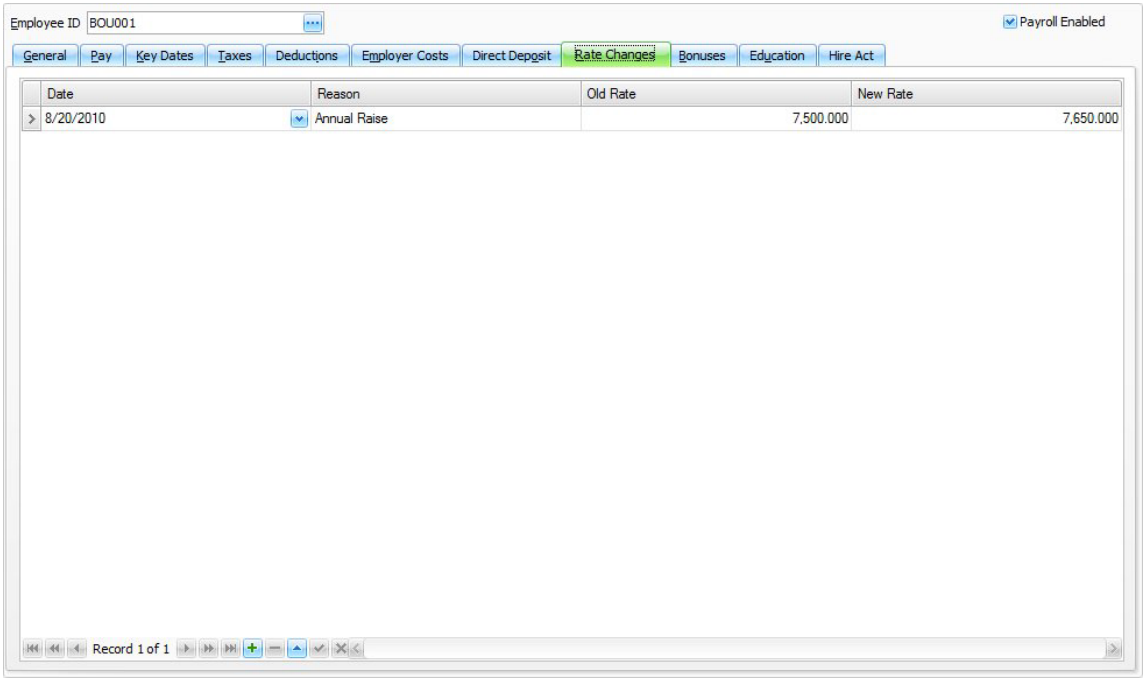
Employer Costs Formula Dialog Box



If the pay period code selected is F or G, click the **Formula** button to view the **Employer Deduction Formula** dialog box.

7. The Employer Cost **Code** selected for the Employee on the **Employer Costs** tab is displayed.
8. In the **Period Codes 1-5** each period code you entered for the Employer Cost is displayed.
9. The **Amount** or **Percent** of the Employer Cost is displayed.
10. The **Balance** is displayed if this is a declining balance Employer Cost.
11. Select the **Formula ID** to use to calculate the Employer Cost. Use the Formulas function (page 3-93) to set up Formula IDs. The Formula ID will default in from the Employer Cost setup.
12. Enter or edit the **Override Factors 1-6** for the selected Formula.

Rate Changes Tab

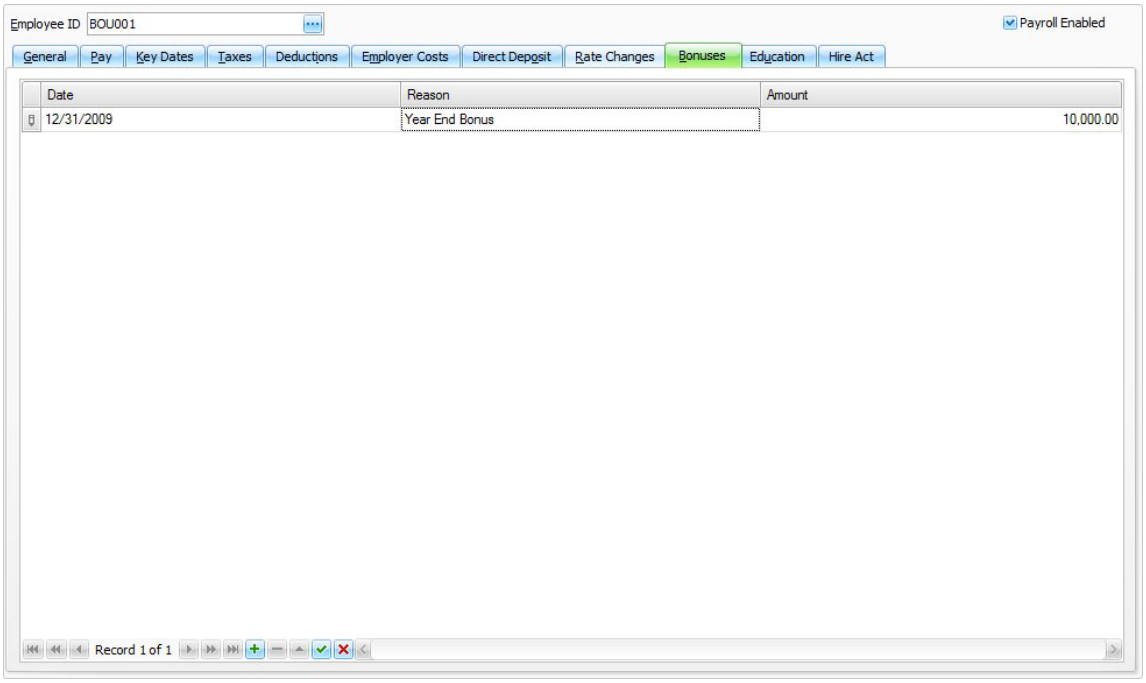


1. Enter the **Date** of the pay Rate Change.
2. Enter the **Reason** the Employee's pay Rate Changed.
3. Enter the Employee's **Old Rate**.
4. Enter the Employee's **New Rate**.

When the pay rate is changed on the Pay tab you will be prompted asking if you want to add a record to the Rate Changes tab and you can enter a Reason. If you enter this information and click **Yes** it will add a record to this tab.

This information will print on the Salary Review Report (page 6-13) and the Employee Information (page 3-195) list.

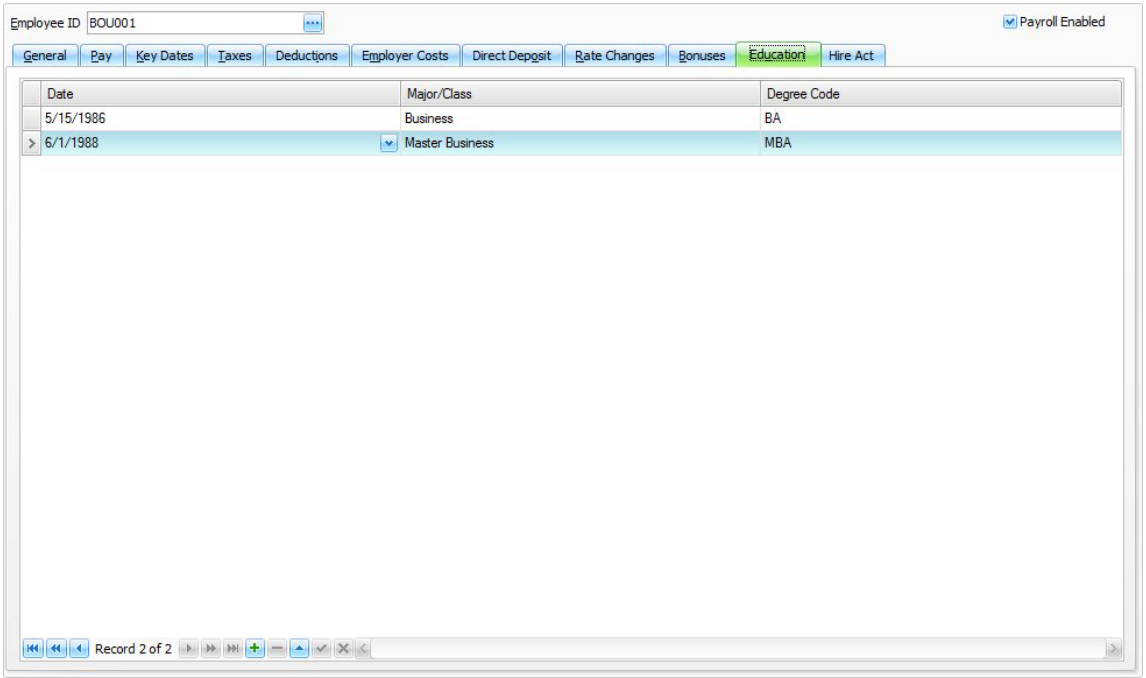
Bonuses Tab



1. Enter the **Date** the Employee's Bonus was issued.
2. Enter the **Reason** the Employee received a Bonus.
3. Enter the **Amount** of the issued Bonus.

   This information will print on the Salary Review Report (page 6-13) and the Employee Information (page 3-195) list.

Education Tab



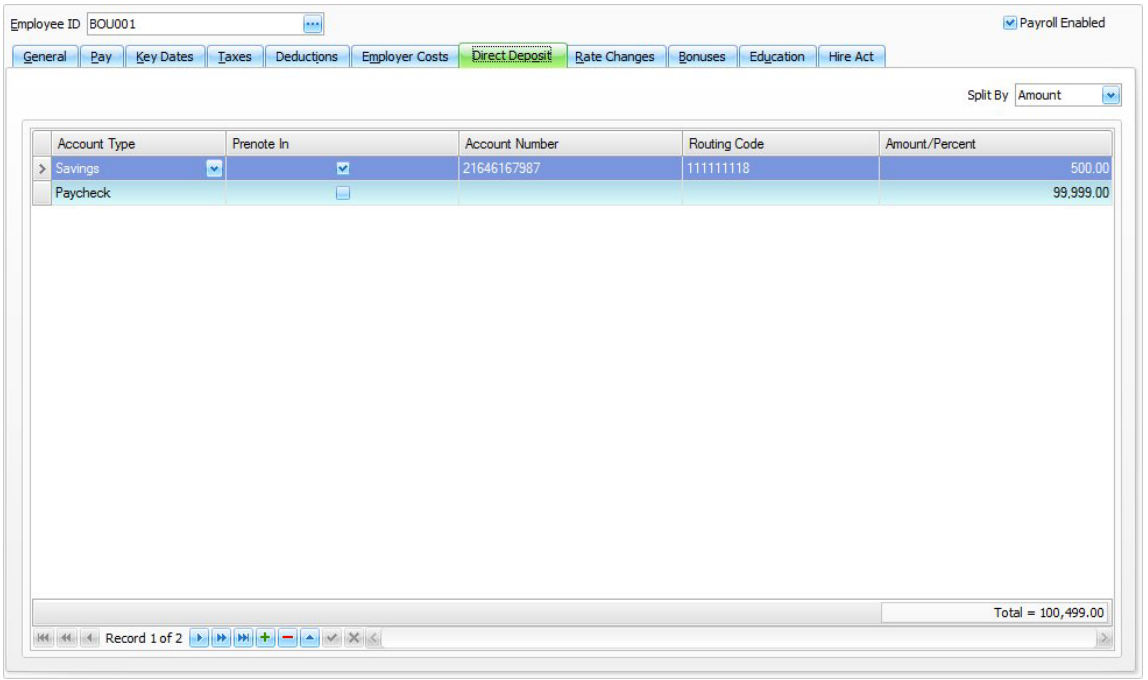
1. Enter the **Date** the Employee received the Degree or completed the class.
2. Enter a **Description** of the Major/Class course of study or the class taken.

Maint

3. Select the **Degree Code** the Employee received. To set up Degree Codes, use the Payroll Information function (page 3-129).

   This information will print on the Employee Information list (page 3-195).

Direct Deposit Tab



NOTE: This tab appears only if you have Banking installed.

Use the **Direct Deposit** tab to record the Employee's Direct Deposit information. You may enter up to six distributions per Employee.

After you've set up Employees for Direct Deposit, use the **Create Prenotification File** function to create the Prenotification File you send to your bank. You must create this file before you can Calculate Checks or Print Vouchers.

1. Select how the Employee's net pay should be divided in the **Split By** field: **None**, **Amount**, or **Percent**. If you select None the Employee will only receive a pay check.

   If you select **Percent**, the total percent appears in the **Total** box at the bottom of the tab. This Total must equal 100 before you can exit the tab; if it doesn't, a warning message appears.

2. Select the **Account Type**: **Checking**, **Savings**, or **Paycheck**.

3. Select the **Prenote In** box when your bank notifies you that the Prenotification File was successfully received for this employee; otherwise, clear the box. If the box is cleared, vouchers are not created for the selected Employee.

When the Prenotification File is created there is an option to check this box automatically once the Prenotification File is made. If you elected to not have the Create Prenotification function check the box, you must manually check the box for vouchers to be made.

You must run the Create Prenotification function to make the Prenote File, to be able to print vouchers. If you manually check the box and do not make the Prenote File you will not get a voucher calculated.

4. Enter the Employee's bank **Account Number**. If you edit the Account Number, the system clears the Prenote In box. You must submit a new Prenotification File before you can process checks for the Employee.
5. Enter the Employee's bank **Routing Code**. If you edit the Routing Code, the system clears the Prenote In box. You must submit a new Prenotification File before you can process checks for the Employee.
6. If the Employee's Direct Deposit is divided by Amount, enter the net amount of the Employee's pay to be deposited into each of the specified Bank Accounts in the **Amount/Percent** box. If any net pay remains after the distributions are made, TRAVERSE generates a check for the remaining amount.

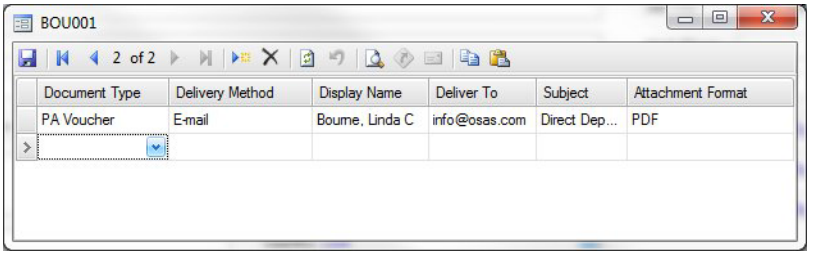
   If the Employee wants a fixed amount deposited and a balance remains (as a result of working overtime, for example), enter 9999999.99 in the Amount/Percent on a Paycheck line. TRAVERSE then generates a check for the Employee for the balance not directly deposited.

   If the employee's direct deposit is divided by Percent, enter the percentage of the Employee's pay to be deposited into each of the specified Bank Accounts in the Amount/Percent box. The sum of the percentages you enter must equal 100. If it does not, a warning message appears. The Total percent appears in the Total box at the bottom of the screen.

Document Delivery and other Employee Buttons

These buttons, at the top of the screen, are available for all the tabs on the Employee Information screen:

- Click the **Document Delivery** button to set document delivery options for the Employee. The Document Delivery dialog box allows you to choose traditional paper, e-mail, or fax for each type of document you can produce for this employee.



1. Choose the **Document Type** for which you would like to set delivery options. The only choice for document delivery is **PA Voucher**, used with Direct Deposits.

2. Choose from **Paper, Email,** or **Fax** in the **Delivery Method** box.

   For the method you choose, fill in the required information for delivery. To set technical parameters for the Email and Fax delivery methods, see the Forms control section of the Business Rules in the System Manager Training Manual.

   You must have at least one Form Printer set up for each of the documents listed for this function to work correctly. See the Form Printers section in the System Manager Training Manual for further information.

   You can set up multiple records for the same form. For example; an Employee wants to have their voucher emailed to them and they also want the voucher emailed to their spouse, you can set up multiple records for the voucher.

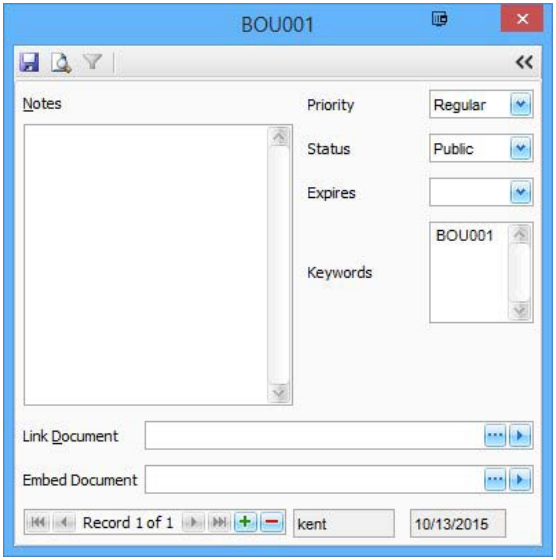
   To email to multiple recipients you can enter the email addresses with a semi-colon (;) between each email address, or enter multiple records for the form you want emailed, with each record with the recipients' email address entered.

Click the **View Map** button in the toolbar to view a map of the Employee's location, generated by the Papping Program you chose within System Manager. If you did not select **Allow Web Features** in the **Business Rules** function within **System Manager**, this button does not appear.

NOTE: See the *System Manager Training Manual* for more information on defining the default Mapping Program.

Click the **Search Email** button to view the emails to and/or from the Employee selected, searching for the email address on the General tab. You must have the Message Tracking Setup in System Manager completed to use this function. See the System Manager Training Manual for details on setting this up.

Attachments Screen



Click the **Attachments** button to enter comments or attach documents relating to this Employee.

1. Select the **Priority** for the note and attachment; **Regular**, **High** or **Low**.
2. Select the **Status** for the note and attachment; **Public** or **Private**.
3. Select the **Expires** date for the note.
4. The Employee ID will default into the **Keywords** field. Add more key words if desired.
5. Enter the **Notes** for the Employee.
6. Attach any **Documents** associated with this Employee by clicking on the **Browse** button and selecting the file to attach.
7. You may use the **Embeded Document** to place a document into the attachment. This means the document will be stored within the database and will not require a folder to be shared to view the document.

Task Summary

Adding, Editing, and Deleting Employees

To add an Employee, follow these steps:

1. Select the **New Record** icon on the toolbar. A blank Employee Information screen appears.

2. Enter the required information on the **General**, **Pay**, **Key Dates**, **Taxes**, **Deductions**, **Employer Costs**, **Comments**, **Rate Changes**, **Bonuses**, and **Education** tabs.
3. Click the **Save** button , on the toolbar, to save the new Employee.

To edit Employee Information, follow these steps:

1. Select the **Employee ID** of the Employee to edit on the Employee Information screen.
2. Information about the Employee is displayed.
3. Edit the appropriate information on any of the tabs on the Employee Information screen.
4. Click the **Save** button , on the toolbar, to save the edited Employee.

To delete an Employee, follow these steps:

1. Select the **Employee ID** of the Employee to delete on the Employee Information screen.
2. Click the **Delete** button , on the toolbar, to delete the selected Employee.

NOTE: Once a check has been posted for an Employee, history is established, and the Employee cannot be deleted. Deleting an Employee in the Employee Information function is allowed only when no history exists for the Employee.

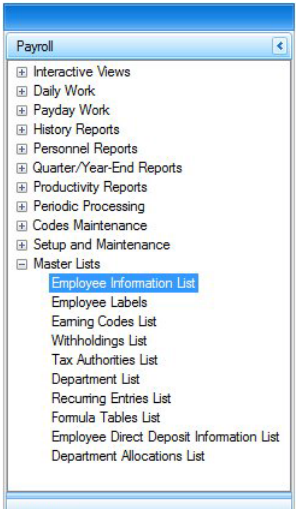
Producing an Employee Information List

Use the **Employee Information List** function to produce a list of Employees and the Employee Information you defined in the Employee Information function (page 3-159) on the Setup and Maintenance menu.

To produce the **Employee Information List**, follow these steps:

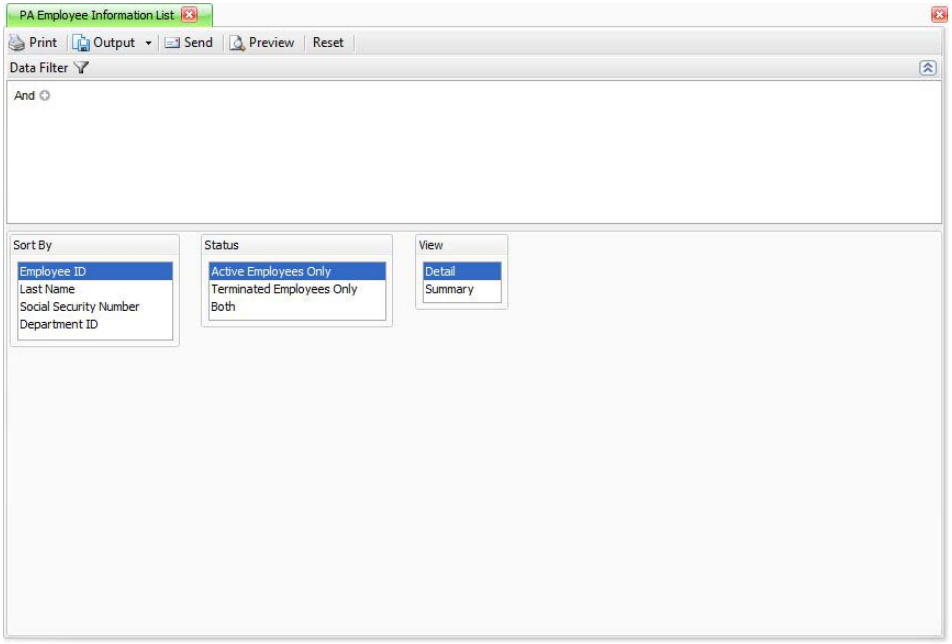
1. Select **Employee Information List** from the **Master Lists** menu.

Employee Information List Menu



2. The **Employee Information List** screen appears.

Employee Information List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the IDs.
4. Select the **Sort By** criterion for the list; **Employee ID**, **Last Name**, **Social Security Number**, or **Department**.
5. Select the **View** criterion for the list; **Detail** or **Summary**.
6. Select the **Status** of Employees to include in the list; **Active Employees Only**, **Terminated Employees Only**, or **Both**.
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Information List

Continental Products Unlimited
Employee Information List (Detail)
Sorted by Employee ID
Active Employees Only

Page 1

Report Filter

BOU001 Bourne, Linda C

General Information

Address 1	501 N Hamilton Ave	Job Title	Admin. Asst.
Address 2		Work Phone	
City	Edina	Extension	
Region	MN	Supervisor ID	LUK001
Postal Code	55435	Work E-mail	info@osas.com
Country	USA	Home E-mail	info@osas.com
Phone No	(612)-555-1212	Internet	www.osas.com
SSN	XXX-XX-XXXX	Emergency Name	Jim Bourne
Gender	F	Emergency Work Phone	(612)-567-3319
EEO Class	Black or African American	Emergency Home Phone	(612)-555-1212
Retirement Plan	No	Emergency Relation	Husband
Statutory Employee	No		

Pay Information

Department ID	500	EXECUTIVE	Default Earning Code	SAL	Salaried Wage
Labor Class	Prs	President	Default WH State	MN State	
Corporate Officer	No		Default WH Local	Minneapolis Local Tax	
Seasonal Employee	No				
Type	Salaried		Salary		7,650.00
Status	Full-Time		Hourly Rate		0.00
Check Sort			Override Pay		0.00
Exempt From Overtime	No				
Adjust to Minimum	No				
Group Code	1				
Pay Periods Per Year	12				

Leave Information

Leave Code ID	Description	Hours Remaining
V02	Up to Year Hrs/Hrs Wkd Max Hours	88.331
XX	Up to Year Hrs/Hrs Wkd Max Hours	23.380

Valid Earning Codes

Code	Description	Rate Type	Rate
SAL	Salaried Wage	None	0.000
SIC	Sick Pay	None	0.000
VAC	Vacation Pay	None	0.000

Tax Authorities

State	Local	Name	Status	Exemptions	Extra WH	Fixed WH	EIC / SUI
		Federal	M	4	0.00	0.00	N
MN		MN State	M	4	0.00	0.00	MN
MN	01	Minneapolis Local Tax	NA	0	0.00	0.00	

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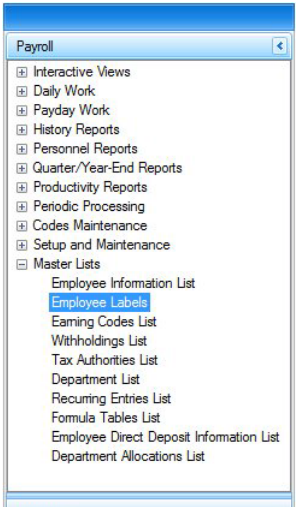
Producing Employee Labels

Use the **Employee Labels** function to produce virtually any size and style of standard or mailing labels for employees.

To produce **Employee Labels**, follow these steps:

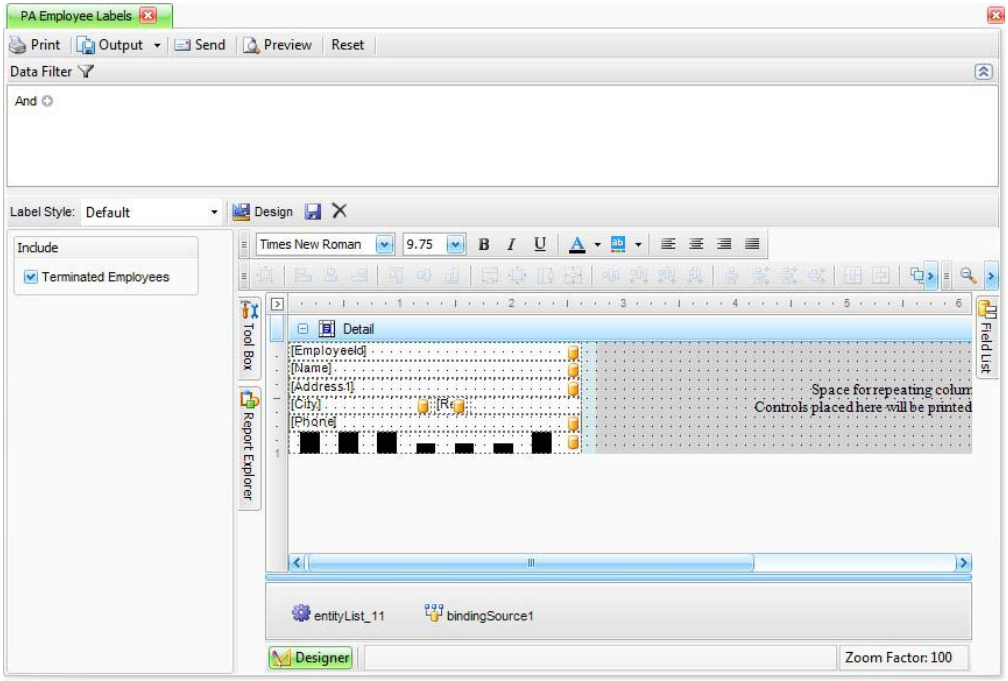
1. Select **Employee Labels** from the **Master Lists** menu.

Employee Labels Menu



2. The **Employee Labels** screen appears.
3. Click the **Design** button to display and edit the design of the label.

Employee Labels Screen



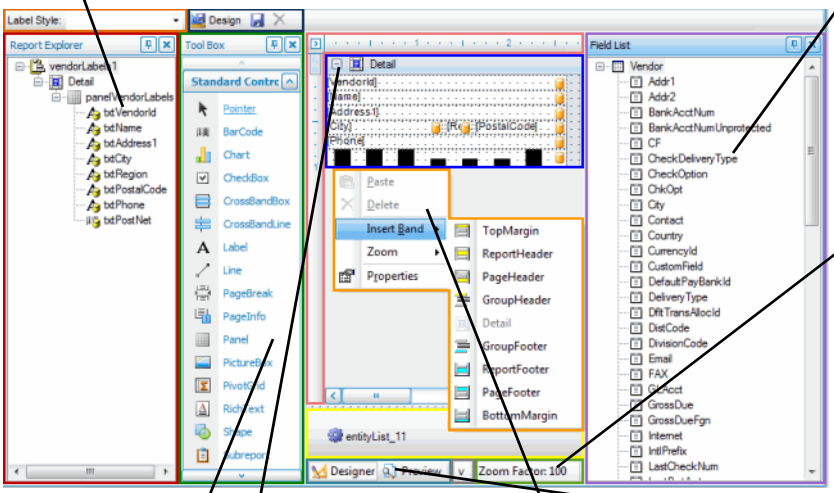
Details for Employee Label Screen

Report Explorer

Use this tab to navigate through elements of the label. You can use it when building a label to quickly access all of the elements of a label

Field List

Use this tab to view the schema of the datasource which is currently bound to the label. Also, this tab may be used to bind existing label controls to data, or to create new bound label controls. To do this, simply click the desired field



Zoom Panel

This section displays the current value of the zoom factor. To change the zoom factor at design time,

View Tabs

Use the Designer and Preview buttons to quickly switch between the two types of views during the design of the label. This may be extremely useful when a report is fully customized at

Toolbox

Use this tab to add standard controls to the label. Simply drag and drop an

Context Menu

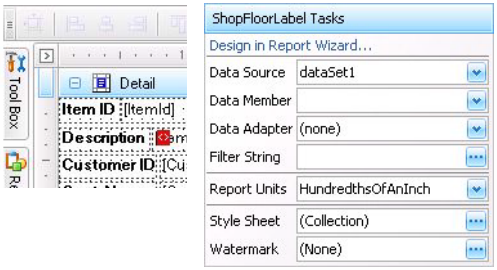
Use this menu after right-clicking any element in the label designer area. It provides you quick access to

Band Strips, Expand/Collapse Buttons, and Editing

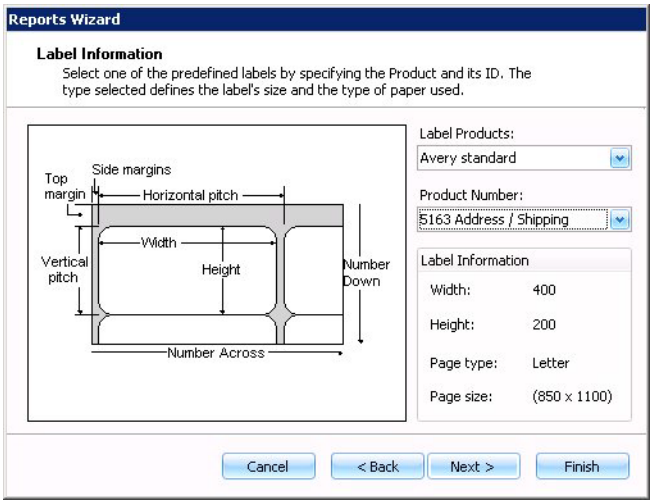
Use this section to

- See the band name, the band icon corresponding to its type, and the expand/collapse button.
- Expand/collapse a band strip by clicking the plus or minus sign adjacent to the band strip.

- Edit a label's field by double-clicking the field and editing the text as necessary. You can also right-click on the field and select Properties to edit additional properties of the field. Click the arrow button in the upper left corner of the label design to see the task menu.

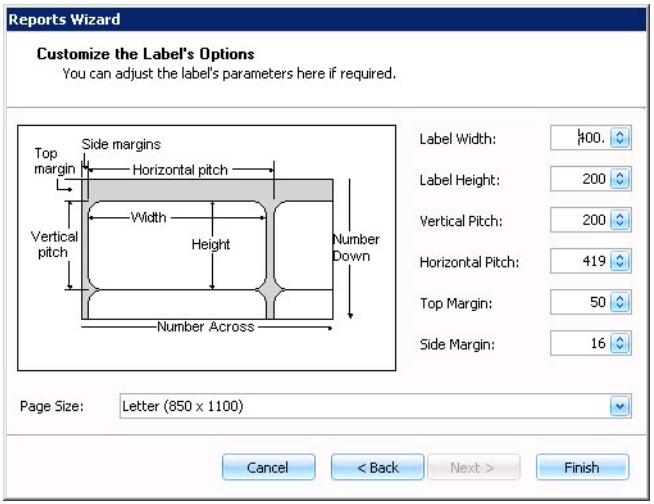


- Select **Design in Report Wizard** to use the design wizard to help design your label.



- Select the **Label Products** and **Product Number** you want to use to print labels.

- Click **Next** to move to the next screen.



- The **Label Width**, **Label Height**, **Vertical Pitch**, **Horizontal Pitch**, **Top Margin** and **Side Margin** are filled in from the defaults for the selected label product.
- Select the **Page Size** for the label being printed.
- Select **Finish** to save the label specifics you selected and return to the Print Labels screen.

Use the Employee Labels function to print 1 1/3 by 4 inch labels for mailings.

A POSTNET barcode, which is an extension of the 9-digit zip code used by the United States Postal Service, is printed on your labels if you chose that option using the Country Codes function of the System Manager.

1. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data.
2. Select if you want to **Include Terminated Employees** in the labels printed.
3. Click on the different areas of the example image below to view information on the highlighted section.

4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Labels

BOU001
Linda C Bourne
501 N Hamilton Ave
Edina MN 55435
(612)-555-1212

DOUBLA00001
Mike Doubla
459 1st Avenue
Victoria MN 553449999
(919)-991-2991

GER001
Timothy G Gerard
13330 E 32nd Ave
Minneapolis MN 55055
(612)-555-1212

JEN001
Kathy M Jenkins
120024 Wright Blvd
Minneapolis MN 55055
(612)-555-1212

JOHNSON0001
Steve G Johnson
8945 Shore Drive
Wayzata MN 553799129
(612)-403-9999

JON001
Maria K Jonchim
3321 W 52 Ave
Minneapolis MN 55055
(612)-555-1212

JONES001
Edward A Jones
101 Valley Road
Belle Plaine MN 553799912
(612)-403-9999

LUK001
George Lukas
4862 Sky View Dr
Plymouth MN 55427
(612)-555-1212

ROS001
Lou A Rossini
2285 West Lake Drive
Minneapolis MN 55055

SMITH000001
Robert C Smith
890 Avenue B
Eden Prairie MN 553449999
(612)-949-9999

STO001
Albert W Stockard
9201 W. Broadway
St. Paul MN 55101

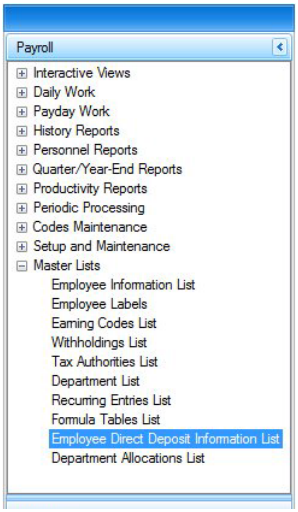
Producing an Employee Direct Deposit Information List

Use the **Employee Direct Deposit Information List** function to produce a list of Employee's Direct Deposit information you defined in the Employee Information function (page 3-159) on the Setup and Maintenance menu.

To produce the **Employee Direct Deposit Information List**, follow these steps:

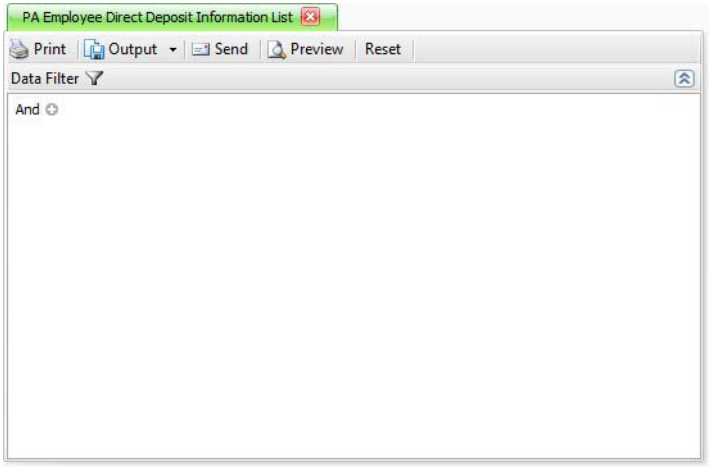
1. Select **Employee Direct Deposit Information List** from the **Master Lists** menu.

Employee Information List Menu



2. The **Employee Direct Deposit Information List** screen appears.

Employee Direct Deposit Information List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the IDs.
4. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Direct Deposit Information List

Continental Products Unlimited
Employee Direct Deposit Information List

Report Filter

Employee ID / Account Type	Name		Account No	Routing Code	Amount	$ or %
	Out	In				
BOU001	Bourne, Linda C					
Checking	Yes	Yes	XXXXXXXXXXXX8465	123123123	100.00	%
					100.00	%

RECURRING ENTRIES

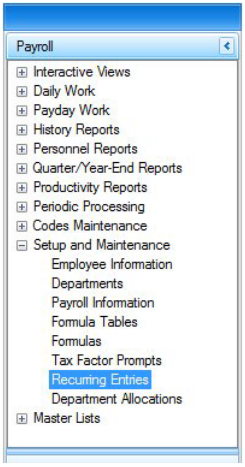
Use the **Recurring Entries** function to set up and maintain Recurring Time Tickets, Deductions, and/or Employer Costs.

If you have hourly Employees that generally work the same number of hours each pay period, setting up Recurring Entries and using the Copy Recurring Entries function (page 4-17) on the Daily Work menu will save time in entering transactions for all Employees.

To set up **Recurring Entries**, follow these steps:

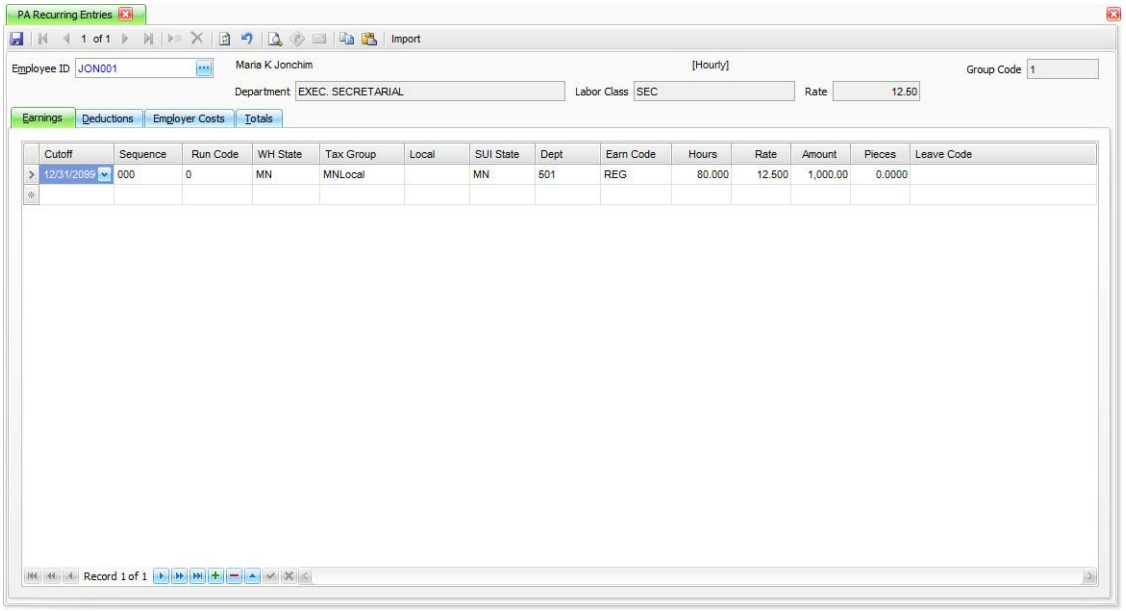
1. Select **Recurring Entries** from the **Setup and Maintenance** menu.

Recurring Entries Menu



2. The **Recurring Entries** screen appears with the Earnings tab displayed.

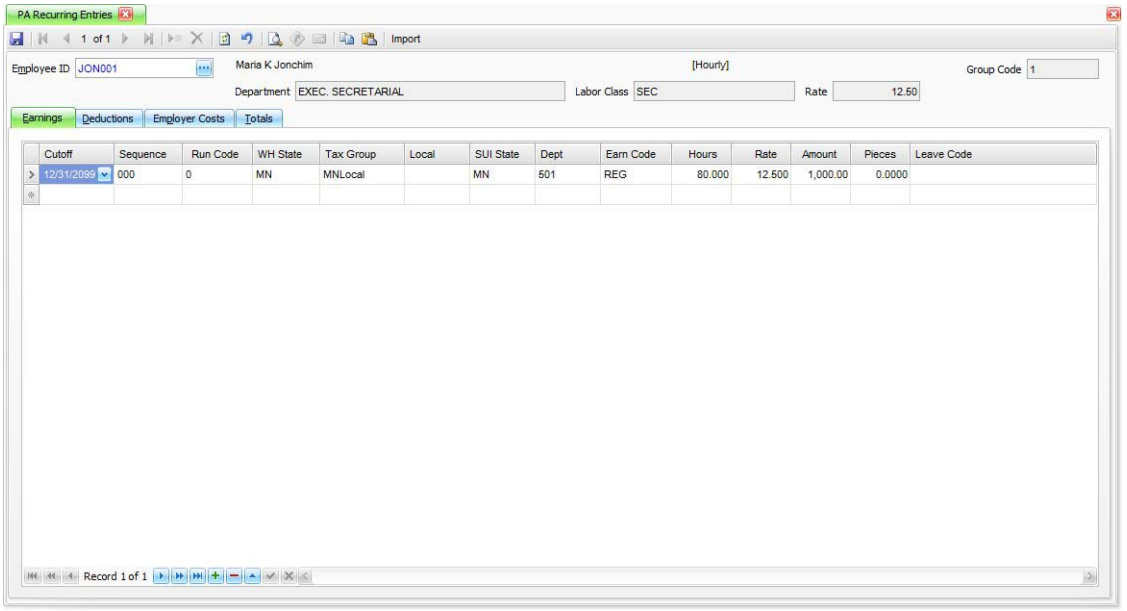
Recurring Entries Screen



Maint

3. Select the **Employee ID** for which to enter or edit Recurring Entries.
4. The Employee's **Department** is displayed.
5. The Employee's **Labor Class** is displayed.
6. The Employee's **Pay Rate** is displayed.
7. The Employee's **Group Code** is displayed.

Earnings Tab



8. Enter the **Cutoff Date** after which the Recurring Entry will not be copied.
9. Enter the **Sequence** number on which the Recurring Entry is to be accumulated. To print separate checks for separate Recurring Entries, enter different Sequence numbers for each Recurring Entry. To produce one check for two or more Recurring Entries for the Employee, enter the same Sequence number.
10. Enter the **Run Code** to assign the Recurring Entry. When you Copy Recurring Entries you can specify a range of Run Codes to copy.
11. Select the **Withholding State** for the Recurring Entry. The Employee's default Withholding State is displayed and you can select another Withholding State that is setup up for the Employee.
12. Select the **Tax Group** to use to calculate multiple local taxes, or accept the default.

    If a Tax Group was selected on the Local Tax tab of the Employee Information setup screen the Tax Group will default into this field. If a Tax Group is selected or defaulted, all Tax Authorities within the Tax Group will have taxes calculated for them. The default Local Tax will be ignored.

    You may select a Tax Group OR a Local Tax Authority, you may NOT select both.

13. Select the **Local** Tax Authority for the Recurring Entry, if you have not selected a Tax Group. The Employee's default Local Tax is displayed and you can select another Local Tax that is setup up for the Employee.

14. Select the **SUI State** for the Recurring Entry. The SUI State entered with the Withholding State is displayed and cannot be changed.

15. Select the Employee's **Department** for the Recurring Entry. The Employee's Home Department is displayed. You may select a different Department that the Employee will actually work in. If you have the option to Post Expenses to Work Department the Work Department will have the expenses posted to it when the Post Checks is run.

16. Select the **Earning Code** to assign the Recurring Entry. The Employee's default Earning Code is displayed. You may select from any of the valid Earning Codes set up for this Employee.

17. Select the employee's **Labor Class** for the Recurring Entry. The Employee's default Labor Class is displayed. You may select a different Labor Class.

18. Enter the number of **Hours** worked for the Recurring Entry. If the Employee is Hourly, the Rate and Amount fields are automatically calculated.

19. Enter the Employee's Hourly **Rate** for the Recurring Entry. If the Employee is Hourly this field is automatically calculated by the Employee's default Hourly Rate, Add To Base, and Multiplier fields assigned to the Earning Code. Make adjustments to the Rate field if necessary.

20. If the Employee is Salaried, enter the **Amount** of the Recurring Entry. If the Employee is Hourly, this field is automatically calculated by the system, multiplying the number of Hours Worked by the Hourly Rate. Make adjustments to the Amount field if necessary. All adjustments recalculate the new Rate for the Employee.

21. Enter the number of **Pieces** for the Recurring Entry. This is an information only field and is not used to calculate the Amount.

22. If you wish to track Employees' work to a particular Customer's Project, enter the **Customer ID** for the Recurring Entry. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

23. If you wish to track Employees' work to a particular Project, enter the **Project ID** for the Recurring Entry. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

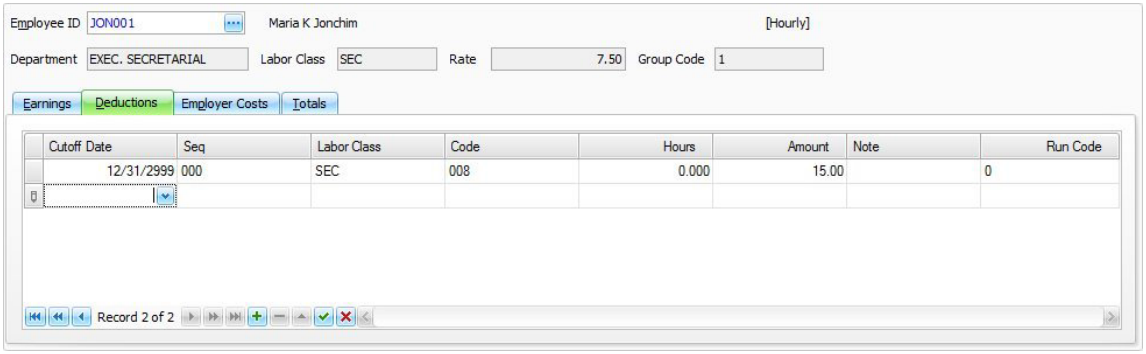
24. If you wish to track Employees' work to a particular Phase, enter the **Phase ID** for the Recurring Entry. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

25. If you wish to track Employees' work to a particular Task, enter the **Task ID** for the Recurring Entry. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

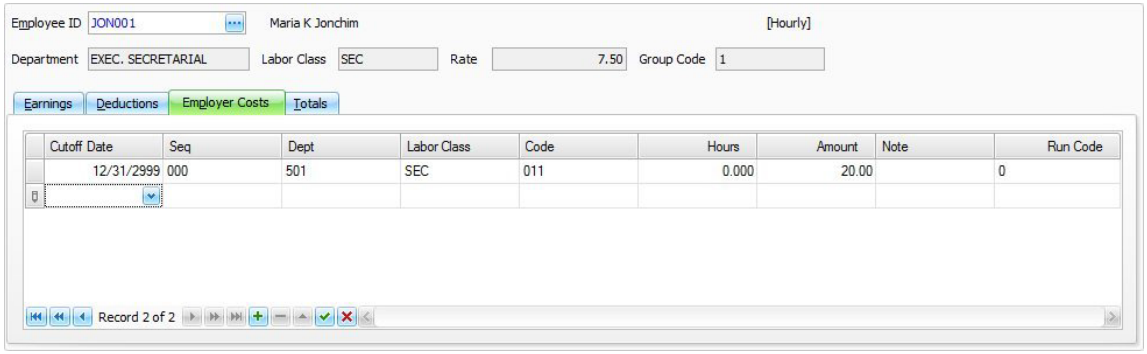
Deductions Tab



NOTE: Deductions entered here override what is set up for an Employee. If you enter a Deduction for an Employee with a Deduction, a warning message box stating that the Deduction overrides the setup Deduction is displayed.

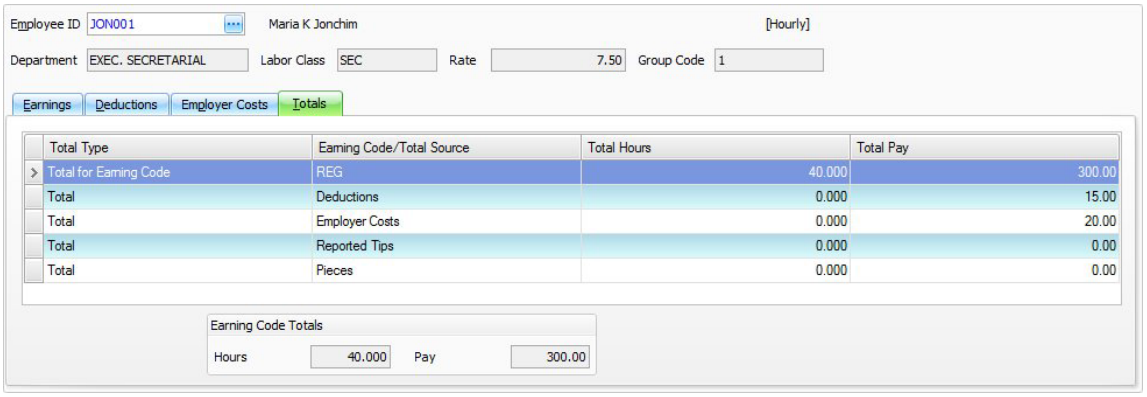
1. Enter the **Cutoff Date** after which the Deduction will not be calculated for this Recurring Entry.
2. Enter the **Sequence** number for the Recurring Deduction.
3. Select the **Labor Class** for the Recurring Deduction.
4. Select the **Deduction Code** for the Recurring Deduction.
5. Enter the number of **Hours** for the Recurring Deduction, if applicable.
6. Enter the **Amount** to withhold for the Recurring Deduction, if applicable.
7. Enter a **Note** regarding the Recurring Deduction. The Note entered here will appear on the Miscellaneous Deductions Journal (page 4-25).
8. Enter the **Run Code** to assign the Recurring Entry. When you Copy Recurring Entries you can specify a range of Run Codes to copy.

Employer Costs Tab



1. Enter the **Cutoff Date** after which the Employer Cost will not be calculated for this Recurring Entry.
2. Enter the **Sequence** number for the Recurring Employer Cost.
3. Select the **Department** for the Recurring Employer Cost.
4. Select the **Labor Class** for the Recurring Employer Cost.
5. Select the Employer Cost **Code** for the Recurring Employer Cost.
6. Enter the number of **Hours** for the Recurring Employer Cost, if applicable.
7. Enter the **Amount** to withhold for the Recurring Employer Cost, if applicable.
8. Enter a **Note** regarding the Recurring Employer Cost. The note entered here will appear on the Miscellaneous Deductions Journal (page 4-25).
9. Enter the **Run Code** to assign the Recurring Employer Cost. When you Copy Recurring Entries you can specify a range of Run Codes to copy.

Totals Tab



1. The **Earning Code**(s) is/are displayed.
2. The number of **Hours** for each Earning Code is displayed.
3. The total **Pay** per Earning Code is displayed.
4. The **Total Hours** and **Total Pay** for the Employee's Recurring Entries are displayed.
5. The total **Deduction Amount** for the Recurring Entries are displayed.
6. The total amount of **Employer Costs** for the Recurring Entries are displayed.
7. The total **Reported Tips** amounts for the Recurring Entries are displayed.
8. The total number of **Pieces** for the Recurring Entries are displayed.

Command Buttons

Name	Description
Import	Run the import transactions function to import transactions as recurring entries.

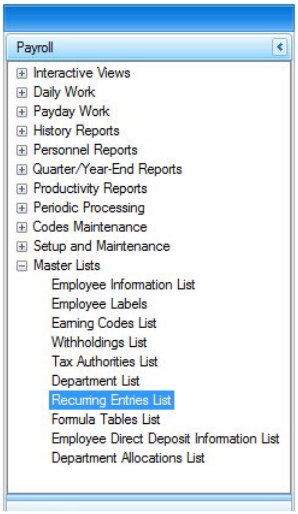
Producing a Recurring Time Ticket List

Use the **Recurring Time Ticket List** to produce a list of recurring time tickets you set up in the Recurring Entries function (page 3-209) on the Setup and Maintenance menu.

To produce the **Recurring Entries List**, follow these steps:

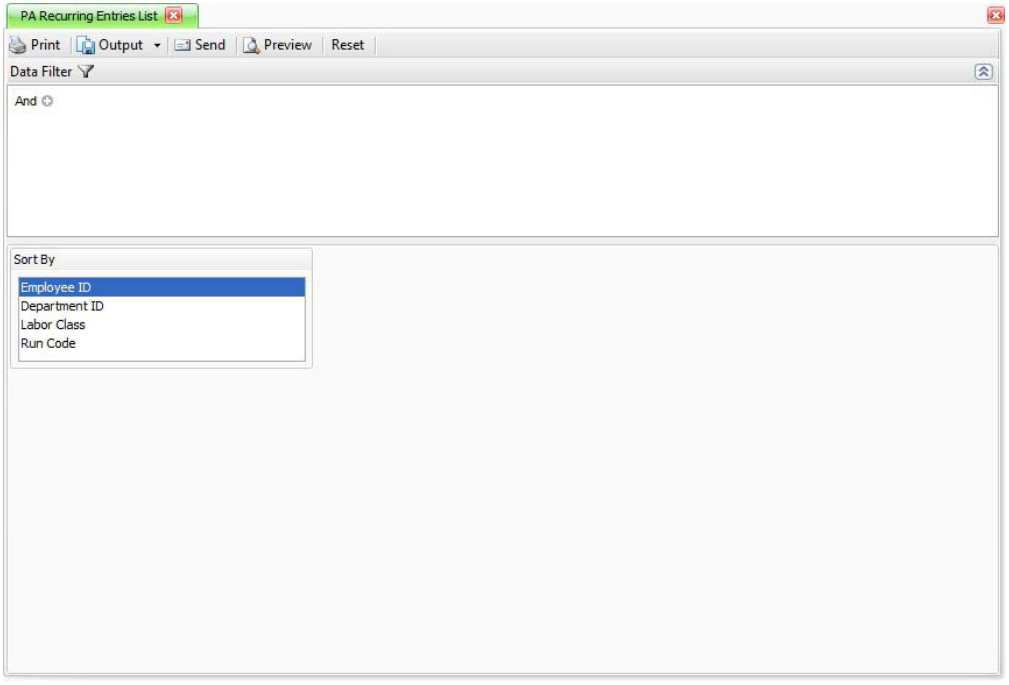
1. Select **Recurring Entries List** from the **Master Lists** menu.

Recurring Entries List Menu



2. The **Recurring Entries List** screen appears.

Recurring Entries List Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the IDs.
4. Select the **Sort By** criterion for the list; **Employee ID**, **Department ID**, **Labor Class**, or **Run Code**.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Recurring Time Ticket List

Continental Products Unlimited
Recurring Entries List
Sorted by Employee ID

Report Filter

Time Tickets

Employee ID	Name / Customer ID / Project ID	Run Code / Phase / Task	State	Local	SUI	Dept ID	Cutoff Date	Labor Class	Seq	Earning Code	Description	Pieces	Rate	Hours	Amount
JON001	Jonchim, Maria K	1	MN		MN	501	12/31/2099	SEC	000	REG	Regular pay	0.0000	7.500	40.000	300.00
						Total for Earning Code REG						0.0000		40.000	300.00
						Total for Employee ID JON001						0.0000		40.000	300.00
ROS001	Rossini, Lou A	0	MN		MN	501	12/31/2099	SEC	000	REG	Regular pay	0.0000	5.750	40.000	230.00
						Total for Earning Code REG						0.0000		40.000	230.00
						Total for Employee ID ROS001						0.0000		40.000	230.00
STO001	Stockard, Albert W	0	MN		MN	100	12/31/2099	SHP	000	REG	Regular pay	0.0000	8.950	40.000	358.00
						Total for Earning Code REG						0.0000		40.000	358.00
						Total for Employee ID STO001						0.0000		40.000	358.00
						REG	**Regular pay**							120.000	888.00
						Grand Total						0.0000		120.000	888.00

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Recurring Deductions List

Continental Products Unlimited
Recurring Entries List
Sorted by Employee ID

Deductions

Employee ID	Name	Run Code	Dept ID	Cutoff Date	Labor Class	Deduction Code	Description	Hours	Amount	Note
JON001	Jonchim, Maria K	0	501	12/31/2999	SEC	008	Parking	0.000	15.00	
				Total for Deduction Code 008				0.000	15.00	
				Total for Employee ID JON001				0.000	15.00	
ROS001	Rossini, Lou A	0	501	12/31/2099	SEC	008	Parking	0.000	15.00	
				Total for Deduction Code 008				0.000	15.00	
				Total for Employee ID ROS001				0.000	15.00	
STO001	Stockard, Albert W	0	100	12/31/2099	SHP	008	Parking	0.000	15.00	
				Total for Deduction Code 008				0.000	15.00	
				Total for Employee ID STO001				0.000	15.00	
				008			Parking	0.000	45.00	
				Grand Total				0.000	45.00	

Recurring Employer Costs List

Continental Products Unlimited
Recurring Entries List
Sorted by Employee ID

Employer Costs

Employee ID	Name	Run Code	Dept ID	Cutoff Date	Labor Class	Deduction Code	Description	Hours	Amount	Note
JON001	Jonchim, Maria K	0	501	12/31/2099	SEC	011	Uniform	0.000	20.00	
				Total for Deduction Code 011				0.000	20.00	
				Total for Employee ID JON001				0.000	20.00	
ROS001	Rossini, Lou A	0	501	12/31/2099	SEC	011	Uniform	0.000	20.00	
				Total for Deduction Code 011				0.000	20.00	
				Total for Employee ID ROS001				0.000	20.00	
STO001	Stockard, Albert W	0	100	12/31/2099	SHP	011	Uniform	0.000	20.00	
				Total for Deduction Code 011				0.000	20.00	
				Total for Employee ID STO001				0.000	20.00	
				011			**Uniform**	0.000	60.00	
				Grand Total				0.000	60.00	

8/20/2010 2:52 PM *** End of Report *** **OPEN_SYSTEMS\kenthe**

4

Daily Work

Working with Daily Work 4-3
Payroll Transactions 4-5
Copy Recurring Entries 4-17
Time Ticket Journal 4-21
Miscellaneous Deductions Journal 4-25
Post Transactions 4-29

WORKING WITH DAILY WORK

Perform the following tasks to enter and proof payroll transaction information before calculating and printing payroll checks:

- Use the **Payroll Transactions** function (page 4-5) to enter Time Tickets, Miscellaneous Deductions, and Employer Costs for Employees.
- Use the **Time Ticket Journal** (page 4-21) to check for mistakes and omissions in Payroll Transaction entry.
- Use the **Miscellaneous Deductions Journal** (page 4-25) to view unposted Deductions and Employer Costs.
- Use the **Copy Recurring Entries** function (page 4-17) to create transactions for the Recurring Entries you defined in the Recurring Entries function (page 3-209) on the Setup and Maintenance menu.
- Use the **Post Transactions** (page 4-29) function to transfer time tickets and miscellaneous Payroll entry information from the transaction tables to the Department, Earnings, Deductions, and Transaction history tables.
- Use the **Import Transactions** function (page 4-13) in the **Payroll Transactions** function to import data from ASCII flat files into TRAVERSE.

PAYROLL TRANSACTIONS

Use the **Payroll Transactions** function to enter Time Ticket information, Miscellaneous Earnings, Miscellaneous Employee Deductions or Miscellaneous Employer Costs for each Employee. Labor dollars, hours, piece data and employer costs are distributed to the appropriate Departments when transactions are posted.

Hourly Employees are paid exclusively according to the Time Tickets you enter. Although Salaried Employees are paid according to the Salary entered on the **Pay** tab in the Employee Information function (page 3-159), you can use the Payroll Transactions function to enter non-standard items for Salaried Employees such as Vacation Pay, Sick Pay, Bonuses, One-time Deductions, etc.

The Earnings transaction information entered is distributed to the Department specified during transaction entry. Employer Costs are also distributed to the Department specified during transaction entry.

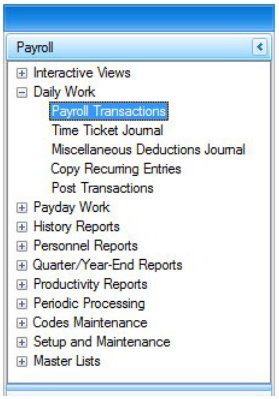
NOTE: If the option to charge employer taxes/costs is set to the Home Department in Business Rules (page 3-5), the Department ID *cannot* be changed during transaction entry.

It is also important to note that you cannot exceed a salaried employee's salary with Earning transaction entries if you elected to Replace Wages for Salaried Employees in the Earning Types function (page 3-21) for the Earning Code used.

To enter **Payroll Transactions**, follow these steps:

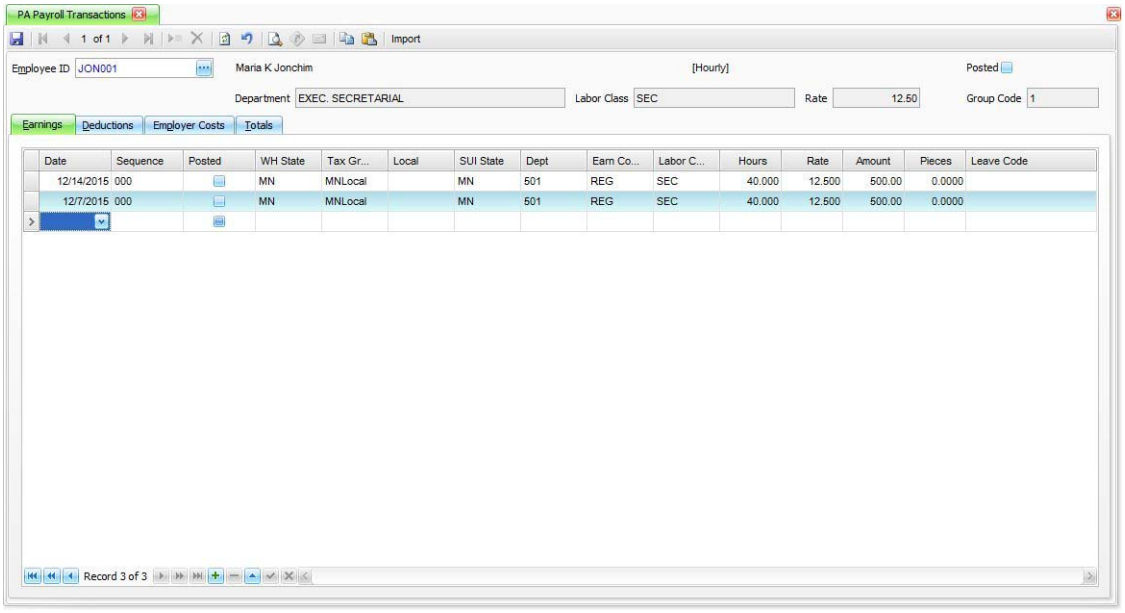
1. Select **Payroll Transactions** from the **Daily Work** menu.

Payroll Transaction Menu



2. The **Payroll Transactions** screen appears with the Earnings tab displayed.

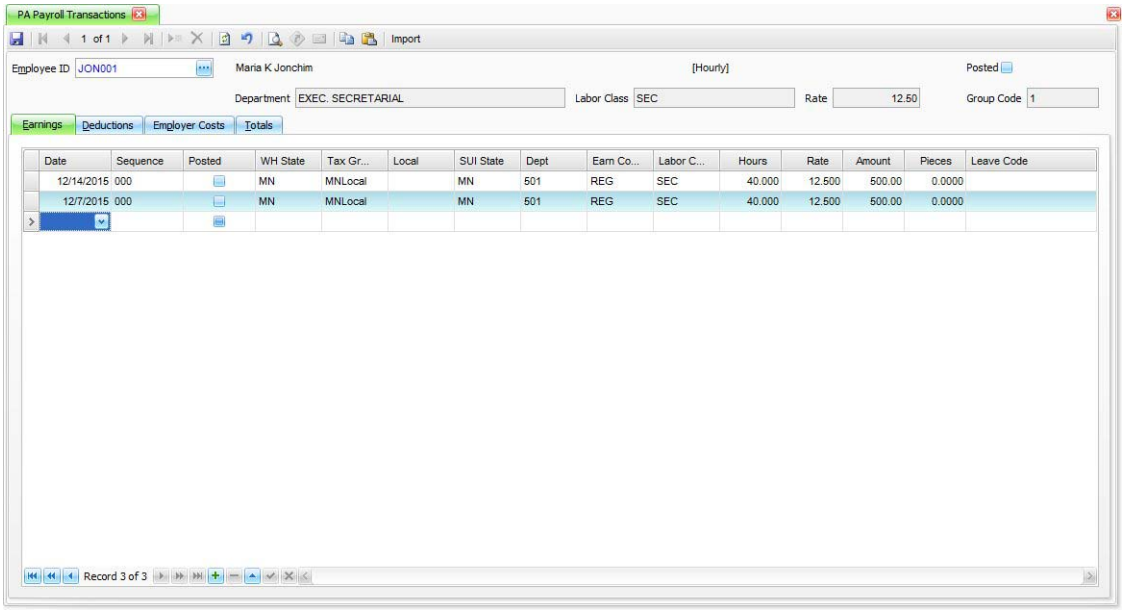
Payroll Transaction Screen



Maint

3. Select the **Employee ID** with which to work.
4. The Employee's default **Department** is displayed.
5. The Employee's default **Labor Class** is displayed.
6. The Employee's **Pay Rate** is displayed.
7. The Employee's **Group Code** is displayed.
8. To show **Posted** Earnings, Deductions, and Employer Costs, select the box; otherwise, clear the box.

Earnings Tab



1. Use the default workstation date, or enter a **Date** for the Transaction.
2. Enter the **Sequence** number on which the Time Tickets are to be accumulated. To print separate checks for separate Time Tickets, enter different Sequence numbers for each Time Ticket. To produce one check for two or more Time Tickets for the Employee, enter the same Sequence number.
3. The **Posted** box is checked if the Transaction has been posted, otherwise, the box is clear.
4. Select the **WH State** for the Transaction. The Employee's default Withholding State is displayed and you can select another Withholding State that is setup up for the Employee.
5. Select the **Tax Group** to use to calculate multiple Local Taxes, or accept the default.

   If a Tax Group was selected on the Local Tax tab of the Employee Information setup screen, the Tax Group will default into this field. If a Tax Group is selected or defaulted, all Tax Authorities within the Tax Group will have taxes calculated for them. The default Local Tax will be ignored.

   You may select a Tax Group OR a Local Tax Authority, you may NOT select both.
6. Select the **Local** Tax Authority for the Transaction, if you have not selected a Tax Group. The Employee's default Local Tax is displayed and you can select another Local Tax that is setup up for the Employee.

7. Select the **SUI State** for the Transaction. The SUI State entered with the Withholding State is displayed and cannot be changed.

Maint

8. Select the Employee's **Department** for the Transaction. The Employee's Home Department is displayed. You may select a different Department in which the Employee will actually work. If you have the option to Post Expenses to Work Department the Work Department will have the expenses posted to it, when the Post Checks is run.

Maint

9. Select the **Earning Code** to assign to the Transaction. The Employee's Default Earning Code is displayed. You may select from any of the valid Earning Codes set up for this Employee.

Maint

10. Select the Employee's **Labor Class** for the Transaction. The Employee's Default Labor Class is displayed. You may select a different Labor Class.

NFP

11. The Department Allocation record set up for the Employee in the **Employee Information** function (page 3-159) appears. Change this value, if necessary.

12. Enter the number of **Hours** the Employee worked under the selected Earning Code. If the Employee is Hourly, the **Rate** and **Amount** boxes calculate automatically.

13. Enter the Hourly **Rate** for the Employee. This field is automatically calculated from the Employee's Default Hourly Rate and from the **Add To Base** and **Multiplier** fields on the Earning Codes screen (page 3-25).

14. Enter the **Amount** the employee earned for the selected Earning Code. This field is automatically calculated by the number of Hours Worked multiplied by the Hourly Rate.

15. If the Employee does piecework, enter the number of **Pieces** to apply to this Transaction. Pieces are used for management information and Job Control.

16. Select the **Leave Code** for the Transaction, if you selected an Earning Code that has a leave type. This will deduct the Hours from the Accrued Leave for the selected Leave Code.

    The Remaining Leave for each Leave Code set up for the Employee will be displayed in the drop down list.

17. If you wish to track Employees' work to a particular Customer's Project, enter the Customer ID for the Transaction. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

18. If you wish to track Employees' work to a particular Project, enter the **Project ID** for the Transaction. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

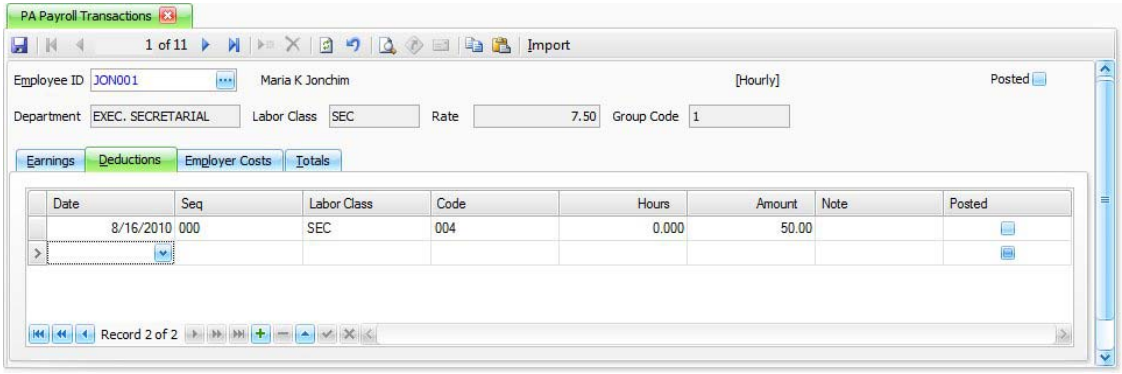
19. If you wish to track Employees' work to a particular Phase, enter the **Phase ID** for the Transaction. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

20. If you wish to track Employees' work to a particular Task, enter the **Task ID** for the Transaction. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

Deductions Tab



NOTE: Deductions entered here will override the Deductions set up for an Employee on the Deductions tab (page 3-182). You are warned when you enter a Deduction for an Employee in the Employee Information function by a warning message box, which states that the Deduction overrides the Deduction set up in the Employee Information.

1. Accept the default workstation **Date**, or enter the Date for the Deduction.
2. Enter the **Sequence** number for the Deduction. Accept the default to accumulate all Deductions on one check.

Maint

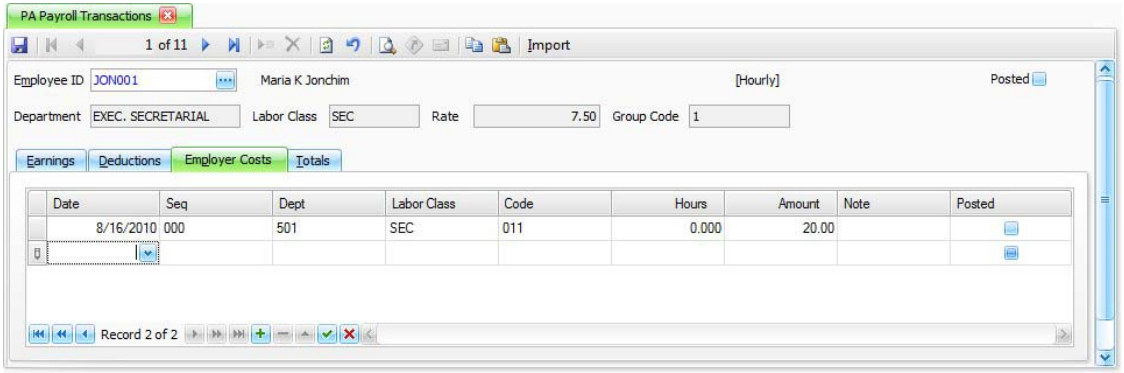
3. Select the Employee's **Labor Class**.

Maint

4. Select the Deduction **Code** for the Employee.
5. Enter the number of **Hours** for the Deduction.
6. Enter the **Amount** to withhold for the selected Deduction, if applicable.
7. Enter **Notes** about the Deduction. Any Notes entered will be printed on the Miscellaneous Deductions Journal (page 4-25) and posted to Transaction History.

8. The **Posted** box is checked if the Transaction has been Posted; otherwise, the box is clear.

Employer Costs Tab



NOTE: Employer Costs entered here will override the Employer Costs set up for an Employee in the Employer Costs tab (page 3-185).

1. Accept the default workstation **Date**, or enter the Date for the Employer Cost.
2. Enter the **Sequence** number for the Employer Cost. Accept the default to accumulate all Employer Costs on one check.

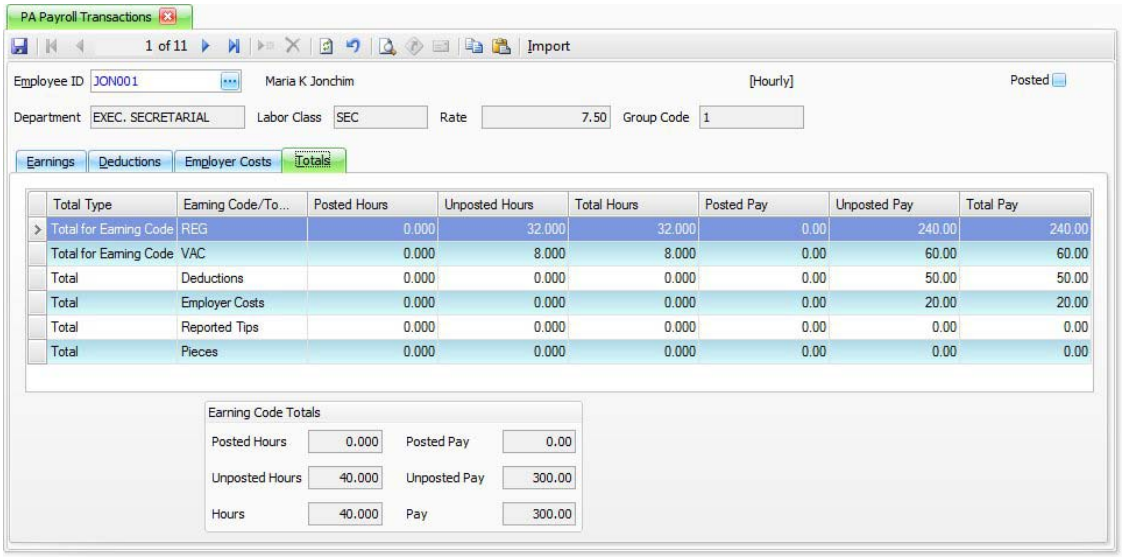
Maint

3. Select the Employee's **Labor Class**.

Maint

4. Select the Employer Cost **Code** for the Employer Cost.
5. Enter the number of **Hours** for the Employer Cost, if applicable.
6. Enter the **Amount** of the Employer Cost, if applicable.
7. Enter **Notes** about the Employer Cost. Any Notes entered will be printed on the Miscellaneous Deductions Journal (page 4-25) and posted to transaction history.
8. The **Posted** box is checked if the Transaction has been posted; otherwise, the box is clear.

Totals Tab



The Posted, Unposted, and Total Hours and Total Pay are displayed for each Earning Code assigned to the selected Employee. If there are more Earning Codes than fit on one screen, you can scroll up and down to view additional Earning Codes.

1. Each **Earning Code** assigned to the Employee during Transaction entry is displayed.
2. The total number of **Posted Hours** posted to the earnings table is displayed.
3. The total number of **Unposted Hours** for unposted transactions is displayed.
4. The **Total** Posted and Unposted Hours are displayed.
5. The total **Amount** of **Pay Posted** to the earnings table is displayed.
6. The total **Amount** of **Unposted Pay** is displayed.
7. The **Total** Posted and Unposted **Pay** is displayed.
8. The Posted, Unposted, and Total **Deductions** are displayed.
9. The Posted, Unposted, and Total **Employer Costs** are displayed.
10. The Posted, Unposted, and **Total** amount of **Reported Tips** is displayed.
11. The Posted, Unposted, and **Total** number of **Pieces** are displayed.

Task Summary

Adding, Editing, and Deleting Transactions

To add a new time ticket Transaction, follow these steps:

1. Select the **Employee ID** to work with. The Employee's **Department**, **Labor Class**, **Hourly Rate** (salary), and **Group Code** are displayed.
2. Enter the required information on the **Earnings**, **Deductions**, and **Employer Costs** tabs.
3. Click the **Save** button , on the toolbar, to save the new Payroll Transaction.

To edit a time ticket Transaction, follow these steps:

1. Select the **Employee ID** with which to work.
2. Select the tab with which to work.
3. Edit the appropriate information.
4. Click the **Save** button , on the toolbar, to save the edited Payroll Transaction.

To delete a Transaction, follow these steps:

1. Select the **Employee ID** for which to delete the Transaction.
2. Select the tab from which to delete the Transaction.
3. Select the Transaction to delete.
4. Click the **Delete** button , on the toolbar, to delete the selected Transaction for the Employee ID. You can also click the red minus at the bottom of the screen to delete only an Earnings line, Deduction, or Employee Cost.

Command Buttons

Name	Description
Import	Run the import transactions function to import transactions as transactions.

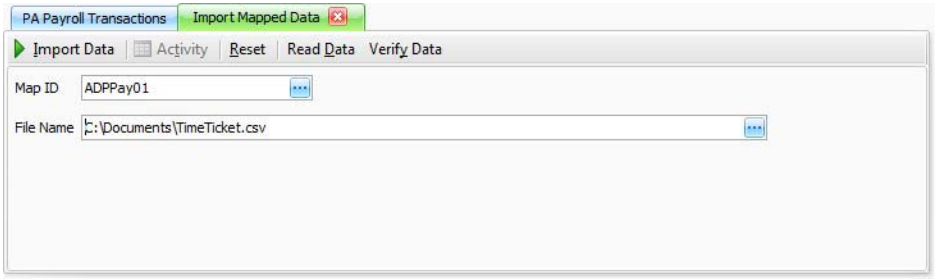
Import Transactions

Use the **Import Transactions** function on the **Payroll Transactions** screen to import data from ASCII flat files into TRAVERSE.

To **Import Transactions**, follow these steps:

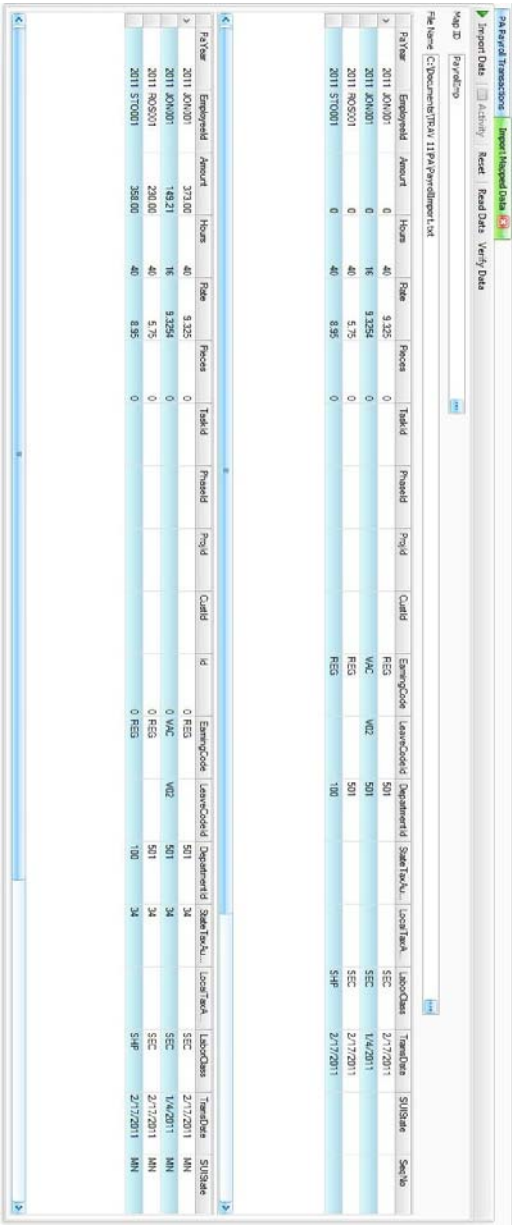
1. Select the **Import** button on the **Payroll Transactions** screen.
2. The **Import Transactions** screen appears.

Import Transactions Screen



3. Select the **Map ID** to use to import data. The **File Name** associated with that Map ID appear.
4. To import data from a file, enter the full file path and name in the **File Name** box, or click the **Browse** button ... to locate the file.
5. Click **Read Data** to read the data in the file and place it in a temporary table for validation.
6. When the confirmation message appears, click **OK**. The **Verify Data** and **Import Data** buttons are now available.
7. Click **Verify Data** to verify and/or edit the data.
8. If errors are detected, a message appears asking if you want to review the data. Click **Yes** to review the Edit/Verify Imported Transactions dialog box; otherwise, click **No** to return to the Import Mapped Data screen.

Edit/Verify Imported Transactions Dialog Box



It there are errors for any of the fields, you can edit those transactions that have errors. An error will be indicated with a red circle with an X through it ⊗ .

To correct the errors, edit the fields with errors on the top portion of the screen. Click on **Verify Data** to write the changes into the bottom portion of the screen.

When you write the transactions they will be written to the Payroll Transactions corrected.

Once you have successfully verified the data, click **Import Data** to save the data from the ASCII file to the Payroll Transactions tables.

9. A confirmation message appears when the import completes successfully.

To view the resulting transactions after the import completes, use the Payroll Transactions function or print the Time Ticket Journal.

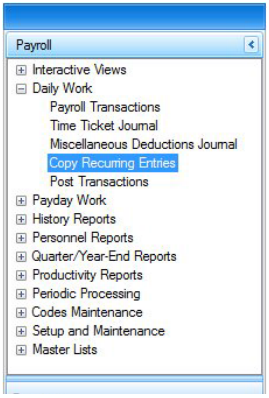
COPY RECURRING ENTRIES

Use the **Copy Recurring Entries** function to create Transactions for the Recurring Entries you defined in the Recurring Entries function (page 3-209) on the Setup and Maintenance menu. Use the Run Codes and Cutoff Dates you set up in the Recurring Entries function to copy the run codes according to your schedule. After you copy a Recurring Entry, it is treated like any other Transaction.

To **Copy Recurring Entries**, follow these steps:

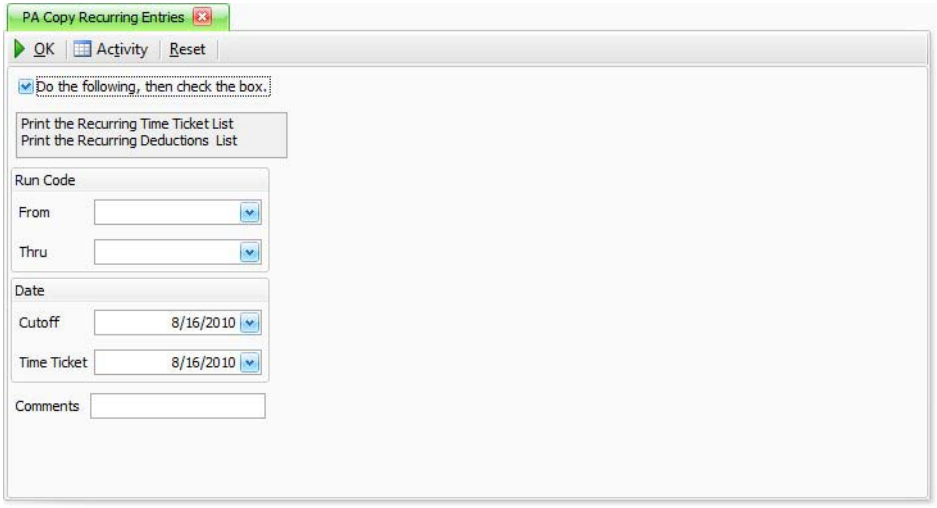
1. Select **Copy Recurring Entries** from the **Daily Work** menu.

Copy Recurring Entries Menu



2. The **Copy Recurring Entries** screen appears.

Copy Recurring Entries Screen



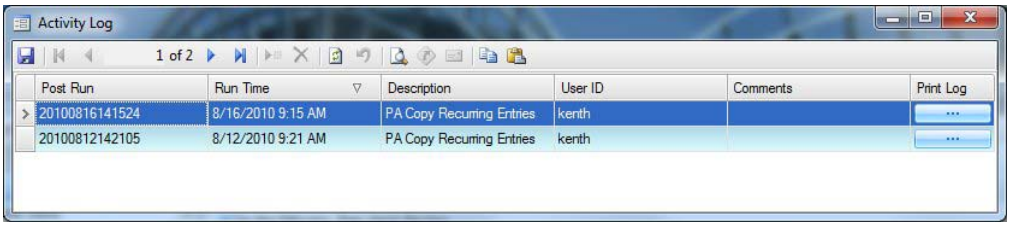
3. Check the box after the listed **Do the following, then check the box**; **Print the Recurring Entries List.**
4. Select the range of **Run Codes From** and **Thru**, whose recurring entries you want to copy. Because Recurring Entries are copied to Transactions by Run Code, it is important to use the same Run Code for entries that you copy on the same basis. Leave the fields blank to copy for all Run Codes.
5. Each Recurring Entry is assigned a **Cutoff Date** when it is entered in the Recurring Entries function (page 3-209). Accept the workstation date as the Cutoff Date, or enter a different date. Entries that have Cutoff Dates before the date you enter are not copied.
6. Select the **Time Ticket Date** to use for the Transactions being created.
7. Select a command button:

Command Buttons

Name	Description
OK	Begins processing. A message appears when the copy completes successfully. After you click **OK** to close this message box, the **Recurring Log** appears.
Activity	Click to view the Activity Log dialog box.

Name	Description
Reset	Click to reset all values back to the defaults.

Activity Log Dialog Box



The **Activity Log** dialog box appears when you click **Activity**. The Activity Log dialog box tracks all preparing activity for administrative purposes. The system assigns each post a run ID.

Post Run - The system generated number used to identify the copy appears.

Run Time - The date and time the copy was made appears.

Description - The description appears.

User ID - The user who performed the copy appears.

Comments - Comments entered for the copy appear.

Print Log - Preview the selected copy recurring entries log from the saved .pdf file.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Copy Recurring Entries Log

Continental Products Unlimited — Page 1

Copy Recurring Entries

Run Code From — Thru
Cutoff Date 8/16/2010 — Time Ticket Date 8/16/2010

Run Code	Employee ID	Dept ID	State Code	Local Code	Seq No	Pay / Ded	Hours	Rate	Amount
0	ROS001	501	MN		000	Pay	40.000	5.750	230.00
0	STO001	100	MN		000	Pay	40.000	8.950	358.00
			Run Code 0	Pay Totals			80.000		588.00
1	JON001	501	MN		000	Pay	40.000	7.500	300.00
			Run Code 1	Pay Totals			40.000		300.00
Grand Total						Pay	120.000		888.00
						Ded			
						Cost			

8/16/2010 9:15 AM — *** End of Report *** — OPEN_SYSTEMS\kenthe

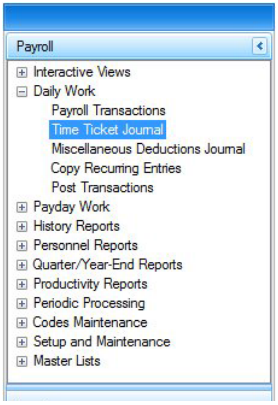
TIME TICKET JOURNAL

Use the **Time Ticket Journal** to view entered Time Tickets that are not yet posted. Print the journal before you Post Transactions to check for mistakes or omissions and to serve as an audit trail.

To produce the **Time Ticket Journal**, follow these steps:

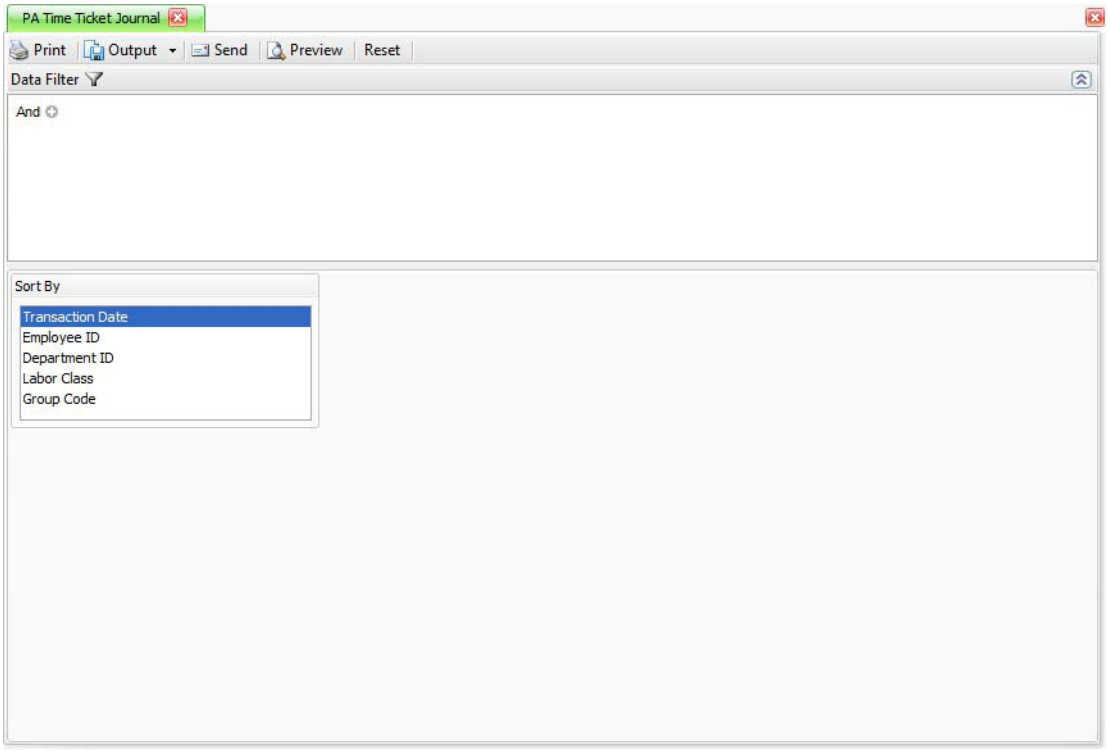
1. Select **Time Ticket Journal** from the **Daily Work** menu.

Time Ticket Journal Menu



2. The **Time Ticket Journal** screen appears.

Time Ticket Journal Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the transactions.
4. Select the **Sort By** criterion for the journal; **Transaction Date**, **Employee ID**, **Department ID**, **Labor Class**, or **Group Code**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Time Ticket Journal

Continental Products Unlimited
Time Ticket Journal
Sorted by Transaction Date

Report Filter

Employee ID / Customer ID	Name / Project ID / Phase Code	Type / Task Code	Group	Date / Local State	SUI	Dept ID	Class	Seq	Earning Code / Description	Pieces	Rate	Hours	Amount
JON001	Jonchim, Maria K	Hourly	1	8/16/2010 MN	MN	501	SEC	000	REG Regular pay	0.0000	7.500	32.000	240.00
JON001	Jonchim, Maria K	Hourly	1	8/16/2010 MN	MN	501	SEC	000	REG Regular pay	0.0000	7.500	40.000	300.00
JON001	Jonchim, Maria K	Hourly	1	8/16/2010 MN	MN	501	SEC	000	VAC Vacation Pay	0.0000	7.500	8.000	60.00
ROS001	Rossini, Lou A	Hourly	1	8/16/2010 MN	MN	501	SEC	000	REG Regular pay	0.0000	5.750	40.000	230.00
STO001	Stockard, Albert W	Hourly	1	8/16/2010 MN	MN	100	SHP	000	REG Regular pay	0.0000	8.950	40.000	358.00
						Pieces Total				0.0000			
						REG Regular pay						152.000	1,128.00
						VAC Vacation Pay						8.000	60.00
						Total for Transaction Date 8/16/2010						160.000	1,188.00
						Pieces Total				0.0000			
						REG Regular pay						152.000	1,128.00
						VAC Vacation Pay						8.000	60.00
						Grand Total						160.000	1,188.00

8/16/2010 9:16 AM *** End of Report *** OPEN_SYSTEMS\kenthe

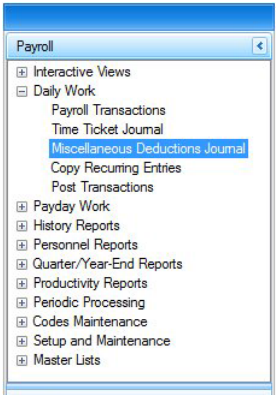
MISCELLANEOUS DEDUCTIONS JOURNAL

Use the **Miscellaneous Deductions Journal** to view unposted Deductions and Employer Costs. Print the journal before you Post Transactions to check for mistakes or omissions and to serve as an audit trail.

To produce the **Miscellaneous Deductions Journal**, follow these steps:

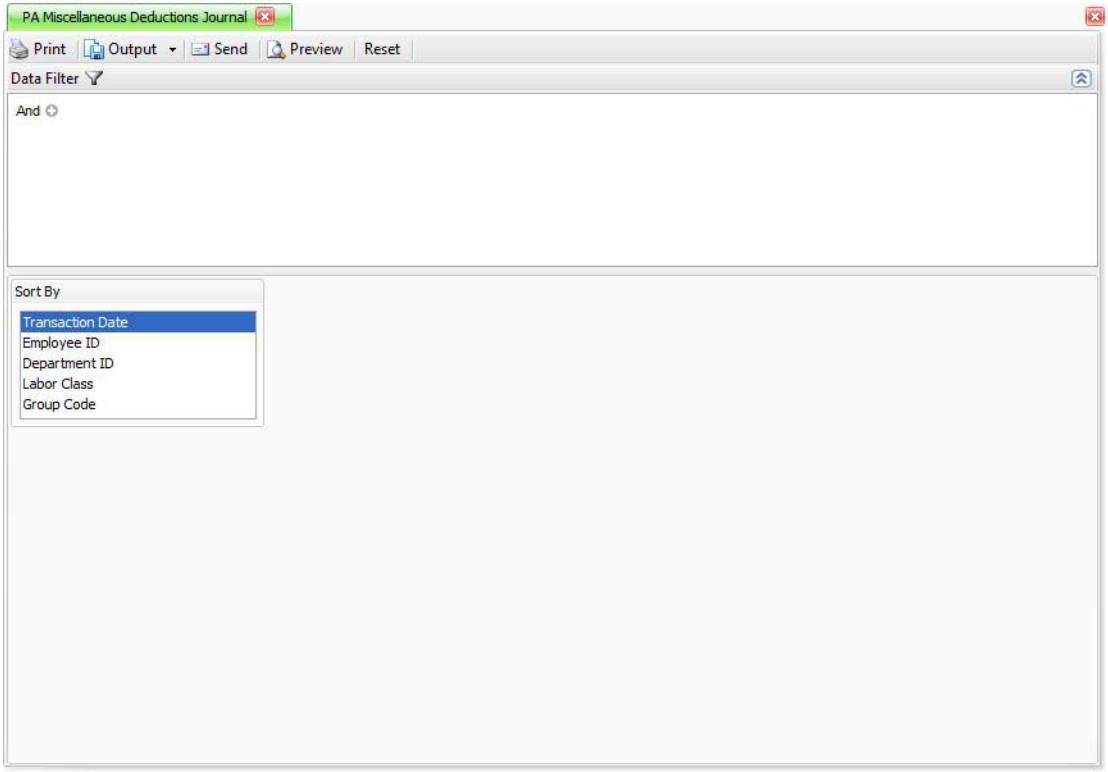
1. Select **Miscellaneous Deductions Journal** from the **Daily Work** menu.

Miscellaneous Deductions Journal Menu



2. The **Miscellaneous Deductions Journal** screen appears.

Miscellaneous Deductions Journal Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Deductions and Employer Costs.
4. Select the **Sort By** criterion for the journal; **Transaction Date**, **Employee ID**, **Department ID**, **Labor Class**, or **Group Code**.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.

Name	Description
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Miscellaneous Deductions Journal

Continental Products Unlimited
Miscellaneous Deductions Journal
Sorted by Transaction Date

Report Filter

Employee ID	Name	Type	Group Code	Date	Dept ID	Labor Class	Deduction Code	Description	Hours	Amount	Note
Deductions											
JON001	Jonchim, Maria K	Hourly	1	8/16/2010	501	SEC	004	Credit Union	0.000	50.00	
			Transaction Date			8/16/2010			0.000	50.00	
			004	**Credit Union**							
			Deduction			**Total**			0.000	50.00	
									0.000	50.00	
Employer Costs											
JON001	Jonchim, Maria K	Hourly	1	8/16/2010	501	SEC	011	Uniform	0.000	20.00	
			Transaction Date			8/16/2010			0.000	20.00	
			011	**Uniform**					0.000	20.00	
			Employer Cost			**Total**			0.000	20.00	
Grand Total									0.000	70.00	

8/16/2010 9:19 AM *** End of Report *** **OPEN_SYSTEMS\kenthe**

POST TRANSACTIONS

Use the **Post Transactions** function to update Department and transaction history.

When you Post Transactions, time ticket and miscellaneous payroll information is transferred from the transactions table to the earnings and deductions tables. Once posted, this information can not be edited through the Payroll Transactions function (page 4-5). The Transactions can be viewed by checking the Posted box in the Payroll Transactions function.

In addition, the Department table is updated so Department records show the number of Hours, Pieces, and the amount of payroll Expenses on the Time Tickets.

When Earnings transactions are entered and posted for Employees, Hours and Pieces are updated for the appropriate Department in the department history table. For Salaried Employees, the number of hours in a pay period cannot exceed the total hours for the Employee's Group Code as defined on the **Defaults-Hours Per Pay Period** section in Business Rules (page 3-5).

In the Business Rules (page 3-5), select the Accounting Basis for posting department expenses, when posting Daily Work, Payroll Transactions.

> Select **Cash** - to post department expenses to the same fiscal period and year as your Payday Work check posting. All GL transactions will be made when the checks are posted.
>
> Select **Accrual** - to post the department expenses selected in the Daily Work, Post Transactions fiscal period and year. Department expenses will be posted when payroll transactions are posted and all other entries will be made to GL when payroll checks are posted. The Accrued Wages account will be debited when checks are posted.

Selecting Cash will disable the Fiscal Period and Year fields in the Post Transactions function. Selecting Accrual will activate these fields and allow expenses to be posted to a different period than the rest of the GL entries.

When the business rule for the accounting basis is set to Accrual the following entries will be made to General Ledger when posting department expenses.

Earnings Expense		Employer Expense		Accrued Wages	
DB		DB			CR

The Earnings Expense and Employer Expense accounts will be brought in from the corresponding record in the Department setup for the Earnings Code and, if there are any Miscellaneous Employer Expenses entered into the Transactions. The Accrued Wages will be brought in from the Department to which the expenses are posted.

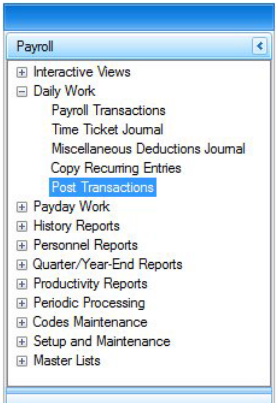
The transaction history table is updated with the detail from Time Tickets and miscellaneous payroll entries. When the post is complete, the transaction are flagged as Posted and can be viewed using the Payroll Transactions function (page 4-5), but not edited. When checks are calculated, printed and posted the Transactions are erased, clearing the way for more Time Ticket and miscellaneous payroll entries.

If incorrect Payroll Transactions are posted, a negative number of Hours or negative dollar Amounts can be entered and posted to correct the problem. This procedure provides an audit trail of the change.

To **Post Transactions**, follow these steps:

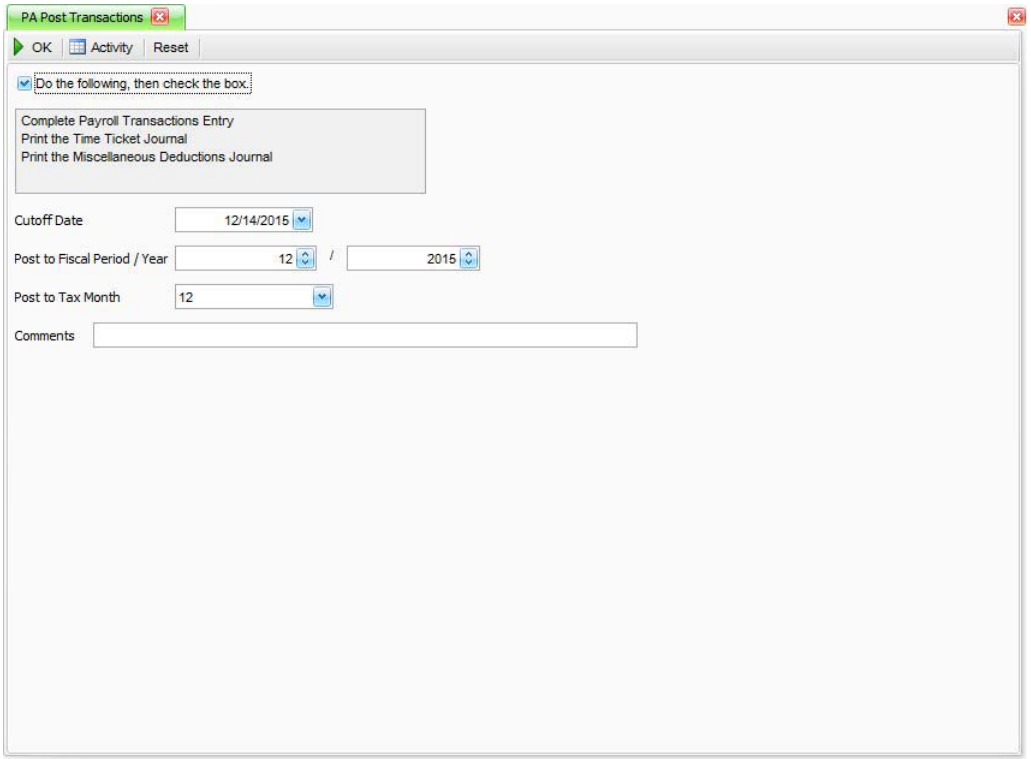
1. Select **Post Transactions** from the **Daily Work** menu.

Post Transactions Menu



2. The **Post Transactions** screen appears.

Post Transactions Screen



3. Select the check box **Do the following, then check the box**; **Complete Payroll Transactions Entry**, **Print the Time Ticket Journal**, **Print the Miscellaneous Deductions Journal**.
4. Select a **Cutoff Date**, if applicable. This allows you to better manage expense allocations to different periods.

   Any transaction with a Trans Date after this Cutoff Date will not be included in the Posting Transactions.
5. Select the **Post to Fiscal Period/Year** if applicable. If you have selected to post using the Accrual basis, these fields will be activated.
6. Select the **Post to Tax Month** for which to post the expenses, if you have selected to post using the Accrual basis.
7. Enter **Comments** for the Post, if applicable.

8. Select a command button:

   - Click **OK** to begin processing. A message appears when the Post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

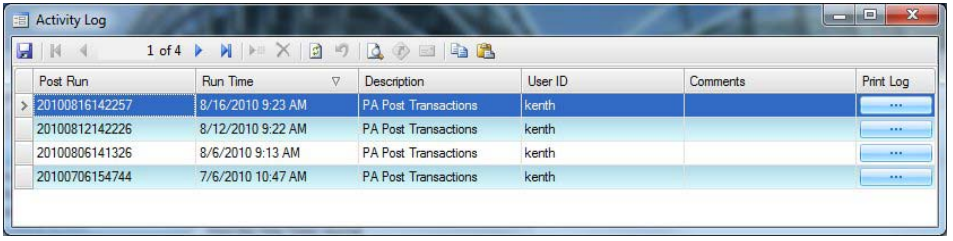
Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Transactions Log

Continental Products Unlimited
Post Transactions

Page 1

Comments

Pay or Deduction Code	Description		--- Total Posted --- Hours	Wages
REG	Regular pay		152.000	1,128.00
VAC	Vacation Pay		8.000	60.00
		Earnings Totals	160.000	1,188.00
004	Credit Union			50.00
		Deduction Totals		50.00
011	Uniform			20.00
		Employer Costs Totals		20.00
		Project Totals	0.000	0.00

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Post Transactions GL Log

Continental Products Unlimited
Post Transactions
GL Entries

Page 2

20150908170815

Posted to Fiscal Year 2015
Fiscal Period 9

Reference	Description	GL Account	Debit	Credit
100	Regular Pay	00-000-6110	1,200.00	
501	Regular Pay	00-000-6110	2,400.00	
100-Accr	Accrued Wages	01-000-2100		1,200.00
501-Accr	Accrued Wages	01-000-2100		2,400.00
	Total for Fiscal Period 9		3,600.00	3,600.00
Grand Total			3,600.00	3,600.00

Exceptions

Grand Total

9/8/2015 12:08 PM *** End of Report *** OPEN_SYSTEMS\KentHeitkamp

5

Payday Work

Using the Payday Work Menu 5-3
Payday Checklist 5-5
Calculate Checks 5-7
Manual Checks. 5-13
Edit Register 5-25
Leave Report 5-29
Accrual Adjustments 5-33
Print Checks 5-35
Create Direct Deposit File 5-47
Print Vouchers 5-53
Check Register 5-61
Paycheck Received Report 5-67
Withholding Report. 5-71
Employer's Tax Report. 5-75
Pay Period Deduction Report 5-79
Department Expense Report 5-83
Post Checks 5-87
Void Checks 5-95

USING THE PAYDAY WORK MENU

Preparing to Use the Payday Work Functions

Before using the Payday Work functions, complete the following tasks:

- Use the Payroll Codes Maintenance and Setup and Maintenance functions to set up your Employees, Codes, and IDs.
- Use the Payroll Master Lists and Inquiry functions to verify your Employees, Codes, and IDs are correct.
- Use the functions on the Daily Work menu to enter Transactions, Copy Recurring Entries and Post Transactions for Employees Hours and Wages.

Using the Payday Work Functions

- Use the **Calculate Checks** function (page 5-7) to calculate checks for Salaried and Hourly Employees.
- Use the **Manual Checks** function (page 5-13) to produce a payroll check outside of the payroll cycle.
- Use the **Edit Register** function (page 5-25) to produce a list of prepared checks.
- Use the **Accrual Adjustments** function (page 5-33) to adjust Leave Time calculated through either the Calculate Checks function or the Manual Checks function.
- Use the **Leave Report** (page 5-29) to verify the accrued Leave amounts to be posted for each Employee this pay period are correct.
- Use the **Print Checks** function (page 5-35) to print checks prepared in the Calculate Checks function or Manual Checks function.
- Use the **Create Positive Pay File** (page 5-43) function to create a file to send to the bank for them to verify checks printed.
- Use the **Create Direct Deposit File** (page 5-47) function to create an ACH (Automated Clearing House) file.
- Use the **Print Vouchers** (page 5-53) function to print the Direct Deposit pay vouchers you created using the Calculate Checks and Manual Checks functions.
- Use the **Check Register** function (page 5-61) to create an audit trail of the checks your company issues to Employees each pay period.

- Use the **Paycheck Received Report** function (page 5-67) to create a list of Employees who should receive paychecks for the current pay period.
- Use the **Withholding Report** function (page 5-71) to create a summary of the Employee withholding amounts for the current pay period.
- Use the **Employer's Tax Report** function (page 5-75) to compare Employee Earnings to Employee Earnings subject to Employer Taxes.
- Use the **Pay Period Deduction Report** function (page 5-79) to create a list of Employee Deductions and/or Employer Costs taken for the current pay period.
- Use the **Department Expense Report** function (page 5-83) to display how Earnings, Deductions, Employer Costs, and Taxes will post to the Department table for the current pay period.
- Use the **Post Checks** function (page 5-87) to post checks that have been prepared and printed.
- Use the **Void Checks** function (page 5-95) to void payroll checks after they have been printed and posted to check history.
- Produce the **Check History Register** (page 6-109) as a report of printed payroll checks.
- Produce the **Department History Report** (page 6-113) as a summary of labor expenses posted to each Department and to serve as an audit trail of transaction and check entries.

PAYDAY CHECKLIST

When payday occurs for a group of employees, follow this checklist to calculate and print their regular payroll:

____ 1. Make sure that you have entered and posted all the Payroll Transactions for the group of Employees.

____ 2. Use the Calculate Checks function to calculate the Earnings and Deductions for each Employee. If you need to produce Manual Checks in addition to regular payroll checks, use the Manual Checks function.

____ 3. Produce the Edit Register and make sure that the payroll is correct.

____ 4. If you have elected to Automatically Accrue Leave Time, produce the Leave Report and verify the amounts accrued for Leave this pay period. Use the Accrual Adjustments function to make changes in the amounts of Leave time accrued for this pay period if necessary.

____ 5. Print the Paychecks.

____ 6. If you have Direct Deposit, create the Direct Deposit File.

____ 7. If you have Direct Deposit, print the Direct Deposit Vouchers.

____ 8. Print the Check Register and save it as a record of the check numbers and voucher numbers you issued this pay period.

Produce the following reports as a record of your Employees' Withholding and Deductions and your company's Tax (FUTA, FICA, and SUI) liabilities for this pay period.

____ 9. Produce the Paycheck Received Report.

____ 10. Produce the Withholding Report.

____ 11. Produce the Employer's Tax Report.

____ 12. Produce the Employer's Liability Report.

____ 13. Produce the Pay Period Deduction Report.

____ 14. Post the checks to update the Employee History, Department, and Check History, and to post entries to General Ledger and Bank Reconciliation if they are interfaced.

CALCULATE CHECKS

Use the **Calculate Checks** function to calculate checks from Time Ticket Transactions entered and posted on the Daily Work menu and to Calculate Checks for Salaried Employees. The Calculate Checks function calculates Leave Accruals and updates the Current Pay Period Accrual fields in the Accrual Adjustments function (page 5-33).

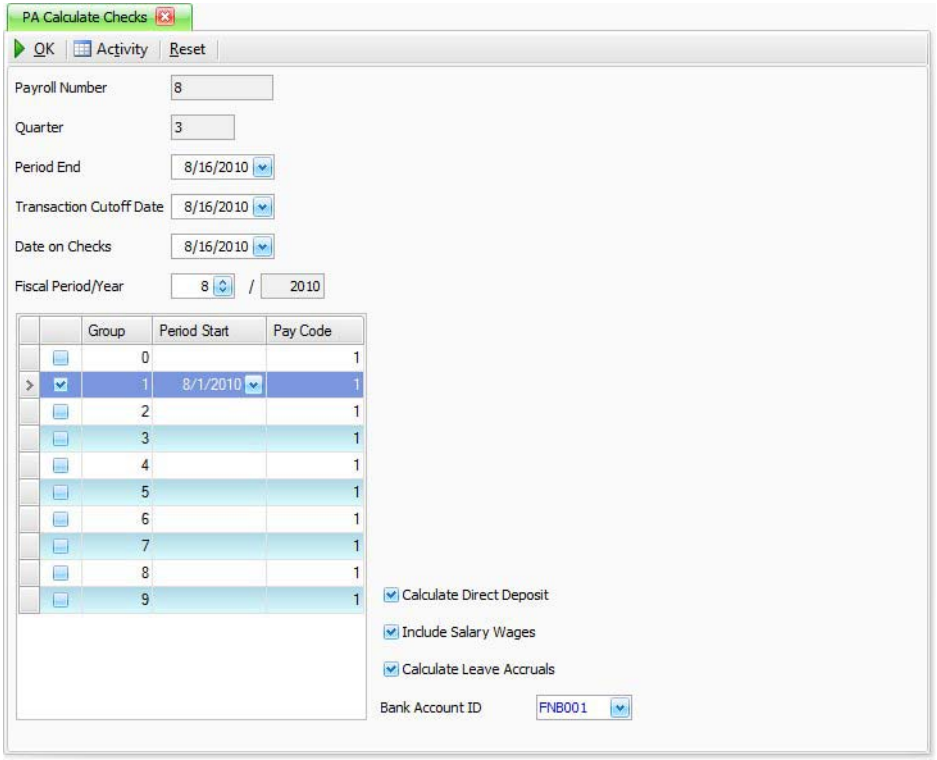
To **Calculate Checks**, follow these steps:

1. Select **Calculate Checks** from the **Payday Work** menu.

Calculate Checks Menu

2. The **Calculate Checks** screen appears.

Calculate Checks Screen



3. The current **Payroll Number** and **Quarter** are displayed.
4. Select the **Period End Date** for the check calculation.

   Posted Payroll Transactions with a Transaction Date after this Period End Date will not be included in the Calculate Checks amount.

5. Select the **Date On Checks** to print on the payroll checks.
6. Select the **Fiscal Period** and the **Year** is displayed for the checks.
7. Select the **Group Code**(s) for which to Calculate Checks. The Period Start and Pay Code fields are enabled.
8. Enter the **Period Start** date for the Group Code. The date entered must be prior to the Period End date selected above.

9. Enter the **Pay Code** that indicates which scheduled Deductions should be taken for the checks in the Group for the Pay Period within a month. The Pay Code represents the 1 through 5 Method of Deduction fields on the Deductions and Employer Costs tab in the Employee Information function. Enter 6 if you do not want Deductions to be taken for *any of* the Group's checks. If you do not want Deductions taken for a *few* particular checks in the Group, you can zero out the Deduction amounts using the Manual Checks function.

    The Pay Code number entered will vary depending on how often Employees are paid within a month. If Employees are paid weekly you could have up to 5 pay periods per month. If Employees are paid every other week you could have up to 3 pay periods per month. If Employees are paid twice a month you will only use 2 pay periods per month.

10. Check the box to **Calculate Direct Deposit** for those Employees that have a Direct Deposit set up; otherwise clear the box. This box will only appear if you have Direct Deposit installed.

11. Check the box to **Include Salary Wages** for Salaried Employees; otherwise, clear the box.

12. Check the box to **Calculate Leave Accruals**; otherwise, clear the box. This box will only appear if you have the option to Automatically Calculate Leave Accruals selected.

13. Select the **Bank Account ID** you want to use for this group of payroll checks. The Bank Account ID selected in the Business Rules Default Bank ID option, will be displayed. You may change the Bank Account ID if you said No to the Use Only the Default Bank ID option. If you selected Yes to this option you will not be allowed to change the Bank Account ID.

14. Enter **Comments** about the Calculate Checks you are running.

15. Select a command button:

    - Click **OK** to begin processing. A message appears when the Check Calculation completes successfully. After you click **OK** to close this message box, the Calculate Checks Log appears.

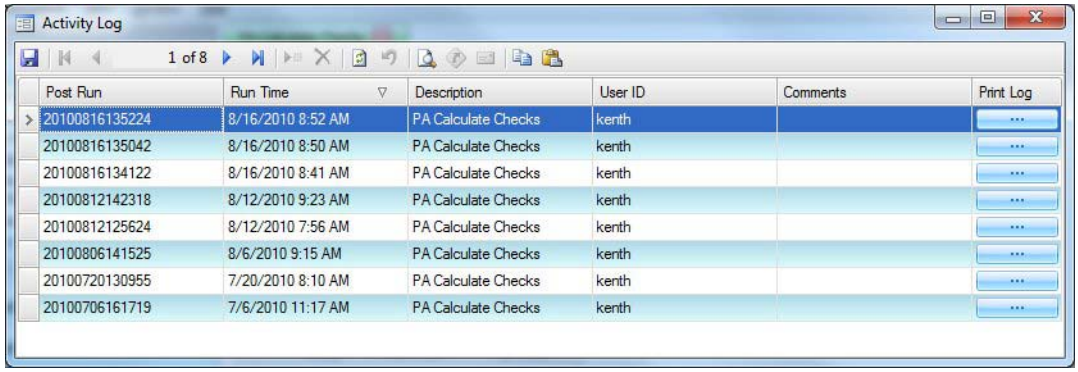
Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the check calculation was made.
Description	The check calculation description.
User ID	The user who performed the check calculation.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Calculate Checks Report

Continental Products Unlimited
Calculate Checks

Page 1

		Group	Period Start	Pay Code
Payroll No	7			
Quarter	3	1	8/1/2010	1
Period End	8/16/2010			
Date on Checks	8/16/2010			
Fiscal Period / Year	8 / 2010			
Calculate Direct Deposit	No			
Include Salary Wages	Yes			
Calculate Leave Accruals	Yes			
Bank Account ID	FNB001			

SAL	Salaried Wage		35,014.34
Gross Pay		35,014.34	
Net Pay - Checks		26,082.83	
No of Employees		8	
No of Checks		8	
No of Vouchers		0	
Net Pay - Vouchers		0.00	

Exceptions

8/16/2010 8:52 AM ***** End of Report ***** **OPEN_SYSTEMS\kenthe**

MANUAL CHECKS

Use the **Manual Checks** function to produce payroll checks outside the payroll cycle. For example; if an Employee is receiving a bonus or other type of compensation on a separate check, you can produce a Manual Check for this purpose. The check can be printed before the next check run or held in the system and produced with the next check run.

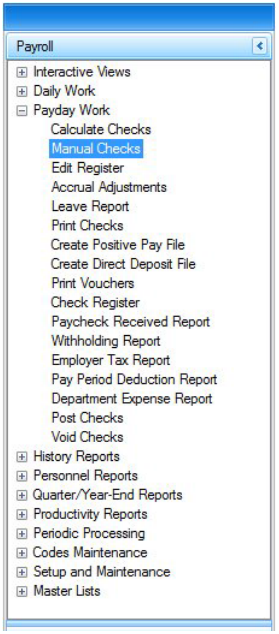
If you are issuing a check for a previous year, verify the check is dated for the correct year.

You can also use the Manual Checks function to change Deductions, Withholdings, Employer Taxes, and Employer Costs of Calculated Checks that are already in the Checks tables.

To work with **Manual Checks**, follow these steps:

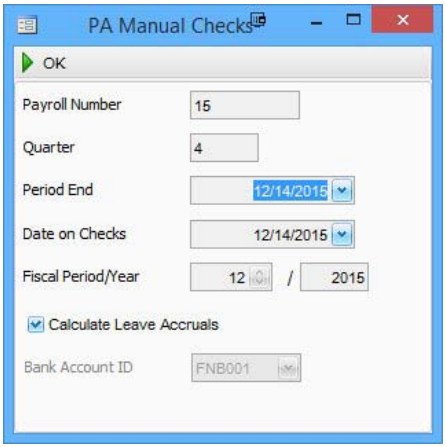
1. Select **Manual Checks** from the **Payday Work** menu.

Manual Checks Menu



2. The **Manual Checks** verification screen appears.

Manual Checks Verification Screen



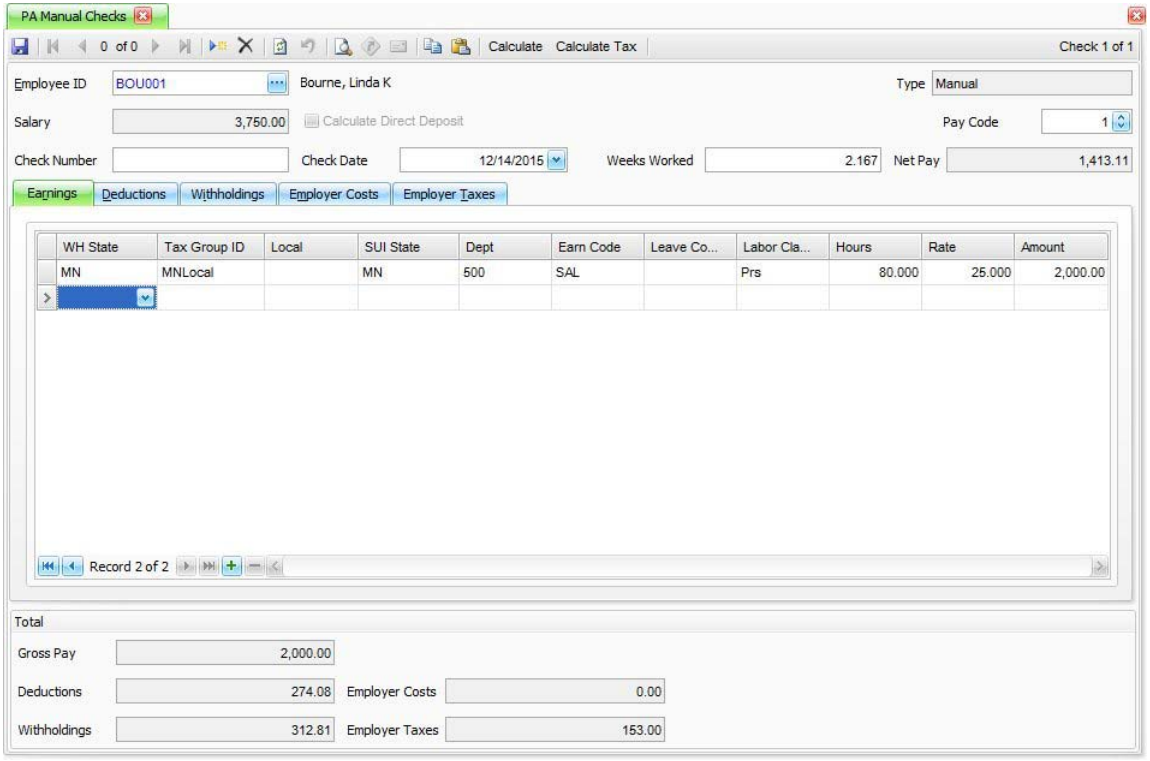
NOTE: If you have a multiuser system, make sure no one is using the Calculate Checks function (page 5-7) before using the Manual Checks function.

3. Select **OK** to work with Manual or Calculated Checks already on file.
4. The **Payroll Number** is automatically generated and displayed.
5. The current payroll **Quarter** is displayed.
6. Select the pay **Period End** Date for the checks.
7. Select the **Date On Checks** to print on the payroll checks.
8. Enter the **Fiscal Period** and the **Year** is displayed for the checks.
9. Check the box to **Calculate Leave Accruals**; otherwise, clear the box.
10. Select the **Bank Account ID** you want to use for this group of payroll checks. The Bank Account ID selected in the Business Rules Default Bank ID option will be displayed. You may change the Bank Account ID if you said No to the Use Only the Default Bank ID option. If you selected Yes to this option, you will not be allowed to change the Bank Account ID.
11. Select **OK** to display the Manual Checks screen.

Command Buttons

Name	Description
OK	Accept the dates entered for the check calculation or entering new checks and takes you to the checks screen.

Manual Checks Screen



NOTE: To scroll between multiple checks for the same Employee use the Page Up and Page Down keys, or the Next and Previous record buttons on the tool bar. If you have a mouse with a scroll wheel you also can use the scroll wheel to scroll between the multiple checks for Employees.

1. Use the **Checks** screen to enter and edit manual checks.

Maint

2. Select the **Employee ID** for which to enter a Manual Check. The Employee's **Name** is displayed.

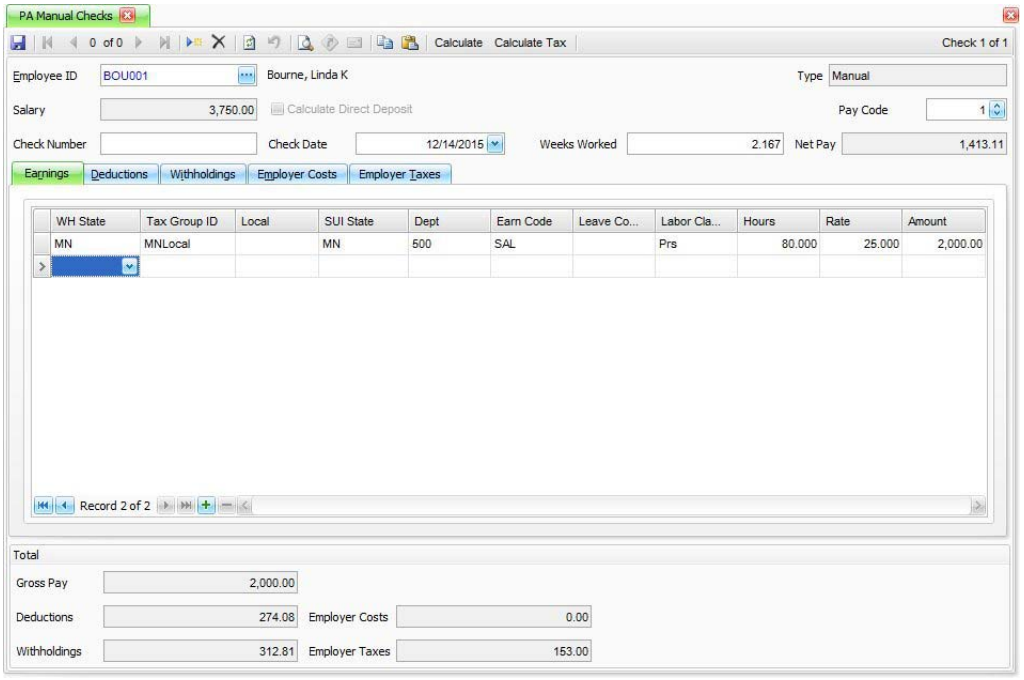
3. The sequence number of the manual check is displayed. This field is displayed only when working with previously entered checks. To get to the next check press your **Page Down** key, or select the **Next Record** button in the tool bar.
4. The **Type** of check is displayed; **Calculated** and **Manual**.
5. If you are re-entering a check that was previously issued to an Employee, enter the **Check Number** you issued. If you are entering a new check, leave this field blank, a Check Number will be automatically assigned when you Print Checks.
6. Enter the **Weeks Worked** for the Employee.

7. If the Employee has Direct Deposit, select the **Calculate Direct Deposit** box to generate a Voucher for the Employee's Direct Deposit.
8. The **Hourly Rate** or **Salary** field is displayed with the Employee's Hourly Rate or Salary.

   The **Salary** field displays the Salary, for Salaried Employees, that was set up in the Employee Information function (page 3-159) on the Setup and Maintenance menu. This field is for display only and can not be edited and is only visible for Salaried Employees.

   The **Hourly Rate** field displays the Hourly Rate, for Hourly Employees, that was set up in the Employee Information function (page 3-159) on the Setup and Maintenance menu. This field is for display only and can not be edited and is only visible for Hourly Employees.
9. Select the **Pay Code** to use to calculate Deductions and Employer costs when the Manual Check is calculated.
10. The Employee's Total Gross Pay, Net Pay, Deduction, Withholdings, Employer Costs, and Employer Taxes are displayed and updated as changes are made on the **Earnings**, **Deductions**, **Withholdings**, **Employer Costs**, and **Employer Taxes** tabs.
11. To recalculate the paycheck after changes are made on the Checks screen, click the **Calculate** button. If you do not elect to Calculate, you will be asked after every change whether or not to recalculate the check.

Earnings Tab



1. Select the **WH State** for the State Withholdings for the transaction. The Employee's default Withholding State is displayed and you can select another Withholding State that is setup up for the Employee.
2. Select the **Tax Group** to use to calculate multiple Local Taxes, or accept the default.

   If a Tax Group was selected on the Local Tax tab of the Employee Information setup screen the Tax Group will default into this field. If a Tax Group is selected or defaulted, all Tax Authorities within the Tax Group will have taxes calculated for them. The default Local Tax will be ignored.

   You may select a Tax Group OR a Local Tax Authority, you may NOT select both.
3. Select the **Local** Tax Authority for the Manual Check, if you have not selected a Tax Group. The Employee's default Local Tax is displayed and you can select another Local Tax that is setup up for the Employee.
4. Select the **SUI State** for the Manual Check. The SUI State entered with the Withholding State is displayed and cannot be changed.

Maint 5. Select the Employee's **Department** for the Manual Check. The Employee's Home Department is displayed. You may select a different Department in which the Employee will actually work. If you have the option to Post Expenses to Work Department the Work Department will have the expenses posted to it when the Post Checks is run.

Maint 6. Select the **Earning Code** to assign the Manual Check. The Employee's Default Earning Code is displayed. You may select from any of the Valid Earning Codes set up for this Employee.

Maint 7. Select the Employee's **Labor Class** for the Manual Check. The Employee's Default Labor Class is displayed. You may select a different Labor Class.

8. Enter the number of **Hours** the Employee worked under the selected Earning Code. If the Employee is paid Hourly, the Rate displays and the Amount is automatically calculated.

9. Enter the hourly **Rate** for the Employee. This field is automatically calculated from the Employee's default Hourly Rate and from the **Add To Base** and **Multiplier** fields on the Earning Codes screen (page 3-25).

10. Enter the **Amount** the Employee earned for the selected Earning Code. This field is automatically calculated by the number of Hours worked multiplied by the Hourly Rate.

11. If the Employee does piecework, enter the number of **Pieces** to apply to this Manual Check. Pieces are used for management information and job control.

12. If you wish to track Employees' work to a particular Customer's Project, enter the **Customer ID** for the Manual Check. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

13. If you wish to track Employees' work to a particular Project, enter the **Project ID** for the Manual Check. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

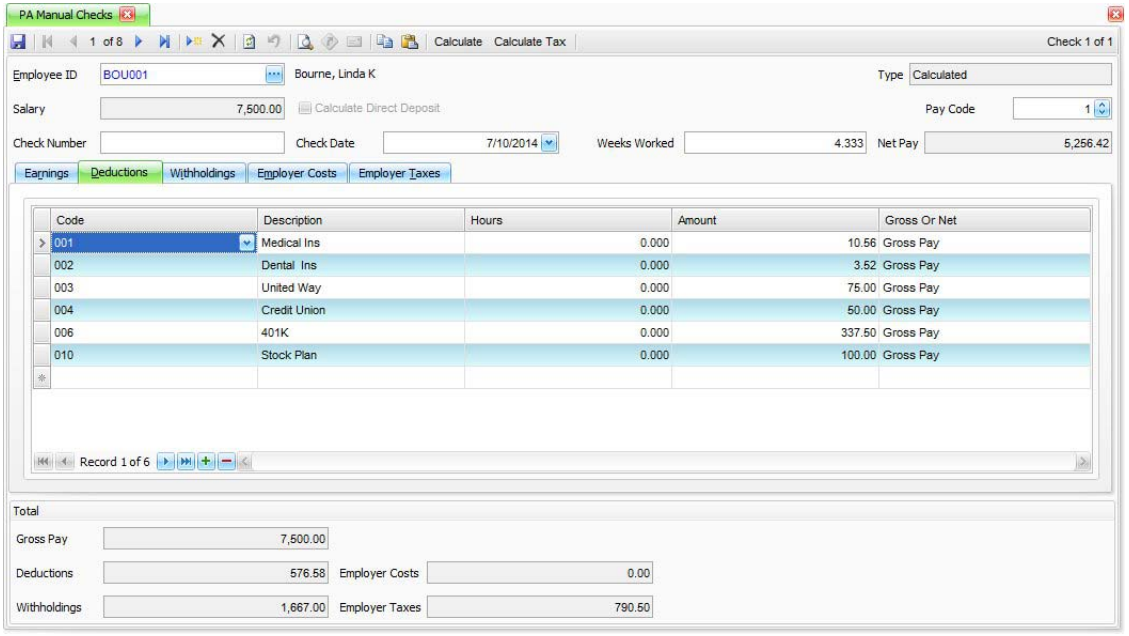
14. If you wish to track Employees' work to a particular Phase, enter the **Phase ID** for the Manual Check. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

15. If you wish to track employees' work to a particular Task, enter the **Task ID** for the Manual Check. This information will be displayed on the Transaction History Report (page 6-105).

    This information will ***not*** post back to Project Costing.

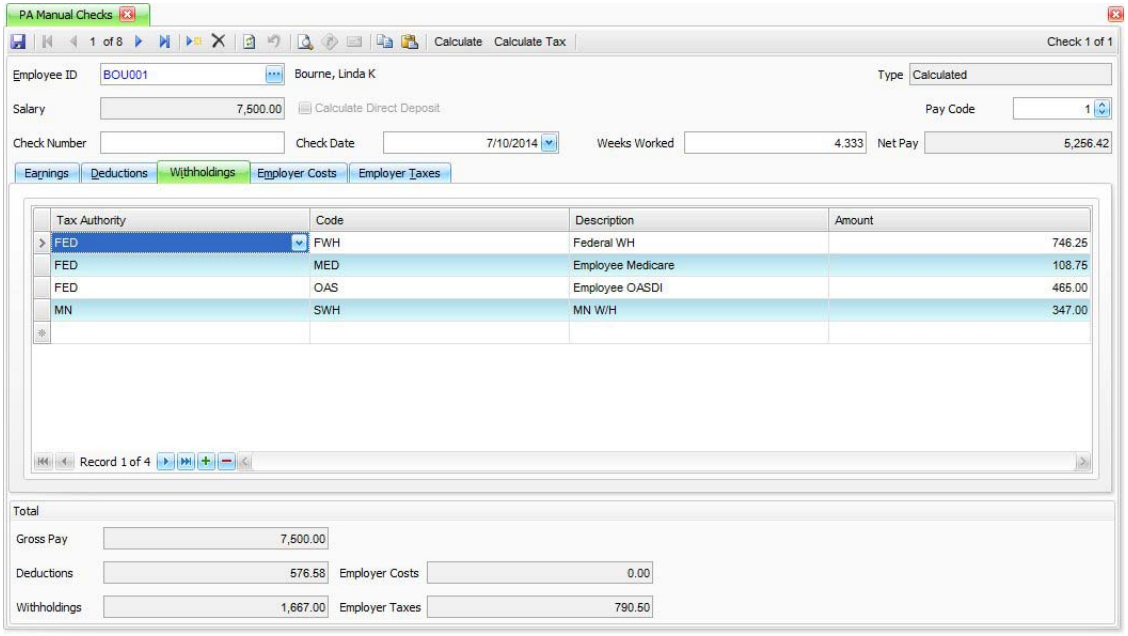
Deductions Tab



Maint

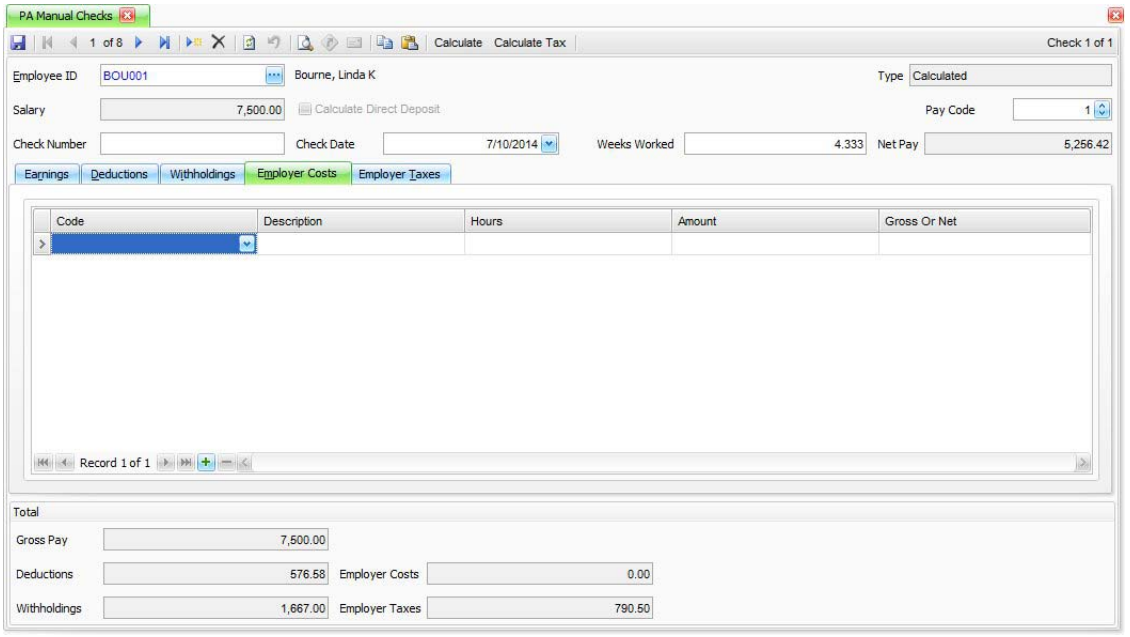
1. Select the Deduction **Code** to apply to the Manual Check.
2. The **Description** of the Deduction Code is displayed.
3. Enter the number of **Hours** worked on which to base the Deduction, if applicable.
4. Enter the **Amount** of the Deduction, if applicable.
5. The **Gross Or Net** type of Earnings the Deduction is based on is displayed; **Gross Pay** or **Net Pay**.

Withholdings Tab



1. Select the **Tax Authority** of withholding to apply to the Manual Check; **Federal**, **State**, or **Local**. You will see all the Tax Authority codes you set up using the Tax Authority function.
2. Select the Tax **Code** to apply to the Manual Check.
3. The Tax Code **Description** is displayed.
4. Enter the **Amount** of the Withholding.

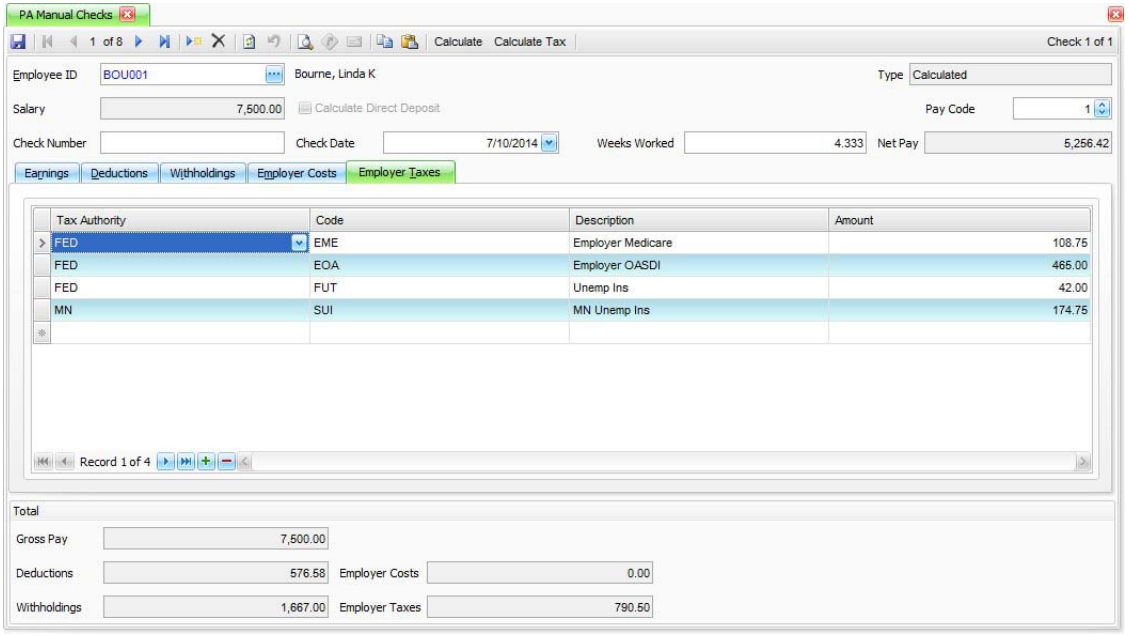
Employer Costs Tab



Maint

1. Select the Employer Cost **Code** to apply to the Manual Check.
2. The Employer Cost Code **Description** is displayed.
3. Enter the number of **Hours** associated with the Employer Cost, if applicable.
4. Enter the **Amount** of the Employer Cost, if applicable.
5. The **Gross Or Net** type of Earnings the Employer Cost is based on is displayed; **Gross Pay** or **Net Pay**.

Employer Taxes Tab



1. Select the **Tax Authority** of Employer Tax to apply to the Manual Check; **Federal**, **State**, or **Local**. You will see all the Tax Authority codes you set up using the Tax Authority function.
2. Select the Tax **Code** to apply to the Manual Check.
3. The Tax Code **Description** is displayed.
4. Enter the **Amount** of the Employer Tax.

5. Select a command button:

Command Buttons

Name	Description
Calculate	Calculate the check using the information entered onto the Earnings tab. The Calculate button will use all the default Deductions and Employer Costs set up in the Employee Information and override any changes made to these amounts.
Calculate Tax	Calculate only the Withholdings and Employer Taxes, using the information on the Earnings, Deductions, and Employer Costs tabs. The Calculate Tax button will use the Deduction and Employer Costs information entered into the Manual Check to calculate the Withholding and Employer Taxes, and ignore the default amounts set up in the Employee Information. Use this button if you have edited the Deductions or Employer Costs amounts and do not want the default amounts brought back into the Manual Check.

Task Summary

To enter a new Manual Check, follow these steps:

1. Select **OK** on the Manual Checks screen to display the Checks screen.
2. Select the **New Record** icon on the toolbar.
3. Select the **Employee ID** of the Employee for which to enter a Manual Check.
4. Enter the appropriate information on the **Earnings**, **Deductions**, **Withholdings**, **Employer Costs**, and **Employer Taxes** tabs.
5. Select **Calculate**, or **Calculate Tax** to calculate the check.
6. Click the **Save** button , on the toolbar, to save the new Manual Check.

To edit an unposted Manual Check, follow these steps:

1. Select **OK** on the Manual Checks screen to display the Checks screen.
2. Select the **Employee ID** of the employee for which to edit a check.
3. Select the sequence number associated with the Check you wish to edit. Use the **Next Record** and **Previous Record** buttons to scroll from check to check.
4. Select the **Earnings**, **Deductions**, **Withholdings**, **Employer Costs**, or **Employer Taxes** tabs and edit the appropriate information.
5. Select **Calculate** to recalculate the all Deductions, Withholdings, Employer Costs and Employer Taxes as they are defaulted. Select **Yes** to recalculate all functions for the Manual Check.
6. Select **Calculate Tax** to only recalculate the Taxes based on the edited Deductions and Employer Cost changes made. Select **Yes** to recalculate only Taxes for the Manual Check.
7. Click the **Save** button , on the toolbar, to save the edited Manual Check.

To delete an unposted Manual Check, follow these steps:

1. Select **OK** on the Manual Checks screen to display the Checks screen.
2. Select the **Employee ID** for which to delete a check.
3. Select the sequence number associated with the Check you wish to delete. Use the **Next Record** and **Previous Record** buttons to scroll from check to check.
4. Click the **Delete** button , on the toolbar, to delete the selected Check.

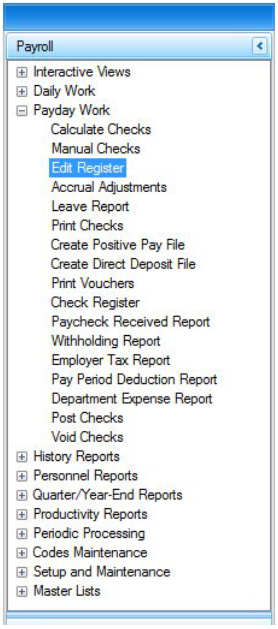
EDIT REGISTER

The **Edit Register** shows the Earnings and Deductions for the checks you've prepared. Before you Print Checks, produce the Edit Register to verify Wages, Deductions, Withholdings, Employer Taxes, and Employer Costs are correct. If mistakes are found in Employee Information, use the Employee Information function (page 3-159) to make corrections. If errors are found in Calculated Checks, use the Payroll Transactions function (page 4-5) to enter correcting Transactions, run the Post Transactions function (page 4-29) and then run the Calculate Checks function (page 5-7) again, selecting the Reset button to clear the Calculated Checks. If errors are found in checks you entered manually, use the Manual Checks function (page 5-13) to make changes. Then reprint the Edit Register.

To produce the **Edit Register**, follow these steps:

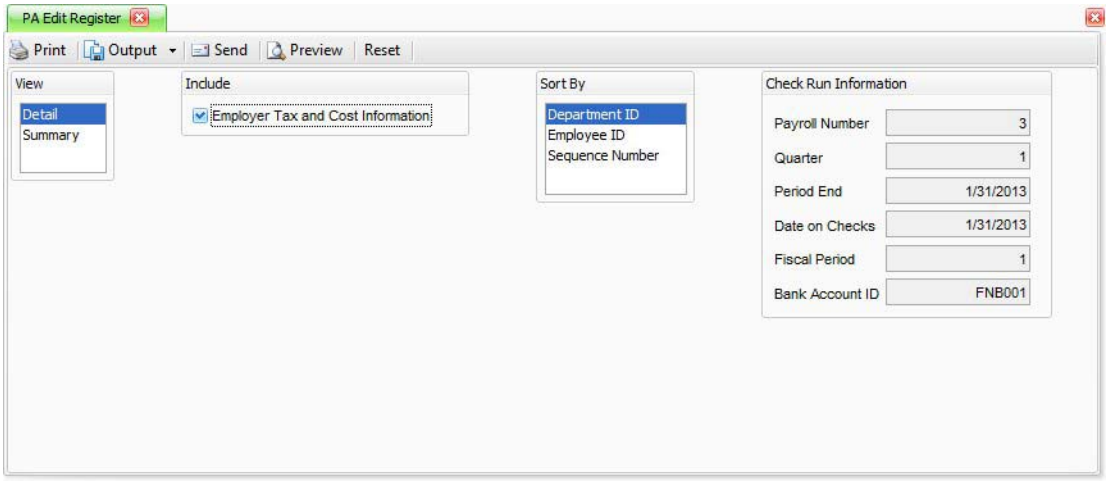
1. Select **Edit Register** from the **Payday Work** menu.

Edit Register Menu



2. The **Edit Register** screen appears.

Edit Register Screen



3. Select the amount of information to **View** in the register; **Detail** or **Summary**.
4. To **Include Employer Tax And Cost Information** in the register, select the box; otherwise, clear the box.
5. Select the **Sort By** criterion for the register; **Department ID**, **Employee ID**, or **Sequence Number**.
6. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank ID** you selected when you calculated or entered checks is displayed.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Edit Register

Group: 1
Pay Code: 1

Continental Products Unlimited
Edit Register (Detail)
Pay Check Date 8/16/2010
For Pay Period Ending 8/16/2010

Payroll No	8	**Quarter**	3
Fiscal Period	8	**Bank Account ID**	FNB001
Include Employer Tax and Cost Information	Yes	**Sort By**	Department ID

		Earnings				Withholdings/Employer Taxes			Deductions/Employer Costs		
Employee ID	**SSN**	**Code**	**Dept ID**	**Hours**	**Sal / Wages**	**Auth / Code**	**Description**	**Amount**	**Code**	**Description**	**Amount**
Name											
STO001	XXX-XX-4392	REG	100	40.000	358.00	FED / FWH	Federal WH	0.00	001	Medical Ins	5.65
Stockard, Albert W						FED / MED	Employee Medicare	5.19	002	Dental Ins	3.52
Gross Wages	358.00					FED / OAS	Employee OASDI	22.20	005	Dues	15.00
Net Pay	306.44					MN / SWH	MN W/H	0.00	011	Uniform	25.00
Sequence No	81					FED / EME	Employer Medicare	5.19			
Check Amount	306.44					FED / EOA	Employer OASDI	22.20			
						FED / FUT	Unemp Ins	2.86			
						MN / SUI	MN Unemp Ins	0.00			
JONES001	XXX-XX-8123	SAL	200	40.000	2,500.00	FED / FWH	Federal WH	1.09	001	Medical Ins	10.56
Jones, Edward A						FED / MED	Employee Medicare	36.25	002	Dental Ins	3.52
Gross Wages	2,500.00					FED / OAS	Employee OASDI	155.00	003	United Way	25.00
Net Pay	1,979.08					MN / SWH	MN W/H	27.00	004	Credit Union	50.00
Sequence No	77					FED / EME	Employer Medicare	36.25	006	401K	112.50
Check Amount	1,979.08					FED / EOA	Employer OASDI	155.00	010	Stock Plan	100.00
						FED / FUT	Unemp Ins	0.00	011	Uniform	25.00
						MN / SUI	MN Unemp Ins	63.99			
JOHNSON0001	XXX-XX-8881	SAL	300	40.000	1,575.00	FED / FWH	Federal WH	12.00	001	Medical Ins	10.56
Johnson, Steve G						FED / MED	Employee Medicare	22.84	002	Dental Ins	3.53
Gross Wages	1,575.00					FED / OAS	Employee OASDI	97.65	003	United Way	25.00
Net Pay	1,249.42					MN / SWH	MN W/H	4.00	006	401K	150.00
Sequence No	75					FED / EME	Employer Medicare	22.84	011	Uniform	25.00
Check Amount	1,249.42					FED / EOA	Employer OASDI	97.65			
						FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	40.31			

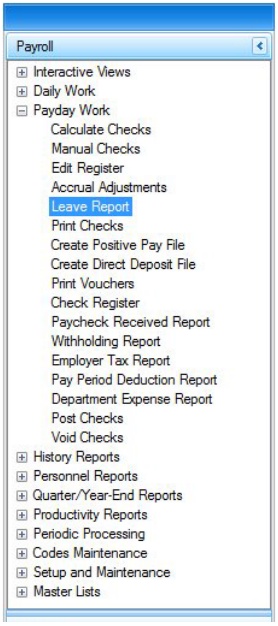
LEAVE REPORT

Use the **Leave Report** function to verify the Accrued Leave amounts that will be posted for each Employee this pay period.

To produce the **Leave Report**, follow these steps:

1. Select **Leave Report** from the **Payday Work** menu.

Leave Report Menu



2. The **Leave Report** screen appears.

Leave Report Screen

3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Leave amounts.
4. To **Display Pay Amounts** in the report, select the box; otherwise, clear the box.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Group: 1
Pay Code: 1

Continental Products Unlimited
Leave Report
For Pay Period Ending 8/16/2010

Report Filter

			Beginning Balance		Accrued This Period		Taken This Period		Ending Balance	
Employee ID	**Name**	**Leave Code ID**	**Hours**	**Pay**	**Hours**	**Pay**	**Hours**	**Pay**	**Hours**	**Pay**
BOU001	Bourne, Linda C	V02	74.998	3,245.11	13.333	576.91	0.000	0.00	88.331	3,822.01
DOUBLA00001	Doubla, Mike	V02	66.665	1,576.88	13.333	315.38	0.000	0.00	79.998	1,892.26
GER001	Gerard, Timothy G	V02	79.998	2,561.47	13.333	426.91	0.000	0.00	93.331	2,988.39
JEN001	Jenkins, Kathy M	V02	79.998	3,461.45	13.333	576.91	0.000	0.00	93.331	4,038.36
JOHNSON0001	Johnson, Steve G	V02	79.998	726.90	13.333	121.15	0.000	0.00	93.331	848.06
JON001	Jonchim, Maria K	V02	13.333	100.00	13.333	100.00	8.000	60.00	18.666	140.00
JONES001	Jones, Edward A	V02	79.998	1,153.82	13.333	192.30	0.000	0.00	93.331	1,346.12
LUK001	Lukas, George	V02	79.998	1,153.82	13.333	192.30	0.000	0.00	93.331	1,346.12
ROS001	Rossini, Lou A	V02	26.666	153.33	13.333	76.66	0.000	0.00	39.999	229.99
SMITH000001	Smith, Robert C	V02	79.998	1,748.88	13.333	291.48	0.000	0.00	93.331	2,040.36
STO001	Stockard, Albert W	V02	13.333	119.33	13.333	119.33	0.000	0.00	26.666	238.66
Total for Leave Code ID V02			674.983	16,001.00	146.663	2,989.34	8.000	60.00	813.646	18,930.33
BOU001	Bourne, Linda C	XX	20.040	867.12	3.340	144.52	0.000	0.00	23.380	1,011.63
DOUBLA00001	Doubla, Mike	XX	16.700	395.02	3.340	79.00	0.000	0.00	20.040	474.02
GER001	Gerard, Timothy G	XX	20.040	641.67	3.340	106.94	0.000	0.00	23.380	748.61
JEN001	Jenkins, Kathy M	XX	20.040	867.12	3.340	144.52	0.000	0.00	23.380	1,011.63
JOHNSON0001	Johnson, Steve G	XX	20.040	182.09	3.340	30.35	0.000	0.00	23.380	212.44
JON001	Jonchim, Maria K	XX	3.340	25.05	3.340	25.05	0.000	0.00	6.680	50.10
JONES001	Jones, Edward A	XX	20.040	289.04	3.340	48.17	0.000	0.00	23.380	337.21
LUK001	Lukas, George	XX	20.040	289.04	3.340	48.17	0.000	0.00	23.380	337.21
ROS001	Rossini, Lou A	XX	6.680	38.41	3.340	19.21	0.000	0.00	10.020	57.62
SMITH000001	Smith, Robert C	XX	20.040	438.11	3.340	73.02	0.000	0.00	23.380	511.12
STO001	Stockard, Albert W	XX	3.340	29.89	3.340	29.89	0.000	0.00	6.680	59.79
Total for Leave Code ID XX			170.340	4,062.55	36.740	748.85	0.000	0.00	207.080	4,811.39
Grand Total			845.323	20,063.54	183.403	3,738.18	8.000	60.00	1,020.726	23,741.72
		V02	674.983	16,001.00	146.663	2,989.34	8.000	60.00	813.646	18,930.33
		XX	170.340	4,062.55	36.740	748.85	0.000	0.00	207.080	4,811.39

Leave Report

***** End of Report *****

ACCRUAL ADJUSTMENTS

Use the **Accrual Adjustments** function to make adjustments to Leave Accruals calculated through the Calculate Checks (page 5-7) or Manual Checks (page 5-13) functions. The Accrual Adjustments function can also be used to add accrual amounts to Leave time for bonuses or other such reasons.

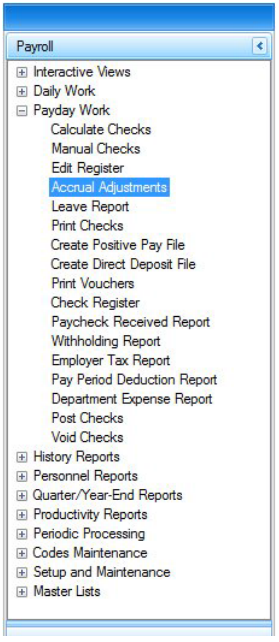
If multiple checks have been prepared for a single Employee, the system calculates the Leave Accrual amounts for *each* check, but the Accrued Amount displayed in the Accrual Adjustments function (and the amount you can adjust) is the Total Accrued for the *pay period*.

After you have made adjustments, use the Leave Report (page 5-29) to verify the Accrual amounts.

To work with the **Accrual Adjustments**, follow these steps:

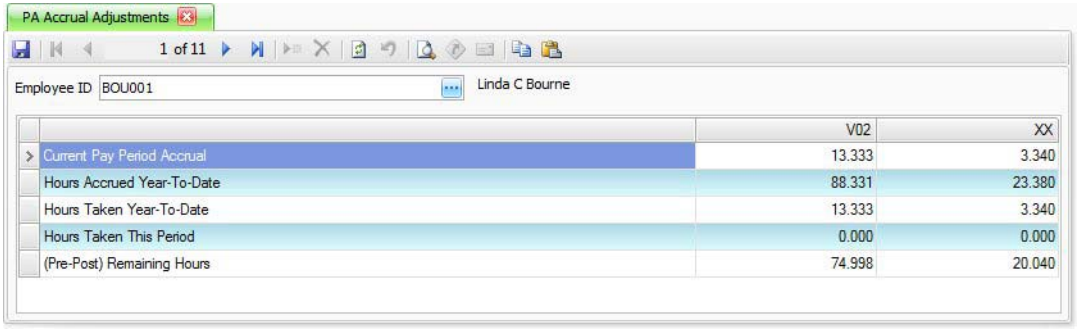
1. Select **Accrual Adjustments** from the **Payday Work** menu.

Accrual Adjustments Menu



2. The **Accrual Adjustments** screen appears.

Accrual Adjustments Screen



3. Select the **Employee ID** for which to enter Accrual Adjustments. The Employee's **Name** is displayed.
4. The **Accrual Codes** fields are updated when you run the Calculate Checks function (page 5-7), or the Manual Checks function (page 5-13).
5. Make adjustments to the **Current Pay Period Accrued** amounts if needed.
6. The **Hours Accrued Year-To-Date**, **Hours Taken Year-To-Date**, **Hours Taken This Period**, and **(Pre-Post) Remaining Hours** are displayed for each Leave Code, and cannot be edited.
7. Click the **Save** button in the toolbar to save your changes and return to the Main menu.

PRINT CHECKS

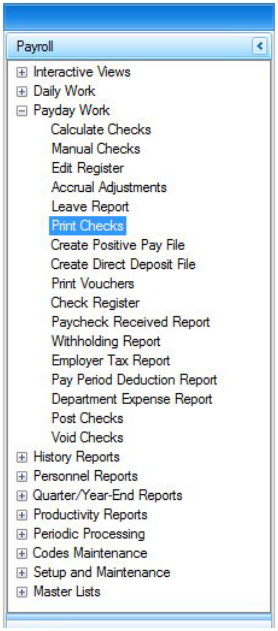
Use the **Print Checks** function to print checks created through the Calculate Checks function (page 5-7) and Manual Checks function (page 5-13). The first check number defaults from the **Bank Account** setup in System Manager. See the *System Manager Training Manual* for more information on setting up Bank Accounts.

Checks are not printed for Employees who have negative net pay. If an Employee has negative net pay, the Employee's Deductions and Withholdings are reduced until the net pay is zero before a check is printed.

To **Print Checks**, follow these steps:

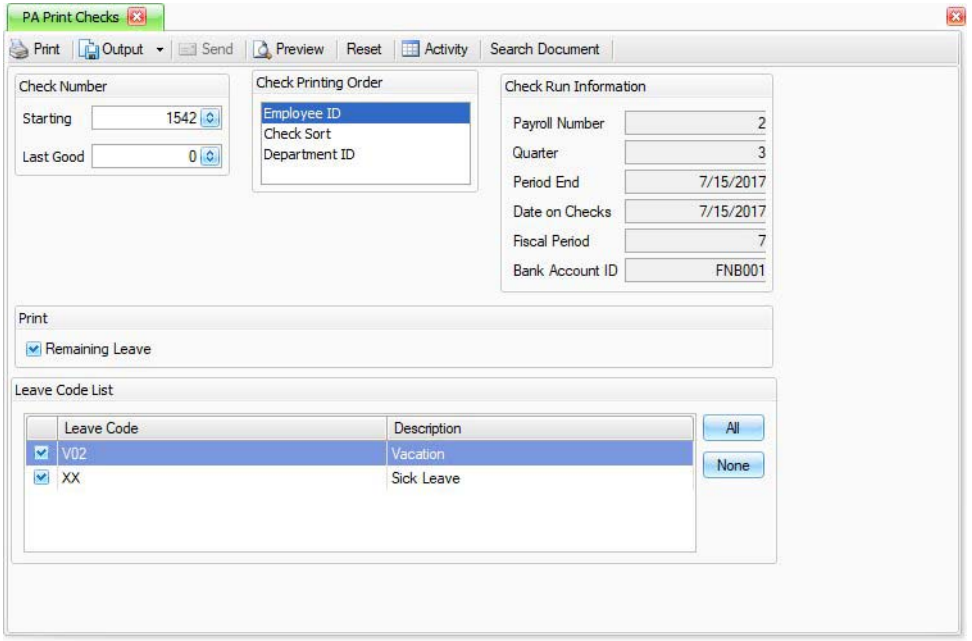
1. Select **Print Checks** from the **Payday Work** menu.

Print Checks Menu



2. The **Print Checks** screen appears.

Print Checks Screen



Your company name will appear on all printed checks if you elected to Print Company Name on Checks in Business Rules (page 3-5).

3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank ID** you selected when you calculated or entered checks is displayed.

4. Enter the **Starting Check Number** or accept the default Check Number. If it is necessary to enter a check number *smaller* than the number displayed, use the Bank Accounts function in System Manager.

5. If you have a print problem, you must restart the Print Checks function. When you restart, enter the next good check number in the **Starting Check Number** field and the last good check to print in the **Last Good Check Number** field. The Restart will reprint the checks after the Last Good Check Number and renumber the checks that are printing.

6. Select the **Check Printing Order** by which to Print Checks; **Employee ID**, **Check Sort**, or **Department ID**.

7. Select the **Remaining Leave** check box, if applicable, to print the Employee's remaining leave time on the check.

8. Select the Leave Codes to include on the printed check, when you select the Print Remaining Leave check box. Select the **All** button to select all available Leave Codes. Select the **None** button to clear the check box for all selected Leave Codes.
9. Select a command button:

Command Buttons

Name	Description
Print	Print the check.
Preview	Preview the check on your monitor.
Reset	Set all fields to their defaults.
Output	Output the checks to a file. Select the type of file you want the check output to.
Activity	See the activity list for printing check.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

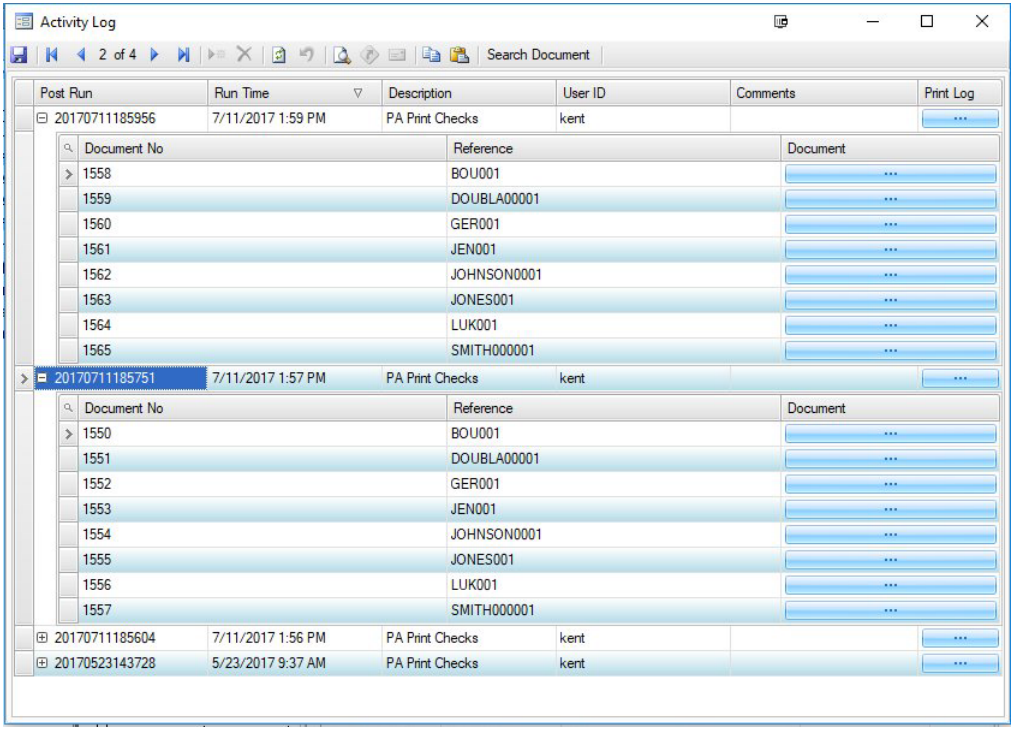
- Click the Plus (+) button next to the **Post Run** to view the Check(s) printed for the selected printing.
- Click the **Document** button to preview the Check printed for the selected **Document No**.

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Activity Log Screen



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

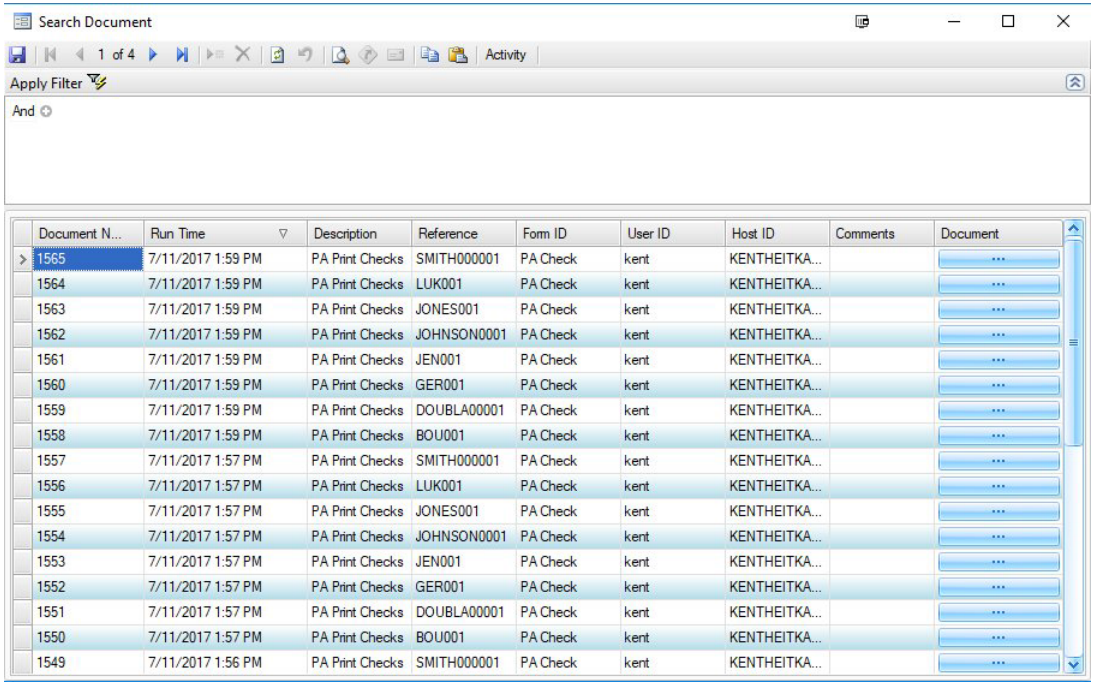
Search Document

Use the **Search Document** button to view archived Payroll Checks. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-5).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Check number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Employee ID for which the check was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the check.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original check printed.
Activity	Toggle back to the Activity screen.

Search Document Screen



Document N...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
1565	7/11/2017 1:59 PM	PA Print Checks	SMITH000001	PA Check	kent	KENTHEITKA...		...
1564	7/11/2017 1:59 PM	PA Print Checks	LUK001	PA Check	kent	KENTHEITKA...		...
1563	7/11/2017 1:59 PM	PA Print Checks	JONES001	PA Check	kent	KENTHEITKA...		...
1562	7/11/2017 1:59 PM	PA Print Checks	JOHNSON0001	PA Check	kent	KENTHEITKA...		...
1561	7/11/2017 1:59 PM	PA Print Checks	JEN001	PA Check	kent	KENTHEITKA...		...
1560	7/11/2017 1:59 PM	PA Print Checks	GER001	PA Check	kent	KENTHEITKA...		...
1559	7/11/2017 1:59 PM	PA Print Checks	DOUBLA00001	PA Check	kent	KENTHEITKA...		...
1558	7/11/2017 1:59 PM	PA Print Checks	BOU001	PA Check	kent	KENTHEITKA...		...
1557	7/11/2017 1:57 PM	PA Print Checks	SMITH000001	PA Check	kent	KENTHEITKA...		...
1556	7/11/2017 1:57 PM	PA Print Checks	LUK001	PA Check	kent	KENTHEITKA...		...
1555	7/11/2017 1:57 PM	PA Print Checks	JONES001	PA Check	kent	KENTHEITKA...		...
1554	7/11/2017 1:57 PM	PA Print Checks	JOHNSON0001	PA Check	kent	KENTHEITKA...		...
1553	7/11/2017 1:57 PM	PA Print Checks	JEN001	PA Check	kent	KENTHEITKA...		...
1552	7/11/2017 1:57 PM	PA Print Checks	GER001	PA Check	kent	KENTHEITKA...		...
1551	7/11/2017 1:57 PM	PA Print Checks	DOUBLA00001	PA Check	kent	KENTHEITKA...		...
1550	7/11/2017 1:57 PM	PA Print Checks	BOU001	PA Check	kent	KENTHEITKA...		...
1549	7/11/2017 1:56 PM	PA Print Checks	SMITH000001	PA Check	kent	KENTHEITKA...		...

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Payroll Check

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
(952)-403-5700

First Nation Bank of Minneapolis
Minneapolis, MN 55111-0001

1582

12/564326

FOUR THOUSAND EIGHT HUNDRED FIFTY AND 57/100 DOLLARS

8/16/2010 **********$4,850.57

Linda C Bourne
501 N Hamilton Ave
Edina, MN 55435

C001582C A111111118A 345-9998-89C

1582

Emp ID / Dept	Employee Name	SSN	Period Begin	Period End	Check No
BOU001 / 500	Linda C Bourne	XXX-XX-1099	8/1/2010	8/16/2010	1582

Earnings	Hrs / Units	Curr Amt	YTD	Earnings	Hrs / Units	Curr Amt	YTD
Salaried Wage	40.000	7,500.00	60,000.00				

Description	Hours Remaining	Description	Hours Remaining	Description	Hours Remaining
Up to Year Hrs/Hrs W	88.331	Up to Year Hrs/Hrs W	23.380		

1582

Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
Medical Ins	10.56	84.48	Dental Ins	3.52	28.16
United Way	75.00	600.00	Credit Union	50.00	400.00
401K	337.50	2,700.00	Stock Plan	100.00	700.00
Federal WH	673.10	5,912.72	Employee Medicare	108.75	867.10
Employee OASDI	465.00	3,707.60	MN W/H	326.00	2,725.95

Check Amount	4,850.57
Direct Deposit	500.00

Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Ded	YTD Net Pay
0.000	7,500.00	2,149.43	5,350.57	60,000.00	17,726.01	42,243.99

CREATE POSITIVE PAY FILE

The **Create Positive Pay File** on the Payday Work menu allows you to generate an ASCII file to transmit to your bank for check payment authorization.

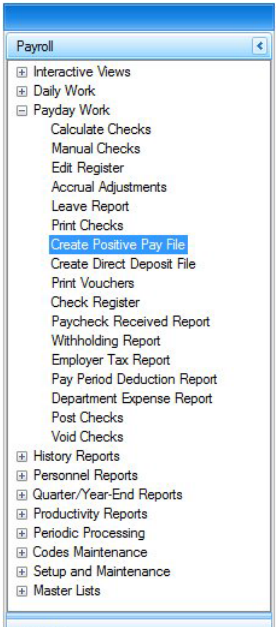
Use the System Manager, Export Layout Definition function to set up your positive pay file. See the *System Manager Training Manual* for more information on setting up the Export Layout Definition.

NOTE: You must Print Checks prior to running the Create Positive Pay File function. The Check Number is required to display the payments that will be output in the file.

To use the **Create Positive Pay File** function, follow these steps:

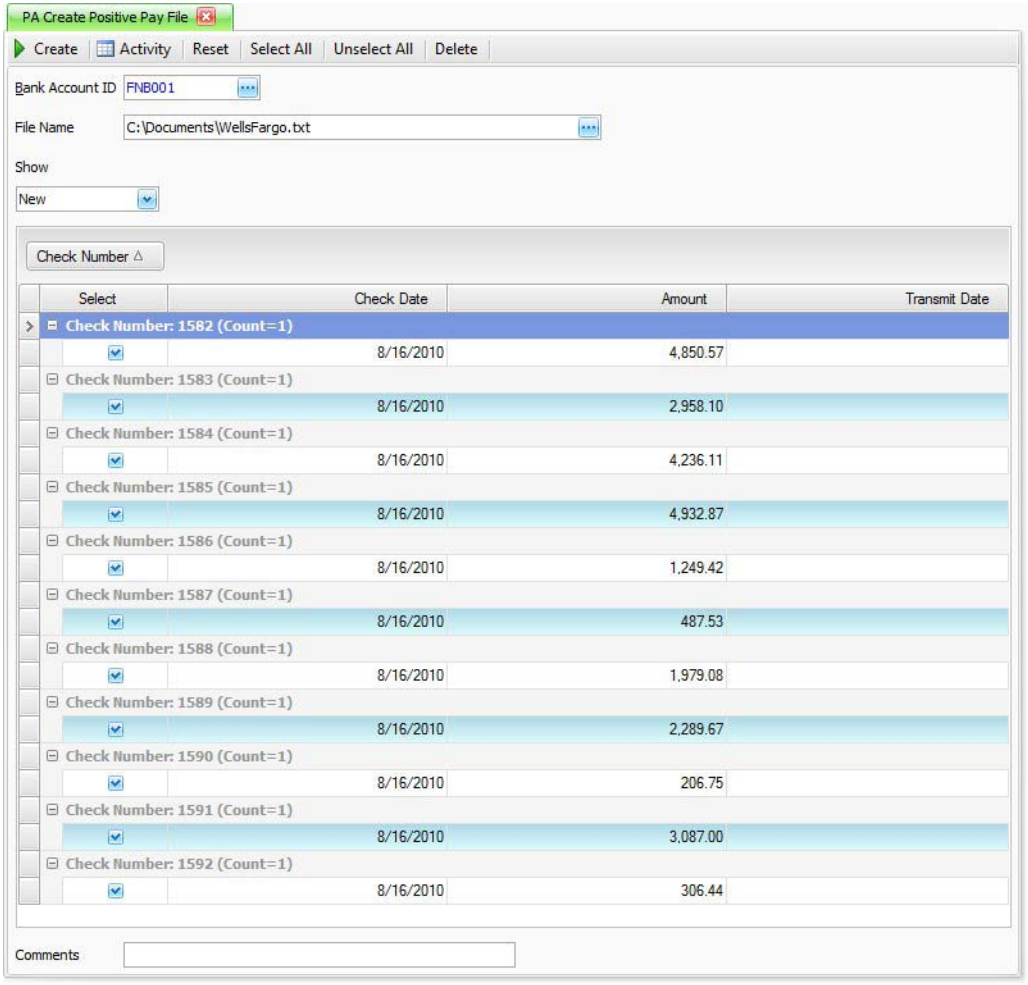
1. Select **Create Positive Pay File** from the **Payday Work** menu.

Create Positive Pay File Menu



2. The **Create Positive Pay File** screen appears.

Create Positive Pay File Screen



3. Select the **Bank Account ID** for the bank you will be creating the Positive Pay file.

   You must have a PA Positive Pay ID selected in the Bank Account setup to be able to output your Positive Pay file.

4. The **File Name** of the file you set up in the Export Layout Definition setup is displayed. Accept the default or change the path and File Name if you want a new file name. If the file exists, you will be prompted to overwrite the existing file when you Create the file. Click the **Browse** button ... to browse to the path you want the file output.

5. The **Checks** that have been printed for the Bank Account ID selected will be displayed in the detail area. The default display is a detail display which has the **Check Number**, **Check Count**, **Check Date**, **Amount**, and **Transmit Date** columns. You may sort any of these columns by clicking on the column heading once to sort ascending and again to sort descending.
6. Select the type of checks you want to **Show** from the combo box; **New** or **Sent**.
    - **New** will display any checks that have not had the Positive Pay file created for them, when the Select box was checked and the file was created.
    - **Sent** will display any checks that have had the positive pay file created for them when the Select box was checked and the file was created.
7. The checks are grouped by **Check Number**. You can click on the **Plus** (+) or **Minus** (-) next to the Check Numbers to toggle between summary and detail view.
8. Select a command button:

Command Buttons

Name	Description
Create	Will output the file for the selected check records in the format defined in the positive pay definition assigned to the bank account Id selected for this file.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Will reset all fields back to the defaults.
Select All	Will check the box for all records in the check detail area of the screen.
Unselect All	Will uncheck all the boxes for the records displayed in the check detail area of the screen.
Delete	Will delete the selected checks from the list of checks in the check detail area.

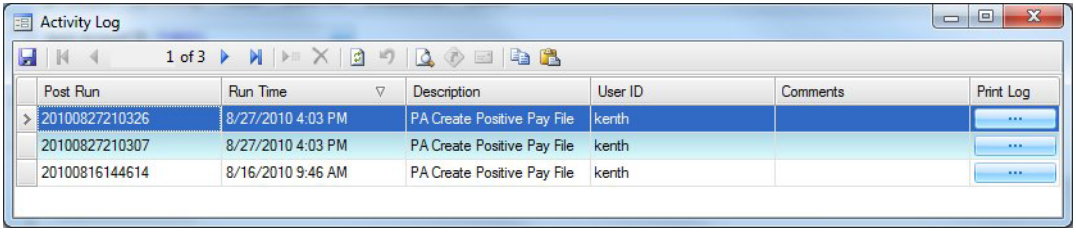
9. When the **Create** button is clicked to output the file you will be prompted “File already exists. Overwrite?” to overwrite the file if it exists. If you select **No** you will be returned to the screen to change the file name in the **File Name** field.

10. If you have already output any of the checks selected you will get a message stating “One or more selected items has already been transmitted. Transmit all selected items?”.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the create was made.
Description	The create description.
User ID	The user who performed the create.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

CREATE DIRECT DEPOSIT FILE

NOTE: This function is available only if you use the Banking application.

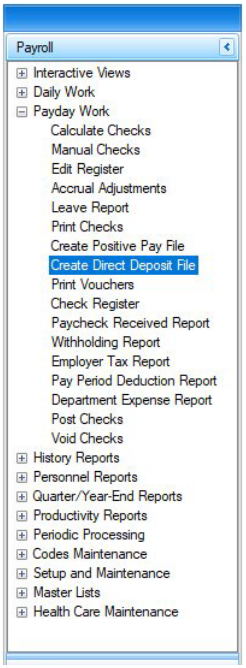
BA

Use the **Create Direct Deposit File** function to create an ACH (Automated Clearing House) file. The ACH file contains all the Direct Deposit transaction information for your Employees. After you create the ACH file, submit it to your company's Bank.

To **Create Direct Deposit File**, follow these steps:

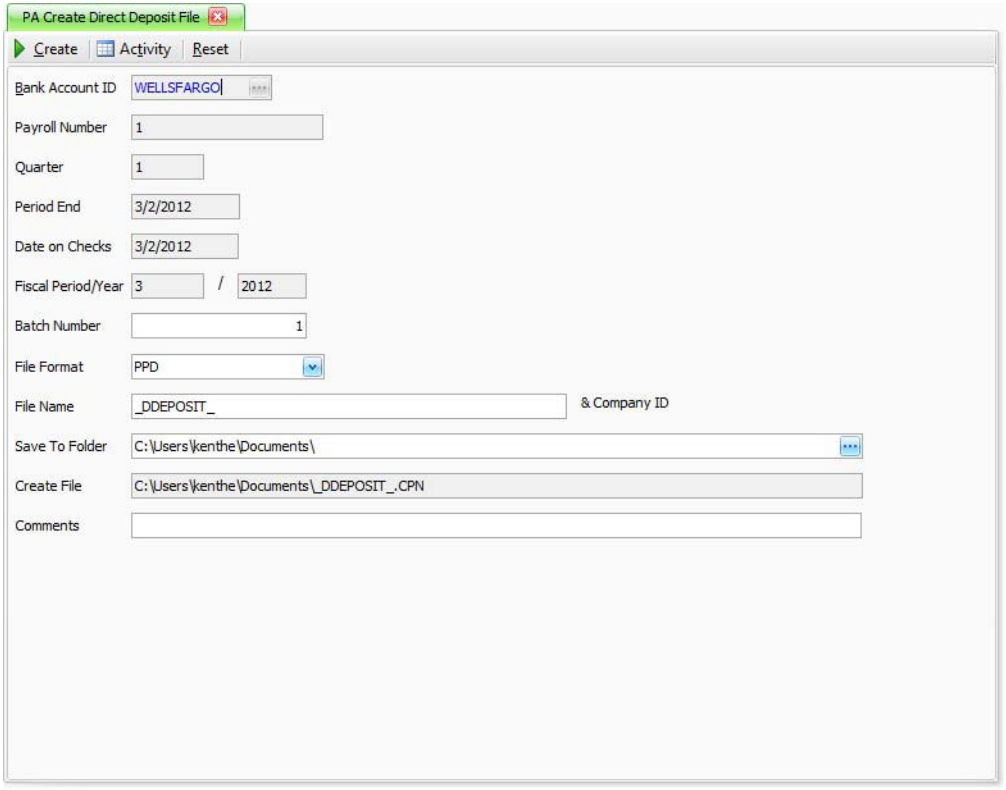
1. Select **Create Direct Deposit File** from the **Payday Work** menu.

Create Direct Deposit File Menu



2. The **Create Direct Deposit File** screen appears.

Create Direct Deposit File Screen



3. The **Bank Account ID**, **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period**, and **Year** you selected when you calculated or entered checks is displayed.

4. The **Batch Number** is displayed. The Batch Number is the number of Direct Deposits that have been created on the same day. This will let you know if you have already created the Direct Deposit File for this check run.

5. Select the **File Format** you want to use for your ACH output. You can select one of the standard formats or make your own custom format using the Export Layout Definition function in System Manager. See the *System Manager Training Manual* for more details.

   If you selected a Default PA File Format in the Bank Account setup on the ACH tab, the File Format will be filled in.

The standard formats are:

- **ADV** - **Automated Accounting Advice** - This Standard Entry Class Code represents an optional service provided by ACH Operators that identifies automated accounting of ACH accounting information in machine-readable format to facilitate the automation of accounting information for Participating DFIs.
- **CCD -Corporate Credit or Debit** - Can be used to consolidate and sweep cash funds within an entity's controlled accounts, or make/collect payments to/from other corporate entities.
- **PPD** - **Prearranged Payment and Deposit Entry** -This is used for credit transactions such as direct deposit of payroll, pension, dividends, as well as debit transactions such as payment of utility bills, mortgages, loans and other recurring payments.

6. Enter or edit the **File Name** of the ACH file you want to create in the File Name box. TRAVERSE appends your Company ID to the file name automatically.
7. Select the destination path for the file in the **Save to Folder** box. Click the **Browse** button to build this path while you navigate to the desired folder.
8. The path for the ACH file appears in the **Create File** box.
9. Enter **Comments** about the ACH file output.
10. Click **Create** to begin processing. After the file is created, the Direct Deposit File Creation Report dialog box appears.

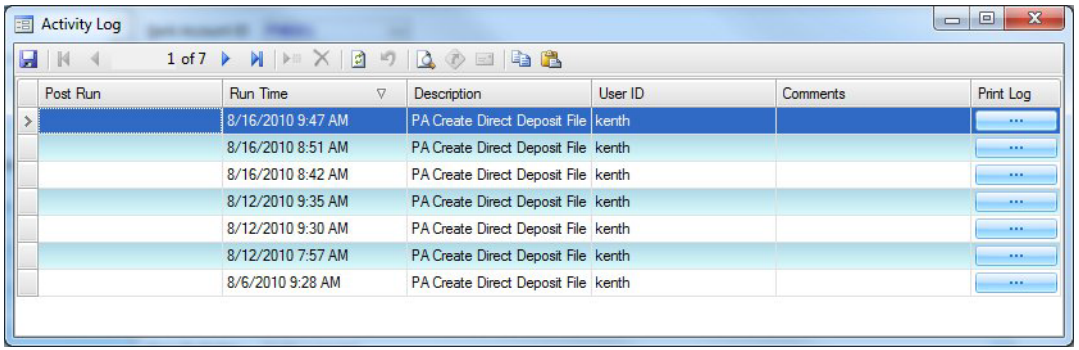
Command Buttons

Name	Description
Create	Create the ACH file.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the create was made.
Description	The create description.
User ID	The user who performed the create.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Create Direct Deposit Log

Page 1

Continental Products Unlimited
Direct Deposit File Creation Report
File C:\Documents_DDEPOSIT_.PH2
Batch 3 Pay Date 8/16/2010

Bank Account ID	FNB001	**Payroll No**	8
Quarter	3	**Period End**	8/16/2010
Fiscal Period / Year	8 / 2010		

Employee ID	Name	Account Type	Account No	Routing Code	Amount
BOU001	Bourne, Linda C	Savings	21646167987	111111118	500.00
	Total for Employee ID BOU001				500.00
Total Amount Debited to Company Bank Account			345-9998-89	111111118	500.00

Total Number of Transactions: 1

8/16/2010 9:47 AM *** End of Report *** OPEN_SYSTEM\lkenthe

PRINT VOUCHERS

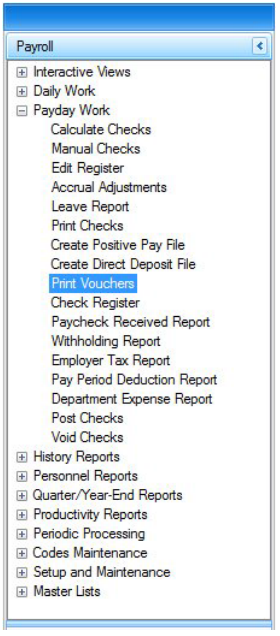
Use the **Print Vouchers** function to print the Direct Deposit pay Vouchers you created using the Calculate Checks and Manual Checks functions.

NOTE: This function is available only if you use the Direct Deposit/Banking application.

To **Print Vouchers**, follow these steps:

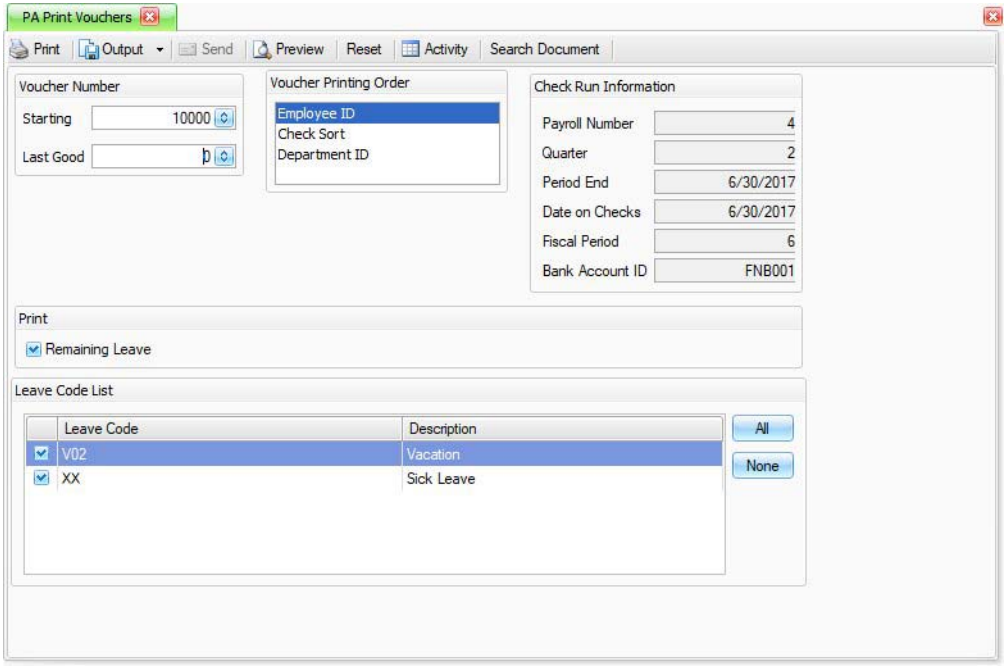
1. Select **Print Vouchers** from the **Payday Work** menu.

Print Vouchers Menu



2. The **Print Vouchers** screen appears.

Print Vouchers Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period**, and **Bank Account ID** you selected when you calculated or entered checks is displayed.

4. Enter the **Starting Voucher Number** or accept the default Voucher Number. If it is necessary to enter a voucher number *smaller* than the number displayed, use the System Manager, Bank Accounts function. See the *System Manager Training Manual* for more information on setting up Bank Accounts.

5. If you have a print problem, you must restart the Print Vouchers function. When you restart, enter the next good Voucher number in the **Starting Voucher Number** field and the last good Voucher to print in the **Last Good Voucher Number** field. The Restart will reprint the Vouchers after the Last Good Voucher Number and renumber the Vouchers that are printing.

6. Select the **Voucher Printing Order**; **Employee ID**, **Check Sort**, or **Department**.

7. Select the **Print Remaining Leave** to print on Vouchers.

8. Select the **Leave Codes** to include on the printed Voucher, when you select the Print Remaining Leave check box. Select the **All** button to select all available Leave Codes. Select the **None** button to clear the check box for all selected Leave Codes.

9. Select a command button:

Command Buttons

Name	Description
Print	Print the vouchers.
Preview	Preview the vouchers on your monitor.
Reset	Set all fields to their defaults.
Output	Output the vouchers to a file. Select the type of file for which you want the vouchers output.
Activity	See the activity list for printing vouchers.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

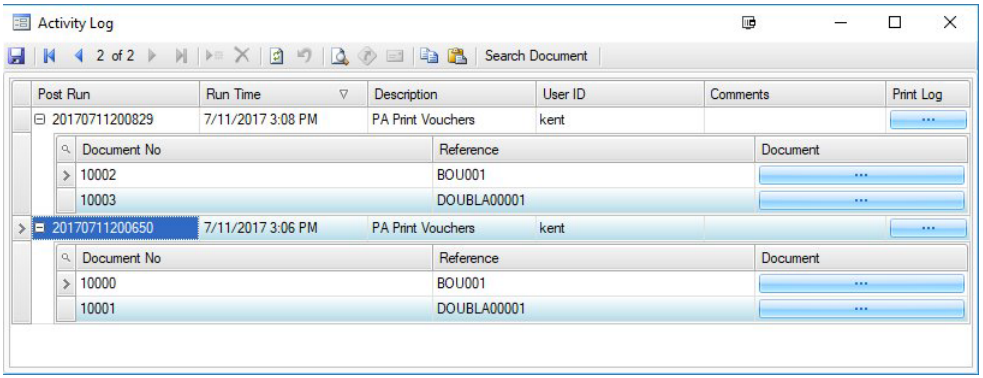
- Click the Plus (+) button next to the **Post Run** to view the Voucher(s) printed for the selected printing.
- Click the **Document** button to preview the Voucher printed for the selected **Document No**.

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Activity Log Screen



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

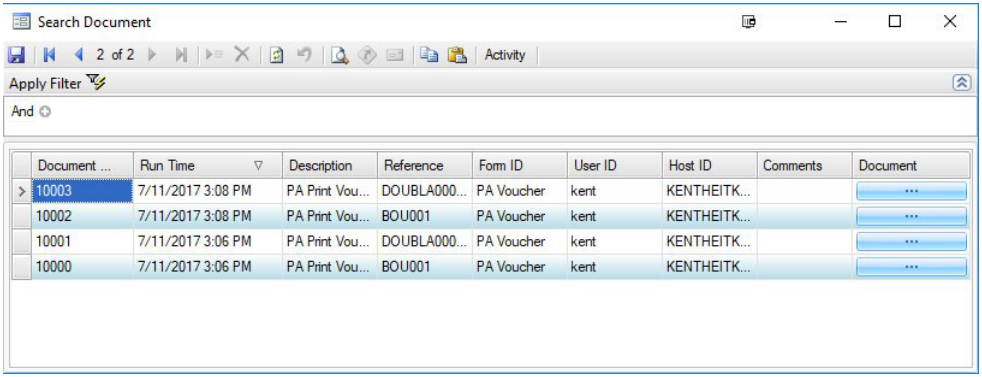
Search Document

Use the **Search Document** button to view archived Payroll Vouchers. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-5).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

Name	Displays
Document Number	The Voucher number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Employee ID for which the voucher was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.
Host ID	The workstation name used to print the voucher.
Comments	The comments, if applicable, entered in the Comments field.
Document	Preview the original voucher printed.
Activity	Toggle back to the Activity screen.

Search Document Screen



NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Direct Deposit Voucher

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379
(952)-403-5700

DIRECT DEPOSIT VOUCHER

*** VOID *** *** VOID *** *** VOID *** *** VOID *** *** VOID *** *** VOID *** *** VOID ***

8/16/2010 *** VOID ***

Linda C Bourne
501 N Hamilton Ave
Edina, MN 55435

*** VOID *** *** VOID *** *** VOID *** ***VOID***

NON-NEGOTIABLE

Continental Products Unlimited

Emp ID / Dept	Employee Name	SSN	Period Begin	Period End	Voucher No
BOU001 / 500	Linda C Bourne	XXX-XX-1099	8/1/2010	8/16/2010	5

Earnings	Hrs / Units	Curr Amt	YTD	Earnings	Hrs / Units	Curr Amt	YTD
Salaried Wage	40.000	7,500.00	60,000.00				

Description	Hours Remaining	Description	Hours Remaining	Description	Hours Remaining
Up to Year Hrs/Hrs W	88.331	Up to Year Hrs/Hrs W	23.380		

Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
Medical Ins	10.56	84.48	Dental Ins	3.52	28.16
United Way	75.00	600.00	Credit Union	50.00	400.00
401K	337.50	2,700.00	Stock Plan	100.00	700.00
Federal WH	673.10	5,912.72	Employee Medicare	108.75	867.10
Employee OASDI	465.00	3,707.60	MN W/H	326.00	2,725.95

Direct Deposit Account Distribution

Savings	500.00
Check Amount	4,850.57
Direct Deposit	500.00

Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Ded	YTD Net Pay
0.000	7,500.00	2,149.43	5,350.57	60,000.00	17,726.01	42,243.99

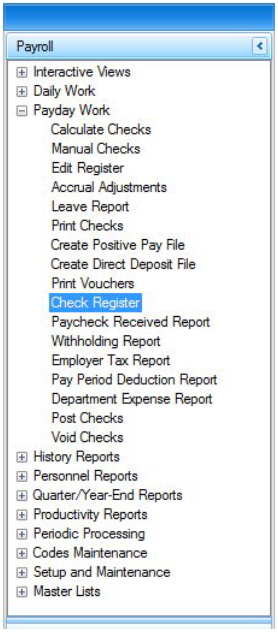
CHECK REGISTER

Use the **Check Register** function to produce an audit trail of checks issued to Employees for the current pay period. This register contains the same information as the Edit Register (page 5-25), but also includes the Check Numbers and Voucher Numbers printed for each Employee.

To produce the **Check Register**, follow these steps:

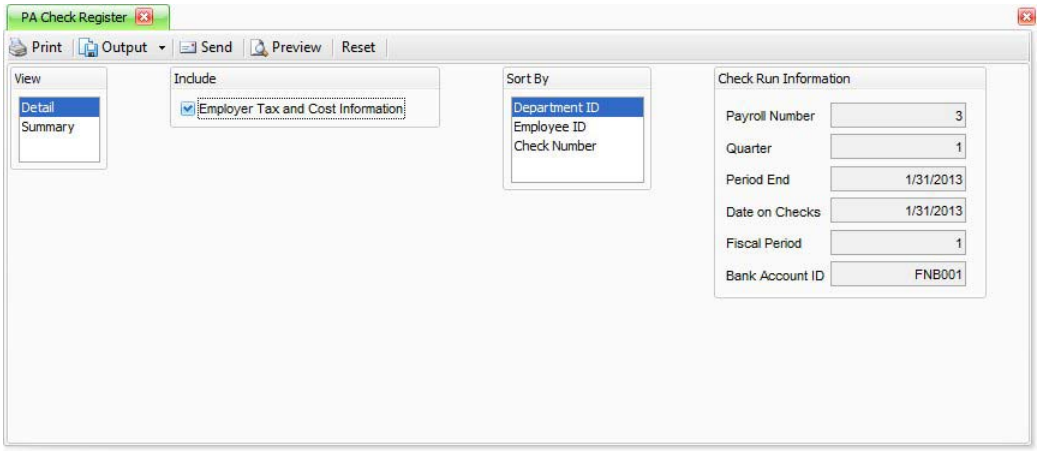
1. Select **Check Register** from the **Payday Work** menu.

Check Register Menu



2. The **Check Register** screen appears.

Check Register Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank Account ID** you selected when you calculated or entered checks is displayed.
4. Select the **View** information to include in the register; **Detail** or **Summary**.
5. To **Include Employer Tax And Cost Information** in the register select the check box; otherwise, clear the box.
6. Select the **Sort By** criterion for the register; **Department ID**, **Employee ID**, or **Check Number**.
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Check Register

Group: 1
Pay Code: 1

Continental Products Unlimited
Check Register (Detail)
Pay Check Date 8/16/2010
For Pay Period Ending 8/16/2010

Payroll No	8	**Quarter**	3
Fiscal Period	8	**Bank Account ID**	FNB001
Include Employer Tax and Cost Information	Yes	**Sort By**	Department ID

		Earnings				Withholdings/Employer Taxes			Deductions/Employer Costs		
Employee ID / **Name**	**SSN**	**Code**	**Dept ID**	**Hours**	**Sal / Wages**	**Auth / Code**	**Description**	**Amount**	**Code**	**Description**	**Amount**
STO001	XXX-XX-4392	REG	100	40.000	358.00	FED / FWH	Federal WH	0.00	001	Medical Ins	5.65
Stockard, Albert W						FED / MED	Employee Medicare	5.19	002	Dental Ins	3.52
Gross Wages	358.00					FED / OAS	Employee OASDI	22.20	005	Dues	15.00
Net Pay	306.44					MN / SWH	MN W/H	0.00	011	Uniform	25.00
Check No	1592					FED / EME	Employer Medicare	5.19			
						FED / EOA	Employer OASDI	22.20			
						FED / FUT	Unemp Ins	2.86			
						MN / SUI	MN Unemp Ins	0.00			
JONES001	XXX-XX-8123	SAL	200	40.000	2,500.00	FED / FWH	Federal WH	1.09	001	Medical Ins	10.56
Jones, Edward A						FED / MED	Employee Medicare	36.25	002	Dental Ins	3.52
Gross Wages	2,500.00					FED / OAS	Employee OASDI	155.00	003	United Way	25.00
Net Pay	1,979.08					MN / SWH	MN W/H	27.00	004	Credit Union	50.00
Check No	1588					FED / EME	Employer Medicare	36.25	006	401K	112.50
						FED / EOA	Employer OASDI	155.00	010	Stock Plan	100.00
						FED / FUT	Unemp Ins	0.00	011	Uniform	25.00
						MN / SUI	MN Unemp Ins	63.99			
JOHNSON0001	XXX-XX-8881	SAL	300	40.000	1,575.00	FED / FWH	Federal WH	12.00	001	Medical Ins	10.56
Johnson, Steve G						FED / MED	Employee Medicare	22.84	002	Dental Ins	3.53
Gross Wages	1,575.00					FED / OAS	Employee OASDI	97.65	003	United Way	25.00
Net Pay	1,249.42					MN / SWH	MN W/H	4.00	006	401K	150.00
Check No	1586					FED / EME	Employer Medicare	22.84	011	Uniform	25.00
						FED / EOA	Employer OASDI	97.65			
						FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	40.31			

Name	Description
Print	Print the journal.
Preview	Preview the report on your monitor.
Reset	Set all fields to their defaults.

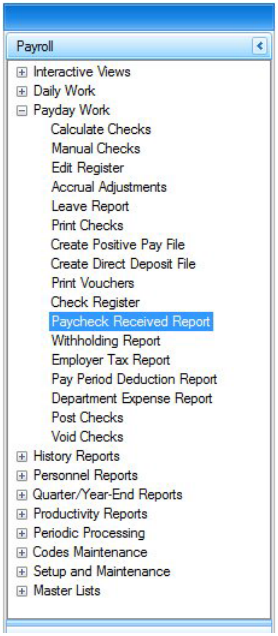
PAYCHECK RECEIVED REPORT

Use the **Paycheck Received Report** function to produce a list of Employees scheduled to receive a paycheck this pay period. You can use the report to track distribution of paychecks by having Employees sign for their check in the space provided on the list.

To produce the **Paycheck Received Report**, follow these steps:

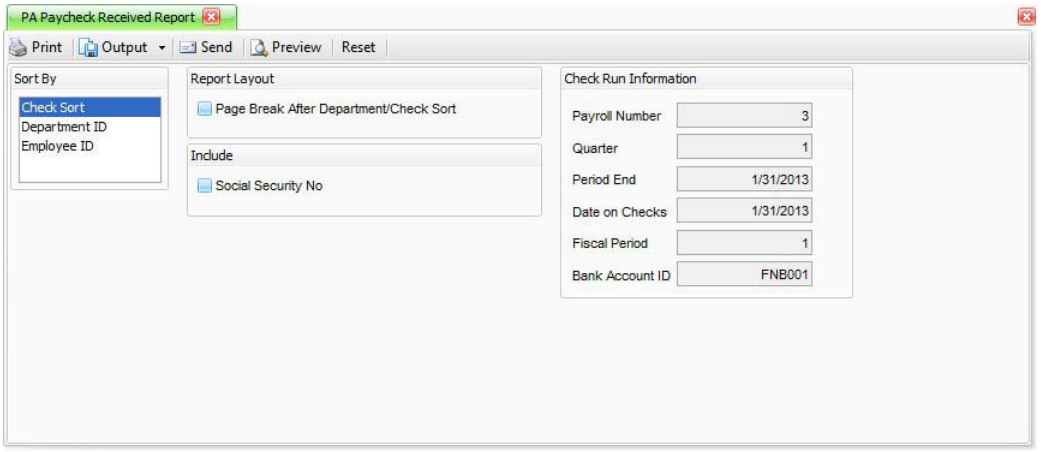
1. Select **Paycheck Received Report** from the **Payday Work** menu.

Paycheck Received Menu



2. The **Paycheck Received Report** screen appears.

Paycheck Received Report Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period**, and **Bank Account ID** selected for the last check run are displayed.
4. Select the **Sort By** criterion for the report; **Check Sort**, **Department ID**, or **Employee ID**.
5. Select the **Report Layout** check box to include a **Page Break After Each Department/Check Sort**; otherwise, clear the box.
6. Select the check box to **Include Social Security No** on the report; otherwise, clear the check box. For the most security, and to protect your Employees' privacy, leave this check box cleared.

NOTE: The number of digits of the Social Security Number displayed will depend on how you have your option set in the System Manager Business Rules, Social Security section.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Paycheck Received Report

Continental Products Unlimited
Paycheck Received Report
For Pay Period Ending 8/16/2010

Group: 1
Pay Code: 1

Payroll No 8
Date on Checks 8/16/2010
Bank Account ID FNB001

Quarter 3
Fiscal Period 8
Sort By Employee ID

Employee ID	Name	Department ID	Check No	Date	Check Sort	Signature
BOU001	Bourne, Linda C	500	5	8/16/2010	X	
BOU001	Bourne, Linda C	500	1582	8/16/2010	X	
2 Check(s)						
DOUBLA00001	Doubla, Mike	500	1583	8/16/2010	X	
1 Check(s)						
GER001	Gerard, Timothy G	500	1584	8/16/2010	X	
1 Check(s)						
JEN001	Jenkins, Kathy M	500	1585	8/16/2010	X	
1 Check(s)						
JOHNSON0001	Johnson, Steve G	300	1586	8/16/2010	X	
1 Check(s)						
JON001	Jonchim, Maria K	501	1587	8/16/2010	X	
1 Check(s)						
JONES001	Jones, Edward A	200	1588	8/16/2010	X	
1 Check(s)						
LUK001	Lukas, George	500	1589	8/16/2010	X	
1 Check(s)						

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WITHHOLDING REPORT

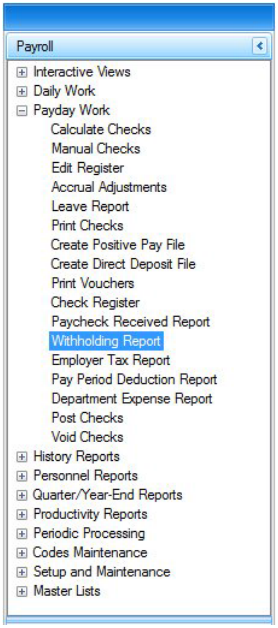
The Federal, State, or Local Tax Authorities may require you to deposit the amount of Withholdings you made from Employees' paychecks at the end of each pay period or quarter. Use the **Withholding Report** to determine the amount of the deposit.

NOTE: If you are required to make the Withholding deposit at the end of each *quarter*, use the Withholding Report (page 6-49) on the Quarter/Year-End Reports menu to determine the amount of the deposit.

To produce the **Withholding Report**, follow these steps:

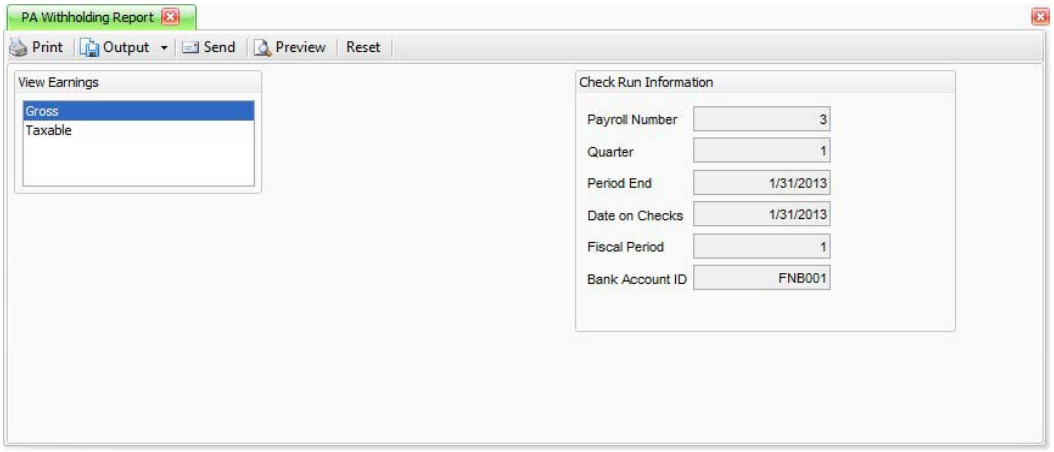
1. Select **Withholding Report** from the **Payday Work** menu.

Withholding Report Menu



2. The **Withholding Report** screen appears.

Withholding Report Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank Account ID** selected for the last check run are displayed.
4. Select the **View Earnings** for type of earnings to include in the report; **Gross** or **Taxable**.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Withholding Report

Group: 1
Pay Code: 1

Continental Products Unlimited
Withholding Report
For Pay Period Ending 8/16/2010
Gross Earnings

Payroll No 8
Date on Checks 8/16/2010
Bank Account ID FNB001

Quarter 3
Fiscal Period 8

State / Local Employee ID / Check No	Name / SSN	Gross Wages / Tips	Code	Federal Earnings	Federal Amount	State Auth / Code	State Earnings	State Amount	Local Auth / Code	Local Earnings	Local Amount
MN /											
BOU001	Bourne, Linda C	7,500.00	FWH	7,148.42	673.10	MN / SWH	7,148.42	326.00			
1582	XXX-XX-1099	0.00	MED	7,500.00	108.75						
			OAS	7,500.00	465.00						
DOUBLA00001	Doubla, Mike	4,100.00	FWH	4,085.92	551.17	MN / SWH	4,085.92	222.00			
1583	XXX-XX-8123	0.00	MED	4,100.00	59.45						
			OAS	4,100.00	254.20						
GER001	Gerard, Timothy G	5,550.00	FWH	5,385.91	477.23	MN / SWH	5,385.91	223.00			
1584	XXX-XX-4819	0.00	MED	5,550.00	80.47						
			OAS	5,550.00	344.10						
JEN001	Jenkins, Kathy M	7,500.00	FWH	7,485.92	1,436.30	MN / SWH	7,485.92	468.00			
1585	XXX-XX-9093	0.00	MED	7,500.00	108.75						
			OAS	7,500.00	465.00						
JOHNSON0001	Johnson, Steve G	1,575.00	FWH	1,410.91	12.00	MN / SWH	1,410.91	4.00			
1586	XXX-XX-8881	0.00	MED	1,575.00	22.84						
			OAS	1,575.00	97.65						
JON001	Jonchim, Maria K	600.00	FWH	590.93	0.00	MN / SWH	590.93	0.00			
1587	XXX-XX-9944	0.00	MED	600.00	8.70						
			OAS	600.00	37.20						
JONES001	Jones, Edward A	2,500.00	FWH	2,373.42	1.09	MN / SWH	2,373.42	27.00			
1588	XXX-XX-8123	0.00	MED	2,500.00	36.25						
			OAS	2,500.00	155.00						
LUK001	Lukas, George	2,500.00	FWH	2,485.92	0.00	MN / SWH	2,485.92	0.00			
1589	XXX-XX-1281	0.00	MED	2,500.00	36.25						
			OAS	2,500.00	155.00						
ROS001	Rossini, Lou A	230.00	FWH	224.35	0.00	MN / SWH	224.35	0.00			
1590	XXX-XX-9982	0.00	MED	230.00	3.34						
			OAS	230.00	14.26						
SMITH000001	Smith, Robert C	3,789.34	FWH	3,775.26	258.37	MN / SWH	3,775.26	135.00			
1591	XXX-XX-1238	0.00	MED	3,789.34	54.95						
			OAS	3,789.34	234.94						

EMPLOYER'S TAX REPORT

Use the **Employer's Tax Report** to show your company's liability for Taxes (OASDI, Medicare, SUI, FUTA) based on Taxable Earnings for the current pay period and to compare Total Wages earned by Employees to Earnings subject to Employer Taxes (OASDI, Medicare, SUI, and FUTA), along with the Limits and Wages in Excess of the limit.

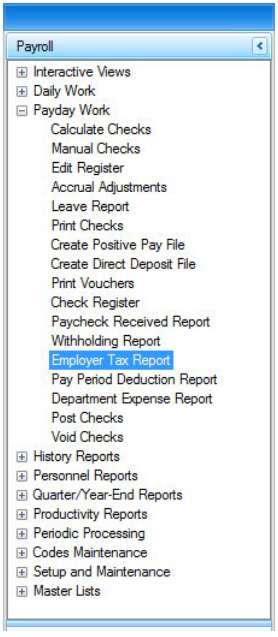
The liability shown on this report is calculated by multiplying the report totals times the tax percentages. Report totals match the totals posted to the General Ledger.

NOTE: 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 Employer's Tax Report (page 6-53) on the Quarter/Year-End Reports menu to determine the amount of the deposit.

To produce the **Employer's Tax Report**, follow these steps:

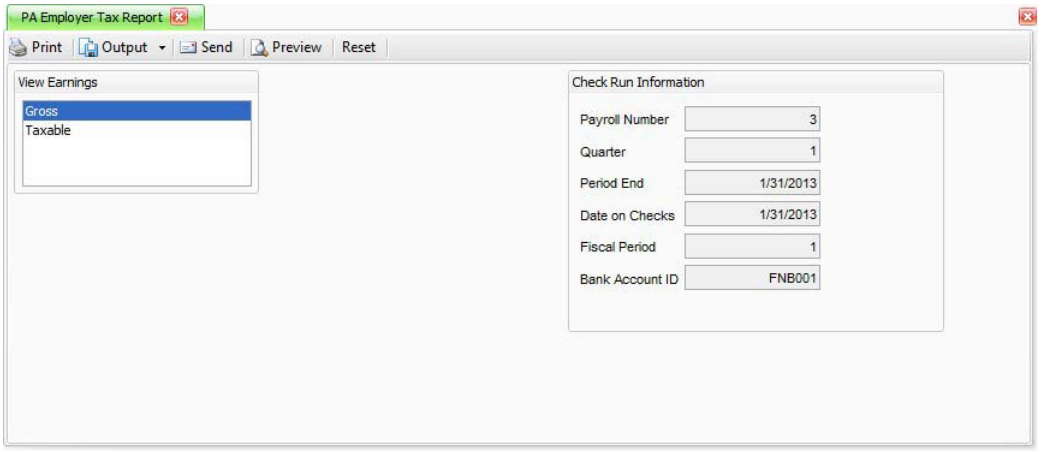
1. Select **Employer's Tax Report** from the **Payday Work** menu.

Employer's Tax Report Menu



2. The **Employer's Tax Report** screen appears.

Employer's Tax Report Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank Account ID** you selected when you calculated or entered checks is displayed.
4. Select how to **View Earnings**; **Gross** or **Taxable**.
5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employer's Tax Report

Group: 1
Pay Code: 1

Page 1

Continental Products Unlimited
Employer Tax Report
For Pay Period Ending 8/16/2010
Gross Earnings

Payroll No 8
Date on Checks 8/16/2010
Bank Account ID FNB001

Quarter 3
Fiscal Period 8

State / Local Employee ID Check No	Name SSN	Gross Wages Tips	Code	Federal Earnings	Amount	Auth / Code	State Earnings	Amount	Auth / Code	Local Earnings	Amount
MN /											
BOU001	Bourne, Linda C	7,500.00	EME	7,500.00	108.75	MN / SUI	7,500.00	0.00			
1582	XXX-XX-1099	0.00	EOA	7,500.00	465.00						
			FUT	7,500.00	0.00						
DOUBLA00001	Doubla, Mike	4,100.00	EME	4,100.00	59.45	MN / SUI	4,100.00	61.43			
1583	XXX-XX-8123	0.00	EOA	4,100.00	254.20						
			FUT	4,100.00	0.00						
GER001	Gerard, Timothy G	5,550.00	EME	5,550.00	80.47	MN / SUI	5,550.00	0.00			
1584	XXX-XX-4819	0.00	EOA	5,550.00	344.10						
			FUT	5,550.00	0.00						
JEN001	Jenkins, Kathy M	7,500.00	EME	7,500.00	108.75	MN / SUI	7,500.00	0.00			
1585	XXX-XX-9093	0.00	EOA	7,500.00	465.00						
			FUT	7,500.00	0.00						
JOHNSON0001	Johnson, Steve G	1,575.00	EME	1,575.00	22.84	MN / SUI	1,575.00	40.31			
1586	XXX-XX-8881	0.00	EOA	1,575.00	97.65						
			FUT	1,575.00	0.00						
JON001	Jonchim, Maria K	600.00	EME	600.00	8.70	MN / SUI	600.00	0.00			
1587	XXX-XX-9944	0.00	EOA	600.00	37.20						
			FUT	600.00	4.80						
JONES001	Jones, Edward A	2,500.00	EME	2,500.00	36.25	MN / SUI	2,500.00	63.99			
1588	XXX-XX-8123	0.00	EOA	2,500.00	155.00						
			FUT	2,500.00	0.00						
LUK001	Lukas, George	2,500.00	EME	2,500.00	36.25	MN / SUI	2,500.00	63.99			
1589	XXX-XX-1281	0.00	EOA	2,500.00	155.00						
			FUT	2,500.00	0.00						
ROS001	Rossini, Lou A	230.00	EME	230.00	3.34	MN / SUI	230.00	0.00			
1590	XXX-XX-9982	0.00	EOA	230.00	14.26						
			FUT	230.00	1.84						
SMITH000001	Smith, Robert C	3,789.34	EME	3,789.34	54.95	MN / SUI	3,789.34	12.15			
1591	XXX-XX-1238	0.00	EOA	3,789.34	234.94						
			FUT	3,789.34	0.00						

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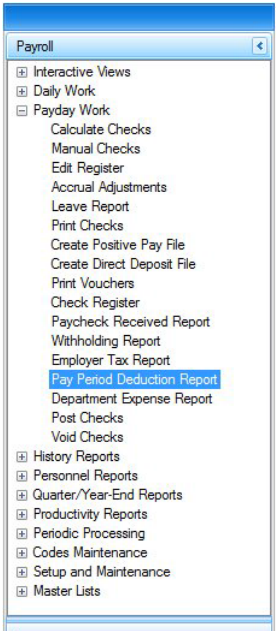
PAY PERIOD DEDUCTION REPORT

Use the **Pay Period Deduction Report** function to produce a list of payroll Deductions set up for your company, the Employees taking the Deductions, and the amount subtracted from Employee paychecks for each Deduction for the current pay period.

To produce the **Pay Period Deduction Report**, follow these steps:

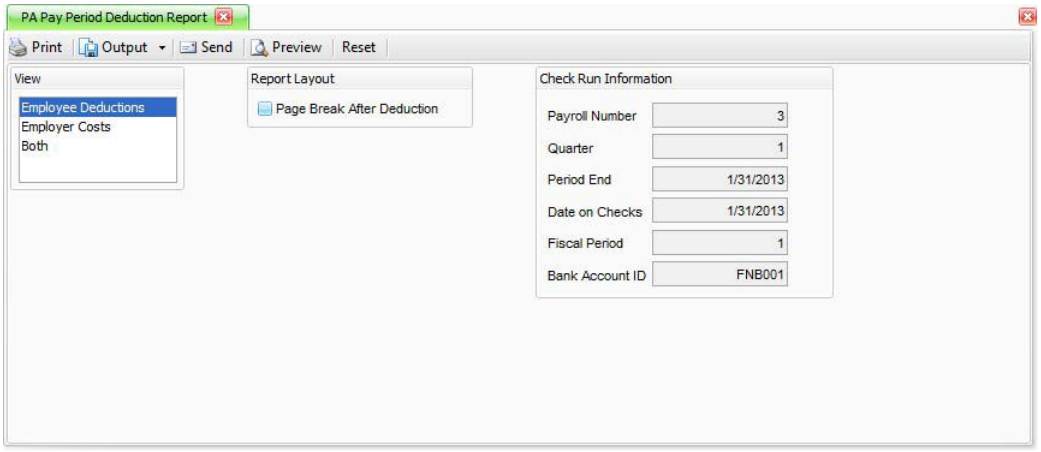
1. Select **Pay Period Deduction Report** from the **Payday Work** menu.

Pay Period Deduction Report Menu



2. The **Pay Period Deduction Report** screen appears.

Pay Period Deduction Report Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank Account ID** you selected when you calculated or entered checks is displayed.
4. Select the type of information to **View** on the report; **Employee Deductions**, **Employer Costs**, or **Both**.
5. Select the **Report Layout** check box to insert a **Page Break After Each Deduction** on the report; otherwise, clear the box.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Pay Period Deduction Report

Continental Products Unlimited
Pay Period Deduction Report
For Pay Period Ending 8/16/2010

Payroll No	8	**Quarter**	3
Date on Checks	8/16/2010	**Fiscal Period**	8
Bank Account ID	FNB001	**View**	Employee Deductions

Code	Employee Name	Employee ID	Department ID	Check No	Amount
001	Bourne, Linda C	BOU001	500	1582	10.56
001	Doubla, Mike	DOUBLA00001	500	1583	10.56
001	Gerard, Timothy G	GER001	500	1584	10.56
001	Jenkins, Kathy M	JEN001	500	1585	10.56
001	Johnson, Steve G	JOHNSON0001	300	1586	10.56
001	Jonchim, Maria K	JON001	501	1587	5.68
001	Jones, Edward A	JONES001	200	1588	10.56
001	Lukas, George	LUK001	500	1589	10.56
001	Rossini, Lou A	ROS001	501	1590	5.65
001	Smith, Robert C	SMITH000001	500	1591	10.56
001	Stockard, Albert W	STO001	100	1592	5.65
				Total for Code 001 Medical Ins	101.46
002	Bourne, Linda C	BOU001	500	1582	3.52
002	Doubla, Mike	DOUBLA00001	500	1583	3.52
002	Gerard, Timothy G	GER001	500	1584	3.53
002	Jenkins, Kathy M	JEN001	500	1585	3.52
002	Johnson, Steve G	JOHNSON0001	300	1586	3.53
002	Jonchim, Maria K	JON001	501	1587	3.39
002	Jones, Edward A	JONES001	200	1588	3.52
002	Lukas, George	LUK001	500	1589	3.52
002	Smith, Robert C	SMITH000001	500	1591	3.52
002	Stockard, Albert W	STO001	100	1592	3.52
				Total for Code 002 Dental Ins	35.09
003	Bourne, Linda C	BOU001	500	1582	75.00
003	Doubla, Mike	DOUBLA00001	500	1583	41.00
003	Gerard, Timothy G	GER001	500	1584	25.00
003	Jenkins, Kathy M	JEN001	500	1585	75.00
003	Johnson, Steve G	JOHNSON0001	300	1586	25.00
003	Jonchim, Maria K	JON001	501	1587	7.50
003	Jones, Edward A	JONES001	200	1588	25.00
				Total for Code 003 United Way	273.50
004	Bourne, Linda C	BOU001	500	1582	50.00
004	Jonchim, Maria K	JON001	501	1587	50.00
004	Jones, Edward A	JONES001	200	1588	50.00
				Total for Code 004 Credit Union	150.00
005	Stockard, Albert W	STO001	100	1592	15.00
				Total for Code 005 Dues	15.00
006	Bourne, Linda C	BOU001	500	1582	337.50
006	Gerard, Timothy G	GER001	500	1584	150.00
006	Johnson, Steve G	JOHNSON0001	300	1586	150.00
006	Jones, Edward A	JONES001	200	1588	112.50
				Total for Code 006 401K	750.00
008	Lukas, George	LUK001	500	1589	5.00
008	Smith, Robert C	SMITH000001	500	1591	5.00
				Total for Code 008 Parking	10.00

DEPARTMENT EXPENSE REPORT

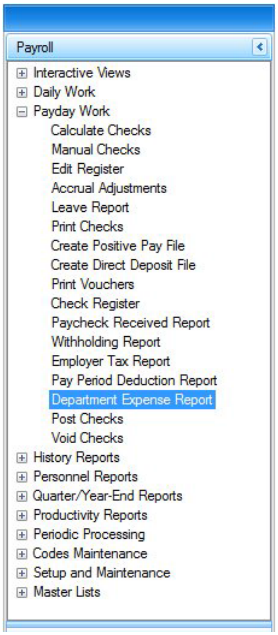
The **Department Expense Report** breaks down Employee Earnings, Deductions, Employer Costs, and Taxes by Department. Therefore, if you have Employees who work in several Departments, you can see how expenses are allocated to each Department where Employees worked.

Use the report to see how Earnings, Deductions, Employer Costs, and Taxes will post to the Department table and to serve as an audit trail of entries posted to the Department history table from Payroll Transactions (page 4-5), Calculate Checks (page 5-7), and Manual Checks (page 5-13).

To produce the **Department Expense Report**, follow these steps:

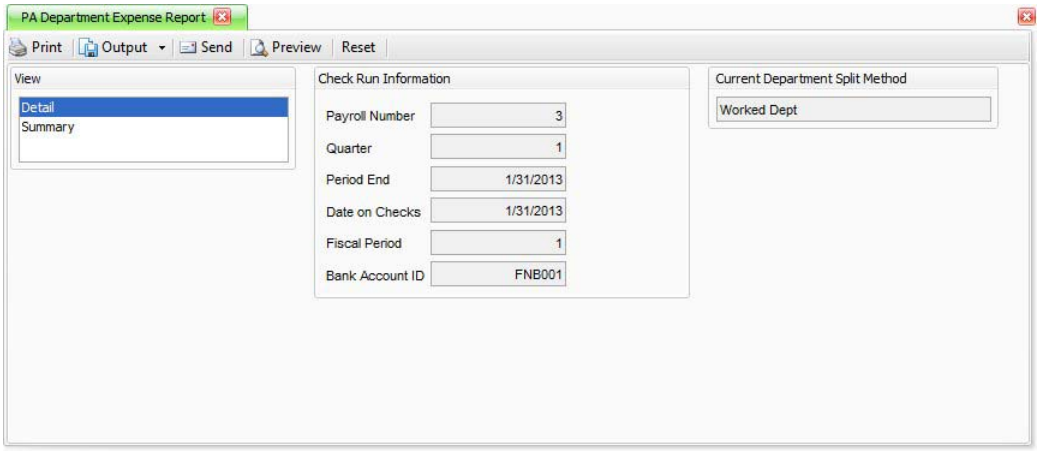
1. Select **Department Expense Report** from the **Payday Work** menu.

Department Expense Report Menu



2. The **Department Expense Report** screen appears.

Department Expense Report Screen



3. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period** and **Bank Account ID** you selected when you calculated or entered checks is displayed.
4. Select the amount of information to **View** in the report; **Detail** or **Summary**.
5. The **Current Department Split Method** is displayed from your Business Rules, Employer Taxes/Costs to Home or Worked Department option settings; **Home Dept** or **Work Dept**.
6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Department Expense Report

Group: 1 | Pay Code: 1

Continental Products Unlimited
Department Expense Report (Detail)
For Pay Period Ending 8/16/2010

Payroll No	8	**Quarter**	3
Date on Checks	8/16/2010	**Fiscal Period**	8
Bank Account ID	FNB001	**Current Department Split Method**	Home Dept

Employee ID / Name	SSN	Dept ID	Earnings Code	Hours	Sal / Wages	Taxes Auth / Code	Description	Amount	Costs Code	Description	Amount
STO001	XXX-XX-4392	100	REG	40.000	358.00	FED / EME	Employer Medicare	5.19	011	Uniform	25.00
Stockard, Albert W						FED / EOA	Employer OASDI	22.20			
Check No	1592					FED / FUT	Unemp Ins	2.86			
						MN / SUI	MN Unemp Ins	0.00			
Totals for Department ID 100				40.000	358.00	FED / EME	Employer Medicare	5.19	011	Uniform	25.00
						FED / EOA	Employer OASDI	22.20			
						FED / FUT	Unemp Ins	2.86			
						MN / SUI	MN Unemp Ins	0.00			
JONES001	XXX-XX-8123	200	SAL	40.000	2,500.00	FED / EME	Employer Medicare	36.25	011	Uniform	25.00
Jones, Edward A						FED / EOA	Employer OASDI	155.00			
Check No	1588					FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	63.99			
Totals for Department ID 200				40.000	2,500.00	FED / EME	Employer Medicare	36.25	011	Uniform	25.00
						FED / EOA	Employer OASDI	155.00			
						FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	63.99			
JOHNSON0001	XXX-XX-8881	300	SAL	40.000	1,575.00	FED / EME	Employer Medicare	22.84	011	Uniform	25.00
Johnson, Steve G						FED / EOA	Employer OASDI	97.65			
Check No	1586					FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	40.31			
Totals for Department ID 300				40.000	1,575.00	FED / EME	Employer Medicare	22.84	011	Uniform	25.00
						FED / EOA	Employer OASDI	97.65			
						FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	40.31			
BOU001	XXX-XX-1099	500	SAL	40.000	7,500.00	FED / EME	Employer Medicare	108.75	011	Uniform	25.00
Bourne, Linda C						FED / EOA	Employer OASDI	465.00			
Check No	1582					FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	0.00			
DOUBLA00001	XXX-XX-8123	500	SAL	40.000	4,100.00	FED / EME	Employer Medicare	59.45	011	Uniform	25.00
Doubla, Mike						FED / EOA	Employer OASDI	254.20			
Check No	1583					FED / FUT	Unemp Ins	0.00			
						MN / SUI	MN Unemp Ins	61.43			

POST CHECKS

Use the **Post Checks** function to post checks that have been calculated, or entered manually, and printed.

The following tasks are performed when checks are posted:

- The Employee History and Employer History tables are updated.
- If you elected for Automatic Accrual of Leave Time in Business Rules (page 3-5), the Remaining Leave Hours are updated for each Employee on the **Pay** tab in the Employee Information function (page 3-166).
- Check history is updated.
- The Hours Accrued and Hours Taken amounts in the Accrual Adjustments function (page 5-33) are updated.
- Department records are updated. Employer Taxes are posted to the Department records and Employee Hours and Pieces are updated.

  If no Time Tickets are entered for a Salaried Employee, the Employer Taxes and Deductions are *always* posted to the **Home** department selected in the Department field on the **Pay** tab in the Employee Information function (page 3-166). If Time Tickets are entered for a Salaried Employee for working in different Departments, but **Home** was selected in the Employer Taxes/Costs to Home or Worked Department field in the **Miscellaneous** area in Business Rules (page 3-5), the Employer Taxes and Deductions will *still* be posted to the Employee's Home Department. If you want taxes and Employer Costs posted to the **Worked** Department for Salaried Employees with Time Tickets, be sure to select **Worked** in Business Rules.

NOTE: If the Accounting Basis Business Rule (page 3-5) has been set to Accrual the expenses from the Daily Work Transaction Post have already been posted. The Accrued Wages account set in each Department will have a Debit transaction for the expenses already posted in the Transaction Post.

NOTE: Earnings excluded from Employees' net pay (such as Earned Tips) are *not* posted to Department records.

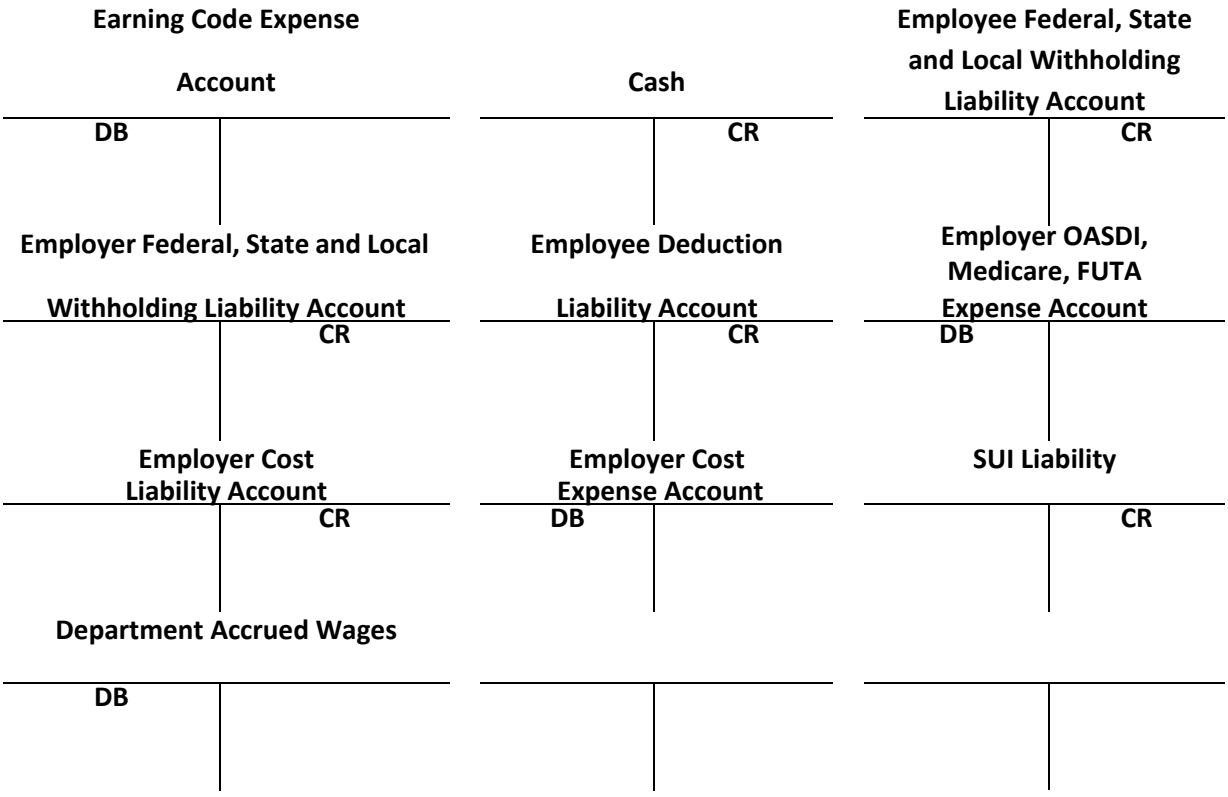
- If Payroll is interfaced with General Ledger, pay period information is posted to the GL Journal.

NOTE: Earnings excluded from Employees' net pay (such as Earned Tips) are *not* posted to the General Ledger.

- If Payroll is interfaced with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation Transactions table for the Bank Account ID you specify.
- Payroll information for the current pay period is cleared from all Payday Work functions to make way for the next pay period's check run.

Payroll Check Accounts

As Payroll checks are posted when Payroll is interfaced with General Ledger, entries are made to the following Accounts from the Employee's portion. (The Cash Account comes from the Bank Account record.) As Payroll checks are posted when Payroll is interfaced with General Ledger, entries are made to the below accounts from the Employer's portion.



The Department Accrued Wages will come from the Department setup for the Accrued Wages that have been posted in the Post Transactions. These accounts will only appear on the post log if the Business Rule for Accounting Basis is set to Accrual. If the Business Rule is set to Cash the Accrued Wages Account will not be used in this post.

The Bank Account's GL Account comes from the Bank Account record.

If a disbursement is reversed (a negative amount entered in the disbursement transaction), the bank account is debited and the offsetting account is credited.

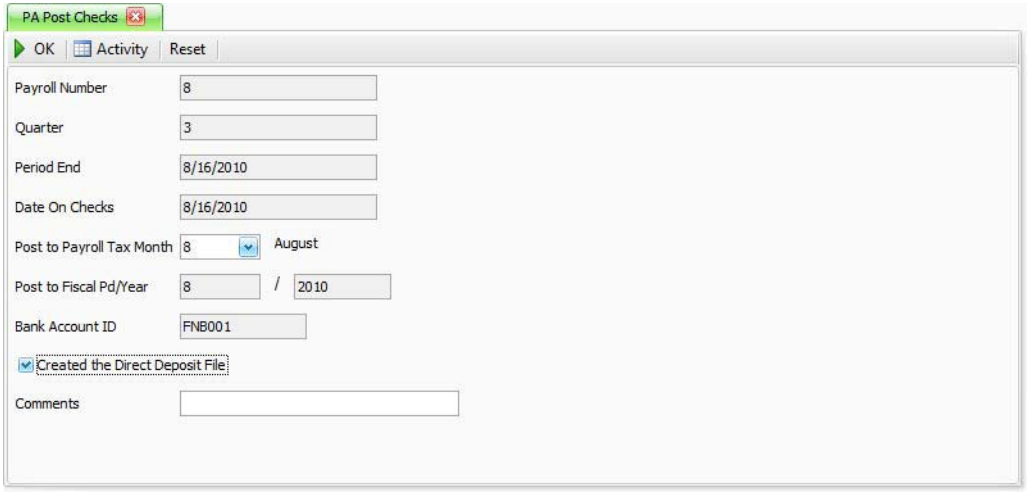
To **Post Checks**, follow these steps:

1. Select **Post Checks** from the **Payday Work** menu.

Post Checks Menu

2. The **Post Checks** screen appears.

Post Checks Screen



3. Before posting checks, complete the following tasks:
    - Prepare and Print Checks and Vouchers.
    - Enter Leave Accrual Adjustments (page 5-33) and print the Leave Report (page 5-35).
    - Back up all data files.
4. Print the following reports:
    - the Check Register (page 5-61)
    - the Paycheck Received Report (page 5-67)
    - the Withholding Report (page 5-71)
    - the Employer's Tax Report (page 5-75)
    - the Pay Period Deduction Report (page 5-79)
    - the Department Expense Report (page 5-83)
5. The **Payroll Number**, **Quarter**, **Period End**, **Date On Checks**, **Fiscal Period/Year** and **Bank Account ID** you selected when you calculated or entered checks is displayed.
6. Enter the **Post to Payroll Tax Month** for which to post.
7. The **Bank Account Id** you entered when calculating checks is displayed and this will be the bank from which you paid checks.

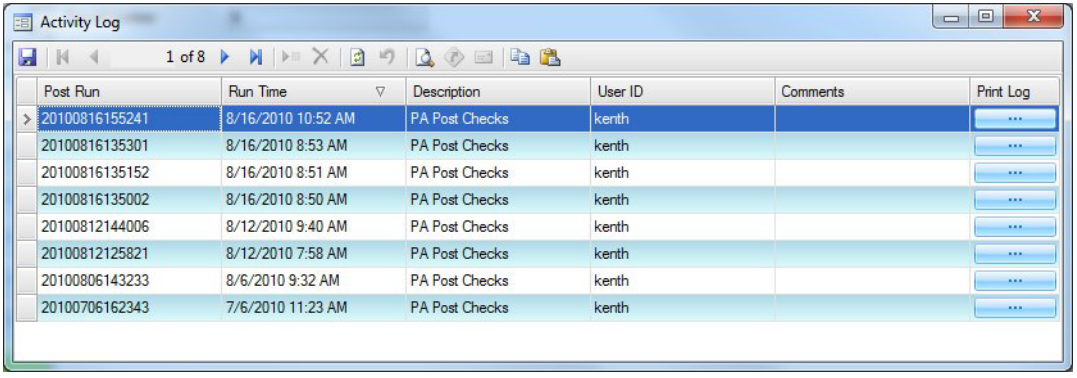
8. Select the box if you have **Created The Direct Deposit File**; otherwise, clear the box. This box is available only if you use the Direct Deposit in the Banking application. You can not continue without checking this box.
9. Enter **Comments** for the post, if applicable.
    - Select a command button:

Command Buttons

Name	Description
OK	Executes the post.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

- A message appears when the post completes successfully. After you click **OK** to close this message box, the Post Transactions Log appears.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Post Checks Log

Continental Products Unlimited — Page 1

Post Checks

Payroll No	8	**Quarter**	3
Period End	8/16/2010	**Date on Checks**	8/16/2010
Post to Payroll Tax Month	8	**Post to Fiscal Period / Year**	8 / 2010
Bank Account ID	FNB001	**Created the Direct Deposit File**	Yes
Comments			

Total for Bank Account ID FNB001 27,083.54

GL Entries 20100816155241

Posted to Fiscal Year 2010
Fiscal Period 8

Reference	Description	GL Account	Debit	Credit
100	Regular Pay	00-000-6110	358.00	
501	Regular Pay	00-000-6110	770.00	
200	Salaried Wage	00-000-6100	2,500.00	
300	Salaried Wage	00-000-6100	1,575.00	
500	Salaried Wage	00-000-6100	30,939.34	
501	Vacation Pay	00-000-6110	60.00	
PA	Medical Ins	00-000-2100		101.46
PA	Dental Ins	00-000-2100		35.09
PA	United Way	00-000-2100		273.50
PA	Credit Union	00-000-2100		150.00
PA	Dues	00-000-2100		15.00
PA	401K	00-000-2100		750.00
PA	Parking	00-000-2100		10.00
PA	Stock Plan	00-000-2100		200.00
PA	Employee Medicare	00-000-2120		524.94
PA	Employee OASDI	00-000-2120		2,244.55
PA	Federal WH	00-000-2300		3,409.26
PA	MN W/H	00-000-2300		1,405.00
PA	Uniform	00-000-1000		270.00
100	Uniform	00-000-6210	25.00	
200	Uniform	00-000-6210	25.00	
300	Uniform	00-000-6210	25.00	
500	Uniform	00-000-6210	150.00	
501	Uniform	00-000-6210	45.00	
PA	Employer Medicare	00-000-2120		524.94
PA	Employer OASDI	00-000-2120		2,244.55
PA	Unemp Ins	00-000-2120		9.50
PA	MN Unemp Ins	00-000-2120		241.87
100	Employer Medicare	00-000-6210	5.19	
200	Employer Medicare	00-000-6210	36.25	
300	Employer Medicare	00-000-6210	22.84	
500	Employer Medicare	00-000-6210	448.62	
501	Employer Medicare	00-000-6210	12.04	
100	Employer OASDI	00-000-6210	22.20	
200	Employer OASDI	00-000-6210	155.00	
300	Employer OASDI	00-000-6210	97.65	
500	Employer OASDI	00-000-6210	1,918.24	
501	Employer OASDI	00-000-6210	51.46	
200	MN Unemp Ins	00-000-6210	63.99	
300	MN Unemp Ins	00-000-6210	40.31	
500	MN Unemp Ins	00-000-6210	137.57	
100	Unemp Ins	00-000-6210	2.86	
501	Unemp Ins	00-000-6210	6.64	

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Post Checks Log Accrued Wages Included

Continental Products Unlimited
Post Checks
Page 1

Payroll No	13	Quarter	3
Period End	9/25/2015	Date on Checks	9/25/2015
Post to Payroll Tax Month	9	Post to Fiscal Period / Year	9 / 2015
Bank Account ID	FNB001	Created the Direct Deposit File	No
Comments			

Total for Bank Account ID FNB001 18,606.95

GL Entries 20150925202207

Posted to Fiscal Year 2015
Fiscal Period 9

Reference	Description	GL Account	Debit	Credit
500	Salaried Wage	00-000-6100		921.25
100	Regular Pay	00-000-6110		1,200.00
501	Regular Pay	00-000-6110		2,400.00
PA	Medical Ins	00-000-2100		101.46
PA	Dental Ins	00-000-2100		35.10
PA	United Way	00-000-2100		180.05
PA	Credit Union	00-000-2100		110.00
PA	Dues	00-000-2100		15.00
PA	401K	00-000-2100		604.04
PA	Parking	00-000-2100		10.00
PA	Stock Plan	00-000-2100		200.00
PA	Employee Medicare	00-000-2120		371.50
PA	Employee OASDI	00-000-2120		1,588.52
PA	Federal WH	00-000-2300		2,751.63
PA	MN W/H	00-000-2300		1,047.00
PA	Employer Medicare	00-000-2120		371.50
PA	Employer OASDI	00-000-2120		1,588.52
PA	MN Unemp Ins	00-000-2120		469.35
PA	Net Cash Entry	01-000-1000		18,606.95
100-Unsc	Accrued Wages	01-000-2100	1,200.00	
500-Unsc	Accrued Wages	01-000-2100	921.25	
501-Unsc	Accrued Wages	01-000-2100	2,400.00	
100	Regular Pay	00-000-6110	1,200.00	
501	Regular Pay	00-000-6110	2,400.00	
200	Salaried Wage	00-000-6100	2,500.00	
300	Salaried Wage	00-000-6100	1,575.00	
500	Salaried Wage	00-000-6100	17,946.26	
100	Employer Medicare	00-000-6210	17.40	
200	Employer Medicare	00-000-6210	36.25	
300	Employer Medicare	00-000-6210	22.83	
500	Employer Medicare	00-000-6210	260.22	
501	Employer Medicare	00-000-6210	34.80	
100	Employer OASDI	00-000-6210	74.40	
200	Employer OASDI	00-000-6210	155.00	
300	Employer OASDI	00-000-6210	97.65	
500	Employer OASDI	00-000-6210	1,112.67	
501	Employer OASDI	00-000-6210	148.80	
100	MN Unemp Ins	00-000-6210	37.20	
200	MN Unemp Ins	00-000-6210	77.50	
300	MN Unemp Ins	00-000-6210	48.83	
500	MN Unemp Ins	00-000-6210	231.42	
501	MN Unemp Ins	00-000-6210	74.40	
	Total for Fiscal Period 9		32,571.88	32,571.88

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VOID CHECKS

Use the **Void Checks** function to void Payroll checks that have been printed and posted. This function is valuable if you printed a check by mistake and want to remove its record from the system. Checks can be voided by Employee ID or Check Run.

When a check is voided, several things happen:

- If a Payroll check is voided after it has been posted, the check is backed out from General Ledger.
- A negative transaction is added to transaction history to offset the transaction you voided.
- The check is flagged as voided in check history.
- The check is also entered back into the Payroll Transactions function (page 4-5) for editing or deleting purposes.

NOTE: The transaction history table is *not* updated when a manual check is voided.

Voided BR Checks

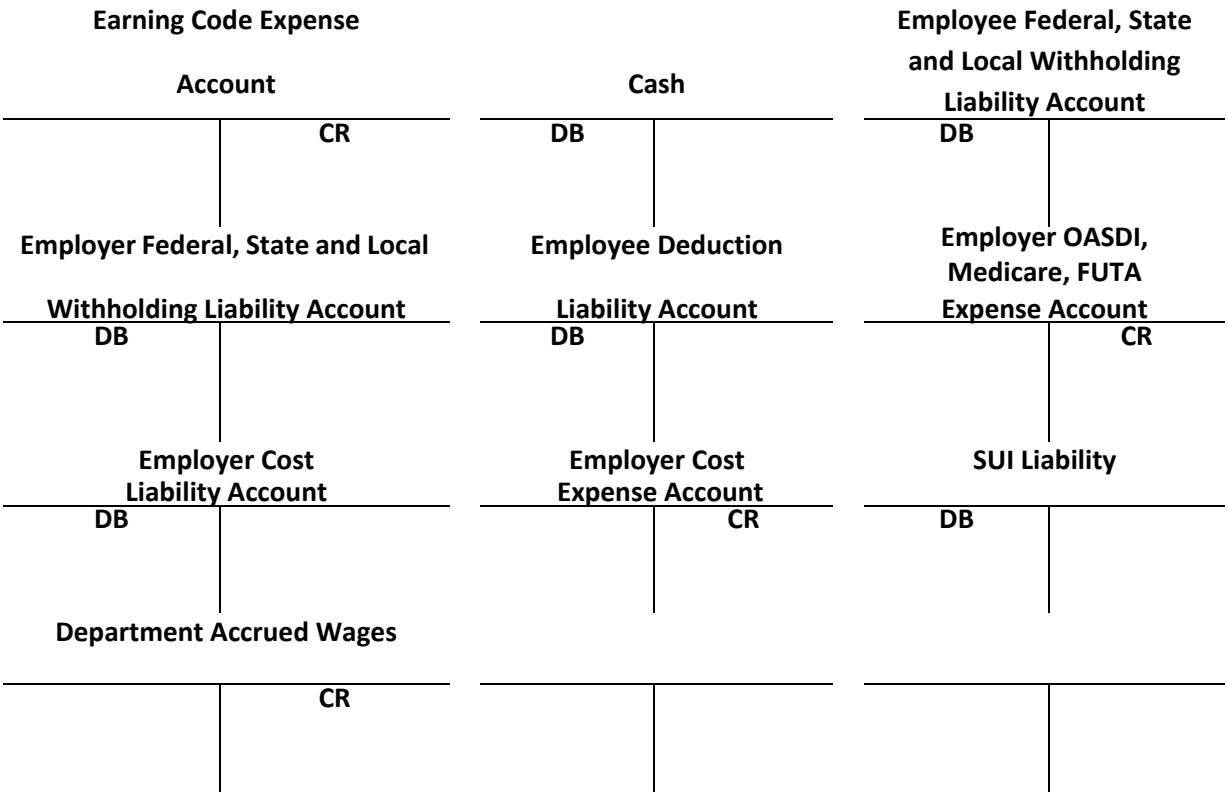
When voided BR checks are posted, entries are made to these accounts:

Bank Account		Offsetting
Cash		Account(s)
DB		CR

The Bank Account's GL Account is from the Bank Account record.

Voided Payroll Checks

When voided Payroll checks are posted, entries are made to these accounts:

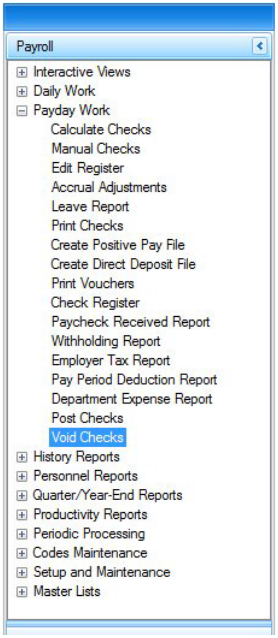


The Bank Account's GL Cash Account is from the Bank Account record. The Employee Withholding and Employer Tax Liability Accounts come from the Tax Authority setup. The Deduction and Employer Cost Liability Accounts come from the Deductions and Employer Costs setup. The Employer Tax, Earnings, and Employer Cost Expense Accounts come the Department setup.

To use the **Void Checks** function, follow these steps:

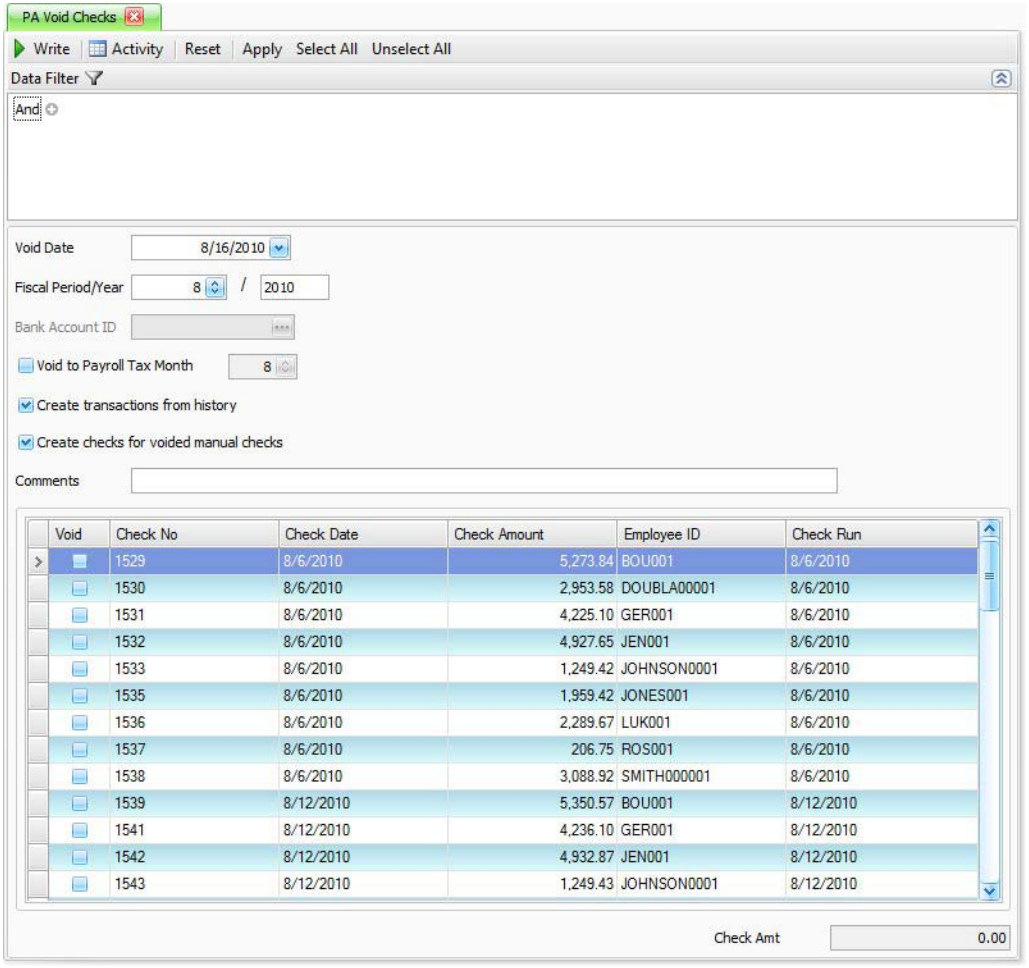
1. Select **Void Checks** from the **Payday Work** menu.

Void Checks Menu



2. The **Void Checks** screen appears.

Void Checks Screen



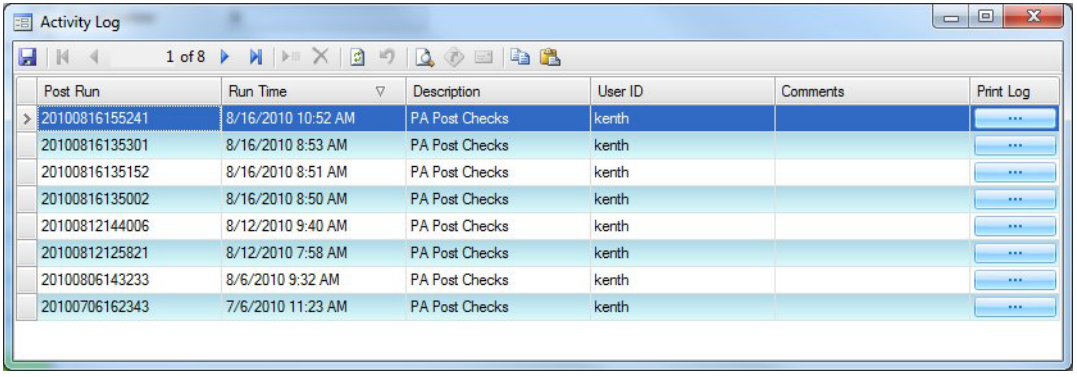
3. Select the Filter Criteria to determine the list of available checks to void. You can filter by; **Check Date**, **Check Number**, **Check Run**, and **Employee ID**. Click **Apply** to apply your filter.
4. Posted checks that match your selection criteria appear in the detail section of the screen.
5. You can choose to select one check or more than one check, unselect all checks, or view details about a check by selecting one of the following options:
    - To void one Payroll Check, Select the **Void** box.
    - To void all displayed Payroll Checks, use the **Select All** button**.**

- To unselect all Payroll Checks, use the **Unselect All** button.

6. Enter the **Void Date**, the **Fiscal Period** and **Year**. Enter any **Comments** you want to carry over to GL for future reference.
7. The **Bank Account ID** is displayed.
8. By default the check will be voided to the current payroll tax month. Select the box to change the **Void to Payroll Tax Month** to post the void to a different tax month.
9. Select the box to **Create transactions from history**, to generate a transaction from transaction history for checks calculated with amounts calculated from Posted Transactions.
10. Select the box to **Create checks for voided manual checks**, to recreate a manual check for checks entered using the Manual Checks function.
11. To void the checks you selected, select **Write**.
12. When the payments have been successfully voided, the Void Payments Report dialog box appears.
13. The Void Payments Report report appears when payments have been successfully voided.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
Post Run	The system assigned post run ID.

Name	Displays
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Void Checks Employee Log

Continental Products Unlimited
Void Checks

Page 1
USD

Void Date	8/12/2010	**Fiscal Period / Year**	8 / 2010
Void to Payroll Tax Month	8	**Create transactions from history**	Yes
Create checks for voided manual checks	Yes		
Comments			

Employee ID	Name	Check No	Check Date	Net Pay
DOUBLA00001	Doubla, Mike	1540	8/12/2010	2,958.10
			Total	2,958.10
Grand Total				2,958.10

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Void Checks Post to GL Log

Continental Products Unlimited — Page 2
Void Checks — USD

Total for Bank Account ID FNB001 2,958.10

GL Entries 20100812144246

Posted to Fiscal Year 2010
Fiscal Period 8

Reference	Description	GL Account	Debit	Credit
PA	Dental Ins	00-000-2100	3.52	
PA	Medical Ins	00-000-2100	10.56	
PA	United Way	00-000-2100	41.00	
PA	Employee Medicare	00-000-2120	59.45	
PA	Employee OASDI	00-000-2120	254.20	
PA	Employer Medicare	00-000-2120	59.45	
PA	Employer OASDI	00-000-2120	254.20	
PA	Federal WH	00-000-2300	551.17	
PA	MN W/H	00-000-2300	222.00	
500	Salaried Wage	00-000-6100		4,100.00
500	Employer Medicare	00-000-6210		59.45
500	Employer OASDI	00-000-6210		254.20
PA	Net Cash Entry	01-000-1000	2,958.10	
	Total for Fiscal Period 8		4,413.65	4,413.65
Grand Total			4,413.65	4,413.65

Exceptions

Grand Total

8/12/2010 9:42 AM *** End of Report *** OPEN_SYSTEMS\kenthe

6

Reports & Periodic Processing

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PRODUCING PERSONNEL REPORTS

Use the Personnel Reports functions for the following tasks:

- Produce the **Detail Leave Report** (page 6-5) to serve as an audit trail of your Employees' Leave time accrued and used.
- Produce the **Profit Sharing Census Report** (page 6-9) to analyze the amount of income Employees are receiving from your company's profit sharing program.
- Produce the **Salary Review Report** (page 6-13) to determine Employees' eligibility for salary reviews and to analyze salary and bonus histories for your Employees.
- Produce the **Employee Birthday Report** (page 6-19) as a list of Employee Birthdays.
- Produce the **Employment Anniversary Report** (page 6-23) as a list of Employee Start Dates and Employees' length of employment with the company.
- Produce the **Personnel Roster** (page 6-27) as a list Employees and selected information from the Employee and general personnel information tables.
- Produce the **Education Report** (page 6-31) to analyze the degrees of education present among your Employees.
- Produce the **Key Date Report** (page 6-35) as a list of Employees according to the key date you select and the criteria you specify.

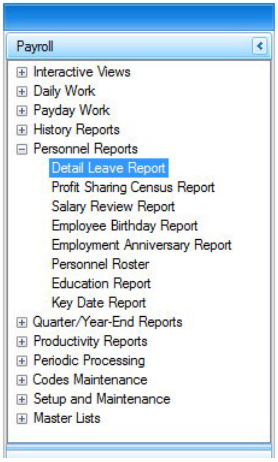
DETAIL LEAVE REPORT

Use the **Detail Leave Report** to serve as an audit trail of your Employees' Leave time accruals and the amounts of Leave they have used within the dates you specify.

To produce the **Detail Leave Report**, follow these steps:

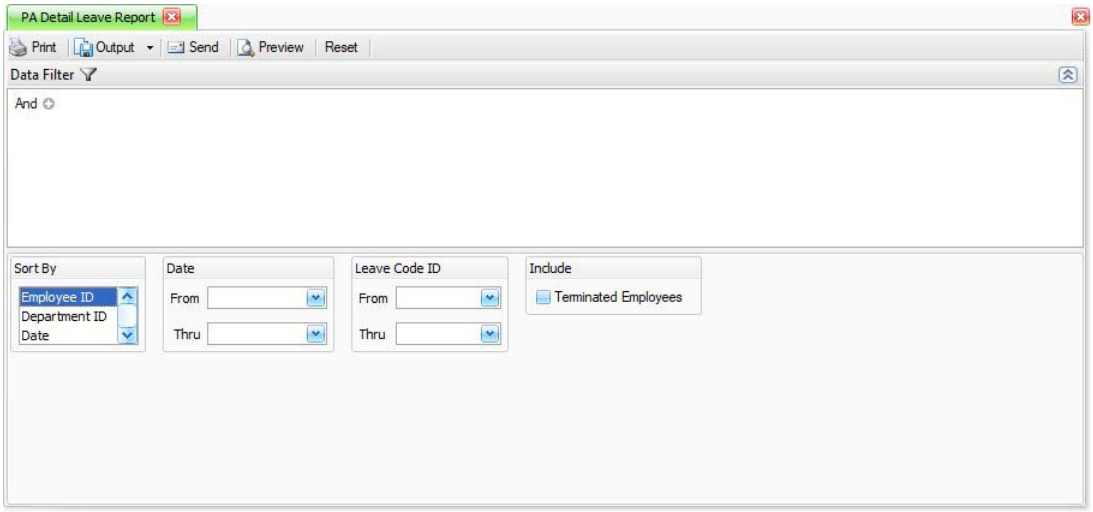
1. Select **Detail Leave Report** from the **Personnel Reports** menu.

Detail Leave Report Menu



2. The **Detail Leave Report** screen appears.

Detail Leave Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the Leave records.
4. Select the **Sort By** criterion for the report; **Employee ID**, **Department ID**, or **Date**.
5. Select the range of **Dates From** and **Thru**, to include in the report. Leave the From and Thru fields blank to include all dates in the report.
6. Select the range of **Leave Code ID From** and **Thru**, to include in the report. Leave the From and Thru fields blank to include all Leave Codes in the report.
7. Check the box to **Include Terminated Employees** to include terminated Employees, otherwise clear the box.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Detail Leave Report

Continental Products Unlimited
Detail Leave Report
Sorted by Employee ID

Page 1

Report Filter
Leave Code ID From — Leave Code ID Thru
Include Terminated Employees: No

Employee ID	Name	Leave Code ID	Source	Date	Hours	Description
BOU001	Bourne, Linda K	V02	Check	4/30/2017	13.333	Post Checks
		V02	Check	5/23/2017	13.333	Post Checks
		V02	Check	5/31/2017	13.333	Post Checks
		V02	Check	6/15/2017	13.333	Post Checks
		V02	Check	7/15/2017	13.333	Post Checks
	Balance for Leave Code ID V02				66.665	
	Total Earned				0.000	
	Total Used	XX	Check	4/30/2017	3.340	Post Checks
		XX	Check	5/23/2017	3.340	Post Checks
		XX	Check	5/31/2017	3.340	Post Checks
		XX	Check	6/15/2017	3.340	Post Checks
		XX	Check	7/15/2017	3.340	Post Checks
	Balance for Leave Code ID XX				16.700	
	Total Earned				0.000	
	Total Used	V02	Check	4/30/2017	13.333	Post Checks
DOUBLA00001	Doubla, Mike K	V02	Check	5/23/2017	13.333	Post Checks
		V02	Check	5/31/2017	13.333	Post Checks
		V02	Check	6/15/2017	13.333	Post Checks
		V02	Check	7/15/2017	13.333	Post Checks
	Balance for Leave Code ID V02				66.665	
	Total Earned				0.000	
	Total Used	XX	Check	4/30/2017	3.340	Post Checks
		XX	Check	5/23/2017	3.340	Post Checks
		XX	Check	5/31/2017	3.340	Post Checks
		XX	Check	6/15/2017	3.340	Post Checks
		XX	Check	7/15/2017	3.340	Post Checks
	Balance for Leave Code ID XX				16.700	
	Total Earned				16.700	
	Total Used				0.000	
GER001	Gerard, Timothy K	V02	Check	4/30/2017	13.333	Post Checks

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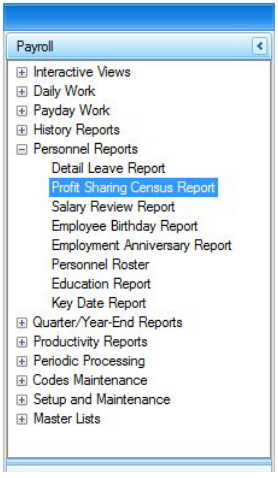
PROFIT SHARING CENSUS REPORT

Use the **Profit Sharing Census Report** to analyze the amount of income Employees are receiving from your company's profit sharing program.

To produce the **Profit Sharing Census Report**, follow these steps:

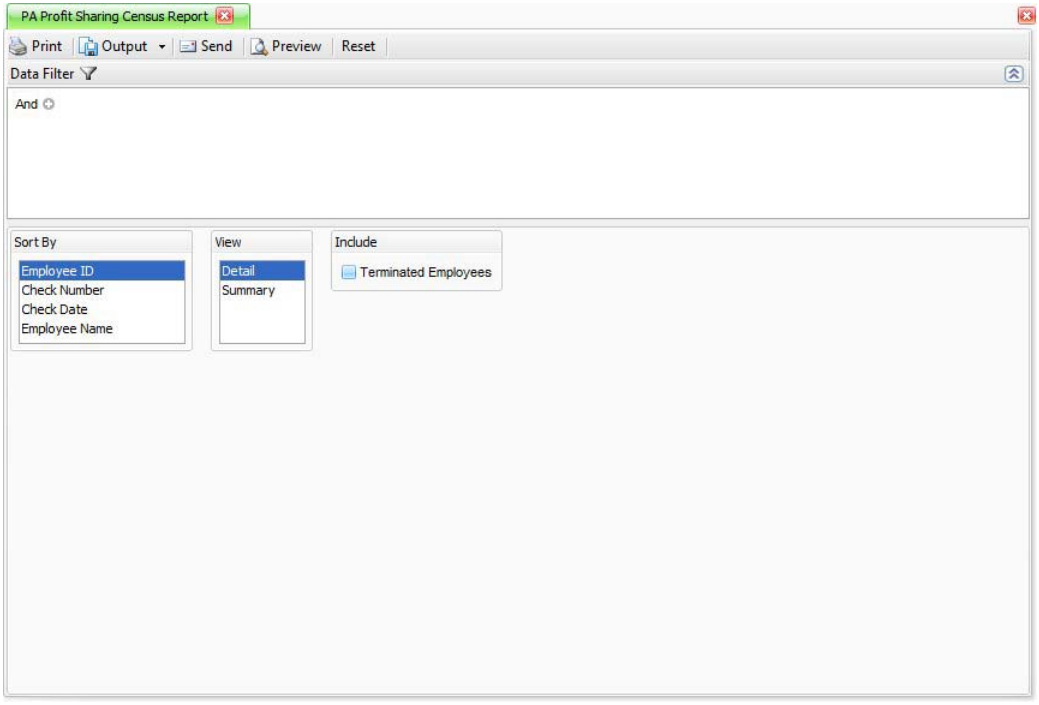
1. Select **Profit Sharing Census Report** from the **Personnel Reports** menu.

Profit Sharing Census Report Menu



2. The **Profit Sharing Census Report** screen appears.

Profit Sharing Census Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Employee ID**, **Check Number**, **Check Date**, or **Employee Name**.
5. Select whether to generate a **Detail** or **Summary** view of the Profit Sharing Census Report by selecting the appropriate view from the **View** section.
6. Select the check box to **Include Terminated Employees** to include Terminated Employees, otherwise clear the box.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Profit Sharing Census Report

Continental Products Unlimited
Profit Sharing Census Report
Sorted by Employee ID

Report Filter
Include Terminated Employees No

Employee ID	Check No	Date	Hours	Gross Wages			
BOU001	0001023	12/29/1999	173.330	15,000.00			
BOU001	0001025	1/31/2004	0.000	8,250.00			
BOU001	0001033	2/28/2004	0.000	7,500.00			
BOU001	0001041	3/31/2004	0.000	7,500.00			
BOU001	0001073	10/1/1997	173.330	7,633.82			
BOU001	0001080	12/11/1999	173.330	7,500.00			
BOU001	0001084	12/11/1999	173.330	7,500.00			
BOU001	0001086	12/14/1999	173.330	7,500.00			
BOU001	0001088	12/14/1999	0.000	2,000.00			
BOU001	0001090	12/17/1999	173.330	7,500.00			
BOU001	0001097	1/18/2005	173.333	7,500.00			
BOU001	1529	8/6/2010	40.000	7,500.00			
BOU001	1539	8/12/2010	40.000	7,500.00			
BOU001	1547	8/12/2010	40.000	7,500.00			
BOU001	1558	8/16/2010	40.000	7,500.00			
BOU001	1566	7/16/2010	40.000	7,500.00			
BOU001	1574	8/16/2010	40.000	7,500.00			
BOU001	1582	8/16/2010	40.000	7,500.00			
Employee ID	BOU001	**Totals**	1,493.313	137,883.82	**Birth**	6/7/1953	
XXX-XX-1099	Bourne,Linda C				**Hire**	1/9/1987	**Term**
DOUBLA00001	0001098	1/18/2005	173.333	4,100.00			
DOUBLA00001	1530	8/6/2010	40.000	4,100.00			
DOUBLA00001	1548	8/12/2010	40.000	4,100.00			
DOUBLA00001	1559	8/16/2010	40.000	4,100.00			
DOUBLA00001	1567	7/16/2010	40.000	4,100.00			
DOUBLA00001	1575	8/16/2010	40.000	4,100.00			
DOUBLA00001	1583	8/16/2010	40.000	4,100.00			
Employee ID	DOUBLA00001	**Totals**	413.333	28,700.00	**Birth**		
XXX-XX-8123	Doubla,Mike				**Hire**	5/31/1998	**Term**
GER001	0001026	1/31/2004	0.000	6,050.00			
GER001	0001034	2/28/2004	0.000	5,550.00			
GER001	0001042	3/31/2004	0.000	5,550.00			
GER001	0001074	10/1/1997	173.330	5,550.00			
GER001	0001081	12/11/1999	173.330	5,550.00			
GER001	0001085	12/11/1999	173.330	5,550.00			
GER001	0001091	12/17/1999	173.330	5,550.00			
GER001	0001099	1/18/2005	173.333	5,550.00			
GER001	1531	8/6/2010	40.000	5,550.00			
GER001	1541	8/12/2010	40.000	5,550.00			
GER001	1549	8/12/2010	40.000	5,550.00			
GER001	1560	8/16/2010	40.000	5,550.00			
GER001	1568	7/16/2010	40.000	5,550.00			
GER001	1576	8/16/2010	40.000	5,550.00			
GER001	1584	8/16/2010	40.000	5,550.00			
Employee ID	GER001	**Totals**	1,146.653	83,750.00	**Birth**	12/31/1948	
XXX-XX-4819	Gerard,Timothy G				**Hire**	1/23/1981	**Term**
JEN001	0001027	1/31/2004	0.000	7,500.00			
JEN001	0001035	2/28/2004	0.000	7,500.00			
JEN001	0001043	3/31/2004	0.000	7,500.00			
JEN001	0001075	10/1/1997	173.330	7,500.00			

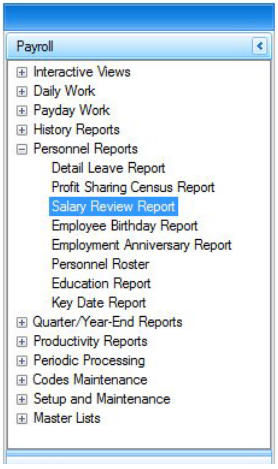
SALARY REVIEW REPORT

Use the **Salary Review Report** to determine Employees' eligibility for salary reviews and to analyze Salary and Bonus histories for your Employees.

To produce the **Salary Review Report**, follow these steps:

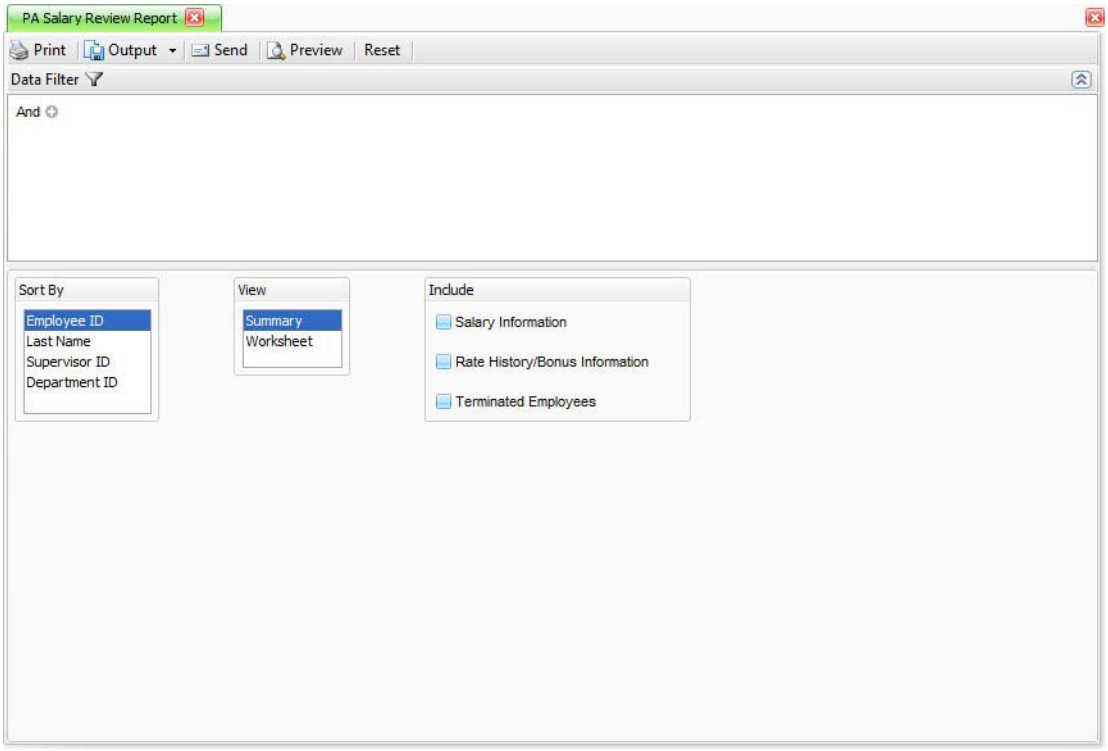
1. Select **Salary Review Report** from the **Personnel Reports** menu.

Salary Review Report Menu



2. The **Salary Review Report** screen appears.

Salary Review Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Employee ID**, **Last Name**, **Supervisor ID**, or **Department ID**.
5. Select the **View** format for the report; **Summary** or **Worksheet**.

   The *Worksheet* format is helpful when figuring salary increases or bonuses.
6. To **Include Salary Information** on the report, select the check box; otherwise, clear the check box.
7. To **Include Rate History/Bonus Information** on the report, select the check box; otherwise, clear the check box.
8. Select the check box to **Include Terminated Employees**, otherwise clear the check box.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Salary Review Report

Continental Products Unlimited — Page 1
Salary Review Report
Sorted by Employee ID

Report Filter
Include Salary Information: Yes
Include Terminated Employees: No
Include Rate History / Bonus Information: Yes

Employee ID / Supervisor ID	Name / Name	Dept ID / Hire Date	Last Review / Next Review	Job Title / Labor Class	Current Salary / Hourly Rate	Yearly Salary / Type
BOU001	Bourne, Linda C	500	11/12/2004	Admin. Asst.	7,500.00	90,000.00
LUK001	Lukas, George	1/9/1987	11/12/2005	Prs	0.000	Salaried
DOUBLA00001	Doubla, Mike	500			4,100.00	49,200.00
				Prs	0.000	Salaried
GER001	Gerard, Timothy G	500	4/1/2004	V P Sales	5,550.00	66,600.00
BOU001	Bourne, Linda C	1/23/1981	4/1/2005	VP	0.000	Salaried
JEN001	Jenkins, Kathy M	500			7,500.00	90,000.00
		5/31/1981		VP	0.000	Salaried
JOHNSON0001	Johnson, Steve G	300	9/1/2004		1,575.00	18,900.00
BOU001	Bourne, Linda C			SHP	0.000	Salaried
Pay Rate Change Information						
Date	Reason		Old Rate			
1/18/2002	demotion		5,550.000			
JON001	Jonchim, Maria K	501		Secretary	0.00	15,600.00
LUK001	Lukas, George	3/31/1987		SEC	7.500	Hourly
JONES001	Jones, Edward A	200	8/2/2004		2,500.00	30,000.00
LUK001	Lukas, George			SHP	0.000	Salaried
LUK001	Lukas, George	500			2,500.00	30,000.00
		4/1/1980		MGR	0.000	Salaried
ROS001	Rossini, Lou A	501			0.00	11,960.00
		11/4/1983		SEC	5.750	Hourly
SMITH000001	Smith, Robert C	500			3,789.34	45,472.08
				MGR	0.000	Salaried
Pay Rate Change Information						
Date	Reason		Old Rate			
1/18/2002	Promotion		2,500.000			
STO001	Stockard, Albert W	100			0.00	18,616.00
		11/30/1986		SHP	8.950	Hourly

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Salary Review Worksheet

Continental Products Unlimited
Salary Review Report
Sorted by Employee ID

Page 1

Report Filter
Include Salary Information Yes
Include Terminated Employees No
Include Rate History / Bonus Information Yes

Employee ID / Supervisor ID	Name / Name	Dept ID / Hire Date	Last Review / Next Review	Job Title / Labor Class	Current Salary / Hourly Rate	Yearly Salary / Type
BOU001	Bourne, Linda C	500	11/12/2004	Admin. Asst.	7,500.00	90,000.00
LUK001	Lukas, George	1/9/1987	11/12/2005	Prs	0.000	Salaried

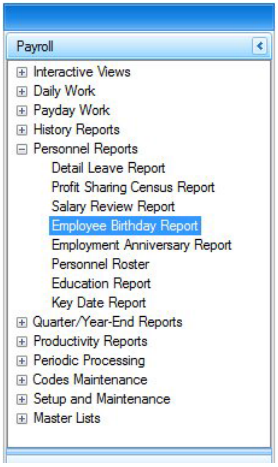
EMPLOYEE BIRTHDAY REPORT

Use the **Employee Birthday Report** to produce a list of employee birthdays.

To produce the **Employee Birthday Report**, follow these steps:

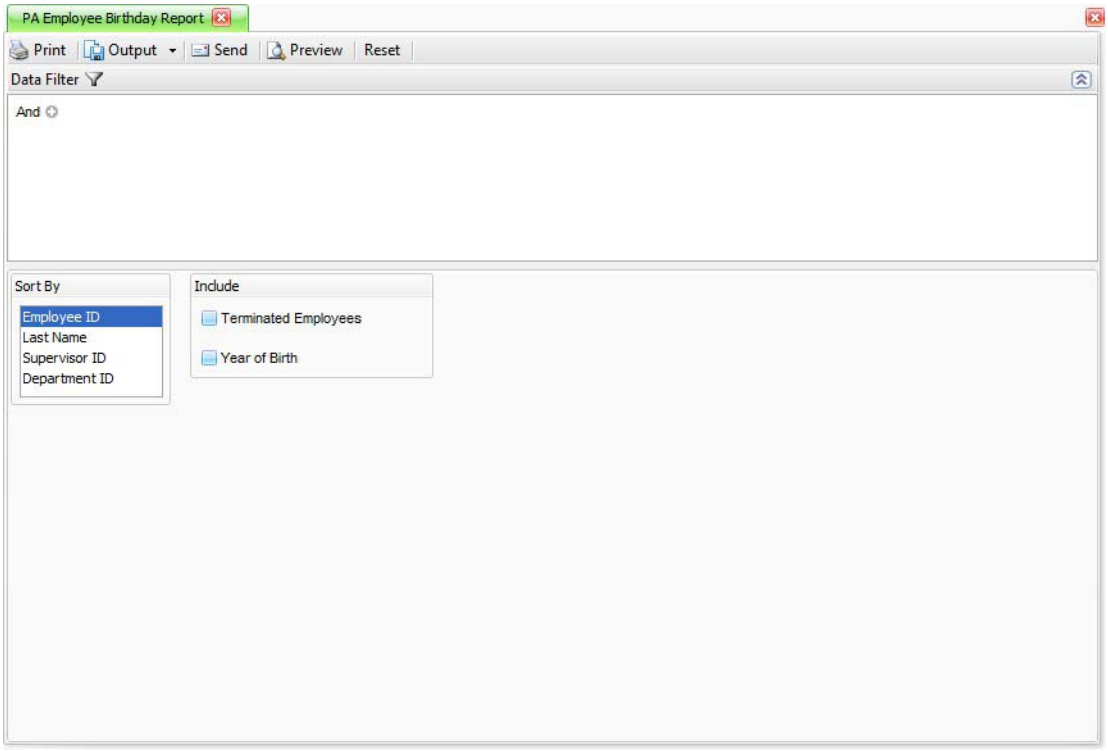
1. Select **Employee Birthday Report** from the **Personnel Reports** menu.

Employee Birthday Report Menu



2. The **Employee Birthday Report** screen appears.

Employee Birthday Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Employee ID**, **Last Name**, **Supervisor ID**, or **Department ID**.
5. Select the check box to **Include Terminated Employees**; otherwise clear the check box.
6. To **Include Year of Birth** for each Employee on the report, select the check box; otherwise, clear the check box.

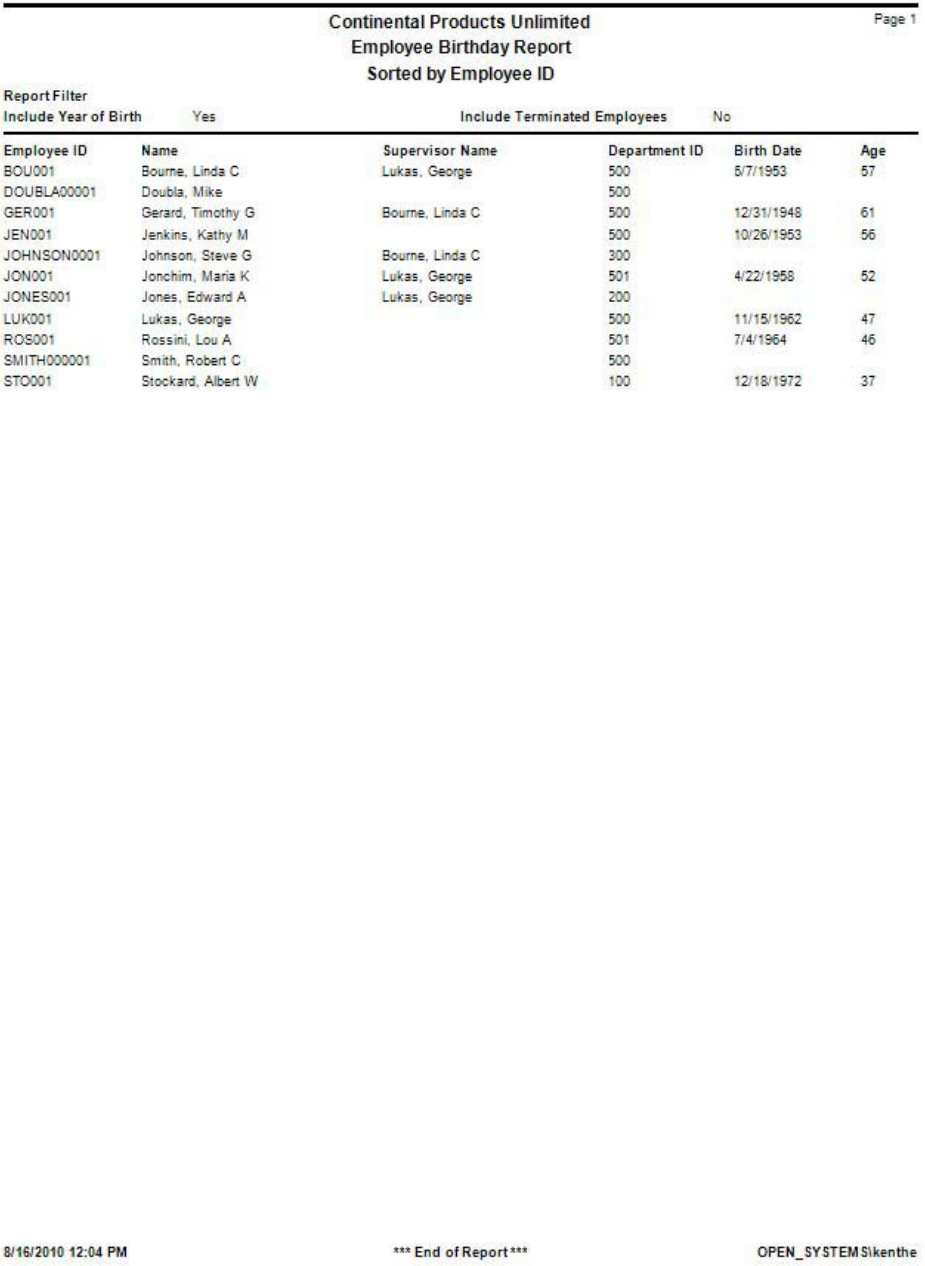
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Birthday Report



Continental Products Unlimited
Employee Birthday Report
Sorted by Employee ID

Page 1

Report Filter
Include Year of Birth Yes Include Terminated Employees No

Employee ID	Name	Supervisor Name	Department ID	Birth Date	Age
BOU001	Bourne, Linda C	Lukas, George	500	5/7/1953	57
DOUBLA00001	Doubla, Mike		500		
GER001	Gerard, Timothy G	Bourne, Linda C	500	12/31/1948	61
JEN001	Jenkins, Kathy M		500	10/26/1953	56
JOHNSON0001	Johnson, Steve G	Bourne, Linda C	300		
JON001	Jonchim, Maria K	Lukas, George	501	4/22/1958	52
JONES001	Jones, Edward A	Lukas, George	200		
LUK001	Lukas, George		500	11/15/1962	47
ROS001	Rossini, Lou A		501	7/4/1964	46
SMITH000001	Smith, Robert C		500		
STO001	Stockard, Albert W		100	12/18/1972	37

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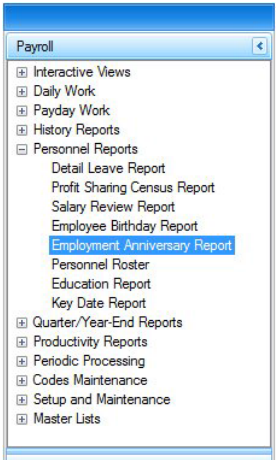
EMPLOYMENT ANNIVERSARY REPORT

Use the **Employment Anniversary Report** to produce a list of Employee Start Dates and their length of employment with the company.

To produce the **Employee Anniversary Report**, follow these steps:

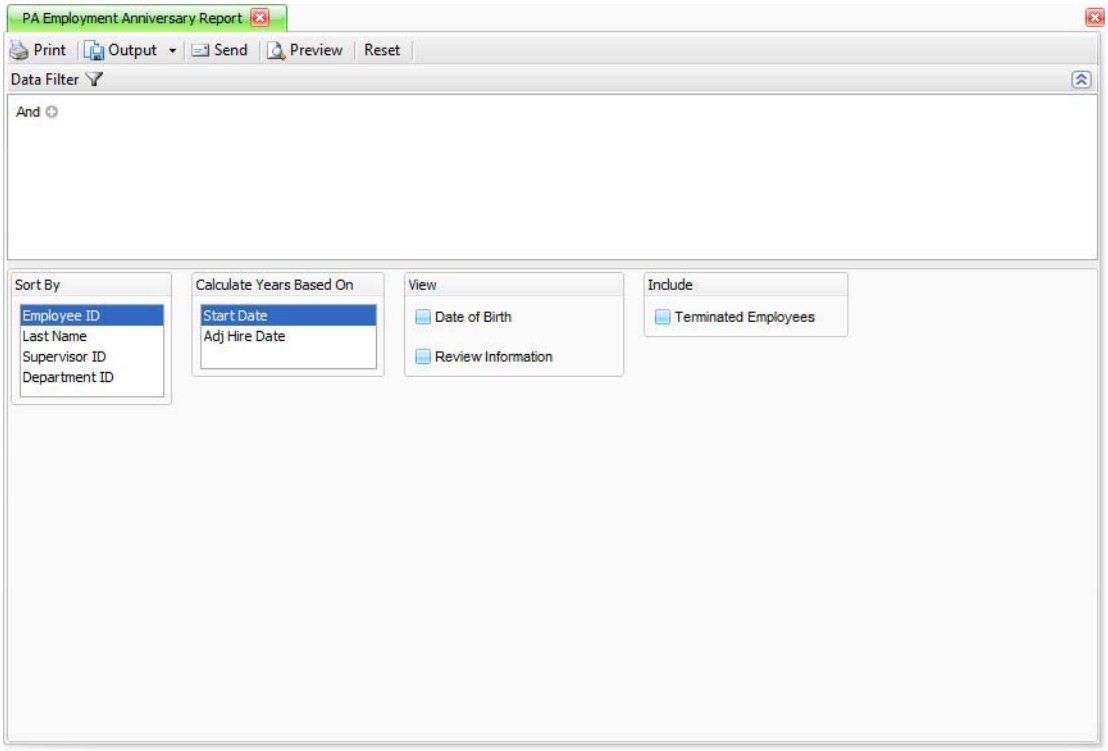
1. Select **Employee Anniversary Report** from the **Personnel Reports** menu.

Employment Anniversary Report Menu



2. The **Employee Anniversary Report** screen appears.

Employment Anniversary Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Employee ID**, **Last Name**, **Supervisor ID**, or **Department ID**.
5. Select the **Calculate Years Based On** date for the report; **Start Date** or **Adj Hire Date**.
6. To **View Date of Birth** for each Employee on the report, select the check box; otherwise, clear the check box.
7. To **View Review Information** for each Employee on the report, select the check box; otherwise, clear the check box.
8. Select the check box to **Include Terminated Employees**; otherwise clear the check box.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Anniversary Report

Page 1

Continental Products Unlimited
Employment Anniversary Report
Sorted by Employee ID

Report Filter
Calculate Years Based On Start Date
View Review Information Yes
View Date of Birth Yes
Include Terminated Employees No

Employee ID / Supervisor ID	Name / Name	Dept ID	Start Date	Years	Adjusted Hire	Birth Date	Last Review Date / Next Review Date
BOU001	Bourne, Linda C	500	1/9/1987	23	1/9/1987	5/7/1953	11/12/2004
LUK001							11/12/2005
DOUBLA00001	Doubla, Mike	500	5/31/1998	12			
GER001	Gerard, Timothy G	500	1/23/1981	29	1/23/1981	12/31/1948	4/1/2004
BOU001							4/1/2005
JEN001	Jenkins, Kathy M	500	5/31/1981	29	5/31/1981	10/26/1953	
JOHNSON0001	Johnson, Steve G	300	4/4/1998	12			9/1/2004
BOU001							
JON001	Jonchim, Maria K	501	3/31/1987	23	3/31/1987	4/22/1958	
LUK001							
JONES001	Jones, Edward A	200	2/2/1997	13			8/2/2004
LUK001							
LUK001	Lukas, George	500	4/1/1980	30	4/1/1980	11/15/1962	
ROS001	Rossini, Lou A	501	11/4/1983	26	11/4/1983	7/4/1964	
SMITH000001	Smith, Robert C	500	5/5/1998	12			
STO001	Stockard, Albert W	100	11/30/1986	23	11/30/1986	12/18/1972	

8/16/2010 12:05 PM *** End of Report *** OPEN_SYSTEM\kenthe

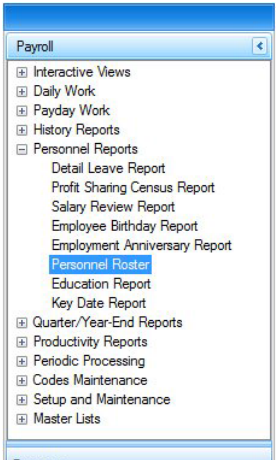
PERSONNEL ROSTER

Use the **Personnel Roster** to produce a list of Employees and selected information from the Employee general and personnel information tables.

To produce the **Personnel Roster**, follow these steps:

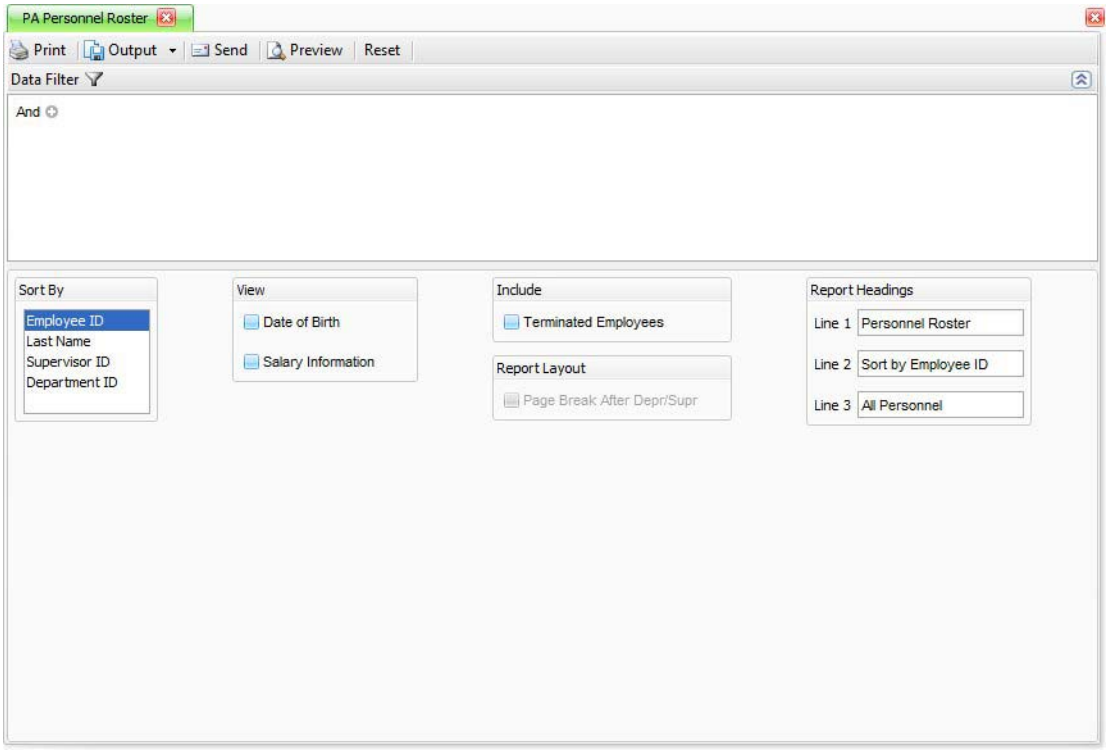
1. Select **Personnel Roster** from the **Personnel Reports** menu.

Personnel Roster Menu



2. The **Personnel Roster** screen appears.

Personnel Roster Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the Roster; **Employee ID**, **Last Name**, **Supervisor ID**, or **Department ID**.
5. To **View Date of Birth** on the Roster, select the check box; otherwise, clear the check box.
6. To **View Salary Information** on the Roster, select the check box; otherwise, clear the check box.
7. Select the check box to **Include Terminated Employees** on the Roster; otherwise clear the check box.
8. To put in a **Page Break After Each Depr/Supr** when Sorting by Supervisor ID or Department ID, select the check box; otherwise, clear the check box.
9. Enter the **Report Headings** for the roster.

10. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Personnel Roster

Continental Products Unlimited
Personnel Roster
Sort by Employee ID
All Personnel

Report Filter
View Date of Birth Yes
Include Terminated Employees No
View Salary Information Yes

Employee ID	Name Job Title	Start Date Adj Start Date	SSN	Dept ID Birth Date	Gender	EEO	Class	Group	Sort	Type	Salary	Rate	Yearly Salary
BOU001	Bourne, Linda C Admin. Asst.	1/9/1987 1/9/1987	XXX-XX-1099	500 6/7/1953	F	2	Prs	1		Salaried	7,500.00	0.000	90,000.00
DOUBLA00001	Doubla, Mike	5/31/1998	XXX-XX-8123	500	M	1	Prs	1		Salaried	4,100.00	0.000	49,200.00
GER001	Gerard, Timothy G V P Sales	1/23/1981 1/23/1981	XXX-XX-4819	500 12/31/1948	M	1	VP	1		Salaried	5,550.00	0.000	66,600.00
JEN001	Jenkins, Kathy M	5/31/1981 5/31/1981	XXX-XX-9093	500 10/26/1953	F	1	VP	1		Salaried	7,500.00	0.000	90,000.00
JOHNSON0001	Johnson, Steve G	4/4/1998	XXX-XX-8881	300	M	1	SHP	1		Salaried	1,575.00	0.000	18,900.00
JON001	Jonchim, Maria K Secretary	3/31/1987 3/31/1987	XXX-XX-9944	501 4/22/1958	F	3	SEC	1		Hourly	0.00	7.500	15,600.00
JONES001	Jones, Edward A	2/2/1997	XXX-XX-8123	200	M	1	SHP	1		Salaried	2,500.00	0.000	30,000.00
LUK001	Lukas, George	4/1/1980 4/1/1980	XXX-XX-1281	500 11/15/1962	M	1	MGR	1		Salaried	2,500.00	0.000	30,000.00
ROS001	Rossini, Lou A	11/4/1983 11/4/1983	XXX-XX-9982	501 7/4/1964	M	1	SEC	1		Hourly	0.00	5.750	11,960.00
SMITH000001	Smith, Robert C	5/5/1998	XXX-XX-1238	500	M	1	MGR	1		Salaried	3,789.34	0.000	45,472.08
STO001	Stockard, Albert W	11/30/1986 11/30/1986	XXX-XX-4392	100 12/18/1972	M	5	SHP	1		Hourly	0.00	8.950	18,616.00

8/16/2010 12:07 PM *** End of Report *** **OPEN_SYSTEMS\kenthe**

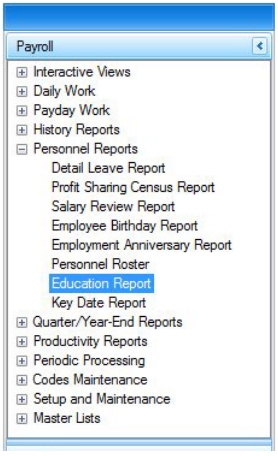
EDUCATION REPORT

Use the **Education Report** to analyze the degrees of education present among your Employees.

To produce the **Education Report**, follow these steps:

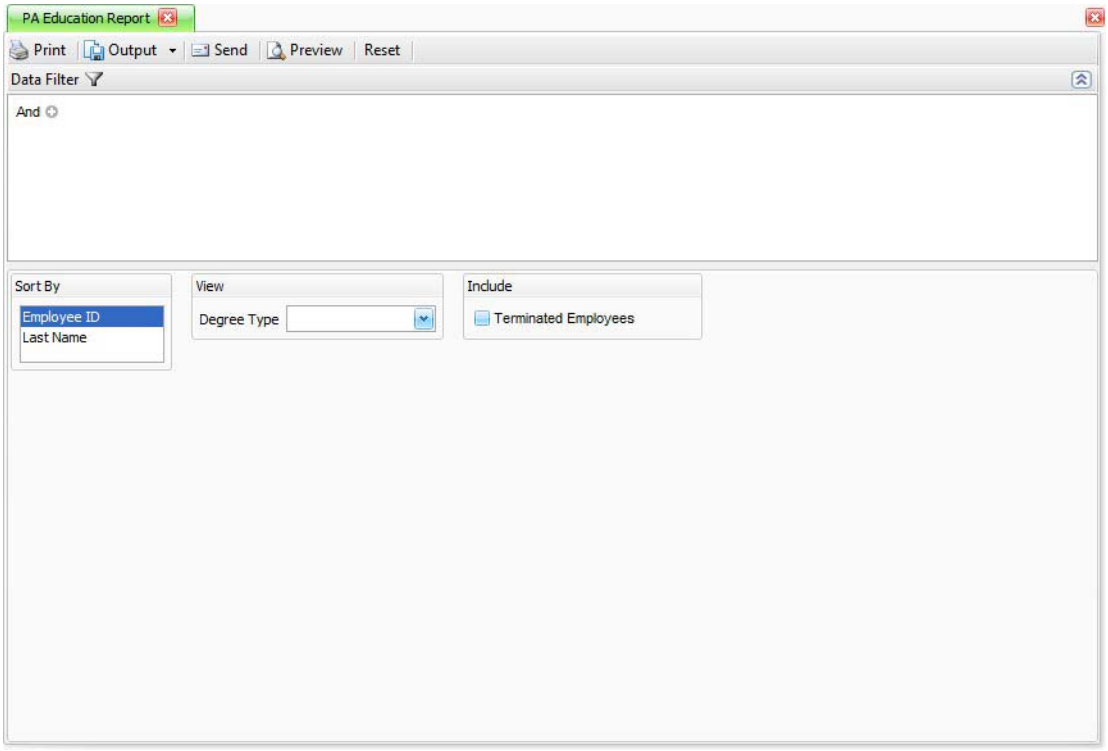
1. Select **Education Report** from the **Personnel Reports** menu.

Education Report Menu



2. The **Education Report** screen appears.

Education Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Employee ID** or **Last Name**.
5. Select the **Degree Type** to include in the report. Leave the field blank to include all degree types in the report.

NOTE: The Payroll Information Degree Information tab allows you to define degree types.

6. Select the check box to **Include Terminated Employees** on the report, otherwise clear the check box.

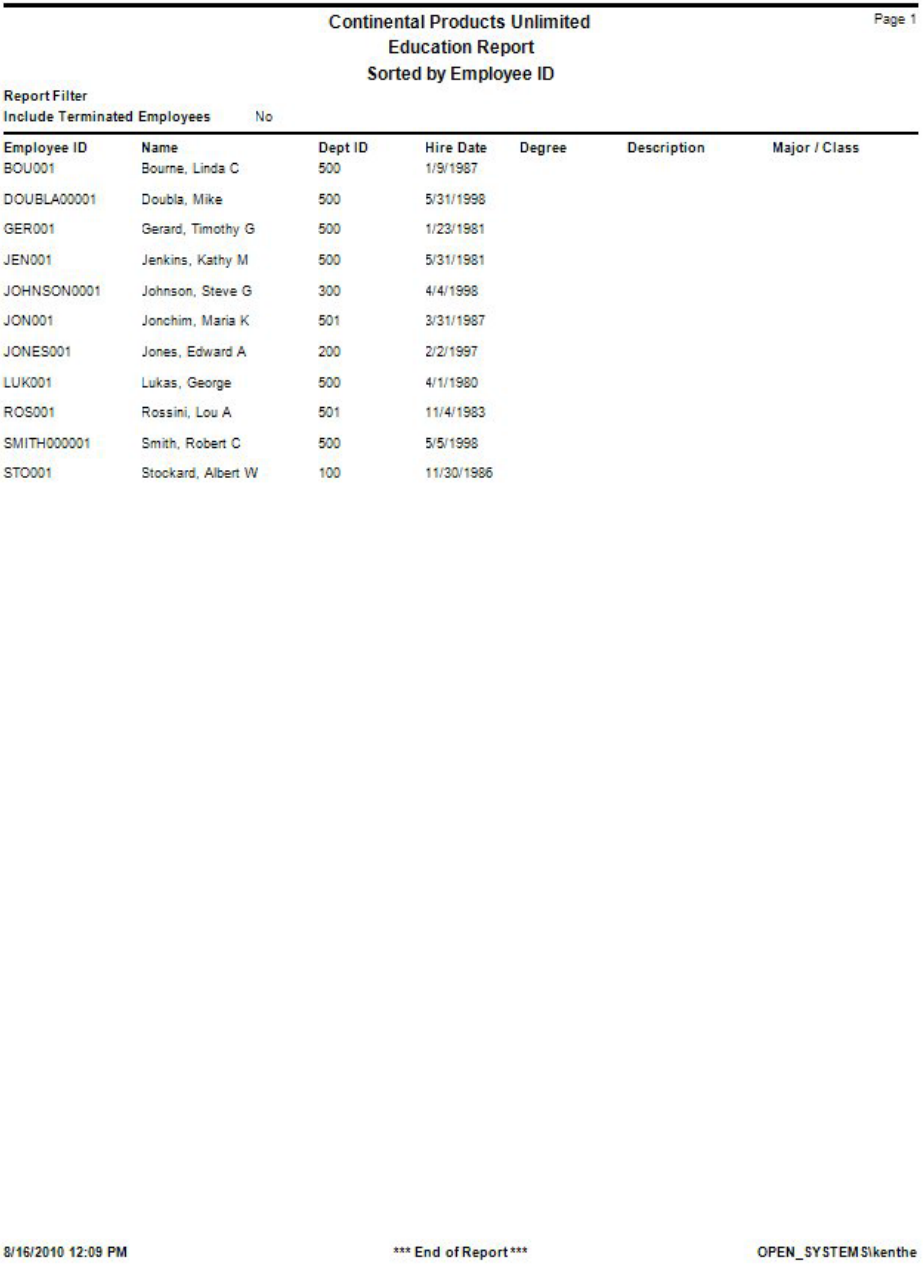
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Education Report



Page 1

Continental Products Unlimited
Education Report
Sorted by Employee ID

Report Filter
Include Terminated Employees No

Employee ID	Name	Dept ID	Hire Date	Degree	Description	Major / Class
BOU001	Bourne, Linda C	500	1/9/1987			
DOUBLA00001	Doubla, Mike	500	5/31/1998			
GER001	Gerard, Timothy G	500	1/23/1981			
JEN001	Jenkins, Kathy M	500	5/31/1981			
JOHNSON0001	Johnson, Steve G	300	4/4/1998			
JON001	Jonchim, Maria K	501	3/31/1987			
JONES001	Jones, Edward A	200	2/2/1997			
LUK001	Lukas, George	500	4/1/1980			
ROS001	Rossini, Lou A	501	11/4/1983			
SMITH000001	Smith, Robert C	500	5/5/1998			
STO001	Stockard, Albert W	100	11/30/1986			

8/16/2010 12:09 PM *** End of Report *** OPEN_SYSTEMS\kenthe

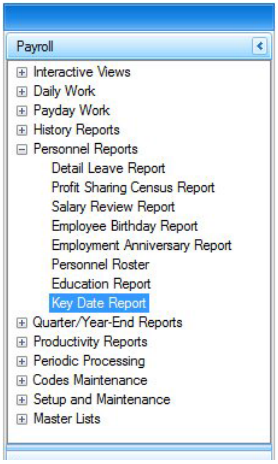
KEY DATE REPORT

Use the **Key Dates Report** to produce a list of Employees according to the key date you select and the criteria you specify.

To produce the **Key Date Report**, follow these steps:

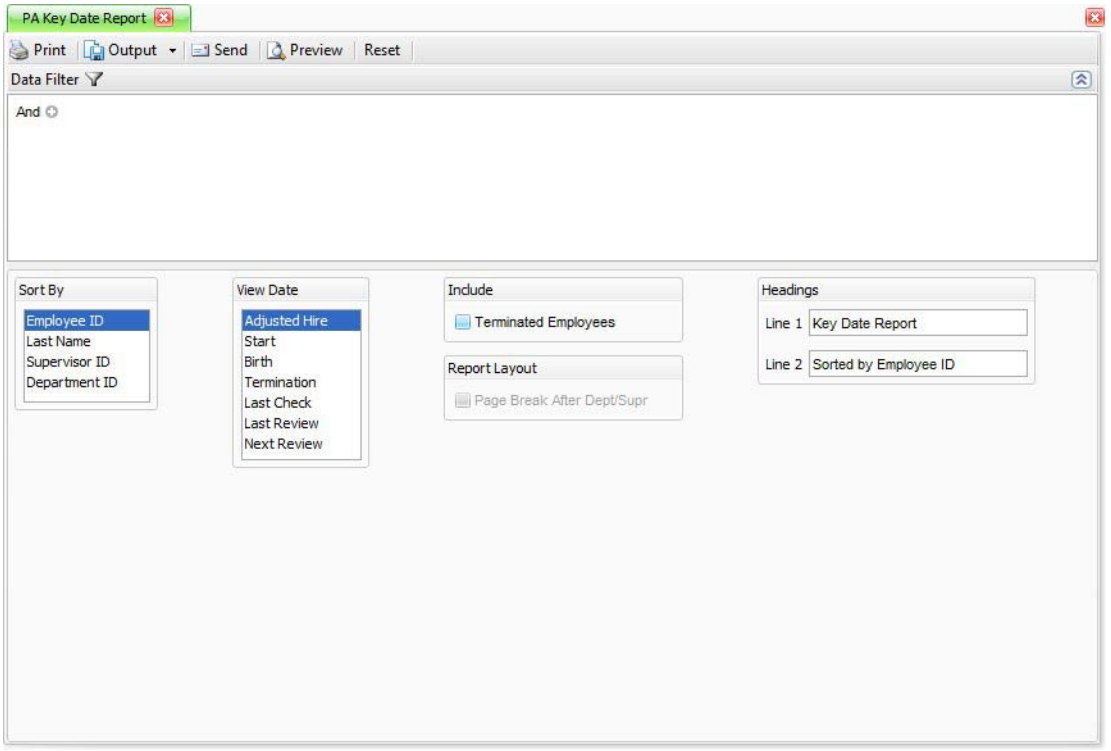
1. Select **Key Date Report** from the **Personnel Reports** menu.

Key Date Report Menu



2. The **Key Date Report** screen appears.

Key Date Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Employee ID**, **Last Name**, **Supervisor ID**, or **Department ID**.
5. Select the **View Date** to include in the report; **Adjusted Hire, Start, Birth, Termination, Last Check, Last Review**, and **Next Review**.
6. Select the check box to **Include Terminated Employees** on the report; otherwise clear the check box.
7. To put in a **Page Break After Each Depr/Supr**, when printing by **Supervisor ID** or **Department ID**, select the check box; otherwise, clear the check box.
8. Enter **Headings** for the report.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Key Date Report

Continental Products Unlimited
Key Date Report
Sorted by Employee ID

Report Filter
Include Terminated Employees No

Employee ID	Name	Dept ID	Work Phone	Ext	Job Title	Supervisor ID	Start Date
BOU001	Bourne, Linda C	500			Admin. Asst.	LUK001	1/9/1987
DOUBLA00001	Doubla, Mike	500					5/31/1998
GER001	Gerard, Timothy G	500			V P Sales	BOU001	1/23/1981
JEN001	Jenkins, Kathy M	500					5/31/1981
JOHNSON0001	Johnson, Steve G	300				BOU001	4/4/1998
JON001	Jonchinn, Maria K	501			Secretary	LUK001	3/31/1987
JONES001	Jones, Edward A	200				LUK001	2/2/1997
LUK001	Lukas, George	500					4/1/1980
ROS001	Rossini, Lou A	501					11/4/1983
SMITH000001	Smith, Robert C	500					5/5/1998
STO001	Stockard, Albert W	100					11/30/1986

8/16/2010 12:11 PM *** End of Report *** OPEN_SYSTEMS\kenthe

PRODUCING QUARTER/YEAR-END REPORTS

- Produce the **Earnings and Deductions Report** (page 6-41) to show Employee Earning and Deduction amounts for the Month-to-Date, Quarter-to-Date, or Year-to-Date you specify.
- The **Leave Report** (page 6-45) shows the amounts of Leave time used and the pay received during the Month or Quarter you specify, as well as Year-to-Date totals and remaining Leave amounts for each Employee.
- Produce the **Withholding Report** (page 6-49) to show Employees' gross or taxable income along with Federal, State, and Local Withholding amounts for the Month-to-Date, Quarter-to-Date, or Year-to-Date you specify.
- Produce the **Employer Tax Report** (page 6-53) to show Employees' weeks worked and gross wages, along with employer-paid Federal, State, and Local Tax amounts for the Quarter-to-Date or Year-to-Date you specify.
- Produce the **State Unemployment Report** (page 6-57) to show total paid wages, Employer Tax rate, and total amount due the employer for State Unemployment Insurance for the Quarter you specify.
- Use the **Enhanced Payroll Tax Reports** (page 6-63) function to build complete, comprehensive Federal and State Tax reports from your TRAVERSE Payroll data.
- Use the **FUTA Worksheet** (page 6-69) to aid in the end of year reconciliations that may be necessary when calculating the FUTA liability, because of adjustments made to the credit reduction allowed for some States.
- Produce the **941 Worksheet** (page 6-73) to print a 941 Worksheet showing your company's record of Federal Tax liability for the Quarter you specify.
- Use the **Prepare W-2's** function (page 6-81) to create a temporary file of all W-2 information in order to print the forms through the W-2 Forms function.
- Use the **Create W-2 Magnetic Media** function (page 6-84) to identify the W-2 file transmitter, the equipment used to generate the file, and the employer whose Employee wage and Tax information is being reported.
- Use the **W-2 Forms** function (page 6-95) to print your Employee W-2 forms or to create W-2 Magnetic Media.

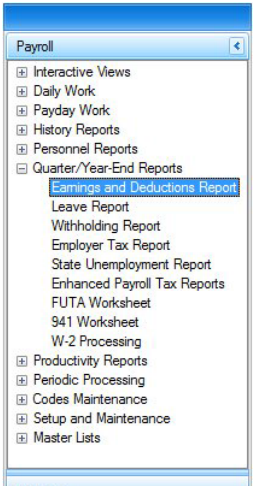
EARNINGS AND DEDUCTIONS REPORT

The **Earnings and Deductions Report** shows Employee Earning and Deduction amounts for the Month-to-Date, Quarter-to-Date, or Year-to-Date you specify.

To produce the **Earnings and Deductions Report**, follow these steps:

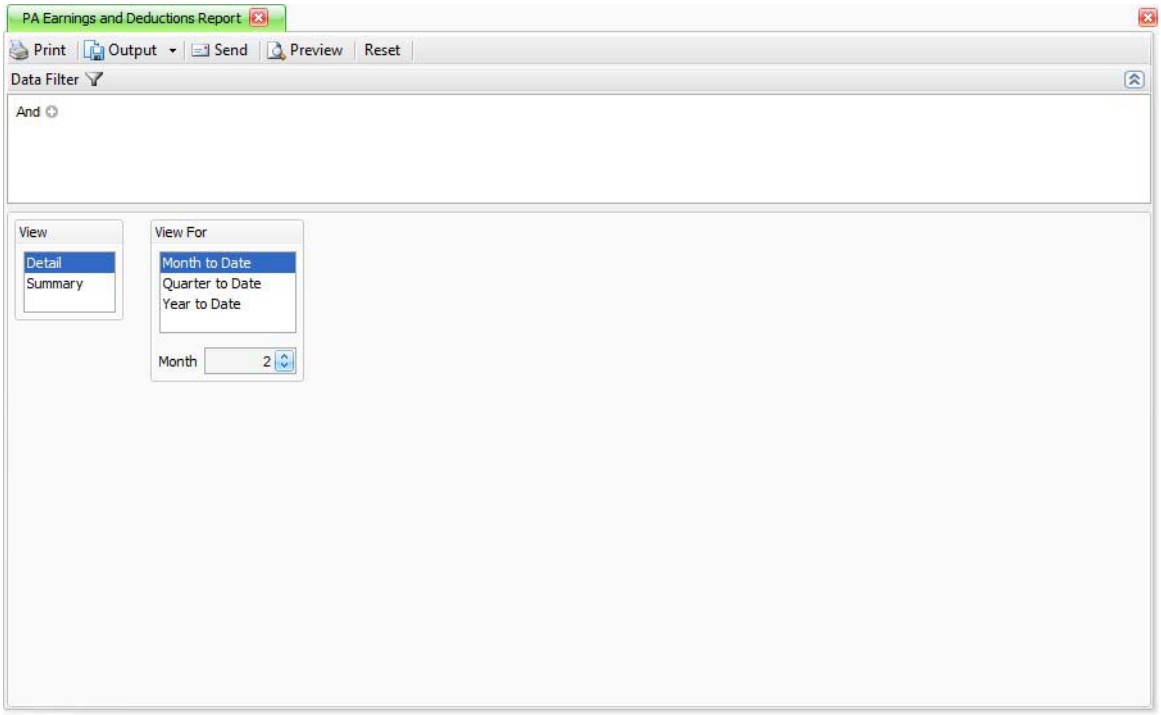
1. Select **Earnings and Deductions Report** from the **Quarter/Year-End Reports** menu.

Earnings and Deductions Report Menu



2. The **Earnings and Deductions Report** screen appears.

Earnings and Deductions Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the amount of information to **View** on the report; **Detail** or **Summary**.
5. Select the period of time to **View For** on the report; **Month to Date**, **Quarter to Date**, or **Year to Date**.
6. If you selected to View For a specified **Month to Date**, select the **Month** for which to print the report.
7. If you selected to View For **Quarter to Date**, select the **Quarter** for which to print the report.
8. If you selected to View For **Year to Date**, the current payroll **Year** is displayed and cannot be changed.

9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Earnings and Deductions Report

Continental Products Unlimited
Earnings and Deductions Report (Detail)
For the Quarter Ending 9/30/2010

Report Filter

Employee ID / Name	SSN	Earnings Code	Earnings Description	Earnings Amount	Deductions Code	Deductions Description	Deductions Amount	Employer Costs Code	Employer Costs Description	Employer Costs Amount
BOU001	XXX-XX-XXXX	SAL	Salaried Wage	45,000.00	001	Medical Ins	63.36	011	Uniform	75.00
Bourne, Linda C		SIC	Sick Pay	0.00	002	Dental Ins	21.12			
		VAC	Vacation Pay	0.00	003	United Way	450.00			
					004	CreditUnion	300.00			
					006	401K	2,025.00			
					010	Stock Plan	500.00			
DOUBLA00001	XXX-XX-XXXX	SAL	Salaried Wage	20,500.00	001	Medical Ins	52.80	011	Uniform	75.00
Doubla, Mike					002	Dental Ins	17.60			
					003	United Way	205.00			
GER001	XXX-XX-XXXX	SAL	Salaried Wage	33,300.00	001	Medical Ins	63.36	011	Uniform	75.00
Gerard, Timothy G					002	Dental Ins	21.18			
					003	United Way	150.00			
					006	401K	900.00			
JEN001	XXX-XX-XXXX	SAL	Salaried Wage	45,000.00	001	Medical Ins	63.36	011	Uniform	75.00
Jenkins, Kathy M					002	Dental Ins	21.12			
					003	United Way	450.00			
JOHNSON0001	XXX-XX-XXXX	SAL	Salaried Wage	9,450.00	001	Medical Ins	63.36	011	Uniform	75.00
Johnson, Steve G					002	Dental Ins	21.18			
					003	United Way	150.00			
					006	401K	900.00			
JON001	XXX-XX-XXXX	REG	Regular pay	1,140.00	001	Medical Ins	11.36	011	Uniform	20.00
Jonchim, Maria K		SIC	Sick Pay	0.00	002	Dental Ins	6.78			
		VAC	Vacation Pay	60.00	003	United Way	15.00			
					004	CreditUnion	60.00			

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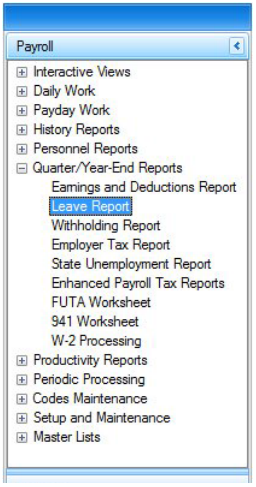
LEAVE REPORT

The **Leave Report** shows the amounts of Leave time used and the pay received during the Month or Quarter you specify, as well as Year-to-Date totals and remaining Leave amounts for each Employee.

To produce the **Leave Report**, follow these steps:

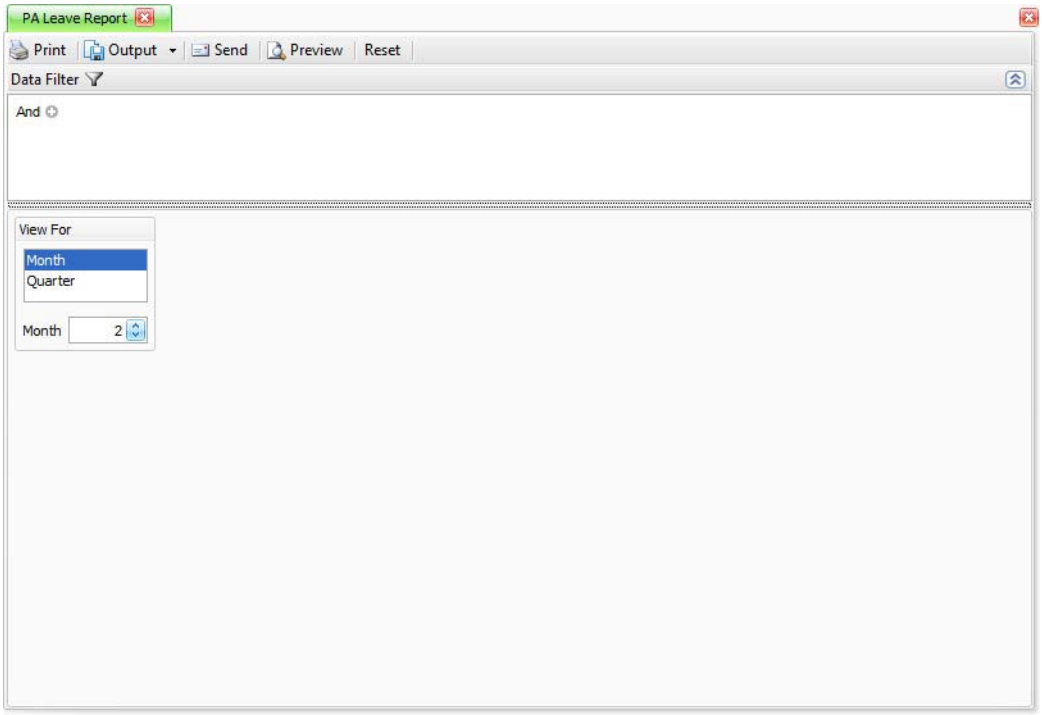
1. Select **Leave Report** from the **Quarter/Year-End Reports** menu.

Leave Report Menu



2. The **Leave Report** screen appears.

Leave Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the period of time to **View For** on the report; **Month**, or **Quarter**.
5. If you selected to View For a specified **Month**, select the **Month** for which to print the report.
6. If you selected to View For a specified **Quarter**, select the **Quarter** for which to print the report.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Leave Report

Continental Products Unlimited
Leave Report
For the Quarter Ending 9/30/2010

Page 1

Report Filter

Employee ID	Name	Leave Code ID	Used Hours	YTD Accrued Hours	Remaining Hours
BOU001	Bourne, Linda C	V02	13.333	101.664	88.331
DOUBLA00001	Doubla, Mike	V02	26.666	106.664	79.998
GER001	Gerard, Timothy G	V02	13.333	106.664	93.331
JEN001	Jenkins, Kathy M	V02	13.333	106.664	93.331
JOHNSON0001	Johnson, Steve G	V02	13.333	106.664	93.331
JON001	Jonchim, Maria K	V02	34.666	53.332	18.666
JONES001	Jones, Edward A	V02	13.333	106.664	93.331
LUK001	Lukas, George	V02	13.333	106.664	93.331
ROS001	Rossini, Lou A	V02	0.000	39.999	39.999
SMITH000001	Smith, Robert C	V02	13.333	106.664	93.331
STO001	Stockard, Albert W	V02	0.000	26.666	26.666
		Total for Leave Code ID V02	154.663	968.309	813.646
BOU001	Bourne, Linda C	XX	3.340	26.720	23.380
DOUBLA00001	Doubla, Mike	XX	6.680	26.720	20.040
GER001	Gerard, Timothy G	XX	3.340	26.720	23.380
JEN001	Jenkins, Kathy M	XX	3.340	26.720	23.380
JOHNSON0001	Johnson, Steve G	XX	3.340	26.720	23.380
JON001	Jonchim, Maria K	XX	6.680	13.360	6.680
JONES001	Jones, Edward A	XX	3.340	26.720	23.380
LUK001	Lukas, George	XX	3.340	26.720	23.380
ROS001	Rossini, Lou A	XX	0.000	10.020	10.020
SMITH000001	Smith, Robert C	XX	3.340	26.720	23.380
STO001	Stockard, Albert W	XX	0.000	6.680	6.680
		Total for Leave Code ID XX	36.740	243.820	207.080
Grand Total			191.403	1,212.129	1,020.726
		V02	154.663	968.309	813.646
		XX	36.740	243.820	207.080

8/16/2010 12:17 PM *** End of Report *** OPEN_SYSTEMS\kenthe

WITHHOLDING REPORT

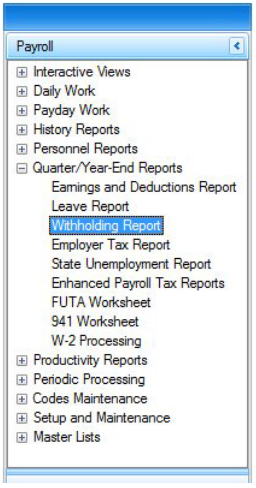
The **Withholding Report** shows Employees' gross or taxable income along with Federal, State, and Local Withholding amounts for the Month-to-Date, Quarter-to-Date, or Year-to-Date you specify. If Federal, State, or Local Tax Authorities require you to make a deposit of withholdings at the end of each quarter, use the Withholding Report to determine the amount of the deposit.

NOTE: To view Withholding amounts for the *current pay period*, print the Withholding Report (page 5-71) on the Payday Work menu before you run the Post Checks function (page 5-87) for the pay period.

To produce the **Withholding Report**, follow these steps:

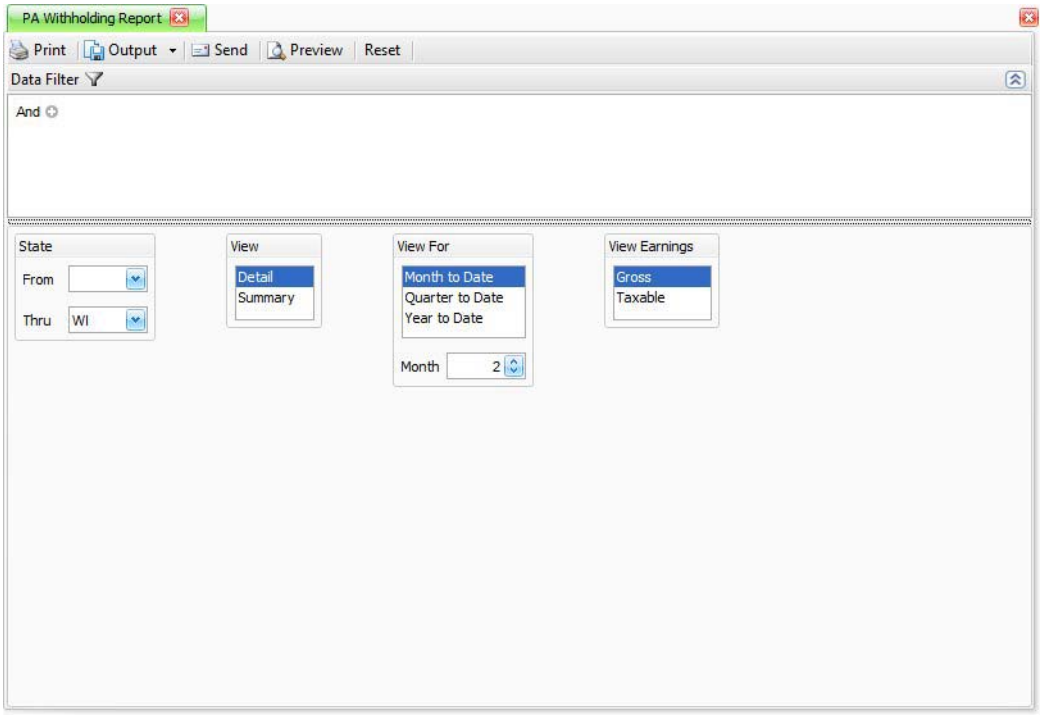
1. Select **Withholding Report** from the **Quarter/Year-End Reports** menu.

Withholding Report Menu



2. The **Withholding Report** screen appears.

Withholding Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the range of **State** codes **From** and **Thru**, to include in the report. Leave the **From** and **Thru** fields blank to include all States in the report.
5. Select the amount of information to **View** on the report; **Detail** or **Summary**.
6. Select the period of time to **View For** on the report; **Month to Date**, **Quarter to Date**, or **Year to Date**.
7. If you selected to View For a specified **Month to Date**, select the **Month** for which to print the report.
8. If you selected to View For **Quarter to Date**, select the **Quarter** for which to print the report.
9. If you selected to View For **Year to Date**, the current payroll **Year** is displayed and cannot be changed.

10. Select the **View Earnings** for the type of earnings to include on the report; **Gross** or **Taxable**.

11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Withholding Report

Continental Products Unlimited
Withholding Report (Detail)
For the Quarter Ending 9/30/2010
Gross Earnings

Report Filter
State From MN **Thru** WI

State / Local Employee ID	Name SSN	Gross Wages Tips	Code	Federal Earnings	Federal Amount	State Auth / Code	State Earnings	State Amount	Local Auth / Code	Local Earnings	Local Amount
MN /											
BOU001	Bourne, Linda C	45,000.00	FWH	43,042.10	4,081.33	MN / SWH	43,242.10	1,980.00			
	XXX-XX-1099	0.00	MED	44,800.00	642.50						
			OAS	44,800.00	2,780.00						
DOUBLA00001	Doubla, Mike	20,500.00	FWH	20,443.68	2,759.37	MN / SWH	20,443.68	1,111.00			
	XXX-XX-8123	0.00	MED	20,500.00	297.25						
			OAS	20,500.00	1,271.00						
GER001	Gerard, Timothy G	33,300.00	FWH	32,479.55	2,863.38	MN / SWH	32,479.55	1,349.00			
	XXX-XX-4819	0.00	MED	33,300.00	482.85						
			OAS	33,300.00	2,064.60						
JEN001	Jenkins, Kathy M	45,000.00	FWH	44,929.60	8,622.02	MN / SWH	44,929.60	2,809.00			
	XXX-XX-9093	0.00	MED	45,000.00	652.50						
			OAS	45,000.00	2,790.00						
JOHNSON0001	Johnson, Steve G	9,450.00	FWH	8,629.55	72.00	MN / SWH	8,629.55	24.00			
	XXX-XX-8881	0.00	MED	9,450.00	137.02						
			OAS	9,450.00	585.90						
JON001	Jonchim, Maria K	1,200.00	FWH	1,181.86	0.00	MN / SWH	1,181.86	0.00			
	XXX-XX-9944	0.00	MED	1,200.00	17.40						
			OAS	1,200.00	74.40						
JONES001	Jones, Edward A	15,000.00	FWH	14,367.10	19.20	MN / SWH	14,367.10	169.00			
	XXX-XX-8123	0.00	MED	15,000.00	217.50						
			OAS	15,000.00	930.00						
LUK001	Lukas, George	15,000.00	FWH	14,929.60	0.00	MN / SWH	14,929.60	0.00			
	XXX-XX-1281	0.00	MED	15,000.00	217.50						
			OAS	15,000.00	930.00						
ROS001	Rossini, Lou A	690.00	FWH	678.70	0.00	MN / SWH	678.70	0.00			
	XXX-XX-9982	0.00	MED	690.00	10.01						
			OAS	690.00	42.78						
SMITH000001	Smith, Robert C	22,736.04	FWH	22,665.64	1,552.33	MN / SWH	22,665.64	811.00			
	XXX-XX-1238	0.00	MED	22,736.04	329.67						
			OAS	22,736.04	1,409.62						

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EMPLOYER TAX REPORT

The **Employer Tax Report** shows 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.

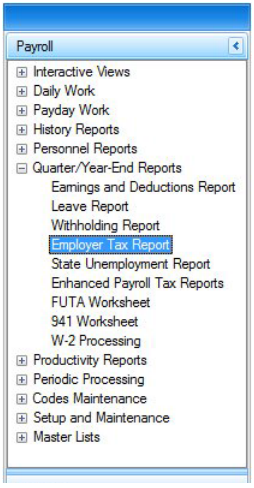
The liability shown on this report is calculated by multiplying the report totals times the tax percentages. Reports totals match totals posted to the General Ledger.

NOTE: If Federal, State, or Local Tax Authorities require you to deposit Employer Taxes at the end of each *quarter*, use this report to determine the amount of the deposit. If you are required to make the deposit at the end of each *pay period*, use the Employer Tax Report (page 5-75) on the Pay Day Work menu to determine the deposit amount.

To produce the **Employer Tax Report**, follow these steps:

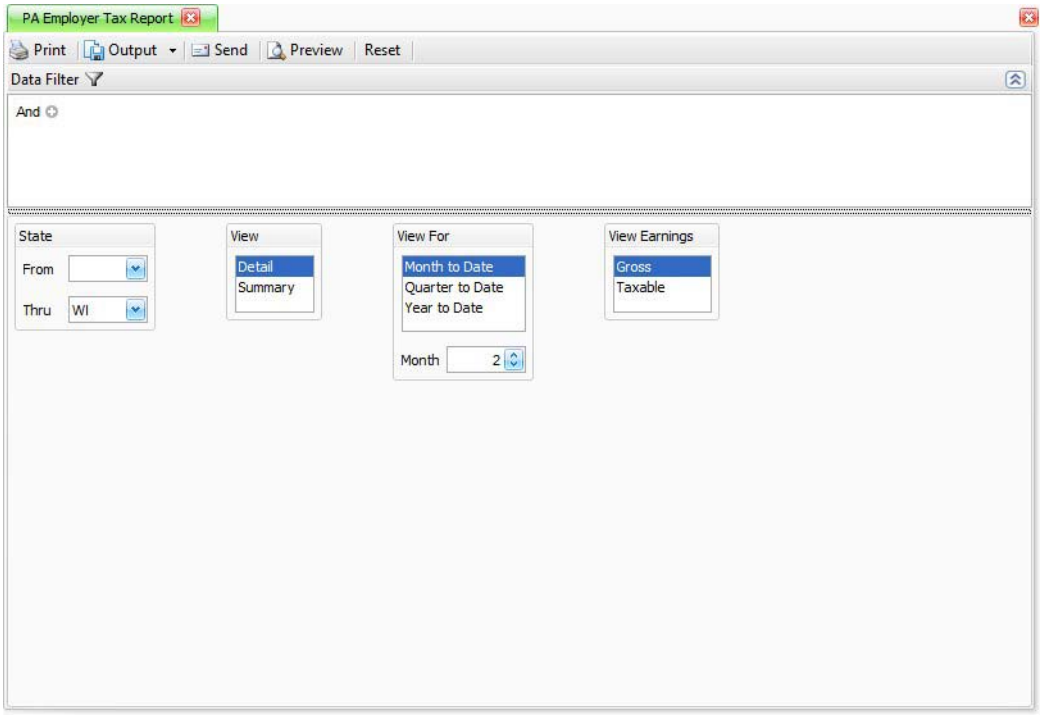
1. Select **Employer Tax Report** from the **Quarter/Year-End Reports** menu.

Employer Tax Report Menu



2. The **Employer Tax Report** screen appears.

Employer Tax Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the range of **State** codes **From** and **Thru**, to include in the report. Leave the **From** and **Thru** fields blank to include all States in the report.
5. Select the amount of information to **View** on the report; **Detail** or **Summary**.
6. Select the period of time to **View For** on the report; **Month to Date**, **Quarter to Date**, or **Year to Date**.
7. If you selected to View For a specified **Month to Date**, select the **Month** for which to print the report.
8. If you selected to View For **Quarter to Date**, select the **Quarter** for which to print the report.
9. If you selected to View For **Year to Date**, the current payroll **Year** is displayed and cannot be changed.

10. Select the **View Earnings** for the type of earnings to include on the report; **Gross** or **Taxable**.

11. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employer Tax Report

Continental Products Unlimited
Employer Tax Report (Detail)
For the Quarter Ending 9/30/2010
Gross Earnings

Report Filter
State From MN **Thru** WI

State / Local Employee ID	Name / SSN	Gross Wages / Tips	Code	Federal Earnings	Amount	Auth / Code	State Earnings	Amount	Auth / Code	Local Earnings	Amount
MN /											
BOU001	Bourne, Linda C	45,000.00	EME	45,000.00	652.50	MN / SUI	45,000.00	48.40			
	XXX-XX-1099	0.00	EOA	45,000.00	2,790.00						
			FUT	45,000.00	0.00						
DOUBLA00001	Doubla, Mike	20,500.00	EME	20,500.00	297.25	MN / SUI	20,500.00	317.99			
	XXX-XX-8123	0.00	EOA	20,500.00	1,271.00						
			FUT	20,500.00	23.20						
GER001	Gerard, Timothy G	33,300.00	EME	33,300.00	482.85	MN / SUI	33,300.00	72.99			
	XXX-XX-4819	0.00	EOA	33,300.00	2,064.60						
			FUT	33,300.00	12.80						
JEN001	Jenkins, Kathy M	45,000.00	EME	45,000.00	652.50	MN / SUI	45,000.00	8.59			
	XXX-XX-9093	0.00	EOA	45,000.00	2,790.00						
			FUT	45,000.00	0.00						
JOHNSON0001	Johnson, Steve G	9,450.00	EME	9,450.00	137.02	MN / SUI	9,450.00	148.68			
	XXX-XX-8881	0.00	EOA	9,450.00	585.90						
			FUT	9,450.00	37.80						
JON001	Jonchim, Maria K	1,200.00	EME	1,200.00	17.40	MN / SUI	1,200.00	0.00			
	XXX-XX-9944	0.00	EOA	1,200.00	74.40						
			FUT	1,200.00	9.60						
JONES001	Jones, Edward A	15,000.00	EME	15,000.00	217.50	MN / SUI	15,000.00	234.34			
	XXX-XX-8123	0.00	EOA	15,000.00	930.00						
			FUT	15,000.00	37.70						
LUK001	Lukas, George	15,000.00	EME	15,000.00	217.50	MN / SUI	15,000.00	220.43			
	XXX-XX-1281	0.00	EOA	15,000.00	930.00						
			FUT	15,000.00	36.00						
ROS001	Rossini, Lou A	690.00	EME	690.00	10.01	MN / SUI	690.00	0.00			
	XXX-XX-9982	0.00	EOA	690.00	42.78						
			FUT	690.00	5.52						
SMITH000001	Smith, Robert C	22,736.04	EME	22,736.04	329.67	MN / SUI	22,736.04	249.27			
	XXX-XX-1238	0.00	EOA	22,736.04	1,409.62						
			FUT	22,736.04	25.69						

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STATE UNEMPLOYMENT REPORT

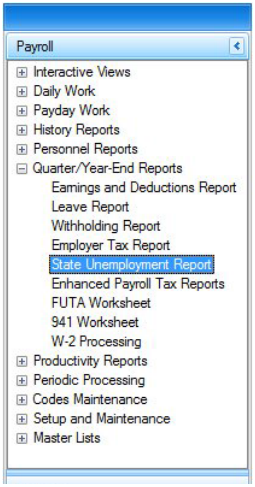
The **State Unemployment Report** shows total paid wages, Employer Tax rate, and total amount due the Employer for State Unemployment Insurance for the Quarter you specify. The report also includes a worksheet that shows the calculation for the Employer's unemployment contribution.

NOTE: Before using the State Unemployment Report, you must verify the State is properly set up in the Payroll Information function (page 3-129) on the Setup and Maintenance menu.

To produce the **State Unemployment Report**, follow these steps:

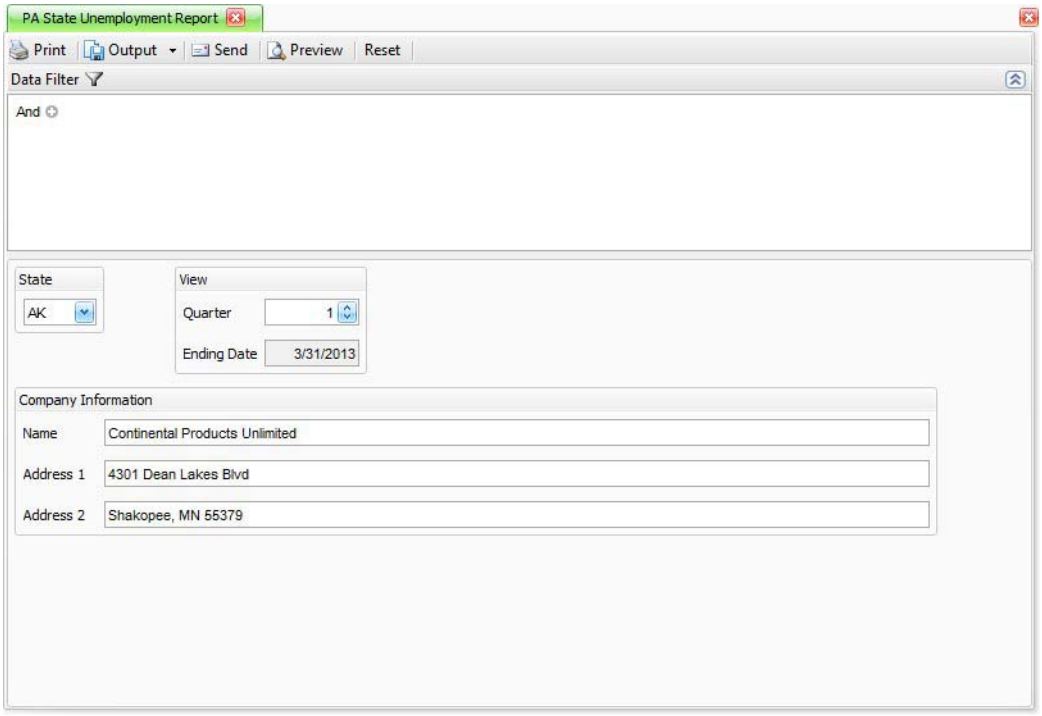
1. Select **State Unemployment Report** from the **Quarter/Year-End Reports** menu.

State Unemployment Report Menu



2. The **State Unemployment Report** screen appears.

State Unemployment Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **State** to include in the report. The States available in the list will be the States you have set up in the Tax Authority, State Tax Setup function (page 3-74).
5. Enter the **Quarter** to **View** on the report.
6. The quarter **Ending Date** of the Quarter for which you are printing the report, is displayed and can not be changed.
7. Enter the **Company Information Name** and **Address** to print on the report.

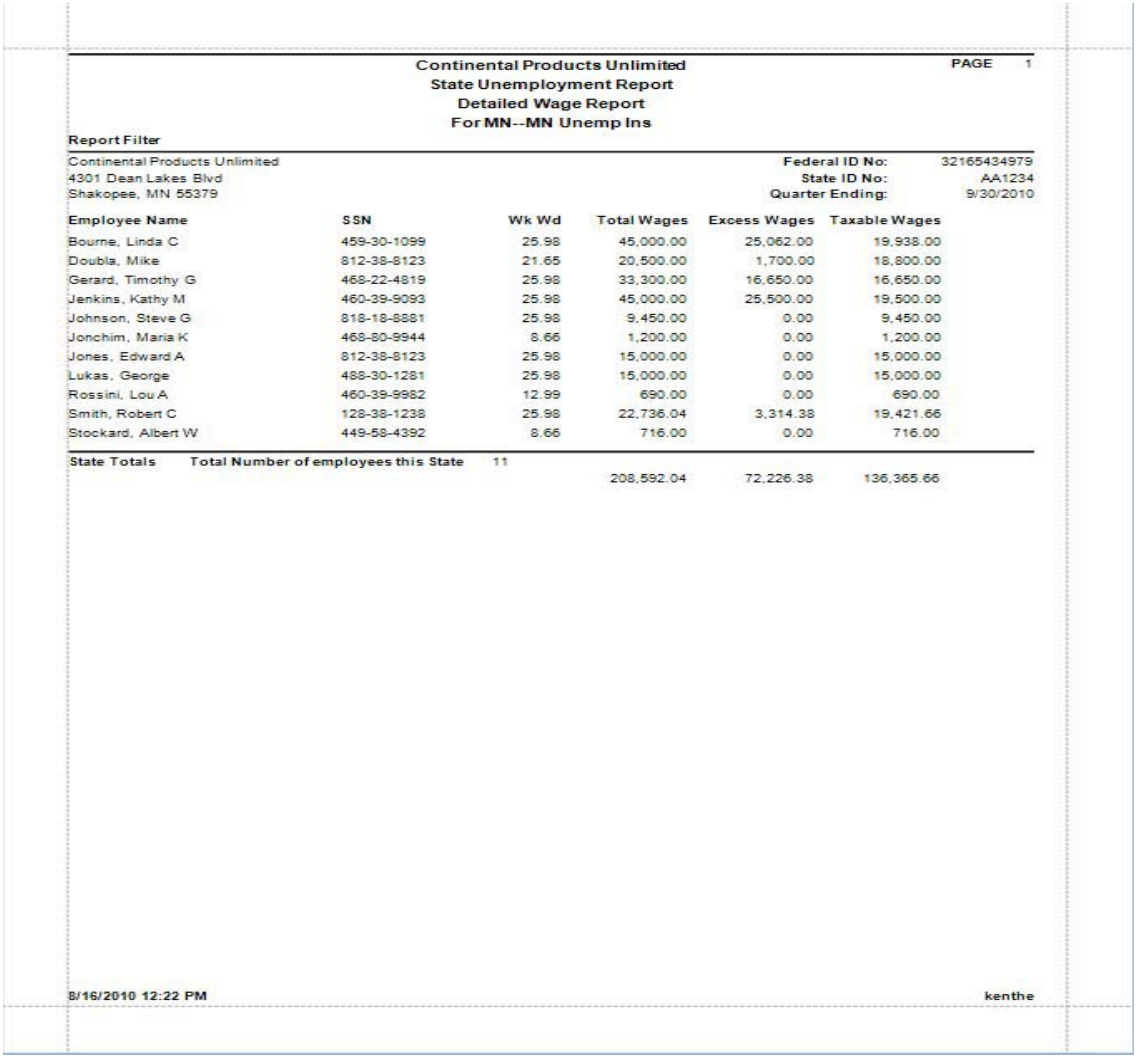
8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

State Unemployment Report - Detailed Wage Report



Continental Products Unlimited
State Unemployment Report
Detailed Wage Report
For MN--MN Unemp Ins

PAGE 1

Report Filter

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379

Federal ID No: 32165434979
State ID No: AA1234
Quarter Ending: 9/30/2010

Employee Name	SSN	Wk Wd	Total Wages	Excess Wages	Taxable Wages
Bourne, Linda C	459-30-1099	25.98	45,000.00	25,062.00	19,938.00
Doubla, Mike	812-38-8123	21.65	20,500.00	1,700.00	18,800.00
Gerard, Timothy G	468-22-4819	25.98	33,300.00	16,650.00	16,650.00
Jenkins, Kathy M	460-39-9093	25.98	45,000.00	25,500.00	19,500.00
Johnson, Steve G	818-18-8881	25.98	9,450.00	0.00	9,450.00
Jonchim, Maria K	468-80-9944	8.66	1,200.00	0.00	1,200.00
Jones, Edward A	812-38-8123	25.98	15,000.00	0.00	15,000.00
Lukas, George	488-30-1281	25.98	15,000.00	0.00	15,000.00
Rossini, Lou A	460-39-9982	12.99	690.00	0.00	690.00
Smith, Robert C	128-38-1238	25.98	22,736.04	3,314.38	19,421.66
Stockard, Albert W	449-58-4392	8.66	716.00	0.00	716.00
State Totals Total Number of employees this State		11	208,592.04	72,226.38	136,365.66

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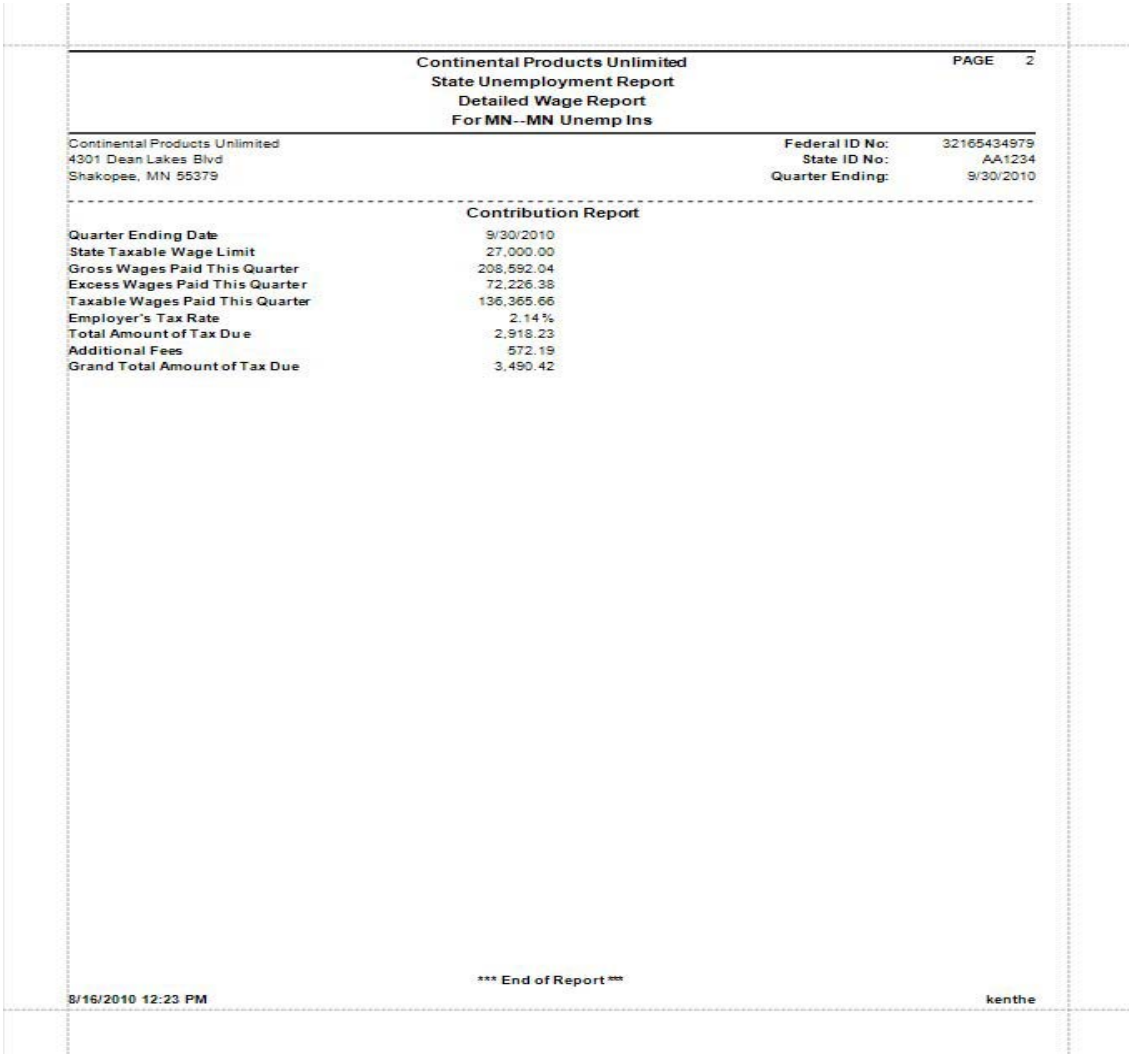
State Unemployment Report - State Totals



Continental Products Unlimited
State Unemployment Report
Detailed Wage Report
For MN--MN Unemp Ins

PAGE 2

Continental Products Unlimited
4301 Dean Lakes Blvd
Shakopee, MN 55379

Federal ID No: 32165434979
State ID No: AA1234
Quarter Ending: 9/30/2010

Contribution Report

Quarter Ending Date	9/30/2010
State Taxable Wage Limit	27,000.00
Gross Wages Paid This Quarter	208,592.04
Excess Wages Paid This Quarter	72,226.38
Taxable Wages Paid This Quarter	136,365.66
Employer's Tax Rate	2.14%
Total Amount of Tax Due	2,918.23
Additional Fees	572.19
Grand Total Amount of Tax Due	3,490.42

*** End of Report ***

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ENHANCED PAYROLL TAX REPORTS

Use the **Enhanced Payroll Tax Reports** function to build complete, comprehensive Federal and State Tax reports from your TRAVERSE Payroll data. You can either create a new report or work with one you saved previously.

- If you create a new report, you specify the report to create and the information it should contain. After you make your selections, TRAVERSE launches Forms Viewer, an interactive application from Aatrix Software that creates the form you selected and fills it with data from TRAVERSE Payroll history.
- When the tax report appears, color coded areas alert you when data is required, or where information can be edited. After you complete and approve the form, you can print it and send it to the appropriate Tax Authority or use Aatrix's optional eFile service to electronically file the information.

NOTE: You need to install Forms Viewer manually before TRAVERSE can automatically launch it.

- If you elect to work with an existing report, TRAVERSE automatically launches Forms Viewer, which opens a screen where you can select the report to edit.

By default, Forms Viewer opens in demonstration mode. Although this mode is fully functional, registration messages appear when you open Forms Viewer and a "DEMO" watermark prints on all tax forms. You need to register Forms Viewer with an annual subscription to remove these messages and watermarks. Contact your reseller for subscription information and to receive a registration key. If you choose not to register Forms Viewer, you can continue to use it indefinitely in demonstration mode.

Although you can print the forms you create with TRAVERSE and Forms Viewer, you can also use Aatrix's optional eFile service to electronically file the information. When you use eFile, you can file faster and eliminate the hassle of paper forms and magnetic media. Before you can use eFile, you need to sign up with Aatrix and establish an ID and password.

Refer to the Forms Viewer online help if you need assistance with any of its functions.

Check Reports Carefully

Due to differences between required information on reports and the way TRAVERSE records information, you may need to manually verify or enter some required information on the reports Forms Viewer generates from your TRAVERSE data. The information you need to verify and enter includes pay period beginning and ending dates and the number of Employees reported in check runs for State Unemployment Insurance.

Pay Period Beginning and Ending Dates

Some State reports require that you enter the pay period beginning and ending dates when you file the report. However, TRAVERSE does not save the pay period beginning and ending dates you enter when you generate checks to history (instead, TRAVERSE saves only the generated check date to history). You need to verify and manually enter these dates when you generate the report.

Number of Employees

Some states require that employees must be still employed by a given date in the month (generally the 12th, but laws vary from state to state) to qualify for State Unemployment Insurance for that month. However, TRAVERSE does not track the number of Employees in a payroll run as of a given date. TRAVERSE does track the number of Employees in a payroll run, but you must verify (and manually change, if necessary) the number of Employees for State Unemployment reports.

W2 Forms

To create W2 forms with Forms Viewer, TRAVERSE pulls information both from Payroll check history (for the majority of the values) and from Employee history (for the values printed in box 8 that TRAVERSE does not track). Because you can manually change any of the Employee history values using the Payroll History Adjustments function, without those changes appearing in check history, you need to check the W2 forms you generate using Forms Viewer closely to verify these values.

> **Example: You can manually change an Employee's federal tax amounts using the History Adjustments function (page 6-137) in Payroll. However, because federal tax values are pulled from check history when you generate W2s, and not from Employee history, the values printed on the W2 will not reflect your manual changes and could be incorrect.**

To ensure that the values that are tracked by TRAVERSE are correct, use the **Manual Checks** function (page 5-13) to enter adjustments to correct values that are in error. When you use the Manual Checks function, Payroll check history is also updated, meaning that your changes will be reflected in the W2s you generate.

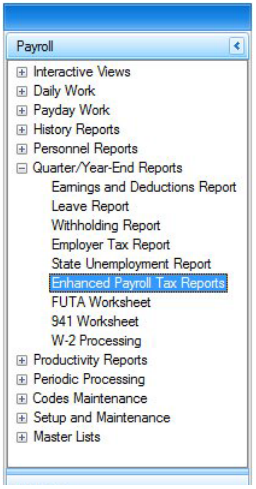
The values that TRAVERSE does not track (Allocated Tips, for example) are always drawn from Employee history to generate W2 forms. Since these values are not calculated by TRAVERSE and must be manually entered (and therefore do not appear in check history), there should be no discrepancy between this value in TRAVERSE and the value printed on the W2 in Forms Viewer.

Creating Tax Reports

Follow these steps to create a tax form and automatically launch Forms Viewer:

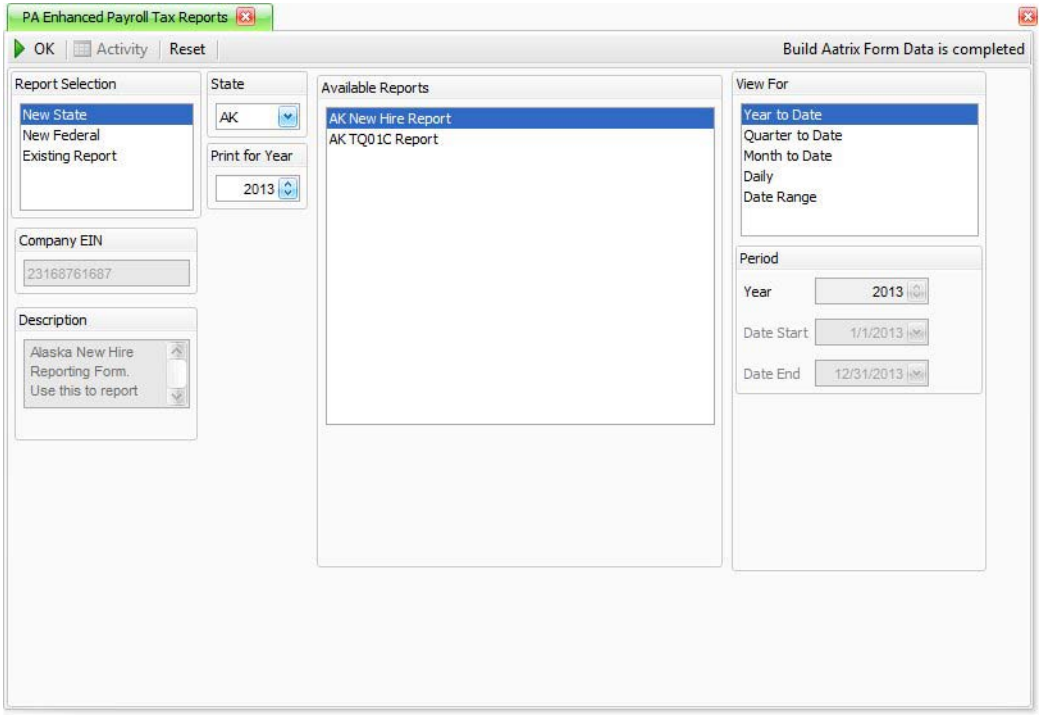
1. Select **Enhanced Payroll Tax Reporting** from the **Quarter/Year-End Reports** menu.

Enhanced Payroll Tax Reporting Menu



2. The **Enhanced Payroll Tax Reports** screen appears.

Enhanced Payroll Tax Reporting Screen



3. Select the type of report you want to create:
    - To create a **New State** tax report, select New State and then select the State.
    - To create a **New Federal** tax report, select New Federal.
    - To work with a report you previously saved, select **Existing Report**, then click **OK**. TRAVERSE automatically launches Forms Viewer, which opens a screen from which you can select the existing form that you want to work with.
4. Select the report to generate from the list in the **Available Reports** area.
5. Use the **View For** and **Period** areas to select the type of data to include and the dates to use when generating the report.

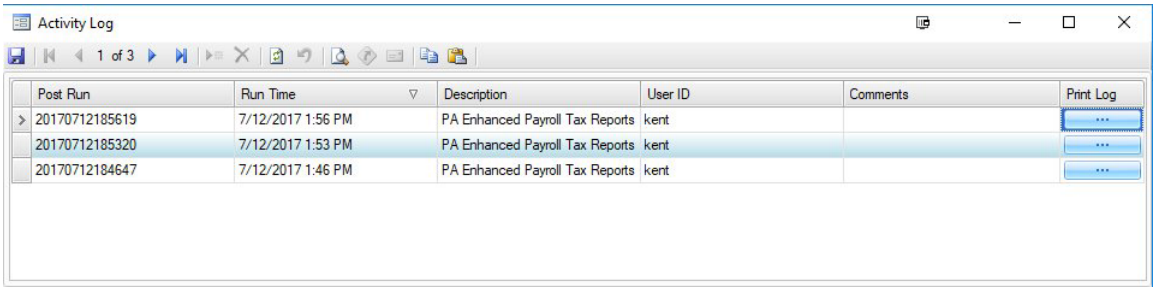
    The values that are available depend on the report you selected and on your previous selections. Depending on the values you choose, more boxes may appear where you can enter the dates to use.
6. Select a command button:

Command Buttons

Name	Description
OK	Create the report you selected with information from the dates you specified. TRAVERSE launches Forms Viewer, which pulls information from Payroll history and creates the report.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Reset all fields to their default values.

- Use the **Forms Viewer** tools and commands to verify and complete the form. Refer to the Forms Viewer online help for more information on these tools and commands.

Activity Log Dialog Box



The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the report was made.
Description	The report description.
User ID	The user who performed the report generation.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

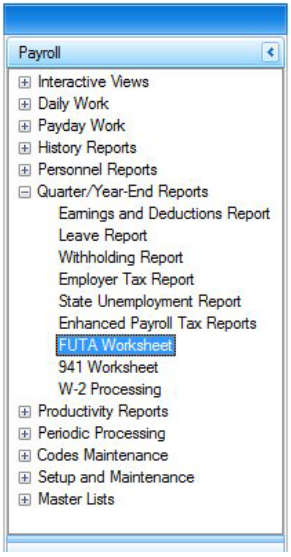
FUTA WORKSHEET

Use the **FUTA Worksheet** to aid in the end of year reconciliations that may be necessary when calculating the FUTA liability, because of adjustments made to the credit reduction allowed for some States.

To produce the **FUTA Worksheet**, follow these steps:

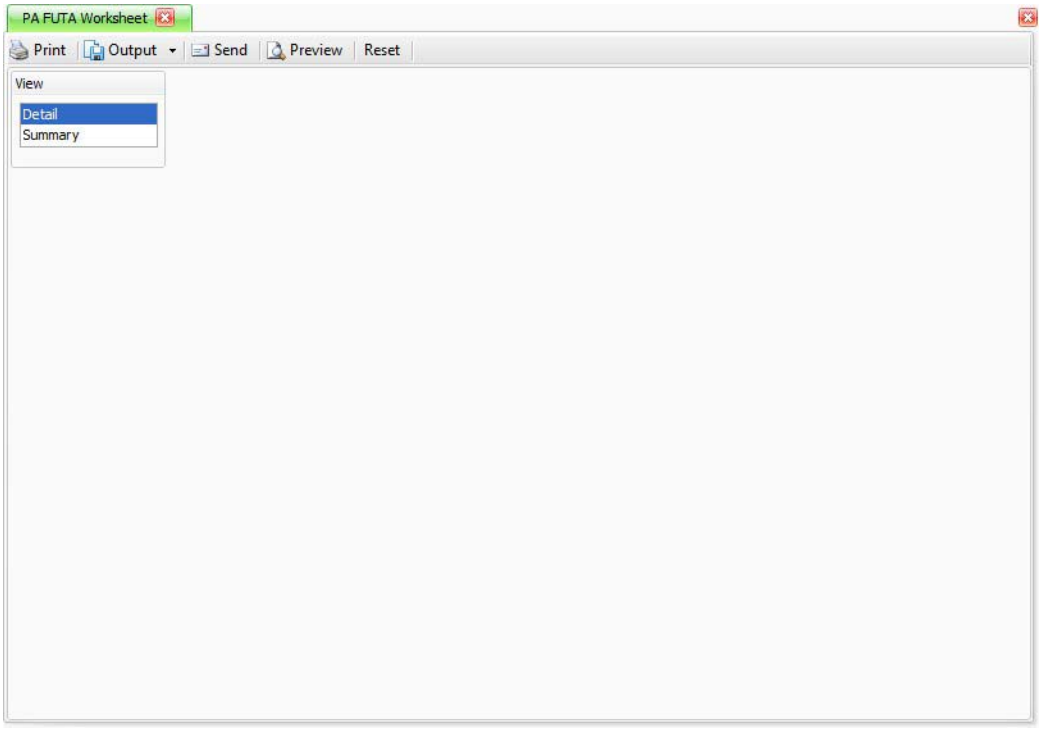
1. Select **FUTA Worksheet** from the **Quarter/Year-End Reports** menu.

FUTA Worksheet Menu



2. The **FUTA Worksheet** screen appears.

FUTA Worksheet Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select how to **View** the report; **Detail** or **Summary**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

FUTA Worksheet

Continental Products Unlimited
FUTA Worksheet (Detail)

Page 1

Employee ID	Department ID	FUTA Wages	FUTA Expenses	Estimated FUTA Wages	Estimated FUTA Expenses	Variance
ARIZ001	500	2,000.00	12.00		16.00	4.00
AZ 0.80%				2,000.00	16.00	
BOU001	500	7,000.00	84.00		98.00	14.00
MN 1.40%				7,000.00	98.00	
California	500	420.00	5.04		5.88	0.84
CA 1.40%				420.00	5.88	
COLO0001	500	4,255.00	25.53		34.04	8.51
CO 0.80%				4,255.00	34.04	
CONN001	500	1,100.00	13.20		15.40	2.20
CT 1.40%				1,100.00	15.40	
DOUBLA00001	500	4,100.00	49.20		57.40	8.20
MN 1.40%				4,100.00	57.40	
GER001	500	6,000.00	72.00		84.00	12.00
MN 1.40%				6,000.00	84.00	
HEIT001	500	2,500.00	30.00		35.00	5.00
MN 1.40%				2,500.00	35.00	
INDY001	200	800.00	12.00		13.60	1.60
IN 1.70%				800.00	13.60	
JEN001	500	7,000.00	84.00		98.00	14.00
MN 1.40%				7,000.00	98.00	
Jersey0001	500	3,000.00	36.00		42.00	6.00
NJ 1.40%				3,000.00	42.00	
JOHNSON0001	300	1,575.00	18.90		22.05	3.15
MN 1.40%				1,575.00	22.05	
JONES001	200	2,500.00	30.00		35.00	5.00
MN 1.40%				2,500.00	35.00	
KENTU0001	500	3,020.00	36.24		42.28	6.04
KY 1.40%				3,020.00	42.28	
Liberia001	500	900.00	5.40		7.20	1.80
NA 0.80%				900.00	7.20	
Lou001	500	4,600.00	27.60		36.80	9.20
LA 0.80%				4,600.00	36.80	
LUK001	500	2,500.00	30.00		35.00	5.00
MN 1.40%				2,500.00	35.00	
MD0001	500	5,000.00	30.00		40.00	10.00
MD 0.80%				5,000.00	40.00	
NC0001	500	450.00	5.40		6.30	0.90
NC 1.40%				450.00	6.30	
OKLA0001	500	875.00	5.25		7.00	1.75
OK 0.80%				875.00	7.00	
PETER001	500	6,000.00	36.00		48.00	12.00
OR 0.80%				6,000.00	48.00	
SMITH000001	500	3,789.34	45.47		53.05	7.58
MN 1.40%				3,789.34	53.05	
Utah001	500	1,000.00	6.00		8.00	2.00
UT 0.80%				1,000.00	8.00	
VERM0001	500	1,400.00	8.40		11.20	2.80
VT 0.80%				1,400.00	11.20	
Virginia001	200	725.00	8.70		10.15	1.45
VA 1.40%				725.00	10.15	
YorkNew002	500	2,000.00	24.00		28.00	4.00

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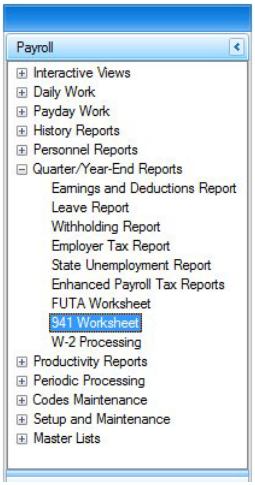
941 WORKSHEET

The **941 Worksheet** function allows you to print a 941 worksheet showing your company's record of Federal Tax liability for the quarter you specify. The TRAVERSE generated 941 Worksheet is ***not*** meant to be filed with the Federal Government, use it only as a reference to complete and file the *government-produced* form.

To produce the **941 Worksheet**, follow these steps:

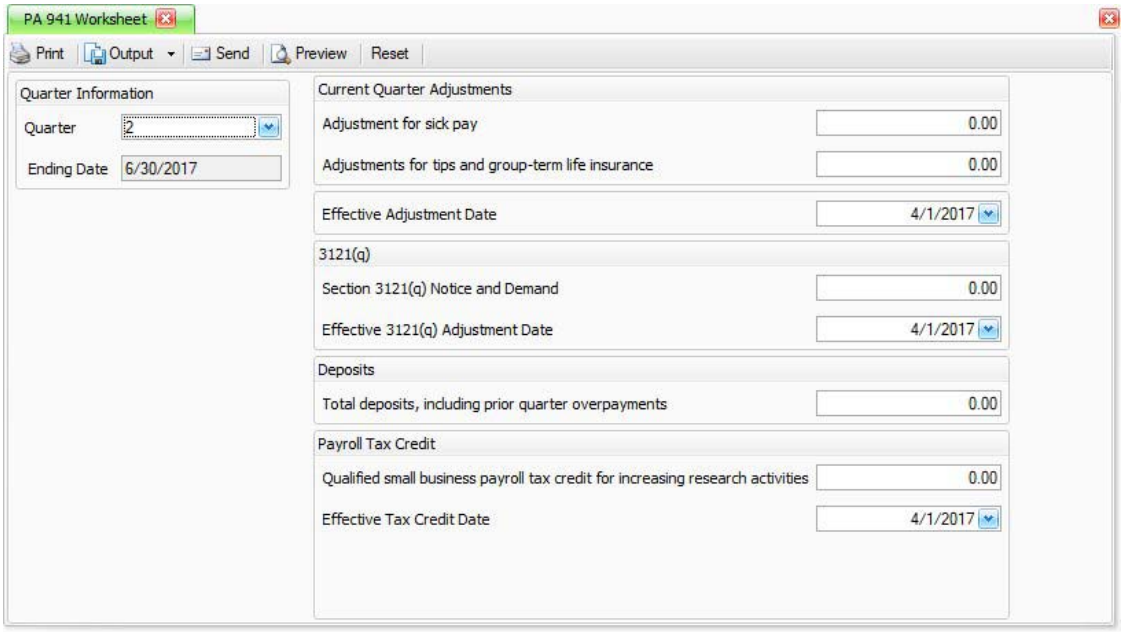
1. Select **941 Worksheet** from the **Quarter/Year-End Reports** menu.

941 Worksheet Menu



2. The **941 Worksheet** screen appears.

941 Worksheet Screen



3. Select the **Quarter** for which you want to print the 941 worksheet.
4. The quarter **Ending Date** is displayed.
5. Select the month and date the adjustments should take effect (or the date you realized the adjustments were necessary) in the **Effective Dates** fields.

   When adjustments are entered they will be applied to the month and day indicated here on the Schedule B. If there is a positive adjustment it will be applied on the exact day. If there is a negative adjustment the adjustment will be taken from the closest prior day with a balance.

6. When you produce the 941 Worksheet, the values you enter in the fields below are summed into the tax liability for the appropriate month in Part 2 and are listed next to the appropriate day in Schedule B according to the Month and Date you enter here.
7. Enter the values that TRAVERSE does not track in the remaining fields:

   - Enter the adjustment for the employee share of OASDI and Medicare taxes that were withheld by your third-party sick pay payer for the current quarter in the **Current Quarter Adjustment for sick pay** field. The value you enter here appears on line 7b of the worksheet.

- Enter the **Current Quarter Adjustment for tips and group-term life insurance,** for any uncollected Employee share of OASDI and Medicare taxes on tips and group-term life insurance premiums paid for former Employees for the current quarter in the next field. The value you enter here appears on line 7c.
- Select the month and date the adjustments should take effect, or the date you realized the adjustments were necessary, for the **Effective Adjustment Date**.
- Enter the **Section 3121(q) Notice and Demand—Tax** due on unreported tips, for the amount of Social Security and Medicare taxes on unreported tips shown on the Section 3121(q) Notice and Demand on line 5f of the Employer's Form 941 for the calendar quarter corresponding to the "Date of Notice and Demand."
- Enter the **Effective 3121(q) Adjustment Date** to show the month and date the adjustments should take effect, or the date you realized the adjustments were necessary.
- Enter the **Total deposits, including prior quarter overpayments**. The value you enter here appears on line 11.
- In the **Payroll Tax Credit** area, enter the **Qualified small business payroll tax credit for increasing research activities** amount into the field. Enter the amount of the credit from Form 8974, line 12. If you enter an amount on line 11, you must attach Form 8974. This amount is printed on line 11 of the 941 Worksheet.
- Select the month and date the adjustments should take effect, or the date you realized the Tax Credit was effective, for the **Effective Tax Credit Date**.

All the values you enter are summed together, and the total adjustment is listed on line 7h of the worksheet. This total is also added into the total tax liability for the appropriate month that appears under line 15 on Part 2 of the worksheet.

In addition, if the total is positive, it is listed on Schedule B of the worksheet for the month and day you specified in each effective date. If the total is negative, it is summed into the first date that contains a positive value. If no dates listed in Schedule B have a positive value, then the negative value is reported on the month and day you specified.

8. The remaining values on the worksheet are pulled and calculated from TRAVERSE data.
9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

941 Worksheet Page 1

Form 941 for 2017: Employer's QUARTERLY Federal Tax Return

Employer identification number (EIN) 777777777

Name (not your trade name) Continental Products Unlimited

Trade name (if any)

Address 4301 Dean Lakes Blvd (Number / Street / Suite or room number)

Shakopee (City) MN (State) 55379 (ZIP code)

Foreign country name / Foreign province/county / Foreign postal code

Report for this Quarter ... (Check one.)

- ☐ 1: January, February, March
- ☑ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December

Read the separate instructions before you complete this form. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	8
2	Wages, tips, and other compensation	2	137,469.38
3	Federal income tax withheld from wages, tips, and other compensation	3	13,677.71
4	If no wages, tips, and other compensation are subject to social security or Medicare tax		☐ Check and go to line 6.

		Column 1			Column 2
5a	Taxable social security wages	140,057.36	* 0.124 =		17,367.11
5b	Taxable social security tips	0.00	* 0.124 =		0.00
5c	Taxable Medicare wages & tips	140,057.36	* 0.029 =		4,061.66
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	* 0.009 =		0.00

5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	21,428.77
5f	Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions)	5f	0.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)	6	35,106.48
7	Current quarter's adjustment for fractions of cents	7	0.05
8	Current quarter's adjustment for sick pay	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	1.00
10	Total taxes after adjustments. Combine lines 6 through 9	10	35,107.53
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	0.00
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	35,107.53
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X(PR), 944-X, or 944-X(SP) filed in the current quarter	13	0.00
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	35,107.53
15	Overpayment. If line 13 is more than line 12, enter the difference 0.00 Check one:		☐ Apply to next return. ☐ Send a refund.

941 Worksheet Page 2

Name (not your trade name)
Continental Products Unlimited

Employer identification number
777777777

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one:

☐ Line 12 on this return is less than $2,500 or line 12 (line 10 if the prior quarter was the fourth quarter of 2016) on the return for the prior quarter was less than $2,500, and you did not incur a $100,000 next-day deposit obligation during the current quarter. If line 12 (line 10 if the prior quarter was the fourth quarter of 2016) for the prior quarter was less than $2,500 but line 12 on this return is $100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter. Then go to Part 3.

Tax liability:	Month 1	8,758.97
	Month 2	17,590.57
	Month 3	8,757.99
Total liability for quarter		35,107.53 Total must equal line 12.

☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to this form.

941 Worksheet Schedule B

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

Employer identification number (EIN) 777777777

Name (not your trade name) Continental Products Unlimited

Calendar year 2017

Report for this Quarter ...

(Check one.)

- ☐ 1: January, February, March
- ☑ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; DO NOT use it to show your deposits. When you file this form with Form 941 or Form 941-SS, DO NOT change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was $100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

1	1.00	9	0.00	17	0.00	25	0.00	
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	8,758.97
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	8,757.97	
7	0.00	15	0.00	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

1	0.00	9	0.00	17	0.00	25	0.00	
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	17,590.57
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	0.00	23	8,832.56	31	8,758.01	
8	0.00	16	0.00	24	0.00			

1	0.00	9	0.00	17	0.00	25	0.00	
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	8,757.99
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	8,757.99	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

Total liability for the quarter

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3)
Total must equal line 12 on Form 941 or Form 941-SS. 35,107.53

W-2 PROCESSING

Use the **W-2 Processing** function to generate records for your Employees, edit the Magnetic Media information for both the Employee and Employer records and output the W-2 to Printed Forms, Magnetic Media, W-3 Summary and Worksheet. W-2 Forms should be printed after all Payroll has been processed for the year. The 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.

NOTE: The Prepare W-2 Forms function (page 6-81) and the Create Magnetic Media function (page 6-84) (if applicable to your company) *must* be run prior to running the W-2 Forms function.

Before printing W-2's, use the Employee Information List (page 3-195), Employee Information View (page 7-19), or the Employee Information function (page 3-159) to verify all information is up-to-date and accurate for each Employee.

If you have Employees who have worked in multiple States, the system prints the deferred compensation for each State. The first State listed in the Tax tab of the Employee Information function (page 3-173) will print on the federal W-2.

If you have more than 250 employees, W-2 information must be submitted to the Social Security Administration electronically. Before using the W-2 Forms function, get the latest guidelines from the Social Security Administration (SSA). Some States also require larger companies to file on Magnetic Media. The Payroll system's Magnetic Media reporting meets requirements for Federal reporting, however, your State's requirements may be different. Check with your States Tax Authority before filing W-2s.

The web site for the IRS is **http://www.irs.gov/efile/article/0,,id=118520,00.html** and the web site for the United States Social Security Administration **http://www.ssa.gov/bso/bsowelcome.htm.**

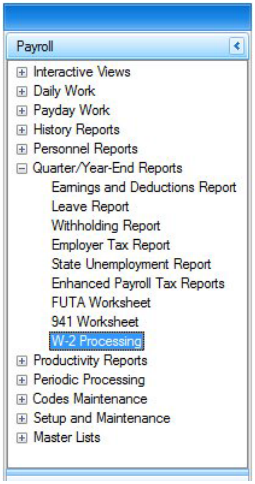
NOTE: While TRAVERSE Magnetic Media has received general approval from the SSA, you must apply for, and get approval, before your company can file on Magnetic Media.

NOTE: Verify the correctness of the electronic file format of your W-2 reports before you submit them by using AccuWage. You can find more information and instructions on the AccuWage page on the SSA website.

To Process **W-2s**, follow these steps:

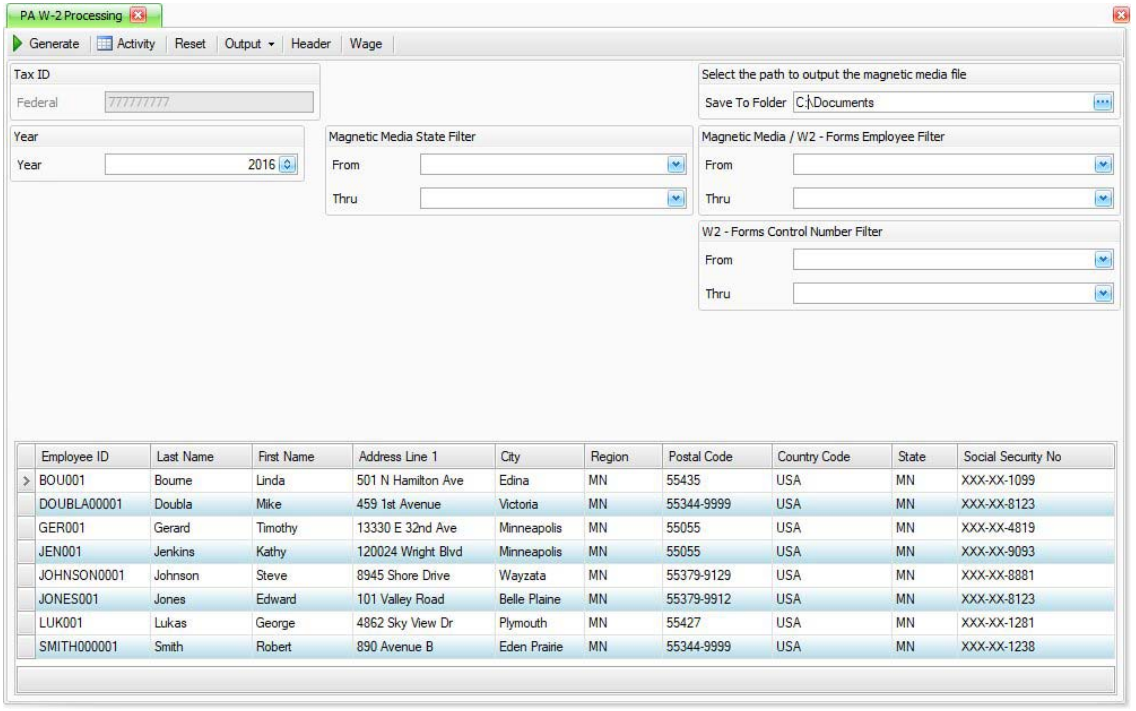
1. Select **W-2 Processing** from the **Quarter/Year-End Reports** menu.

W-2 Processing Menu



2. The **W-2 Processing** screen appears.

W-2 Processing Screen



3. Verify the **Federal Tax ID**, entered in the Tax Authorities Federal Tax Setup function (page 3-72).
4. If you are preparing W-2s for New Jersey, enter the **NJ Plan Insurance Numbers** for the **Disability** and **Federal Leave** fields.
5. Select the payroll **Year** for which you will be preparing W-2s. Use the scroll arrows to change the Year value up or down.
6. Select the range of **Magnetic Media State Filter From** and **Thru**, to include in the Magnetic Media processing. The available States will be the States you have set up in the Tax Authorities, State tab.
7. Select or enter the path to output magnetic media in the **Select the path to output the magnetic media file, Save To Folder**.
8. Select the **Magnetic Media/W2 - Forms Employee Filter From** and **Thru**, if you want to filter the Employee records to be included in the Magnetic Media file generated and W-2 Forms printed.

9. Select the **W2 - Forms Control Number Filter From** and **Thru**, if you want to print the W-2 Forms for a single or range of Employees.
10. Select **Generate** to prepare the W-2's.
11. Once the W-2 records have been generated the **Employee ID**, **Last Name**, **First Name**, **Address Line 1**, **City**, **Region**, **Postal Code**, **Country Code**, **State**, and **Social Security Number** are for display only and may not be edited.

Create W-2 Magnetic Media

The United States Social Security Administration requires that all employers of 250 or more Employees must file W-2 forms via Magnetic Media. Filing via Magnetic Media for Employers of *less* than 250 Employees is optional.

Use the Output Magnetic Media function to identify the W-2 file transmitter, the equipment used to generate the file, and the employer whose Employee wage and tax information is being reported. The Generate W-2 function *must* be run before outputting W-2 Magnetic Media to a file.

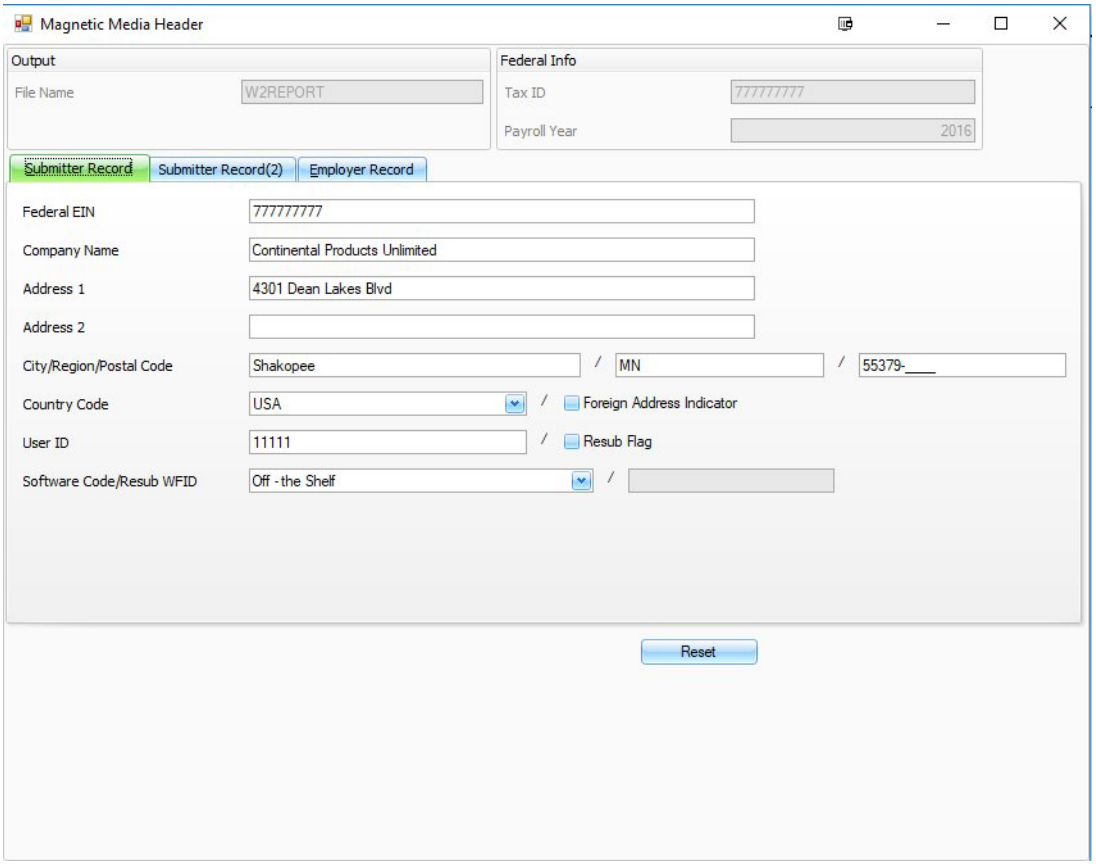
NOTE: The Generate W-2s function must be run *before* you can create Magnetic Media.

To **Create W-2 Magnetic Media**, follow these steps:

1. Once the **Generate** button has been selected and records appear in the lower portion of the screen, click on **Header** in the toolbar.
2. The **Magnetic Media Header** screen appears.

Select the **Submitter Record** tab or the **Submitter Record(2)** tab to identify the organization submitting the W-2 files, the **Employer Record** tab to identify the employer whose wage and tax information is being reported.

Submitter Record Tab Screen



3. The **Submitter Record** tab lists information about the Submitter/Employer, the company entered on this tab will receive the next MMREF-1 publication. This company may not be the one for which you are creating the file.
4. The **Federal EIN (Employer Identification Number)** displays from Federal Tax Setup, within the Tax Authorities, under Codes Maintenance. This EIN should match the EIN on the external label.
5. In the **Company Name and Address Information** enter or edit the name of the company that is to receive the MMREF-1 annual filing instructions.
6. In the **Foreign Address Indicator**, check the box if this is a foreign address.
7. Enter the **User ID** (supplied by the federal government) of the Employee authorized to submit this file.

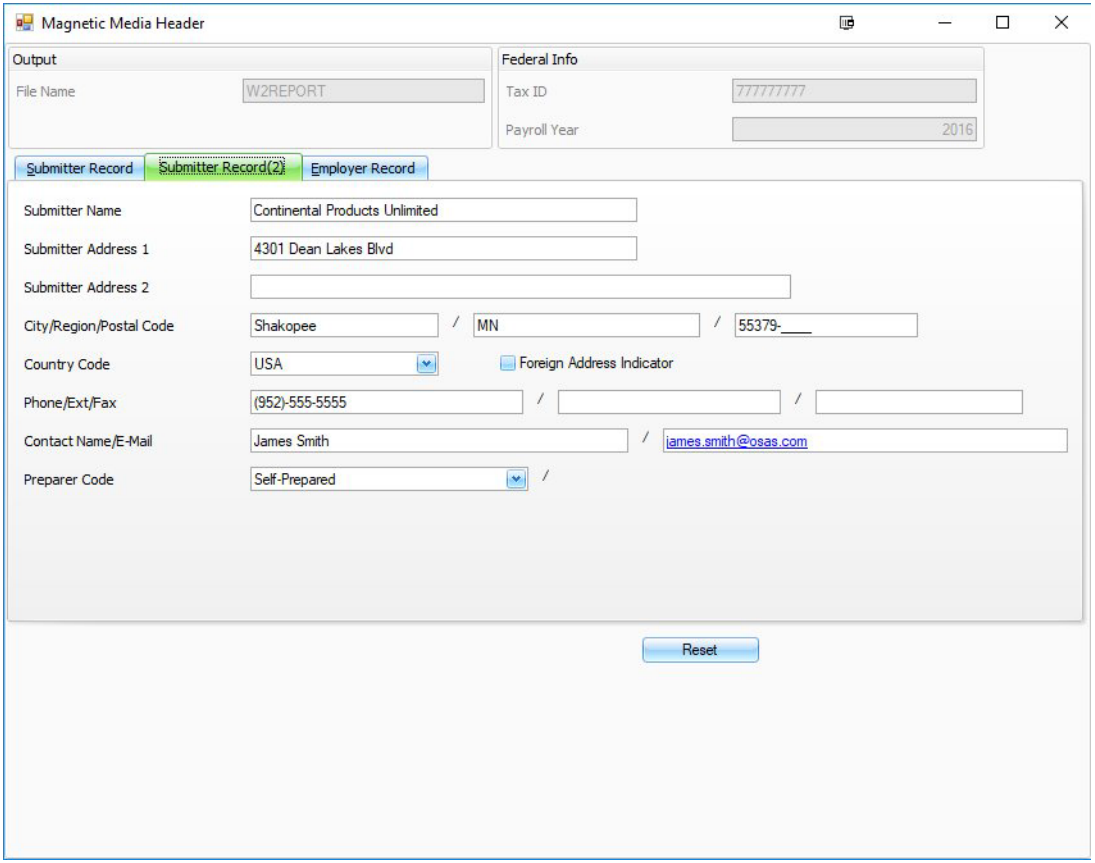
8. Select the **Resub Flag** check box if this file is being resubmitted. When this box is selected, the Resub WFID box becomes available.

9. If the Magnetic Media is being resubmitted enter the **Resub WFID** number from the notice sent to you from the SSA.

10. In the Software Code field enter **In House program**, or **Off the Shelf Software**.

    TRAVERSE is considered an Off the Shelf Software, thus you should choose it if you are submitting the magnetic media using TRAVERSE.

Submitter Record(2) Tab

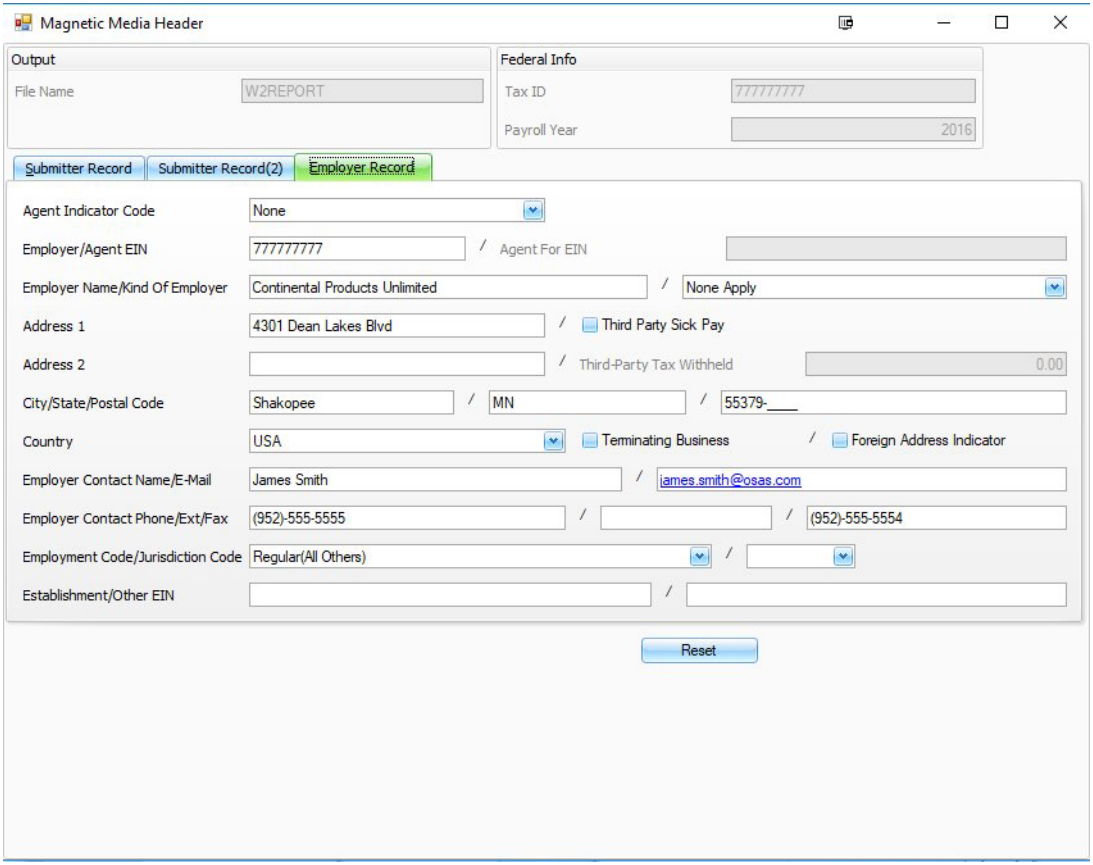


11. The **Submitter Record(2)** tab is the second of two tabs that list information on the organization submitting the W-2 Magnetic Media. (If your company uses a third party to submit your W-2's, the name of the third party must be entered here.)

12. In the **Submitter Name** field enter or edit the name of the organization to receive notification of data that cannot be processed by the SSA.

13. Enter the **Submitter address**.
14. Check the **Foreign Address Indicator** check box if this is a foreign address.
15. Enter the name of the person to be contacted by the SSA concerning processing problems in the **Contact Name** box.
16. Enter the contact person's **Telephone Number** and **Extension**. For the U.S. and U.S. territories, enter the submitter's **Fax** number with area code as well.
17. If applicable, enter the contact person's **E-mail** address.
18. Select one of these codes to indicate who is preparing the W-2Report file in the Preparer Code box:
    - Accounting Firm
    - Self-Prepared
    - Service Bureau
    - Parent Company
    - Others

Employer Record Tab



19. The **Employer Record** tab is used to list information about the Employer, for which Employee Wage and Tax information is being filed.

20. In the **Agent Indicator Code,** if applicable, select one of these codes

    - 2678 Agent
    - Common Paymaster
    - 3504 Agent
    - Select None if none of the codes applies to your company.

21. The **Agent for EIN** box appears when you enter 2678 Agent, Common Paymaster or 3504 Agent in the **Agent Indicator Code** box. Enter the EIN of the employer, for which you are an agent.

22. Enter the **Employer Name and Address**.

23. Select the **Terminating Business** check box if you terminated your business during the filing tax year.

24. Select the **Foreign Address Indicator** check box if this is a foreign address.

25. Select the appropriate **Employment code**; **Agriculture**, **Form 944 Filers**, **Household**, **Military**, **Medicare Qualified Government Employment**, **Railroad**, **Regular (All Others)**.

26. If applicable, select the appropriate **Jurisdiction Code**; **Virgin Islands**, **Guam**, **American Samoa**, **Northern Mariana**, **Puerto Rico**.

27. If the **W-2Report** file will contain multiple Code RE records with the same EIN, use the **Establishment** box to designate various store or factory locations or types of payroll. Enter any combination of blanks, numbers or letters. Certain military employers must use this field.

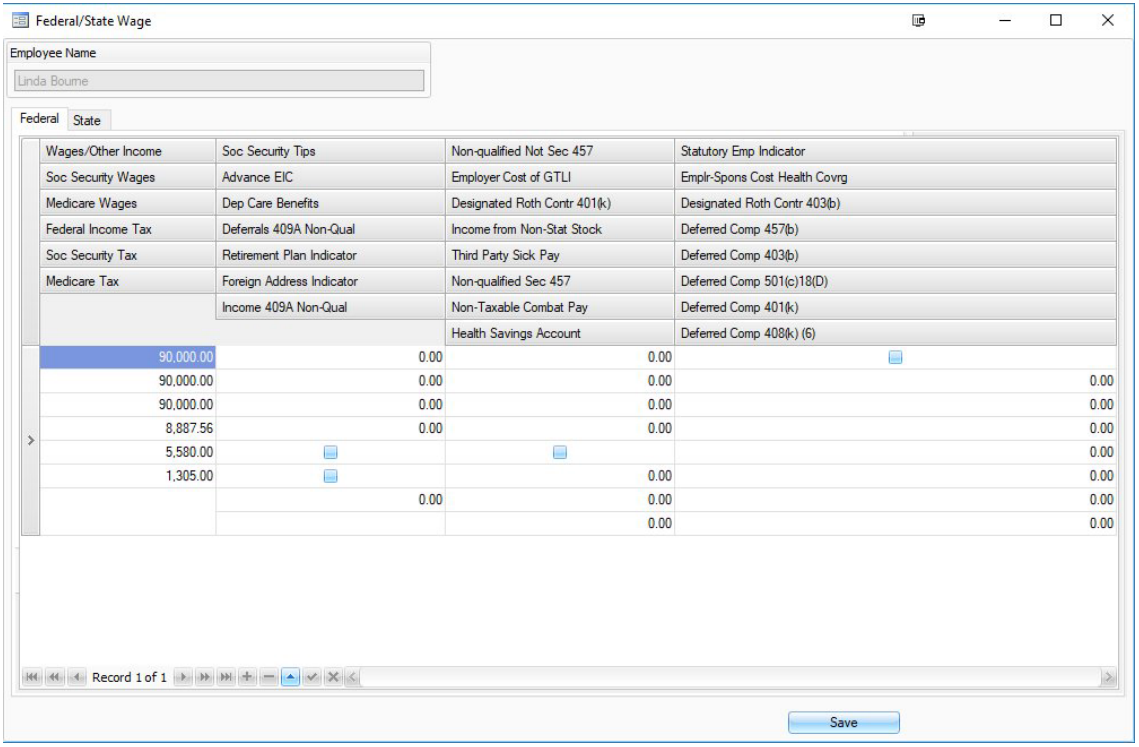
    If the employer used an EIN different than the one entered earlier to submit a form 941 or 943 to the IRS for this year or to submit W-2 data to the SSA for this year, enter that EIN in the **Other EIN** box. Otherwise, leave this field blank.

28. Select the **Third-Party Sick Pay** check box if the employer provided sick pay for another entity; otherwise, clear the check box. When the check box is selected, the **Third-Party Tax Withheld** box becomes available.

29. Enter the amount of the **Third-Party Tax Withheld** from sick pay payments.

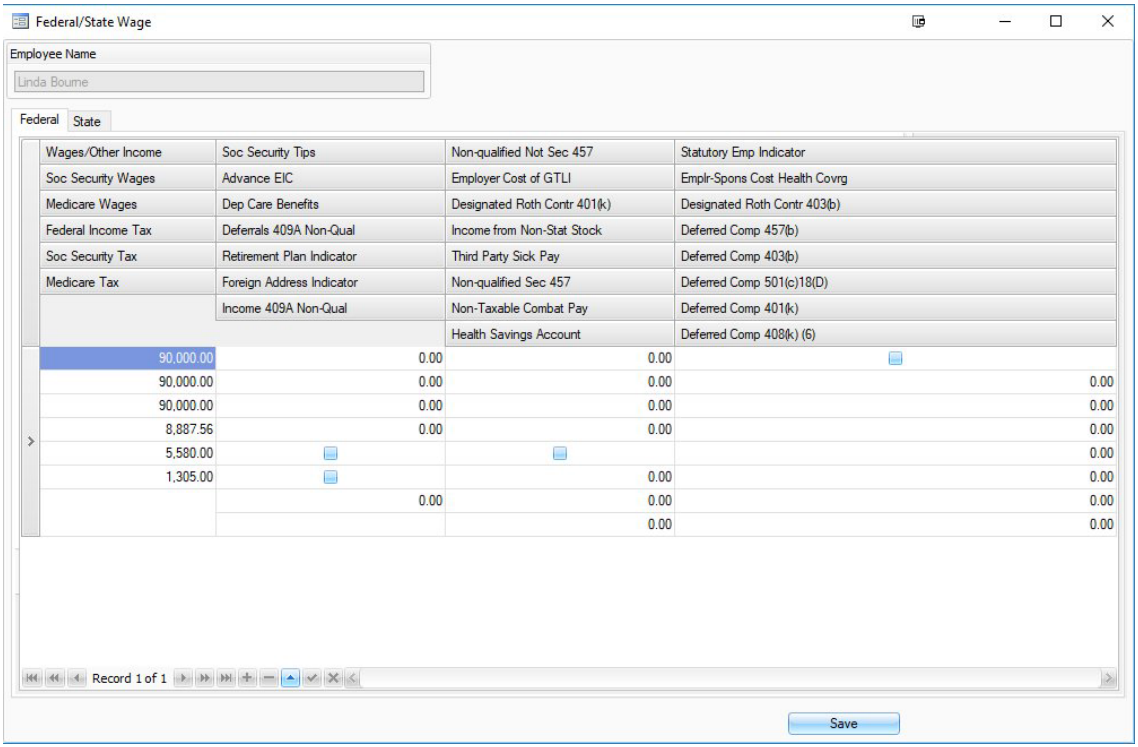
30. Close the screen and select **Yes** when prompted if you want to save changes.

Federal/State Wage Screen



31. Select the Employee record in the bottom portion of the screen you want to see wage records for.
32. Select **Wage** to view the **Federal/State Wage** screen.
33. The **Federal/State Wage** function lists Employee information.
34. **Employee Name** is displayed, you may not change it.

Wages Screen - Federal Record Tab



35. The **Federal/State Wages** Screen - **Federal** Records Tab lists information from the Employee temporary table. This table allows you to correct errors without having to track down the errant entries. (We recommend that you make corrections to data using the Employee History function, if time permits.)

36. Edit the amounts in any of the fields, as necessary. Negative amounts are not allowed.

37. If this employee is a **Statutory Employee** select the check box, if not, leave the box blank.

    Select this check box for Statutory Employees whose earnings are subject to Social Security and Medicare taxes but not subject to Federal Income Tax Withholding. Do not select this check box for Common-Law Employees. There are workers who are independent contractors under the Common-Law rules but are treated by statute as Employees.

38. If this Employee participates in a **Retirement Plan** select the check box, of not, leave the check box blank.

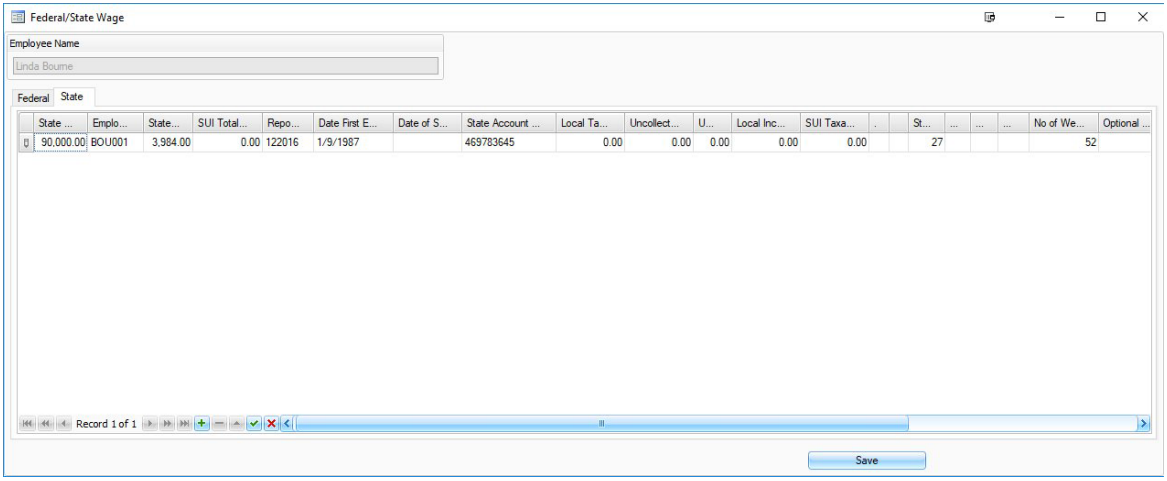
Select this check box if the Employee was an “active participant” in any of the following:

- A qualified pension, profit-sharing, or stock-bonus plan described in section 410(a) (including 401(k) plan).
- An annuity plan described in section 403(a).
- An annuity contract or custodial account described in section 403(b).
- A simplified Employee pension plan described in section 408(k).
- A SIMPLE retirement account described in section 408(p).
- A trust described in section 501(c)(18).
- A plan for Federal, State, or Local government Employees or by an agency or instrumentality thereof (other than section 457(b) plan).

39. Select the **Foreign Address Indicator** check box if the address for this Employee is a foreign address.

40. Select the **Third Party Sick Pay** check box to indicate this Employee has received Earnings from a third party for sick pay.

Wages Screen - State Tax Tab



41. Edit the numbers in any of the fields, as necessary. Negative numbers are not allowed.

42. Change the **Tax Type Code** if necessary. City Income Tax -**C**, County Income Tax -**D**, School District Income -**E**, Other Income -**F**.

43. Select the green plus ( ) at the bottom of the screen to append a blank State record to add a new blank State record for the selected Employee.

44. To output the Magnetic Media file for W-2 forms, select **Output** and **Magnetic Media**.

45. The file will be generated in the folder indicated in the **Select the path to output the magnetic media file**, **Save to Folder** field and named W2REPORT.

46. A confirmation dialog box will be displayed when the Magnetic Media file has been generated. Click **OK**, and the **W2 Magnetic Media Report Audit Log** will be displayed.

47. Print the log to have a paper copy of the information transmitted in the Magnetic Media file.

W2 Magnetic Media Report Audit Log

07/12/2017
03:31:42
PM

W2 Magnetic Media Report Audit Log
Continental Products Unlimited

PAGE 1

Record Number 1	Record Type	RA
Record Identifier	[1 - 2]	[RA]
Employer EIN	[3 - 11]	[777777777]
User ID	[12 - 19]	[11111000]
Software Vendor Code	[20 - 23]	[1434]
Reserved for SSA	[24 - 28]	[ ]
Resub Flag	[29 - 29]	[0]
Resub WFID	[30 - 35]	[ ]
Software Code	[36 - 37]	[99]
Company Name	[38 - 94]	[CONTINENTAL PRODUCTS UNLIMITED]
Location Address	[95 - 116]	[ ]
Delivery Address	[117 - 138]	[4301 DEAN LAKES BLVD]
City	[139 - 160]	[SHAKOPEE]
State	[161 - 162]	[MN]
Zip	[163 - 167]	[55379]
Zip Extension	[168 - 171]	[ ]
Reserved for SSA	[172 - 176]	[ ]
Foreign State	[177 - 199]	[ ]
Foreign Postal Code	[200 - 214]	[ ]
Country Code	[215 - 216]	[ ]
Submitter Name	[217 - 273]	[CONTINENTAL PRODUCTS UNLIMITED]
Submitter Location Addr	[274 - 295]	[ ]
Submitter Delivery Addr	[296 - 317]	[4301 DEAN LAKES BLVD]
Submitter City	[318 - 339]	[SHAKOPEE]
Submitter State	[340 - 341]	[MN]
Submitter Zip	[342 - 346]	[55379]
Submitter Zip Extension	[347 - 350]	[ ]
Reserved for SSA	[351 - 355]	[ ]
Foreign State	[356 - 378]	[ ]
Foreign Postal Code	[379 - 393]	[ ]
Country Code	[394 - 395]	[ ]
Contact Name	[396 - 422]	[JAMES SMITH]
Contact Phone	[423 - 437]	[9525555555]
Phone Extension	[438 - 442]	[ ]
Reserved for SSA	[443 - 445]	[ ]
Contact E-Mail	[446 - 485]	[james.smith@osas.com]
Reserved for SSA	[486 - 488]	[ ]
Contact Fax	[489 - 498]	[ ]
Reserved for SSA	[499 - 499]	[ ]
Preparer Code	[500 - 500]	[L]
Reserved for SSA	[501 - 512]	[ ]

Printing and Outputting W-2 Forms

Use the Output W-2 Forms function to print employee W-2 forms or to create W-2 Magnetic Media. W-2 forms should be printed after all payroll has been processed for the year. The 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.

NOTE: The W-2 Generate function *must* be run prior to printing and outputting the W-2 Forms.

Before printing W-2's, use the Employee Information List (page 3-195), Employee Information View (page 7-19), or the Employee Information function (page 3-159) to verify all information is up-to-date and accurate for each Employee.

If you have Employees who have worked in multiple States, the system prints the deferred compensation for each State. The first State listed in the Tax tab of the Employee Information function (page 3-173) will print on the Federal W-2.

NOTE: If you have more than 250 Employees, W-2 information must be submitted to the Social Security Administration on Magnetic Media. Before using the W-2 Processing function, get the latest guidelines from the Social Security Administration (SSA). Some States also require larger companies to file on Magnetic Media. The Payroll system's Magnetic Media reporting meets requirements for Federal reporting, however, your State's requirements may be different. Check with your States Tax Authority before filing W-2s.

NOTE: While TRAVERSE Magnetic Media has received general approval from the SSA, you must apply for, and get approval, before your company can file on Magnetic Media.

To output **W-2 Forms**, follow these steps:

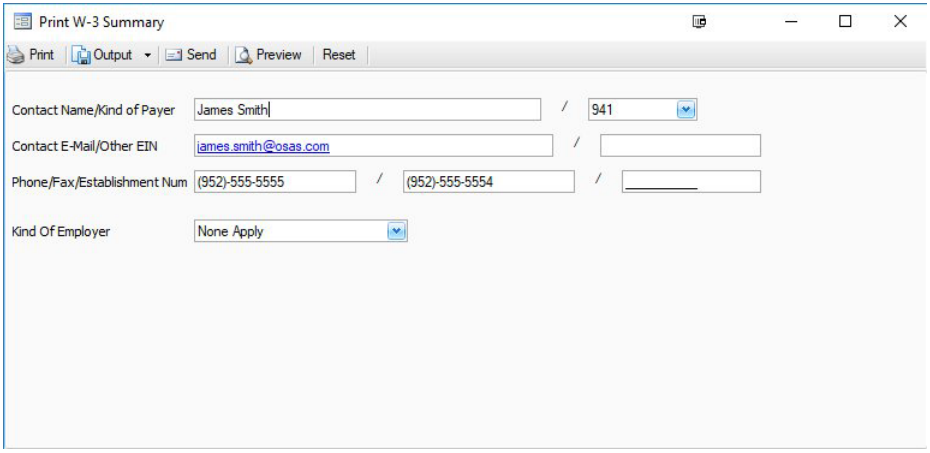
1. Select whether to **Output** the W-2's as: **Forms** (two or four per page), **Magnetic Media**, or a **Worksheet**, or select to output **W-3 forms**.

NOTE: To avoid printing errors on the W-2 forms, print the W-2 worksheets *first* to verify the accuracy of all information.

2. If creating Magnetic Media, enter the **Save to Folder**. Refer to the Social Security Administration guidelines regarding acceptable transmission methods to submit W-2 Magnetic Media through.

3. If outputting W-3 forms fill in the appropriate information into the **Contact Name/Kind of Payer**, **Contact E-mail/Other EIN**, **Phone/Fax/Establishment Num** and **Third Party Sick Pay/Tax Withheld** fields.

Print W-3 Summary Screen



4. Enter the name of the person to be contacted by the SSA concerning processing problems in the **Contact Name** box.

5. Enter the **Kind of Payer** to indicate the kind of wage payer your company is. The selections are **941**, **943**, **944**, **CT-1**, **Hshld emp.**, **Medicare govt emp.**, and **Military**.

6. Enter the contact person's **Phone** number with area code. For the U.S. and U.S. territories, enter the contact's **Fax** number with area code as well.

7. If applicable, enter the **Contact E-mail** address.

8. If the **W-3 Report** will contain multiple Code RE records with the same EIN, use the **Establishment Num** box to designate various store or factory locations or types of payroll. Enter any combination of blanks, numbers or letters. Certain military employers must use this field.

   If the employer used an EIN different than the one entered earlier to submit a form 941 or 943 to the IRS for this year or to submit W-2 data to the SSA for this year, enter that EIN in the **Other EIN** box. Otherwise, leave this field blank.

9. Select the **Kind of Employer** your company falls into;

   - **None Apply** - Select if none of the other choices discussed next apply to you.
   - **501c non-govt** - Select if you are a non-governmental tax-exempt section 501(c) organization. Types of 501(c) non-governmental organizations include private

foundations, public charities, social and recreation clubs, and veterans organizations. For additional examples of 501(c) non-governmental organizations, see chapters 3 and 4 of Pub. 557.

- **State/Local non-501c** - Select if you are a state or local government or instrumentality. This includes cities, townships, counties, special-purpose districts, public schools districts, or other publicly-owned entities with governmental authority.
- **State/Local 501c** - Select if you are a state or local government or instrumentality, and you have received a determination letter from the IRS indicating that you are also a tax-exempt organization under section 501(c)(3).
- **Federal govt** - Check this box if you are a federal government entity or instrumentality.Enter the amount of the tax withheld from sick pay payments.

10. Select a command button:

Command Buttons

Name	Description
Generate	Generate the W-2 records for all employees that have been paid in the payroll year.
Reset	Set all fields to their defaults.
Output	Select how to output your W-2 information. Forms, 2 or 4 per page, W3, Magnetic Media or Worksheet.
Header	Enter the magnetic media Header information.
Wage	View the wage information for the selected employee record.
Save	Save all changes made to the records on the screen.

W-2 Worksheet

Continental Products Unlimited
W-2 Worksheet
For the Year Ending 12/31/2016

PAGE 1

Employee ID / Name / SE RP TP	Box 1 / Box 12	Box 2	Box 3 / Box 12	Box 4	Box 5 / Box 14	Box 6 / Box15	Box 7 / Box 8 State ID / Box 20-Local	Box 9 / Box 16	Box 10 / Box 17	Box 11 / Box 18 / Box 19
BOU001 LINDA K BOURNE ☐ ☐ ☐	90,000.00	8,887.56	90,000.00	5,580.00	90,000.00	1,305.00 MN	469783645	90,000.00	3,984.00	
DOUBLA00001 MIKE K DOUBLA ☐ ☐ ☐	49,200.00	6,518.76	49,200.00	3,050.40	49,200.00	713.40 MN	469783645	49,200.00	2,604.00	
GER001 TIMOTHY K GERARD ☐ ☑ ☐	66,600.00	5,726.76	66,600.00	4,129.20	66,600.00	965.70 MN	469783645	66,600.00	2,616.00	
JEN001 KATHY C JENKINS ☐ ☑ ☐	90,000.00	16,718.76	90,000.00	5,580.00	90,000.00	1,305.00 MN	469783645	90,000.00	5,484.00	
JOHNSON0001 STEVE W JOHNSON ☐ ☐ ☐	18,900.00	144.00	18,900.00	1,171.80	18,900.00	274.05 MN	469783645	18,900.00	48.00	
JONES001 EDWARD L JONES ☐ ☐ ☐	30,000.00	540.00	30,000.00	1,860.00	30,000.00	435.00 MN	469783645	30,000.00	288.00	

W-2 Form 2 Per Page

459-30-1099

777777777	90000.00	8887.56
CONTINENTAL PRODUCTS UNLIMITED	90000.00	5580.00
4301 DEAN LAKES BLVD SHAKOPEE, MN 55379	90000.00	1305.00

0000001

LINDA K BOURNE
501 N HAMILTON AVE

EDINA MN 55435

MN 469783645 90000.00 3984.00

812-38-8123

777777777	49200.00	6518.76
CONTINENTAL PRODUCTS UNLIMITED	49200.00	3050.40
4301 DEAN LAKES BLVD SHAKOPEE, MN 55379	49200.00	713.40

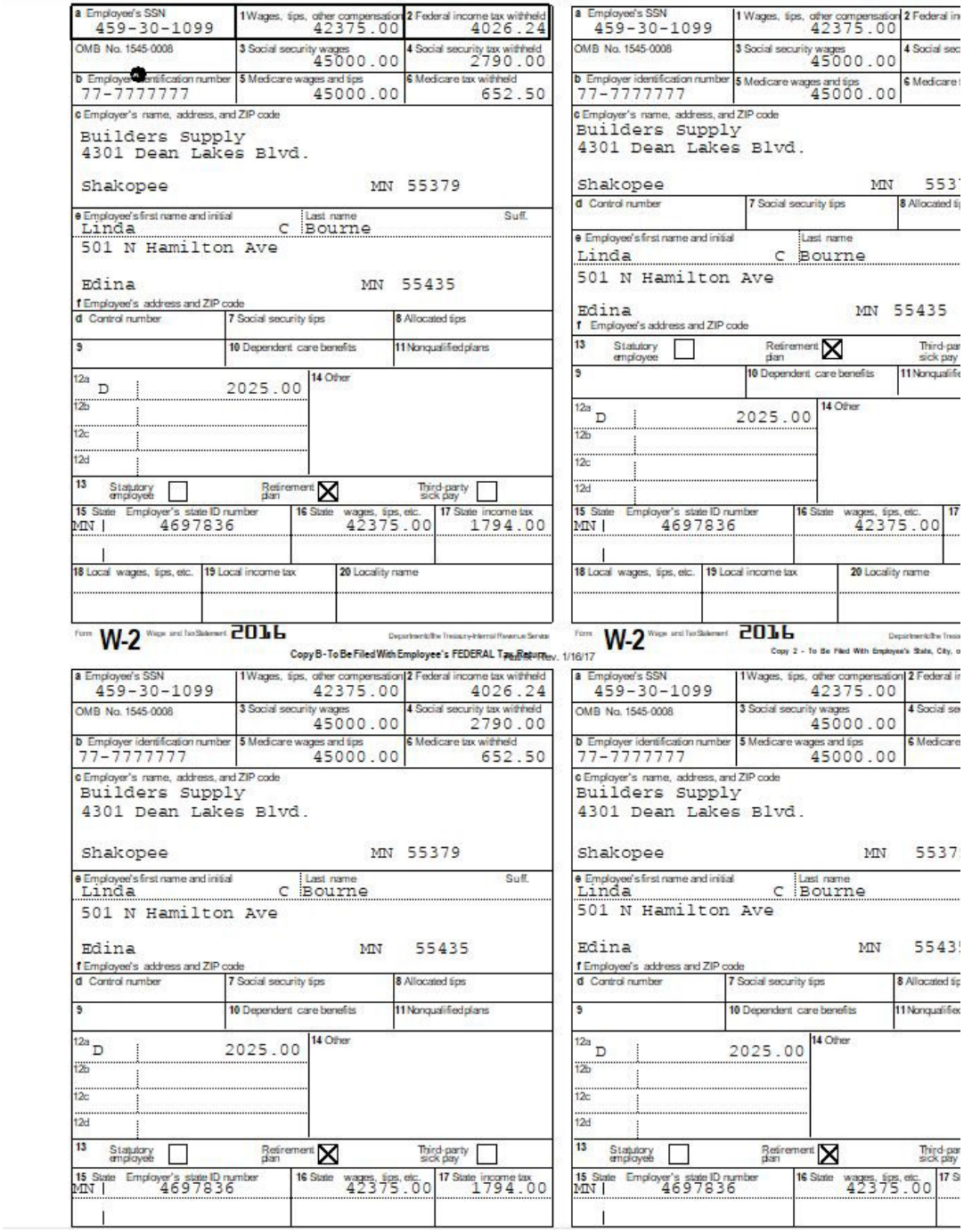
0000002

MIKE K DOUBLA
459 1ST AVENUE

VICTORIA MN 55344-9999

MN 469783645 49200.00 2604.00

W-2 Form 4 Per Page



a Employee's SSN 459-30-1099 | 1 Wages, tips, other compensation 42375.00 | 2 Federal income tax withheld 4026.24
OMB No. 1545-0008 | 3 Social security wages 45000.00 | 4 Social security tax withheld 2790.00
b Employer identification number 77-7777777 | 5 Medicare wages and tips 45000.00 | 6 Medicare tax withheld 652.50
c Employer's name, address, and ZIP code
Builders Supply
4301 Dean Lakes Blvd.
Shakopee MN 55379
e Employee's first name and initial Linda C | Last name Bourne | Suff.
501 N Hamilton Ave
Edina MN 55435
f Employee's address and ZIP code
d Control number | 7 Social security tips | 8 Allocated tips
9 | 10 Dependent care benefits | 11 Nonqualified plans
12a D 2025.00 | 14 Other
12b | 12c | 12d
13 Statutory employee ☐ | Retirement plan ☒ | Third-party sick pay ☐
15 State Employer's state ID number MN 4697836 | 16 State wages, tips, etc. 42375.00 | 17 State income tax 1794.00
18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name
Form W-2 Wage and Tax Statement 2016 — Department of the Treasury—Internal Revenue Service
Copy B—To Be Filed With Employee's FEDERAL Tax Return. Rev. 1/16/17

a Employee's SSN 459-30-1099 | 1 Wages, tips, other compensation 42375.00 | 2 Federal income tax withheld 4026.24
OMB No. 1545-0008 | 3 Social security wages 45000.00 | 4 Social security tax withheld 2790.00
b Employer identification number 77-7777777 | 5 Medicare wages and tips 45000.00 | 6 Medicare tax withheld 652.50
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501 N Hamilton Ave
Edina MN 55435
f Employee's address and ZIP code
d Control number | 7 Social security tips | 8 Allocated tips
9 | 10 Dependent care benefits | 11 Nonqualified plans
12a D 2025.00 | 14 Other
12b | 12c | 12d
13 Statutory employee ☐ | Retirement plan ☒ | Third-party sick pay ☐
15 State Employer's state ID number MN 4697836 | 16 State wages, tips, etc. 42375.00 | 17 State income tax 1794.00
18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name
Form W-2 Wage and Tax Statement 2016 — Department of the Treasury—Internal Revenue Service
Copy B—To Be Filed With Employee's FEDERAL Tax Return. Rev. 1/16/17

a Employee's SSN 459-30-1099 | 1 Wages, tips, other compensation 42375.00 | 2 Federal income tax withheld 4026.24
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b Employer identification number 77-7777777 | 5 Medicare wages and tips 45000.00 | 6 Medicare tax withheld 652.50
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12a D 2025.00 | 14 Other
12b | 12c | 12d
13 Statutory employee ☐ | Retirement plan ☒ | Third-party sick pay ☐
15 State Employer's state ID number MN 4697836 | 16 State wages, tips, etc. 42375.00 | 17 State income tax 1794.00

a Employee's SSN 459-30-1099 | 1 Wages, tips, other compensation 42375.00 | 2 Federal income tax withheld 4026.24
OMB No. 1545-0008 | 3 Social security wages 45000.00 | 4 Social security tax withheld 2790.00
b Employer identification number 77-7777777 | 5 Medicare wages and tips 45000.00 | 6 Medicare tax withheld 652.50
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d Control number | 7 Social security tips | 8 Allocated tips
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12a D 2025.00 | 14 Other
12b | 12c | 12d
13 Statutory employee ☐ | Retirement plan ☒ | Third-party sick pay ☐
15 State Employer's state ID number MN 4697836 | 16 State wages, tips, etc. 42375.00 | 17 State income tax 1794.00

W-3 Summary Report

x	x	
8	420172.08	41944.20
777777777	420172.08	26050.67
Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379	420172.08	6092.50

MN 469783645

420172.08 16572.00

James Smith 952 555-5555

james.smith@osas.com

PRODUCING HISTORY REPORTS

Use the History Reports menu to print reports that reflect history of what has been posted for activity for Employees.

When using the History Reports menu you will be able to print the following reports:

- The **Transaction History Report** (page 6-105) provides a detail or summary report of posted Time Ticket entries and miscellaneous payroll Deductions.
- Use the **Check History Register** (page 6-109) to print a report of payroll checks written. The Check History Register can then be used as an audit trail for Earnings, Deductions, Withholdings, and Cash Disbursements.
- Use the **Department History Report** (page 6-113) function to produce a summary of labor expenses posted to each Department and to serve as an audit trail of transaction and check entries posted to the Departments function on the Setup and Maintenance menu.
- Use the **Employee Utilization Report** (page 6-117), a convenient tool to assist you in determining how many full-time equivalent Employees you have.

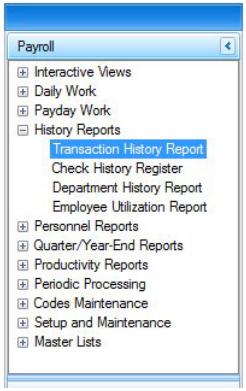
TRANSACTION HISTORY REPORT

The **Transaction History Report** provides a detail or summary report of posted Time Ticket entries and miscellaneous payroll Deductions.

To produce the **Transaction History Report**, follow these steps:

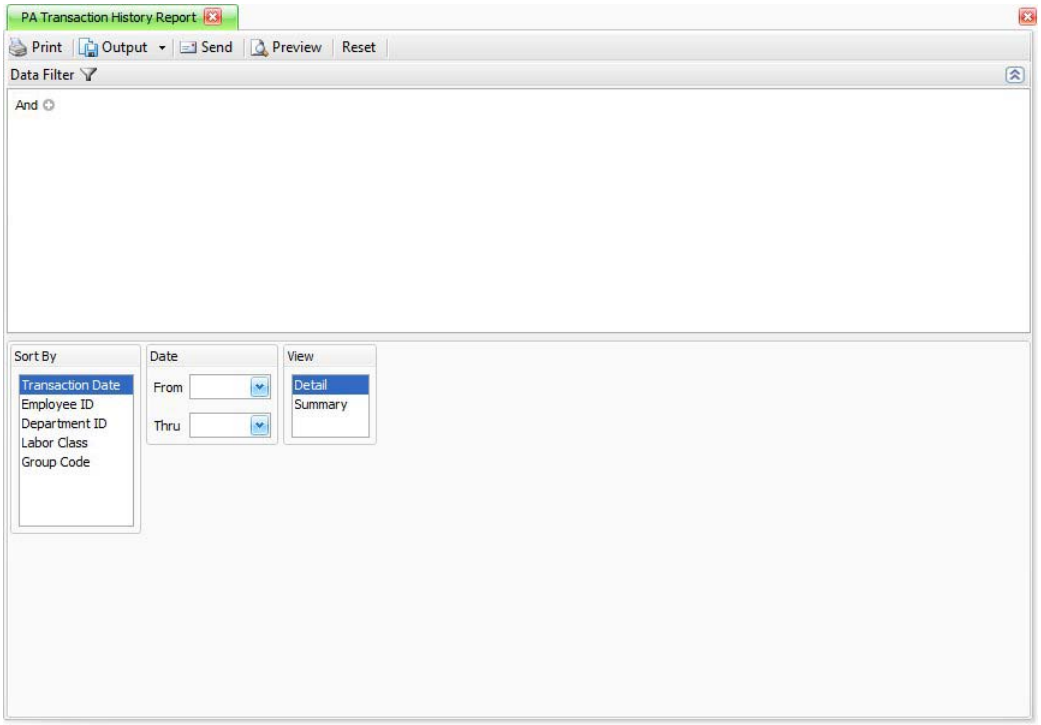
1. Select **Transaction History Report** from the **History Reports** menu.

Transaction History Report Menu



2. The **Transaction History Report** screen appears.

Transaction History Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the **Sort By** criterion for the report; **Transaction Date**, **Employee ID**, **Department ID**, **Labor Class**, or **Group Code**.
5. Select the range of the transaction **Date From** and **Thru**, to include in the report. Leave the From and Thru fields blank to include all Dates on the report.
6. Select the amount of information to **View** in the report; **Detail** or **Summary**.

7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Transaction History Report

Continental Products Unlimited
Transaction History Report (Detail)
Sorted by Transaction Date

Report Filter

Employee ID / Customer ID / Project ID	Name / Phase Code / Task Code	Type	Date	Group	Dept ID	Class	Trans Type	Code	Rate	Pieces	Hours	Amount	Note
STO001	Stockard, Albert W	Hourly	1/8/2005	1	100	SHP	PAY	OVT	8.950	0.0000	5.500	73.84	
GER001	Gerard, Timothy G	Salaried	1/8/2005	1	500		PAY	P02	0.000	0.0000	0.000	500.00	
ROS001	Rossini, Lou A	Hourly	1/8/2005	1	501	SEC	PAY	REG	5.750	0.0000	32.000	184.00	
STO001	Stockard, Albert W	Hourly	1/8/2005	1	100	SHP	PAY	REG	8.950	0.0000	40.000	358.00	
ROS001	Rossini, Lou A	Hourly	1/8/2005	1	501		PAY	SIC	5.750	0.0000	8.000	46.00	
Transaction Date 1/8/2005	Earning Totals									0.0000	85.500	1,161.84	
BOU001	Bourne, Linda C	Salaried	1/8/2005	1			DED	010	0.000	0.0000	0.000	225.00	
Transaction Date 1/8/2005	Deduction Totals									0.0000	0.000	225.00	
STO001	Stockard, Albert W	Hourly	1/15/2005	1	100	SHP	PAY	DBL	8.950	0.0000	2.000	35.80	
ROS001	Rossini, Lou A	Hourly	1/15/2005	1	501	SEC	PAY	OVT	5.750	0.0000	3.250	28.03	
STO001	Stockard, Albert W	Hourly	1/15/2005	1	100	SHP	PAY	OVT	8.950	0.0000	8.000	107.40	
BOU001	Bourne, Linda C	Salaried	1/15/2005	1	500		PAY	P01	0.000	0.0000	0.000	750.00	
JON001	Jonchim, Maria K	Hourly	1/15/2005	1	501	SEC	PAY	REG	7.500	0.0000	8.000	60.00	
ROS001	Rossini, Lou A	Hourly	1/15/2005	1	501	SEC	PAY	REG	5.750	0.0000	40.000	230.00	
STO001	Stockard, Albert W	Hourly	1/15/2005	1	100	SHP	PAY	REG	8.950	0.0000	40.000	358.00	
JON001	Jonchim, Maria K	Hourly	1/15/2005	1	501	SEC	PAY	VAC	7.500	0.0000	32.000	240.00	
Transaction Date 1/15/2005	Earning Totals									0.0000	133.250	1,809.23	
ROS001	Rossini, Lou A	Hourly	1/15/2005	1			DED	004	0.000	0.0000	0.000	50.00	
Transaction Date 1/15/2005	Deduction Totals									0.0000	0.000	50.00	
JON001	Jonchim, Maria K	Hourly	1/18/2005	1	501	SEC	PAY	REG	7.500	0.0000	168.000	1,260.00	
ROS001	Rossini, Lou A	Hourly	1/18/2005	1	501	SEC	PAY	REG	5.750	0.0000	172.000	989.00	
STO001	Stockard, Albert W	Hourly	1/18/2005	1	100	SHP	PAY	REG	8.950	0.0000	160.000	1,432.00	
Transaction Date 1/18/2005	Earning Totals									0.0000	500.000	3,681.00	
JON001	Jonchim, Maria K	Hourly	1/22/2005	1	501	SEC	PAY	REG	7.500	0.0000	40.000	300.00	
ROS001	Rossini, Lou A	Hourly	1/22/2005	1	501	SEC	PAY	REG	5.750	0.0000	40.000	230.00	
STO001	Stockard, Albert W	Hourly	1/22/2005	1	100	SHP	PAY	REG	8.950	0.0000	40.000	358.00	
Transaction Date 1/22/2005	Earning Totals									0.0000	120.000	888.00	
JON001	Jonchim, Maria K	Hourly	1/29/2005	1	501	SEC	PAY	REG	7.500	0.0000	40.000	300.00	
ROS001	Rossini, Lou A	Hourly	1/29/2005	1	501	SEC	PAY	REG	5.750	0.0000	40.000	230.00	
STO001	Stockard, Albert W	Hourly	1/29/2005	1	100	SHP	PAY	REG	8.950	0.0000	30.000	268.50	

8/16/2010 11:09 AM **OPEN_SYSTEMS\kenthe**

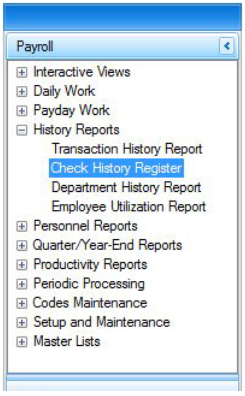
CHECK HISTORY REGISTER

Use the **Check History Register** to print a report of payroll checks written. The Check History Register can then be used as an audit trail for Earnings, Deductions, Withholdings, and Cash Disbursements.

To produce the **Check History Register**, follow these steps:

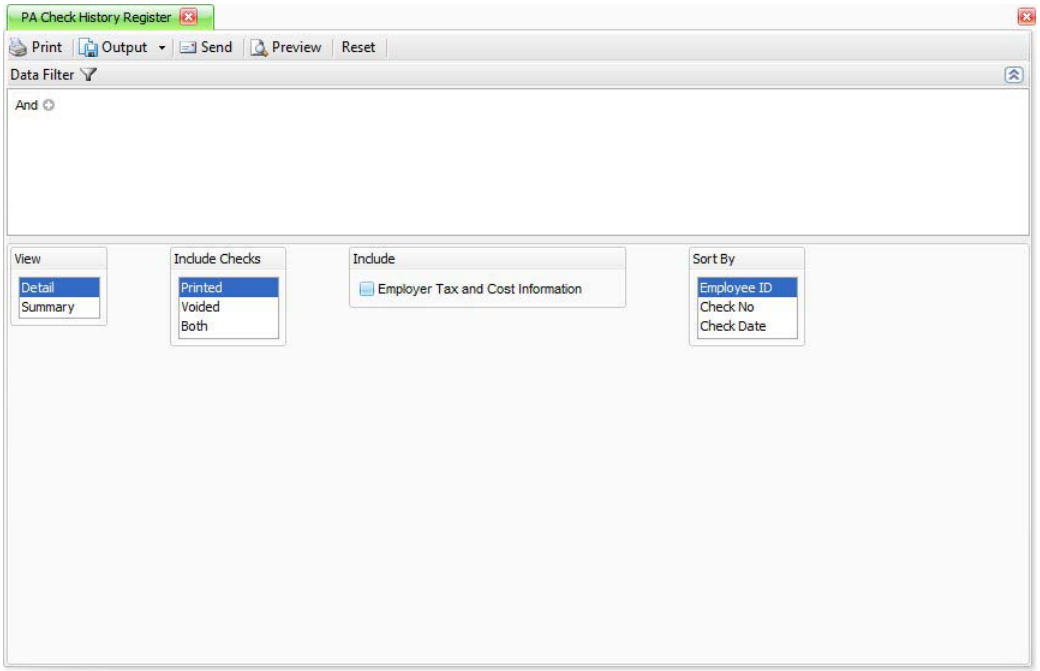
1. Select **Check History Register** from the **History Reports** menu.

Check History Register Menu



2. The **Check History Register** screen appears.

Check History Register Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the amount of information to **View** in the register; **Detail** or **Summary**.
5. Select the **Include Checks** in the register; **Printed**, **Voided**, or **Both**.
6. To **Include Employer Tax and Cost Information**, select the check box; otherwise, clear the check box.
7. Select the **Sort By** criterion for the register; **Employee ID, Check No,** or **Check Date**.

8. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Check History Register

8/22/2007
10:43 AM

Continental Products Unlimited
Check History Register
Printed in Detail by Employee ID

Page 1 / 25

Employee ID / Employee Name	SSN	Earnings: Code	Dept	Hours	Sal/Wages	Withholdings/Employer Taxes: Auth / Code	Description	Amount	Deductions/Employer Costs: Code	Description	Amount
BOU001	XXX-XX-1099	P03	500	0.000	133.82				001	Medical Ins	10.56
Bourne, Linda C		REG	500	0.000	7,238.00				002	Dental Ins	3.52
Gross Wages	7,633.82	VAC	500	8.500	262.00				003	United Way	76.34
Net Pay	4,575.33								004	Credit Union	50.00
Date	10/1/1997								006	401K	343.52
Check No	0001073								010	Stock Plan	100.00
BOU001	XXX-XX-1099	SAL	500	173.330	7,500.00				001	Medical Ins	10.56
Bourne, Linda C									002	Dental Ins	3.52
Gross Wages	7,500.00								003	United Way	75.00
Net Pay	4,760.92								004	Credit Union	50.00
Date	12/11/1999								006	401K	337.50
Check No	0001080								010	Stock Plan	100.00
BOU001	XXX-XX-1099	SAL	500	173.330	7,500.00				001	Medical Ins	10.56
Bourne, Linda C									002	Dental Ins	3.52
Gross Wages	7,500.00								003	United Way	75.00
Net Pay	4,760.92								004	Credit Union	50.00
Date	12/11/1999								006	401K	337.50
Check No	0001084								010	Stock Plan	100.00
BOU001	XXX-XX-1099	SAL	500	173.330	7,500.00				001	Medical Ins	10.56
Bourne, Linda C									002	Dental Ins	3.52
Gross Wages	7,500.00								003	United Way	75.00
Net Pay	4,760.92								004	Credit Union	50.00
Date	12/14/1999								006	401K	337.50
Check No	0001086								010	Stock Plan	100.00

DEPARTMENT HISTORY REPORT

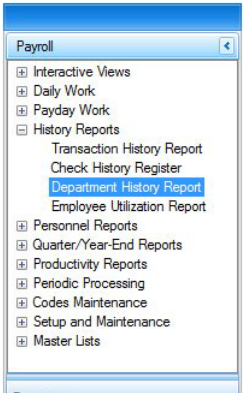
Use the **Department History Report** function to produce a summary of labor expenses posted to each Department and to serve as an audit trail of transaction and check entries posted to the Departments function (page 3-121) on the Setup and Maintenance menu.

The Department History table is updated when you run the Post Checks function (page 5-87). Print the Department Report at the end of the accounting period to review the Period-to-Date, Quarter-to-Date, and/or Year-to-Date totals for each Department's labor expenses.

To produce the **Department History Report**, follow these steps:

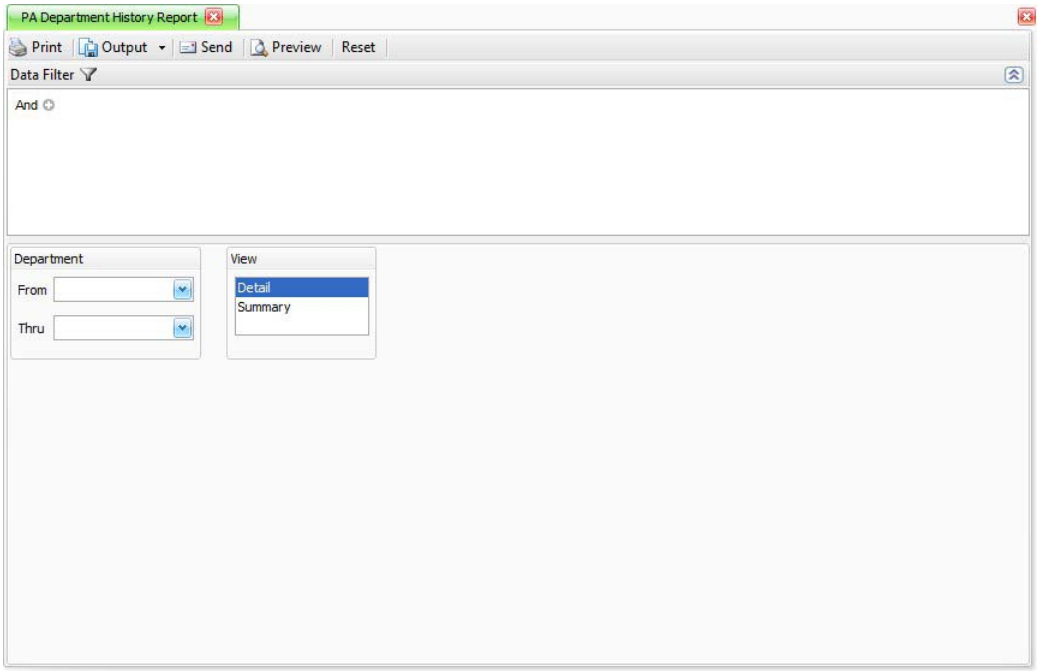
1. Select **Department History Report** from the **History Reports** menu.

Department History Report Menu



2. The **Department History Report** screen appears.

Department History Report Screen



3. Select the range of **Filter Criteria** to include in the list or leave the fields blank to include all the available records.
4. Select the amount of information to **View** in the report; **Detail** or **Summary**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Department History Report

Continental Products Unlimited
Department History Report (Detail)

Page 1

Report Filter

Description			GL Account	Amount
Department ID	100	WAREHOUSE		
Uniform			00-000-6210	25.00
		Total Costs		25.00
Regular Pay			00-000-6110	716.00
		Total Earnings		716.00
Regular Pay				80.000
		Total Hours		80.000
Employer Medicare			00-000-6210	10.39
Employer OASDI			00-000-6210	44.40
MN Unemp Ins			00-000-6210	0.00
Unemp Ins			00-000-6210	5.72
		Total Taxes		60.51
		Total for Department ID 100		801.51
Department ID	200	RETAIL SALES		
Uniform			00-000-6210	100.00
		Total Costs		100.00
Salaried Wage			00-000-6100	17,500.00
		Total Earnings		17,500.00
Salaried Wage				280.000
		Total Hours		280.000
Employer Medicare			00-000-6210	253.75
Employer OASDI			00-000-6210	1,085.00
MN Unemp Ins			00-000-6210	298.33
Unemp Ins			00-000-6210	37.70
		Total Taxes		1,674.78
		Total for Department ID 200		19,274.78
Department ID	300	CONTRACT ASSEMBLY		
Uniform			00-000-6210	100.00
		Total Costs		100.00
Salaried Wage			00-000-6100	11,025.00
		Total Earnings		11,025.00
Salaried Wage				280.000
		Total Hours		280.000
Employer Medicare			00-000-6210	159.86
Employer OASDI			00-000-6210	683.55
MN Unemp Ins			00-000-6210	188.99
Unemp Ins			00-000-6210	44.60
		Total Taxes		1,077.00
		Total for Department ID 300		12,202.00

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EMPLOYEE UTILIZATION REPORT

The Affordable Care Act (ACA) health insurance mandate affects employers in different ways depending on the number of full-time Employees a company has on its payroll. Included in this count are full-time and full-time equivalent (FTE) Employees. TRAVERSE includes an **Employee Utilization Report**, a convenient tool to assist you in determining how many full-time equivalent Employees you have.

NOTE: This report is only a tool which represents data collected from Payroll processing. Some pertinent data may not be available for the report, so you should carefully review and verify the accuracy of the report contents before making decisions regarding your reporting requirements. Federal requirements and guidelines are subject to change at any time. Always check the current federal information available to determine your compliance status.

The Employee Utilization Report includes details of salaried, full-time, and FTE Employees. Each of these categories has a detail section displaying count or hour data for each month of the year. A summary page at the end of the report shows the totals from each detail section, as well as the full-time equivalencies for each month.

FTE Calculations

Because the ACA only considers the number of full-time Employees, the Full-Time Equivalency calculation is a way to translate the number of part-time Employees into an equivalent number of full-time Employees.

Federal guidelines define full-time Employees as those who work at least 130 hours per month (approximately 30 hours per week). A part-time Employee is one who works less than 30 hours per week (or 120 hours per month).

NOTE: Because this report uses historical data which often does not include hours for Salaried Employees, for the purposes of this report, all Employees receiving a check while classified as Salaried in any month are also considered full-time Employees in that month. The government regulations provide alternative methods for accounting for Salaried Employees, so you should consult these regulations and/or your tax professional for further guidance.

On the Employee Utilization Report, the hours for which an Employee was paid, as shown in the Transaction History Report, are used to determine the Employee's full-time or part-time status. Part-time Employees are included in the calculation as Full-Time Equivalent Employees based on the hours for which they were paid.

NOTE: Any hours recorded on any manual check used to pay an Hourly Employee will not be reflected on the report because no transaction history is saved for posted Manual Checks. You will need to manually adjust the hours included in the report for Hourly Employees paid using Manual Checks.

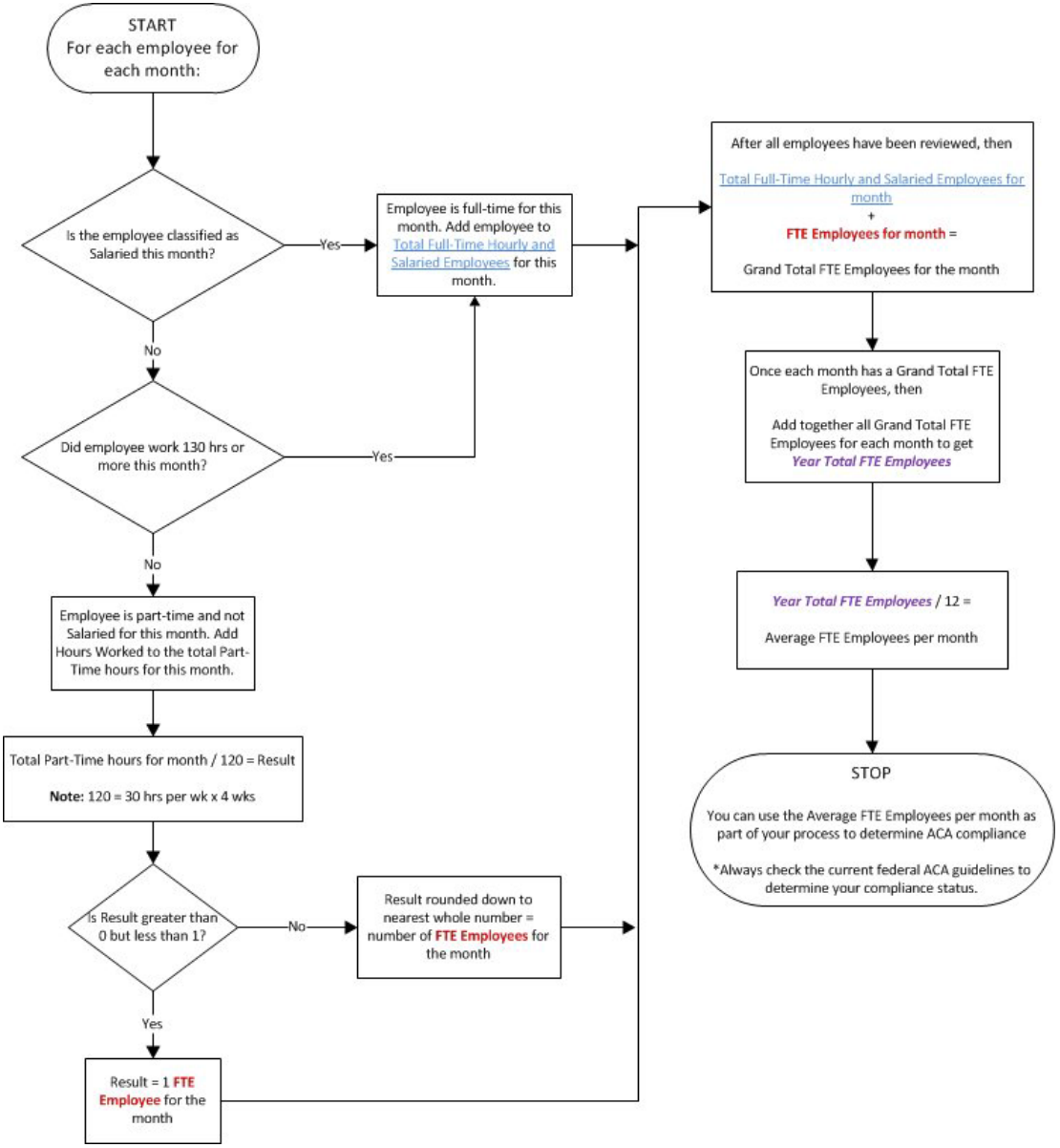
The FTE calculations used in the report are based on the ACA provisions explained in this resource from the Internal Revenue Service. The number of FTE Employees is determined by totaling all the hours worked by part-time Employees in a month (up to a maximum of 120 hours for any part-time Employee), dividing those hours by 120 (the equivalent of 30 hours times four weeks), and rounding down to the nearest whole number. If the result of this calculation is less than one but greater than zero, the number of FTE Employees is one.

The calculated numbers of FTE Employees for each month are then added to the number of Salaried and full-time Hourly Employees for each month. The monthly totals are then summed and divided by 12, resulting in the average number of FTE Employees per month, which you can then use to help you determine your ACA compliance status.

NOTE: Note: Always check the current federal ACA guidelines to determine your compliance status.

Calculation Flowchart

The following flowchart illustrates the calculation used by the Employee Utilization Report:



Report Sections - Details

The Employee Utilization Report has three detail sections. These sections detail how the information for each Employee was used to calculate Full-Time Equivalencies. Printing the detail section of the report makes it easier for you to review the report for accuracy and to make any adjustments to the summary totals before you use the information to help you determine your level of compliance. The detail section contains the following information:

Salaried Employees

This section will display an "X" in any month in which the Employee was issued a pay check and was classified as "Salaried". The section totals will show the number of Salaried Employees for each month.

Full-Time Hourly Employees

This section will display an "X" in any month in which an Hourly Employee was paid for 130 hours or more. The section totals will show the number of Employees with full-time hours in each month.

Part-Time Hourly Employees

This section will show the number of hours worked in any month in which the Employee has time ticket totals less than 130 hours, up to a maximum of 120 hours. The section totals will include the collective number of hours worked by the Employees, as well as the number of FTE Employees.

An Employee may appear in more than one section of the detailed report if his or her hourly or salaried status changed during the year, or if an Hourly Employee transitions from full-time to part-time or vice-versa.

Report Sections – Summary

Regardless of whether you choose to print the detail section of the report, the Employee Utilization Report will print a summary page with the following information:

Number of Salaried Employees

This line shows the total number of Salaried Employees for each month.

Number of Full-Time Hourly Employees

This line shows the total number of full-time Hourly Employees for each month.

Total Part-Time Hours

This line shows the total number of part-time hours (up to 120 per Employee) for each month.

Full-Time Equivalent (FTE) Employees

This line shows the number of Full-Time Equivalent Employees for each month.

Grand Total Monthly FTE Employees

This is the sum of the Salaried Employee totals, the full-time Employee totals, and the Full-Time Equivalent Employee totals for each month.

Average Monthly FTE Employees

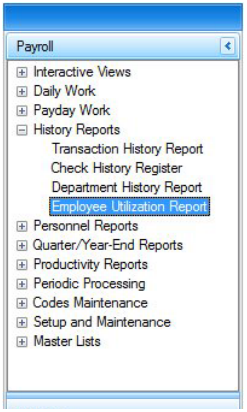
This is the monthly number of FTE employees averaged over the entire year.

Generating the Report

To produce the **Employee Utilization Report**, follow these steps:

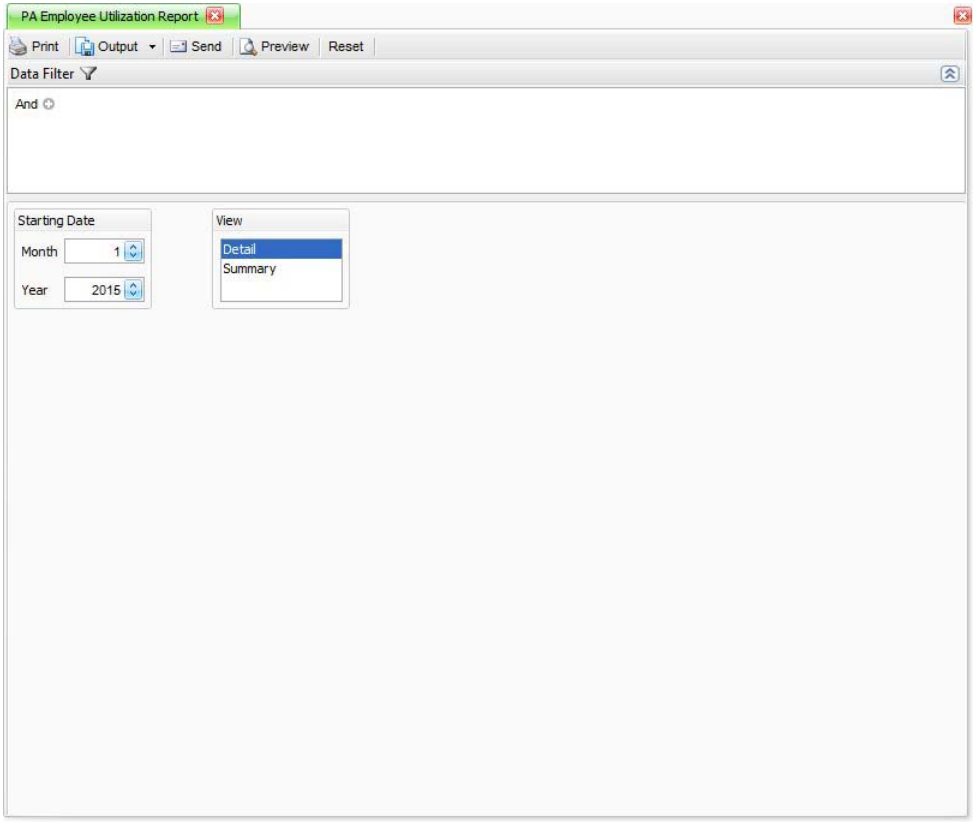
1. Select **Employee Utilization Report** from the **History Reports** menu.

Employee Utilization Report Menu



2. The **Employee Utilization Report** Screen appears.

Employee Utilization Report Screen



3. Use the **Data Filter** to choose from the filtering options or leave the filter blank to include all available data.
4. Select the **Starting Date Month** and **Year** for the report.
5. Select whether to print the **Detail** view or **Summary** view from the **View** section. The full report prints in Detail view, while only the final page prints when printing the Summary view.

6. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Utilization Report Detail

Continental Products Unlimited
Detail Employee Utilization Report
Starting 1/2015

PAGE 1

Report Filter

Employee ID	Name	Status	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Salaried Employees															
BOU001	Linda Bourne	Active	Salaried	X	X	X	X	X							
DOUBLA000001	Mike Doubla	Active	Salaried	X	X	X	X	X							
GER001	Timothy Gerard	Active	Salaried	X	X	X	X	X							
HEITK0001	Kent Heitkamp	Active	Salaried	X											
JEN001	Kathy Jenkins	Active	Salaried	X	X	X	X	X							
JOHNSON000	Steve Johnson	Active	Salaried	X	X	X	X	X							
JONES001	Edward Jones	Active	Salaried	X	X	X	X	X							
LUK001	George Lukas	Active	Salaried	X	X	X	X	X							
SMITH000001	Robert Smith	Active	Salaried	X	X	X	X	X							
Number of Salaried Employees				9	8	8	8	8	0	0	0	0	0	0	0
Full-Time Hourly Employees (Hours at or Exceeding 130 / Month)															
JON001	Maria Jonchim	Active	Hourly	X	X	X	X	X							
ROS001	Lou Rossini	Active	Hourly	X	X	X	X	X							
STO001	Albert Stockard	Active	Hourly	X	X	X	X	X							
Number of Full-Time Hourly Employees				3	3	3	3	3	0	0	0	0	0	0	0

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Employee Utilization Report Summary

PAGE 2

Continental Products Unlimited
Detail Employee Utilization Report
Starting 1/2015

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Full-Time Employee Totals												
Number of Salaried Employees	9	8	8	8	8	0	0	0	0	0	0	0
Number of Full-Time Hourly Employees	3	3	3	3	3	0	0	0	0	0	0	0
Part-Time Employee Totals												
Total Part-Time Hours	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Full-Time Equivalent (FTE) Employees	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total Monthly FTE Employees	12	11	11	11	11	0	0	0	0	0	0	0
Average Monthly FTE Employees	4.7											

*** End of Report ***

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PERFORMING PERIODIC PROCESSING

Use the Periodic Processing menu functions for these tasks:

- Use the **Create Prenotification File** (page 6-129) function to create the file necessary for your bank to verify account numbers and routing codes in a trial run.
- Use the **Leave Adjustments** function (page 6-133) to make adjustments to Employees' Leave pay.
- Use the **Change Payroll Year** function (page 6-153) to change the current payroll year for your workstation or for the entire payroll system.
- Use the **Roll Up Leave Balance** function (page 6-155) to combine all Leave detail entries in the Leave History table into a new starting total and delete the detail entries from the table.
- Use the **Clear Leave Hours** function (page 6-159) to set remaining Leave balances to zero.
- Use the **Purge Recurring Entries** function (page 6-163) to delete Recurring Entries no longer needed.

CREATE PRENOTIFICATION FILE

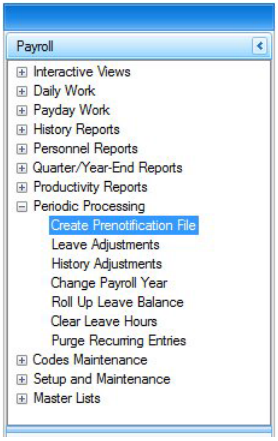
Use the **Create Prenotification File** function to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you have run the Create Prenotification File function to selected the Prenote In box on the Employee Information screen's Direct Deposit tab.

NOTE: This function is available only if you use the Direct Deposit/Banking application.

To **Create** the **Prenotification File**, follow these steps:

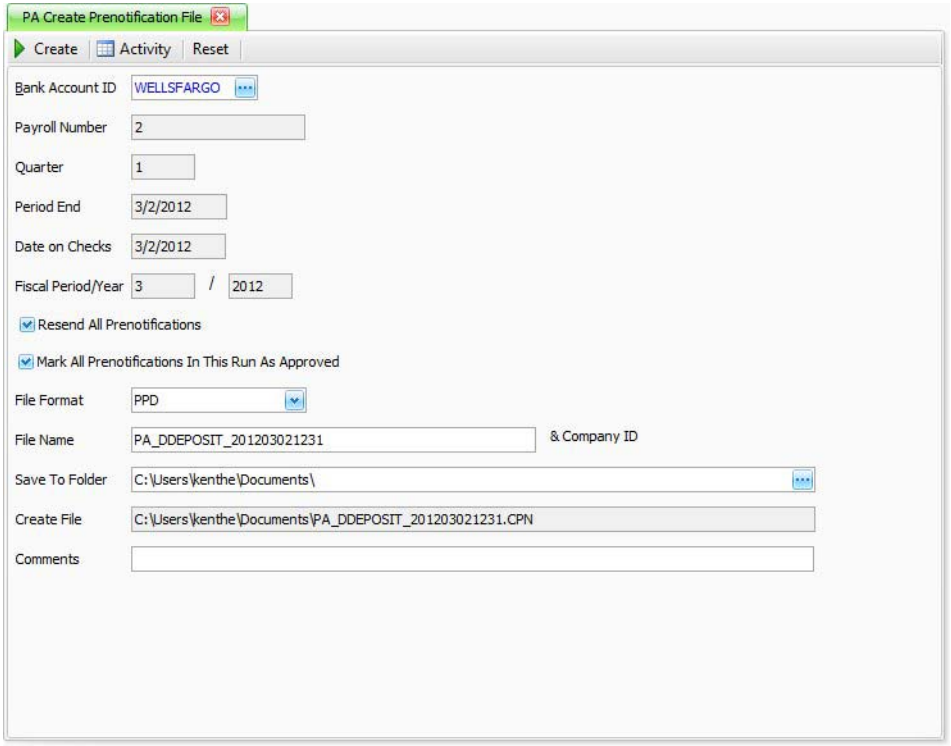
1. Select **Create Prenotification File** from the **Periodic Processing** menu.

Create Prenotification File Menu



2. The **Create Prenotification File** screen appears.

Create Prenotification File Screen



3. Select the **Bank Account ID** for which to prepare the prenotification file.
4. The **Payroll Number**, **Quarter**, **Period End**, **Date on Checks** and **GL Period/Year** are displayed, based on your workstation date.
5. Select the **Resend All Prenotification** check box to include all Employees' Direct Deposit information in the prenotification file; otherwise, clear the check box to include only those Employees whose Direct Deposit account information has been added or changed.
6. Select the check box to **Mark All Employees In This Run As Approved**; otherwise, clear the check box. If you clear the check box, you will need to individually update each Employee record.

7. Select the **File Format** you want to use for your ACH output. You can select one of the standard formats, or make your own custom format using the Export Layout Definition function in System Manager. See the *System Manager Training Manual* for more details.

   If you have selected a Default File Format in the Bank Account setup, the File Format will be populated with that default.

8. Enter the **File Name** for the ACH file to be created. TRAVERSE appends your Company ID to the filename automatically.

9. Select the destination path for the file in the **Save to Folder** field. Click **Find Folder** to build this path as you navigate to the desired folder. The full file path for the ACH file appears in the Create File field.

10. Select the destination path for the file in the **Save to Folder** box. Click the **Browse** button to build this path while you navigate to the desired folder. The path for the ACH file appears in the Create File field.

11. Click **Create** to begin processing. After the file is created, the Prenotification File Creation confirmation dialog box appears. Click **OK** to return to the Create Prenotification File screen.

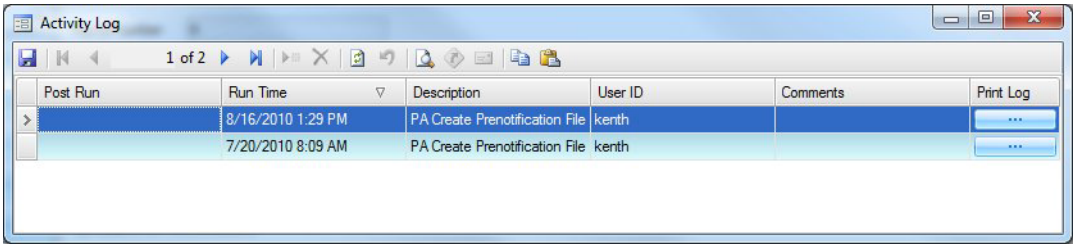
Command Buttons

Name	Description
Create	Create the ACH file.
Activity	Opens the Activity dialog box to allow you to reprint post logs.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the create file was made.
Description	The create file description.
User ID	The user who performed the create file.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

LEAVE ADJUSTMENTS

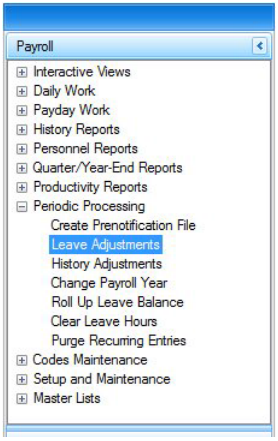
Use the **Leave Adjustments** function to enter initial balances for, and make adjustments to, Employees' Leave pay.

NOTE: After converting your data from a previous version of TRAVERSE Payroll or after setting up the Payroll system for the first time, use the Roll Up Leave Balances function (page 6-155) to create a starting record in the Leave History table *before* using the Leave Adjustments function.

To adjust leave balances using the **Leave Adjustments**, follow these steps:

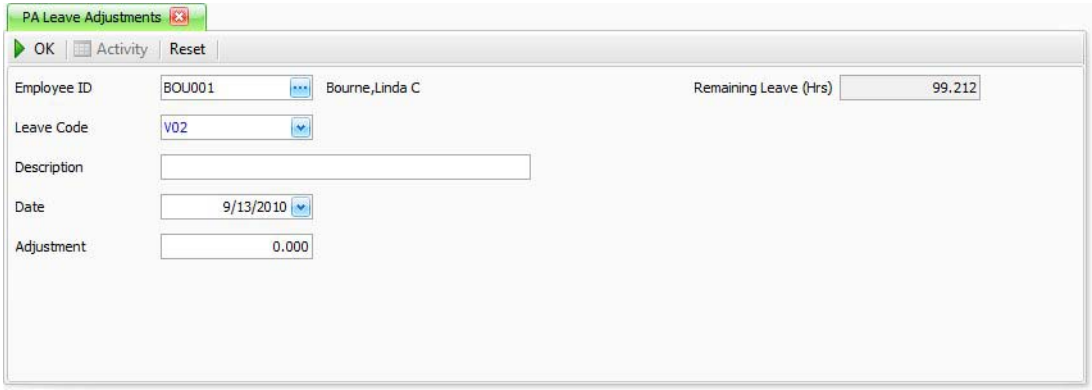
1. Select **Leave Adjustments** from the **Periodic Processing** menu.

Leave Adjustments Menu



2. The **Leave Adjustments** screen appears.

Leave Adjustments Screen



Positive or negative amounts for initial balances or adjustments can be entered on the Leave Adjustments screen.

3. Select the **Employee ID** for which to enter initial balances or an adjustment.
4. Select the **Leave Code** for which to view and adjust the Leave hours.
5. The **Remaining Leave (Hrs)** the Employee has accrued is displayed.
6. Enter a **Description** of the adjustment.
7. Select the **Date** of the adjustment.
8. Enter the **Adjustment** amount (in hours). You can enter positive or negative amounts for Leave adjustments.

9. Select a command button:

Command Buttons

Name	Description
OK	Write the leave adjustments.
Activity	Not Available.
Reset	Return the value of all fields on the list or report screen to their default values.

After the leave adjustment is complete, the Leave Adjustments confirmation dialog box appears. Click **OK** to return to the leave adjustments screen.

HISTORY ADJUSTMENTS

Use the **History Adjustments** function to adjust, if necessary, values posted to history for Employees, in case something was set up incorrectly for an Employee and checks were posted before the problem was noticed.

If Employee History is edited, you will be prompted to print an audit log. Be sure to print the log in order to maintain a proper audit trail.

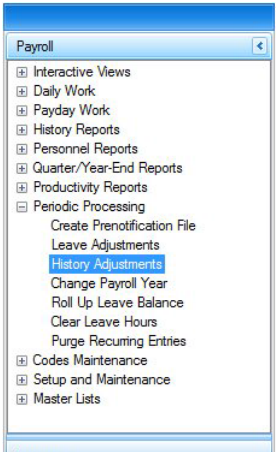
NOTE: During initial Payroll setup, it is not necessary to enter History Adjustments if you are setting up the system to start at the *beginning* of a calendar year. If however, you are setting up the system to start anytime after the start of the year, you *must* enter earnings, deductions, and tax amounts into History Adjustments for tax reporting purposes, or use the Payroll Transactions or Manual Checks functions to post calculated checks for each payroll period to update the Employee History with an audit trail.

NOTE: The History Adjustments function works similar to the Adjustments function when working with Tax Locations in System Manager. The amounts displayed will always show 0 for each amount and you will enter the amount of the adjustment into the fields you want adjusted. Enter a positive amount to add to the amount and a negative amount to subtract from the amount.

To work with **History Adjustments**, follow these steps:

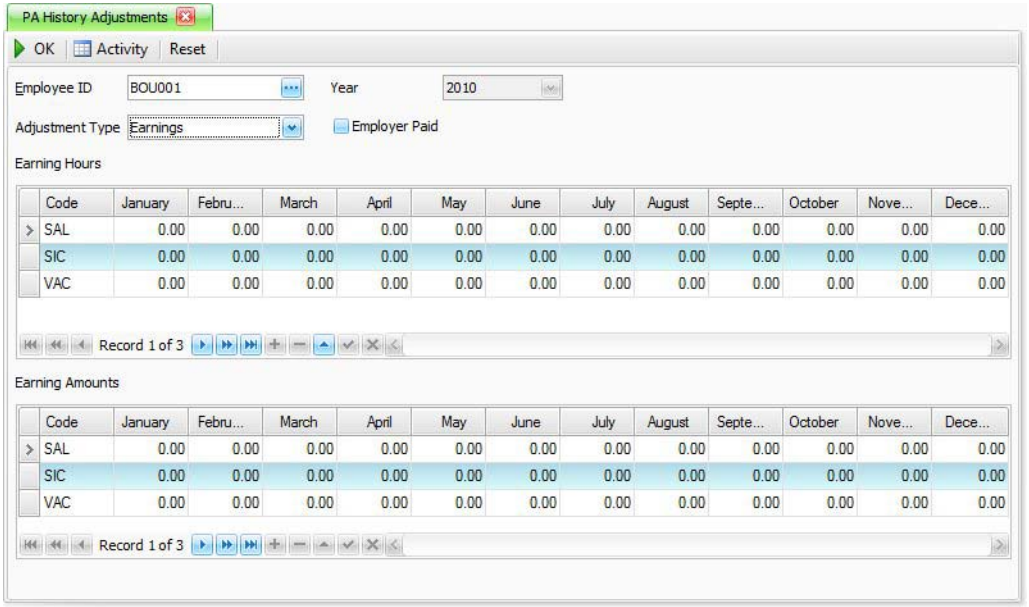
1. Select **History Adjustments** from the **Periodic Processing** menu.

History Adjustments Menu



2. The **History Adjustments** screen appears with the Deductions Adjustment Type displayed.

History Adjustments Screen

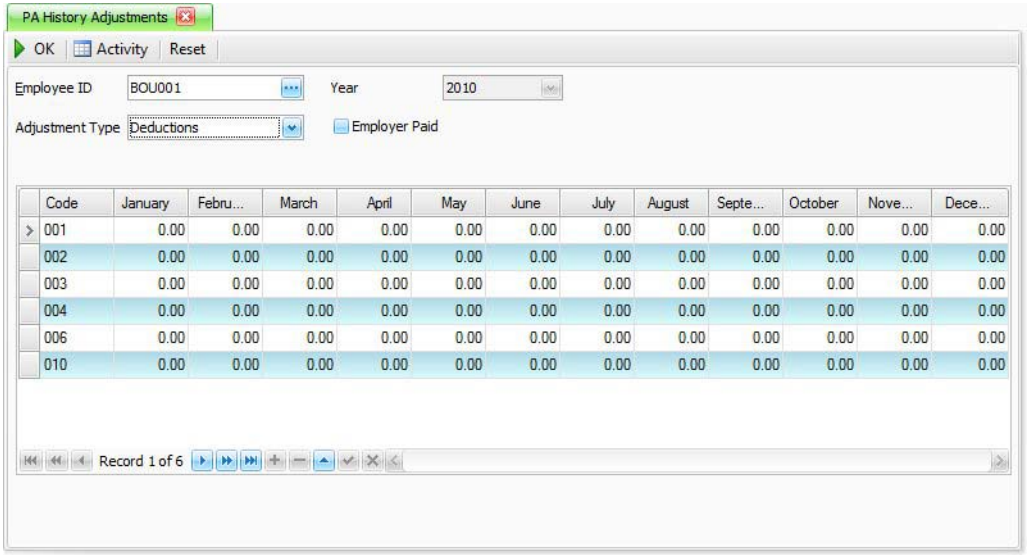


3. Select the **Employee ID** to work with.
4. Select the **Adjustment Type** with which you want to work; **Deductions**, **Employer Costs**, **Earnings**, **Federal Tax**, **State Tax**, **Local Tax**, **Miscellaneous**, and **Pay Amount**.
5. Select the check box to view **Employer Paid** costs and taxes.

Employee History Adjustments

Use the History Adjustments with the **Employer Paid** check box unselected to adjust history for Employee history information.

Deductions Adjustments

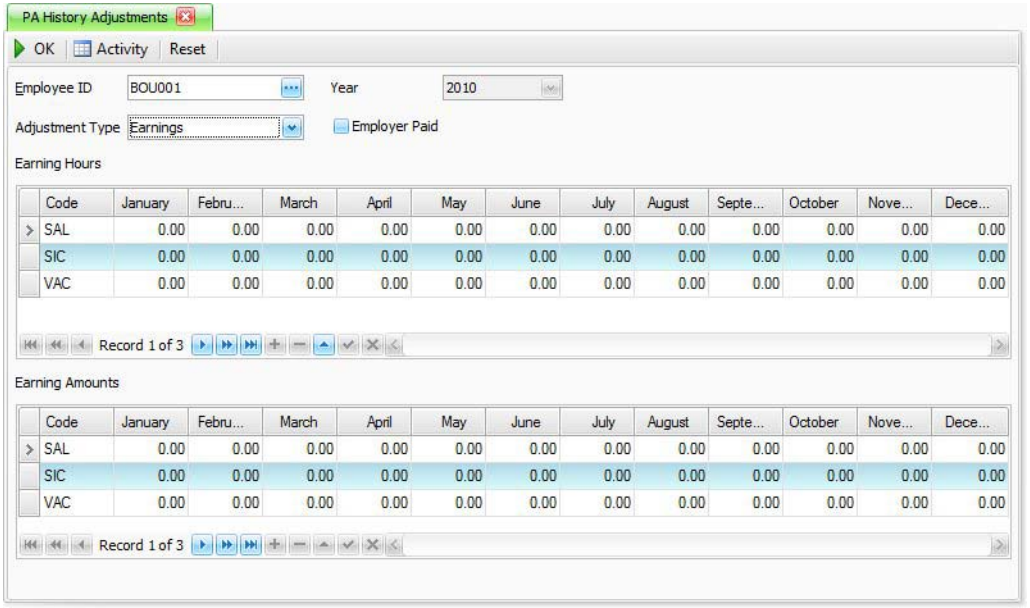


Use the **Deductions** adjustment selection to adjust the Deduction amounts displayed on the Employee History View when Deductions is selected in the toolbar.

6. Enter the monthly adjustment values for each item in the list for the adjustment month.

NOTE: Deduction codes are saved in Employee History, Deduction Code Descriptions, however are not. Therefore, it is important to be descriptive when setting up Deduction codes. Examples of descriptive deduction codes are 401 for a 401(k) Deduction or MED for a medical plan Deduction.

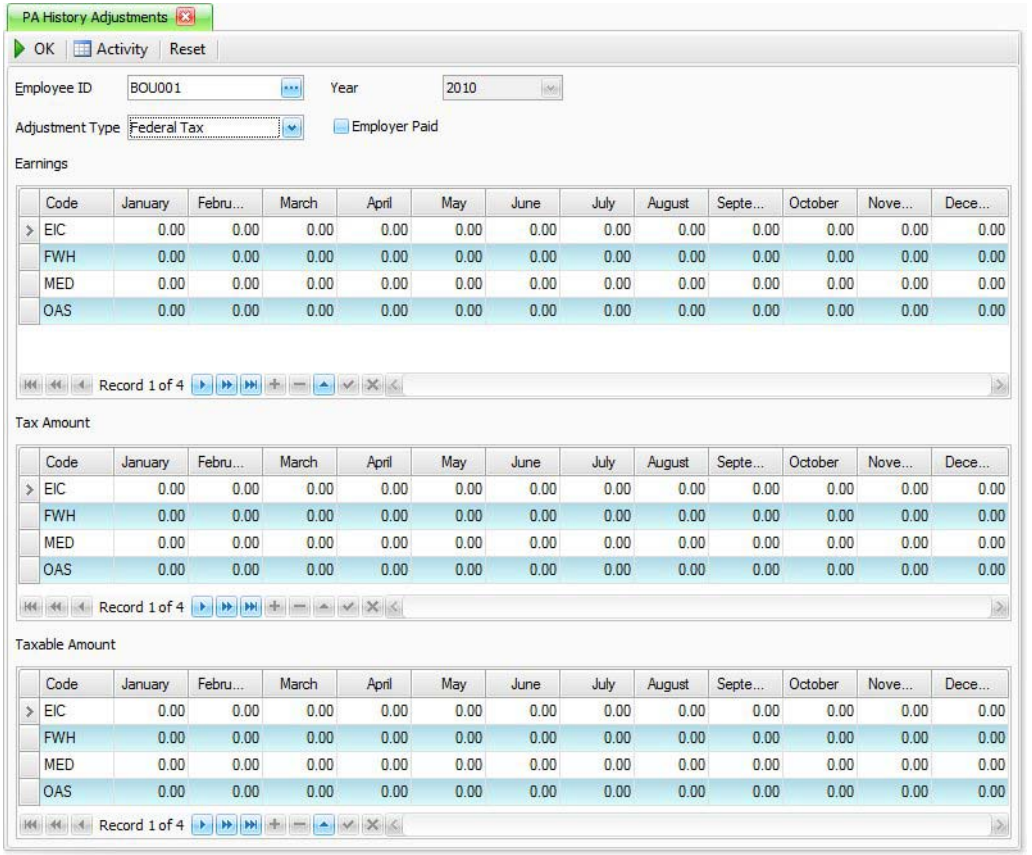
Earnings Adjustments



Use the **Earnings** adjustment selection to edit the amounts displayed in the Employee History View when Earnings is selected in the toolbar. The Earnings amounts adjusted will be the Earning Code amount and hours amounts.

7. The **Earning Hours** section will display a record for each valid Earning Code set up for the selected Employee. Edit the Earning Hours for the month you want to adjust.
8. The **Earning Amounts** section will display a record for each valid Earning Code set up for the selected Employee. Edit the Earning Amounts for the month you want to adjust.

Federal Tax Adjustments



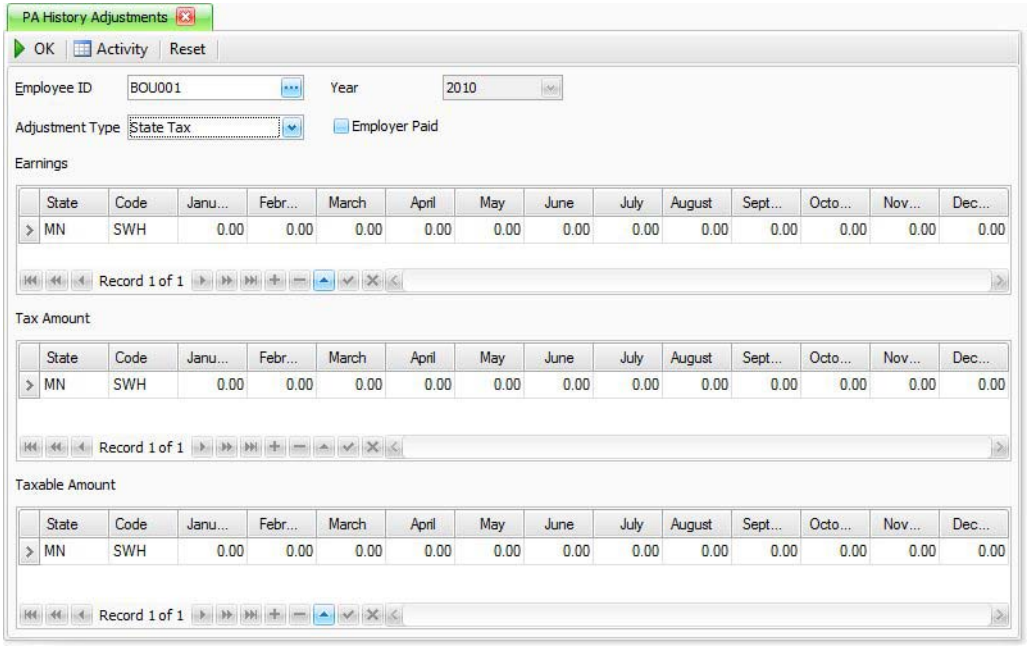
Use the **Federal Tax** adjustment selection to edit the amounts displayed in the Employee History Withholding View in the Federal Tax authority codes.

9. Edit the **Earnings** amounts in the Earnings section to edit the amount of the Employee's Earnings subject to each of the Federal Withholding Codes, for the month you want to adjust.

10. Edit the **Tax Amount** in the Tax Amount section to edit the amount of tax contributed by the Employee for each Federal Withholding Code, for the month you want to adjust.

11. Edit the **Taxable Amount** in the Taxable Amount section to edit the taxable earnings amount subject to each of the Federal Withholding Codes, for the month you want to adjust.

State Tax Adjustments



Use the **State Tax** adjustment selection to edit the amounts displayed in the Employee History Withholding View in the State Tax authority codes.

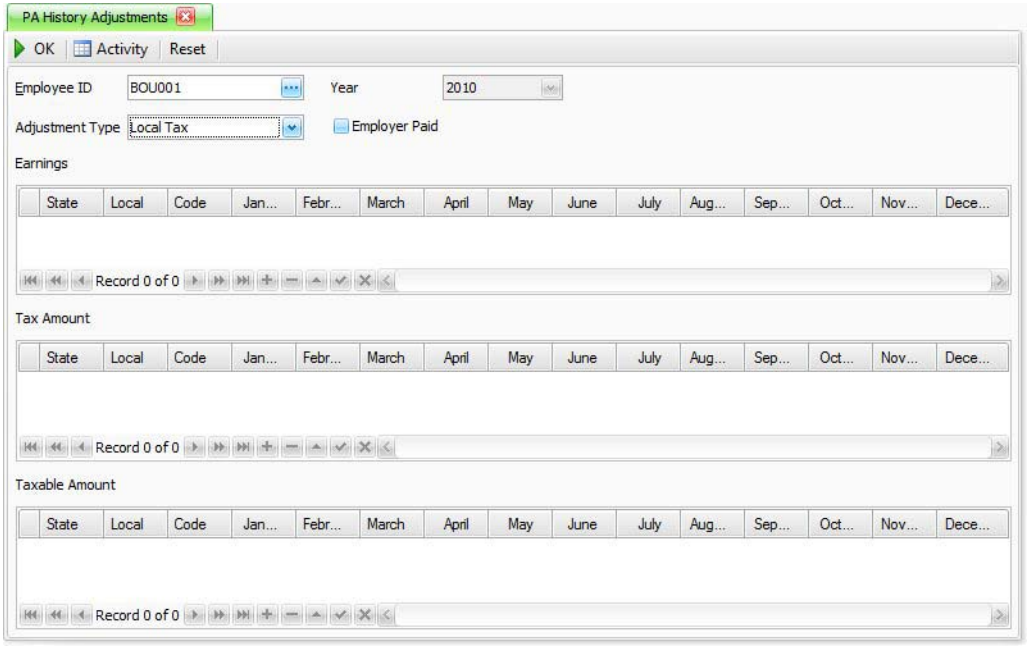
12. Edit the **Earnings** amounts in the Earnings section to edit the amount of the Employee's Earnings subject to each of the State's Withholding Codes for the month you want to adjust.

13. Edit the **Tax Amount** in the Tax Amount section to edit the amount of tax contributed by the Employee for each State's Withholding Code for the month you want to adjust.

14. Edit the **Taxable Amount** in the Taxable Amount section to edit the taxable earnings amount subject to each of the State's Withholding Codes for the month you want to adjust.

NOTE: One state *must* be selected as the Employee's Default Withholding State, however, the Default Withholding State can be overridden during Time Ticket entry.

Local Tax Adjustments



Use the **Local Tax** adjustment selection to edit the amounts displayed in the Employee History Withholding View in the Local Tax authority codes.

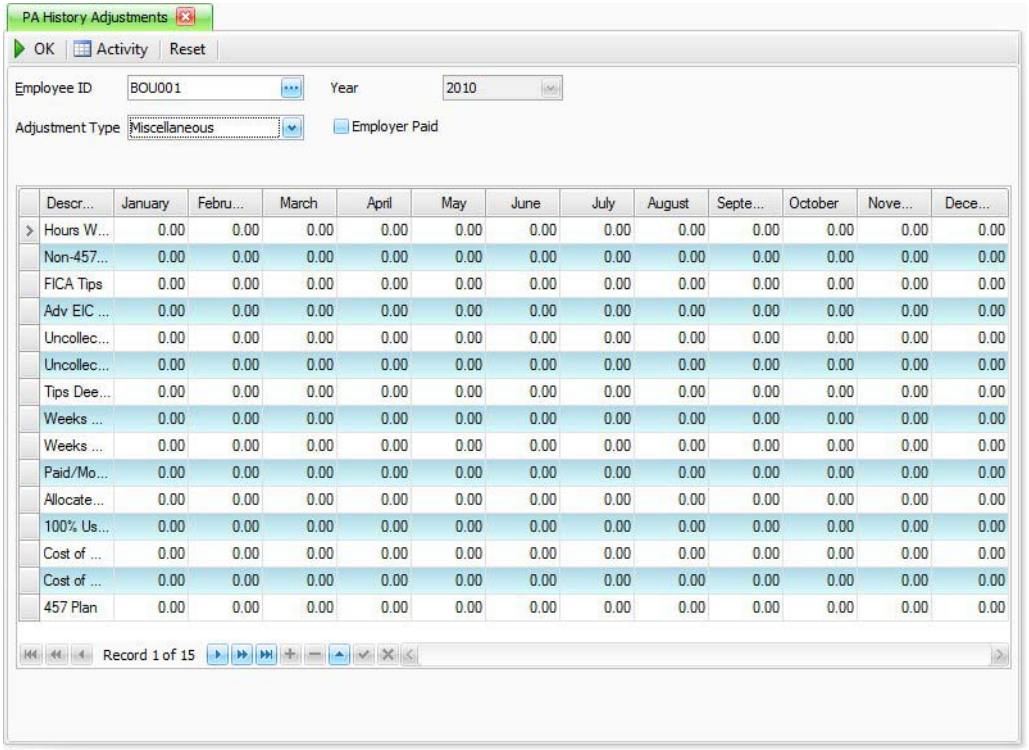
15. Edit the **Earnings** amounts in the Earnings section to edit the amount of the Employee's earnings subject to each of the Local Withholding Codes, for the month you want to adjust.

16. Edit the **Tax Amount** in the Tax Amount section to edit the amount of tax contributed by the Employee for each Local Withholding Code, for the month you want to adjust.

17. Edit the **Taxable Amount** in the Taxable Amount section to edit the taxable earnings amount subject to each of the Local Withholding Codes, for the month you want to adjust.

NOTE: One locality *must* be selected as the Employee's Default Withholding Locality, however, the Default Withholding Locality can be overridden during Time Ticket entry.

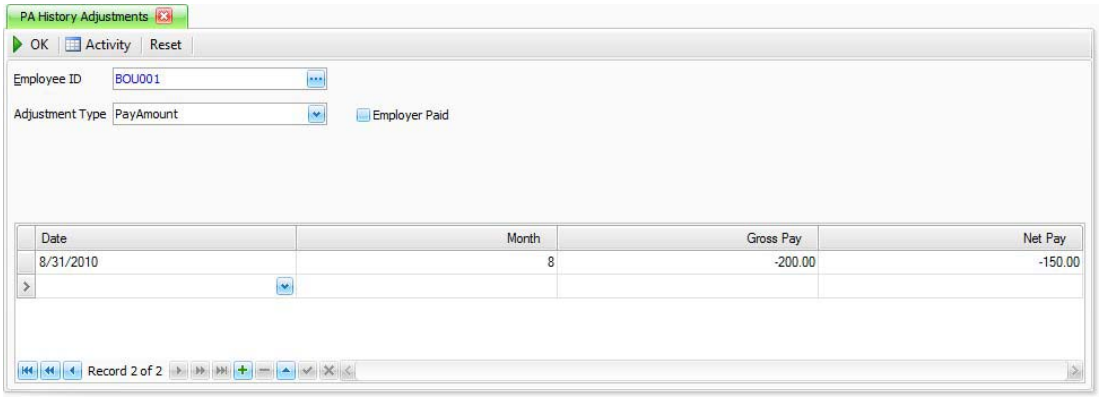
Miscellaneous Adjustments



Use the **Miscellaneous** adjustment selection to edit the miscellaneous items that are not automatically updated with the check posting. The adjustment will effect the amounts displayed in the Employee History View when Miscellaneous is selected in the tool bar.

1. Enter the monthly adjustment values for each item in the list for the adjustment month.

Pay Amount Adjustments



Use the **Pay Amount** adjustment selection to edit the gross and net pay amounts that will be displayed in the Employee History View when Earnings is selected in the toolbar.

1. Enter the **Date** to which the pay amount adjustment applies.
2. The **Month** will default to the payroll month the Date falls within.
3. Enter the **Gross Pay** adjustment amount.
4. Enter the **Net Pay** adjustment amount.
5. Click **OK** to begin processing. After the history adjustment is complete, the History Adjustments confirmation dialog box appears. Click **OK** to return to the History Adjustments screen.

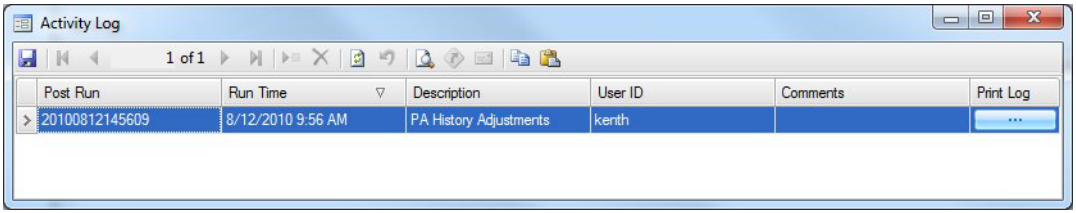
Command Buttons

Name	Description
OK	Write the history adjustments.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



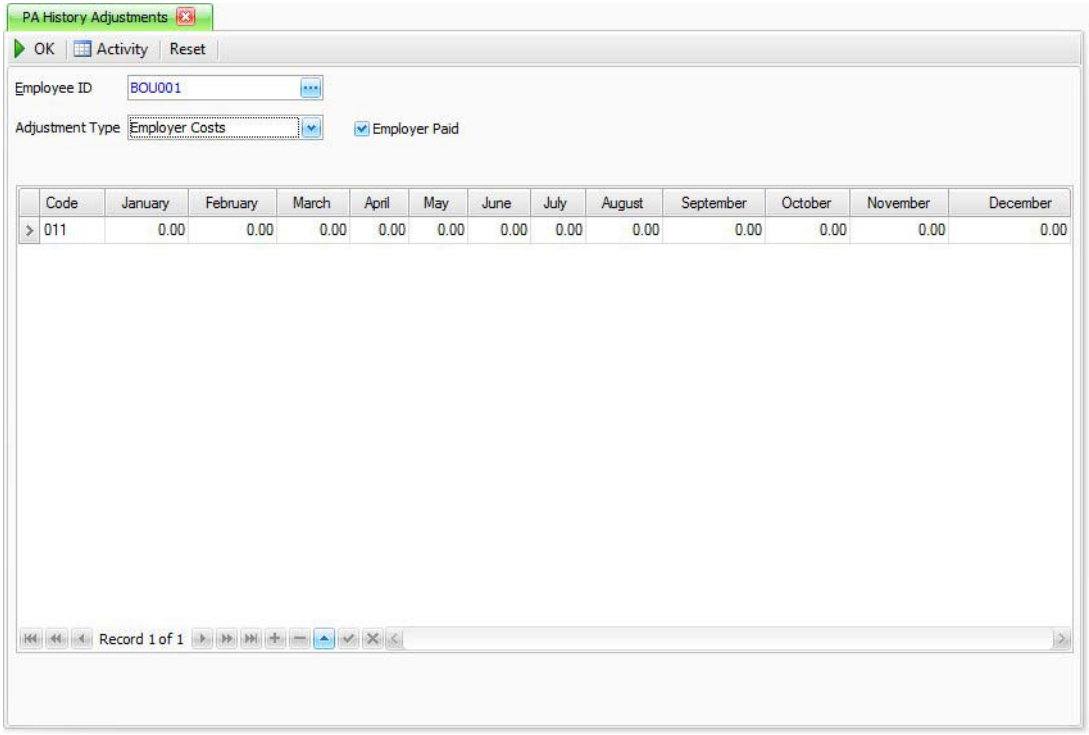
Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the adjustment was made.
Description	The adjustment description.
User ID	The user who performed the adjustment.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employer History Adjustments

Use the History Adjustments with the **Employer Paid** check box selected to adjust history for Employer history information.

Employer Costs Adjustment

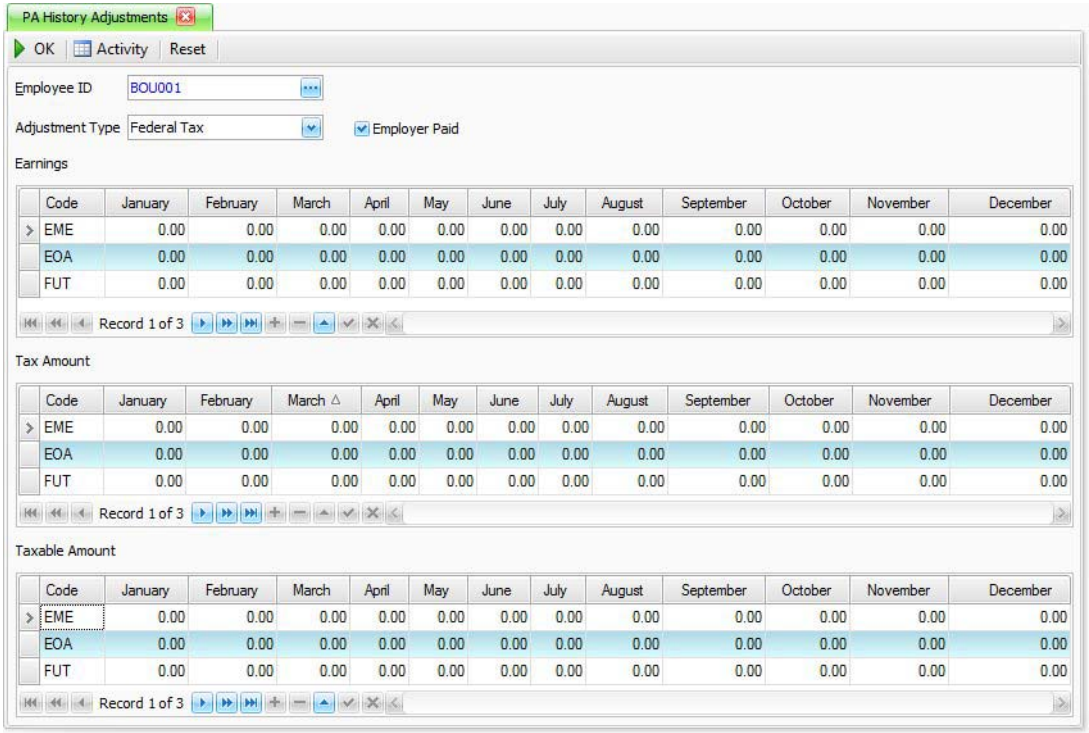


Use the **Employer Costs** adjustment selection to adjust the Employer Cost amounts displayed on the Employer History Withholding View when Deductions is selected in the toolbar.

1. Enter the monthly adjustment values for each item in the list for the adjustment month.

NOTE: Employer Cost codes are saved in Employee History, Employer Cost Code descriptions, however are not. Therefore, it is important to be descriptive when setting up Employer Cost codes. Examples of descriptive deduction codes are 40M for a 401(k) match Employer Cost or MER for a medical plan Employer Cost.

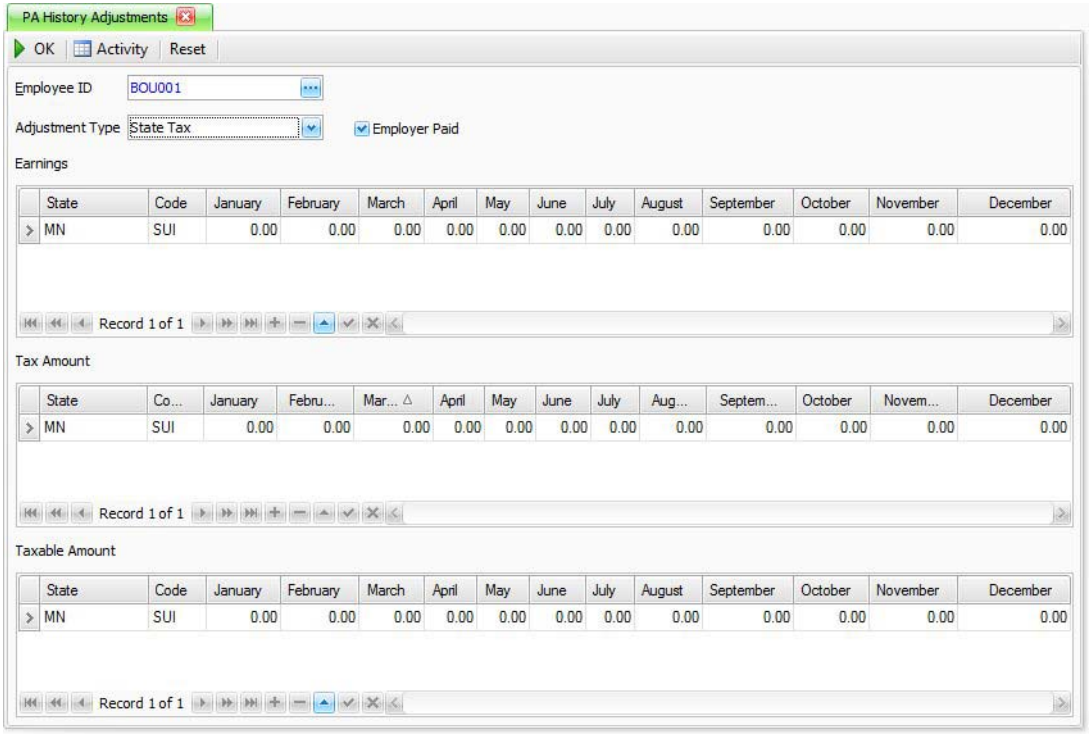
Federal Tax Adjustments



Use the **Federal Tax** adjustment selection to edit the amounts displayed in the Employer History Withholding View in the Federal Tax authority codes.

1. Edit the **Earnings** amounts in the Earnings section to edit the amount of the Employee's earnings subject to each of the Federal Tax Codes, for the month you want to adjust.
2. Edit the **Tax Amount** in the Tax Amount section to edit the amount of tax calculated for the Employee for each Federal Tax Code, for the month you want to adjust.
3. Edit the **Taxable Amount** in the Taxable Amount section to edit the taxable earnings amount subject to each of the Federal Tax Codes, for the month you want to adjust.

State Tax Adjustments

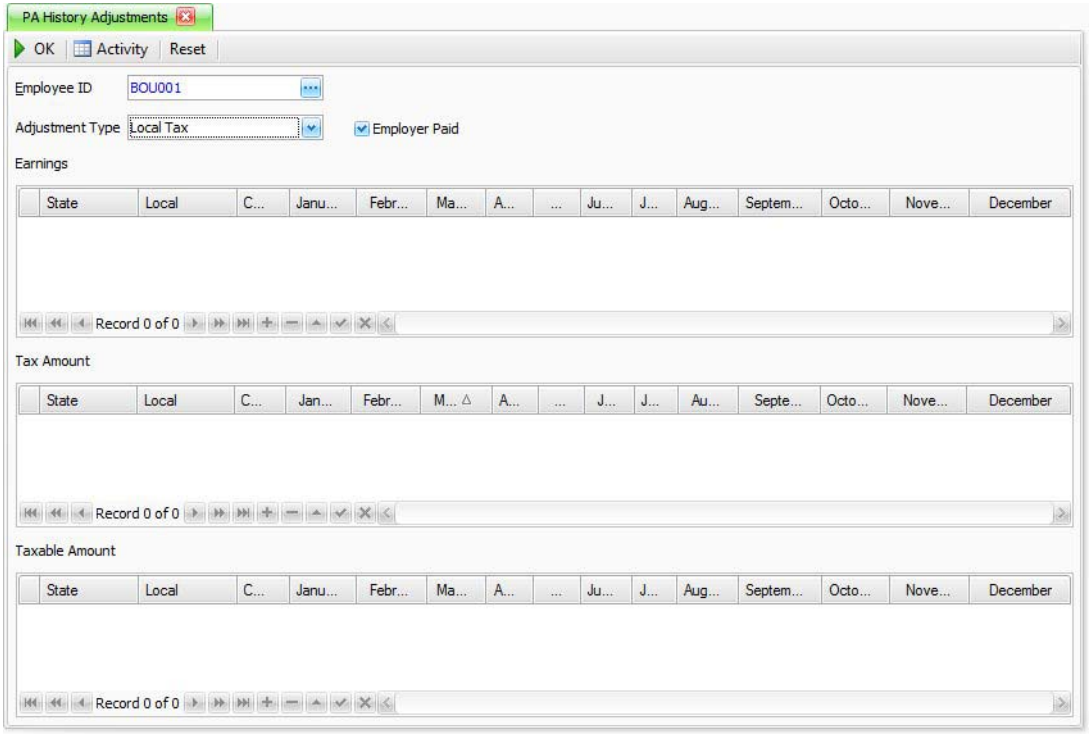


Use the **State Tax** adjustment selection to edit the amounts displayed in the Employer History Withholding View in the State Tax authority codes.

1. Edit the **Earnings** amounts in the Earnings section to edit the amount of the Employee's earnings subject to each of the State's Tax Codes, for the month you want to adjust.
2. Edit the **Tax Amount** in the Tax Amount section to edit the amount of tax calculated for the Employee for each State's Tax Code, for the month you want to adjust.
3. Edit the **Taxable Amount** in the Taxable Amount section to edit the taxable earnings amount subject to each of the State's Tax Codes, for the month you want to adjust.

NOTE: One state *must* be selected as the Employee's Default Withholding State, however, the Default Withholding State can be overridden during Time Ticket entry.

Local Tax Adjustments



Use the **Local Tax** adjustment selection to edit the amounts displayed in the Employee History Withholding View in the Local Tax authority codes.

1. Edit the **Earnings** amounts in the Earnings section to edit the amount of the Employee's earnings subject to each of the Local Tax Codes, for the month you want to adjust.
2. Edit the **Tax Amount** in the Tax Amount section to edit the amount of tax calculated for the Employee for each Local Tax Code, for the month you want to adjust.
3. Edit the **Taxable Amount** in the Taxable Amount section to edit the taxable earnings amount subject to each of the Local Tax Codes, for the month you want to adjust.

NOTE: One locality *must* be selected as the Employee's Default Withholding Locality, however, the Default Withholding Locality can be overridden during Time Ticket entry.

4. Click **OK** to begin processing. After the History Adjustment is complete, the History Adjustments confirmation dialog box appears. Click **OK** to return to the History Adjustments screen.

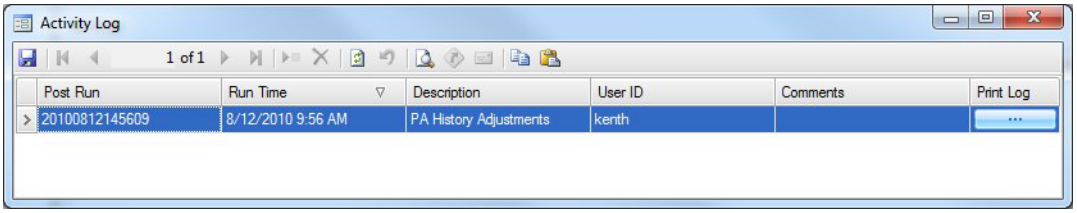
Command Buttons

Name	Description
OK	Write the history adjustments.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the post was made.
Description	The post description.
User ID	The user who performed the post.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Preview the History Adjustment Log.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

History Adjustment Log

Continental Products Unlimited
History Adjustments

Page 1

Employee ID BOU001
Adjustment Type Federal Tax **Employer Paid** No

Code	Description	State	Local	Month	Amount
Earnings					
FWH				January	1.00
MED				January	1.00
OAS				January	1.00
Tax Amount					
FWH				January	1.00
MED				January	1.00
OAS				January	1.00
Taxable Amount					
FWH				January	1.00
MED				January	1.00
OAS				January	1.00

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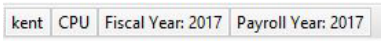
CHANGE PAYROLL YEAR

Use the **Change Payroll Year** function to change the current payroll year for a single workstation or for the entire payroll system.

TRAVERSE allows you to have multiple years active for Payroll. You would use multiple years of Payroll data to print the W-2 forms for prior years. When you are ready to prepare (page 6-81) and print (page 6-95) the W-2 reports for Employees for the prior tax year, you will need to Change Payroll Years to the prior year to read the data for that year's data to put on the W-2 forms. When finished preparing and printing the W-2 forms you will need to Change Payroll Years back to your current payroll year to continue processing Payroll.

The current payroll year will be displayed at the bottom of the TRAVERSE screen in the footer area.

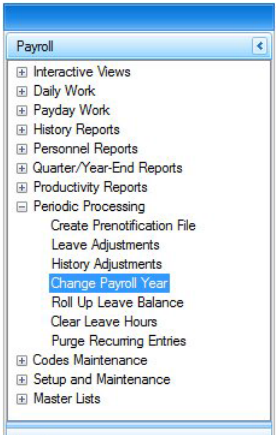


NOTE: The Change Payroll Year can be accessed by double clicking on the Payroll Year in the footer area of the menu.

To **Change Payroll Year**, follow these steps:

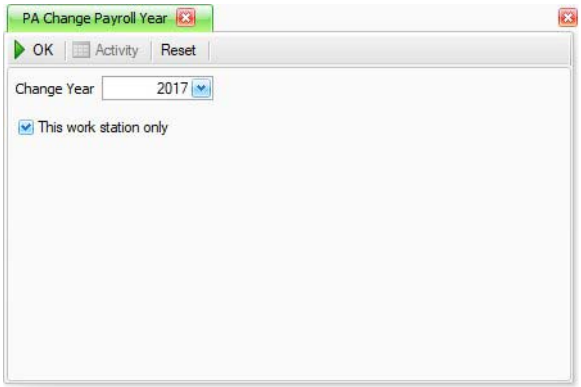
1. Select **Change Payroll Year** from the **Periodic Processing** menu.

Change Payroll Year Menu



2. The **Change Payroll Year** screen appears.

Change Payroll Year Screen



3. In the **Change Year** box select the payroll year for which to change.
4. Select the **This Workstation Only** check box to change only the workstation's current payroll year (other users are *not* affected, also a temporary change for this session only). Clear the check box to change the system's current payroll year (other users *are* affected, also a permanent change until changed again).
5. Click **OK** to Change Payroll Year.

Command Buttons

Name	Description
OK	Change the payroll year to the selected year.
Activity	Not available.
Reset	Return the value of all fields on the list or report screen to their default values.

ROLL UP LEAVE BALANCE

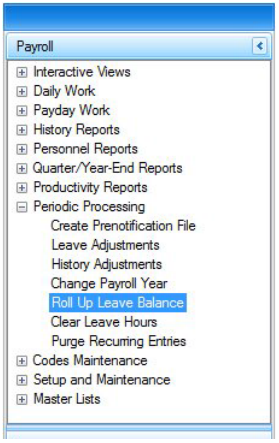
The **Roll Up Leave Balance** function combines all Leave detail entries in the Leave History table into a new starting total, then deletes the detail entries from the table. The new starting total is then compared to the amount stored in the Remaining Leave Hours fields on the **Pay** tab in the Employee Information function (page 3-166). If the amounts *do not* match, a message is printed in the ERROR MESSAGE column of the Consolidate Leave Audit Log (page 6-158), and the amount on the Employee Information screen is updated with the calculated roll up starting total.

NOTE: After converting your data from a previous version of TRAVERSE Payroll or after setting up the Payroll system for the first time, use the Roll Up Leave Balances function (page 6-155) to create a starting record in the Leave History table before using the Leave Adjustments function (page 6-133).

To **Roll Up Leave Balances**, follow these steps:

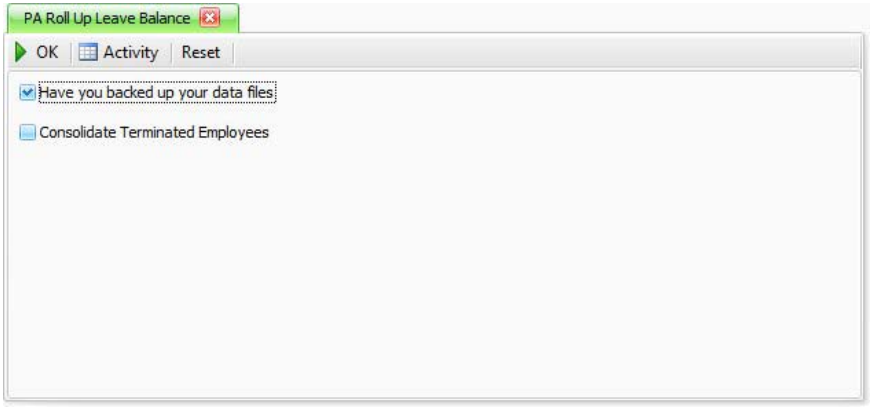
1. Select **Roll Up Leave Balances** from the **Periodic Processing** menu.

Roll Up Leave Balance Menu



2. The **Roll Up Leave Balances** screen appears.

Roll Up Leave Balance Screen



3. Select the **Have you backed up your data files** check box after you have performed a backup on all data files.
4. Select the check box to **Consolidate Terminated Employees**; otherwise, clear the check box. If you select the check box, the system performs the roll up for Terminated Employees the same way it does for Active Employees. If you do not select the check box, the system does not perform the roll up for Terminated Employees, and they are deleted from the Leave History table.
5. Select a command button:

Command Buttons

Name	Description
OK	Execute the Roll Up Leave Balances.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

After the roll up leave balances is complete, the Roll Up Leave Balances confirmation dialog box appears. Click **OK** to view the Roll Up Leave Balances Log.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the roll up was made.
Description	The roll up description.
User ID	The user who performed the roll up.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Consolidate Leave Audit Log

Continental Products Unlimited
Roll Up Leave Balance Log

Page 1

Consolidate Terminated Employees No

Employee ID	Name	Leave Code ID	Hours
BOU001	Linda C Bourne	V02	88.331
DOUBLA00001	Mike Doubla	V02	79.998
GER001	Timothy G Gerard	V02	93.331
JEN001	Kathy M Jenkins	V02	93.331
JOHNSON0001	Steve G Johnson	V02	93.331
JON001	Maria K Jonchim	V02	18.666
JONES001	Edward A Jones	V02	93.331
LUK001	George Lukas	V02	93.331
ROS001	Lou A Rossini	V02	39.999
SMITH000001	Robert C Smith	V02	93.331
STO001	Albert W Stockard	V02	26.666
	Total for Leave Code ID V02		813.646
BOU001	Linda C Bourne	XX	23.380
DOUBLA00001	Mike Doubla	XX	20.040
GER001	Timothy G Gerard	XX	23.380
JEN001	Kathy M Jenkins	XX	23.380
JOHNSON0001	Steve G Johnson	XX	23.380
JON001	Maria K Jonchim	XX	6.680
JONES001	Edward A Jones	XX	23.380
LUK001	George Lukas	XX	23.380
ROS001	Lou A Rossini	XX	10.020
SMITH000001	Robert C Smith	XX	23.380
STO001	Albert W Stockard	XX	6.680
	Total for Leave Code ID XX		207.080
Grand Total			1,020.726

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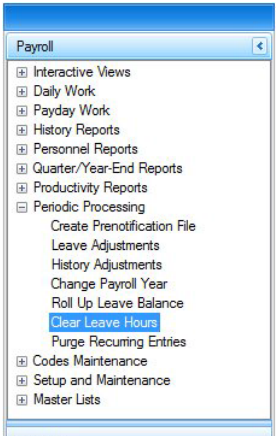
CLEAR LEAVE HOURS

Use the **Clear Leave Hours** function to set remaining Leave balances to zero in the Employee Information function (page 3-166). The function does allow you to clear each Leave Code balance without clearing all balances. Therefore, if your company allows it's employees to roll their accrued Leave Code, vacation time over to the next year, but not their Leave Code sick time, you can do so with the Clear Leave Hours function.

To **Clear Leave Hours**, follow these steps:

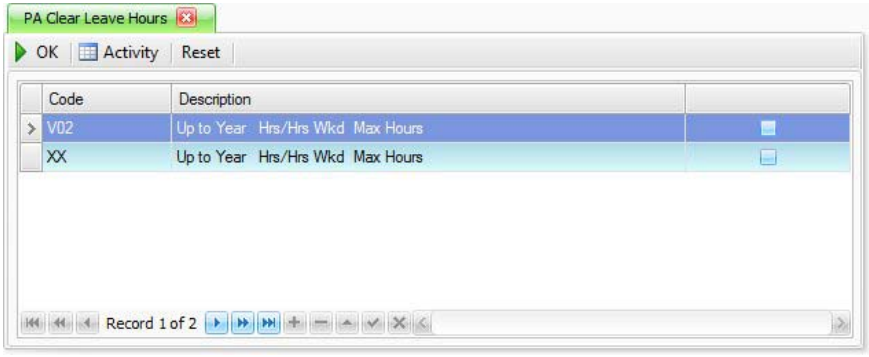
1. Select **Clear Leave Hours** from the **Periodic Processing** menu.

Clear Leave Hours Menu



2. The **Clear Leave Hours** screen appears.

Clear Leave Hours Screen



3. The **Code** and **Description** for each Leave Code set up is displayed.
4. Select the check box to clear all Employees' remaining Leave hours for the Leave Code you want cleared.
5. Select a command button:

Command Buttons

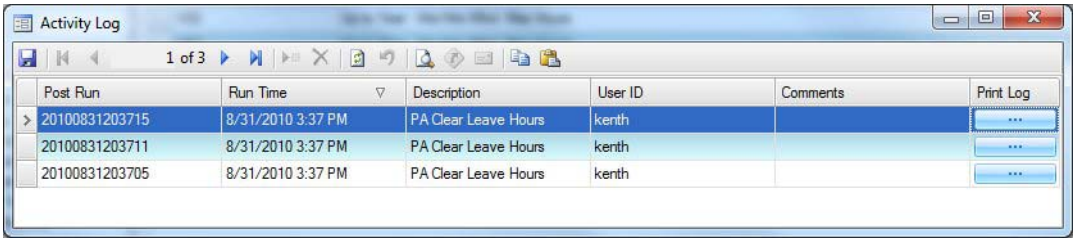
Name	Description
OK	Execute the Clear Leave Hours for the selected Leave Codes.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

After the roll up leave balances is complete, the Roll Up Leave Balances confirmation dialog box appears. Click **OK** to view the Roll Up Leave Balances Log.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the clear hours was made.
Description	The clear hours description.
User ID	The user who performed the clear hours.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

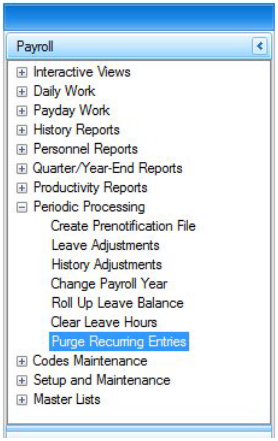
PURGE RECURRING ENTRIES

Use the **Purge Recurring Entries** function to delete Recurring Time Tickets, Deductions, and Employer Costs no longer needed.

To **Purge Recurring Entries**, follow these steps:

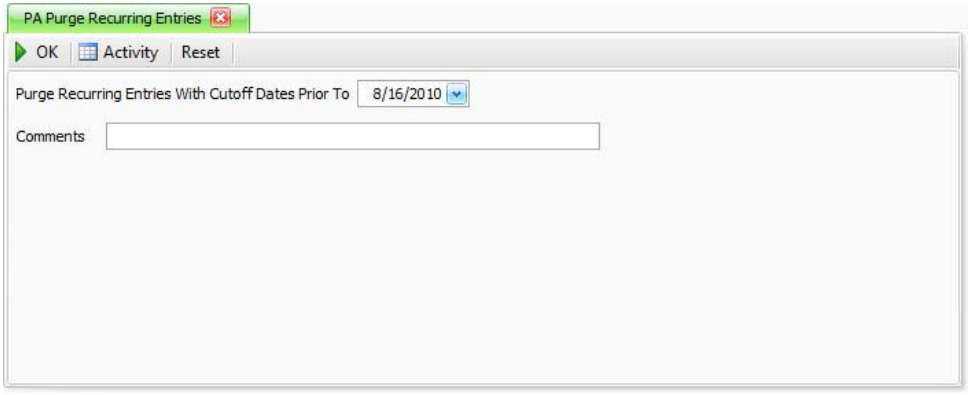
1. Select **Purge Recurring Entries** from the **Periodic Processing** menu.

Purge Recurring Entries Menu



2. The **Purge Recurring Entries** screen appears.

Purge Recurring Entries Screen



3. Select the **Purge Recurring Entries With Cutoff Dates Prior To** date. Recurring Entries with Cutoff Dates after the date you select will *not* be purged.
4. Enter **Comments** about the Purge Recurring Entries.
5. Select a command button:

Command Buttons

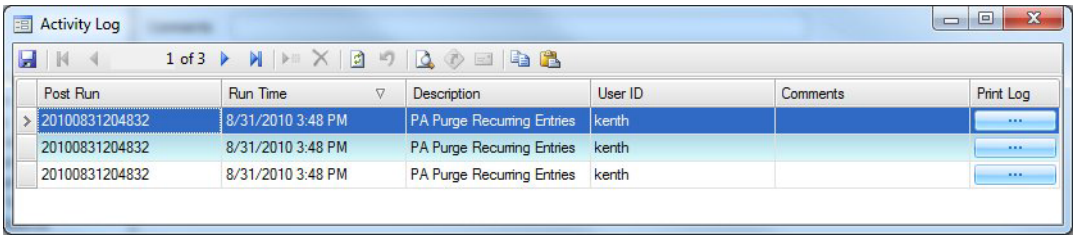
Name	Description
OK	Click **OK** to begin processing.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

After the purge is complete, the Purge Recurring Entries confirmation dialog box appears. Click **OK** return to the Purge Recurring Entries screen.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the purge was made.
Description	The purge description.
User ID	The user who performed the purge.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

AFFORDABLE CARE ACT FORMS SUMMARY

Introduction

NOTE: For these functions to work and have the ability to output reports to your Employees and submit reports to the government you must have an active subscription to our partner Aatrix Software and have the EPTR functions activated.

The Federal Affordable Care Act (ACA) health insurance mandate affects employers in different ways, depending on how the employer provides minimum essential health coverage, and the number of Full-Time Employees and Full-Time Equivalents (FTEs) a company has on its Payroll. The ACA requires forms to be distributed to Employees, as well as filed with the government.

NOTE: This is for information only and is not intended to serve as a recommendation, guidance, or interpretation of the requirements of the ACA. Federal requirements and guidelines are subject to change at any time. Always check the most current federal information, or consult with an accounting, tax, or legal professional to determine your responsibilities in regards to the ACA.

To support changes implemented by the ACA, Open Systems offers an ACA Forms Enhancement Update for TRAVERSE v11 to collect required data and support printing of some required forms through our partner, Aatrix Software. An active Enhanced Payroll Tax Reporting (EPTR) subscription is required to use the enhancement.

The ACA Forms Enhancement for TRAVERSE collects and retains HR data required for the forms using new functions added to the Payroll menus. When you are ready to file, TRAVERSE exports the data to the Aatrix Software, where the data is imported into a forms preparation program. You must then check the imported data for completeness, edit it if necessary, and approve it. When you approve the data, you can then print and send the forms and/or use the Aatrix eFile service to electronically file the information with the government.

This section describes the TRAVERSE ACA Forms Enhancement and details how to use the functions to enter and store the data needed to fill out the forms.

How the ACA Forms Enhancement Works with TRAVERSE

The functions that comprise the TRAVERSE ACA Forms Enhancement are installed as a part of the online update process in TRAVERSE version 11. Even if you use the Enhanced Payroll Tax Reporting application already, you must check the EPTR (EP) application in the TRAVERSE Server Manager to see and use these functions. Then, a Health Care Maintenance sub-menu in the Payroll application will allow you to access the new functions.

The functions include **Employee Health Insurance Coverage**, **Designated Government Entity**, and **Large Employer Member** Information screens, which you can use to maintain ACA compliance information. An **Employee Health Insurance Coverage List** function will list the coverage status for your Employees.

Once you enable the ACA functions by checking the EPTR (EP) application, TRAVERSE retains the information you've entered. When you are ready to prepare the form for printing and filing, TRAVERSE will send the collected data to the Aatrix software. There, the data is placed in the preparation program which checks the data for errors. Use the preparation program to review your Introduction data for accuracy, edit it if necessary, and approve it. After you approve the data, you can print the forms and send them to your employees and the appropriate authority, or use Aatrix Software's optional eFile service to electronically file the information.

Forms Viewer (Enhanced Payroll Tax Reporting)

You must have an active EPTR subscription to use the ACA Forms Enhancement package for TRAVERSE. Registration for EPTR is valid for one year. To activate or renew your subscription and receive form changes as they are updated, you must enter a registration key. Contact your Open Systems software provider for subscription information or to obtain a registration key.

To register the Aatrix software, click Register on the dialog box that appears after you launch it to open a form. Enter your registration code and click Enter, then click Done to return to the form you generated.

Printing Forms and eFile

The TRAVERSE ACA Forms Enhancement itself does not include programs to print the forms you need to file, but instead exports your data to Aatrix Software, where the forms are produced using that data. Via Aatrix Software's services, you can print out the forms, mail them to your employees, and submit copies to the government. You can use Aatrix Software's optional eFile service to electronically file the forms, and you can also choose to have Aatrix Software mail the forms to your Employees. When you use eFile, you can file faster, reduce deadline worries, and eliminate the hassle of paper forms.

Before you can use eFile, you must sign up with Aatrix Software and establish an ID and Password.

Verify Data

Due to occasional differences between required information for the forms and the way TRAVERSE records that information, you must manually verify this data and make any necessary corrections using the Aatrix Software form preparation program before you produce the forms. Depending on the forms you are preparing, the information you need to verify and enter may include health care coverage and covered individuals, as well as coverage dates and codes.

As with all information that you file with government authorities, check the forms you generate carefully for accuracy. Although the information is pulled from TRAVERSE, it is possible for it to be incorrect due to data entry errors or missing data. Because this information is fully editable through the Aatrix software, simply type in the correct information when you notice an incorrect value.

NOTE: Only Employees who have records in check history in the specified payroll year will have their forms populated. For instance, if an Employee retired during the year prior to the payroll year, they may still be receiving health care benefits through a COBRA plan. Since the Employee did not receive a paycheck in the payroll year, that Employee's form will not be populated. If you want to include the Employee, you can issue a zero-amount manual check to the Employee. This way, the Employee now has a record in check history.

Forms Included with the ACA Forms Enhancement

The ACA requires some forms to be distributed to Employees, as well as filed with the government at the end of the year. Some of these forms, specifically forms 1094-B, 1094-C, 1095-B, and 1095-C, are now available to print using data from TRAVERSE and form-printing through Aatrix Software, if you have an active EPTR subscription.

NOTE: Federal requirements and guidelines are subject to change at any time. Always check the current federal information available to determine your compliance status and requirements.

NOTE: Review the ACA requirements or consult with your accounting, tax, or legal professional to determine which forms you need to produce.

Form 1095-B

As an Employee, Form 1095-B is proof you have minimum essential coverage as required by the ACA. Without this proof, you may be subject to penalties. Form 1095-B provides information about your health coverage, including:

- The person whose name is on the insurance policy.
- The employer's name, if the coverage is employer-sponsored.
- The name of the insurance company providing the coverage.
- The people in the household who are covered by the insurance, and the time frame within which they were covered.

Form 1094-B

Form 1094-B is a cover sheet used when filing Form 1095-B with the IRS. It provides summary information, including:

- The insurance provider's Name, Address, Phone, and Employer Identification number.
- The name and phone number of a contact person.
- The number of Forms 1095-B that are being sent.

Form 1095-C

The Parts I and II of Form 1095-C identify the insurance coverage offered by Applicable Large Employers (ALEs), the cost of that coverage, and the Employee's election of coverage, including:

- The employer's name and address information.
- The Employee's name and address information.
- Time frame during which the Employee was eligible for coverage.
- The cost of the cheapest monthly premium the Employee could have paid under the plan.

Part III of Form 1095-C contains the information required if the employer is self-insured. This allows the employer to produce and send out a single, combined form.

Form 1094-C

Form 1094-C is a cover sheet used when filing Form 1095-C with the IRS. It provides detail information, including:

- The employer's Name, Address, Phone Number, and Employer Identification number.
- The number of Employees the employer has.
- The name and phone number of a contact person.

- The number of Forms 1095-C that are being sent.

INSTALLATION

To install the TRAVERSE ACA Forms Enhancement, use the online update process to find, download, and install the latest update for TRAVERSE version 11. See the Administrator's Guide for detailed information on downloading updates.

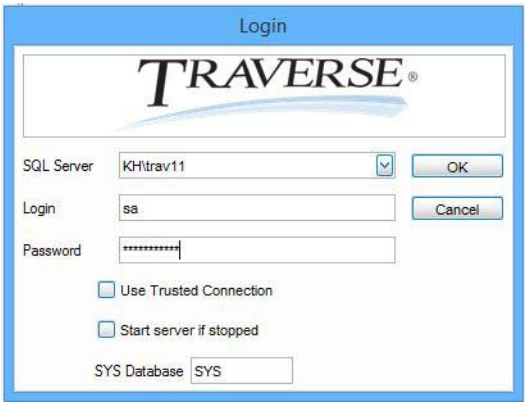
Configure Enhanced Payroll Tax Reporting for ACA

After you run the server update to install the Enhanced Payroll Tax Reporting (EPTR) update for the ACA Forms Enhancement, you must make the application available to your users.

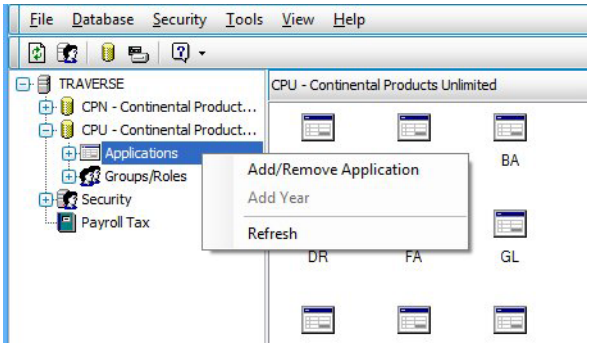
NOTE: To produce any of the forms without a watermark, you must have an active subscription for EPTR. Contact your software provider for more information.

Server Manager

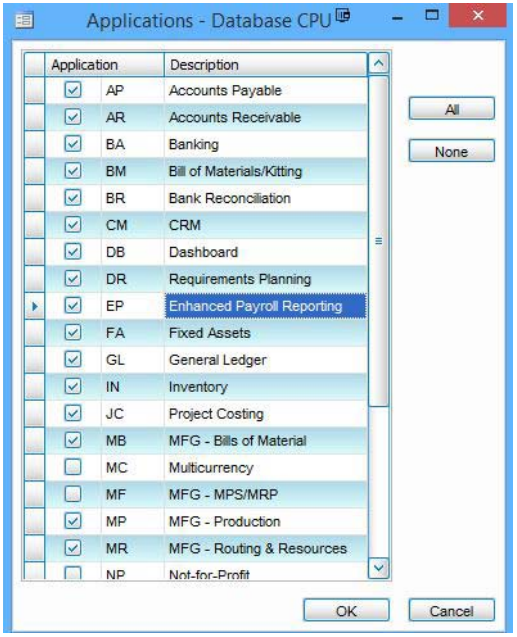
1. Log into the TRAVERSE Server Manager as an administrator.



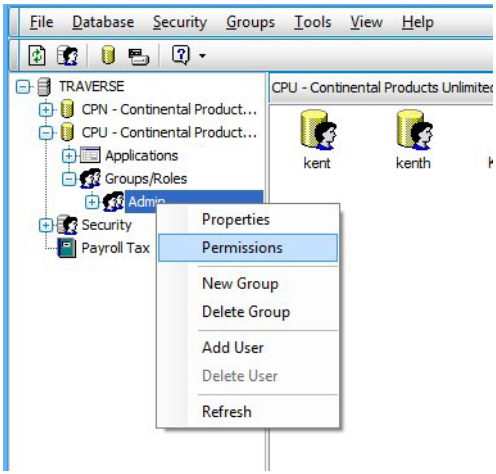
2. Find and expand your database in the left panel. Right-click on the Applications branch of your database and select **Add/Remove Application**.



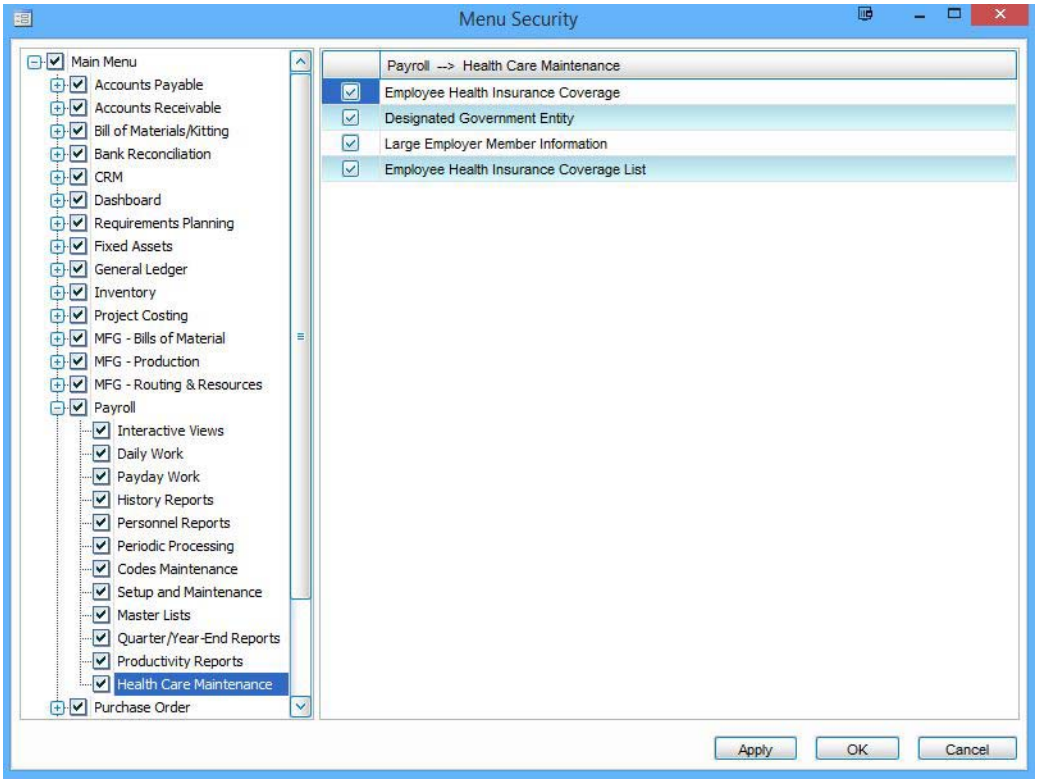
3. In the Applications list, find and mark the check box for EP, Enhanced Payroll Tax Reporting (EPTR). Then click **OK**.



4. Expand the Groups/Roles branch of your database in the left panel. Right-click on the all branch and select **Permissions** to open the Menu Security screen.



5. Expand the Payroll menu branch in the Menu Security screen, and mark the **Health Care Maintenance** check box. All the Health Care Maintenance menu entries should also be marked.



6. Click **Apply**, then click **OK**.
7. Exit TRAVERSE Server Manager.

HEALTH CARE MAINTENANCE FUNCTIONS SUMMARY

The ACA Forms Enhancement will add a Health Care Maintenance menu to the Payroll application menu. This menu provides access to the ACA Forms Enhancement functions.

The Coverage and Safe Harbor codes are pre-populated with the codes from the IRS instructions for Form 1095-C. These codes will be updated as necessary via maintenance updates.

EMPLOYEE HEALTH INSURANCE COVERAGE

The **Employee Health Insurance Coverage** screen shows basic information about each Employee's insurance coverage, including their Employee ID, Name, and the coverage entered for each Employee.

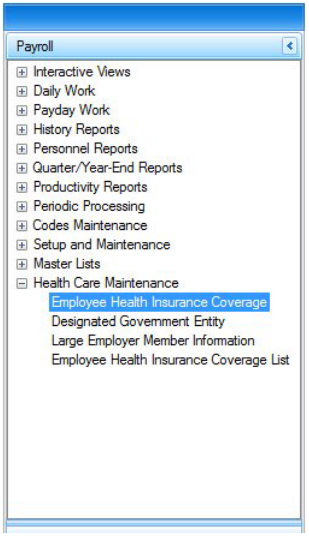
NOTE: For thorough explanations of the values you should enter using this function, consult the IRS instructions for the form you need to complete.

Open the Employee Health Insurance Coverage screen from the Health Care Maintenance menu.

To set up the **Employee Health Insurance Coverage**, follow these steps:

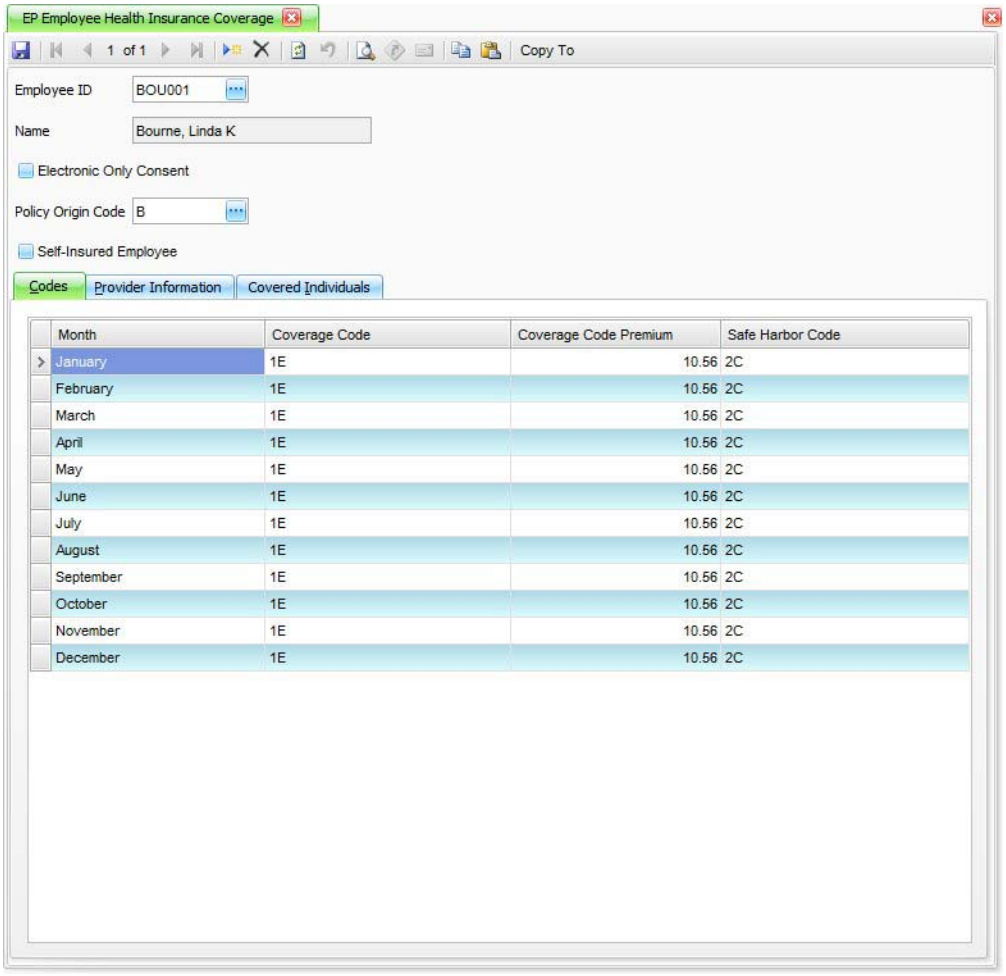
1. Select **Employee Health Insurance Coverage** from the **Health Care Maintenance** menu.

Employee Health Insurance Coverage Menu



2. The **Employee Health Insurance Coverage** screen appears.

Employee Health Insurance Coverage Screen



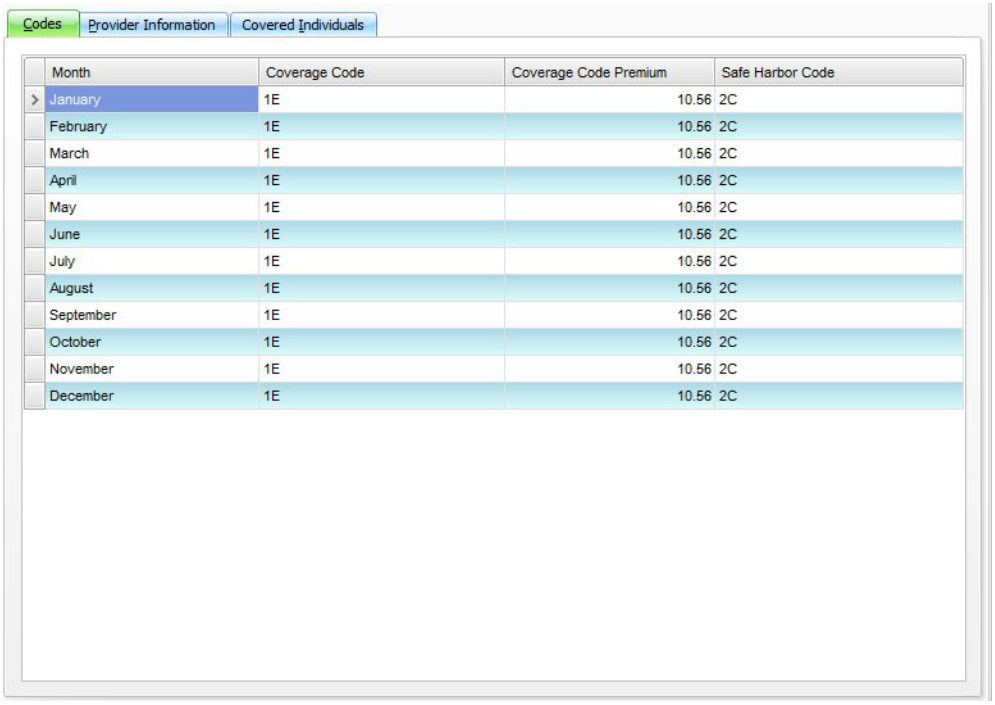
3. Click the **New Record** button on the toolbar.
4. Select an Employee from the **Employee ID** drop-down list.
5. If the Employee has consented to electronic-only form delivery, mark the **Electronic Only Consent** check box.
6. Select a **Policy Origin Code** from the drop-down list:
    - **A** - Small Business Health Options Programs (SHOP)
    - **B** - Employer - sponsored Coverage

- **C** - Government - sponsored program
- **D** - Individual market insurance
- **E** - Multiemployer plan
- **F** - Miscellaneous minimum essential coverage

7. If the Employee is self-insured, mark the **Self-Insured Employee** check box.

The lower half of the screen contains three tabs:

Codes tab



Month	Coverage Code	Coverage Code Premium	Safe Harbor Code
January	1E	10.56	2C
February	1E	10.56	2C
March	1E	10.56	2C
April	1E	10.56	2C
May	1E	10.56	2C
June	1E	10.56	2C
July	1E	10.56	2C
August	1E	10.56	2C
September	1E	10.56	2C
October	1E	10.56	2C
November	1E	10.56	2C
December	1E	10.56	2C

For each Month (as applicable):

- Select a **Coverage Code** from the drop-down list.
  - **1A** - Qualifying Offer: Minimum essential coverage providing minimum value offered to Full-Time Employee with Employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and at least minimum essential coverage offered to spouse and dependent(s).
  - **1B** - Minimum essential coverage providing minimum value offered to Employee only.

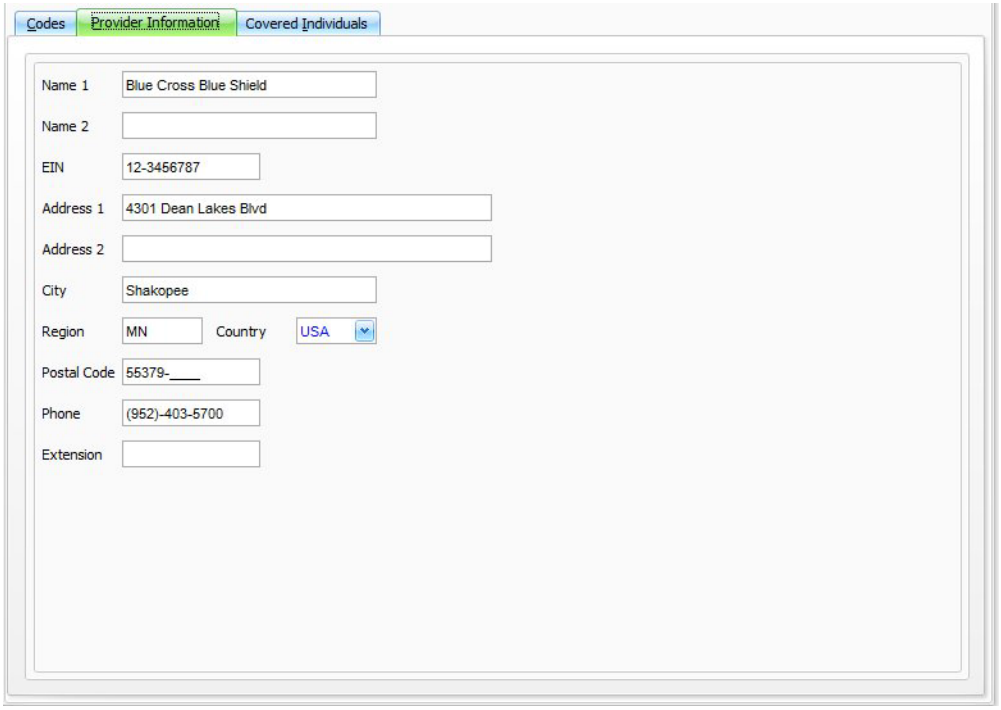
- **1C** - Minimum essential coverage providing minimum value offered to Employee and at least minimum essential coverage offered to dependent(s) (not spouse).
- **1D** - Minimum essential coverage providing minimum value offered to Employee and at least minimum essential coverage offered to spouse (not dependent(s)).
- **1E** - Minimum essential coverage providing minimum value offered to Employee and at least minimum essential coverage offered to dependent(s) and spouse.
- **1F** - Minimum essential coverage NOT providing minimum value offered to Employee, or Employee and spouse or dependent(s), or Employee, spouse and dependents.
- **1G** - Offer of coverage to Employee who was not a Full-Time Employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
- **1H** - No offer of coverage (Employee not offered any health coverage or Employee offered coverage that is not minimum essential coverage).
- **1I** - Qualifying Offer Transition Relief 2015: Employee (and spouse or dependents) received no offer of coverage, received an offer that is not a qualifying offer, or received a qualifying offer for less than 12 months.

- Enter a **Coverage Code Premium** amount.
- Select a **Safe Harbor Code**, if applicable, from the drop-down list.
  - **2A** - The Employee was not employed on any day of the calendar month.
  - **2B** - The Employee is not a Full-Time Employee for the month and did not enroll in minimum essential coverage, if offered for the month.
  - **2C** - An Employee who was enrolled in coverage offered during the month, regardless of whether any other code in Code Series 2 might also apply; i.e., use Code 2C if Code 2C and any other code(s) may apply for the month.
  - **2D** - Employees in a Section 4980H(b) Limited Non-Assessment Period during a month. A Limited Non-Assessment Period generally refers to a period during which an ALE Member will not be subject to an assessable payment under Section 4980H(a), and in certain cases Section 4980H(b), for a full-time Employee, regardless of whether that Employee is offered health coverage during that period.
  - **2E** - To claim the "Multiemployer" interim rule relief. If the employer is eligible for the Multiemployer interim rule relief and codes 2D, 2F, 2G or 2H could also apply the employer should enter Code 2E.

- **2F** - The Section 4980H Affordability Form W-2 Safe Harbor. If an employer uses this safe harbor for an Employee, it must be used for all months of the calendar year for which the Employee is offered health coverage.
- **2G** - The Section 4980H Affordability Federal Poverty Line safe harbor.
- **2H** - The Section 4980H Affordability Rate of Pay safe harbor.
- **2I** - To report that non-calendar year transition relief applies to this Employee for the month.

NOTE: You can copy and paste values to each month.

Provider Information tab

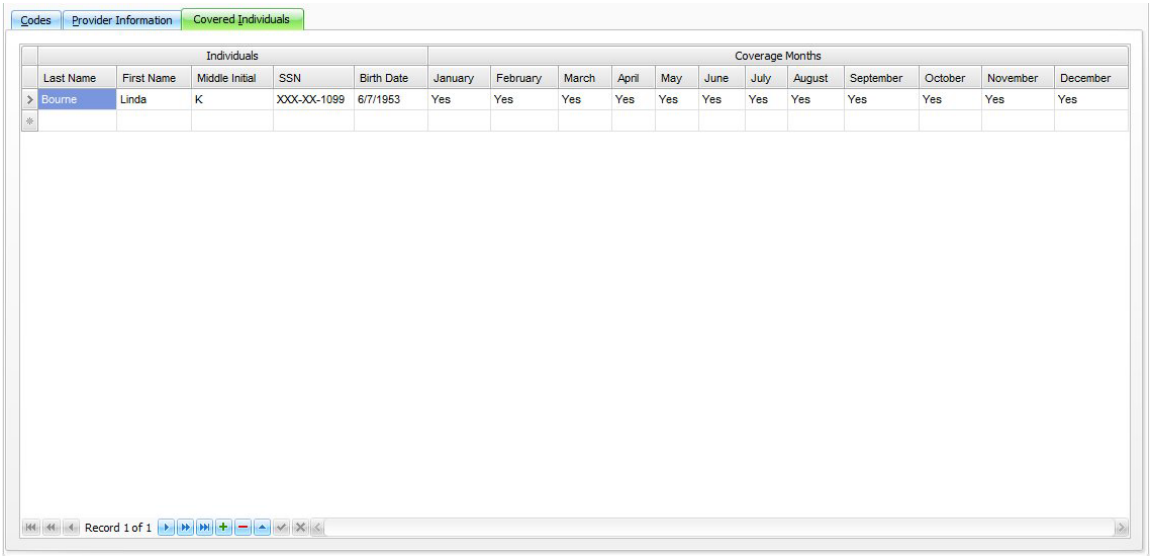


Enter the general contact information for the coverage provider in the appropriate fields (as applicable):

- Enter the coverage provider's name in the **Name** fields.
- Enter the provider's Employer Identification Number in the **EIN** field.
- Enter the provider's address into the **Address**, **City**, **Region**, **Country**, and **Postal Code** fields.

- Enter the provider's contact **Phone** and **Extension** into the appropriate fields.

Covered Individuals tab



There must always be at least one covered individual listed under the Employee. By default, the Employee appears as the first covered individual.

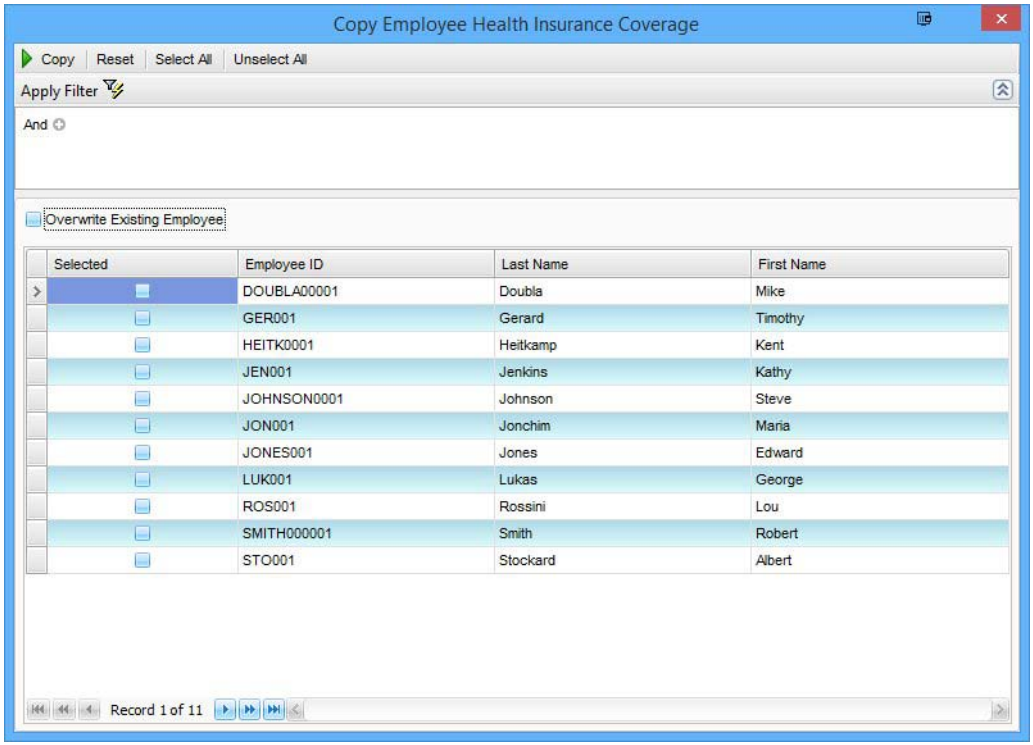
- Enter each covered individual's **Last Name**, **First Name** and **Middle Initial**.
- Enter the covered individual's **Social Security Number** or **Birth Date**. You only need one or the other.
- For each month in which the individual was covered, select **Yes** in that month's column. For months in which the individual was not covered, select **No**.
- Use the **Append** button ( ) to add additional individuals.

8. Save the Employee once you finish entering the information .

Copy Information to additional employees

Once you have entered information for an Employee, you can copy the same information to other Employees by using the **Copy To** button on the toolbar.

A Copy Employee Health Insurance Coverage window will appear.



1. Use the **Data Filter** to reduce the number of Employees available, if necessary.
2. If you want the coverage information you are copying to replace the information that already exists for the Employee, if any, mark the **Overwrite Existing Employee** check box.
3. Mark the check box(es) of all Employees to whom you want to copy coverage information. Use the **Select All** button to mark all Employees, or use the **Unselect All** button to clear all check boxes. When you are finished, click the **Copy** button on the toolbar to copy the coverage information to the marked Employees. Use the **Reset** button to remove the filter.

NOTE: This will not copy covered individuals. However, because one covered individual is required, each Employee will be listed as a covered individual on his or her own coverage screen.

4. When the process is complete, a notification pop-up window appears. Click **OK** to continue.

5. When you finish copying coverage information, close the Copy Employee Health Insurance Coverage window.

To edit coverage for an employee:

1. Select the Employee you want to edit from the **Employee ID** drop-down list.
2. Edit the information you need to change.
3. Click the **Save** button on the toolbar.

To delete coverage for an employee:

NOTE: This does not delete the Employee from the system, but does remove the Employee from the screen.

1. Select the Employee for whom you want to delete coverage from the **Employee ID** drop-down list.
2. Click the **Delete** button on the toolbar.
3. A notification pop-up window appears. Click **Yes** to proceed.

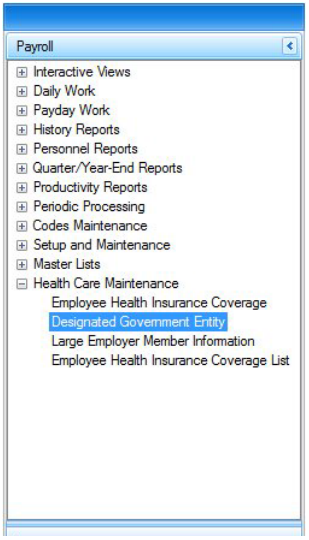
DESIGNATED GOVERNMENT ENTITY

If your company is considered a Designated Government Entity, use the **Designated Government Entity** function to enter the information required for Form 1094-C.

To set up the **Designated Government Entity**, follow these steps:

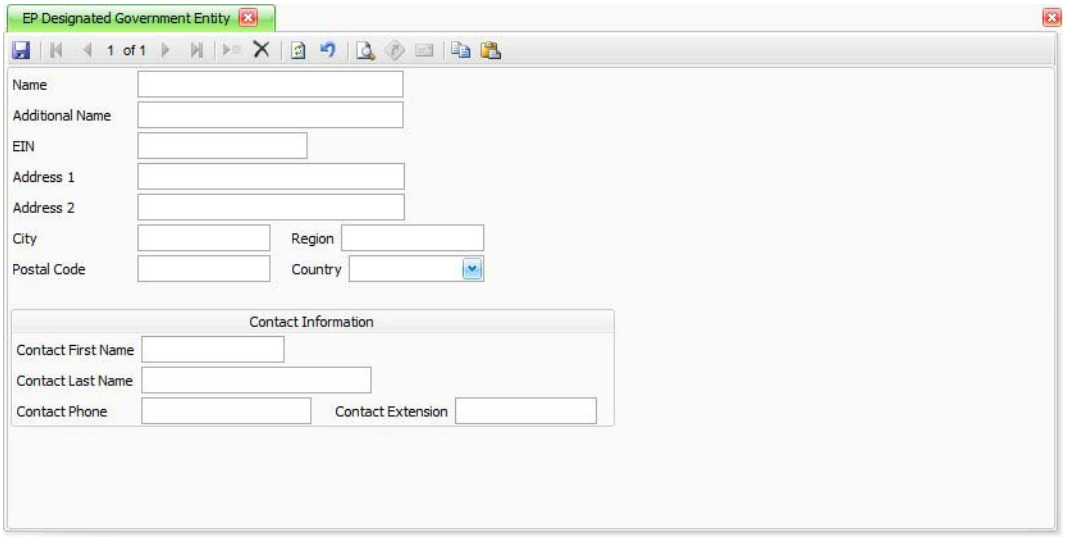
1. Select **Designated Government Entity** from the **Health Care Maintenance** menu.

Designated Government Entity Menu



2. The **Designated Government Entity** screen appears.

Designated Government Entity Screen



To add entity information:

1. Click the **New Record** button on the toolbar.
2. Fill in the fields with the appropriate information, beginning with the employer Name in the **Name** field.
3. Fill in the contact information for the entity contact person in the **Contact Information** section.
4. When finished, click the **Save** button on the toolbar to save the information.

To edit the information, make your changes and then click the **Save** button .

LARGE EMPLOYER MEMBER INFORMATION

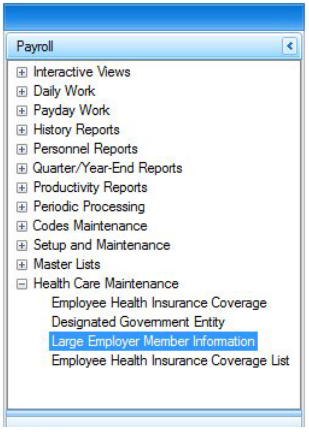
The **Large Employer Member Information** function allows you to enter information used to fill in Form 1094-C.

Review the ACA requirements or consult with your accounting, tax, or legal professional to determine which forms you need to produce, and which options apply to your company.

To set up the **Large Employer Member Information**, follow these steps:

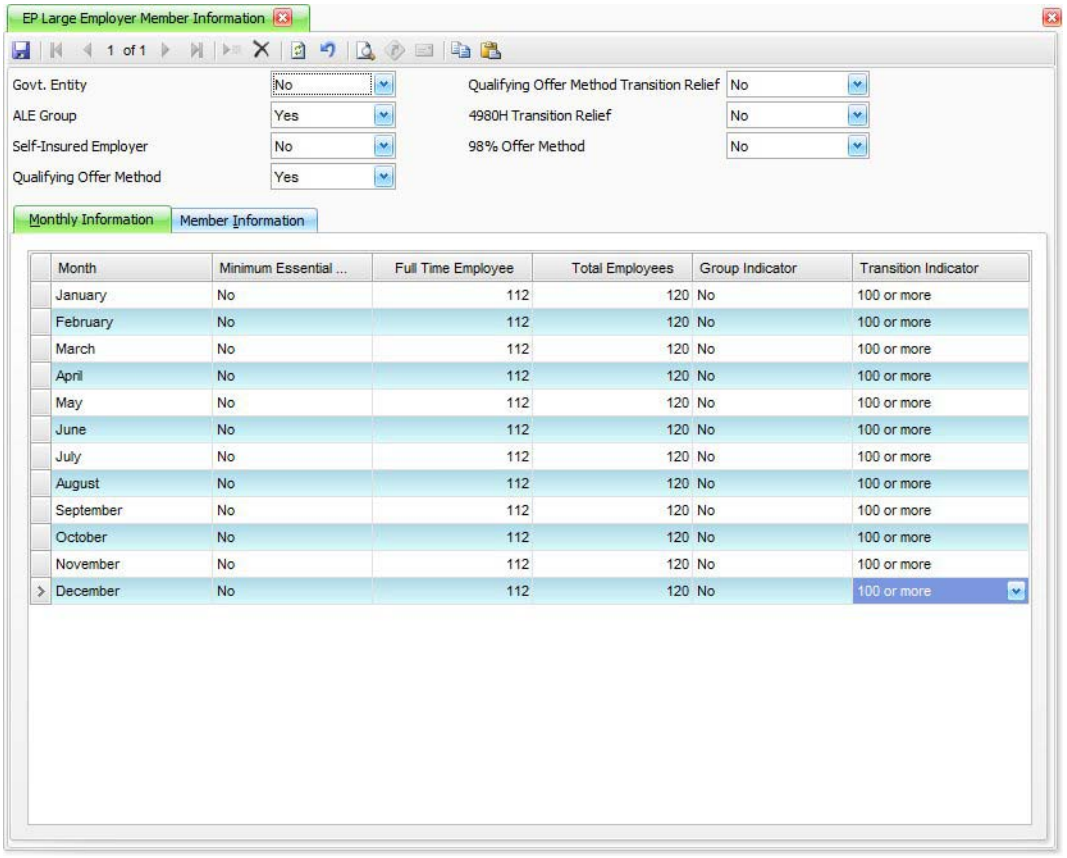
1. Select **Large Employer Member Information** from the **Health Care Maintenance** menu.

Large Employer Member Information Menu



2. The **Large Employer Member Information** screen appears.

Large Employer Member Information Screen



3. Click the **New Record** button on the toolbar to create a new Large Employer Member Information record.

   - Is the employer a **Govt. Entity**, **Yes** or **No**?
   - Is the employer an **ALE Group** (Applicable Large Employer) with member companies, **Yes** or **No**?
   - Is the **Employer Self-insured**, **Yes** or **No**?
   - Does the employer's certification of eligibility reflect a **Qualifying Offer Method**, **Qualifying Offer Method Transition Relief**, **4980h Transition Relief**, and/or a **98% Offer Method**, **Yes** or **No**?

Below are descriptions of the different reporting methods:

Qualifying Offer Method

- What Is A Qualifying Offer?
  - An employer makes a Qualifying Offer when it offers one or more Full-Time Employees minimum essential coverage that provides minimum value and doesn't exceed 9.5% of the single federal poverty line for Employee-only coverage (about $1,100 in 2015) and offers minimum essential coverage to the Employee's spouse and dependents.
  - For all months during the year in which the Employee was a Full-Time Employee, the employer certifies that it made a qualifying offer.
  - Using this method allows employers to provide the Employee a general statement about the offer rather than furnishing a Form 1095-C. Employers must still file a Form 1095-C with the IRS for each Full-Time Employee.
  - On Form 1095-C, the employer can use a Qualifying Offer code ("1A") and will not report the monthly Employee contribution for the lowest cost employee-only coverage providing minimum value. o Safe Harbor codes on Line 16 are not required when code "1A" is used.

NOTE: Self-insured employers must file a Form 1095-C with the IRS and must also furnish a Form 1095-C to any Employee that enrolled in self-insured coverage.

Qualified Offer Method Transition Relief

- For the TY2014 and TY2015, an employer may use this option if it made a Qualifying Offer for one or more months of calendar year 2015 to at least 95% of its full-time employees.
- Reporting is simplified in the same way as in the general Qualifying Offer
- Method except that the employer uses the Qualifying Offer Transition Relief
- Code ("1I") for the months in 2015 the employee did not receive a Qualifying Offer and uses Qualifying Offer Code 1A for the months the employee received a Qualifying Offer.
- Safe Harbor codes are not required on Line 16 when this method is selected.

NOTE: Self-insured employers must file a Form 1095-C with the IRS and must also furnish a Form 1095-C to any Employee that enrolled in self-insured coverage.

Section 4980H Transition Relief

- This relief applies for employers who qualify for the following TY2015 transition relief:

- 50-99 Transition Relief - for an ALE Member with fewer than 100 Full-Time and Full-Time Equivalent Employees in 2014 that meets certain conditions no Employer Shared Responsibility payment under section 4980H will apply for any calendar month in during 2015.

- Questions and Answers on Employer Shared Responsibility Provision FAQ #34-37
  - Limited Workforce Size
  - Maintenance of Workforce and Aggregate Hours of Service.
  - Maintenance of Previously Offered Health Coverage.
  - Employer is still required to file Forms 1094-C and 1095-C with IRS and furnish Form 1095-C to Employee.
- A code of "A" must be entered on the Authoritative Transmittal Form 1094-C line 23, column E.
- 100 or More Transition Relief - for an ALE Member with 100 or more Full-Time Employees in the 2014. Refer to Questions and Answers on Employer Shared Responsibility Provision FAQ #38-39.
- Under this relief, the Section 4980H assessable payment is calculated by reducing the employer's number of Full-Time Employees by the employer's allocable share of 80 (rather than 30). o The employer is still required to file Forms 1094-C and 1095-C.
- A code of "B" must be entered on line 23, column E

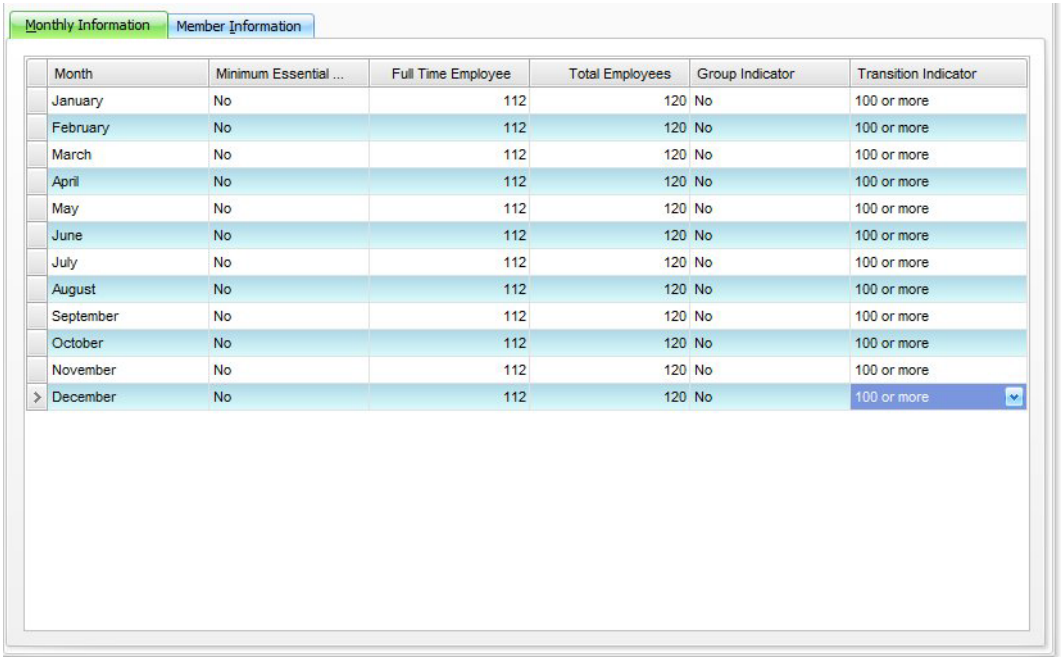
NOTE: 4980H transition relief may be used in conjunction with any of the offer methods or by itself.

98% Offer Method

- This method may simplify health coverage reporting on Form 1094-C for an employer that certifies that it offered, for all months of the calendar year, affordable health coverage providing minimum value to at least 98% of its Employees and their dependents for whom it is filing a Form 1095-C Employee statement.
- If an employer uses this method, it is not required to report the number of Full-Time Employees in Part III of Form 1094-C (column B), and is not required to identify which of the Employees for whom it is filing were Full-Time Employees.
- For this purpose, the health coverage is treated as affordable if it meets any one of the section 4980H affordability safe harbors. Refer to Questions and Answers on Employer Shared Responsibility Provision FAQ #19.
- Upon an IRS request, the employer may later be required to identify whether specific Employees were Full-Time, by month, if an Employee receives a premium tax credit

for coverage obtained through the Health Insurance Marketplace (to determine if the employer may owe a 4980H Employer Shared Responsibility Payment for that employee).

Monthly Information tab

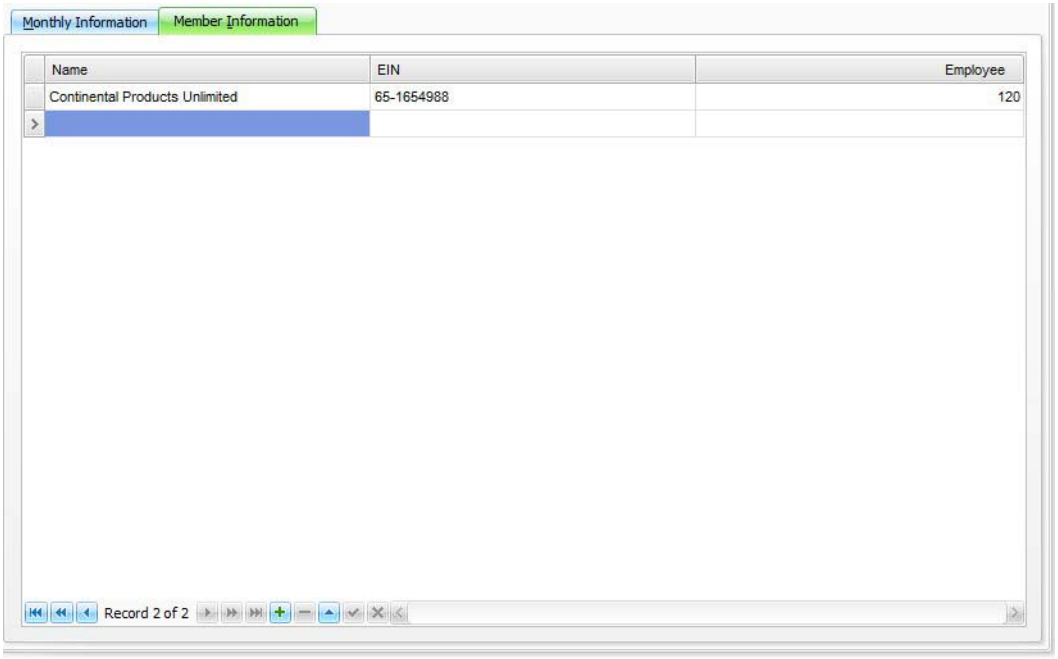


Month	Minimum Essential ...	Full Time Employee	Total Employees	Group Indicator	Transition Indicator
January	No	112	120	No	100 or more
February	No	112	120	No	100 or more
March	No	112	120	No	100 or more
April	No	112	120	No	100 or more
May	No	112	120	No	100 or more
June	No	112	120	No	100 or more
July	No	112	120	No	100 or more
August	No	112	120	No	100 or more
September	No	112	120	No	100 or more
October	No	112	120	No	100 or more
November	No	112	120	No	100 or more
December	No	112	120	No	100 or more

Enter the aggregated information for the ALE for each month:

- Did the coverage meet the **Minimum Essential Coverage** requirements for the month, **Yes** or **No**?
- Enter the number of **Full-time** and **Full-time Equivalent Employees** for the month.
- Enter the **Total Number Of Employees** for the month.
- Indicate whether the employer was a member of an aggregated ALE group for the month in the **Group Indicator** field, **Yes** or **No**.
- Choose a **Transition Indicator** from the drop-down list; **50 - 99 Relief** and **100 or more**.

Member Information tab



Enter the member employers that make up the aggregated ALE:

1. Enter the company **Name**.
2. Enter the company's Employer Identification Number (**EIN**).
3. Enter the number of **Employees**.
4. Click the **Save** button to save your changes.

To remove a member company, select the Company to remove, click the **Delete** button on the toolbar, and then **Save** your changes.

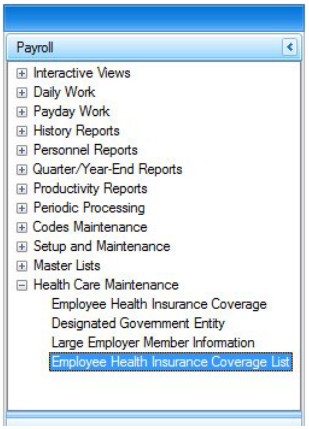
EMPLOYEE HEALTH INSURANCE COVERAGE LIST

The **Employee Health Insurance Coverage List** displays the coverage information for each Employee.

To output the **Employee Health Insurance Coverage List**, follow these steps:

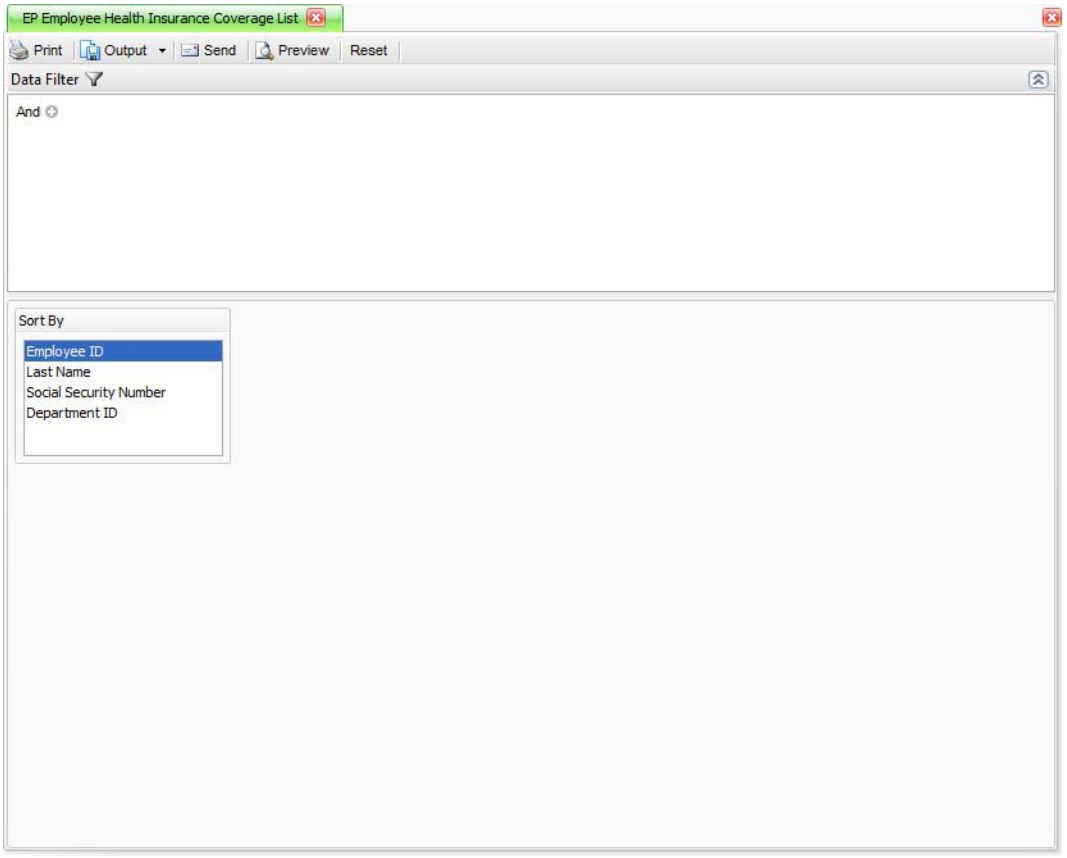
1. Select **Employee Health Insurance Coverage List** from the **Health Care Maintenance** menu.

Employee Health Insurance Coverage List Menu



2. The **Employee Health Insurance Coverage List** screen appears.

Employee Health Insurance Coverage List Screen



3. Use the **Data Filter** to narrow the report results, or leave the filter blank to include all Employees.
4. Select the sort criteria for the list from the **Sort By** section: **Employee ID**, **Last Name**, **Social Security Number**, or **Department ID**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Health Insurance Coverage List

Continental Products Unlimited
Employee Health Insurance Coverage List
Sorted by Employee ID

PAGE 1

Employee ID	BOU001	Phone No	(612)-555-1212
Name	Bourne, Linda K	Electronic Only Consent	No
SSN	XXX-XX-1099	Policy Origin Code	B
Department ID	500	Self-Insured Employee	No

Coverage Codes / Amounts

Month	January	February	March	April	May	June	July	August	September	October	November	December
Code	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
Premium	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56

Safe Harbor Codes

Month	January	February	March	April	May	June	July	August	September	October	November	December
Code	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C

Provider Information

Name 1	Blue Cross Blue Shield	Address 1	4301 Dean Lakes Blvd
Name 2		Address 2	
EIN	12-3456787	City	Shakopee
Phone	(952)-403-5700	Region	MN
Extension		Postal Code	55379
		Country	USA

Covered Individuals

Last Name	First Name	MI	SSN	Birthdate	Coverage Months											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bourne	Linda	K	XXX-XX-1099	6/7/1953	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

12/4/2015 11:04 AM

Kent.Heitkamp

ENHANCED PAYROLL TAX REPORTS

When you are ready to produce the Forms 1094-B, 1094-C, 1095-B, or 1095-C, use the Enhanced Payroll Tax Reports function (page 6-63).

Select the appropriate form from the list and click **OK** to open the Aatrix Software preparation program. Use the preparation program to verify, edit, and approve your information and then create the forms with your approved data.

Refer to Aatrix Software's release notes, when available, for additional information on how to use the Aatrix Software preparation program for ACA forms.

7

Interactive Views

Using the Interactive views Menu 7-3
Transaction View 7-7
Transaction History View 7-9
Check History View 7-11
Employee Information View 7-19
Employee History View 7-23
Employee History Withholding View 7-29
Employer History Withholding View 7-33

USING THE INTERACTIVE VIEWS MENU

With the functions on the Interactive Views menu, you can view but not change the following Payroll information:

- Transactions
- Transaction History
- Check History
- Employee information
- Employee History
- Employee History Withholding
- Employer History Withholding

Use these functions if you need to examine (but not change) a Customer record, an address, an open invoice, summary history, detail history, transaction history or view an aged trial balance.

Using Interactive Views you can easily and quickly build and manipulate tables to display information. After selecting from the available criteria to display as filter fields, data items, column fields, or row fields, you can highlight columns and rows to have the selected rows and columns display as a graph below the table. To include multiple rows or columns in the graph, you can use the CTRL+ click (to select multiple rows or columns) and SHIFT+ click (to select all rows or columns between the first and second click) shortcuts, after selecting the first row and column.

Sorting and Filtering

When you arrange the columns to your liking, you can sort, group, or filter the data by the column's contents. To sort and filter the data, right-click a column heading and use the functions outlined in the table below.

Button	Name	Select To
	Sort Ascending	Sort the selected column’s data in ascending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**

Sort Descending	Sort the selected column's data in descending order. **NOTE: You can also accomplish this task by clicking the column heading until appears.**
Clear Sorting	Remove all sorting options and revert to the default view.
Group By This Column	Group the identical entries from this column into a single group. **NOTE: If you group by column entry, you can right-click on the grouped column heading to select from the options outlined in this table, or choose Full Expand to expand all of the grouped entries, Full Collapse to collapse all of the grouped entries, or UnGroup to undo the grouped entry.**
Column Chooser	Open the Customization window. With the Customization window open, you can click and drag columns to the window to remove them from the screen or click and drag columns from the window to place them back onto the screen. **NOTE: You can also remove a column from the form by clicking on the heading of the column and dragging it to the bottom of the screen and releasing it when your cursor changes to an *X*.**
Best Fit	Adjust the selected column to resize the column for the best view of that column's data.
Clear Filter	Remove all filter options and revert to the default view.
Filter Editor	See "Filtering Across All Columns" in the General Information guide for more information.
Best Fit (all columns)	Adjust all columns to resize for the best view all of the data at once.

Filtering by an Individual Column

To create a filter for a single column, click the funnel icon that appears once you place the cursor in the associated column and then select a filter option from the dropdown menu.

Select	To

Enter criteria for filtering the selected column.

(Custom)

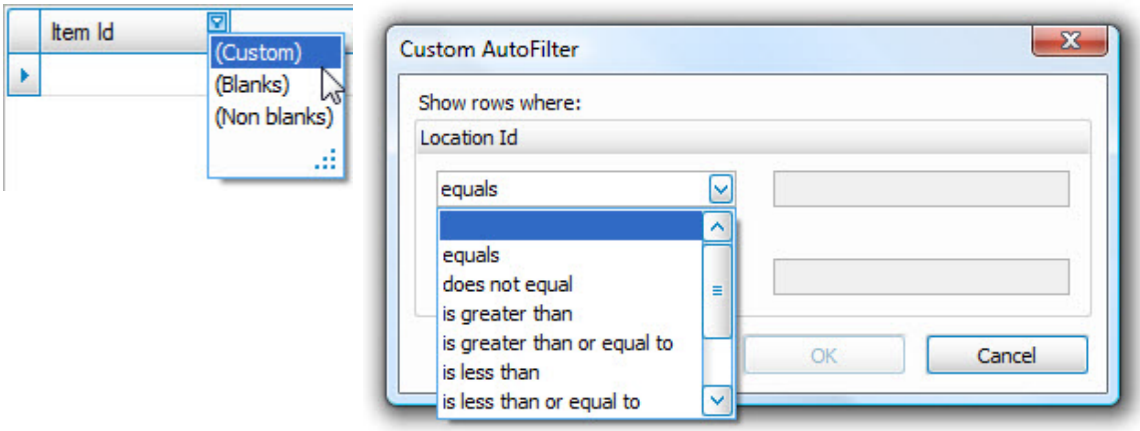
NOTE: View the following paragraph for additional information.

(Blanks) Display only entries with blank information in the selected column.

(Non blanks) Display only entries with information in the selected column.

From the drop down menu, you can also select from the entries in the selected column to group the column by the selected entry.

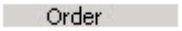
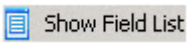
If you select (**Custom**), the Custom AutoFilter function appears. Select up to two filtering criteria for the selected column from the drop down menus, then enter a string of text or numbers to complete the condition and click **OK**.



Sorting and Filtering Pivot Chart Data

Right-click on the pivot table gray area or a field button when in Pivot Chart View for each application, to use the following functions:

Select	To
Refresh Data	Refresh the data in the tables.
Hide	Remove the selected criterion from the table.

Select	To
	Move the selected criterion to the beginning, left, right, or end of the list of criteria.
	Open the PivotGrid Field List, then click and drag the applicable fields to the desired locations.
	Close the PivotGrid Field List.

NOTE: Note: See instructions in the "Filtering Across All Columns" in the General Information guide for more information on filtering.

TRANSACTION VIEW

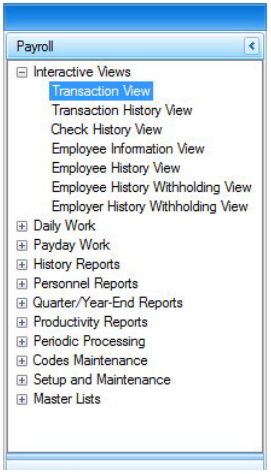
Use the **Transaction** view to review the accuracy of posted and unposted Payroll Transactions before you prepare checks.

To view details on an Employee click on the blue Employee ID and you will be taken to the detail setup screen for that Employee.

To use **Transaction View**, follow these steps:

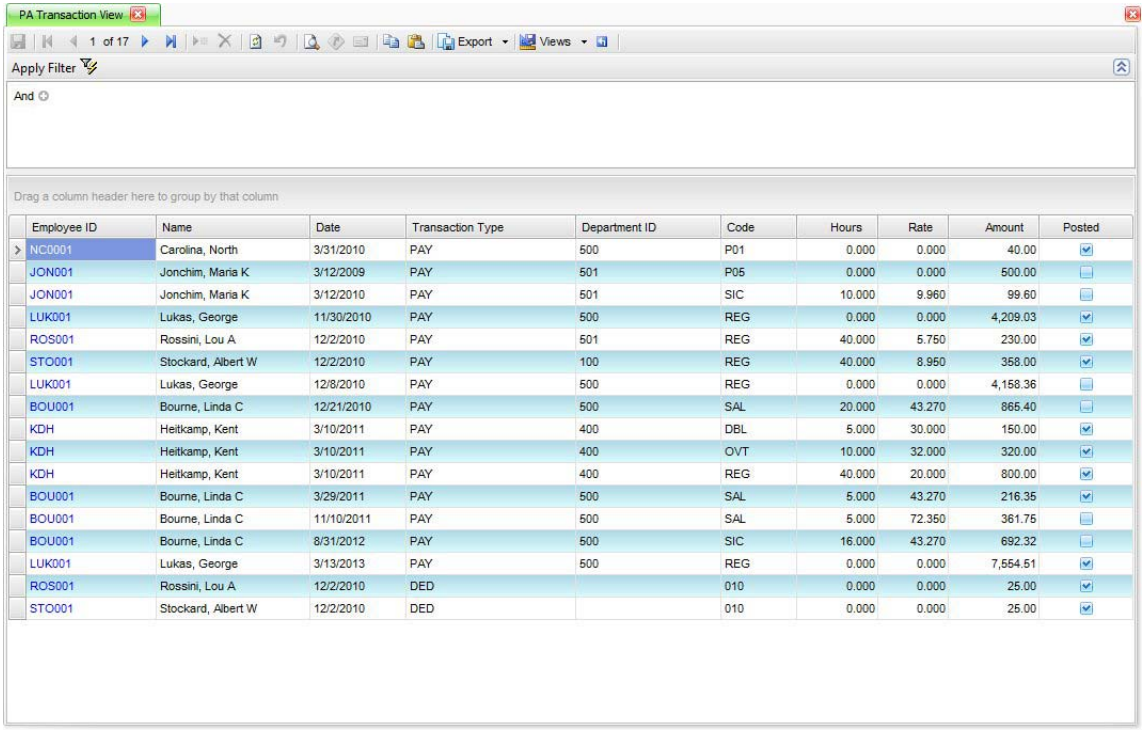
1. Select **Transaction View** from the **Interactive Views** menu.

Transaction View Menu



2. The **Transaction View** screen appears.

Transaction View Screen



Employee ID	Name	Date	Transaction Type	Department ID	Code	Hours	Rate	Amount	Posted
NC0001	Carolina, North	3/31/2010	PAY	500	P01	0.000	0.000	40.00	☑
JON001	Jonchim, Maria K	3/12/2009	PAY	501	P05	0.000	0.000	500.00	☐
JON001	Jonchim, Maria K	3/12/2010	PAY	501	SIC	10.000	9.960	99.60	☐
LUK001	Lukas, George	11/30/2010	PAY	500	REG	0.000	0.000	4,209.03	☑
ROS001	Rossini, Lou A	12/2/2010	PAY	501	REG	40.000	5.750	230.00	☑
STO001	Stockard, Albert W	12/2/2010	PAY	100	REG	40.000	8.950	358.00	☑
LUK001	Lukas, George	12/8/2010	PAY	500	REG	0.000	0.000	4,158.36	☐
BOU001	Bourne, Linda C	12/21/2010	PAY	500	SAL	20.000	43.270	865.40	☐
KDH	Heitkamp, Kent	3/10/2011	PAY	400	DBL	5.000	30.000	150.00	☑
KDH	Heitkamp, Kent	3/10/2011	PAY	400	OVT	10.000	32.000	320.00	☑
KDH	Heitkamp, Kent	3/10/2011	PAY	400	REG	40.000	20.000	800.00	☑
BOU001	Bourne, Linda C	3/29/2011	PAY	500	SAL	5.000	43.270	216.35	☑
BOU001	Bourne, Linda C	11/10/2011	PAY	500	SAL	5.000	72.350	361.75	☐
BOU001	Bourne, Linda C	8/31/2012	PAY	500	SIC	16.000	43.270	692.32	☐
LUK001	Lukas, George	3/13/2013	PAY	500	REG	0.000	0.000	7,554.51	☑
ROS001	Rossini, Lou A	12/2/2010	DED		010	0.000	0.000	25.00	☑
STO001	Stockard, Albert W	12/2/2010	DED		010	0.000	0.000	25.00	☑

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Double click on the blue **Employee ID** field to drill down to the Employee setup screen.
5. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Transaction View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

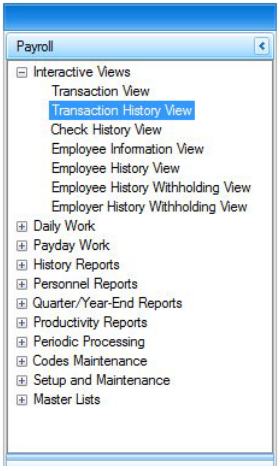
TRANSACTION HISTORY VIEW

Use the **Transaction History View** function to view posted daily work (Time Tickets) information as entered in the Transactions function (page 4-5) on the Daily Work menu.

To use the **Transaction History View**, follow these steps:

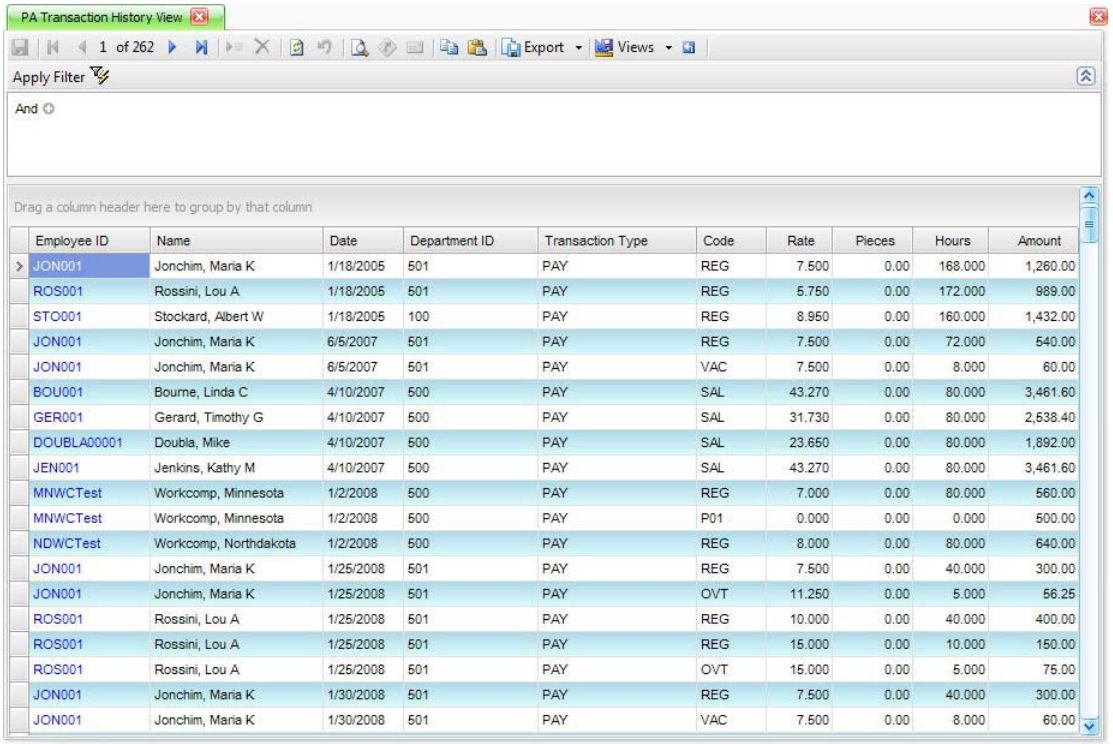
1. Select **Transaction History View** from the **Interactive Views** menu.

Transaction History View Menu



2. The **Transaction History View** screen appears.

Transaction History View Screen



Employee ID	Name	Date	Department ID	Transaction Type	Code	Rate	Pieces	Hours	Amount
JON001	Jonchim, Maria K	1/18/2005	501	PAY	REG	7.500	0.00	168.000	1,260.00
ROS001	Rossini, Lou A	1/18/2005	501	PAY	REG	5.750	0.00	172.000	989.00
STO001	Stockard, Albert W	1/18/2005	100	PAY	REG	8.950	0.00	160.000	1,432.00
JON001	Jonchim, Maria K	6/5/2007	501	PAY	REG	7.500	0.00	72.000	540.00
JON001	Jonchim, Maria K	6/5/2007	501	PAY	VAC	7.500	0.00	8.000	60.00
BOU001	Bourne, Linda C	4/10/2007	500	PAY	SAL	43.270	0.00	80.000	3,461.60
GER001	Gerard, Timothy G	4/10/2007	500	PAY	SAL	31.730	0.00	80.000	2,538.40
DOUBLA00001	Doubla, Mike	4/10/2007	500	PAY	SAL	23.650	0.00	80.000	1,892.00
JEN001	Jenkins, Kathy M	4/10/2007	500	PAY	SAL	43.270	0.00	80.000	3,461.60
MNWCTest	Workcomp, Minnesota	1/2/2008	500	PAY	REG	7.000	0.00	80.000	560.00
MNWCTest	Workcomp, Minnesota	1/2/2008	500	PAY	P01	0.000	0.00	0.000	500.00
NDWCTest	Workcomp, Northdakota	1/2/2008	500	PAY	REG	8.000	0.00	80.000	640.00
JON001	Jonchim, Maria K	1/25/2008	501	PAY	REG	7.500	0.00	40.000	300.00
JON001	Jonchim, Maria K	1/25/2008	501	PAY	OVT	11.250	0.00	5.000	56.25
ROS001	Rossini, Lou A	1/25/2008	501	PAY	REG	10.000	0.00	40.000	400.00
ROS001	Rossini, Lou A	1/25/2008	501	PAY	REG	15.000	0.00	10.000	150.00
ROS001	Rossini, Lou A	1/25/2008	501	PAY	OVT	15.000	0.00	5.000	75.00
JON001	Jonchim, Maria K	1/30/2008	501	PAY	REG	7.500	0.00	40.000	300.00
JON001	Jonchim, Maria K	1/30/2008	501	PAY	VAC	7.500	0.00	8.000	60.00

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Double click on the blue **Employee ID** record to drill down to view details on the Employee Information.
5. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the General Information guide for more details on using the Transaction History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

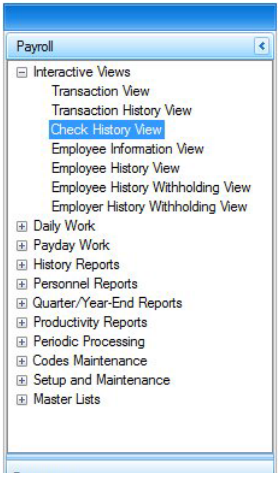
CHECK HISTORY VIEW

Use the **Check History View** function to view historical information about posted payroll checks. This function lists all the posted checks matching the selection criteria you enter, and allows you to drill down on a specific check to view its details. When you drill down on a check, you can view the check's general information and the Employee Earnings, Employer Taxes or Withholdings, and Deductions, or Employer Costs included in the check.

To use the **Check History View**, follow these steps:

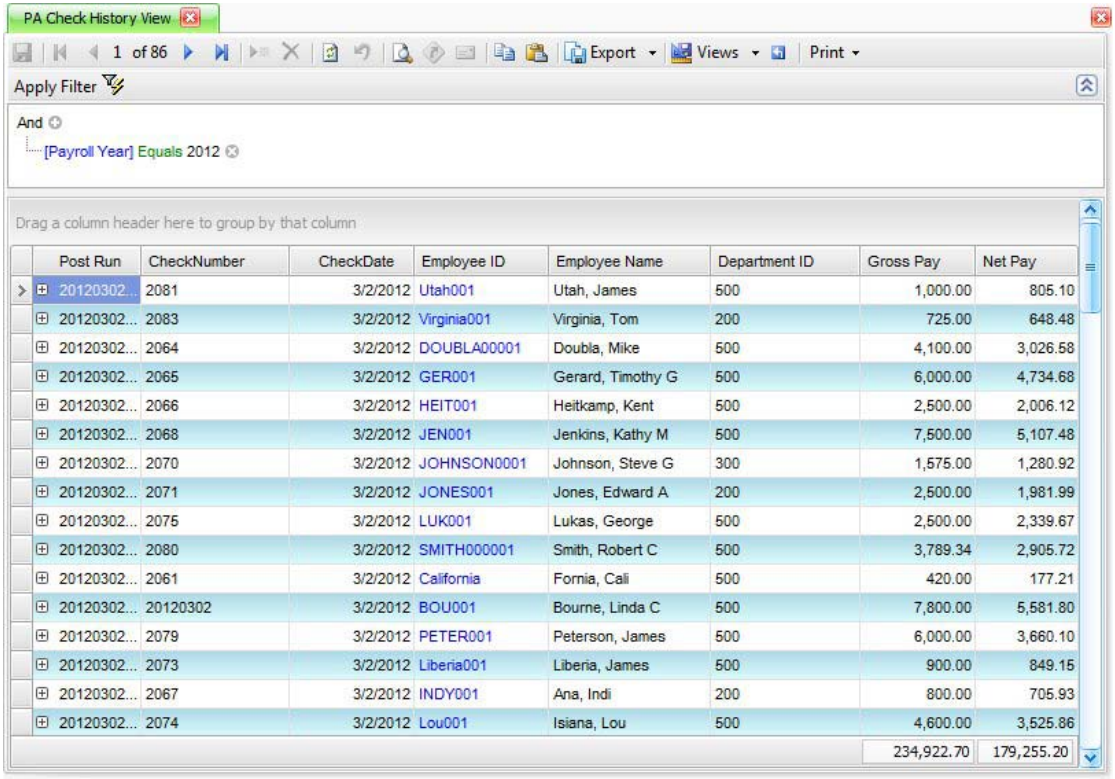
1. Select **Check History View** from the **Interactive Views** menu.

Check History View Menu



2. The **Check History View** screen appears with the general tab displayed.

Check History View Screen

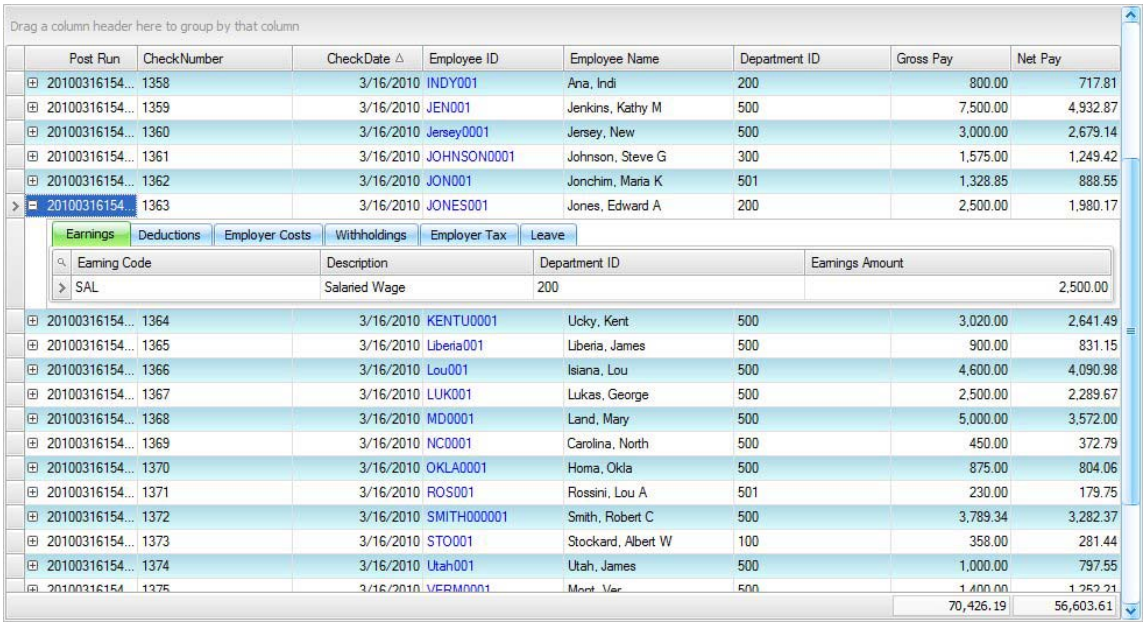


Post Run	CheckNumber	CheckDate	Employee ID	Employee Name	Department ID	Gross Pay	Net Pay
20120302...	2081	3/2/2012	Utah001	Utah, James	500	1,000.00	805.10
20120302...	2083	3/2/2012	Virginia001	Virginia, Tom	200	725.00	648.48
20120302...	2064	3/2/2012	DOUBLA00001	Doubla, Mike	500	4,100.00	3,026.58
20120302...	2065	3/2/2012	GER001	Gerard, Timothy G	500	6,000.00	4,734.68
20120302...	2066	3/2/2012	HEIT001	Heitkamp, Kent	500	2,500.00	2,006.12
20120302...	2068	3/2/2012	JEN001	Jenkins, Kathy M	500	7,500.00	5,107.48
20120302...	2070	3/2/2012	JOHNSON0001	Johnson, Steve G	300	1,575.00	1,280.92
20120302...	2071	3/2/2012	JONES001	Jones, Edward A	200	2,500.00	1,981.99
20120302...	2075	3/2/2012	LUK001	Lukas, George	500	2,500.00	2,339.67
20120302...	2080	3/2/2012	SMITH000001	Smith, Robert C	500	3,789.34	2,905.72
20120302...	2061	3/2/2012	California	Fornia, Cali	500	420.00	177.21
20120302...	20120302	3/2/2012	BOU001	Bourne, Linda C	500	7,800.00	5,581.80
20120302...	2079	3/2/2012	PETER001	Peterson, James	500	6,000.00	3,660.10
20120302...	2073	3/2/2012	Liberia001	Liberia, James	500	900.00	849.15
20120302...	2067	3/2/2012	INDY001	Ana, Indi	200	800.00	705.93
20120302...	2074	3/2/2012	Lou001	Isiana, Lou	500	4,600.00	3,525.86
						234,922.70	179,255.20

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Double click on the blue **Employee ID** record to drill down to view details on the Employee Information.
5. Click the **Plus** (+) next to the check to view more details.
6. The **Earnings**, **Deductions**, **Employer Costs**, **Withholdings**, **Employer Tax**, and **Leave** tabs are displayed.

NOTE: The tabs are only active if there is data associated with the tab.

Earnings Tab



Drag a column header here to group by that column

Post Run	CheckNumber	CheckDate	Employee ID	Employee Name	Department ID	Gross Pay	Net Pay
20100316154...	1358	3/16/2010	INDY001	Ana, Indi	200	800.00	717.81
20100316154...	1359	3/16/2010	JEN001	Jenkins, Kathy M	500	7,500.00	4,932.87
20100316154...	1360	3/16/2010	Jersey0001	Jersey, New	500	3,000.00	2,679.14
20100316154...	1361	3/16/2010	JOHNSON0001	Johnson, Steve G	300	1,575.00	1,249.42
20100316154...	1362	3/16/2010	JON001	Jonchim, Maria K	501	1,328.85	888.55
20100316154...	1363	3/16/2010	JONES001	Jones, Edward A	200	2,500.00	1,980.17

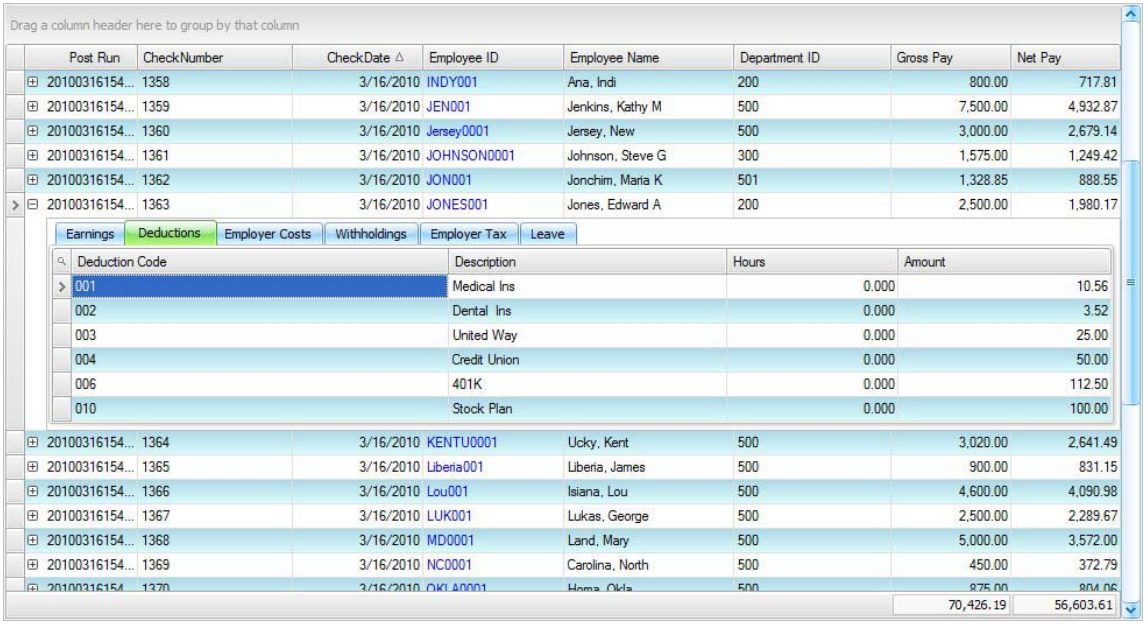
Earnings | Deductions | Employer Costs | Withholdings | Employer Tax | Leave

Earning Code	Description	Department ID	Earnings Amount
SAL	Salaried Wage	200	2,500.00

20100316154...	1364	3/16/2010	KENTU0001	Ucky, Kent	500	3,020.00	2,641.49
20100316154...	1365	3/16/2010	Liberia001	Liberia, James	500	900.00	831.15
20100316154...	1366	3/16/2010	Lou001	Isiana, Lou	500	4,600.00	4,090.98
20100316154...	1367	3/16/2010	LUK001	Lukas, George	500	2,500.00	2,289.67
20100316154...	1368	3/16/2010	MD0001	Land, Mary	500	5,000.00	3,572.00
20100316154...	1369	3/16/2010	NC0001	Carolina, North	500	450.00	372.79
20100316154...	1370	3/16/2010	OKLA0001	Homa, Okla	500	875.00	804.06
20100316154...	1371	3/16/2010	ROS001	Rossini, Lou A	501	230.00	179.75
20100316154...	1372	3/16/2010	SMITH000001	Smith, Robert C	500	3,789.34	3,282.37
20100316154...	1373	3/16/2010	STO001	Stockard, Albert W	100	358.00	281.44
20100316154...	1374	3/16/2010	Utah001	Utah, James	500	1,000.00	797.55
20100316154...	1375	3/16/2010	VERM0001	Mont, Ver	500	1,400.00	1,252.21
						70,426.19	56,603.61

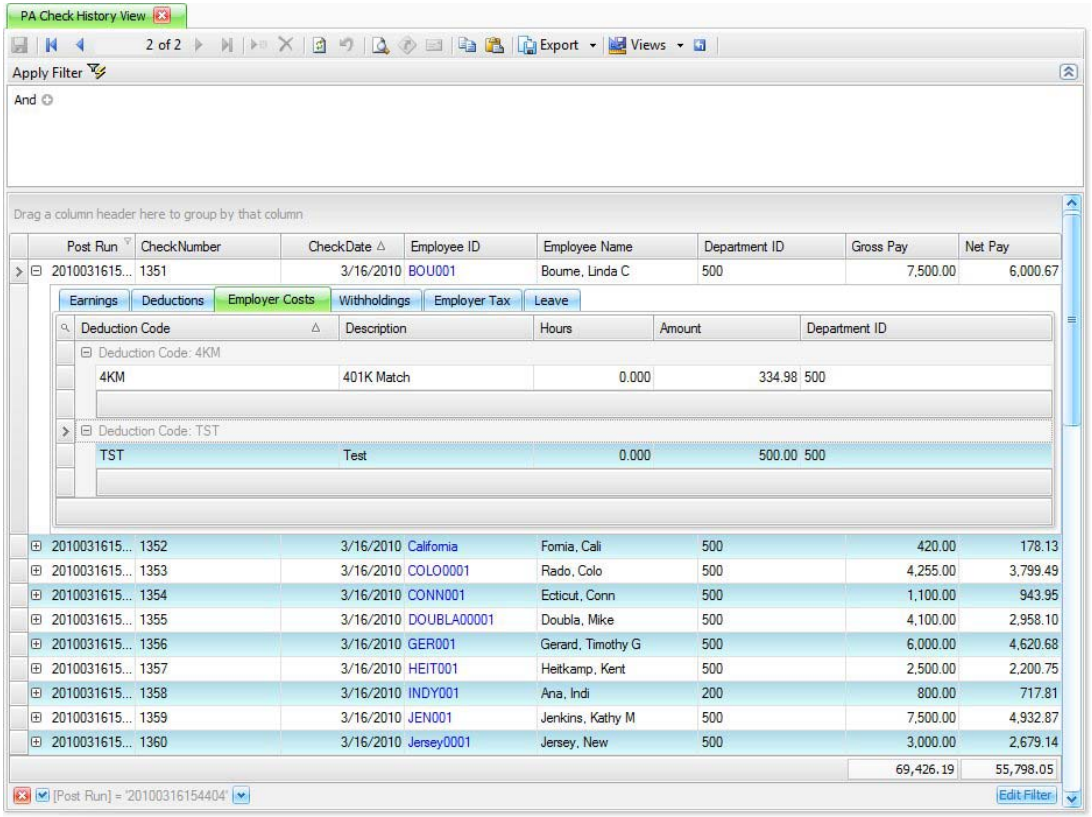
7. Select the **Earnings** tab to view Earnings information from the expanded check.
8. The **Earning Code, Description, Department ID**, and **Earnings Amount** fields are displayed.

Deductions Tab



9. Select the **Deductions** tab to view Deduction information from the expanded check.
10. The **Deduction Code, Description, Hours**, and **Amount** fields are displayed.

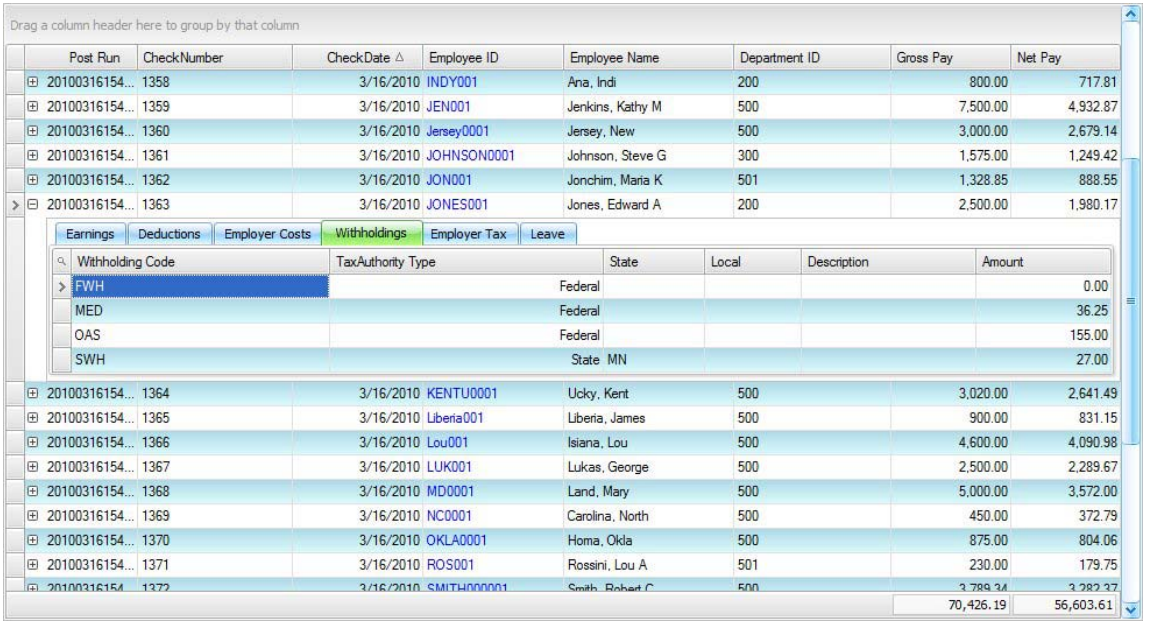
Employer Costs Tab



11. Select the **Employer Costs** tab to view Employer Cost information from the expanded check.

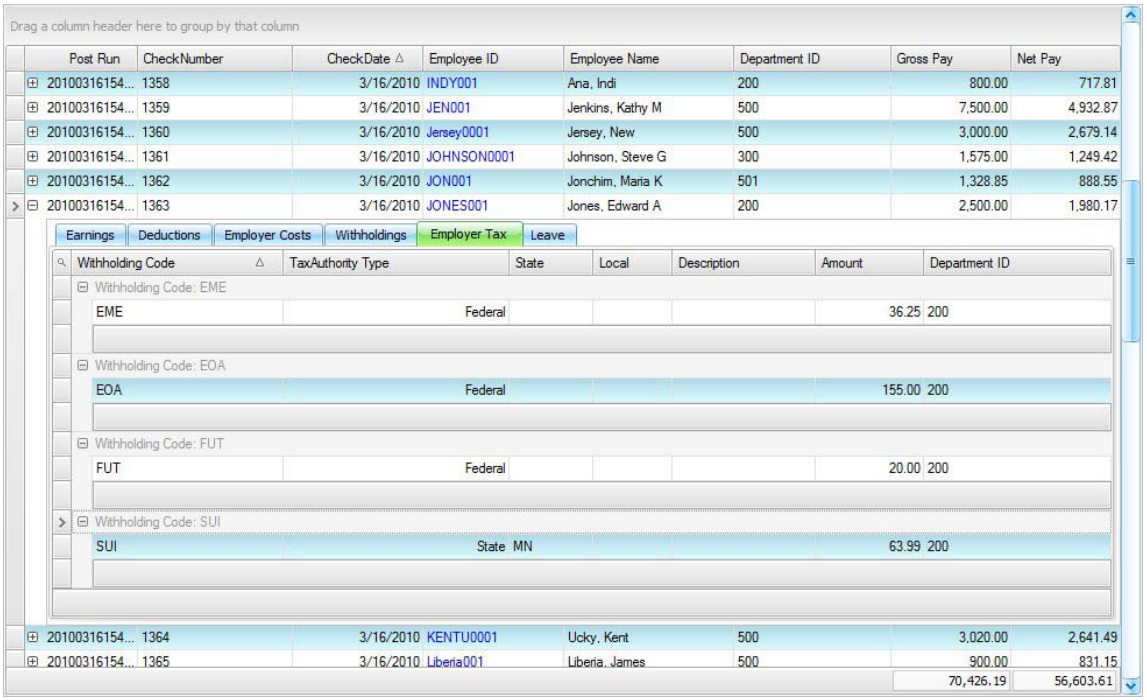
12. The **Deduction Code, Description, Hours, Amount**, and **Department ID** fields are displayed.

Withholdings Tab



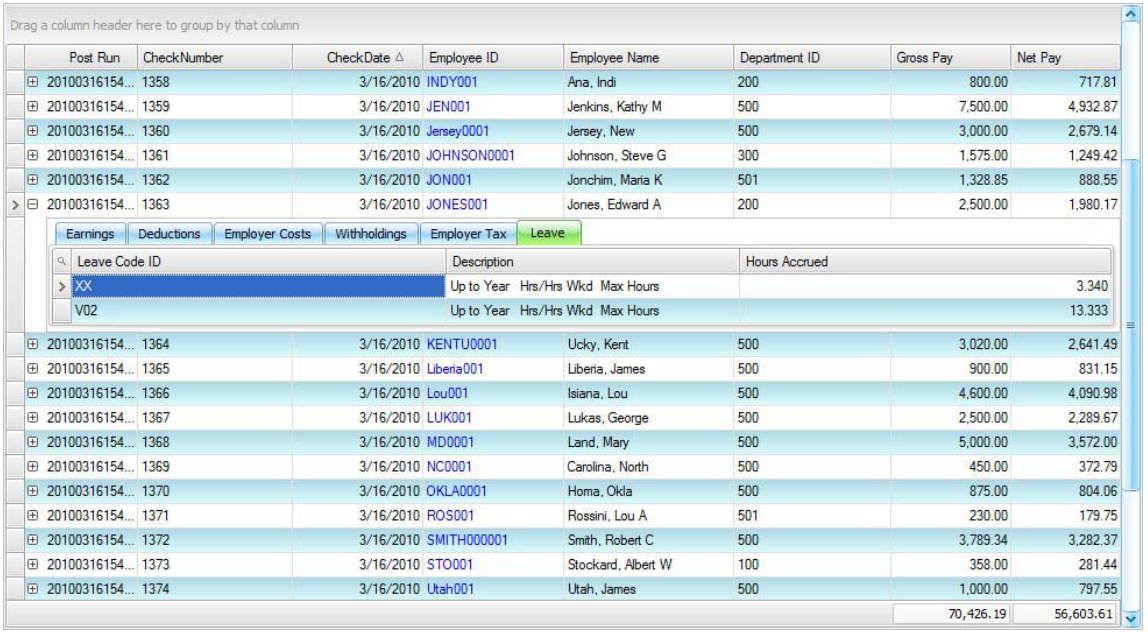
13. Select the **Withholdings** tab to view Withholding information from the expanded check.
14. The **Withholding Code, Tax Authority Type, State, Local, Description**, and **Amount** fields are displayed.

Employer Tax Tab



15. Select the **Employer Tax** tab to view employer tax information from the expanded check.
16. The **Withholding Code**, **Tax Authority Type**, **State**, **Local**, **Description**, **Amount**, and **Department ID** fields are displayed.

Leave Tab



17. Select the **Leave** tab to view Leave information from the expanded check.
18. The **Leave Code ID**, **Description**, and **Hours Accrued** fields are displayed.
19. Click **Print** in the toolbar to reprint the selected check.
20. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the General Information guide for more details on using the Transaction View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

EMPLOYEE INFORMATION VIEW

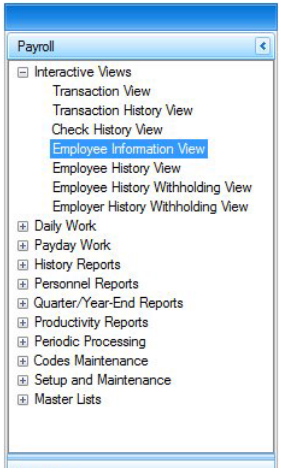
Use the **Employee Information View** function to view Employee Information as defined in the Employee Information function (page 3-159) on the Setup and Maintenance menu.

To view details on an Employee click on the blue Employee ID and you will be taken to the detail setup screen for that Employee.

To use the **Employee Information View**, follow these steps:

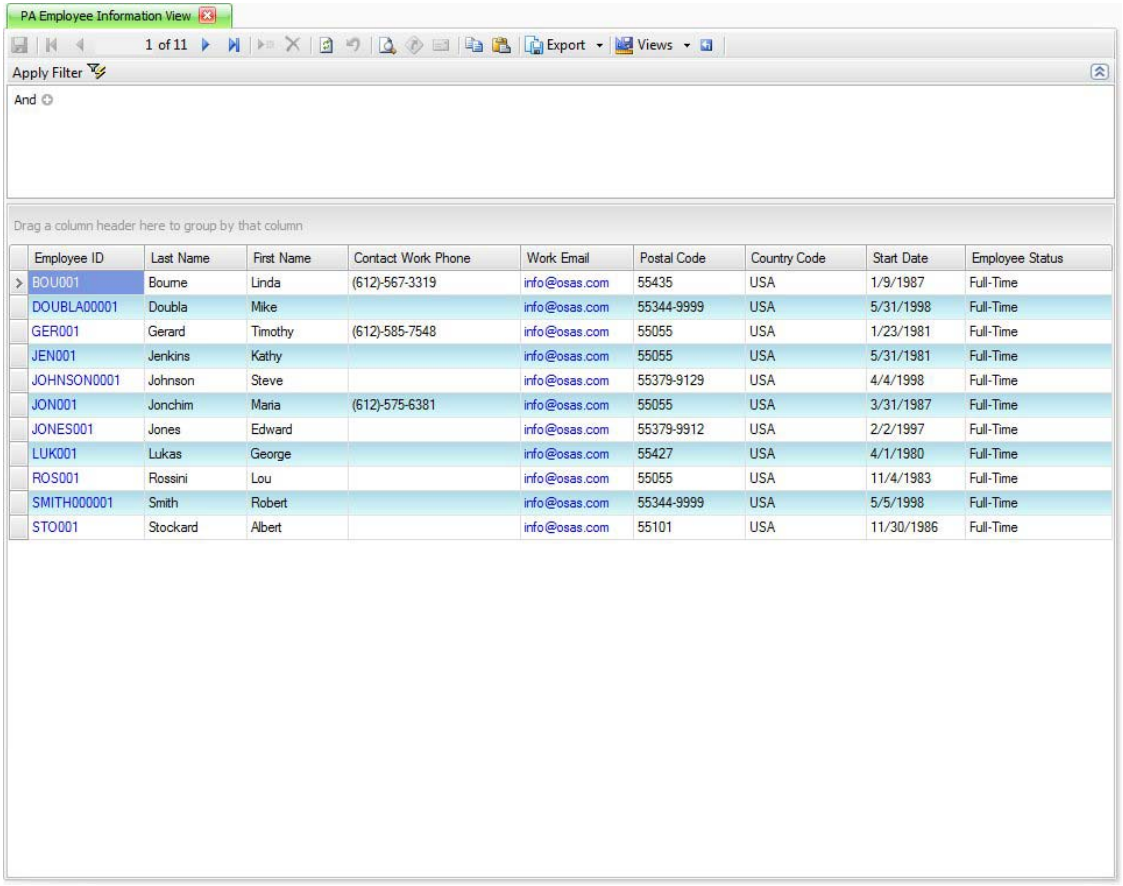
1. Select **Employee Information View** from the **Interactive Views** menu.

Employee Information View Menu



2. The **Employee Information View** screen appears with the general tab displayed.

Employee Information View Screen



Employee ID	Last Name	First Name	Contact Work Phone	Work Email	Postal Code	Country Code	Start Date	Employee Status
BOU001	Bourne	Linda	(612)-567-3319	info@osas.com	55435	USA	1/9/1987	Full-Time
DOUBLA00001	Doubla	Mike		info@osas.com	55344-9999	USA	5/31/1998	Full-Time
GER001	Gerard	Timothy	(612)-585-7548	info@osas.com	55055	USA	1/23/1981	Full-Time
JEN001	Jenkins	Kathy		info@osas.com	55055	USA	5/31/1981	Full-Time
JOHNSON0001	Johnson	Steve		info@osas.com	55379-9129	USA	4/4/1998	Full-Time
JON001	Jonchim	Maria	(612)-575-6381	info@osas.com	55055	USA	3/31/1987	Full-Time
JONES001	Jones	Edward		info@osas.com	55379-9912	USA	2/2/1997	Full-Time
LUK001	Lukas	George		info@osas.com	55427	USA	4/1/1980	Full-Time
ROS001	Rossini	Lou		info@osas.com	55055	USA	11/4/1983	Full-Time
SMITH000001	Smith	Robert		info@osas.com	55344-9999	USA	5/5/1998	Full-Time
STO001	Stockard	Albert		info@osas.com	55101	USA	11/30/1986	Full-Time

3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Double click on the blue **Employee ID** record to drill down to view details on the Employee Information.
5. Double click on the blue **Work Email** to start a new email using your default email software, with the email address filled into the To field.
6. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the General Information guide for more details on using the Transaction View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

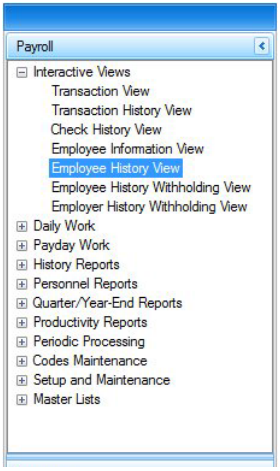
EMPLOYEE HISTORY VIEW

Use the **Employee History View** function to view historical information for Employee Earnings, Deductions and Miscellaneous amounts.

To use the **Employee History View**, follow these steps:

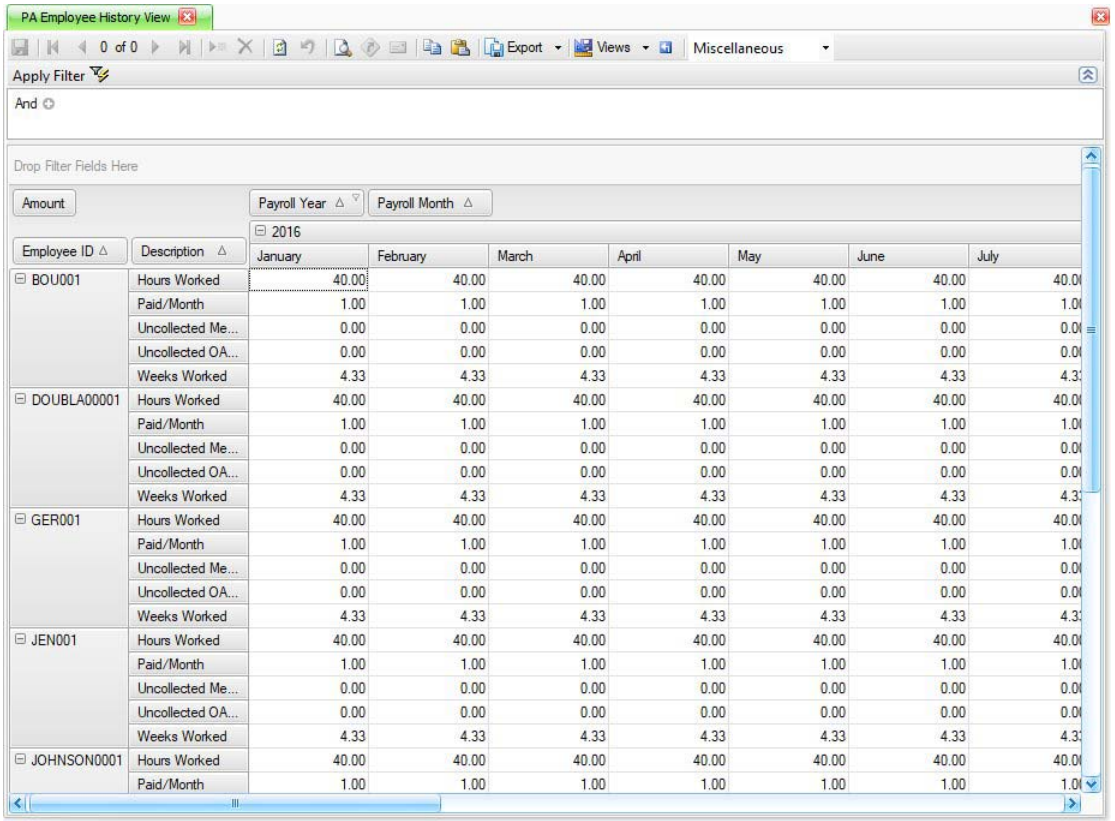
1. Select **Employee History View** from the **Interactive Views** menu.

Employee History View Menu



2. The **Employee History View** screen appears with the Misc tab displayed.

Employee History Inquiry Screen

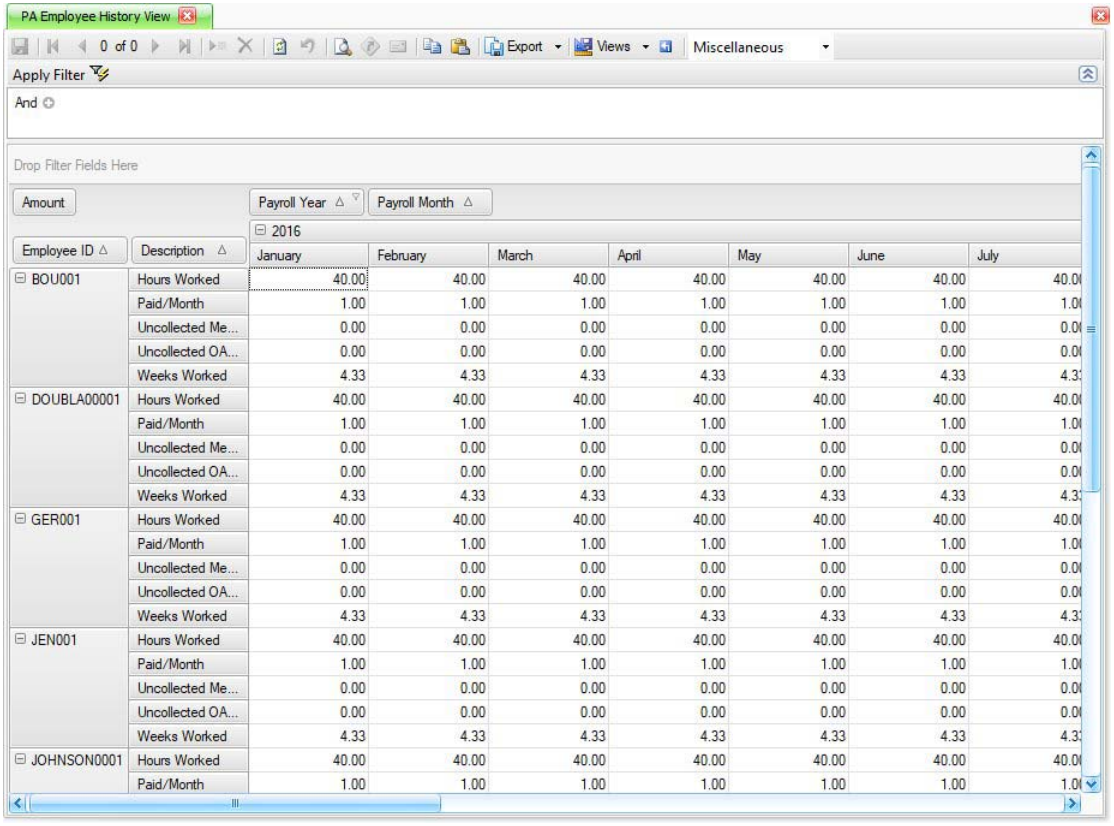


3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the General Information guide for more details on using the Transaction View.

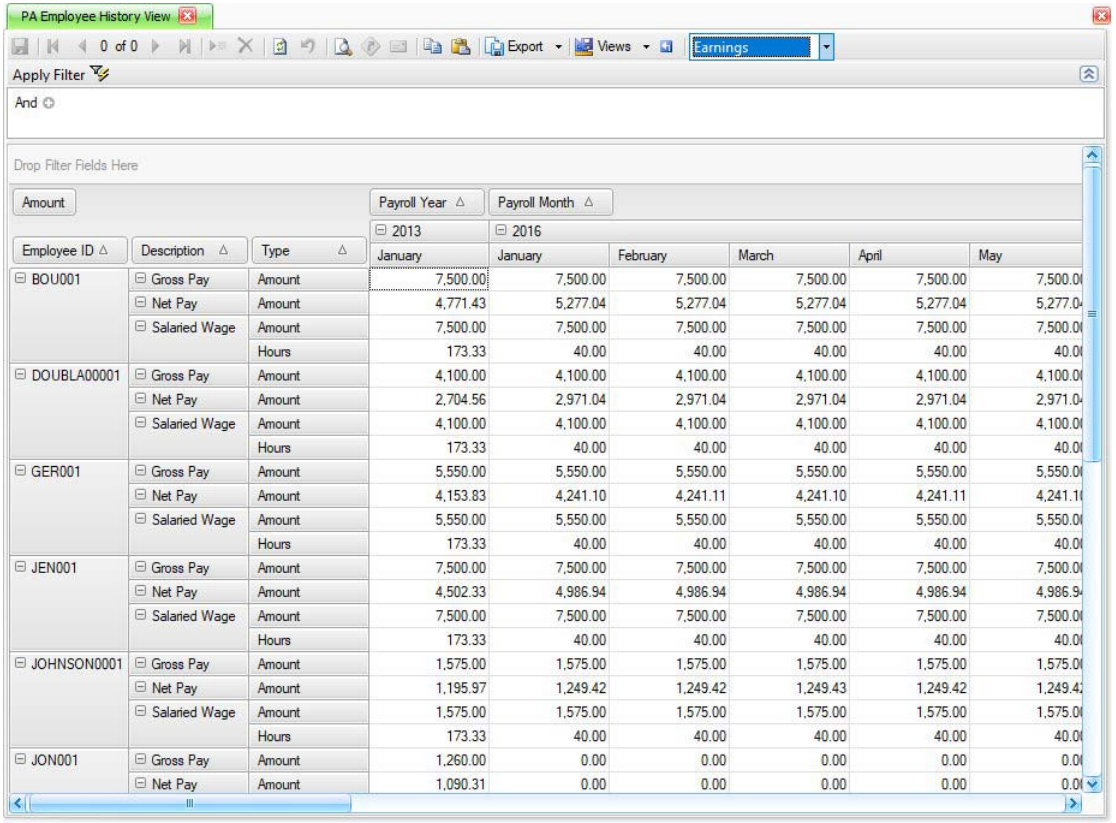
NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

Miscellaneous View



5. Select **Miscellaneous** from the list box in the toolbar.
6. After Payroll setup, the **Hours Worked**, **Paid/Month** and **Weeks Worked** fields are updated by the system when you enter time tickets and post checks.

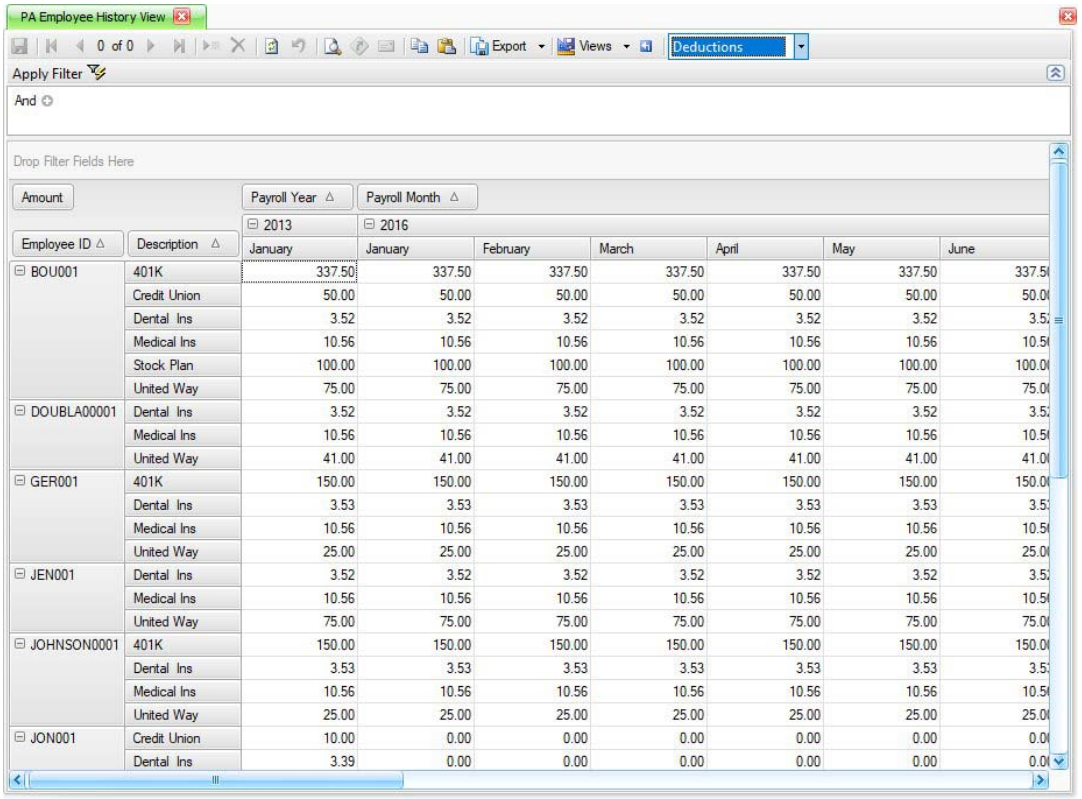
Earnings View



7. Select **Earnings** from the list box in the toolbar.
8. View earning **Hours** and **Amounts**, for both **Gross** and **Net Pay**, for the Employee according to his/her Earnings Codes.

   The Employee earning information in both the month fields are updated when you run the Post Checks function (page 5-87).

Deductions View



9. Select **Deductions** from the list box in the toolbar.

10. Use the **Deductions** view to view Deduction information for the Employee. The information in both the month fields are updated when you run the Post Checks function (page 5-87). 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 this screen when you Post Checks (page 5-87).

11. Refer to the **Using the Interactive Views Menu** section a the beginning of this chapter and the Interactive Views section in the General Information guide for more details on using the Employee History View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

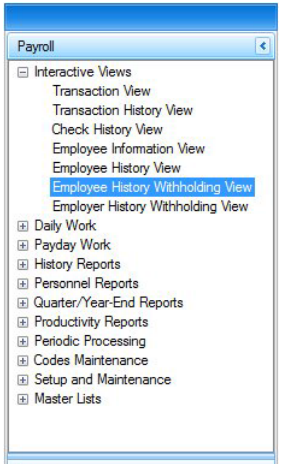
EMPLOYEE HISTORY WITHHOLDING VIEW

Use the **Employee History Withholding View** function to view historical information for Employee Federal, State, and Local Earnings and Withholdings amounts.

To use the **Employee History Withholding View**, follow these steps:

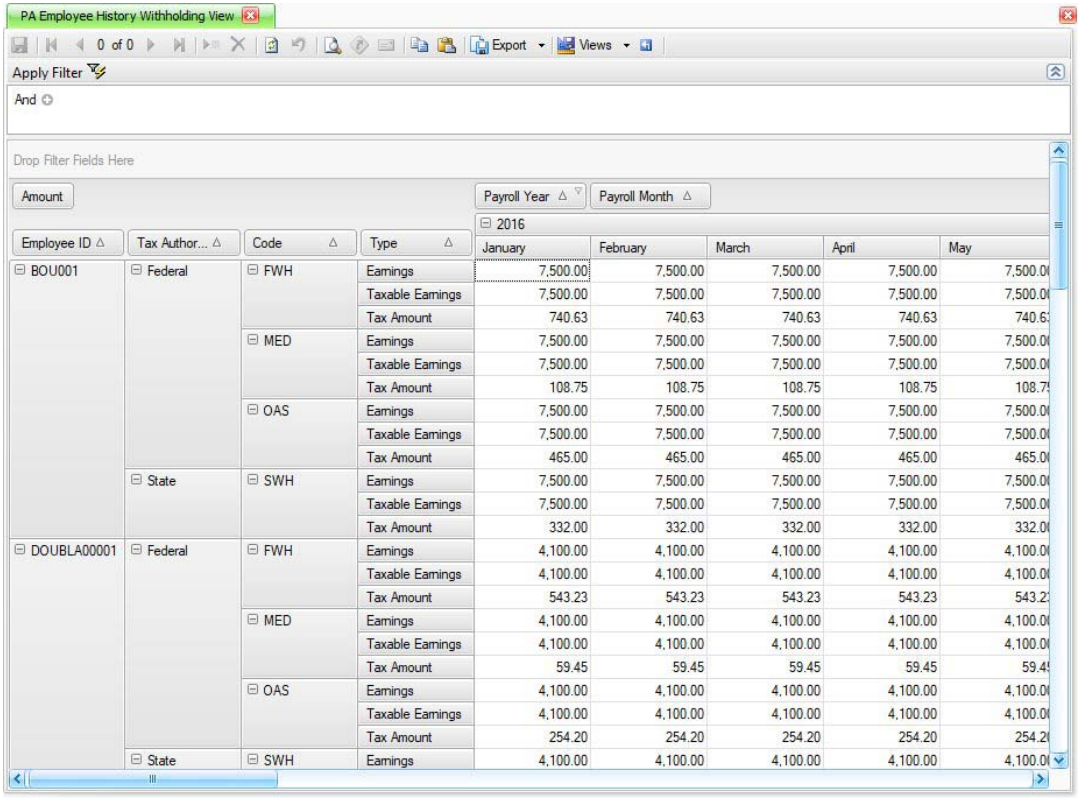
1. Select **Employee History Withholding View** from the **Interactive Views** menu.

Employee History Withholding View Menu



2. The **Employee History Withholding View** screen appears.

Employee History Withholding View



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

4. The **Earnings** record displays the amount of the Employee's Earnings subject to each of the Federal, State and Local Withholding Codes. The **Tax Amount** record displays the amount of tax withheld from the Employee for each Federal, State and Local Withholding Code.

   The Earnings and Tax amount information is updated when you run the Post Checks function (page 5-87).

5. The **Taxable Earnings** record, displays the taxable earnings amount for each Federal, State and Local Withholding Code.

NOTE: To change the amounts displayed, use the History Adjustments function (page 6-137).

6. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the General Information guide for more details on using the Transaction View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

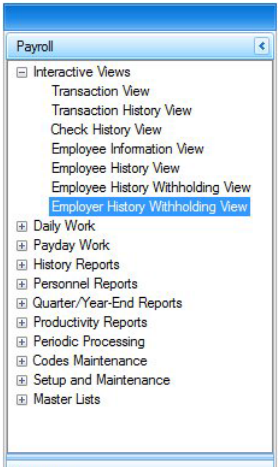
EMPLOYER HISTORY WITHHOLDING VIEW

Use the **Employer History Withholding View** function to view historical information for Employer Federal, State, and Local Earnings and Taxes, and Employer Costs.

To use the **Employer History Withholding View**, follow these steps:

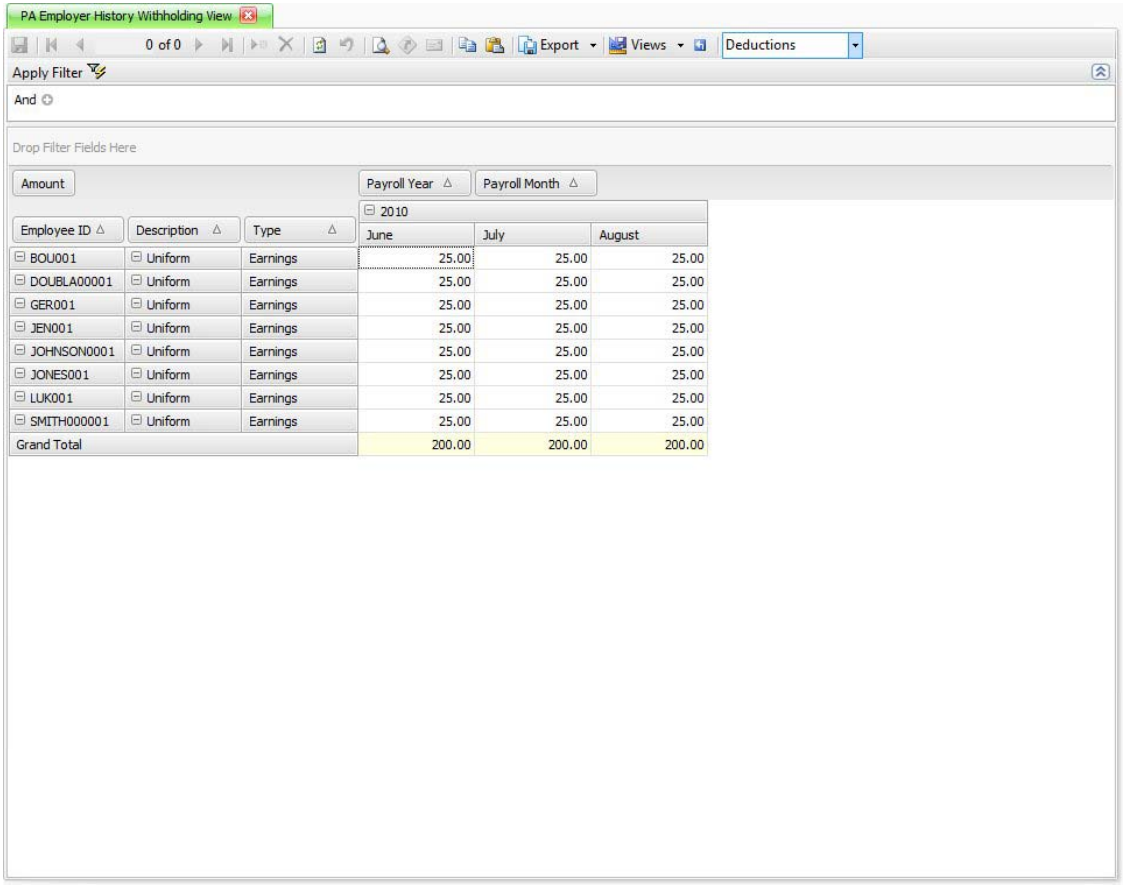
1. Select **Employer History Withholding View** from the **Interactive Views** menu.

Employer History Withholding View Menu



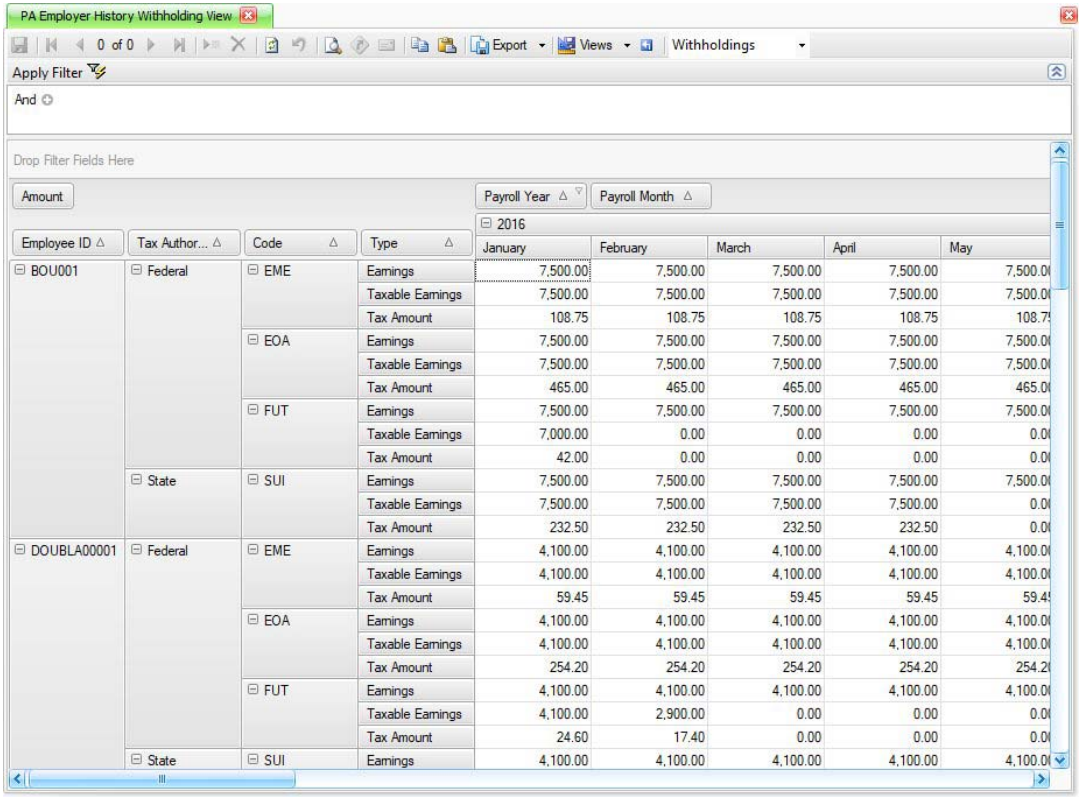
2. The **Employer History Withholding View** screen appears with the Employer Costs view displayed.

Employer Costs View



3. Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.
4. Select **Deductions** from the list box in the toolbar.
5. The total **Employer Costs** broken down by month for each Employee are displayed, if you did not filter for specific Employee IDs.

Withholding View



6. The **Earnings** record displays the amount of the Employee's earnings subject to each of the Federal, State and Local Tax Codes. The **Tax Amount** record displays the amount of tax calculated for the Employee for each Federal, State and Local Tax Code.

   The Earnings and Tax amount information is updated when you run the Post Checks function (page 5-87).

7. The **Taxable Earnings** record displays the Taxable Earnings amount for each Federal, State and Local Tax Code.

8. Refer to the **Using the Interactive Views Menu** section at the beginning of this chapter and the **Interactive Views** section in the General Information guide for more details on using the Transaction View.

NOTE: Refer to the How to Use Grids Section in the General Information guide for more details on how to add or take away columns from the grid screen.

8

Payroll Year-End

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PAYROLL YEAR-END PROCESSING

Considerations Before Beginning

- Order 1-wide laser W-2 Forms or 4-up laser W-2 forms.
- Add Payroll Year in Server Manager or System Manager
- Verify the payroll year for tax reporting is available and check history data has not been deleted for the payroll tax year.

Processing Procedures and Postings

- Process last payroll for the year
- Print month-end reports
- Print quarter-end reports
- Print special reports
- Print W-2 forms

Additional Considerations

- W-2 form, Box 14—401K, deferred compensation plans
- IRS Backup
- Employees with termination date are deactivated

Report Printing

- Print quarterly reports:

  Earnings and Deductions Report

  Employer's Tax Report

  Withholding Report

  Sick Leave and Vacation Report

  Transaction History Report

  Check History Report

  941 Worksheet

  SUI Report

- Print special reports
- Print W-2 forms

Backups

- Two sets
- Keep another for the IRS

Preparing for the New Year

- Roll up leave balances
- Subscribe to Tax Service

YEAR-END PAYROLL CHECKLIST

_____ 1. Backup data files.

_____ 2. Post the payroll checks for the last payroll cycle of the year.

_____ 3. Print the quarterly reports:

- Earnings and Deductions Report
- Employer's Tax Report
- Sick and Vacation Report
- Withholding Report
- State Unemployment Report
- Department History Report
- Transaction History Report and Check History Report
- 941 Worksheet

_____ 4. *(OPTIONAL)* Print any additional reports or save them to a file.

_____ 5. **Backup data files.**

_____ 6. Add new year. Open Server Manager and expand TRAVERSE and your Company ID. Expand Applications and right click on PA and select Add Year. In the Payroll box select your Company to copy from and enter your next payroll year. In the Copy Data box select the prior year to copy from and click OK. Adding the new year does the following:

- clear year-to-date balances for all Employees
- Any company specific Formulas and Formula Tables will be copied to the new year

_____ 7. Change Payroll Years using the Change Payroll Year function on the Periodic Processing menu to change to your new year.

_____ 8. Delete outdated Recurring Entries using the Purge Recurring Entries on the Periodic Processing menu.

_____ 9. Consolidate Leave balance records using the Roll Up Leave Balance function on the Periodic Processing menu.

____ 10. If you elected to have the system accrue Leave hours. Switch to the new year by selecting Change Payroll Year in the Periodic Processing menu. If you want to clear Leave for the start of your new year, select Clear Leave Hours on the Periodic Processing menu. Otherwise, manually update Leave hours in the new year using the Leave Adjustments function on the Periodic Processing menu.

____ 11. Update the Federal, State, and Local Tax Tables and Formulas in the new-year if necessary. A currently supported version of TRAVERSE 11 and updated maintenance on that version, ensures that you are always up to date. Contact your reseller to obtain the latest version of our State and Federal Tax Routines.

____ 12. Make sure you are in your new year, the current year is displayed in the footer of the TRAVERSE screen, or by selecting Change Payroll Year in the Periodic Processing menu to see what year fills in the box. If the new year does not default into the box, select the new year and change to your new year to process payroll in the new year.

____ 13. Change years to you prior year using the Change Payroll Year function.

____ 14. Prepare W-2 forms. Select W-2 Processing from the Quarter/Year-End Reports menu.

____ 15. Prepare and print the W-2 forms.

____ 16. Create your W-2 Magnetic Media file by selecting Magnetic Media from the Output, in the W-2 Processing on the Quarter/Year End Reports menu, if required by the IRS.

____ 17. Output your Magnetic Media file to a disc using the W-2 Processing function in the Quarter/Year End Reports menu, and select Magnetic Media in the Output section.

SETTING UP NON-RESIDENT ALIENS

Non-Resident Alien Federal Withholding Changes

The following is an explanation of the change in the calculation of Federal Withholding Taxes for Non-Resident Aliens, from the Circular E Employer's Tax Guide.

New procedure for withholding income taxes on the wages of nonresident alien employees.

In general, you must withhold federal income taxes on the wages of nonresident alien employees. However, see Publication 515 for exceptions to this general rule. Also see section 3 of Pub. 51 for guidance on H-2A visa workers. Under this procedure, you add an amount as set forth in the chart below to the nonresident alien's wages solely for calculating the income tax withholding for each payroll period. You determine the amount to be withheld by applying the income tax withholding tables to the amount of wages paid plus the additional chart amount. For more information, see Notice 2005-76. You can find Notice 2005-76 on page 947 of Internal Revenue Bulletin 2005-46 at www.irs.gov/pub/irs-irbs/irb05-46.pdf.

The amount to be added to the nonresident alien's wages to calculate income tax withholding is set forth in the following chart.

Amount to Add to Nonresident Alien Employee's Wages for Calculating Income Tax Withholding Only

Payroll Period	Add Additional
Weekly	$44.20
Biweekly	88.50
Semimonthly	95.80
Monthly	191.70
Quarterly	575.00
Semiannually	1150.00
Annually	2300.00
Daily or Miscellaneous (each day of the payroll period)	8.80

NOTE: Nonresident alien students from India and business apprentices from India are not subject to this procedure.

The amounts added under this chart are added to wages solely for calculating income tax withholding on the wages of the nonresident alien employee. These chart amounts should not be included in any box on the employee's Form W-2 and do not increase the income tax liability of the employee. Also, these chart amounts do not increase the social security, Medicare, or FUTA tax liability of the employer or the employee.

This procedure only applies to nonresident alien employees who have wages subject to income tax withholding.

Example: An employer using the percentage method of withholding pays wages of $500 for a biweekly payroll period to a married nonresident alien employee. The non-resident alien has properly completed Form W-4, entering marital status as "single" with one withholding allowance and indicating status as a nonresident alien on line 6 of Form W-4 (see below). The employer determines the wages to be used in the withholding tables by adding to the $500 amount of wages paid the amount of $88.50 from the chart above ($588.50 total). The employer then applies the applicable table (Table 2(a), the table for biweekly payroll period, single persons) by subtracting the applicable percentage method amount for one withholding allowance for a biweekly payroll period from $602 and making the calculations under the table.

The $88.50 added to wages for purposes of calculating income tax withholding is not reported on Form W-2, and does not increase the income tax liability of the employee. The $88.50 added amount also does not affect the social security tax, Medicare tax, or FUTA tax liability of the employer or the employee.

NOTE: This procedure for determining the amount of income tax withholding does not apply to a supplemental wage payment if the 39.6 percent mandatory flat rate withholding applies or if the 25 percent flat rate withholding is used to calculate income tax withholding on the supplemental wage payment.

Open Systems Changes

Open Systems, Inc. has made changes to the Federal Withholding tables for both Married and Single statuses, and modified the Federal Withholding formula to take into account the amount added to the employees paycheck, for tax calculation purposes only.

The setup for those employees that are non-resident aliens has changed slightly and will need to be modified to use the override factors in the employee tax setup to indicate if they are a non-resident alien.

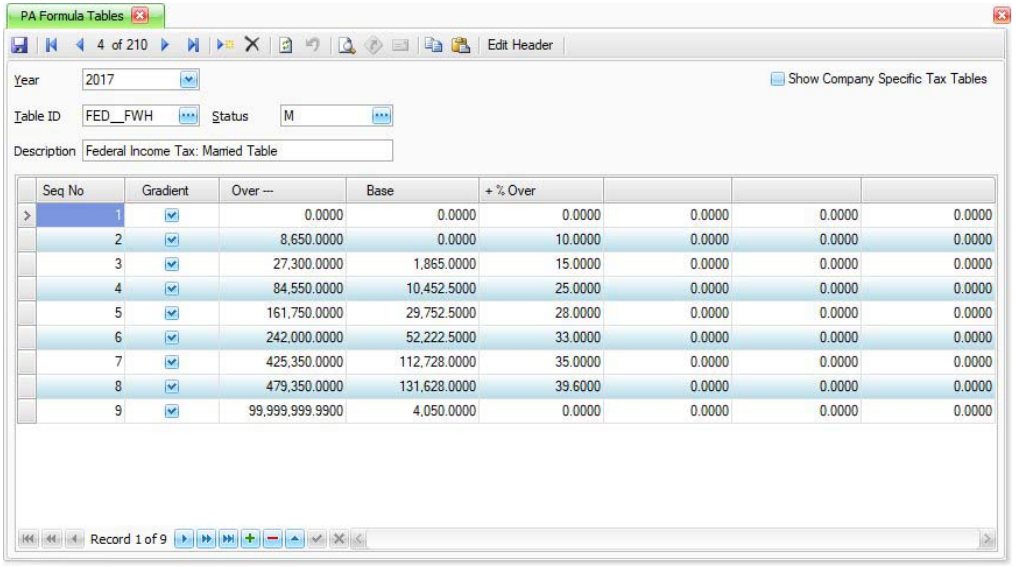
Below is a copy of the paper changed placed on the OSAS web site.

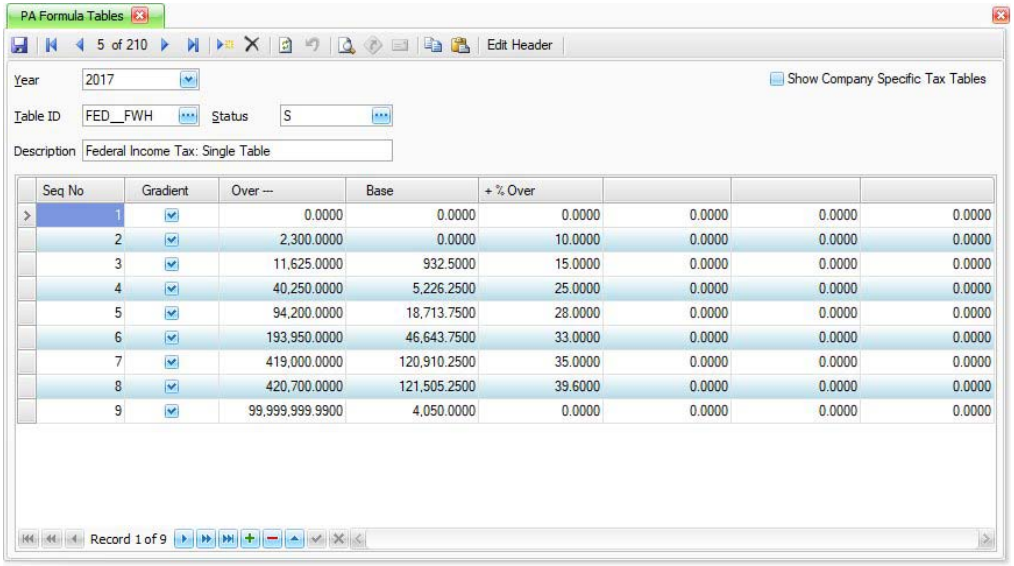
The Federal Withholding tax variables and formula have changed effective January 1, 2017. The FED__FWH table for statuses M and S must be updated to calculate the correct rate. If you have the Payroll Tax routines installed dated 1/9/17 or earlier you will need to make this change to your tables and employee setup for non-resident aliens.

NOTE: You must download the latest year end compliance update and install the server update to change the formula to calculate the Federal Withholding tax correctly for non-resident aliens.

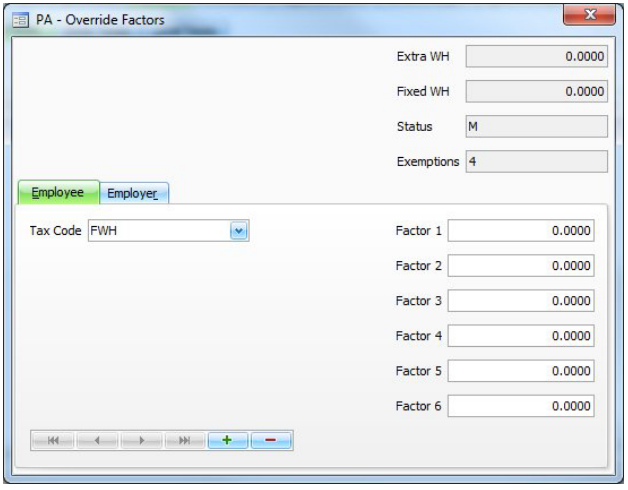
Steps to implement change:

1. Choose **Setup and Maintenance** from the Payroll menu.
2. Choose **Formula Tables** from the Setup and Maintenance menu.
3. Enter the table ID: **FED__FWH for statuses M and S**.
4. Enter the data exactly as shown below. See the Formula Tables function (page 3-61) if you need information about changing tax tables.





5. **Exit Formula Tables** to save the changes.
6. **You must apply the Server Manager Maintenance update to update to the formula that applies to the non-resident alien tax calculation**.
7. Choose **Employee Information** from the **Setup and Maintenance** menu.
8. Select or enter the Employee ID for the employee that is a non-resident alien.
9. Select the **Taxes** tab.
10. On the **Federal** tab click on the **Factors** button and the **Override Factors** screen will appear.



11. Click the green plus ( ) at the bottom of the screen.
12. Select **FWH** in the **Tax Code** field.
13. Enter **1** in the **Factor 1** field.
14. Close the **Override Factors** screen to save your changes.
15. Repeat steps 7 through 13 for each non-resident alien employee.
16. Close the Employee Information screen to save changes to the Employees and return to the main menu.

SETTING UP COMPANY SPECIFIC SUI

If you have multiple companies set up in TRAVERSE and they are each using the Payroll module and have a different SUI rate for each company, you will need to set up company specific SUI rates. By default TRAVERSE sets the SUI rate at the maximum percentage for each state. You will need to manually change the percentage rate for each company.

To have different rates for different companies, you can do the following steps:

1. Make sure you know the tax rate for each company before you begin.
2. Beginning with the first company, select **Formula Tables** from the **Setup and Maintenance** menu.
3. Select the **Show Company Specific Tax Tables** check box and add a new Formula Table patterned after a standard SUI table with two columns, one for **Percent** and one for **Limit**. Save your changes when you finish.

   Use the naming convention **PYYCCCSU** where **YY** is the state code and **CCC** is the three-character company code to which the table is connected.

   Use decimals, not fractions, when entering percentage rates. For example, if the rate is 1%, enter **1.000**. If the rate is ½%, enter **0.500**.

   Selecting the check box saves the new table in the company specific database, which is where TRAVERSE's stored procedures look for the percentages and limits to use when calculating SUI.
4. Clear the **Show Company Specific Tax Tables** check box and create an identical copy of the table you created in step 3, including the table ID.

   The State Unemployment Report looks in the non-company specific ST database to generate the report, rather than the company specific database. In order for this report to print correctly, you need two copies of the table, one in the company specific database, one in the ST database.
5. Select **Formulas** from the **Setup and Maintenance** menu and create a new formula for SUI.

   Use the naming convention **PYY__SUI**, where **YY** is the company's state abbreviation. Note that there are two underscores and that this exact syntax must be used, otherwise it will not calculate correctly.

   Enter the ID of the Formula Table you created in step 3 in the **Table ID** field. When you calculate checks, TRAVERSE uses the percentage and limit from that table.

Leave the Formula section blank. This makes the stored procedure program look at the company specific SUI table you created in step 3 for the percentages and limits to use in the calculation, but use the standard SUI calculation that is stored in the ST database.

Switch to the next company and repeat the process for each company in TRAVERSE.

Tips:

- Make sure the syntax for the Formula Table ID you make is exactly as listed in step 2 above or it will not calculate correctly.
- Each company can have a different tax rate; make sure you know what the rate is for each company.
- When putting in your percentage rates, put them in as whole numbers. For example if your rate is 1% put in 1.0000 and if your rate is ½% put it in as.5000. We multiply the number in the first field in the table by 0.01 in line 6 of the formula.

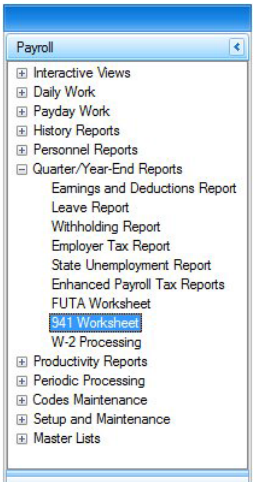
PRINTING THE 941 WORKSHEET

The **941 Worksheet** function allows you to print a 941 worksheet showing your company's record of Federal Tax liability for the quarter you specify. The TRAVERSE generated 941 Worksheet is ***not*** meant to be filed with the Federal Government, use it only as a reference to complete and file the *government-produced* form.

To produce the **941 Worksheet**, follow these steps:

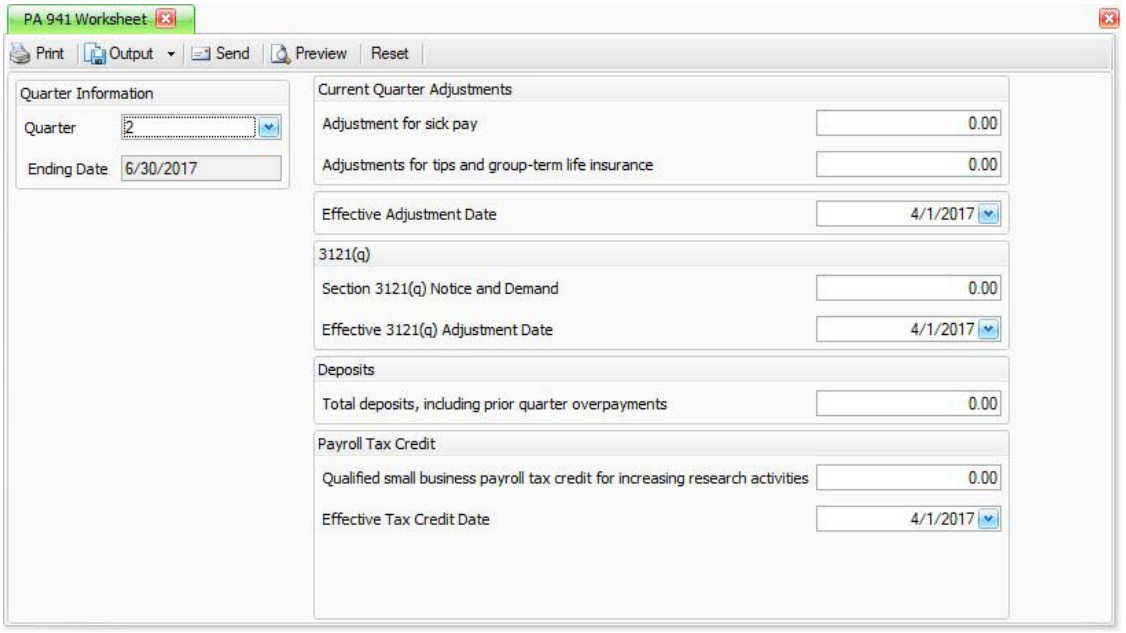
1. Select **941 Worksheet** from the **Quarter/Year-End Reports** menu.

941 Worksheet Menu



2. The **941 Worksheet** screen appears.

941 Worksheet Screen



3. Select the **Quarter** for which you want to print the 941 worksheet.
4. The quarter **Ending Date** is displayed.
5. Select the month and date the adjustments should take effect (or the date you realized the adjustments were necessary) in the **Effective Dates** fields.

   When adjustments are entered they will be applied to the month and day indicated here on the Schedule B. If there is a positive adjustment it will be applied on the exact day. If there is a negative adjustment the adjustment will be taken from the closest prior day with a balance.

6. When you produce the 941 Worksheet, the values you enter in the fields below are summed into the tax liability for the appropriate month in Part 2 and are listed next to the appropriate day in Schedule B according to the Month and Date you enter here.
7. Enter the values that TRAVERSE does not track in the remaining fields:

   - Enter the adjustment for the employee share of OASDI and Medicare taxes that were withheld by your third-party sick pay payer for the current quarter in the **Current Quarter Adjustment for sick pay** field. The value you enter here appears on line 7b of the worksheet.

- Enter the **Current Quarter Adjustment for tips and group-term life insurance,** for any uncollected Employee share of OASDI and Medicare taxes on tips and group-term life insurance premiums paid for former Employees for the current quarter in the next field. The value you enter here appears on line 7c.
- Select the month and date the adjustments should take effect, or the date you realized the adjustments were necessary, for the **Effective Adjustment Date**.
- Enter the **Section 3121(q) Notice and Demand—Tax** due on unreported tips, for the amount of Social Security and Medicare taxes on unreported tips shown on the Section 3121(q) Notice and Demand on line 5f of the Employer's Form 941 for the calendar quarter corresponding to the "Date of Notice and Demand."
- Enter the **Effective 3121(q) Adjustment Date** to show the month and date the adjustments should take effect, or the date you realized the adjustments were necessary.
- Enter the **Total deposits, including prior quarter overpayments**. The value you enter here appears on line 11.
- In the **Payroll Tax Credit** area, enter the **Qualified small business payroll tax credit for increasing research activities** amount into the field. Enter the amount of the credit from Form 8974, line 12. If you enter an amount on line 11, you must attach Form 8974. This amount is printed on line 11 of the 941 Worksheet.
- Select the month and date the adjustments should take effect, or the date you realized the Tax Credit was effective, for the **Effective Tax Credit Date**.

All the values you enter are summed together, and the total adjustment is listed on line 7h of the worksheet. This total is also added into the total tax liability for the appropriate month that appears under line 15 on Part 2 of the worksheet.

In addition, if the total is positive, it is listed on Schedule B of the worksheet for the month and day you specified in each effective date. If the total is negative, it is summed into the first date that contains a positive value. If no dates listed in Schedule B have a positive value, then the negative value is reported on the month and day you specified.

8. The remaining values on the worksheet are pulled and calculated from TRAVERSE data.
9. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

941 Worksheet Page 1

Form 941 for 2017: Employer's QUARTERLY Federal Tax Return

Employer identification number (EIN) 777777777

Name (not your trade name) Continental Products Unlimited

Trade name (if any)

Address 4301 Dean Lakes Blvd (Number / Street / Suite or room number)

Shakopee (City) MN (State) 55379 (ZIP code)

Foreign country name / Foreign province/county / Foreign postal code

Report for this Quarter ... (Check one.)

- ☐ 1: January, February, March
- ☑ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December

Read the separate instructions before you complete this form. Type or print within the boxes.

Part 1: Answer these questions for this quarter.

1	Number of employees who received wages, tips, or other compensation for the pay period including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), or Dec. 12 (Quarter 4)	1	8
2	Wages, tips, and other compensation	2	137,469.38
3	Federal income tax withheld from wages, tips, and other compensation	3	13,677.71
4	If no wages, tips, and other compensation are subject to social security or Medicare tax		☐ Check and go to line 6.

		Column 1			Column 2
5a	Taxable social security wages	140,057.36	* 0.124 =		17,367.11
5b	Taxable social security tips	0.00	* 0.124 =		0.00
5c	Taxable Medicare wages & tips	140,057.36	* 0.029 =		4,061.66
5d	Taxable wages & tips subject to Additional Medicare Tax withholding	0.00	* 0.009 =		0.00

5e	Add Column 2 from lines 5a, 5b, 5c, and 5d	5e	21,428.77
5f	Section 3121(q) Notice and Demand - Tax due on unreported tips (see instructions)	5f	0.00
6	Total taxes before adjustments (add lines 3, 5e, and 5f)	6	35,106.48
7	Current quarter's adjustment for fractions of cents	7	0.05
8	Current quarter's adjustment for sick pay	8	0.00
9	Current quarter's adjustments for tips and group-term life insurance	9	1.00
10	Total taxes after adjustments. Combine lines 6 through 9	10	35,107.53
11	Qualified small business payroll tax credit for increasing research activities. Attach Form 8974	11	0.00
12	Total taxes after adjustments and credits. Subtract line 11 from line 10	12	35,107.53
13	Total deposits for this quarter, including overpayment applied from a prior quarter and overpayments applied from Form 941-X, 941-X(PR), 944-X, or 944-X(SP) filed in the current quarter	13	0.00
14	Balance due. If line 12 is more than line 13, enter the difference and see instructions	14	35,107.53
15	Overpayment. If line 13 is more than line 12, enter the difference 0.00 Check one:		☐ Apply to next return. ☐ Send a refund.

941 Worksheet Page 2

Name (not your trade name) | Employer identification number
Continental Products Unlimited | 777777777

Part 2: Tell us about your deposit schedule and tax liability for this quarter.

If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see section 11 of Pub. 15.

16 Check one:

☐ Line 12 on this return is less than $2,500 or line 12 (line 10 if the prior quarter was the fourth quarter of 2016) on the return for the prior quarter was less than $2,500, and you did not incur a $100,000 next-day deposit obligation during the current quarter. If line 12 (line 10 if the prior quarter was the fourth quarter of 2016) for the prior quarter was less than $2,500 but line 12 on this return is $100,000 or more, you must provide a record of your federal tax liability. If you are a monthly schedule depositor, complete the deposit schedule below; if you are a semiweekly schedule depositor, attach Schedule B (Form 941). Go to Part 3.

☐ You were a monthly schedule depositor for the entire quarter. Enter your tax liability for each month and total liability for the quarter. Then go to Part 3.

Tax liability:	Month 1	8,758.97
	Month 2	17,590.57
	Month 3	8,757.99
Total liability for quarter		35,107.53 Total must equal line 12.

☐ You were a semiweekly schedule depositor for any part of this quarter. Complete Schedule B (Form 941), Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to this form.

941 Worksheet Schedule B

Schedule B (Form 941):

Report of Tax Liability for Semiweekly Schedule Depositors

Employer identification number (EIN) 777777777

Name (not your trade name) Continental Products Unlimited

Calendar year 2017

Report for this Quarter ...

(Check one.)

- ☐ 1: January, February, March
- ☑ 2: April, May, June
- ☐ 3: July, August, September
- ☐ 4: October, November, December

Use this schedule to show your TAX LIABILITY for the quarter; DO NOT use it to show your deposits. When you file this form with Form 941 or Form 941-SS, DO NOT change your tax liability by adjustments reported on any Forms 941-X or 944-X. You must fill out this form and attach it to Form 941 or Form 941-SS if you are a semiweekly schedule depositor or became one because your accumulated tax liability on any day was $100,000 or more. Write your daily tax liability on the numbered space that corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.

1	1.00	9	0.00	17	0.00	25	0.00	
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	8,758.97
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	8,757.97	
7	0.00	15	0.00	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

1	0.00	9	0.00	17	0.00	25	0.00	
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	17,590.57
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	0.00	23	8,832.56	31	8,758.01	
8	0.00	16	0.00	24	0.00			

1	0.00	9	0.00	17	0.00	25	0.00	
2	0.00	10	0.00	18	0.00	26	0.00	
3	0.00	11	0.00	19	0.00	27	0.00	8,757.99
4	0.00	12	0.00	20	0.00	28	0.00	
5	0.00	13	0.00	21	0.00	29	0.00	
6	0.00	14	0.00	22	0.00	30	0.00	
7	0.00	15	8,757.99	23	0.00	31	0.00	
8	0.00	16	0.00	24	0.00			

Total liability for the quarter

Fill in your total liability for the quarter (Month 1 + Month 2 + Month 3)
Total must equal line 12 on Form 941 or Form 941-SS. 35,107.53

PERFORMING YEAR-END MAINTENANCE

When you need to start a new year's payroll, select Add Year from the right click menu in Server Manager, Company, Applications, PA. The process also performs some year-end maintenance. Use the Server Manager, Delete Year function on the right click menu of the payroll year to delete the year specific database. You may leave as many payroll years active as you wish. Deleting prior payroll years is optional.

The Add Year function on the Server Manager, Add Year menu performs the following tasks:

- clears the period, quarter and year to date columns for new-year's Employee History, Employer History and Departments.
- updates Payroll with the new calendar year and quarter
- Any company specific Formulas and Formula Tables will be copied to the new year
- Update the Status of Terminated Employees to Inactive

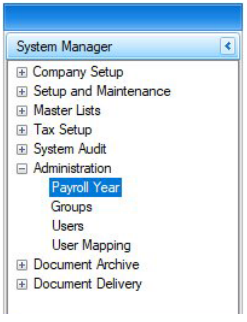
Each year of payroll information has separate records in the Employee History and Withholding History.

NOTE: The Payroll Year may also be added using Server Manager functionality. See the Admin Guide for details on using Server Manager to add a Payroll Year.

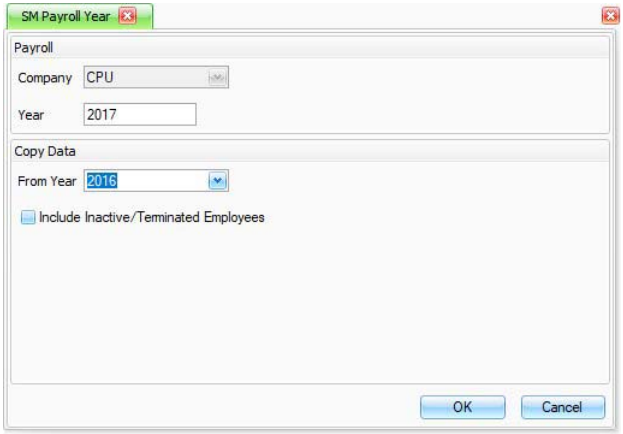
To add a new payroll-year to a company database, follow these steps:

1. Select **Payroll Year** from the **System Manager Administration** menu.

Payroll Year Menu



2. The **Payroll Year** screen appears.



3. The **Company** database you are currently using appears and cannot be edited.
4. The **Year** text box displays the sequential payroll year for the company. If you want to save the payroll year as a different one than the default, change it here.
5. In the **Copy Data** box select the year from which to copy.

NOTE: To ensure the proper information gets copied to the new year, select the year one prior to the new year being created.

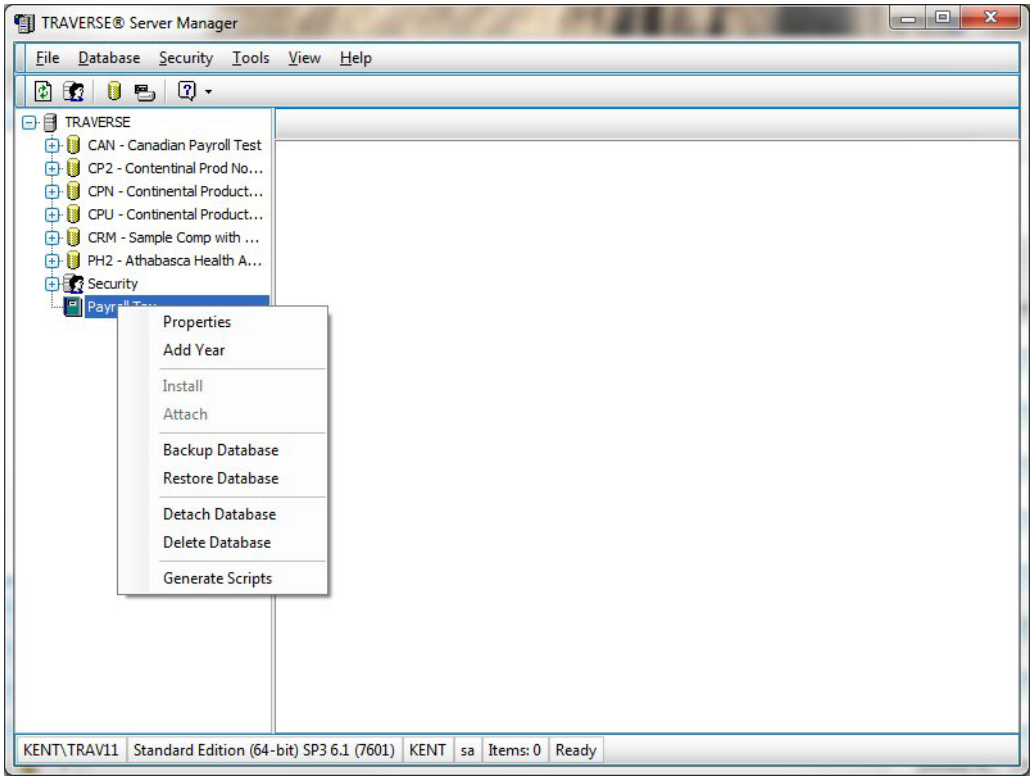
6. Mark the **Include Terminated Employees** check box if you want to copy terminated employees to the new year.
7. Click **OK** to generate the new payroll year copying from the selected year. Click **Cancel** to exit the Payroll Year screen without saving any changes.

NOTE: A new payroll year may also be added using the System Manager, Administration, Payroll Year function.

To add the next year of tax tables and other tax functions follow the following steps:

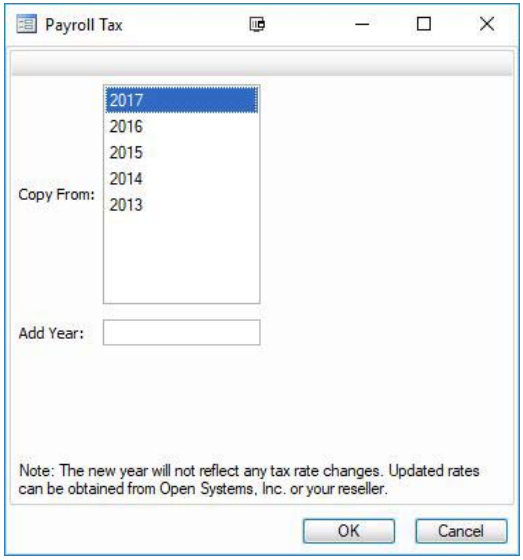
8. Open **Server Manager** using the sa user and password.

9. Expand TRAVERSE and right click on **Payroll Tax**.



10. Select **Add Year** from the right click menu.

11. The **Payroll Tax** screen appears.



12. Enter your new year into the **Add Year** field and select the most recent year to copy from.
13. Click **OK** to add the new tax year.

NOTE: Applying the year end updates supplied by Open Systems will also add the new year's tax tables and other information automatically.

USING LAST-YEAR AND CURRENT-YEAR DATA

After running the **Add Payroll Year** function, use the **Change Payroll Year** function to move between current and last-year data.

TRAVERSE allows you to have multiple years active for Payroll. You would use multiple years of payroll data to print the W-2 forms for prior years. When you are ready to prepare (page 6-81) and print (page 6-95) the W-2 reports for Employees for the prior tax year, you will need to change payroll years to the prior year to read the data in that year's database to put on the W-2 forms. When finished preparing and printing the W-2 forms you will need to change payroll years back to your current payroll year to continue processing payroll.

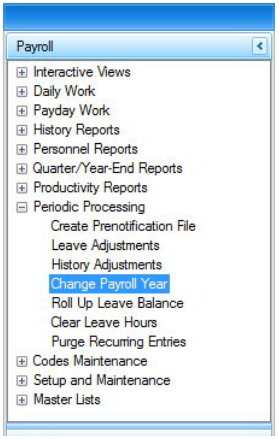
The current payroll year will be displayed at the bottom of the TRAVERSE screen in the footer area.

NOTE: The Change Payroll Year can be accessed by double clicking on the Payroll Year in the footer area of the menu.

To **Change Payroll Year**, follow these steps:

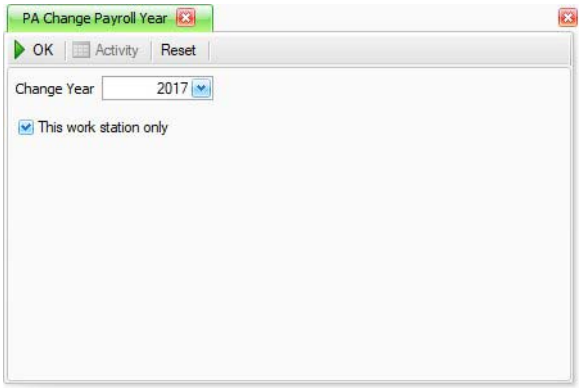
1. Select **Change Payroll Year** from the **Periodic Processing** menu.

Change Payroll Year Menu



2. The **Change Payroll Year** screen appears.

Change Payroll Year Screen



3. In the **Change Year** box select the payroll year for which to change.
4. Select the **This Workstation Only** check box to change only the workstation's current payroll year (other users are *not* affected, also a temporary change for this session only). Clear the check box to change the system's current payroll year (other users *are* affected, also a permanent change until changed again).
5. Click **OK** to Change Payroll Year.

Command Buttons

Name	Description
OK	Change the payroll year to the selected year.
Activity	Not available.
Reset	Return the value of all fields on the list or report screen to their default values.

EMPLOYEE HISTORY INFO AFTER ADDING PAYROLL YEAR

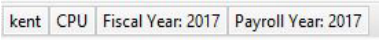
When a new year is created copying from the previous year, Employee and Employer History information is not updated with any information for the new year. When payroll checks are posted records are added to the proper tables with records for the new year for the payroll month to which the check was posted.

Last-Year Data

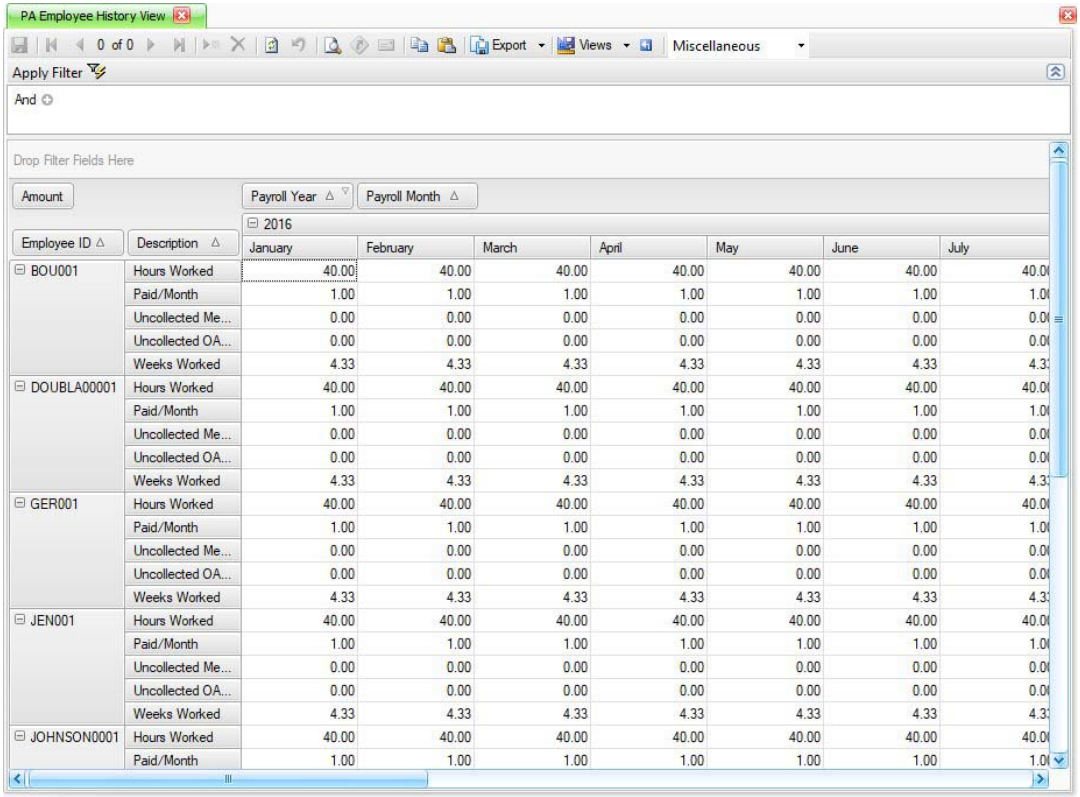
Use the Change Payroll Year function to switch to the last-year data.

The Employee History function on the Interactive Views menu shows that Year End maintenance did not effect the employee history information in the last-year data.

The current payroll year will be displayed at the bottom of the TRAVERSE screen in the footer area.

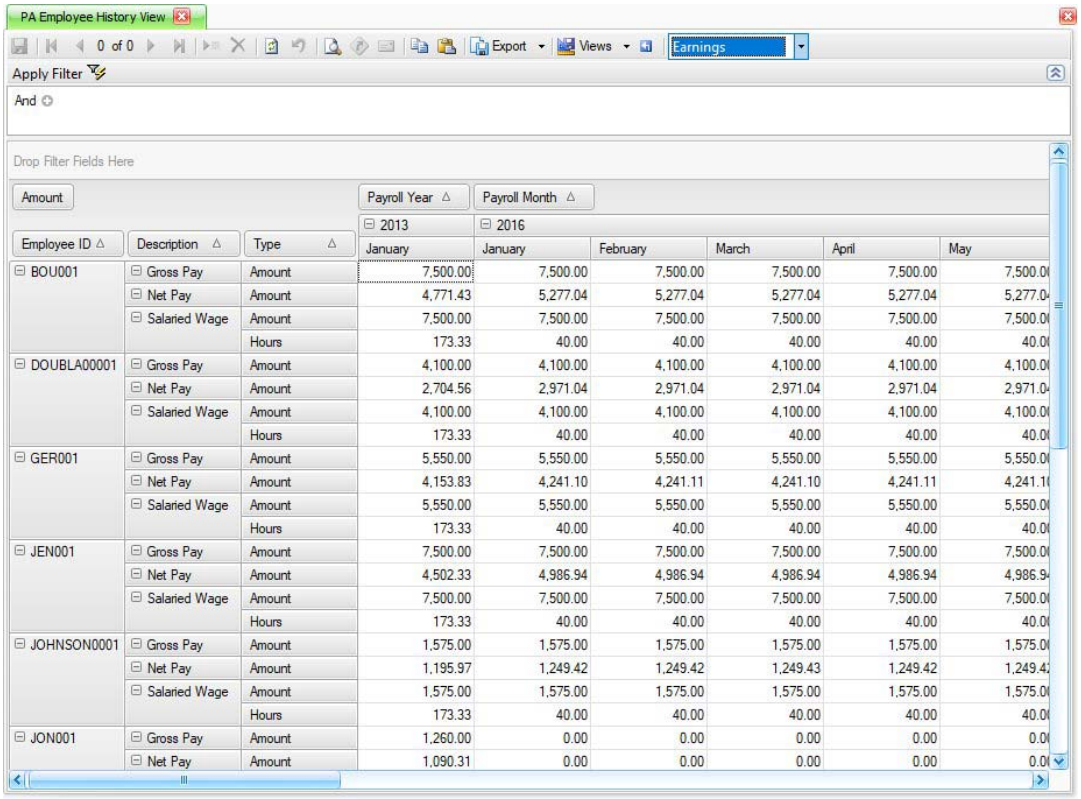


Miscellaneous View



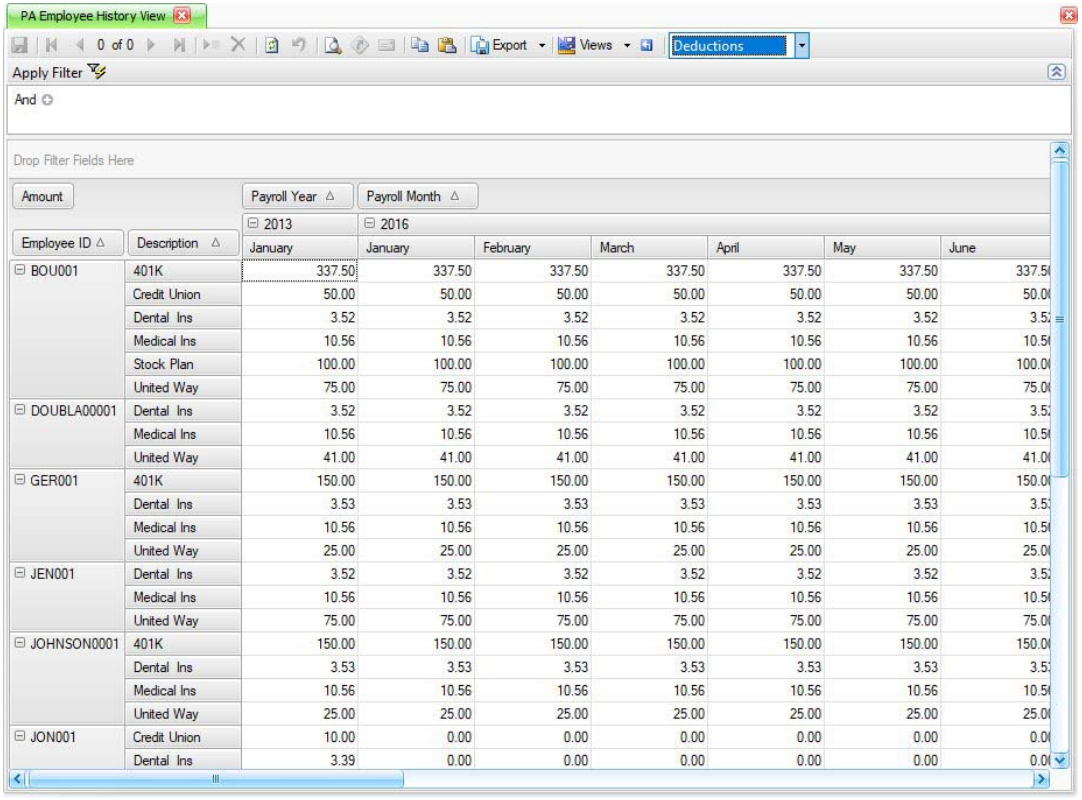
All month information for the Miscellaneous history fields is displayed.

Earnings View



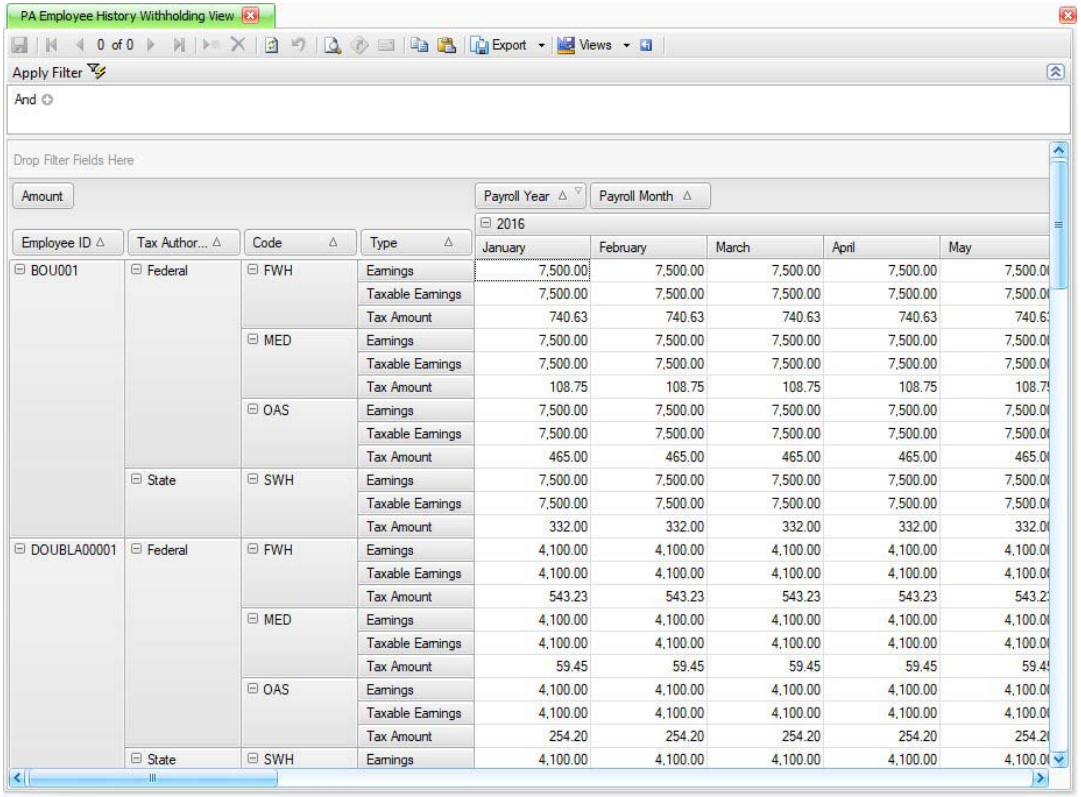
The Earning Codes used by the Employee along with the amount for each Earning Code remain in the month and year columns.

Deductions View



The Deduction Codes used by the Employee along with the amount for each Deduction Code remain in the month and year columns.

Employee History Withholding View



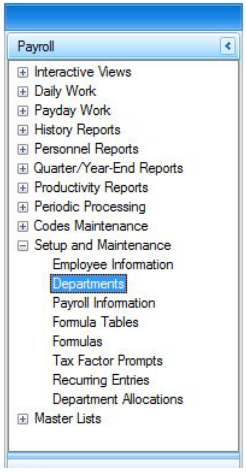
The codes for the Federal, State and Local Withholdings and the amounts for each Federal, State and Local Withholding in the month and year columns in both the Earnings, Taxable Earnings and Tax Amount sections remain.

NOTE: Records for new years and periods are not added until a payroll check has been posted to that payroll year and period.

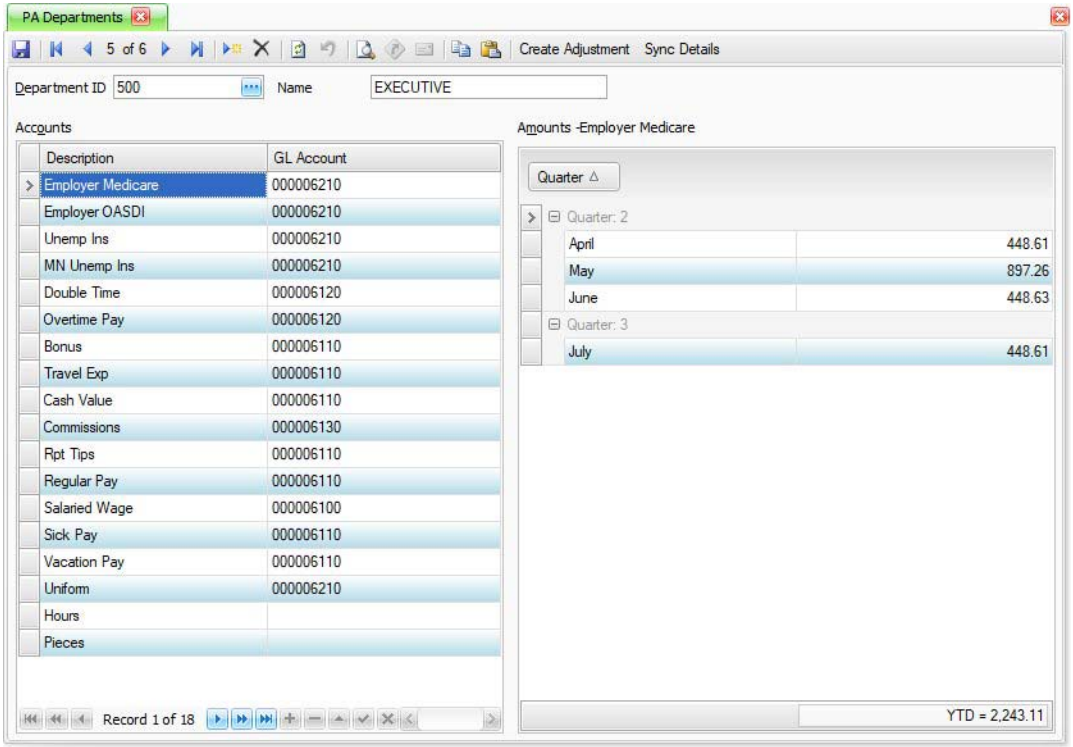
DEPARTMENT INFORMATION

Information stored in Departments, is displayed using the Departments function on the Setup and Maintenance menu. Year-end maintenance makes changes to the information stored in departments.

Departments Menu



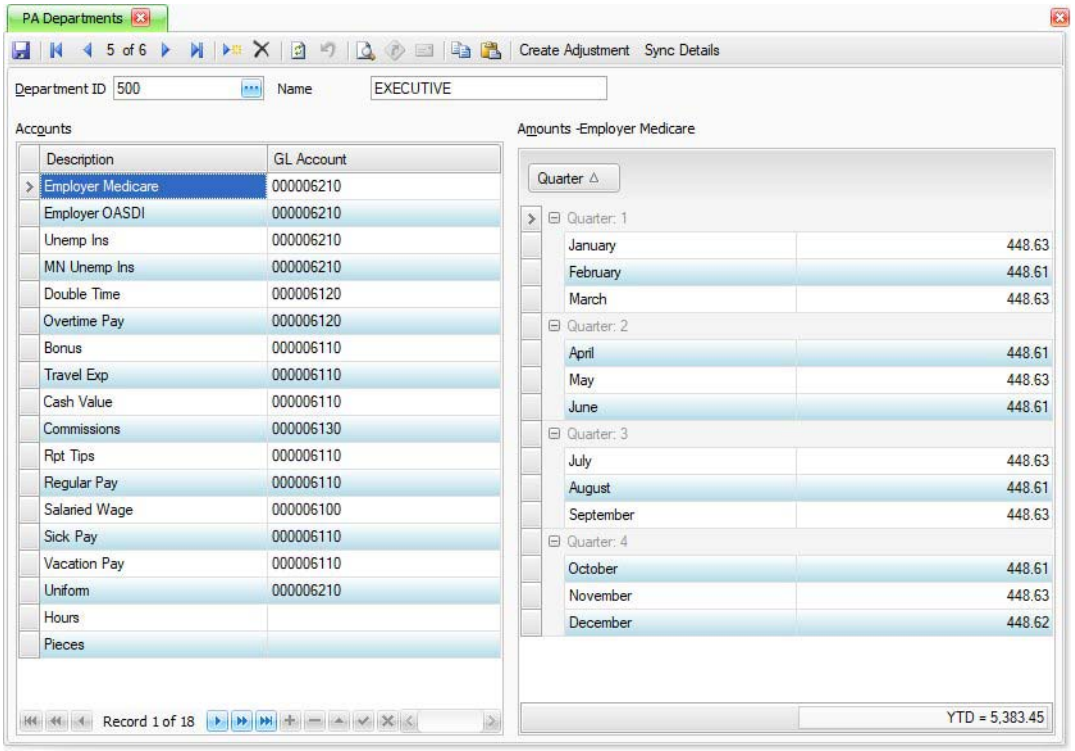
Current Year - Departments Screen



In the Department information for the current year, the amounts in the Month column are cleared by Add Year to begin accumulating values for the new calendar year. When the first payroll checks are posted with expenses to the department records will be added for the months.

NOTE: Records for new years and periods are not added until a payroll check has been posted to that payroll year and period.

Last Year - Departments Screen



In the last year Department data, the values in the Month column remains.

PURGE RECURRING ENTRIES

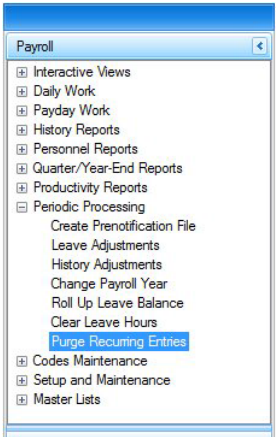
Delete obsolete recurring time ticket entries from the Recurring Transactions using the Purge Recurring Entries function on the Periodic Processing menu.

Recurring time tickets are deleted based on the date entered in the **Purge Recurring Entries with Cutoff Dates Prior To** field when the recurring time ticket was setup. Use the Recurring Entries function on the Setup and Maintenance menu to set up recurring time ticket entries.

To **Purge Recurring Entries**, follow these steps:

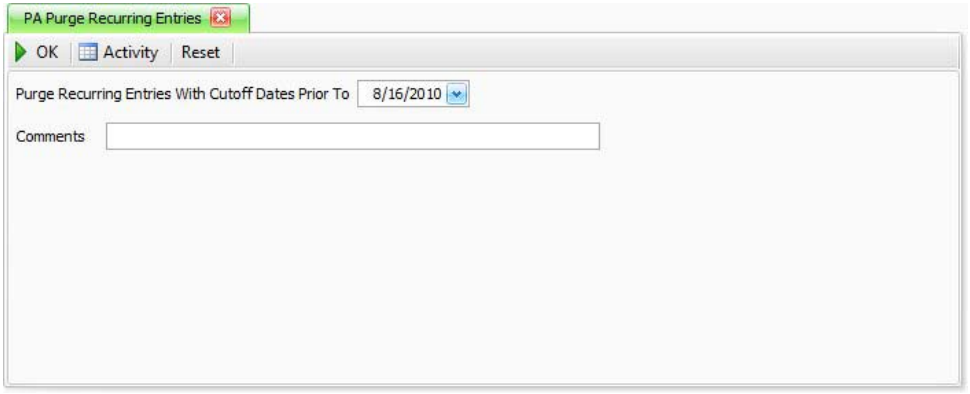
1. Select **Purge Recurring Entries** from the **Periodic Processing** menu.

Purge Recurring Entries Menu



2. The **Purge Recurring Entries** screen appears.

Purge Recurring Entries Screen



3. Select the **Purge Recurring Entries With Cutoff Dates Prior To** date. Recurring Entries with Cutoff Dates after the date you select will *not* be purged.
4. Enter **Comments** about the Purge Recurring Entries.
5. Select a command button:

Command Buttons

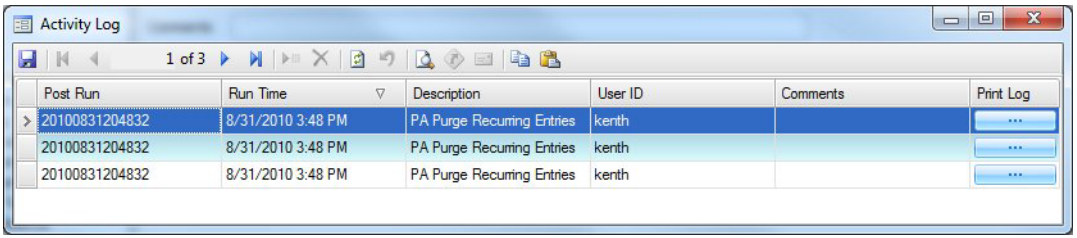
Name	Description
OK	Click **OK** to begin processing.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

After the purge is complete, the Purge Recurring Entries confirmation dialog box appears. Click **OK** return to the Purge Recurring Entries screen.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the purge was made.
Description	The purge description.
User ID	The user who performed the purge.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

UPDATING LEAVE INFORMATION

If you are using the system to accrue and/or track leave time, you may need to make some adjustments to the leave setup information.

If you selected Yes to the option *Automatic Accrual of Leave Time* in the Business Rules function, leave time earned is calculated for each pay period.

If you don't use the system to accrue leave time per pay period but record a block of leave time at the beginning of each year for each Employee instead, use the Leave Adjustments function on the Periodic Processing menu to add the leave hours for the new year to each Employee's leave balance.

If you want to change the maximum number of leave hours an employee can accumulate, use the Leave Codes function for each Leave Code.

Rolling Up Leave Balances

Each time leave hours are accrued or used by an Employee, the system creates a record in the Leave History. Use the Roll Up Leave Balances function to consolidate the Leave records into a beginning balance for each Employee.

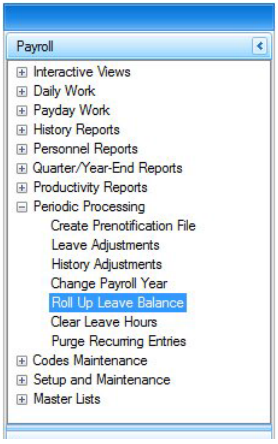
The **Roll Up Leave Balance** function combines all Leave detail entries in the Leave History table into a new starting total, then deletes the detail entries from the table. The new starting total is then compared to the amount stored in the Remaining Leave Hours fields on the **Pay** tab in the Employee Information function (page 3-166). If the amounts *do not* match, a message is printed in the ERROR MESSAGE column of the Consolidate Leave Audit Log (page 6-47), and the amount on the Employee Information screen is updated with the calculated roll up starting total.

NOTE: After converting your data from a previous version of TRAVERSE Payroll or after setting up the Payroll system for the first time, use the Roll Up Leave Balances function (page 6-155) to create a starting record in the Leave History table before using the Leave Adjustments function (page 6-133).

To **Roll Up Leave Balances**, follow these steps:

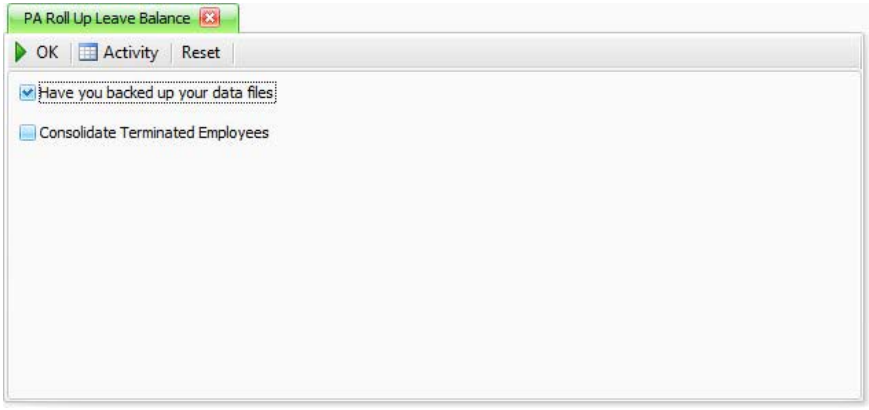
1. Select **Roll Up Leave Balances** from the **Periodic Processing** menu.

Roll Up Leave Balance Menu



2. The **Roll Up Leave Balances** screen appears.

Roll Up Leave Balance Screen



3. Select the **Have you backed up your data files** check box after you have performed a backup on all data files.

4. Select the check box to **Consolidate Terminated Employees**; otherwise, clear the check box. If you select the check box, the system performs the roll up for Terminated Employees the same way it does for Active Employees. If you do not select the check box, the system does not perform the roll up for Terminated Employees, and they are deleted from the Leave History table.

5. Select a command button:

Command Buttons

Name	Description
OK	Execute the Roll Up Leave Balances.
Activity	Display the Activity dialog box.
Reset	Return the value of all fields on the list or report screen to their default values.

After the roll up leave balances is complete, the Roll Up Leave Balances confirmation dialog box appears. Click **OK** to view the Roll Up Leave Balances Log.

Activity Log

Use the **Activity Log** to view all post activity for administrative purposes.

Activity Log Dialog Box

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the roll up was made.
Description	The roll up description.
User ID	The user who performed the roll up.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	A PDF version of the original log file if you click the ... button.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Consolidate Leave Audit Log

Continental Products Unlimited
Roll Up Leave Balance Log

Page 1

Consolidate Terminated Employees No

Employee ID	Name	Leave Code ID	Hours
BOU001	Linda C Bourne	V02	88.331
DOUBLA00001	Mike Doubla	V02	79.998
GER001	Timothy G Gerard	V02	93.331
JEN001	Kathy M Jenkins	V02	93.331
JOHNSON0001	Steve G Johnson	V02	93.331
JON001	Maria K Jonchim	V02	18.666
JONES001	Edward A Jones	V02	93.331
LUK001	George Lukas	V02	93.331
ROS001	Lou A Rossini	V02	39.999
SMITH000001	Robert C Smith	V02	93.331
STO001	Albert W Stockard	V02	26.666
	Total for Leave Code ID V02		813.646
BOU001	Linda C Bourne	XX	23.380
DOUBLA00001	Mike Doubla	XX	20.040
GER001	Timothy G Gerard	XX	23.380
JEN001	Kathy M Jenkins	XX	23.380
JOHNSON0001	Steve G Johnson	XX	23.380
JON001	Maria K Jonchim	XX	6.680
JONES001	Edward A Jones	XX	23.380
LUK001	George Lukas	XX	23.380
ROS001	Lou A Rossini	XX	10.020
SMITH000001	Robert C Smith	XX	23.380
STO001	Albert W Stockard	XX	6.680
	Total for Leave Code ID XX		207.080
Grand Total			1,020.726

8/16/2010 1:37 PM ***** End of Report ***** **OPEN_SYSTEM\lkenthe**

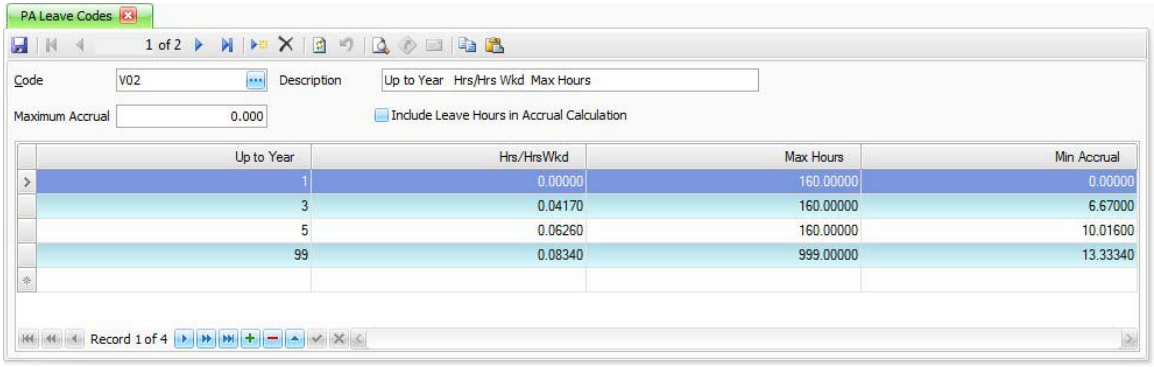
UPDATING LEAVE ACCRUAL

If you elected to have the system accrue Leave hours and you need to change the number of Leave hours that are accrued per hour during each pay period in the new year, switch to the current year.

The number of hours entered on posted time tickets for the pay period is used to calculate the Leave hours accrued for Hourly type employees. For Salary type employees, the number of hours listed for their Group Code is used to calculate the Leave hours accrued.

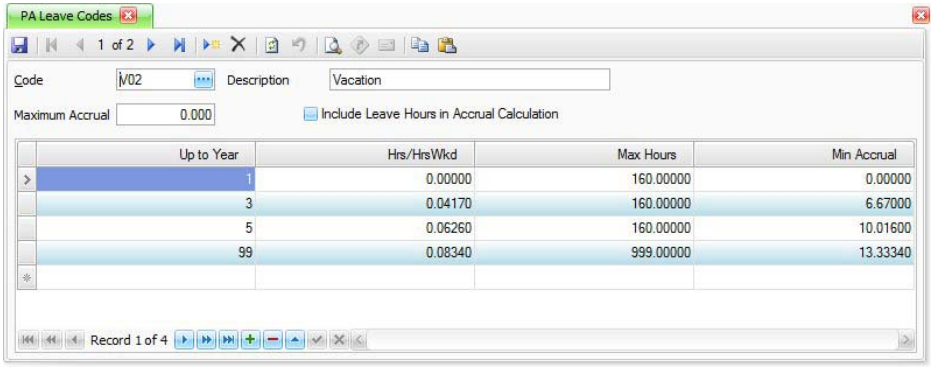
The Maximum Hours field on the Leave Codes screen displays the maximum hours worked per pay period that can be used to compute the leave hours earned.

The Min. Accrual field in the Leave Codes function is the minimum number of hours that is accrued each pay period. If the system calculates an accrual amount less than this value, the Min. Accrual value is used for the number of leave hours earned in the pay period.



The Maximum Accrual field on the **Leave Codes** screen limit the maximum number of leave hours an employee can accumulate. When you calculate checks, the system also calculates the amount of leave hours accrued for the pay period. The system checks the amount of leave hours that the Employee can accrue based on the amount in the Maximum Accrual field. The system limits the Leave hours accrued during the pay period so that the maximum is not exceeded.

If you elect not to have the system accrue leave hours, you still must set up these fields.



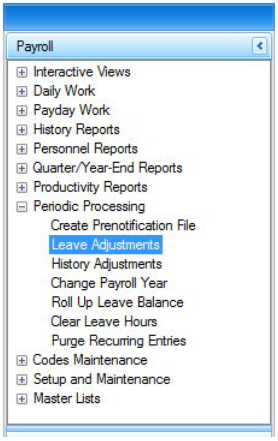
Making Leave Adjustments

If you record a block of Leave time at the beginning of each year for each Employee, use the Leave Adjustments function on the Periodic Processing menu. This function allows you to add an Employee's Leave time for the new calendar year to the Employee's accumulated Leave balances. Or, you can use this function if you need to adjust an Employee's Leave balance for any other reason.

To adjust leave balances using the **Leave Adjustments**, follow these steps:

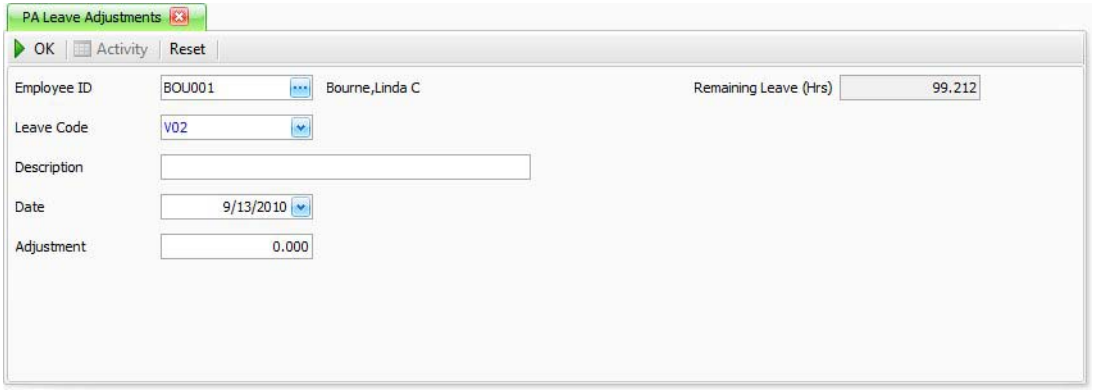
1. Select **Leave Adjustments** from the **Periodic Processing** menu.

Leave Adjustments Menu



2. The **Leave Adjustments** screen appears.

Leave Adjustments Screen



Positive or negative amounts for initial balances or adjustments can be entered on the Leave Adjustments screen.

3. Select the **Employee ID** for which to enter initial balances or an adjustment.
4. Select the **Leave Code** for which to view and adjust the Leave hours.
5. The **Remaining Leave (Hrs)** the Employee has accrued is displayed.
6. Enter a **Description** of the adjustment.
7. Select the **Date** of the adjustment.
8. Enter the **Adjustment** amount (in hours). You can enter positive or negative amounts for Leave adjustments.

9. Select a command button:

Command Buttons

Name	Description
OK	Write the leave adjustments.
Activity	Not Available.
Reset	Return the value of all fields on the list or report screen to their default values.

After the leave adjustment is complete, the Leave Adjustments confirmation dialog box appears. Click **OK** to return to the leave adjustments screen.

UPDATING TAX TABLES FOR THE CURRENT YEAR

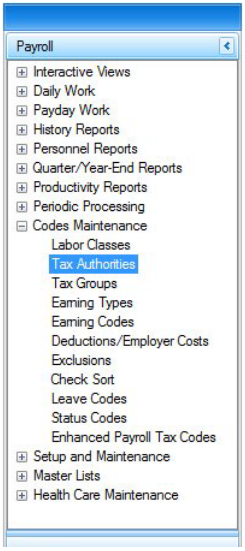
If you subscribe to the TRAVERSE Maintenance plan, the changes necessary to update the Federal and State Tax Withholding information is automatically sent to you when a tax change takes place.

Since tax changes can occur throughout the year, it is important that you verify the date the change goes into effect. Tax changes that are effective as of January 1st can be installed any time prior to your first payroll run of the new year.

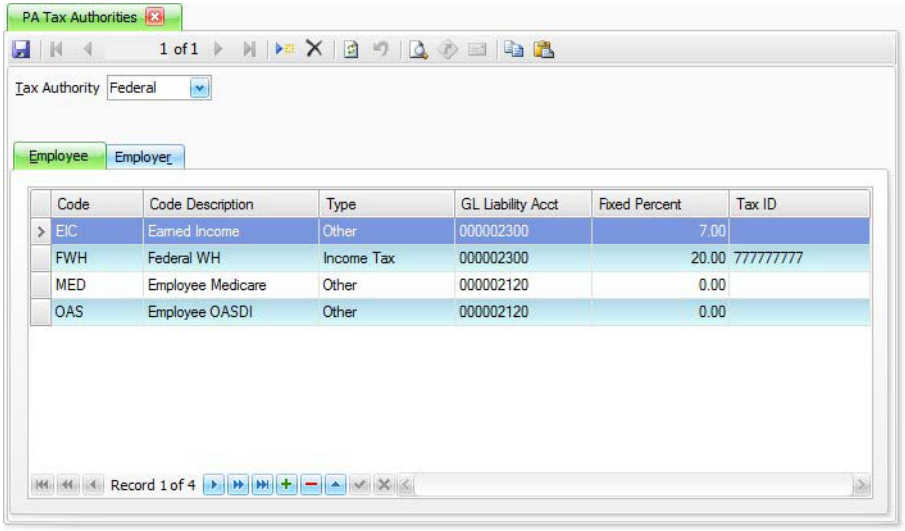
Updating Tax Tables

The Payroll System uses tables to store the tax rate and wage limit information. Tables are used by formulas to calculate Federal, State, or Local Taxes. Tables are assigned to a formula using the Tax Authorities function on the Setup and Maintenance menu.

Tax Authorities Menu



Tax Authorities Screen (Federal)

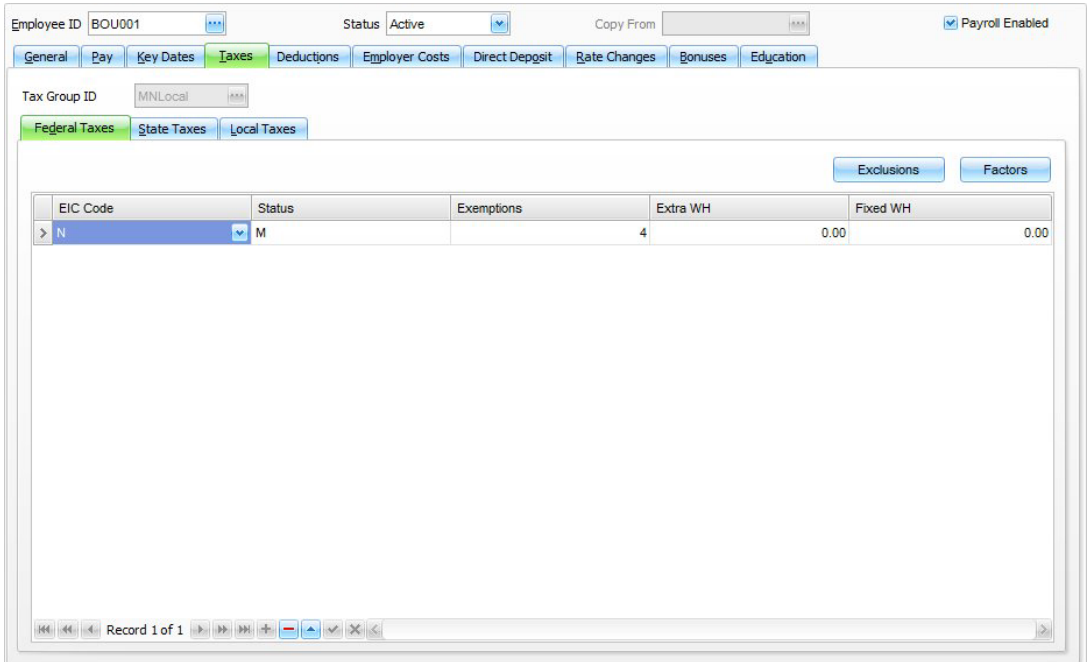


For the Federal, State, and Local Withholding formulas, the table used to calculate these taxes for an individual Employee is assigned on the Employee's **Taxes** tab in the Employee Information function on the Setup and Maintenance menu.

NOTE: You only need to edit the tax information for Employees if any of the information has changed from last year. If the Employees are filing the same as the previous year you do not need to edit the Taxes tab for Employees.

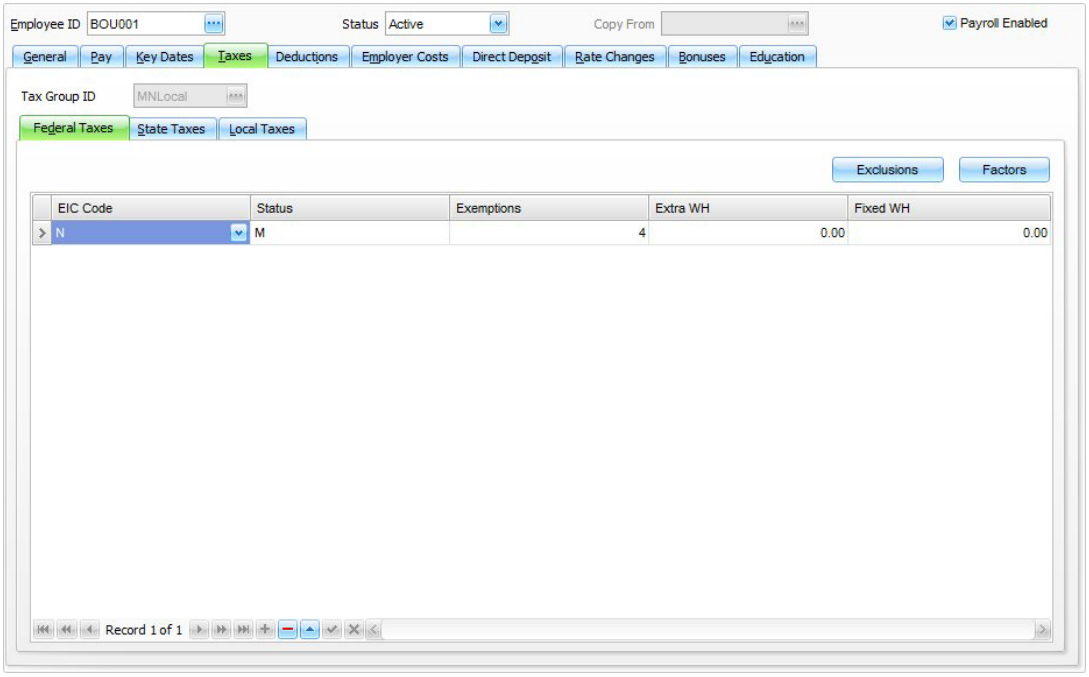
10. Go to **Setup and Maintenance**, **Employee Information** and select the **Taxes** tab.

Taxes Tab



1. Select the **Federal Taxes**, **State Taxes**, or **Local Taxes** tab with which to work.

Federal Taxes Tab



2. Use the **Federal Taxes** tab to set up federal withholding information for the Employee.
3. Select the **E**arned **I**ncome **C**redit code for the employee:
    - **N** - No advanced earned income credit payments were requested.

NOTE: For payroll year 2011 and after, the status for all Employees must be N. Legislation has changed the Earned Income Credit to a tax credit claimed on the Employees tax return filed for the previous tax year. No advanced pay is given to those Employees that qualify for the Earned Income Credit.

You should also communicate this change to any employees who previously received EIC advances, as they may claim it on their personal income tax returns, and under certain circumstances, reduce their federal withholdings to compensate.

See the 2011 Employer's Tax Guide (Circular E) http://www.irs.gov/pub/irs-pdf/p15.pdf for complete information.

To comply with this change, you must edit all employees who previously received EIC advances by performing these steps:

- Open the Employee Information function from the Payroll Setup and Maintenance menu.
- Select an employee who utilizes the EIC advance in the Employee ID field.
- Select the Taxes tab.
- Select N from the EIC Code field.

Click the Save button, on the toolbar, to save the change.

Maint

4. Select the **Status** of the Employee. Use the Status Codes function (page 3-53) on the Codes Maintenance menu to set up new Status Codes for your company. This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.
5. Enter the number of **Exemptions** the Employee claims for federal taxes.

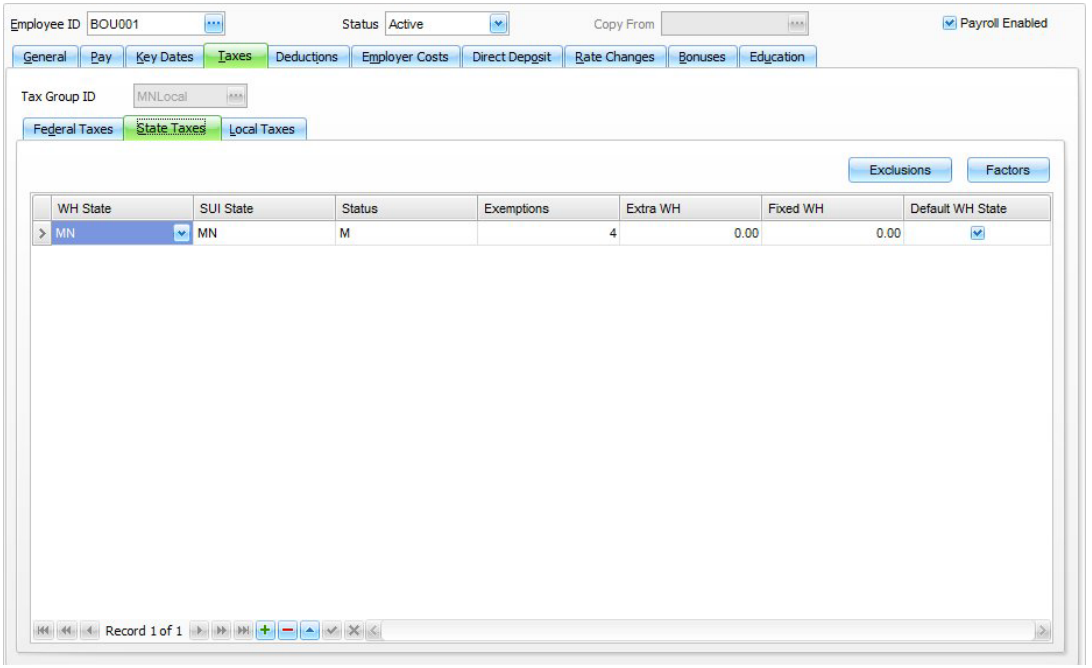
NOTE: To make an Employee exempt from federal taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions.

6. Enter the amount of **Extra Withholdings**, in dollars, the Employee wants withheld in addition to the federal withholding. If the Employee does not want any extra withholding, enter 0.00.
7. Enter a **Fixed WH** dollar amount to withhold. If an amount is entered here, the Federal Withholding (FWH) will use this dollar amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for the Employee.

Command Buttons

Name	Description
Exclusions	Display the Federal Exclusions dialog box. See the Exclusions section below for more details.
Factors	Display the Override Factors dialog box. See the Factors section below for more details.

State Taxes Tab



Maint

1. Select the **Withholding State** for the Employee. To set up State Withholding Tax Authorities, use the Tax Authority Setup function (page 3-71) on the Codes Maintenance menu.

Maint

2. Select the State to which the employer pays **SUI** (State Unemployment Insurance). To exclude the Employer from paying State Unemployment Insurance to a particular State, click on the **Exemptions** button with the State you want the Employee exempted, and select the Employer Taxes tab. Select SUI to exempt the Employer from paying SUI tax for this Employee in this State.

   Example: If the selected Employee works in both Wisconsin and Minnesota, but Wisconsin does not collect unemployment insurance for the Employee, select Minnesota as the SUI State for the Minnesota WH State, select WI as the SUI for the State Wisconsin. Click on the Exclusions button and then go to the Employer Taxes tab and select SUI.

Maint

3. Select the Employee's **Status** for the state withholding. To set up Status Codes, use the Status Codes function (page 3-53). This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

4. Enter the number of **Exemptions** the Employee claims for state taxes.

NOTE: To make an Employee exempt from state taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions.

5. Enter the dollar amount of **Extra Withholding** the Employee wants withheld in addition to the state withholding. If the Employee does not want any Extra Withholding, enter 0.00.
6. Enter a **Fixed Withholding** dollar amount to withhold. If an amount is entered here, the State Withholding (SWH) will use this amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for this Employee.
7. To use the selected state as the Employee's **Default WH State**, select the box; otherwise, clear the box.

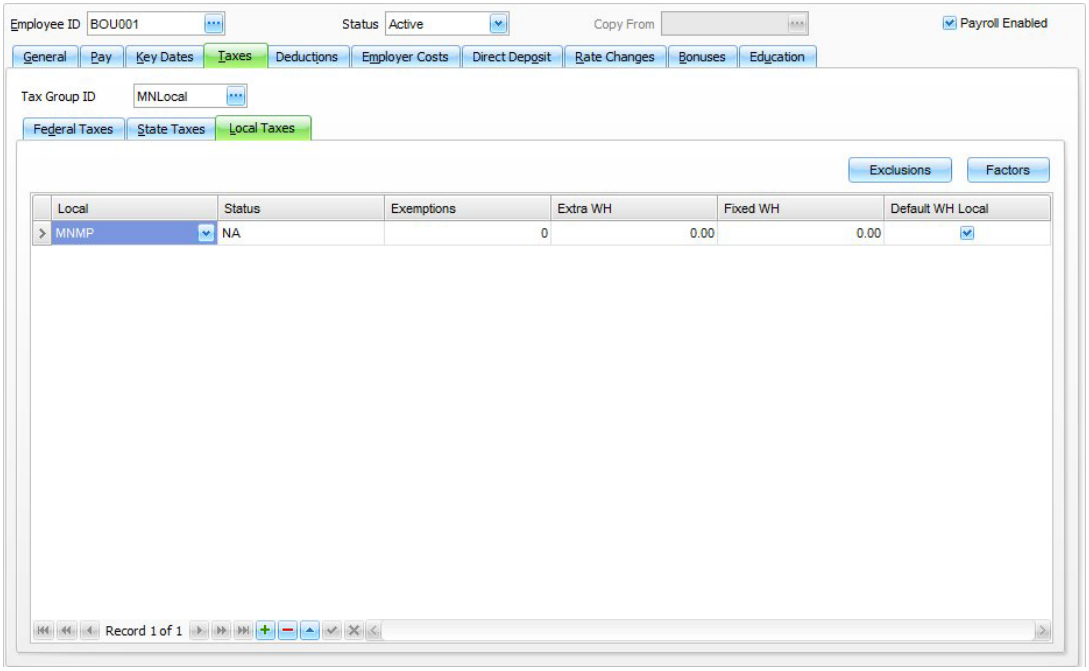
NOTE: One State *must* be selected as the Employee's Default WH State, however, the default withholding state can be overridden during time ticket entry.

Withholding information for the Default State is printed on the federal W-2 form. Withholdings for each of the remaining States are printed on separate W-2 forms (one for each State).

Command Buttons

Name	Description
Exclusions	Display the State Exclusions dialog box. See the Exclusions section below for more details.
Factors	Display the Override Factors dialog box. See the Factors section below for more details.

Local Taxes Tab



Maint

1. Select the **Tax Group ID**, if you want to use a Tax Group with multiple Local Tax Authorities in it, instead of a single Local Tax Authority.

Maint

NOTE: If a Tax Group is selected the Tax Group will default into the Payroll Transactions entered for this Employee and all taxes within the Tax Group will be calculated. If no Tax Group is selected, the Default WH Local will be populated into the transaction and the Tax Group will be left blank.

2. Select the **Local** Withholding Code for the Employee. The Local Code will appear with the State Code and Local Code combined. To set up Local Withholding Tax Authorities, use the Tax Authority Setup function (page 3-71) on the Codes Maintenance menu.

Maint

3. Select the **Status** of the Employee for the Local Withholding Code. To set up Status Codes, use the Status Codes function (page 3-53). This is their claiming Status from the Employee's W-4 form. This will determine the tax table to use when calculating withholding taxes for the Employee.

4. Enter the number of **Exemptions** the Employee claims for local taxes.

NOTE: To make an Employee exempt from local taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions. This is only valid if your local Table and Formula have Exemptions built into the Table and Formula.

5. Enter the dollar amount of **Extra Withholding** the Employee wants withheld in addition to the local withholding. If the Employee does not want any extra withholding, enter 0.00.
6. Enter in a **Fixed Withholding** dollar amount to withhold. If you enter an amount here, the Local Withholding (LWH) will use this amount instead of the calculated amount. Leave this field at 0.00 if you do not want a fixed amount to be withheld for this Employee.
7. To use the selected locality as the Employee's **Default WH Local**, select the box; otherwise, clear the box.

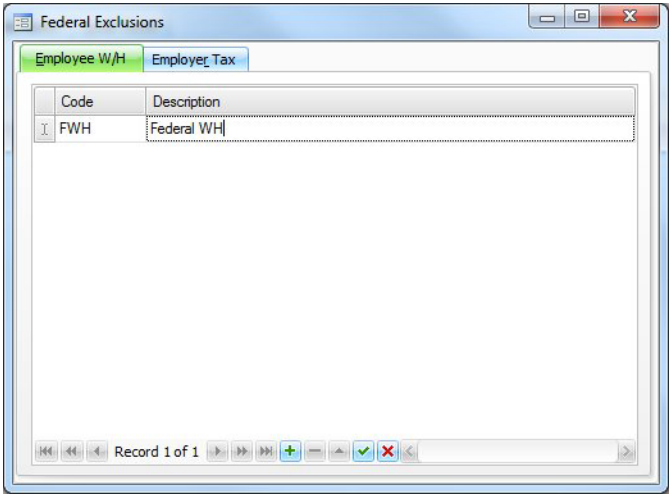
NOTE: One locality *must* be selected as the employee's Default WH Local, however, the default withholding local can be overridden during time ticket entry.

Withholding information for the Default locality is printed on the federal W-2 form. Withholdings for each of the remaining localities are printed on a separate W-2 forms (one for each locality).

Command Buttons

Name	Description
Exclusions	Display the Local Exclusions dialog box.
Factors	Display the Override Factors dialog box.

Exclusions Dialog Box—Employee Withholding Tab



If an Employee is not subject to a particular Federal, State, or Local Withholding, use the Exclusions dialog box--**Employee W/H** tab to exclude the withholding from the Employee.

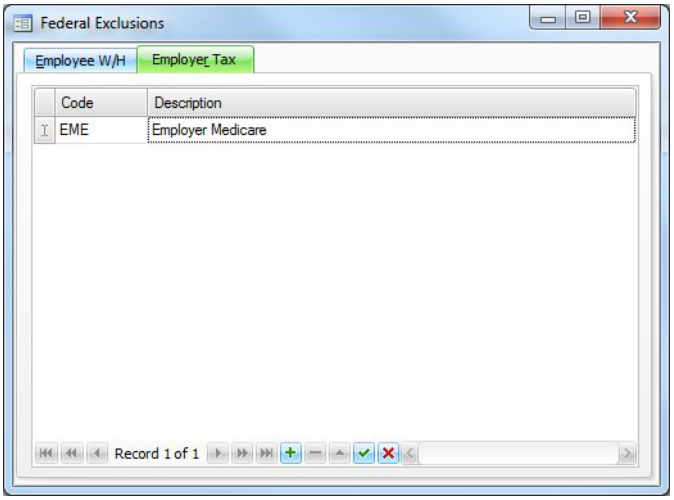
NOTE: If you exclude an Employee from a withholding tax using this function they will not get a W-2 printed at the end of the year. To make an Employee Exempt from withholding taxes, but still print a W-2 for the Employee at the end of the year, enter 99 Exemptions in the Exemptions field on the Federal, State or Local Taxes tab.

1. Select the **Federal**, **State**, or **Local Tax Code** to exclude from Employee withholdings for the Employee.

NOTE: To exclude the employer from paying State Unemployment Insurance to a particular state, click on the Exemptions button with the State you want the Employee exempted, and select the Employer Taxes tab. Select SUI to exempt the employer from paying SUI tax for this Employee in this State.

2. A **Description** of the tax code is displayed.

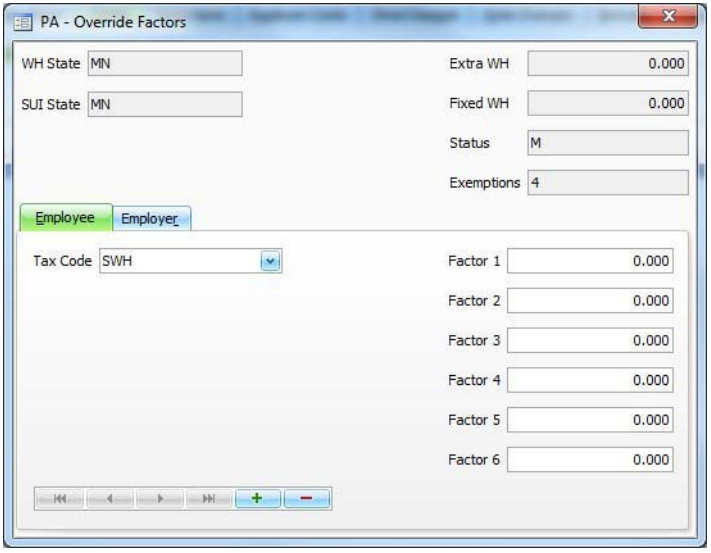
Exclusions Dialog Box—Employee Tax Tab



If an employer is not subject to a certain Federal, State, or Local Tax for a particular Employee, use the Exclusions dialog box--Employer Tax tab to exclude the tax from the employer.

1. Select the **Federal**, **State**, or **Local Tax Code** to exclude from the Employee when calculating employer withholdings and Costs.
2. A **Description** of the tax Code is displayed.

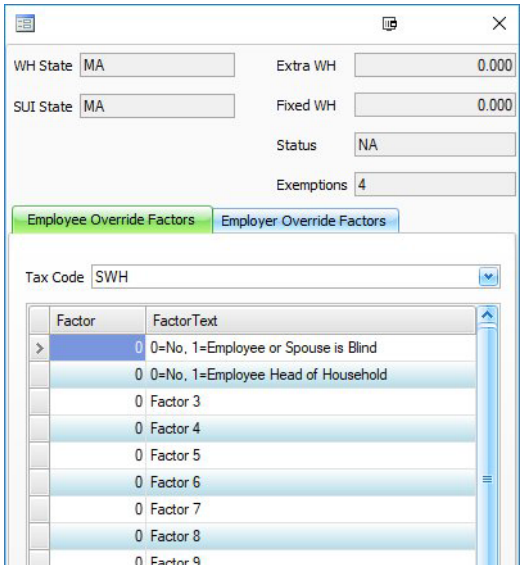
Override Factors Dialog Box



The Override Factors dialog box will appear when you click on the **Factors** button on the State or Local Taxes tab. If an Override Factor has been set up for the state or local tax selected in the Tax Factor Prompts function (page 3-55) you will be prompted to click on the Factors button and enter a Factor for the Employee when you save the state withholding record.

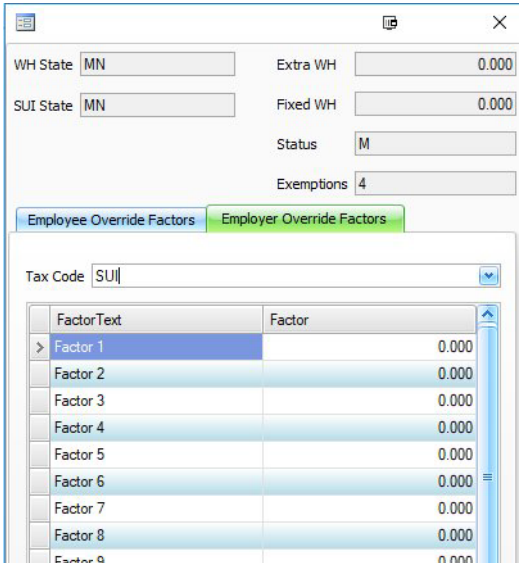
1. The withholding **State** selected on the **Taxes** tab to enter Override Factors for is displayed.
2. The **Locality** selected on the **Taxes** tab to enter Override Factors for is displayed.
3. The **Extra WH** amount the employee is withholding in addition to the Federal, state, or Local withholdings is displayed.
4. The **Fixed WH** amount being withheld for the Employee is displayed.
5. The **Status** of the Employee for the tax is displayed.
6. The number of **Exemptions** the Employee is claiming is displayed.

Override Factors Dialog Box—Employee Tab



7. Select the **Tax Code** for which to enter the Overriding Factor.
8. Enter the **Factor 1 to 6** amount into the Factor field for those that have a Factor Description.

Override Factors Dialog Box—Employer Tab



9. Select the **Tax Code** for which to enter the Overriding Factor.

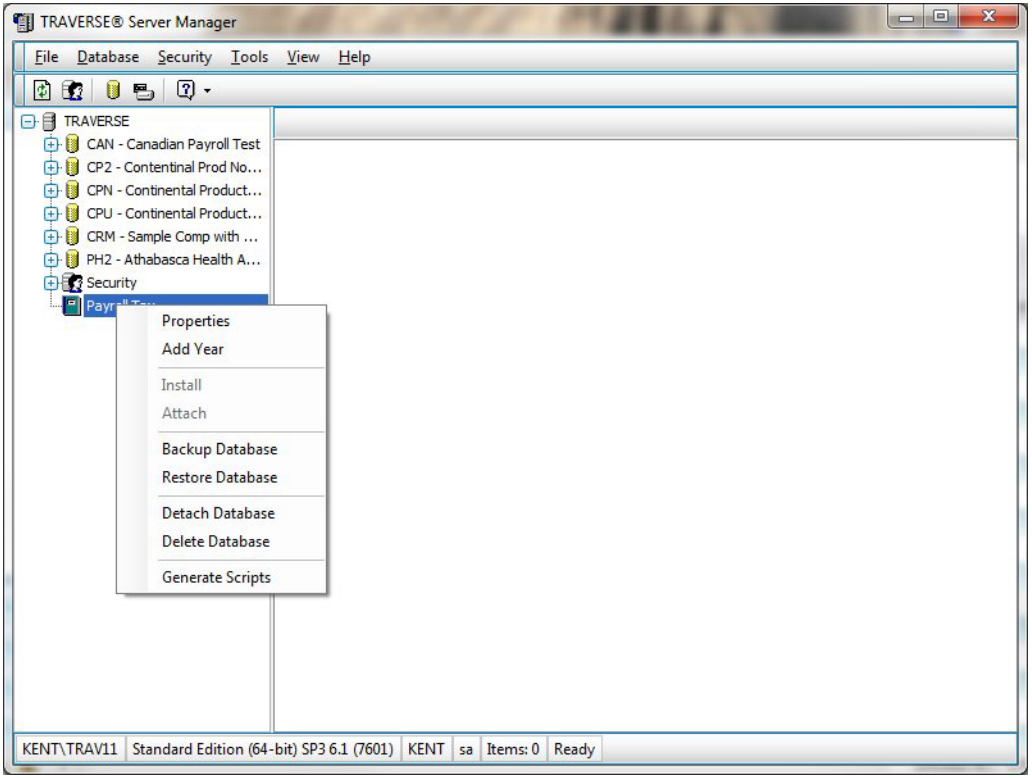
10. Enter the **Factor 1 to 6** amount into the Factor field for those that have a Factor Description.

UPDATING TAX FORMULAS FOR THE CURRENT YEAR

Formulas are used by the payroll system to calculate Deductions and Withholdings. If you subscribe to the TRAVERSE Maintenance plan, you will automatically receive updates to install whenever the formula used to calculate a Federal or State Tax is changed. Local Taxes are not updated by the service, however, so you may need to edit a Local Tax Formula manually. Contact your TRAVERSE dealer for this service.

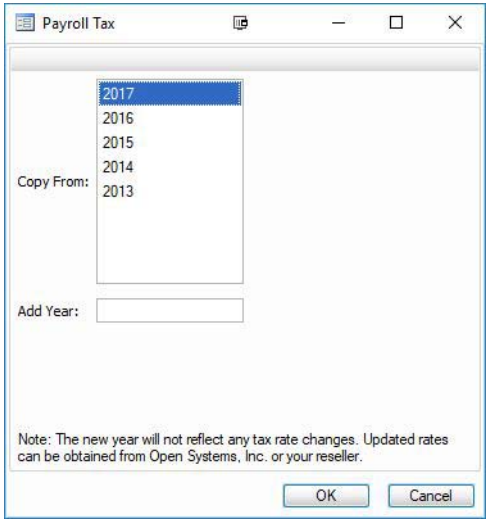
To create a new year for payroll taxes and copy the information from an existing payroll year, follow these steps:

1. Open Server Manager.



2. Right-click the **Payroll Tax** icon in the left column of the Server Manager main screen.

3. Select **Add Year** from the right-click menu. The **Payroll Tax** dialog box appears.

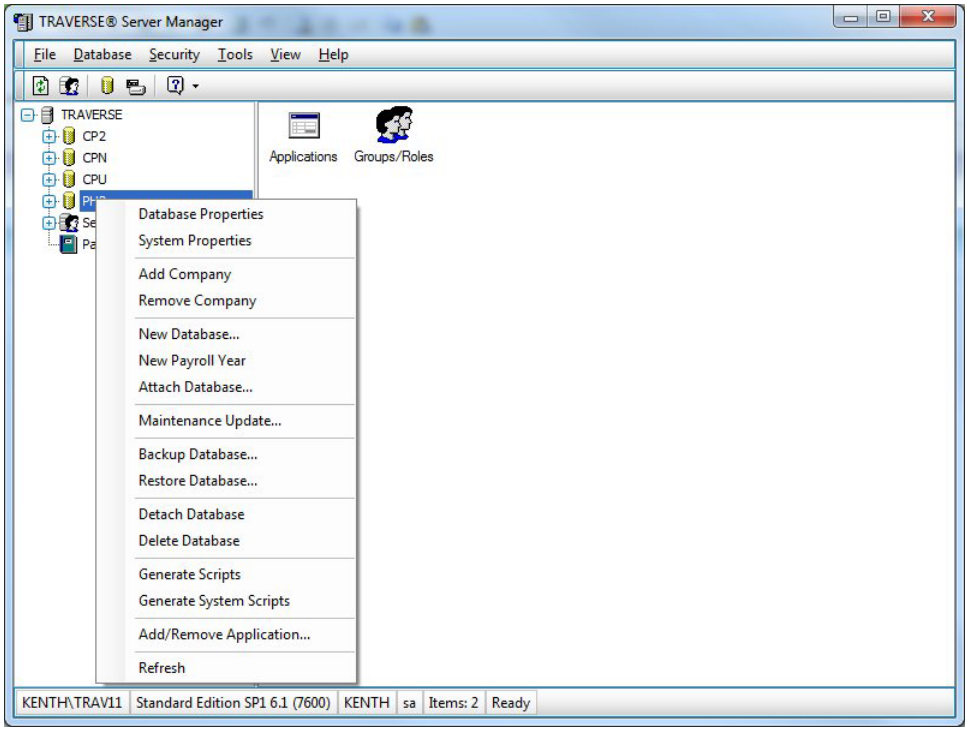


4. In the **Copy From** box, select the year from which you want to copy payroll tax information.
5. Type the year you are creating in the **Add Year** text box. Click **OK**.

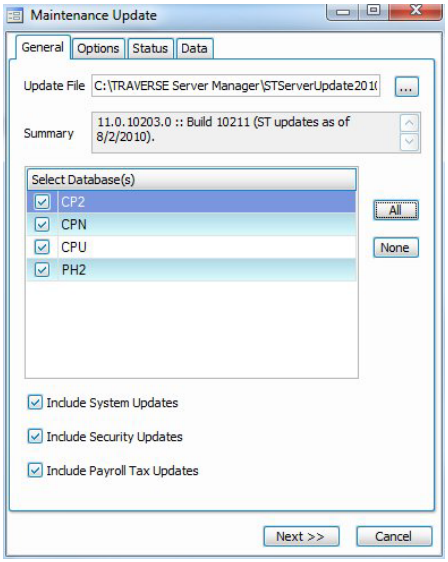
NOTE: You only need to copy from a prior year if you have custom tables set up in the ST database (the Show Company Specific Tables box is unchecked).

To do a maintenance update for the new Payroll year, follow these steps:

1. On the main window, expand TRAVERSE and right-click on a company database.

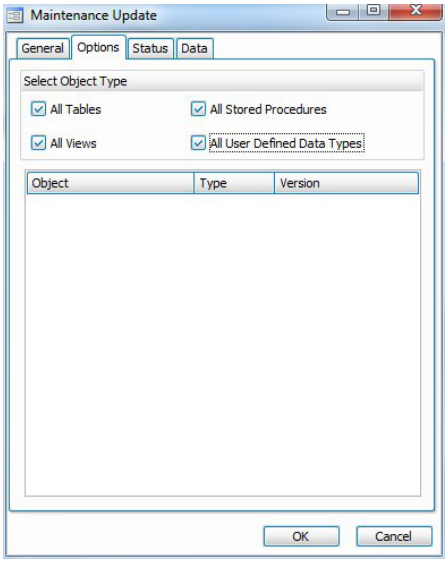


2. Select **Maintenance Update** from the right-click menu. The Maintenance Update dialog box appears.



3. The **Update File** field displays the default path where the update file resides. Should you need to locate the UpdateTaxXXXX.tsmx file, use the browse button to search for it.(XXXX signifies the payroll year you are updating.)
4. The Summary section of the dialog box displays a description of what is included in the update.
5. Select the company databases to which you want to apply the maintenance update changes.
6. Select the **Include Security Updates** check box to include any security updates for the company database.
7. Select the **Include Payroll Tax Updates** check box to include updates for the Payroll (**ST**) database.

8. When finished, click **Next**. The **Options** tab appears.

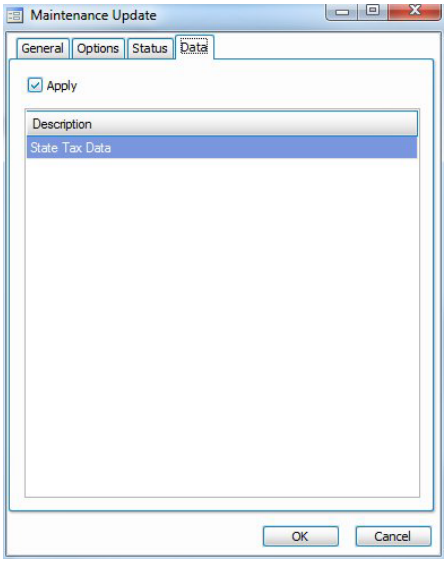


9. There are several ways to select objects:

   - In the **Select Object Type** section of the dialog box, select an object type such as **All Tables** and checks appear next to those items in the list section of the dialog box.
   - Use the list section of the dialog box to select individual objects, such as tables, stored procedures, views, and user-defined data types.
   - Select a range of items in the list section by holding down the **Shift** key, clicking the object names.
   - Select objects scattered throughout the list by clicking the object names.

NOTE: The only objects displayed will be those State Formulas that have changed from the prior year.

10. Click on the **Data** tab and make sure the **Load Data** box is checked. In the **Description** box will be a description of the data that will be updated, usually Tax Rates for XXXX.



11. Click **OK** to begin the maintenance update. The **Status** tab appears and displays Server Manager's progress as it updates the objects you selected.

12. When finished, **Completed** appears on the **Status** tab and the following message box appears: "Maintenance Update Completed." Click **OK**.

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 set up as Earning Codes or Deduction Codes, with the corresponding W-2 box and code, and included in calculated checks and posted.

Updating Special Amounts For W-2 Reporting

Setting up Cost of GTLI Earning Codes

Previously, you tracked Cost of GTLI amounts by entering them manually on the Miscellaneous tab in the TRAVERSE Payroll Employee History function. These manual entries were then simply reported as is on W-2s. Due to the new regulations, Open Systems is discontinuing the use of this field in any processing. That is, although the field remains on the Employee History screens, it is no longer used or reported.

Instead, we strongly recommend that you set up Earning Codes to calculate and track these amounts as you prepare checks during normal payroll processing. Along with tracking values, these Earning Codes ensure that the appropriate values match precisely as required when you print tax reporting forms.

If your company paid premiums for Group-Term Life Insurance over $50,000 for a current or former Employee, you must report the taxable cost of excess coverage as determined from tables provided by the IRS. This value is reported on W-2s in boxes 1, 3, and 5, and in box 12 with a code of C. Consult the materials available from the IRS for more information about how to report this field.

Follow these instructions to set up an Earning Code to automatically track Cost of GTLI amounts:

1. Determine the value of the premiums you paid on behalf of Employees in excess of $50,000 and calculate the taxable cost of this excess coverage for each Employee.
2. For each Employee, divide that taxable cost by the number of pay periods in a year to calculate the benefit amount to record for each pay period.
3. Use the Earning Codes function on the Payroll Codes Maintenance menu to set up a new Earning Code (GTL, for example) for Cost of GTLI amounts.

   When you set up the new Earning Code, clear the Include in Net Pay check box, to include the amounts you enter under this earning code in an employee's earnings, but exclude them from the Employee's take home wages. Use the Fringe Earning Type for the new GTL Earning Code. Set the Multiplier value to 1, and leave the Add to Base value as it is.

   Select 12 in the W-2 Box, then enter C as the W-2 Code/Description. Close the screen to save your changes when you finish.
4. Each pay period, enter a payroll earnings transaction for the amount you calculated in step 2 and assign it the new GTL Earning Code you created, then continue with normal payroll processing.

   If the amount you calculated in step 2 is constant for each pay period, you can create a Recurring Entry for that amount for each Employee, then copy them to new transactions each pay period.

Setting up Cost of DCB Earning and Deduction Codes

Previously, you tracked Cost of DCB amounts by entering them manually on the Miscellaneous tab in the TRAVERSE Payroll Employee History function. These manual entries were then simply reported as is on W-2s. Due to the new regulations, Open Systems is discontinuing the use of this field in any processing. That is, although the field remains on the Employee History screens, it is no longer used or reported.

Instead, we strongly recommend that you set up Earning and Deduction Codes to calculate and track these amounts as you prepare checks during normal payroll processing. Along with tracking values, these Earning and Deduction Codes ensure that the appropriate values match precisely as required when you print tax reporting forms.

If you provide day care facilities at your company, reimburse your Employees for any amount of day care expenses, or provide a “cafeteria plan” or pre-tax flexible spending account to your Employees for day care expenses, you must report all amounts paid or incurred, including those in excess of the $5,000 exclusion amount. Report the entire amount paid (including the $5,000 limit) in box 10 on W-2s, and the amount over $5,000 in boxes 1, 3, and 5. Consult the materials available from the IRS for more information about how to report this field.

Dependent Care Benefits can be provided in three ways:

- On-site day care facilities provided by your company. These type of benefits are handled through Earning Codes.
- Amounts paid directly to Employees to subsidize or reimburse them for dependent care costs. Discounts, such as offering 20% off of fees at a specific day care facility, also fall under this category. Benefits provided this way are also handled through Earning Codes.
- Flexible spending accounts that Employees can contribute pre-tax earnings to and draw from during the year to pay for dependent care. Since this is not a benefit provided by your company, but rather an amount deducted from Employee's pay pre-tax, these are handled through Deduction Codes.

If your company provides more than one of these options, and/or the value of any of these options is greater than $5000, please contact TRAVERSE technical support for additional information on setting up the DCB Earning and Deduction Codes so that amounts are correctly reported on W-2s.

Setting up Earning Codes

If your company has on-site day care or subsidizes dependent care costs, follow these instructions to set up Earning Codes to automatically track Cost of DCB amounts:

1. Determine the value of the benefit per pay period for each Employee. You can either determine the annual lump sum, then divide that by the number of pay periods in a year, or get the exact figures for each pay period from your HR department. Choose the method that makes the most sense for your business and Employees.
2. Use the Earning Codes function on the Payroll Codes Maintenance menu to set up a new Earning Code (DCB, for example) for dependent care amounts.

   Clear the Include in Net Pay check box to include the amounts you enter under this Earning Code in an Employee's earnings but exclude them from the Employee's take home wages. Use the Fringe Earning Type for the new Earning Code. Set the Multiplier value to 1, and leave the Add to Base value as it is.

   Select 10 in the W-2 Box, then close the screen to save your changes.

3. This type of benefit should be excluded from Federal Tax, yet still reported on Employees' W-2s. To exclude the deduction from Federal Tax, use the Exclusions function on the Payroll Codes Maintenance menu. Select FWH as the Tax Authority, then enter the new Earning Code you created in the Earning Code section of the screen. Close the screen when you finish to save your changes.

   Depending on your state's regulations, you may also need to exclude the Earning Code from State Tax as well. Repeat this step, but select your state's SWH as the Tax Authority, then enter the new Earning Code.

4. Each pay period, enter a payroll earnings transaction for the amount you determined in step 1 and assign it the new DCB Earning Code you created, then continue with normal payroll processing.

   If the amount you calculated in step 1 is constant for each pay period, you can create a Recurring Entry for that amount for each Employee, then copy them to new transactions each pay period.

Setting up Deduction Codes

If your company offers Flexible Spending Accounts for dependent care costs, follow these steps to set up Deduction Codes to track Cost of DCB amounts:

1. For each Employee, determine the amount he or she contributes to the Flexible Spending Account per pay period.

2. Use the Deductions/Employer Costs function on the Payroll Codes Maintenance menu to set up a new Deduction Code (DCA, for example) for dependent care amounts. Select Gross Pay as the amount on which to calculate the deduction, then close the screen to save your changes. Enter 10 into the W-2 Box field. You do not need to enter a code for this box.

   If you like, use the Copy To button before you close the screen to copy the new Deduction Code to the Employees who participate in this plan.

3. This type of benefit is a pre-tax deduction that should be excluded from Federal Tax, yet still reported on employees' W-2s. To exclude the Deduction from Federal Tax, use the Exclusions function on the Payroll Codes Maintenance menu. Select FWH as the Tax Authority, then enter the new Deduction Code you created in the Deduction Code section of the screen. Close the screen when you finish to save your changes.

   Depending on your State's regulations, you may also need to exclude the Deduction from State Tax as well. Repeat this step, but select your State's SWH as the Tax Authority, then enter the new Deduction Code.

NOTE: Typically, the first $5000 of the benefit is excluded from Federal Withholding. If the value of benefit is over $5000, you'll need to set up two Deduction Codes: one with a declining balance of $5000 (for the value under $5000), and a second for the value over $5000 (so that tax is withheld and reported as appropriate). Contact Open Systems technical support for additional information on how to set up Cost of DCB Deduction Codes when the value of the benefit exceeds $5000.

4. Use the Employee Information function to add a Deduction using the new Deduction Code for each Employee that participates in this plan. Enter Y for each period code you use, then enter the amount you determined in step 1 as the amount to deduct.

Setting up 457 Plan and Non-457 Plan Earning Codes

Previously, you tracked 457 Plan and Non-457 Plan amounts by entering them manually in the Employee History function. These manual entries were then simply reported as is on W-2s. Due to the new regulations, Open Systems is discontinuing the use of these fields in any processing. That is, although the fields remain on the Employee History screens, they are no longer used or reported.

Instead, Open Systems strongly recommends that you set up Earning Codes to calculate and track these amounts as you prepare checks during normal payroll processing. Along with tracking values, these Earning and Deduction Codes ensure that the appropriate values match precisely as required when you print tax reporting forms.

Amounts distributed from a non-qualified 457 plan to Employees must be reported on W-2s in box 3. Consult the materials available from the IRS for more information about how to report this field.

Amounts distributed from a nongovernmental 457 plan for Employees must be reported on W-2s in box 1 and box 11. Consult the materials available from the IRS for more information about how to report this field.

Follow these instructions to set up earning codes to automatically track 457 Plan and non-457 Plan amounts:

1. Determine the value of distributions or deferred amounts you paid on behalf of Employees for each Employee.
2. For each Employee, divide that amount by the number of pay periods in a year to calculate the benefit amount to record for each pay period.
3. Use the Earning Codes function on the Payroll Codes Maintenance menu to set up new Earning Codes (457 and 45n, for example) for 457 Plan and Non-457 Plan amounts.

Clear the Include in Net Pay check box to include the amounts you enter under this Earning Code in an Employee's earnings but exclude them from the Employee's take home wages. Use the Fringe Earning Type for the new Earning Codes. Set the Multiplier value to 1, and leave the Add to Base value as it is.

If you're setting up a 457 code, select 11 as the W-2 Box and enter G as the W-2 Code/Description. If you are setting up a non-457 code, select 11 as the W-2 Box, but leave the W-2 Code/Description box blank. Close the screen to save your changes when you finish.

4. Each pay period, enter a payroll earnings transaction for the amount you calculated in step 2 and assign it the appropriate Earning Code you created, then continue with normal payroll processing.

   If the amount you calculated in step 2 is constant for each pay period, you can create a Recurring Entry for that amount for each Employee, then copy them to new transactions each pay period.

Deductions Reported On the W-2 Form

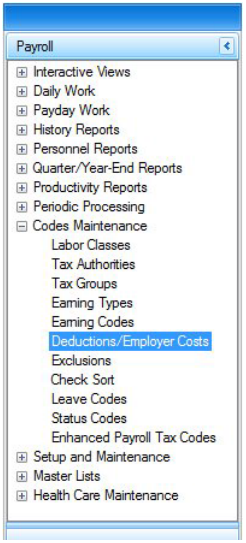
The Internal Revenue Service (IRS) requires deferred compensation deductions to be printed in Boxes 12 and 14 on the W-2 forms with a letter code specified by the IRS for the deduction type. Use the Deductions and Payroll Costs function on the Codes Maintenance menu to set up codes for the Payroll System to determine which deductions' year-to-date information is printed in boxes 12 and 14.

Some States require that additional deduction information to be printed on the W-2 forms. Box 15 can be used to print the State required information. Use the Deductions and Employer Costs function on the Codes Maintenance menu to set up codes for the Payroll System to determine which deductions' year-to-date information is printed in box 15.

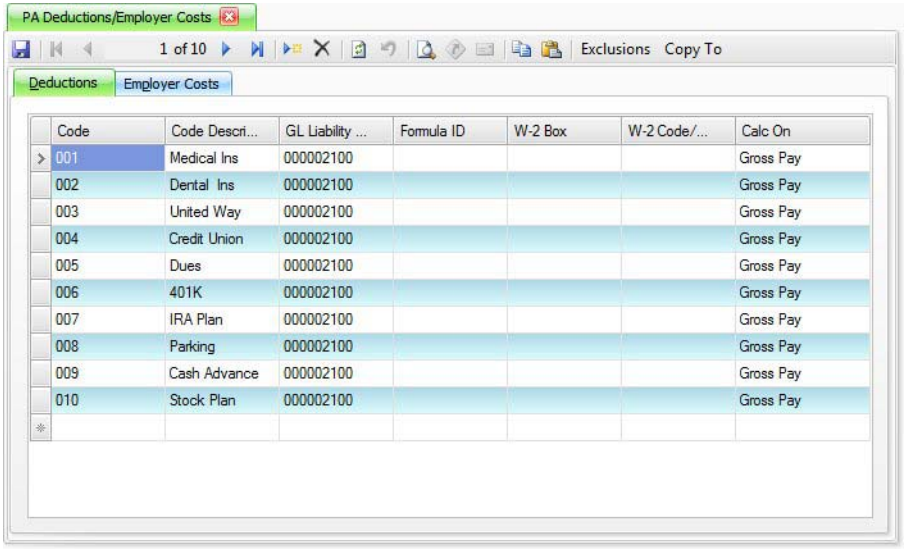
Setting Up Deductions Reported in Box 14

Use the Deductions function to set up deferred compensation Deductions so that they are reported on the W-2 form. Select Deductions/Employer Costs from the Codes Maintenance menu.

Deductions/Employer Costs Menu



Deductions/Employer Costs Screen



Code	Code Descri...	GL Liability ...	Formula ID	W-2 Box	W-2 Code/...	Calc On
001	Medical Ins	000002100				Gross Pay
002	Dental Ins	000002100				Gross Pay
003	United Way	000002100				Gross Pay
004	Credit Union	000002100				Gross Pay
005	Dues	000002100				Gross Pay
006	401K	000002100				Gross Pay
007	IRA Plan	000002100				Gross Pay
008	Parking	000002100				Gross Pay
009	Cash Advance	000002100				Gross Pay
010	Stock Plan	000002100				Gross Pay

1. To edit an existing Deduction, select the Deduction Code you want to edit. If you are setting up a new Deduction, select a blank Code and enter information for the new Deduction.
2. Enter the appropriate information in the fields.
3. Select the W-2 Box for the Deduction and enter the W-2 Code Description.

Reporting Fringe Benefits on the W-2

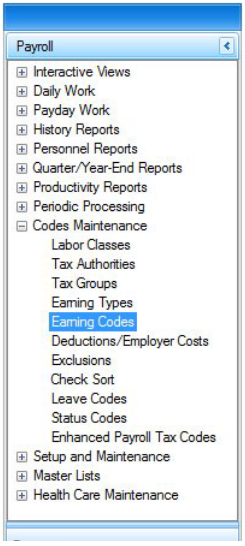
Fringe benefits that need to be reported in box 12 and box 1 of the W-2 form, such as personal use of a company automobile, can be recorded in normal payroll processing with a Type **F** Earning Code. Year-to-date amounts for all the Type **F** Earning Codes are then printed in box 12 and added to box 1 of the W-2 form.

Fringe Benefits Recorded With a Type F Earning Code

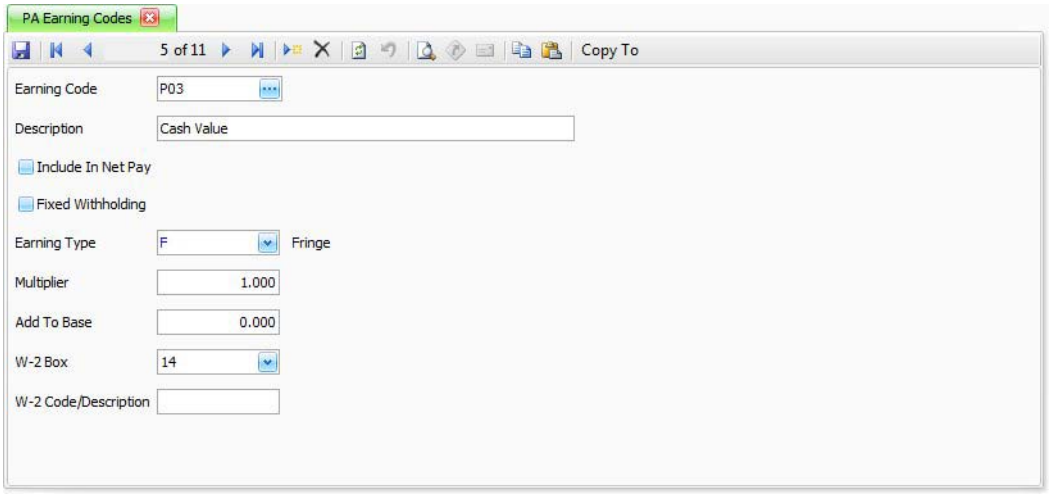
Setting Up Earning Type F

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.

Earning Codes Menu



Earning Codes Screen



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.

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.

Recording Fringe Benefits As Part of Regular Payroll Processing

1. In the Earning Codes screen from the Codes Maintenance menu, enter the Code you want to use for this Earning Code.
2. Enter the Description for this Earning Code.
3. Check the Include In Net Pay box if you want the earnings recorded with this Earning Code to be included in the amount paid to the Employee.

   Clear the box 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.

4. Check the Fixed Withholding box 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.

   Clear the box if you want the Tax Withholding calculated using the standard formula and tables.

5. Select **F** for the Earning Type to have the amount of earnings recorded using this Earning Code to print in box 12 on the W-2 form.
6. Enter 1 for the multiplier since you do not want to increase the pay rate when the Earning Code is used.
7. Enter .00 in the Add To Base since you do not want the pay rate adjusted when using this Earning Code.
8. Select Box 14. Type F earnings will go in box 14.
9. Put a label description into the W-2 Code/Description field.

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 Setup and 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 OASDI 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. In the Employee Information function on the Setup and Maintenance menu, change the Pay Periods Per Year to 1 on the Pay tab for Employees for which you will be entering a once a year fringe benefit.
2. Enter a Time Ticket for the annual value of the fringe benefit using the Payroll Transactions function on the Daily Work menu.
3. Use the Time Ticket Journal function on the Daily Work menu to print the Time Ticket Journal with the fringe benefit entry as your audit trail.
4. Use the Post Transactions function on the Daily Work menu to post the fringe benefit time tickets.
5. Run the Calculate Checks function on the Payday Work menu, entering 6 in the Pay Code field and uncheck the Include Salaried Wages box.

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.

6. Select the Edit Register function on the Payday Work menu to print the Edit Register and review the amounts calculated.
7. Use the Print Checks function on the Payday Work menu and print to plain paper.

8. Select the Check Register function on the Payday Work menu to print the Check Register as part of the audit trail.

9. Print any other reports you normally print when processing payroll.

10. 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.

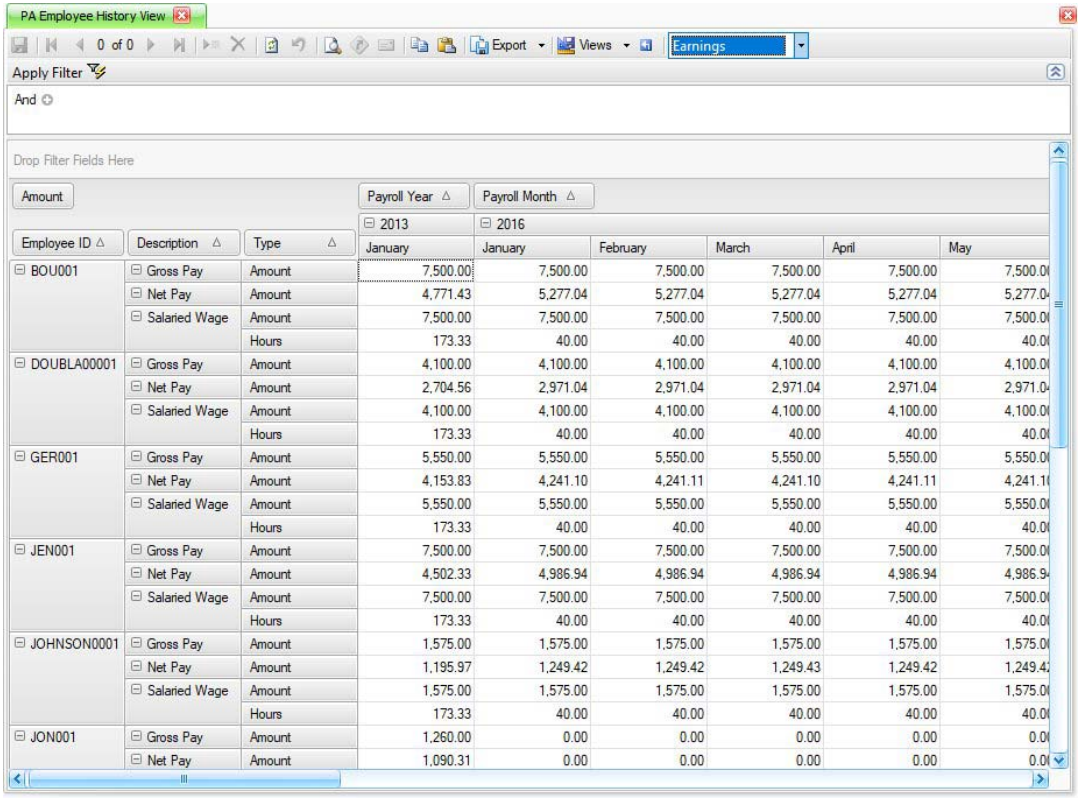
The Post Checks function updates the following history information:

The **Uncol OASDI** and **Uncol Medicare** fields on the Employee History **Miscellaneous** selection 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 OASDI amount and code B for the Medicare amount.

11. In the Employee Information function on the Setup and Maintenance menu, change the Pay Periods Per Year back to their normal Pay Periods Per Year, on the Pay tab for employees for which you entered a once a year fringe benefit.

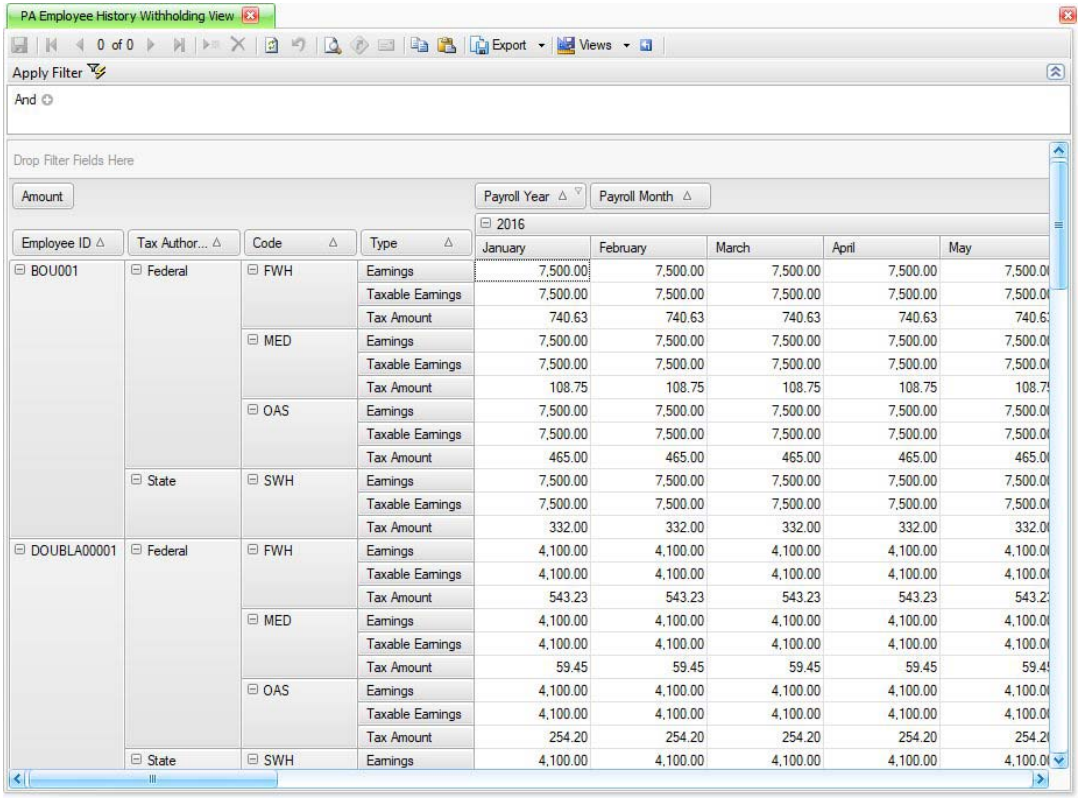
Employee History Earnings - Posting Checks

1. The Earning Code used to record the fringe benefit is added to the Employee History View, Earnings selection along with the value recorded for the fringe benefit.



Employee History Federal Tax - Posting Checks

2. The Employee Federal, State, and Local Tax fields, are updated with the taxable earnings and the employer's withholding contributions.



PA Employee History Withholding View

0 of 0 | Export | Views

Apply Filter

And

Drop Filter Fields Here

Amount | Payroll Year | Payroll Month

Employee ID	Tax Author...	Code	Type	2016 January	February	March	April	May
BOU001	Federal	FWH	Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Taxable Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Tax Amount	740.63	740.63	740.63	740.63	740.63
		MED	Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Taxable Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Tax Amount	108.75	108.75	108.75	108.75	108.75
		OAS	Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Taxable Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Tax Amount	465.00	465.00	465.00	465.00	465.00
	State	SWH	Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Taxable Earnings	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
			Tax Amount	332.00	332.00	332.00	332.00	332.00
DOUBLA00001	Federal	FWH	Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
			Taxable Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
			Tax Amount	543.23	543.23	543.23	543.23	543.23
		MED	Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
			Taxable Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
			Tax Amount	59.45	59.45	59.45	59.45	59.45
		OAS	Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
			Taxable Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00
			Tax Amount	254.20	254.20	254.20	254.20	254.20
	State	SWH	Earnings	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00

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 data if you print them *before* adding your new Year. After the new Year has added performed, print the W-2 forms using the last year data. Use the Change Payroll Year function to switch between the current and last year payroll data.

If some Employees have worked in multiple States, the deferred compensation for each State is printed. The first State listed in the Tax tab of the Employee Information function is printed on the federal copy of the W-2 form.

TRAVERSE W-2 forms are compliant with the Federal Government regulations on formatting for printing the W-2 forms. Your State requirements may be different. Check with your State to see if the W-2 forms printed from TRAVERSE will be acceptable for filing. If you have Local Withholding Taxes, check with the local agency to see if the W-2 forms printed will be accepted by them. If changes need to be made to the W-2 forms to comply with your State or Local government contact your local reseller or Open Systems consulting to adjust the forms to comply with your State or Local government.

The W-2 Form

1. The following pages show how TRAVERSE arrives at the amounts printed in each box on the W-2 form. Sample Employee's history and tax screens are included.

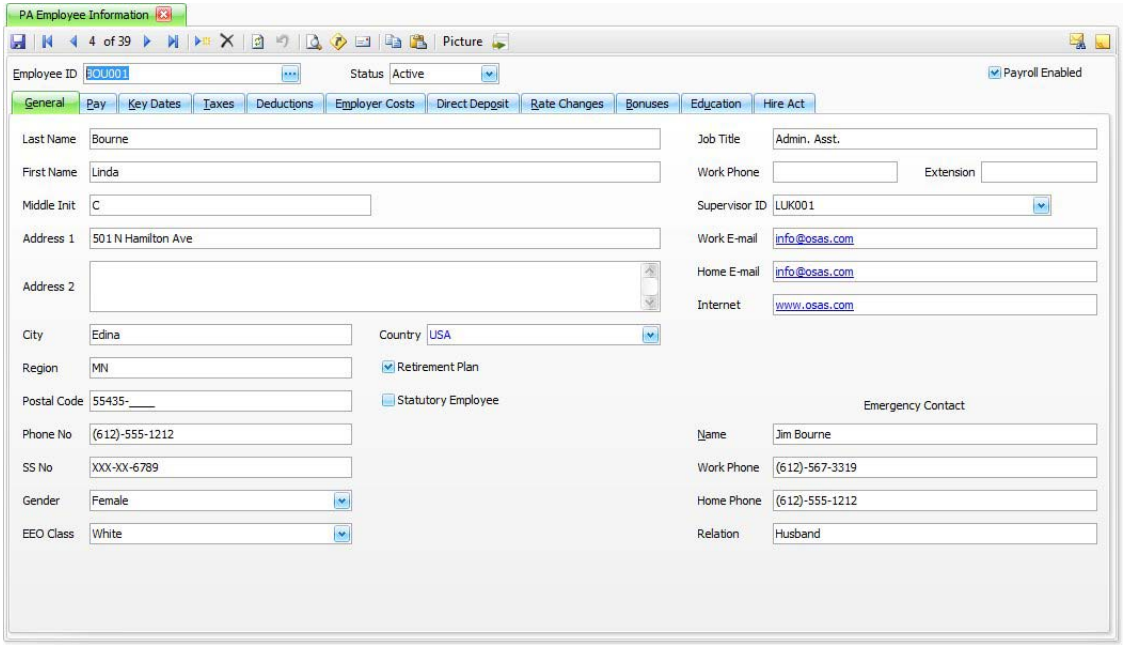
   Information about the use of the boxes on the W-2 form can be found in the Circular E Employer's Tax Guide or the 2017 Instructions for Form W-2

2017 W-2 Form

Box a - Employee's social security number

Each employee's social security number is entered on the General tab in the Employee Information function on the Setup and Maintenance menu as the Employee is added to the payroll system.

Employee Information Screen

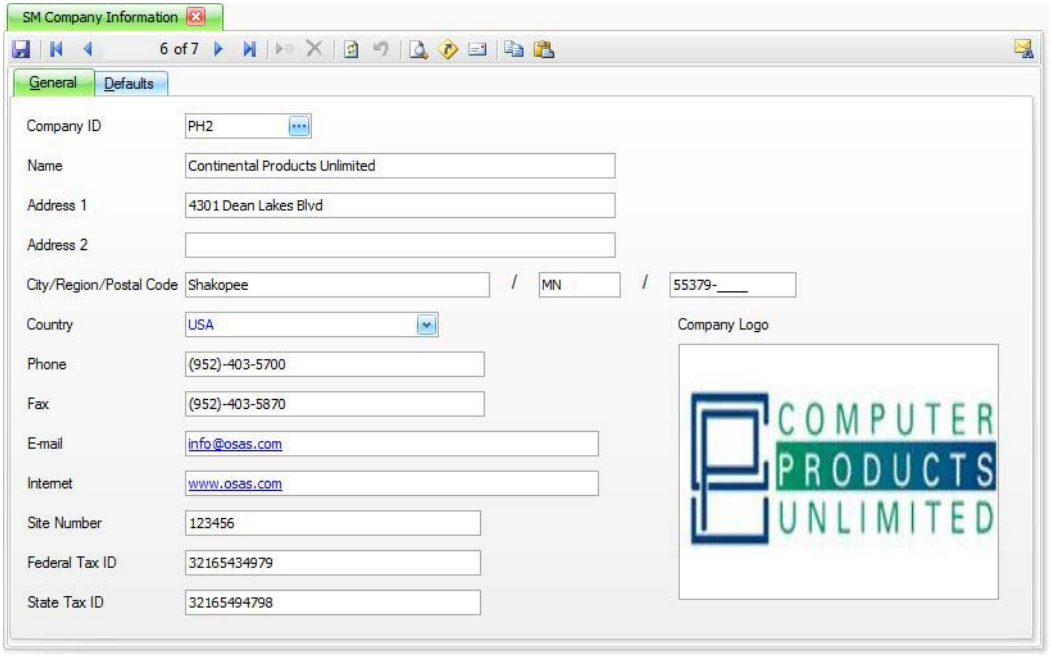


Box b - Employer's identification number

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 Federal Tax Setup function, in the FWH record, on the Codes Maintenance menu.

Box c - Employer's name, address, and Zip code

The information is entered on the form using the information entered into the **Company Information** function in **System Manager** on the **Company Setup** menu.



Box d - Control Number

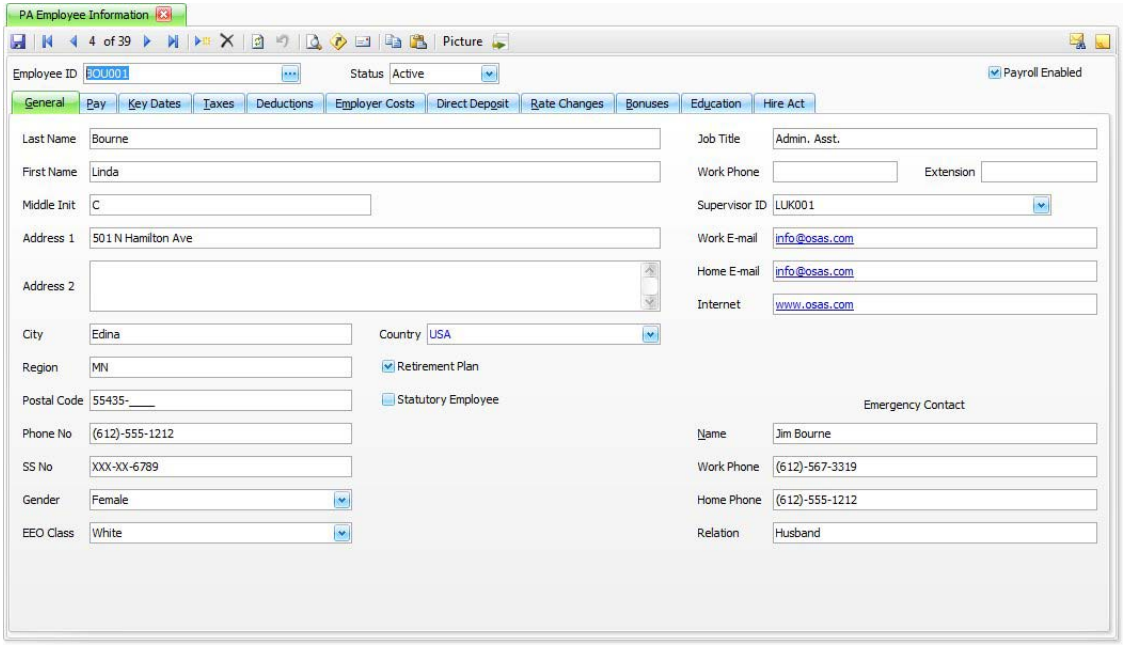
Control Number — This number is generated by the system. The number is incremented whenever a new employee is encountered during W-2 printing. The control number is used as an auditing method to account for all the W-2 forms used for the 2006 tax year.

Box Void — The system prints an "X" in this box when an error has been made. Amounts shown on voided forms are NOT included in the subtotal W-2 form.

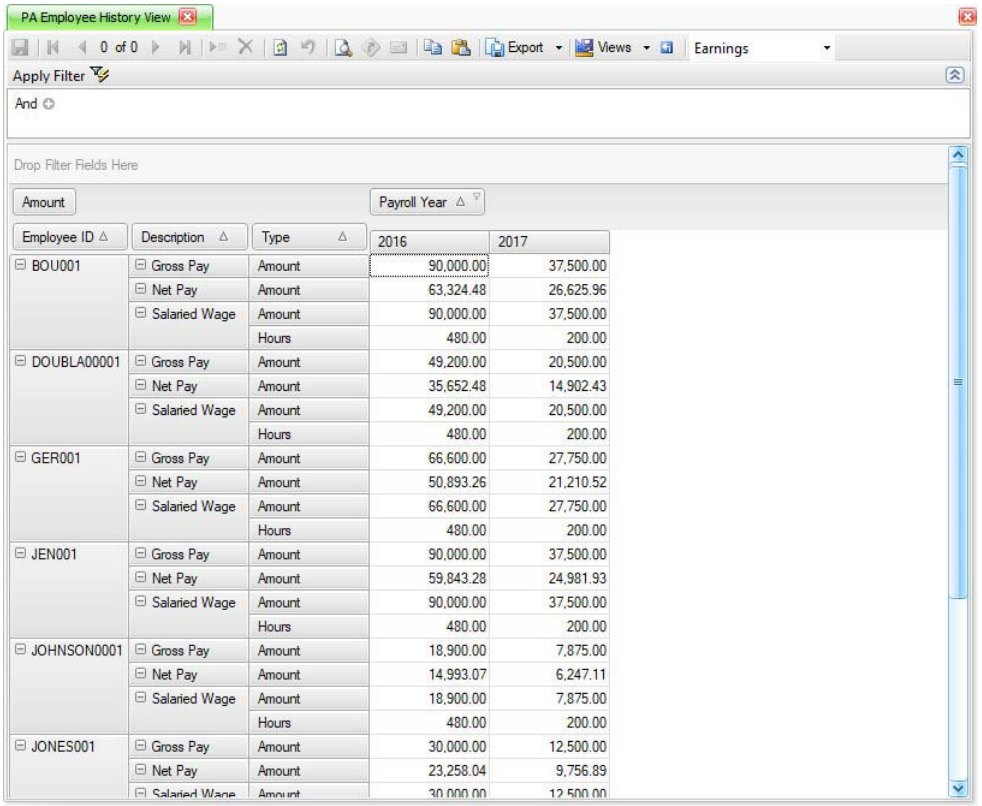
Box e and f - Employee's name, address, and ZIP code

This information is entered on the **General** tab screen in the Employee Information function on the Setup and Maintenance menu.

Employee Information Screen



Box 1 - Wages, Tips, other Compensation



This amount posted to check history for the total of the earning amounts is printed on the W-2. The amount located in the Year column in the Earnings record in the Employee History View on the Interactive Views menu, with the Period hidden, should match the amount stored for the year in check history.

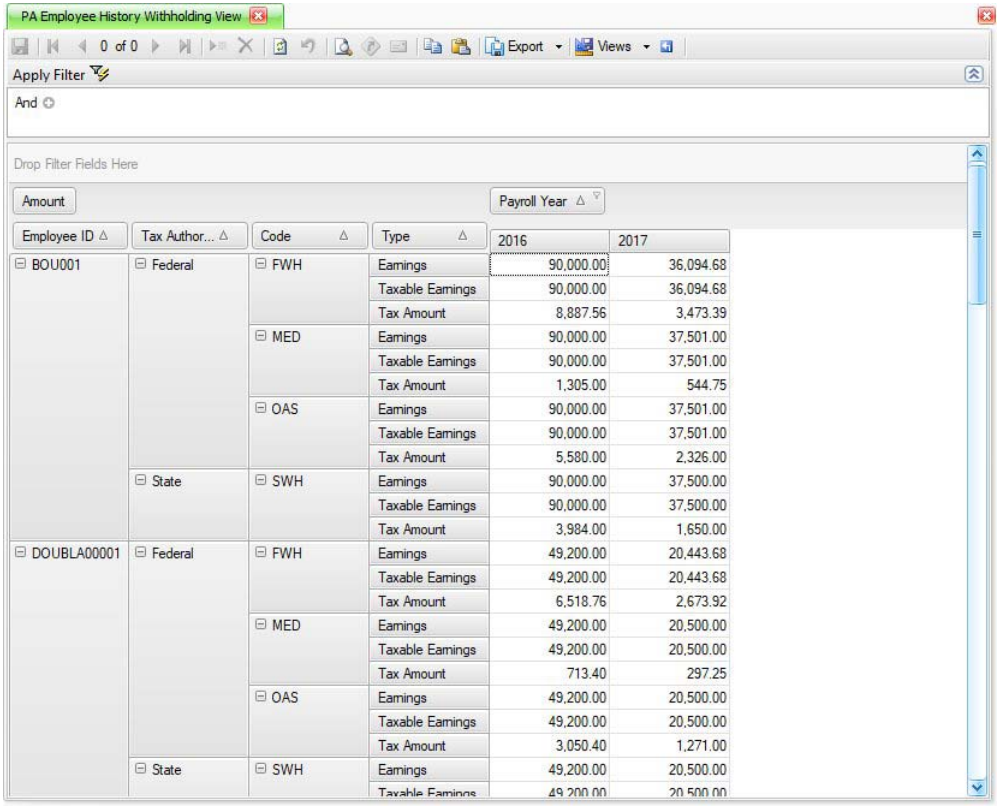
This amount includes the earnings for Earning Codes that were not excluded from Federal Withholding, Tips, and other compensation.

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 displayed on the Employee History Withholding View, Federal Tax field, with the Period column hidden. The total amount posted and stored in check history for the FWH is printed on the W-2. The amounts in the **Year** column of the **FWH** code section in the Tax Amount row of the screen should match the amount put into in Box 2.

Employee History Withholding View


PA Employee History Withholding View

0 of 0 | Export | Views

Apply Filter

And

Drop Filter Fields Here

Amount | Payroll Year

Employee ID	Tax Author...	Code	Type	2016	2017
BOU001	Federal	FWH	Earnings	90,000.00	36,094.68
			Taxable Earnings	90,000.00	36,094.68
			Tax Amount	8,887.56	3,473.39
		MED	Earnings	90,000.00	37,501.00
			Taxable Earnings	90,000.00	37,501.00
			Tax Amount	1,305.00	544.75
		OAS	Earnings	90,000.00	37,501.00
			Taxable Earnings	90,000.00	37,501.00
			Tax Amount	5,580.00	2,326.00
	State	SWH	Earnings	90,000.00	37,500.00
			Taxable Earnings	90,000.00	37,500.00
			Tax Amount	3,984.00	1,650.00
DOUBLA00001	Federal	FWH	Earnings	49,200.00	20,443.68
			Taxable Earnings	49,200.00	20,443.68
			Tax Amount	6,518.76	2,673.92
		MED	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00
			Tax Amount	713.40	297.25
		OAS	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00
			Tax Amount	3,050.40	1,271.00
	State	SWH	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00

Box 3 - Social security wages

The amount in the **Year** column in the section **OAS** of the **Earnings** row on the Employee History Withholding View the Federal Tax Code, is printed in Box 3.

This figure is adjusted by adding the amount posted for the **Cost of GTLI** Earning Code and subtracting the amount for **FICA Tips** earnings.

Box 4 - Social security tax withheld

The amounts in the **Year** column in the section **OAS** of the **Tax Amount** row on the Employee History Withholding View, Federal Tax code, is printed in Box 4. This amount should not exceed $7347.

$7347 was calculated using the 2016 social security rate for the employee, 6.2% and multiplying it by the social security wage base for 2016, $118,500. These values are stored in the FICA table in the Formula Tables function on the Setup and Maintenance menu.

Box 5 - Medicare wages and tips

The amount in the **Year** column in the section **MED** of the **Earnings** row on the Employee History Withholding View, Federal Tax code is printed in Box 5.

Box 6 - Medicare tax withheld

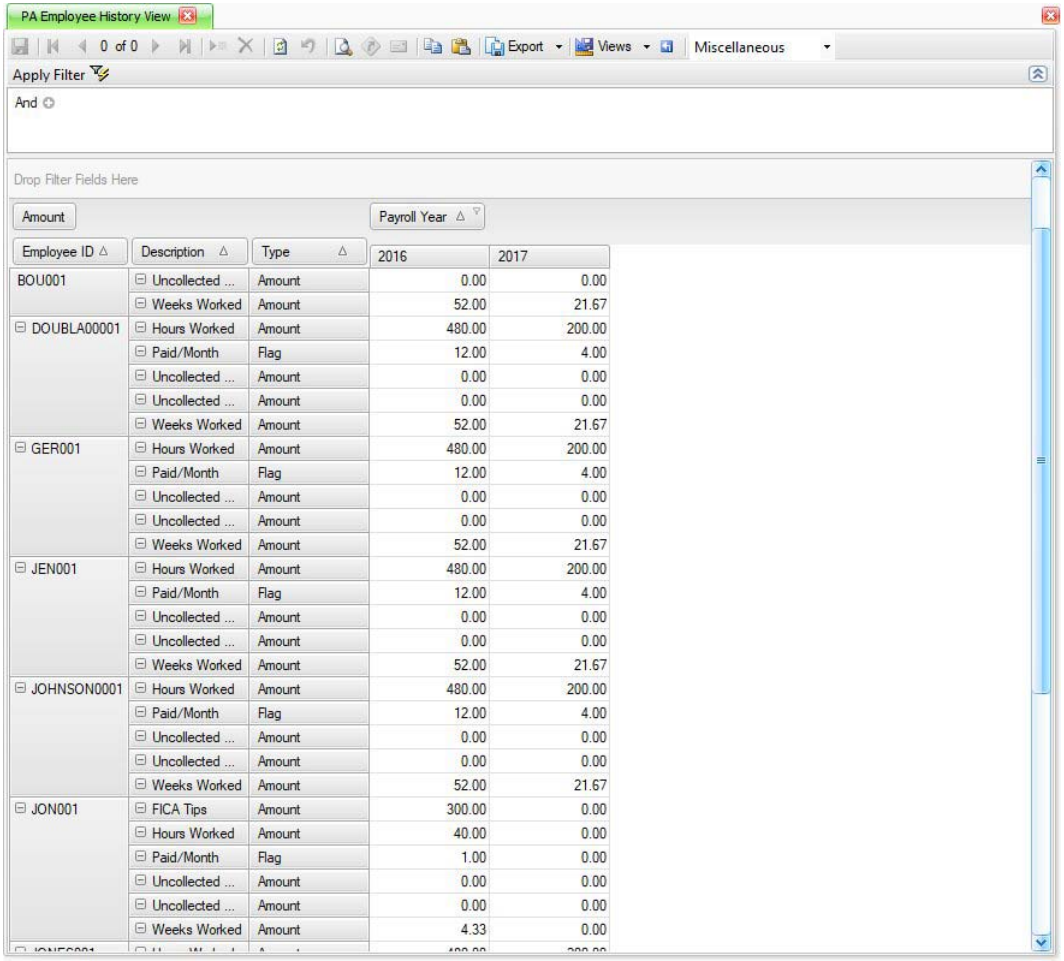
The total MED amount posted for the year to check history for each Employee will be printed in box 6. The amount in the **Year** column for the section **MED** on the Employee Withholding View, Federal Tax code, should match what is printed in Box 6.

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 History View the **Miscellaneous** selection.

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 $118,500, the social security wage base.

Employee History Miscellaneous View



Employee ID	Description	Type	2016	2017
BOU001	Uncollected ...	Amount	0.00	0.00
	Weeks Worked	Amount	52.00	21.67
DOUBLA00001	Hours Worked	Amount	480.00	200.00
	Paid/Month	Flag	12.00	4.00
	Uncollected ...	Amount	0.00	0.00
	Uncollected ...	Amount	0.00	0.00
	Weeks Worked	Amount	52.00	21.67
GER001	Hours Worked	Amount	480.00	200.00
	Paid/Month	Flag	12.00	4.00
	Uncollected ...	Amount	0.00	0.00
	Uncollected ...	Amount	0.00	0.00
	Weeks Worked	Amount	52.00	21.67
JEN001	Hours Worked	Amount	480.00	200.00
	Paid/Month	Flag	12.00	4.00
	Uncollected ...	Amount	0.00	0.00
	Uncollected ...	Amount	0.00	0.00
	Weeks Worked	Amount	52.00	21.67
JOHNSON0001	Hours Worked	Amount	480.00	200.00
	Paid/Month	Flag	12.00	4.00
	Uncollected ...	Amount	0.00	0.00
	Uncollected ...	Amount	0.00	0.00
	Weeks Worked	Amount	52.00	21.67
JON001	FICA Tips	Amount	300.00	0.00
	Hours Worked	Amount	40.00	0.00
	Paid/Month	Flag	1.00	0.00
	Uncollected ...	Amount	0.00	0.00
	Uncollected ...	Amount	0.00	0.00
	Weeks Worked	Amount	4.33	0.00

Box 8 - Allocated tips

If you operate a large food or beverage establishment, show the tips allocated to the employee. See the Instructions for Form 8027, Employer's Annual Information Return of Tip Income and Allocated Tips. Do not include this amount in boxes 1, 3, 5, or 7.

Box 9 - Advance EIC payment

This box is no longer used.

NOTE: For payroll year 2011 and after the status for all employees must be N. Legislation has changed the Earned Income Credit to a tax credit claimed on the employees tax return filed for the previous tax year. No advanced pay is given to those employees that qualify for the Earned Income Credit.

Box 10 - Dependent care benefits

The total amounts posted to check history, for either Earning Codes or Deductions set up for **DCB** for the employees with **Box 10** indicated in the W-2 box field will have the amounts printed in box 10. See the Updating Special Amounts For W-2 Reporting (page 7-73) section for more information. 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 total amounts posted to check history for Earning Codes, **Non-qualified 457 plans**, with **Box 11** indicated in the W-2 box, and set up for the Employees will be put into box 11. See the Updating Special Amounts For W-2 Reporting (page 7-73) section for more information. 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 that are type **F** and will calculate the total amount posted to check history for each Employee. The total amount posted for the type **F** earning code is printed in Boxes 12 and 1. The amount on the Employee History View, Earnings selection in the Year column should match the amount put into box 12 on the W-2.

Any Earning Code or deduction set up with Box 12 and a code from A to FF indicated in the setup of the Earning Code or Deductions will have the total amounts posted to check history for each Employee with amounts for these Earning Codes and Deductions will have the total amounts and codes printed in Box 12. See the Updating Special Amounts For W-2 Reporting (page 7-73) section for more information. See the federal government instructions for W-2 form for information on the correct codes to use.

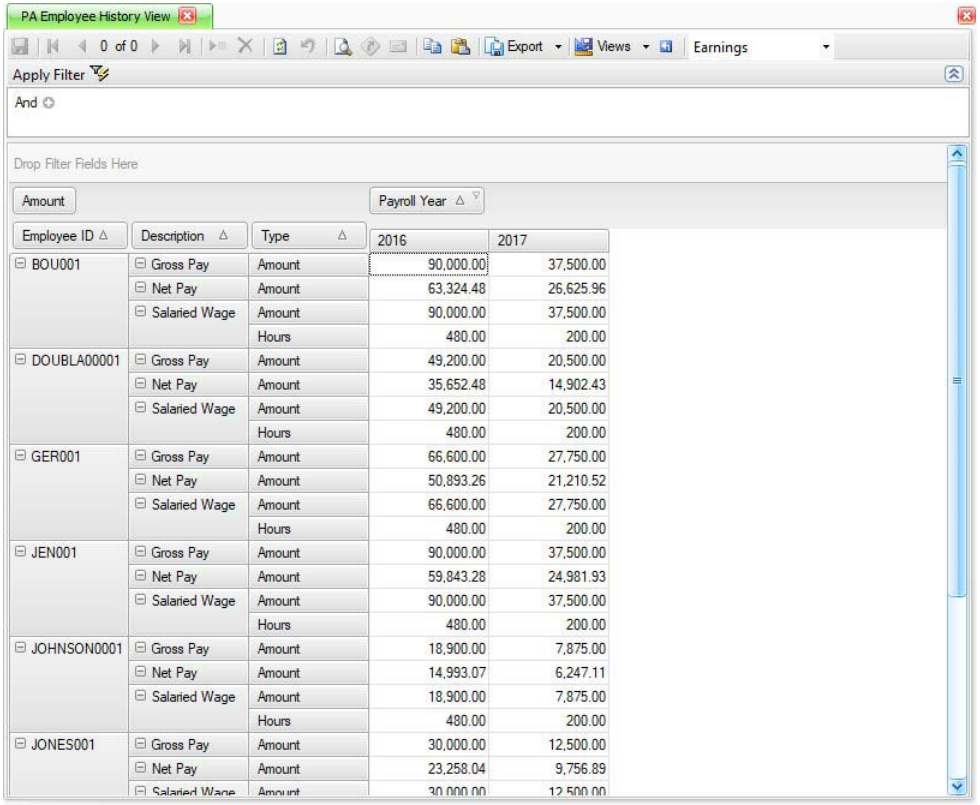
Below is a list of codes used in box 12:

- **A**—Uncollected social security or RRTA tax on tips. Include this tax on Form 1040. See “Other Taxes” in the Form 1040 instructions.
- **B**—Uncollected Medicare tax on tips. Include this tax on Form 1040. See “Other Taxes” in the Form 1040 instructions.
- **C**—Taxable cost of group-term life insurance over $50,000 (included in boxes 1, 3 (up to social security wage base), and 5)

- **D**—Elective deferrals to a section 401(k) cash or deferred arrangement. Also includes deferrals under a SIMPLE retirement account that is part of a section 401(k) arrangement.
- **E**—Elective deferrals under a section 403(b) salary reduction agreement.
- **F**—Elective deferrals under a section 408(k)(6) salary reduction SEP
- **G**—Elective deferrals and employer contributions (including non-elective deferrals) to a section 457(b) deferred compensation plan
- **H**—Elective deferrals to a section 501(c)(18)(D) tax-exempt organization plan. See "Adjusted Gross Income" in the Form 1040 instructions for how to deduct.
- **J**—Nontaxable sick pay (information only, not included in boxes 1, 3, or 5)
- **K**—20% excise tax on excess golden parachute payments. See "Other Taxes" in the Form 1040 instructions.
- **L**—Substantiated employee business expense reimbursements (nontaxable)
- **M**—Uncollected social security or RRTA tax on taxable cost of group-term life insurance over $50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.
- **N**—Uncollected Medicare tax on taxable cost of group-term life insurance over $50,000 (former employees only). See "Other Taxes" in the Form 1040 instructions.
- **P**—Excludable moving expense reimbursements paid directly to employee (not included in boxes 1, 3, or 5)
- **Q**—Nontaxable combat pay. See the instructions for Form 1040 or Form 1040A for details on reporting this amount.
- **R**—Employer contributions to your Archer MSA. Report on Form 8853, Archer MSAs and Long-Term Care Insurance Contracts.
- **S**—Employee salary reduction contributions under a section 408(p) SIMPLE plan (not included in box 1)
- **T**—Adoption benefits (not included in box 1). Complete Form 8839, Qualified Adoption Expenses, to compute any taxable and nontaxable amounts.
- **V**—Income from exercise of non-statutory stock option(s) (included in boxes 1, 3 (up to social security wage base), and 5). See Pub. 525, Taxable and Nontaxable Income, for reporting requirements.
- **W**—Employer contributions (including amounts the employee elected to contribute using a section 125 (cafeteria) plan) to your health savings account. Report on Form 8889, Health Savings Accounts (HSAs).

- **Y**—Deferrals under a section 409A non-qualified deferred compensation plan
- **Z**—Income under a non-qualified deferred compensation plan that fails to satisfy section 409A. This amount is also included in box 1. It is subject to an additional 20% tax plus interest. See “Other Taxes” in the Form 1040 instructions.
- **AA**—Designated Roth contributions under a section 401(k) plan
- **BB**—Designated Roth contributions under a section 403(b) plan
- **DD**—Cost of employer-sponsored health coverage. The amount reported with Code DD is not taxable.
- **EE**—Designated Roth contributions under a governmental section 457(b) plan. This amount does not apply to contributions under a tax-exempt organization section 457(b) plan.
- **FF**—Permitted benefits under a qualified small employer health reimbursement arrangement.

Employee History View - Earnings



Box 13 -Check boxes

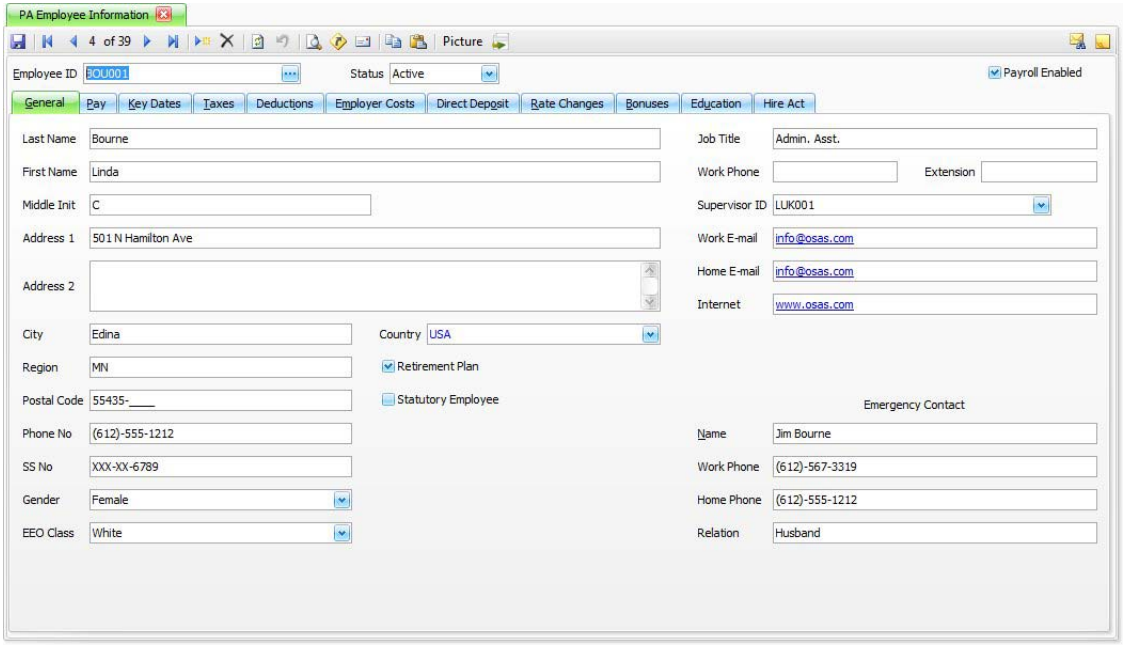
Check all the boxes that apply

Statutory Employee - Check this box for statutory employees whose earnings are subject to social security and Medicare taxes but not subject to Federal Income tax withholding. Do not check this box for common-law employees.

Retirement plan - Check this box if the employee was an active participant in any of the following. A qualified pension profit-sharing, or stock bonus plan. An annuity plan. An annuity contract or custodial account. A simplified employee pension plan. A simple retirement account. A trust. A plan for Federal, state or local government employees or by an agency or instrumentality.

Third Party Sick Pay - Manually check the box if the employee was paid by a third party for sick pay.

The check boxes for this W-2 box are on the General Tab of the Employee Information screen in the Setup and Maintenance menu.



Box 14 - Other

This box is used to put miscellaneous information that companies want to include in the W-2 for information to their Employees. Each item needs to be labeled.

The lease value of a vehicle provided to Employees and reported in box 1 must be reported here or on a separate statement to the Employee.

The amount printed with a Code C is the amount in the YTD column of the GTLI earning code row on the Employee History earnings tab. This should be a separate Earning Code than the less than $50,000 cost of GTLI Earning Code. 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 entered in a separate Earning Code in the transactions function.

Employers may use this box to report information such as state disability insurance taxes withheld, union dues, uniform payments, health insurance premiums deducted, nontaxable income, educational assistance payments, or a member of the clergy's parsonage allowance and utilities. Railroad employers use this box to report railroad retirement (RRTA) compensation, Tier 1 tax, Tier 2 tax, Medicare tax and Additional Medicare Tax. Include tips reported by the employee to the employer in railroad retirement (RRTA) compensation.

Codes D - H

Select Deductions/Employer Costs from the Codes Maintenance menu to work with codes D - H.

The year-to-date amount posted to check history with the Deduction specified for box 14, for any Deduction assigned to the Employee, the total prints in Box 14 with the entry in the Code column for deduction.

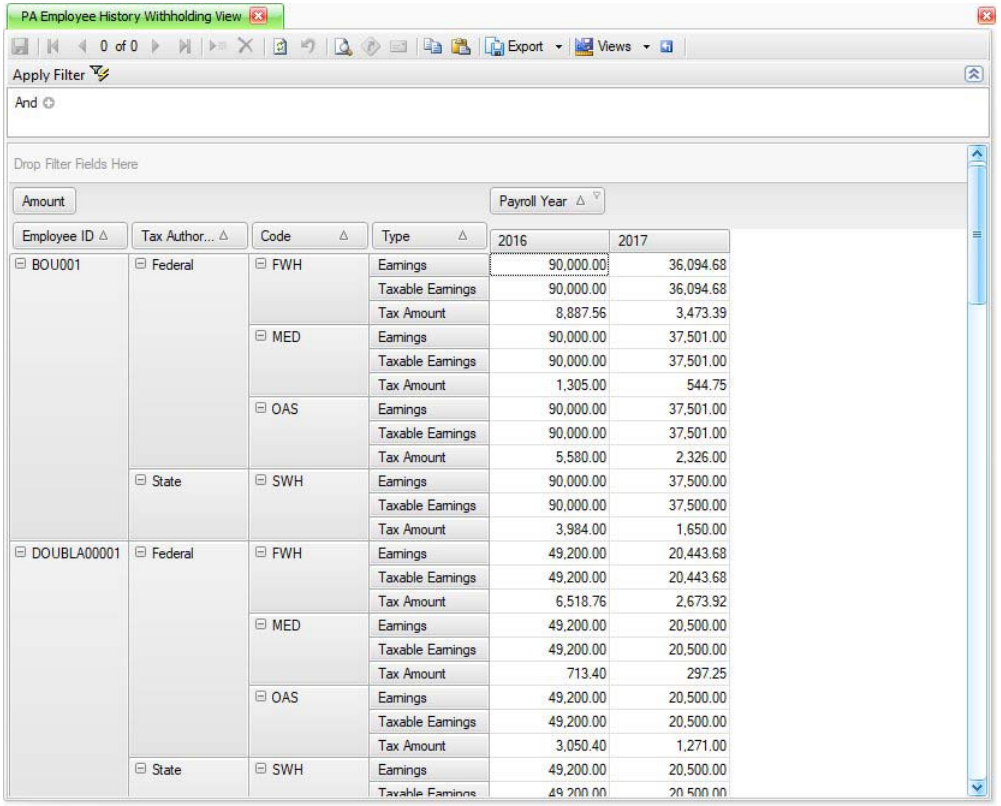
Employee Deductions History

If an individual Employee has more than the 3 Deduction Codes that must be printed in box 14, a second W-2 is printed. The subtotal for Box 14 only includes the **YTD** amounts for those deductions printed with codes **D**-**H**.

Boxes 15 through 20 - State and Local tax information.

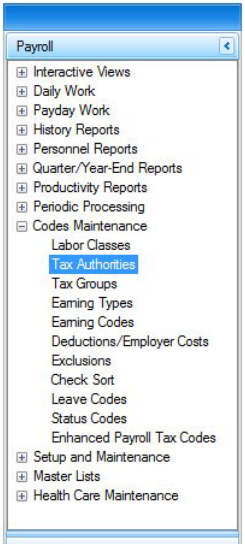
Totals from checks posted to check history are used to print amounts on the W-2 for the State Taxes. On the Employee History Withholding View, **State Tax** section, the amount in the **Year** column for any state “Other” tax contribution should match what is printed in this box.

Employee History Withholding View

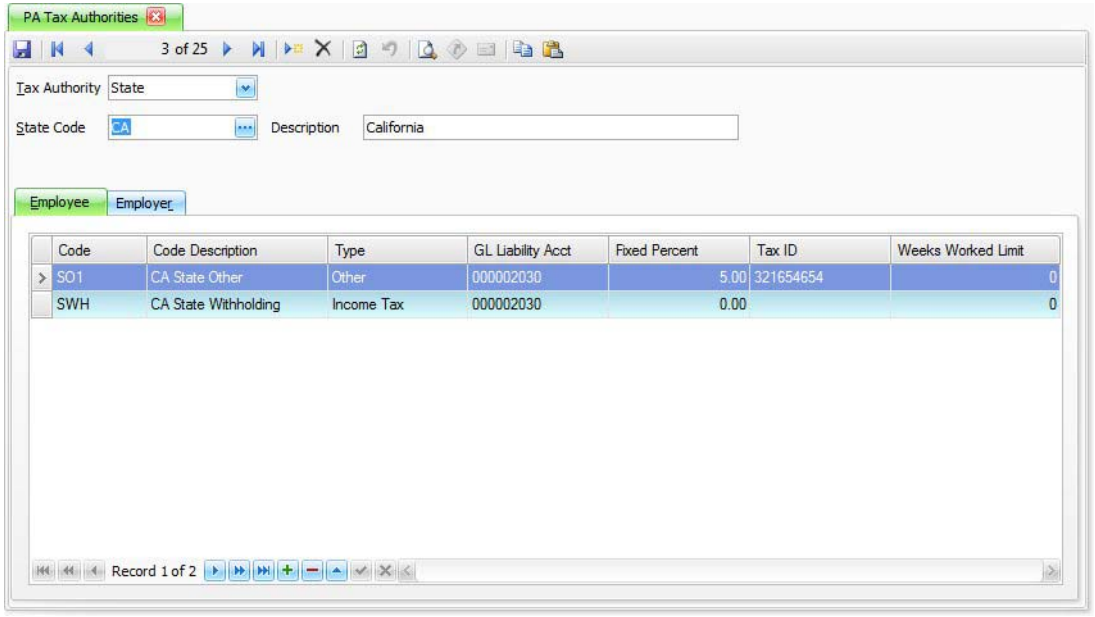


Employee ID	Tax Author...	Code	Type	2016	2017
BOU001	Federal	FWH	Earnings	90,000.00	36,094.68
			Taxable Earnings	90,000.00	36,094.68
			Tax Amount	8,887.56	3,473.39
		MED	Earnings	90,000.00	37,501.00
			Taxable Earnings	90,000.00	37,501.00
			Tax Amount	1,305.00	544.75
		OAS	Earnings	90,000.00	37,501.00
			Taxable Earnings	90,000.00	37,501.00
			Tax Amount	5,580.00	2,326.00
	State	SWH	Earnings	90,000.00	37,500.00
			Taxable Earnings	90,000.00	37,500.00
			Tax Amount	3,984.00	1,650.00
DOUBLA00001	Federal	FWH	Earnings	49,200.00	20,443.68
			Taxable Earnings	49,200.00	20,443.68
			Tax Amount	6,518.76	2,673.92
		MED	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00
			Tax Amount	713.40	297.25
		OAS	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00
			Tax Amount	3,050.40	1,271.00
	State	SWH	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00

Tax Authorities Menu



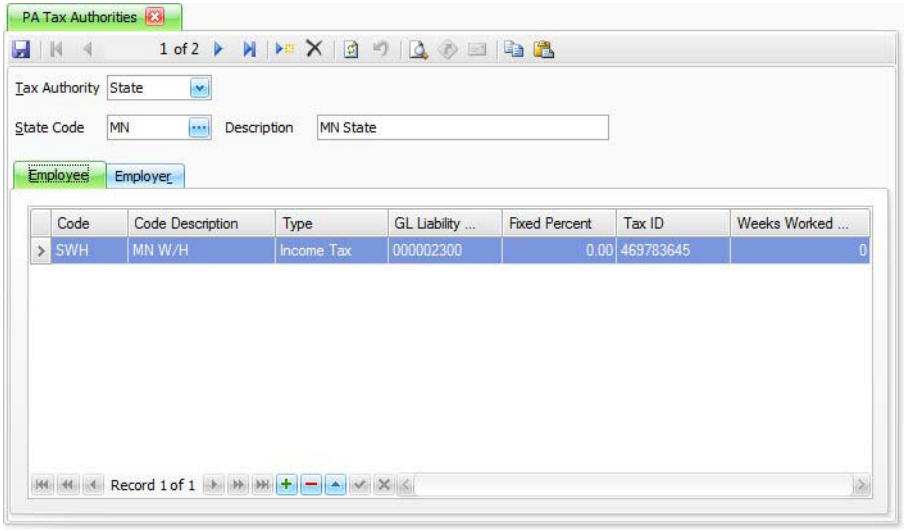
State Tax Setup Screen



The first four characters entered in the **Description** field for the state “other” tax code in the State Tax Setup function on the Code Maintenance menu is also printed in this box next to the withholding YTD amount.

Box 15 - State Employer's state ID number

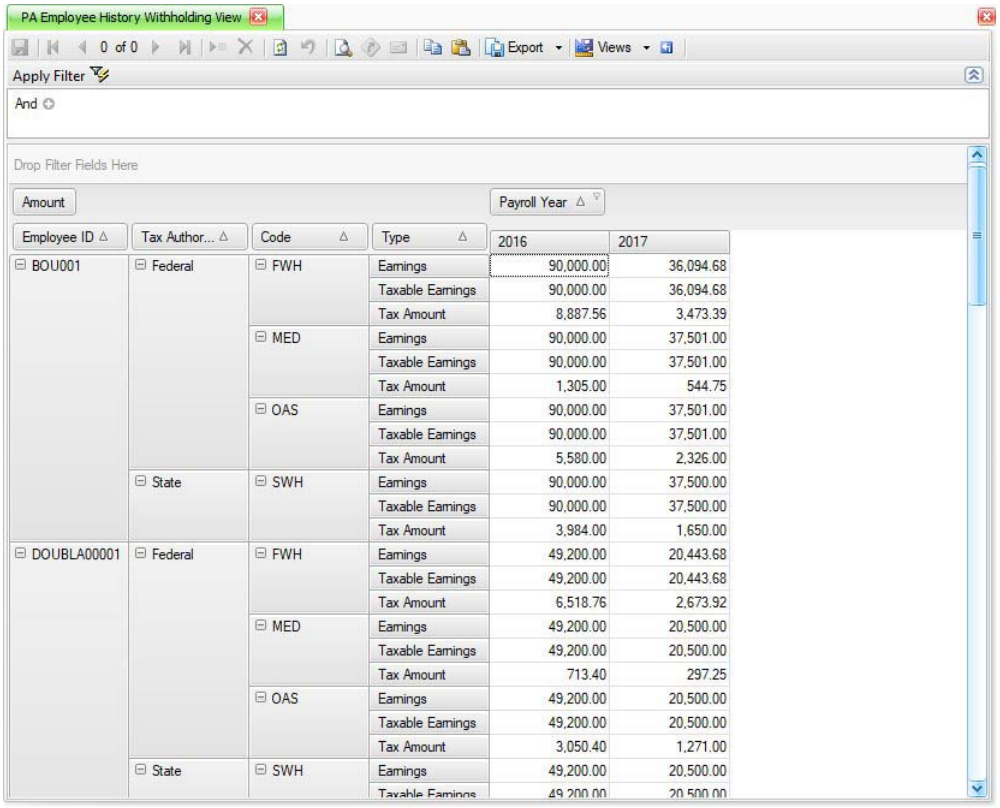
The Employer's State Tax ID number is printed from the SWH tax code state withholding record. This information is setup using the Tax Authorities, State Tax Setup function on the Codes Maintenance menu. Whatever is entered in the **Tax ID** field for the SWH state prints in Box 15.



Box 16 - State wages, tips, etc.

In the **Earnings** total from check history for the state earnings field is printed in Box 17. In the earnings section of the Employee History Withholding View, State section, the amount located in the **Year** column for the state's **SWH** row should match the amount printed in box 16.

Employee History Withholding View



Employee ID	Tax Author...	Code	Type	2016	2017
BOU001	Federal	FWH	Earnings	90,000.00	36,094.68
			Taxable Earnings	90,000.00	36,094.68
			Tax Amount	8,887.56	3,473.39
		MED	Earnings	90,000.00	37,501.00
			Taxable Earnings	90,000.00	37,501.00
			Tax Amount	1,305.00	544.75
		OAS	Earnings	90,000.00	37,501.00
			Taxable Earnings	90,000.00	37,501.00
			Tax Amount	5,580.00	2,326.00
	State	SWH	Earnings	90,000.00	37,500.00
			Taxable Earnings	90,000.00	37,500.00
			Tax Amount	3,984.00	1,650.00
DOUBLA00001	Federal	FWH	Earnings	49,200.00	20,443.68
			Taxable Earnings	49,200.00	20,443.68
			Tax Amount	6,518.76	2,673.92
		MED	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00
			Tax Amount	713.40	297.25
		OAS	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00
			Tax Amount	3,050.40	1,271.00
	State	SWH	Earnings	49,200.00	20,500.00
			Taxable Earnings	49,200.00	20,500.00

Box 17 - State Income Tax

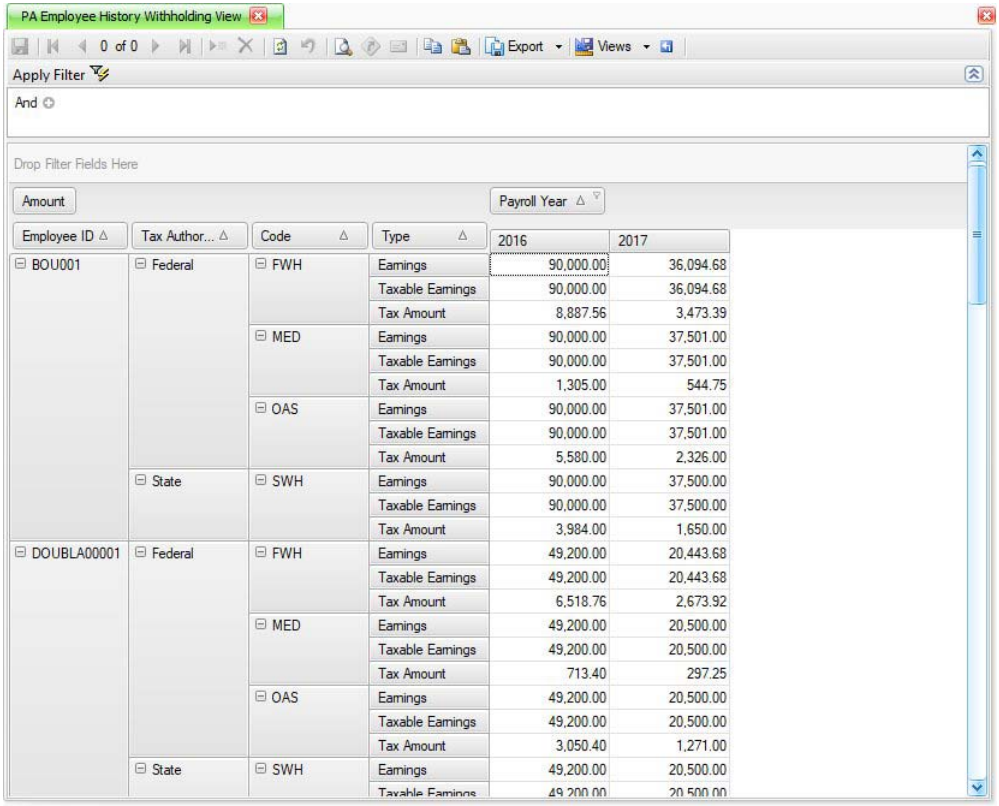
The **Tax Amount** total from check history for the state withholding field is printed in the box 17. In the section of the Employee History Withholding View, State section, the amount located in the Year column for the state's **SWH** row should match what is printed in box 17.

Box 18 - Local wages, tips, etc.

The total for local earnings for checks posted to check history will be put into box 18. The amount in the **Year** column of the **LWH** row in the **Earnings** section of the Employee History Withholding View screen should match what is printed in the top row of Box 18. 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 Employee History Withholding View, Local section the LWH row.

Employee History Withholding View



Box 19 - Local income tax

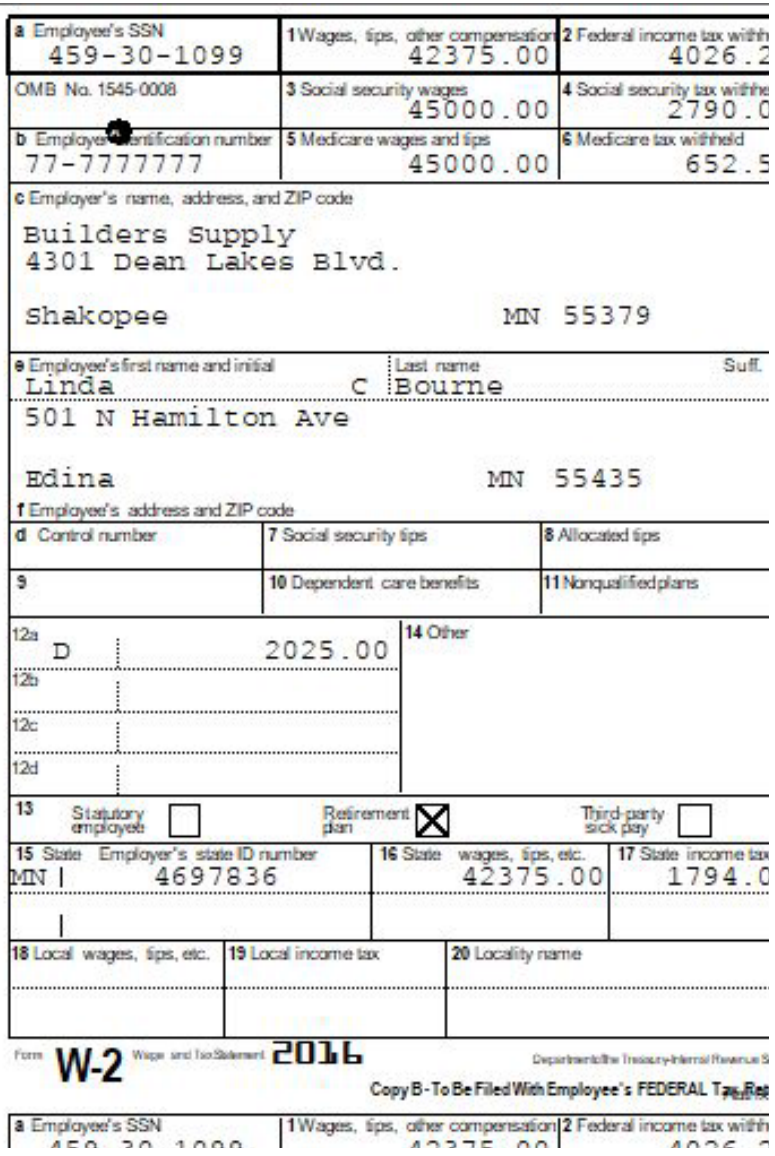
The total for local withholdings for checks posted to check history will be put into box 19. The amount in the **Year** column of the **LWH** row in the **Tax Amount** section of the Employee History Withholding screen should match what is printed in the top row of Box 19. If the Employee has another 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 Employee History Withholding View, Local section in the LWH row.

Box 20 - Locality name

The value entered in the **Description** field for the local tax record in the Tax Authority, Local Tax Setup function on the Codes Maintenance screen prints in box 20.

W-2 Form



a Employee's SSN 459-30-1099

1 Wages, tips, other compensation 42375.00

2 Federal income tax withh 4026.2

OMB No. 1545-0008

3 Social security wages 45000.00

4 Social security tax withhe 2790.0

b Employer identification number 77-7777777

5 Medicare wages and tips 45000.00

6 Medicare tax withheld 652.5

c Employer's name, address, and ZIP code

Builders Supply
4301 Dean Lakes Blvd.

Shakopee MN 55379

e Employee's first name and initial Linda C

Last name Bourne

Suff.

501 N Hamilton Ave

Edina MN 55435

f Employee's address and ZIP code

d Control number

7 Social security tips

8 Allocated tips

9

10 Dependent care benefits

11 Nonqualified plans

12a D 2025.00

12b

12c

12d

14 Other

13 Statutory employee ☐ Retirement plan ☒ Third-party sick pay ☐

15 State MN | Employer's state ID number 4697836

16 State wages, tips, etc. 42375.00

17 State income tax 1794.0

18 Local wages, tips, etc.

19 Local income tax

20 Locality name

Form W-2 Wage and Tax Statement 2016

Department of the Treasury-Internal Revenue S

Copy B-To Be Filed With Employee's FEDERAL Tax Re

a Employee's SSN

1 Wages, tips, other compensation

2 Federal income tax withh

W-2 PROCESSING

Use the **W-2 Processing** function to generate records for your Employees, edit the Magnetic Media information for both the Employee and Employer records and output the W-2 to Printed Forms, Magnetic Media, W-3 Summary and Worksheet. W-2 Forms should be printed after all Payroll has been processed for the year. The 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.

NOTE: The W-2 Processing function (page 6-81) and the Create Magnetic Media function (page 6-110) (if applicable to your company) *must* be run prior to running the W-2 Forms function.

Before printing W-2's, use the Employee Information List (page 3-195), Employee Information View (page 7-19), or the Employee Information function (page 3-159) to verify all information is up-to-date and accurate for each Employee.

If you have Employees who have worked in multiple States, the system prints the deferred compensation for each State. The first State listed in the Tax tab of the Employee Information function (page 3-173) will print on the federal W-2.

If you have more than 250 employees, W-2 information must be submitted to the Social Security Administration electronically. Before using the W-2 Forms function, get the latest guidelines from the Social Security Administration (SSA). Some States also require larger companies to file on Magnetic Media. The Payroll system's Magnetic Media reporting meets requirements for Federal reporting, however, your State's requirements may be different. Check with your States Tax Authority before filing W-2s.

The web site for the IRS is **http://www.irs.gov/efile/article/0,,id=118520,00.html** and the web site for the United States Social Security Administration **http://www.ssa.gov/bso/bsowelcome.htm.**

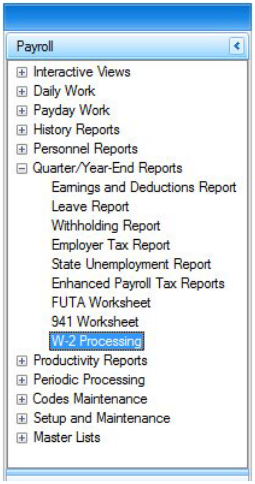
NOTE: While TRAVERSE Magnetic Media has received general approval from the SSA, you must apply for, and get approval, before your company can file on Magnetic Media.

NOTE: Verify the correctness of the electronic file format of your W-2 reports before you submit them by using AccuWage. You can find more information and instructions on the AccuWage page on the SSA website.

To Process **W-2s**, follow these steps:

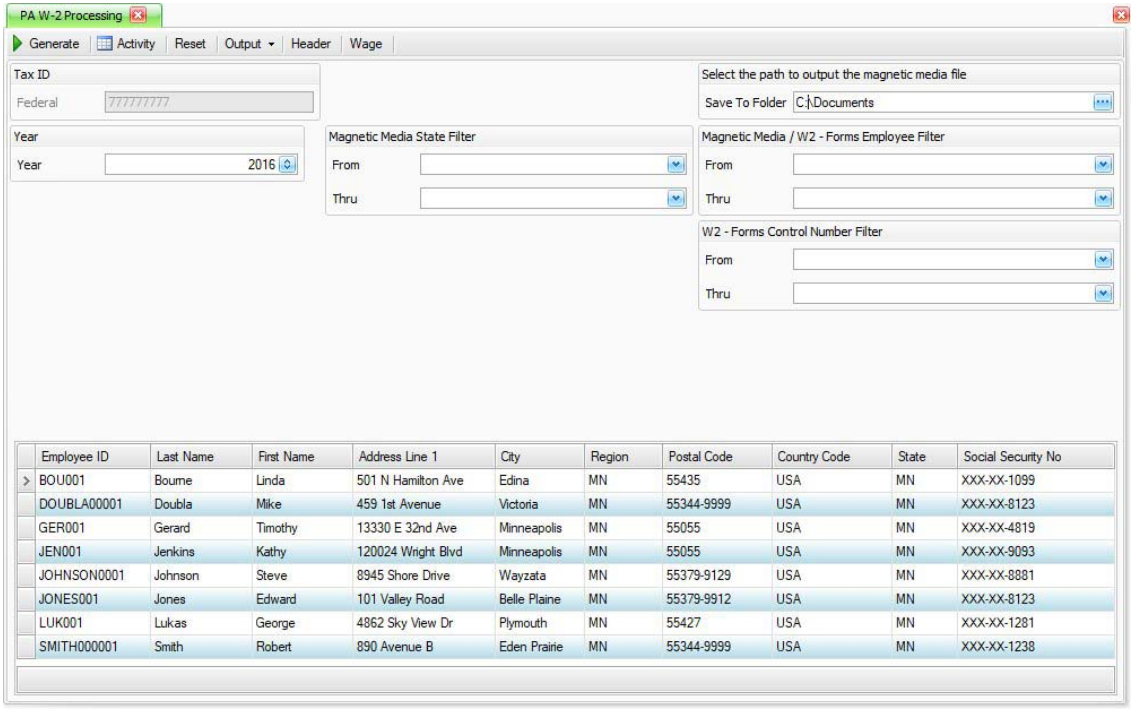
1. Select **W-2 Processing** from the **Quarter/Year-End Reports** menu.

W-2 Processing Menu



2. The **W-2 Processing** screen appears.

W-2 Processing Screen



3. Verify the **Federal Tax ID**, entered in the Tax Authorities Federal Tax Setup function (page 3-72).
4. If you are preparing W-2s for New Jersey, enter the **NJ Plan Insurance Numbers** for the **Disability** and **Federal Leave** fields.
5. Select the payroll **Year** for which you will be preparing W-2s. Use the scroll arrows to change the Year value up or down.
6. Select the range of **Magnetic Media State Filter From** and **Thru**, to include in the Magnetic Media processing. The available States will be the States you have set up in the Tax Authorities, State tab.
7. Select or enter the path to output magnetic media in the **Select the path to output the magnetic media file, Save To Folder**.
8. Select the **Magnetic Media/W2 - Forms Employee Filter From** and **Thru**, if you want to filter the Employee records to be included in the Magnetic Media file generated and W-2 Forms printed.

9. Select the **W2 - Forms Control Number Filter From** and **Thru**, if you want to print the W-2 Forms for a single or range of Employees.
10. Select **Generate** to prepare the W-2's.
11. Once the W-2 records have been generated the **Employee ID**, **Last Name**, **First Name**, **Address Line 1**, **City**, **Region**, **Postal Code**, **Country Code**, **State**, and **Social Security Number** are for display only and may not be edited.

Create W-2 Magnetic Media

The United States Social Security Administration requires that all employers of 250 or more Employees must file W-2 forms via Magnetic Media. Filing via Magnetic Media for Employers of *less* than 250 Employees is optional.

Use the Output Magnetic Media function to identify the W-2 file transmitter, the equipment used to generate the file, and the employer whose Employee wage and tax information is being reported. The Generate W-2 function *must* be run before outputting W-2 Magnetic Media to a file.

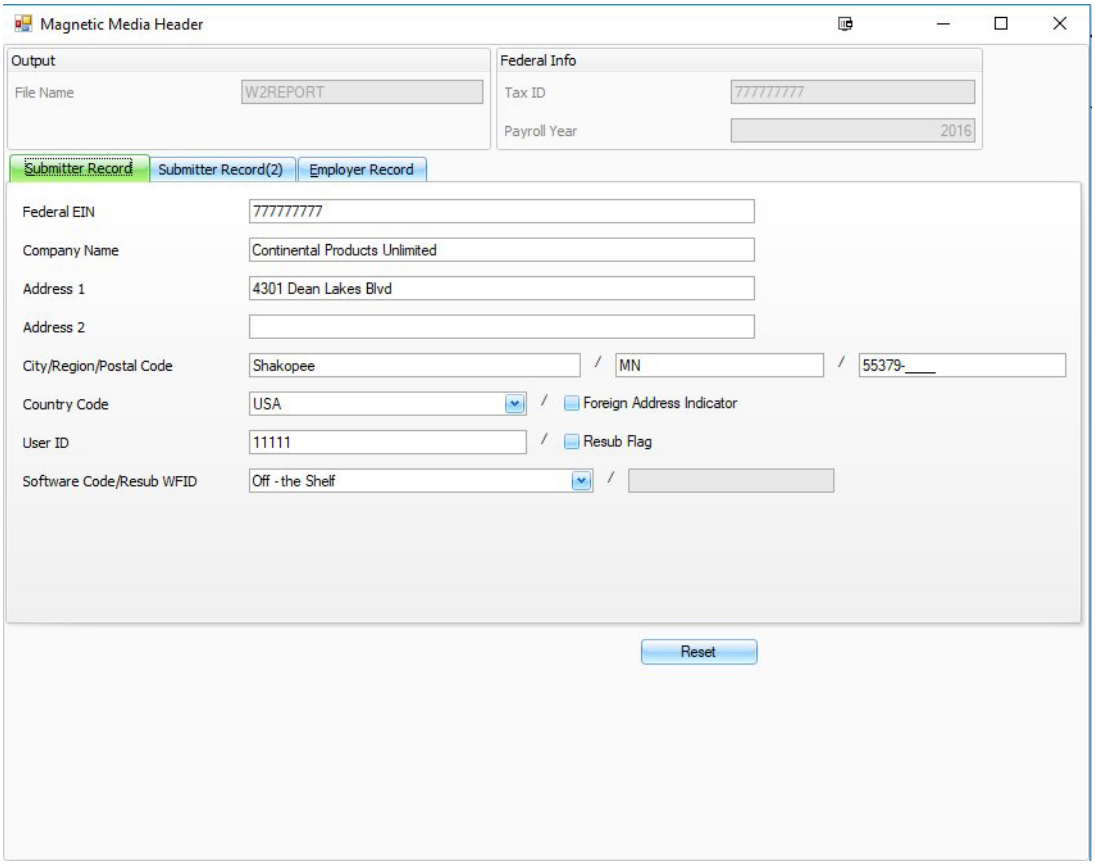
NOTE: The Generate W-2s function must be run *before* you can create Magnetic Media.

To **Create W-2 Magnetic Media**, follow these steps:

1. Once the **Generate** button has been selected and records appear in the lower portion of the screen, click on **Header** in the toolbar.
2. The **Magnetic Media Header** screen appears.

Select the **Submitter Record** tab or the **Submitter Record(2)** tab to identify the organization submitting the W-2 files, the **Employer Record** tab to identify the employer whose wage and tax information is being reported.

Submitter Record Tab Screen



3. The **Submitter Record** tab lists information about the Submitter/Employer, the company entered on this tab will receive the next MMREF-1 publication. This company may not be the one for which you are creating the file.
4. The **Federal EIN (Employer Identification Number)** displays from Federal Tax Setup, within the Tax Authorities, under Codes Maintenance. This EIN should match the EIN on the external label.
5. In the **Company Name and Address Information** enter or edit the name of the company that is to receive the MMREF-1 annual filing instructions.
6. In the **Foreign Address Indicator**, check the box if this is a foreign address.
7. Enter the **User ID** (supplied by the federal government) of the Employee authorized to submit this file.

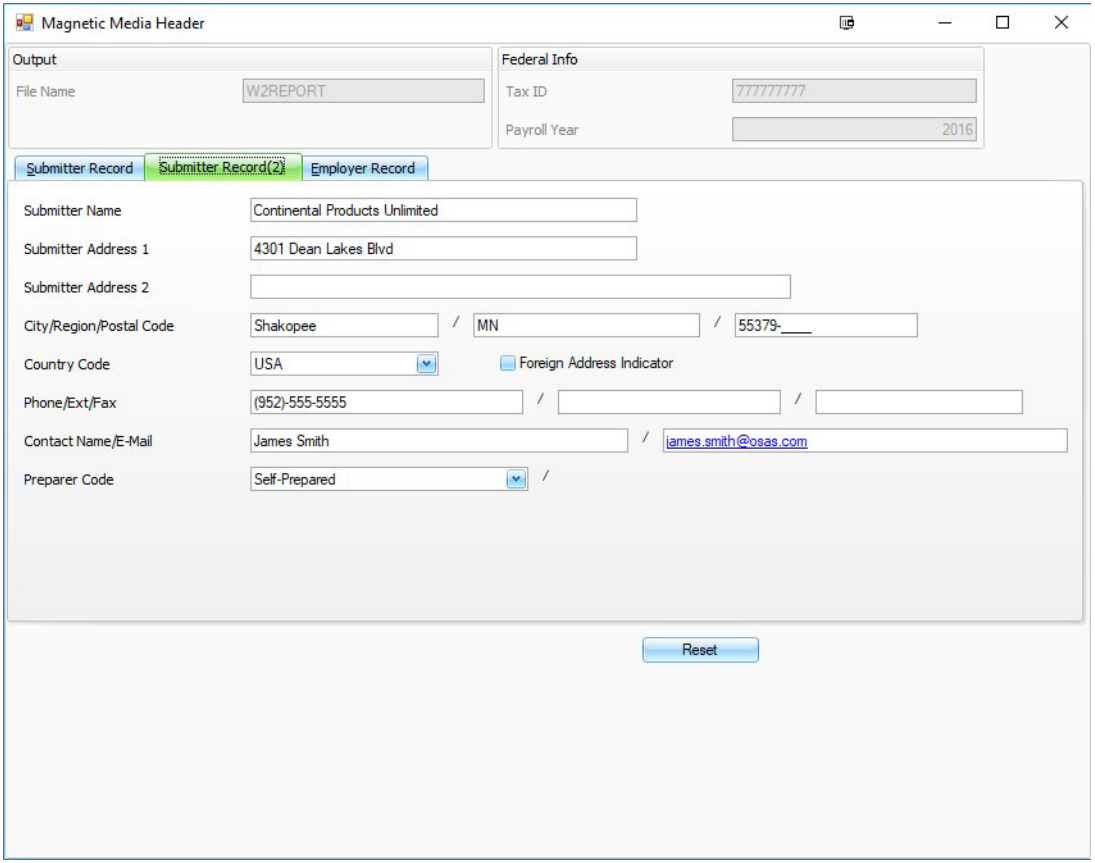
8. Select the **Resub Flag** check box if this file is being resubmitted. When this box is selected, the Resub WFID box becomes available.

9. If the Magnetic Media is being resubmitted enter the **Resub WFID** number from the notice sent to you from the SSA.

10. In the Software Code field enter **In House program**, or **Off the Shelf Software**.

    TRAVERSE is considered an Off the Shelf Software, thus you should choose it if you are submitting the magnetic media using TRAVERSE.

Submitter Record(2) Tab

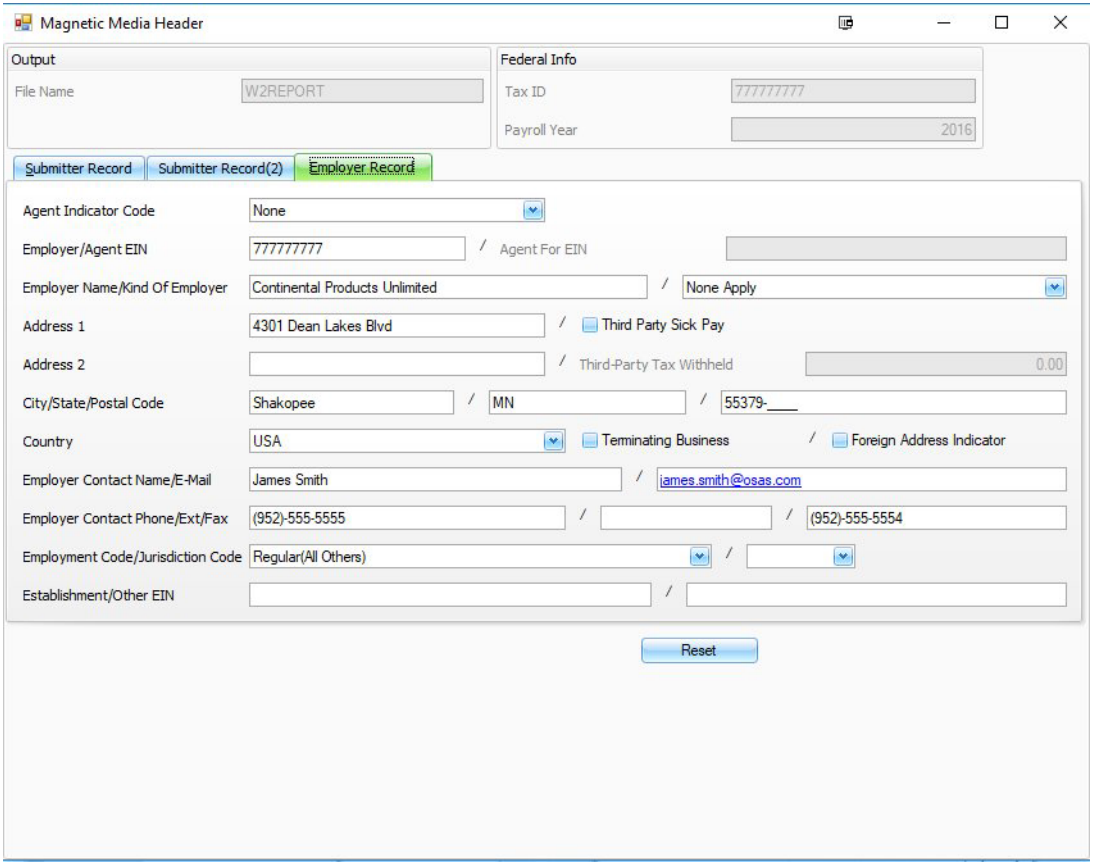


11. The **Submitter Record(2)** tab is the second of two tabs that list information on the organization submitting the W-2 Magnetic Media. (If your company uses a third party to submit your W-2's, the name of the third party must be entered here.)

12. In the **Submitter Name** field enter or edit the name of the organization to receive notification of data that cannot be processed by the SSA.

13. Enter the **Submitter address**.
14. Check the **Foreign Address Indicator** check box if this is a foreign address.
15. Enter the name of the person to be contacted by the SSA concerning processing problems in the **Contact Name** box.
16. Enter the contact person's **Telephone Number** and **Extension**. For the U.S. and U.S. territories, enter the submitter's **Fax** number with area code as well.
17. If applicable, enter the contact person's **E-mail** address.
18. Select one of these codes to indicate who is preparing the W-2Report file in the Preparer Code box:
    - Accounting Firm
    - Self-Prepared
    - Service Bureau
    - Parent Company
    - Others

Employer Record Tab



19. The **Employer Record** tab is used to list information about the Employer, for which Employee Wage and Tax information is being filed.

20. In the **Agent Indicator Code,** if applicable, select one of these codes

    - 2678 Agent
    - Common Paymaster
    - 3504 Agent
    - Select None if none of the codes applies to your company.

21. The **Agent for EIN** box appears when you enter 2678 Agent, Common Paymaster or 3504 Agent in the **Agent Indicator Code** box. Enter the EIN of the employer, for which you are an agent.

22. Enter the **Employer Name and Address**.

23. Select the **Terminating Business** check box if you terminated your business during the filing tax year.

24. Select the **Foreign Address Indicator** check box if this is a foreign address.

25. Select the appropriate **Employment code**; **Agriculture**, **Form 944 Filers**, **Household**, **Military**, **Medicare Qualified Government Employment**, **Railroad**, **Regular (All Others)**.

26. If applicable, select the appropriate **Jurisdiction Code**; **Virgin Islands**, **Guam**, **American Samoa**, **Northern Mariana**, **Puerto Rico**.

27. If the **W-2Report** file will contain multiple Code RE records with the same EIN, use the **Establishment** box to designate various store or factory locations or types of payroll. Enter any combination of blanks, numbers or letters. Certain military employers must use this field.

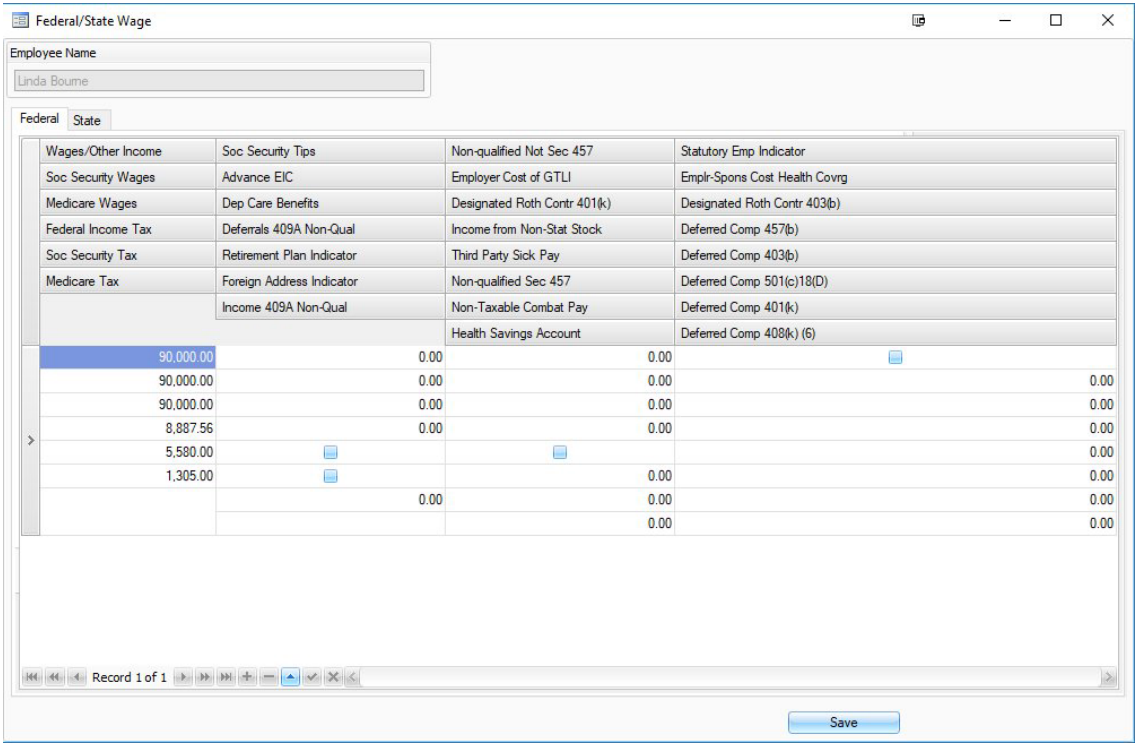
    If the employer used an EIN different than the one entered earlier to submit a form 941 or 943 to the IRS for this year or to submit W-2 data to the SSA for this year, enter that EIN in the **Other EIN** box. Otherwise, leave this field blank.

28. Select the **Third-Party Sick Pay** check box if the employer provided sick pay for another entity; otherwise, clear the check box. When the check box is selected, the **Third-Party Tax Withheld** box becomes available.

29. Enter the amount of the **Third-Party Tax Withheld** from sick pay payments.

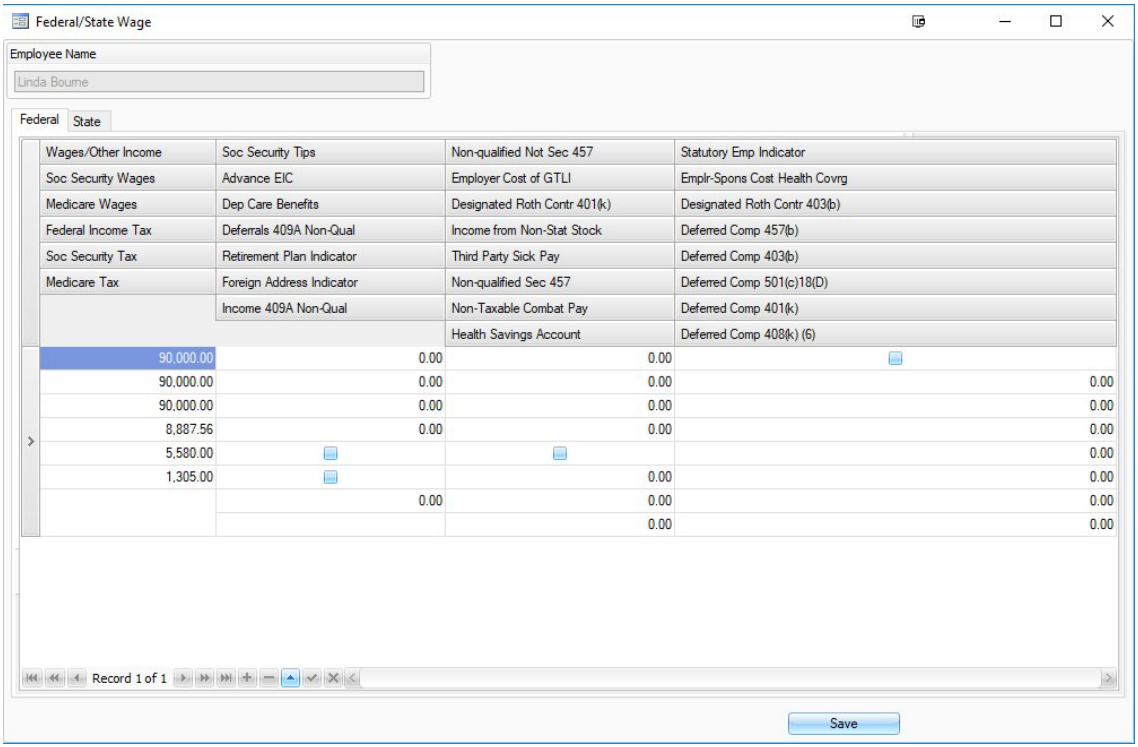
30. Close the screen and select **Yes** when prompted if you want to save changes.

Federal/State Wage Screen



31. Select the Employee record in the bottom portion of the screen you want to see wage records for.
32. Select **Wage** to view the **Federal/State Wage** screen.
33. The **Federal/State Wage** function lists Employee information.
34. **Employee Name** is displayed, you may not change it.

Wages Screen - Federal Record Tab



35. The **Federal/State Wages** Screen - **Federal** Records Tab lists information from the Employee temporary table. This table allows you to correct errors without having to track down the errant entries. (We recommend that you make corrections to data using the Employee History function, if time permits.)

36. Edit the amounts in any of the fields, as necessary. Negative amounts are not allowed.

37. If this employee is a **Statutory Employee** select the check box, if not, leave the box blank.

    Select this check box for Statutory Employees whose earnings are subject to Social Security and Medicare taxes but not subject to Federal Income Tax Withholding. Do not select this check box for Common-Law Employees. There are workers who are independent contractors under the Common-Law rules but are treated by statute as Employees.

38. If this Employee participates in a **Retirement Plan** select the check box, of not, leave the check box blank.

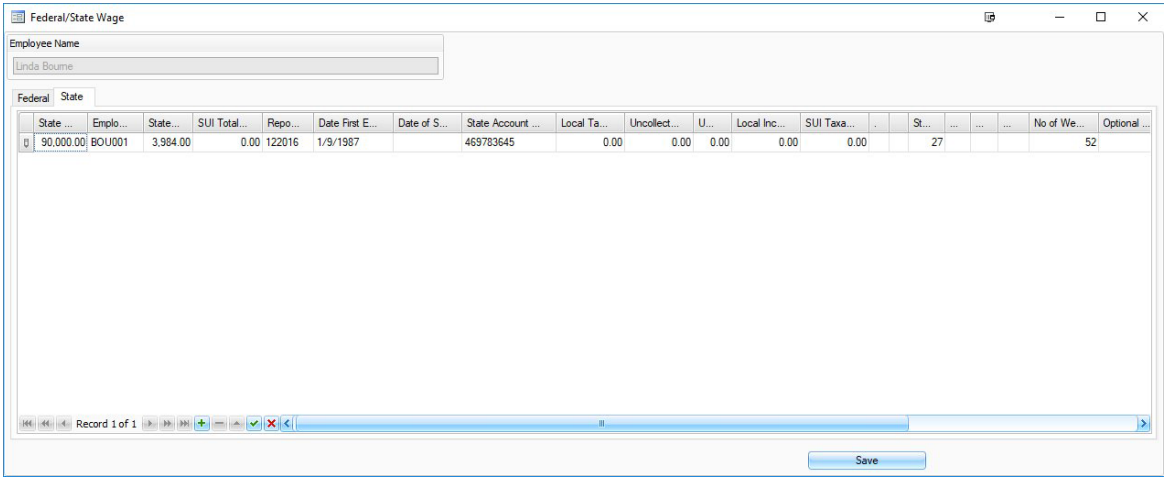
Select this check box if the Employee was an “active participant” in any of the following:

- A qualified pension, profit-sharing, or stock-bonus plan described in section 410(a) (including 401(k) plan).
- An annuity plan described in section 403(a).
- An annuity contract or custodial account described in section 403(b).
- A simplified Employee pension plan described in section 408(k).
- A SIMPLE retirement account described in section 408(p).
- A trust described in section 501(c)(18).
- A plan for Federal, State, or Local government Employees or by an agency or instrumentality thereof (other than section 457(b) plan).

39. Select the **Foreign Address Indicator** check box if the address for this Employee is a foreign address.

40. Select the **Third Party Sick Pay** check box to indicate this Employee has received Earnings from a third party for sick pay.

Wages Screen - State Tax Tab



41. Edit the numbers in any of the fields, as necessary. Negative numbers are not allowed.

42. Change the **Tax Type Code** if necessary. City Income Tax -**C**, County Income Tax -**D**, School District Income -**E**, Other Income -**F**.

43. Select the green plus ( ) at the bottom of the screen to append a blank State record to add a new blank State record for the selected Employee.

44. To output the Magnetic Media file for W-2 forms, select **Output** and **Magnetic Media**.

45. The file will be generated in the folder indicated in the **Select the path to output the magnetic media file**, **Save to Folder** field and named W2REPORT.

46. A confirmation dialog box will be displayed when the Magnetic Media file has been generated. Click **OK**, and the **W2 Magnetic Media Report Audit Log** will be displayed.

47. Print the log to have a paper copy of the information transmitted in the Magnetic Media file.

W2 Magnetic Media Report Audit Log

07/12/2017
03:31:42
PM

W2 Magnetic Media Report Audit Log
Continental Products Unlimited

PAGE 1

Record Number 1	Record Type	RA
Record Identifier	[1 - 2]	[RA]
Employer EIN	[3 - 11]	[777777777]
User ID	[12 - 19]	[11111000]
Software Vendor Code	[20 - 23]	[1434]
Reserved for SSA	[24 - 28]	[ ]
Resub Flag	[29 - 29]	[0]
Resub WFID	[30 - 35]	[ ]
Software Code	[36 - 37]	[99]
Company Name	[38 - 94]	[CONTINENTAL PRODUCTS UNLIMITED]
Location Address	[95 - 116]	[ ]
Delivery Address	[117 - 138]	[4301 DEAN LAKES BLVD]
City	[139 - 160]	[SHAKOPEE]
State	[161 - 162]	[MN]
Zip	[163 - 167]	[55379]
Zip Extension	[168 - 171]	[ ]
Reserved for SSA	[172 - 176]	[ ]
Foreign State	[177 - 199]	[ ]
Foreign Postal Code	[200 - 214]	[ ]
Country Code	[215 - 216]	[ ]
Submitter Name	[217 - 273]	[CONTINENTAL PRODUCTS UNLIMITED]
Submitter Location Addr	[274 - 295]	[ ]
Submitter Delivery Addr	[296 - 317]	[4301 DEAN LAKES BLVD]
Submitter City	[318 - 339]	[SHAKOPEE]
Submitter State	[340 - 341]	[MN]
Submitter Zip	[342 - 346]	[55379]
Submitter Zip Extension	[347 - 350]	[ ]
Reserved for SSA	[351 - 355]	[ ]
Foreign State	[356 - 378]	[ ]
Foreign Postal Code	[379 - 393]	[ ]
Country Code	[394 - 395]	[ ]
Contact Name	[396 - 422]	[JAMES SMITH]
Contact Phone	[423 - 437]	[9525555555]
Phone Extension	[438 - 442]	[ ]
Reserved for SSA	[443 - 445]	[ ]
Contact E-Mail	[446 - 485]	[james.smith@osas.com]
Reserved for SSA	[486 - 488]	[ ]
Contact Fax	[489 - 498]	[ ]
Reserved for SSA	[499 - 499]	[ ]
Preparer Code	[500 - 500]	[L]
Reserved for SSA	[501 - 512]	[ ]

Printing and Outputting W-2 Forms

Use the Output W-2 Forms function to print employee W-2 forms or to create W-2 Magnetic Media. W-2 forms should be printed after all payroll has been processed for the year. The 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.

NOTE: The W-2 Generate function *must* be run prior to printing and outputting the W-2 Forms.

Before printing W-2's, use the Employee Information List (page 3-195), Employee Information View (page 7-19), or the Employee Information function (page 3-159) to verify all information is up-to-date and accurate for each Employee.

If you have Employees who have worked in multiple States, the system prints the deferred compensation for each State. The first State listed in the Tax tab of the Employee Information function (page 3-173) will print on the Federal W-2.

NOTE: If you have more than 250 Employees, W-2 information must be submitted to the Social Security Administration on Magnetic Media. Before using the W-2 Processing function, get the latest guidelines from the Social Security Administration (SSA). Some States also require larger companies to file on Magnetic Media. The Payroll system's Magnetic Media reporting meets requirements for Federal reporting, however, your State's requirements may be different. Check with your States Tax Authority before filing W-2s.

NOTE: While TRAVERSE Magnetic Media has received general approval from the SSA, you must apply for, and get approval, before your company can file on Magnetic Media.

To output **W-2 Forms**, follow these steps:

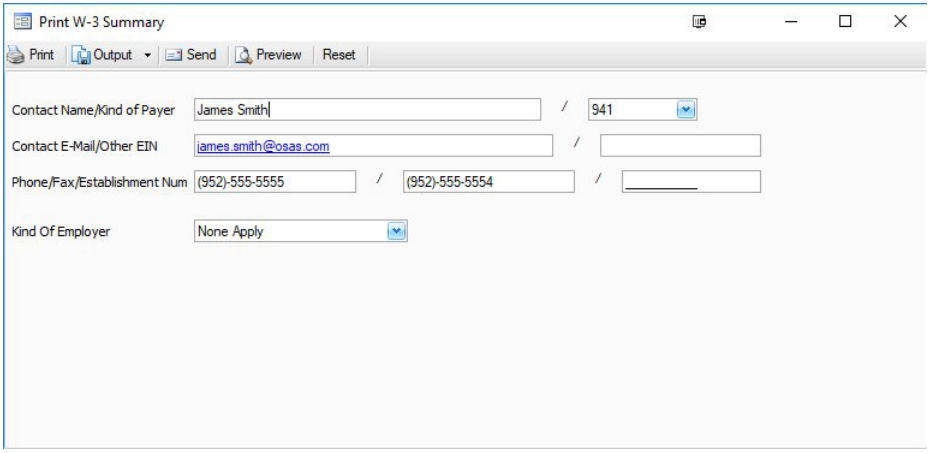
1. Select whether to **Output** the W-2's as: **Forms** (two or four per page), **Magnetic Media**, or a **Worksheet**, or select to output **W-3 forms**.

NOTE: To avoid printing errors on the W-2 forms, print the W-2 worksheets *first* to verify the accuracy of all information.

2. If creating Magnetic Media, enter the **Save to Folder**. Refer to the Social Security Administration guidelines regarding acceptable transmission methods to submit W-2 Magnetic Media through.

3. If outputting W-3 forms fill in the appropriate information into the **Contact Name/Kind of Payer**, **Contact E-mail/Other EIN**, **Phone/Fax/Establishment Num** and **Third Party Sick Pay/Tax Withheld** fields.

Print W-3 Summary Screen



4. Enter the name of the person to be contacted by the SSA concerning processing problems in the **Contact Name** box.
5. Enter the **Kind of Payer** to indicate the kind of wage payer your company is. The selections are **941**, **943**, **944**, **CT-1**, **Hshld emp.**, **Medicare govt emp.**, and **Military**.
6. Enter the contact person's **Phone** number with area code. For the U.S. and U.S. territories, enter the contact's **Fax** number with area code as well.
7. If applicable, enter the **Contact E-mail** address.
8. If the **W-3 Report** will contain multiple Code RE records with the same EIN, use the **Establishment Num** box to designate various store or factory locations or types of payroll. Enter any combination of blanks, numbers or letters. Certain military employers must use this field.

   If the employer used an EIN different than the one entered earlier to submit a form 941 or 943 to the IRS for this year or to submit W-2 data to the SSA for this year, enter that EIN in the **Other EIN** box. Otherwise, leave this field blank.
9. Select the **Kind of Employer** your company falls into;

   - **None Apply** - Select if none of the other choices discussed next apply to you.

- **501c non-govt** - Select if you are a non-governmental tax-exempt section 501(c) organization. Types of 501(c) non-governmental organizations include private foundations, public charities, social and recreation clubs, and veterans organizations. For additional examples of 501(c) non-governmental organizations, see chapters 3 and 4 of Pub. 557.
- **State/Local non-501c** - Select if you are a state or local government or instrumentality. This includes cities, townships, counties, special-purpose districts, public schools districts, or other publicly-owned entities with governmental authority.
- **State/Local 501c** - Select if you are a state or local government or instrumentality, and you have received a determination letter from the IRS indicating that you are also a tax-exempt organization under section 501(c)(3).
- **Federal govt** - Check this box if you are a federal government entity or instrumentality.Enter the amount of the tax withheld from sick pay payments.

10. Select a command button:

Command Buttons

Name	Description
Generate	Generate the W-2 records for all employees that have been paid in the payroll year.
Reset	Set all fields to their defaults.
Output	Select how to output your W-2 information. Forms, 2 or 4 per page, W3, Magnetic Media or Worksheet.
Header	Enter the magnetic media Header information.
Wage	View the wage information for the selected employee record.
Save	Save all changes made to the records on the screen.

W-2 Worksheet

Continental Products Unlimited
W-2 Worksheet
For the Year Ending 12/31/2016

PAGE 1

Employee ID / Name / SE RP TP	Box 1 / Box 12	Box 2	Box 3 / Box 12	Box 4	Box 5 / Box 14	Box 6 / Box15	Box 7 / Box 8 State ID / Box 20-Local	Box 9 / Box 16	Box 10 / Box 17	Box 11 / Box 18 / Box 19
BOU001 LINDA K BOURNE ☐ ☐ ☐	90,000.00	8,887.56	90,000.00	5,580.00	90,000.00	1,305.00 MN	469783645	90,000.00	3,984.00	
DOUBLA00001 MIKE K DOUBLA ☐ ☐ ☐	49,200.00	6,518.76	49,200.00	3,050.40	49,200.00	713.40 MN	469783645	49,200.00	2,604.00	
GER001 TIMOTHY K GERARD ☐ ☑ ☐	66,600.00	5,726.76	66,600.00	4,129.20	66,600.00	965.70 MN	469783645	66,600.00	2,616.00	
JEN001 KATHY C JENKINS ☐ ☑ ☐	90,000.00	16,718.76	90,000.00	5,580.00	90,000.00	1,305.00 MN	469783645	90,000.00	5,484.00	
JOHNSON0001 STEVE W JOHNSON ☐ ☐ ☐	18,900.00	144.00	18,900.00	1,171.80	18,900.00	274.05 MN	469783645	18,900.00	48.00	
JONES001 EDWARD L JONES ☐ ☐ ☐	30,000.00	540.00	30,000.00	1,860.00	30,000.00	435.00 MN	469783645	30,000.00	288.00	

W-2 Form 2 Per Page

459-30-1099

777777777	90000.00	8887.56
CONTINENTAL PRODUCTS UNLIMITED	90000.00	5580.00
4301 DEAN LAKES BLVD SHAKOPEE, MN 55379	90000.00	1305.00

0000001

LINDA K BOURNE
501 N HAMILTON AVE

EDINA MN 55435

MN 469783645 90000.00 3984.00

812-38-8123

777777777	49200.00	6518.76
CONTINENTAL PRODUCTS UNLIMITED	49200.00	3050.40
4301 DEAN LAKES BLVD SHAKOPEE, MN 55379	49200.00	713.40

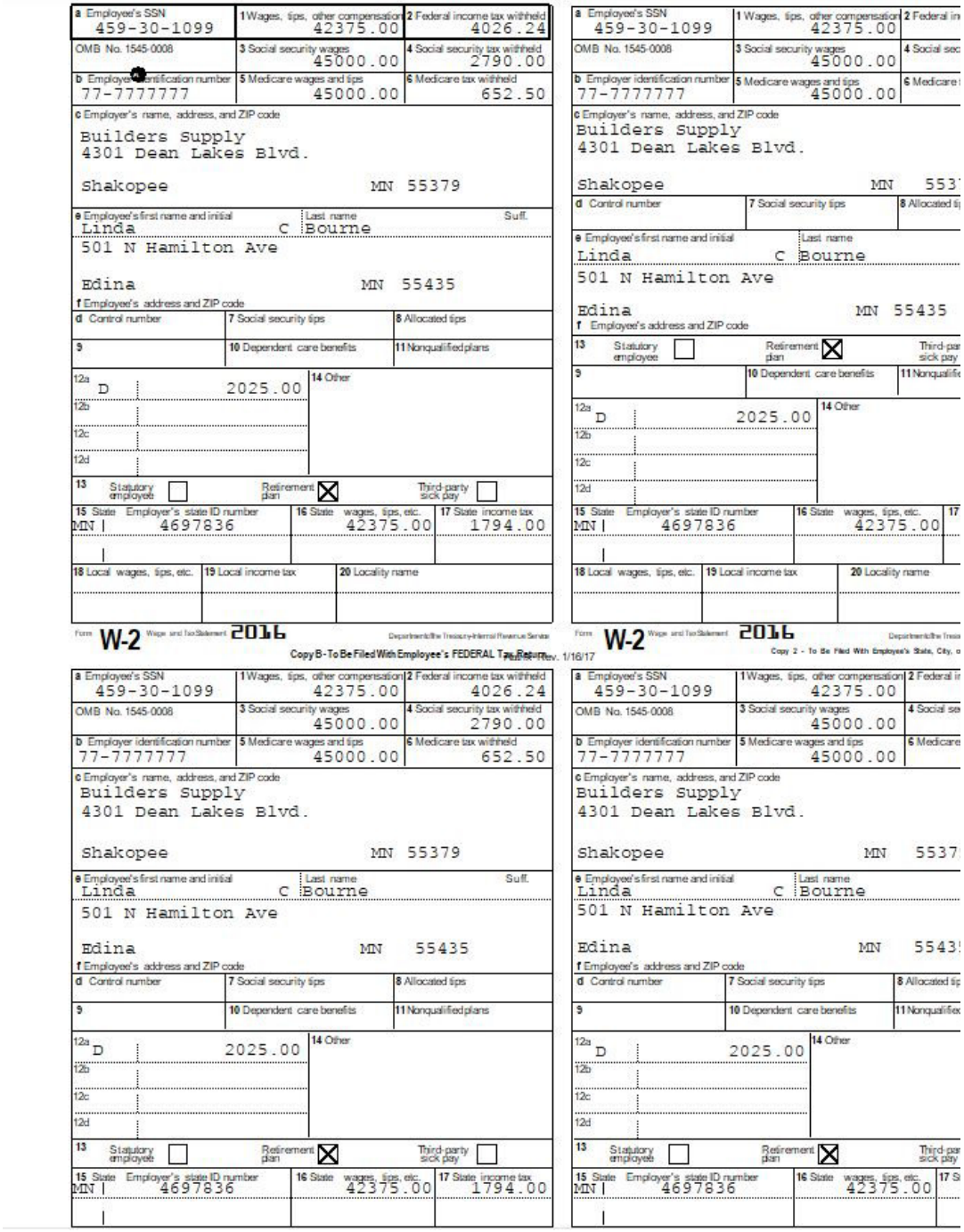
0000002

MIKE K DOUBLA
459 1ST AVENUE

VICTORIA MN 55344-9999

MN 469783645 49200.00 2604.00

W-2 Form 4 Per Page



a Employee's SSN 459-30-1099 | 1 Wages, tips, other compensation 42375.00 | 2 Federal income tax withheld 4026.24
OMB No. 1545-0008 | 3 Social security wages 45000.00 | 4 Social security tax withheld 2790.00
b Employer identification number 77-7777777 | 5 Medicare wages and tips 45000.00 | 6 Medicare tax withheld 652.50
c Employer's name, address, and ZIP code
Builders Supply
4301 Dean Lakes Blvd.
Shakopee MN 55379
e Employee's first name and initial Linda C | Last name Bourne | Suff.
501 N Hamilton Ave
Edina MN 55435
f Employee's address and ZIP code
d Control number | 7 Social security tips | 8 Allocated tips
9 | 10 Dependent care benefits | 11 Nonqualified plans
12a D 2025.00 | 14 Other
12b | 12c | 12d
13 Statutory employee ☐ | Retirement plan ☒ | Third-party sick pay ☐
15 State Employer's state ID number MN 4697836 | 16 State wages, tips, etc. 42375.00 | 17 State income tax 1794.00
18 Local wages, tips, etc. | 19 Local income tax | 20 Locality name
Form W-2 Wage and Tax Statement 2016 — Department of the Treasury—Internal Revenue Service
Copy B—To Be Filed With Employee's FEDERAL Tax Return. Rev. 1/16/17

a Employee's SSN 459-30-1099 | 1 Wages, tips, other compensation 42375.00 | 2 Federal income tax withheld 4026.24
OMB No. 1545-0008 | 3 Social security wages 45000.00 | 4 Social security tax withheld 2790.00
b Employer identification number 77-7777777 | 5 Medicare wages and tips 45000.00 | 6 Medicare tax withheld 652.50
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12a D 2025.00 | 14 Other
12b | 12c | 12d
13 Statutory employee ☐ | Retirement plan ☒ | Third-party sick pay ☐
15 State Employer's state ID number MN 4697836 | 16 State wages, tips, etc. 42375.00 | 17 State income tax 1794.00

W-3 Summary Report

	x	x	
	8	420172.08	41944.20
777777777		420172.08	26050.67
Continental Products Unlimited 4301 Dean Lakes Blvd Shakopee, MN 55379		420172.08	6092.50

MN 469783645

420172.08 16572.00

James Smith 952 555-5555

james.smith@osas.com

AFFORDABLE CARE ACT FORMS SUMMARY

Introduction

NOTE: For these functions to work and have the ability to output reports to your Employees and submit reports to the government you must have an active subscription to our partner Aatrix Software and have the EPTR functions activated.

The Federal Affordable Care Act (ACA) health insurance mandate affects employers in different ways, depending on how the employer provides minimum essential health coverage, and the number of Full-Time Employees and Full-Time Equivalents (FTEs) a company has on its Payroll. The ACA requires forms to be distributed to Employees, as well as filed with the government.

NOTE: This is for information only and is not intended to serve as a recommendation, guidance, or interpretation of the requirements of the ACA. Federal requirements and guidelines are subject to change at any time. Always check the most current federal information, or consult with an accounting, tax, or legal professional to determine your responsibilities in regards to the ACA.

To support changes implemented by the ACA, Open Systems offers an ACA Forms Enhancement Update for TRAVERSE v11 to collect required data and support printing of some required forms through our partner, Aatrix Software. An active Enhanced Payroll Tax Reporting (EPTR) subscription is required to use the enhancement.

The ACA Forms Enhancement for TRAVERSE collects and retains HR data required for the forms using new functions added to the Payroll menus. When you are ready to file, TRAVERSE exports the data to the Aatrix Software, where the data is imported into a forms preparation program. You must then check the imported data for completeness, edit it if necessary, and approve it. When you approve the data, you can then print and send the forms and/or use the Aatrix eFile service to electronically file the information with the government.

This section describes the TRAVERSE ACA Forms Enhancement and details how to use the functions to enter and store the data needed to fill out the forms.

How the ACA Forms Enhancement Works with TRAVERSE

The functions that comprise the TRAVERSE ACA Forms Enhancement are installed as a part of the online update process in TRAVERSE version 11. Even if you use the Enhanced Payroll Tax Reporting application already, you must check the EPTR (EP) application in the TRAVERSE Server Manager to see and use these functions. Then, a Health Care Maintenance sub-menu in the Payroll application will allow you to access the new functions.

The functions include **Employee Health Insurance Coverage**, **Designated Government Entity**, and **Large Employer Member** Information screens, which you can use to maintain ACA compliance information. An **Employee Health Insurance Coverage List** function will list the coverage status for your Employees.

Once you enable the ACA functions by checking the EPTR (EP) application, TRAVERSE retains the information you've entered. When you are ready to prepare the form for printing and filing, TRAVERSE will send the collected data to the Aatrix software. There, the data is placed in the preparation program which checks the data for errors. Use the preparation program to review your Introduction data for accuracy, edit it if necessary, and approve it. After you approve the data, you can print the forms and send them to your employees and the appropriate authority, or use Aatrix Software's optional eFile service to electronically file the information.

Forms Viewer (Enhanced Payroll Tax Reporting)

You must have an active EPTR subscription to use the ACA Forms Enhancement package for TRAVERSE. Registration for EPTR is valid for one year. To activate or renew your subscription and receive form changes as they are updated, you must enter a registration key. Contact your Open Systems software provider for subscription information or to obtain a registration key.

To register the Aatrix software, click Register on the dialog box that appears after you launch it to open a form. Enter your registration code and click Enter, then click Done to return to the form you generated.

Printing Forms and eFile

The TRAVERSE ACA Forms Enhancement itself does not include programs to print the forms you need to file, but instead exports your data to Aatrix Software, where the forms are produced using that data. Via Aatrix Software's services, you can print out the forms, mail them to your employees, and submit copies to the government. You can use Aatrix Software's optional eFile service to electronically file the forms, and you can also choose to have Aatrix Software mail the forms to your Employees. When you use eFile, you can file faster, reduce deadline worries, and eliminate the hassle of paper forms.

Before you can use eFile, you must sign up with Aatrix Software and establish an ID and Password.

Verify Data

Due to occasional differences between required information for the forms and the way TRAVERSE records that information, you must manually verify this data and make any necessary corrections using the Aatrix Software form preparation program before you produce the forms. Depending on the forms you are preparing, the information you need to verify and enter may include health care coverage and covered individuals, as well as coverage dates and codes.

As with all information that you file with government authorities, check the forms you generate carefully for accuracy. Although the information is pulled from TRAVERSE, it is possible for it to be incorrect due to data entry errors or missing data. Because this information is fully editable through the Aatrix software, simply type in the correct information when you notice an incorrect value.

NOTE: Only Employees who have records in check history in the specified payroll year will have their forms populated. For instance, if an Employee retired during the year prior to the payroll year, they may still be receiving health care benefits through a COBRA plan. Since the Employee did not receive a paycheck in the payroll year, that Employee's form will not be populated. If you want to include the Employee, you can issue a zero-amount manual check to the Employee. This way, the Employee now has a record in check history.

Forms Included with the ACA Forms Enhancement

The ACA requires some forms to be distributed to Employees, as well as filed with the government at the end of the year. Some of these forms, specifically forms 1094-B, 1094-C, 1095-B, and 1095-C, are now available to print using data from TRAVERSE and form-printing through Aatrix Software, if you have an active EPTR subscription.

NOTE: Federal requirements and guidelines are subject to change at any time. Always check the current federal information available to determine your compliance status and requirements.

NOTE: Review the ACA requirements or consult with your accounting, tax, or legal professional to determine which forms you need to produce.

Form 1095-B

As an Employee, Form 1095-B is proof you have minimum essential coverage as required by the ACA. Without this proof, you may be subject to penalties. Form 1095-B provides information about your health coverage, including:

- The person whose name is on the insurance policy.
- The employer's name, if the coverage is employer-sponsored.
- The name of the insurance company providing the coverage.
- The people in the household who are covered by the insurance, and the time frame within which they were covered.

Form 1094-B

Form 1094-B is a cover sheet used when filing Form 1095-B with the IRS. It provides summary information, including:

- The insurance provider's Name, Address, Phone, and Employer Identification number.
- The name and phone number of a contact person.
- The number of Forms 1095-B that are being sent.

Form 1095-C

The Parts I and II of Form 1095-C identify the insurance coverage offered by Applicable Large Employers (ALEs), the cost of that coverage, and the Employee's election of coverage, including:

- The employer's name and address information.
- The Employee's name and address information.
- Time frame during which the Employee was eligible for coverage.
- The cost of the cheapest monthly premium the Employee could have paid under the plan.

Part III of Form 1095-C contains the information required if the employer is self-insured. This allows the employer to produce and send out a single, combined form.

Form 1094-C

Form 1094-C is a cover sheet used when filing Form 1095-C with the IRS. It provides detail information, including:

- The employer's Name, Address, Phone Number, and Employer Identification number.
- The number of Employees the employer has.
- The name and phone number of a contact person.

- The number of Forms 1095-C that are being sent.

INSTALLATION

To install the TRAVERSE ACA Forms Enhancement, use the online update process to find, download, and install the latest update for TRAVERSE version 11. See the Administrator's Guide for detailed information on downloading updates.

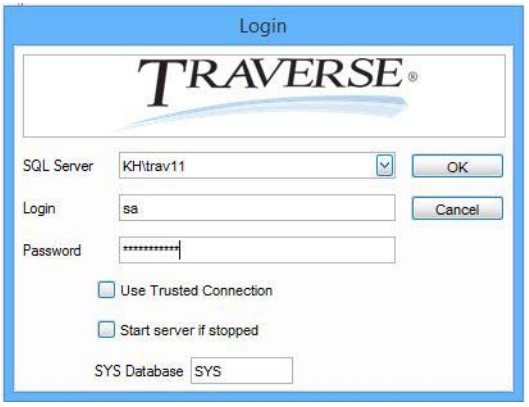
Configure Enhanced Payroll Tax Reporting for ACA

After you run the server update to install the Enhanced Payroll Tax Reporting (EPTR) update for the ACA Forms Enhancement, you must make the application available to your users.

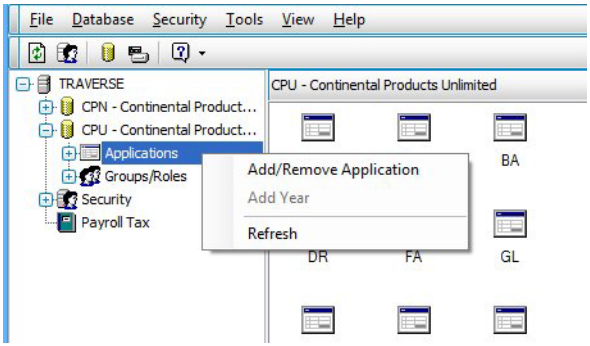
NOTE: To produce any of the forms without a watermark, you must have an active subscription for EPTR. Contact your software provider for more information.

Server Manager

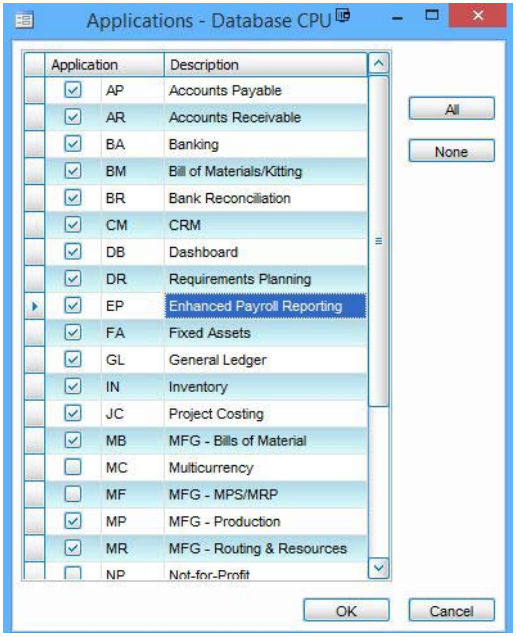
1. Log into the TRAVERSE Server Manager as an administrator.



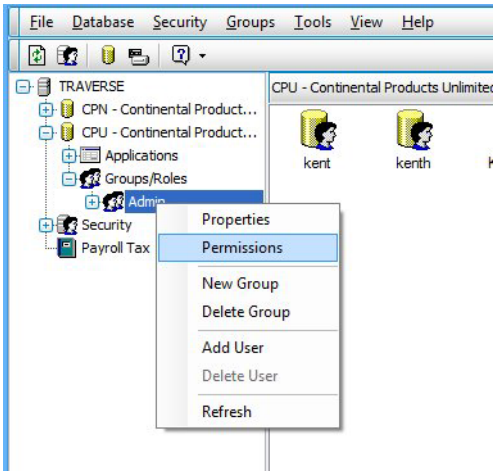
2. Find and expand your database in the left panel. Right-click on the Applications branch of your database and select **Add/Remove Application**.



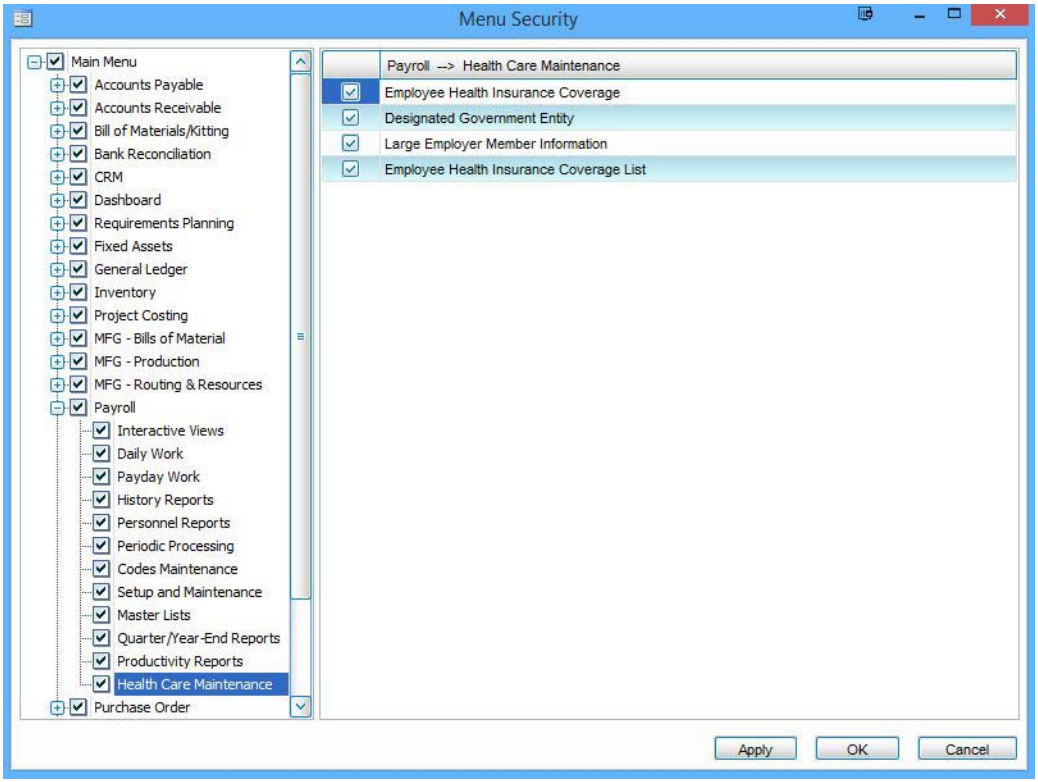
3. In the Applications list, find and mark the check box for EP, Enhanced Payroll Tax Reporting (EPTR). Then click **OK**.



4. Expand the Groups/Roles branch of your database in the left panel. Right-click on the all branch and select **Permissions** to open the Menu Security screen.



5. Expand the Payroll menu branch in the Menu Security screen, and mark the **Health Care Maintenance** check box. All the Health Care Maintenance menu entries should also be marked.



6. Click **Apply**, then click **OK**.
7. Exit TRAVERSE Server Manager.

HEALTH CARE MAINTENANCE FUNCTIONS SUMMARY

The ACA Forms Enhancement will add a Health Care Maintenance menu to the Payroll application menu. This menu provides access to the ACA Forms Enhancement functions.

The Coverage and Safe Harbor codes are pre-populated with the codes from the IRS instructions for Form 1095-C. These codes will be updated as necessary via maintenance updates.

EMPLOYEE HEALTH INSURANCE COVERAGE

The **Employee Health Insurance Coverage** screen shows basic information about each Employee's insurance coverage, including their Employee ID, Name, and the coverage entered for each Employee.

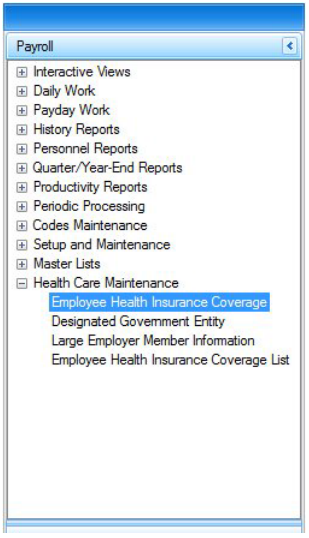
NOTE: For thorough explanations of the values you should enter using this function, consult the IRS instructions for the form you need to complete.

Open the Employee Health Insurance Coverage screen from the Health Care Maintenance menu.

To set up the **Employee Health Insurance Coverage**, follow these steps:

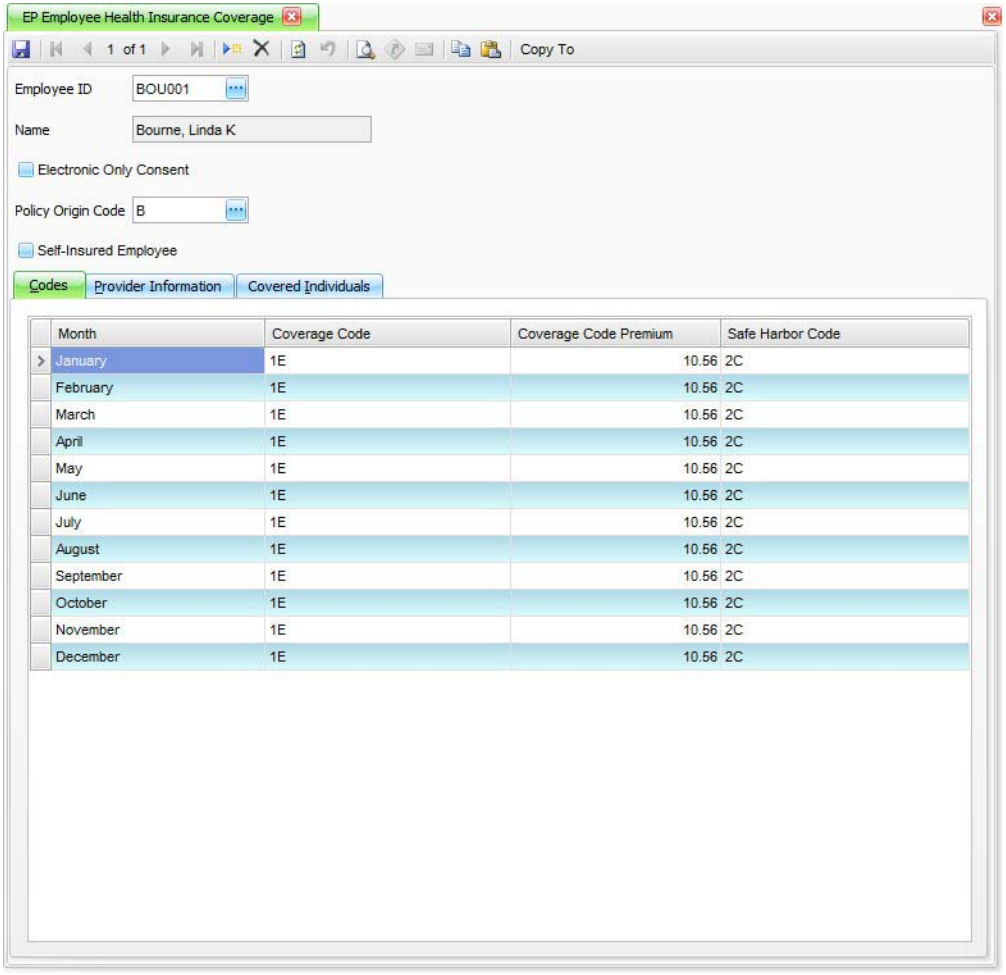
1. Select **Employee Health Insurance Coverage** from the **Health Care Maintenance** menu.

Employee Health Insurance Coverage Menu



2. The **Employee Health Insurance Coverage** screen appears.

Employee Health Insurance Coverage Screen



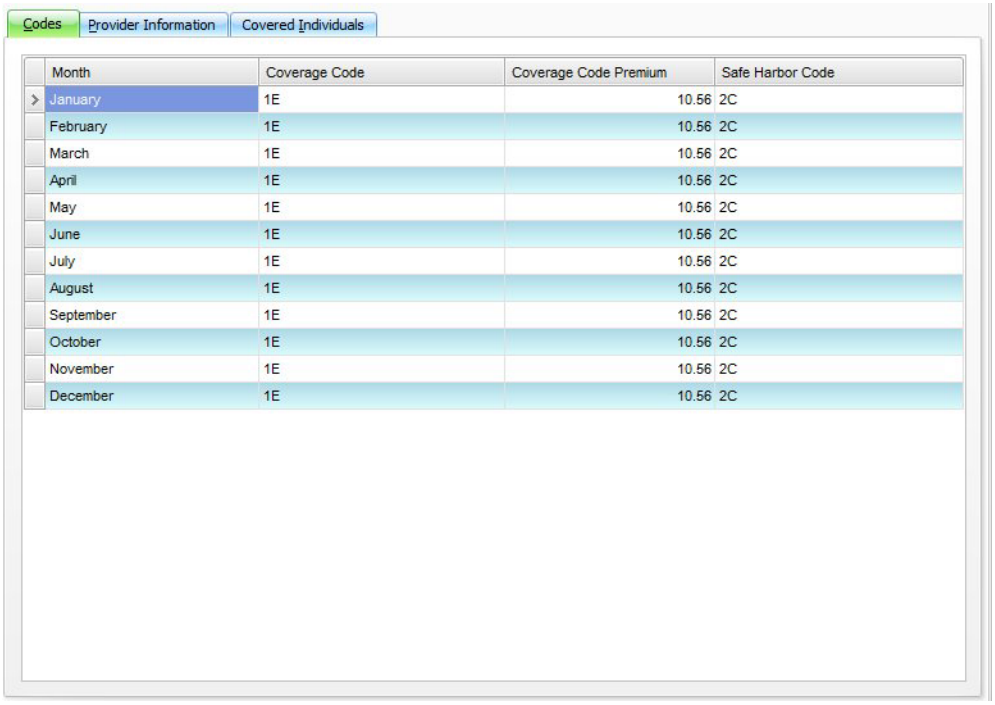
3. Click the **New Record** button on the toolbar.
4. Select an Employee from the **Employee ID** drop-down list.
5. If the Employee has consented to electronic-only form delivery, mark the **Electronic Only Consent** check box.
6. Select a **Policy Origin Code** from the drop-down list:
    - **A** - Small Business Health Options Programs (SHOP)
    - **B** - Employer - sponsored Coverage

- **C** - Government - sponsored program
- **D** - Individual market insurance
- **E** - Multiemployer plan
- **F** - Miscellaneous minimum essential coverage

7. If the Employee is self-insured, mark the **Self-Insured Employee** check box.

The lower half of the screen contains three tabs:

Codes tab



For each Month (as applicable):

- Select a **Coverage Code** from the drop-down list.
  - **1A** - Qualifying Offer: Minimum essential coverage providing minimum value offered to Full-Time Employee with Employee contribution for self-only coverage equal to or less than 9.5% mainland single federal poverty line and at least minimum essential coverage offered to spouse and dependent(s).
  - **1B** - Minimum essential coverage providing minimum value offered to Employee only.

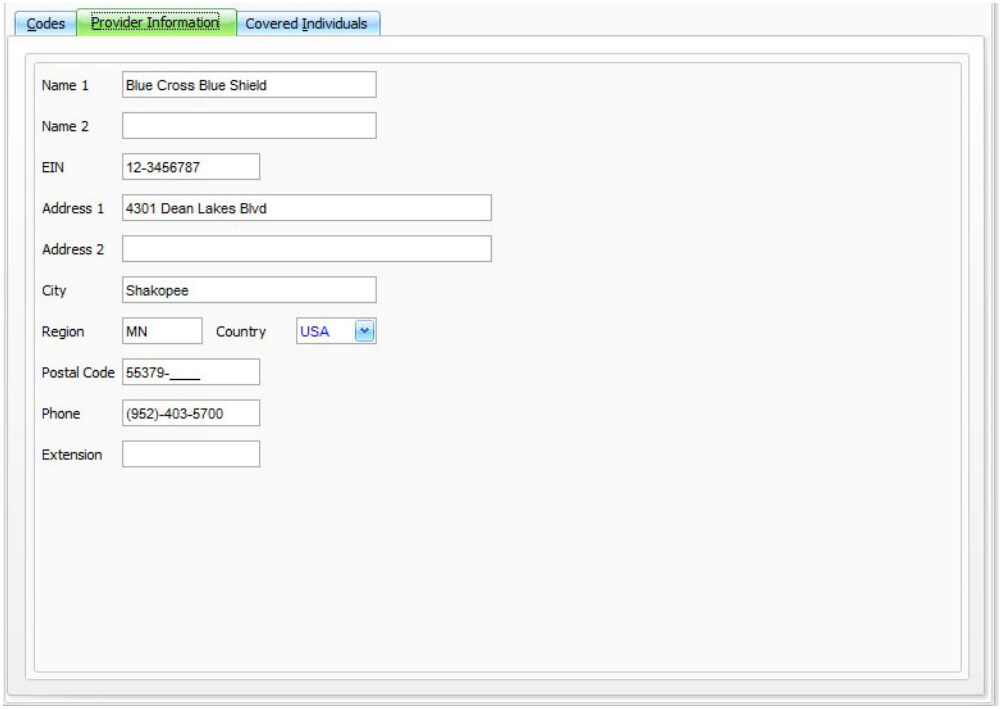
- **1C** - Minimum essential coverage providing minimum value offered to Employee and at least minimum essential coverage offered to dependent(s) (not spouse).
- **1D** - Minimum essential coverage providing minimum value offered to Employee and at least minimum essential coverage offered to spouse (not dependent(s)).
- **1E** - Minimum essential coverage providing minimum value offered to Employee and at least minimum essential coverage offered to dependent(s) and spouse.
- **1F** - Minimum essential coverage NOT providing minimum value offered to Employee, or Employee and spouse or dependent(s), or Employee, spouse and dependents.
- **1G** - Offer of coverage to Employee who was not a Full-Time Employee for any month of the calendar year and who enrolled in self-insured coverage for one or more months of the calendar year.
- **1H** - No offer of coverage (Employee not offered any health coverage or Employee offered coverage that is not minimum essential coverage).
- **1I** - Qualifying Offer Transition Relief 2015: Employee (and spouse or dependents) received no offer of coverage, received an offer that is not a qualifying offer, or received a qualifying offer for less than 12 months.

- Enter a **Coverage Code Premium** amount.
- Select a **Safe Harbor Code**, if applicable, from the drop-down list.
  - **2A** - The Employee was not employed on any day of the calendar month.
  - **2B** - The Employee is not a Full-Time Employee for the month and did not enroll in minimum essential coverage, if offered for the month.
  - **2C** - An Employee who was enrolled in coverage offered during the month, regardless of whether any other code in Code Series 2 might also apply; i.e., use Code 2C if Code 2C and any other code(s) may apply for the month.
  - **2D** - Employees in a Section 4980H(b) Limited Non-Assessment Period during a month. A Limited Non-Assessment Period generally refers to a period during which an ALE Member will not be subject to an assessable payment under Section 4980H(a), and in certain cases Section 4980H(b), for a full-time Employee, regardless of whether that Employee is offered health coverage during that period.
  - **2E** - To claim the "Multiemployer" interim rule relief. If the employer is eligible for the Multiemployer interim rule relief and codes 2D, 2F, 2G or 2H could also apply the employer should enter Code 2E.

- **2F** - The Section 4980H Affordability Form W-2 Safe Harbor. If an employer uses this safe harbor for an Employee, it must be used for all months of the calendar year for which the Employee is offered health coverage.
- **2G** - The Section 4980H Affordability Federal Poverty Line safe harbor.
- **2H** - The Section 4980H Affordability Rate of Pay safe harbor.
- **2I** - To report that non-calendar year transition relief applies to this Employee for the month.

NOTE: You can copy and paste values to each month.

Provider Information tab

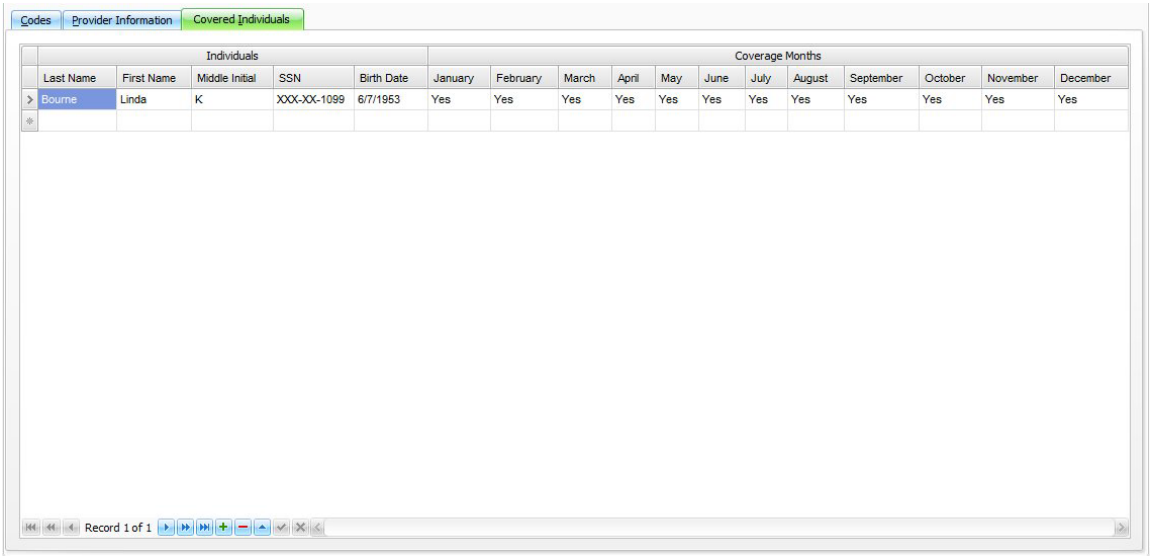


Enter the general contact information for the coverage provider in the appropriate fields (as applicable):

- Enter the coverage provider's name in the **Name** fields.
- Enter the provider's Employer Identification Number in the **EIN** field.
- Enter the provider's address into the **Address**, **City**, **Region**, **Country**, and **Postal Code** fields.

- Enter the provider's contact **Phone** and **Extension** into the appropriate fields.

Covered Individuals tab



There must always be at least one covered individual listed under the Employee. By default, the Employee appears as the first covered individual.

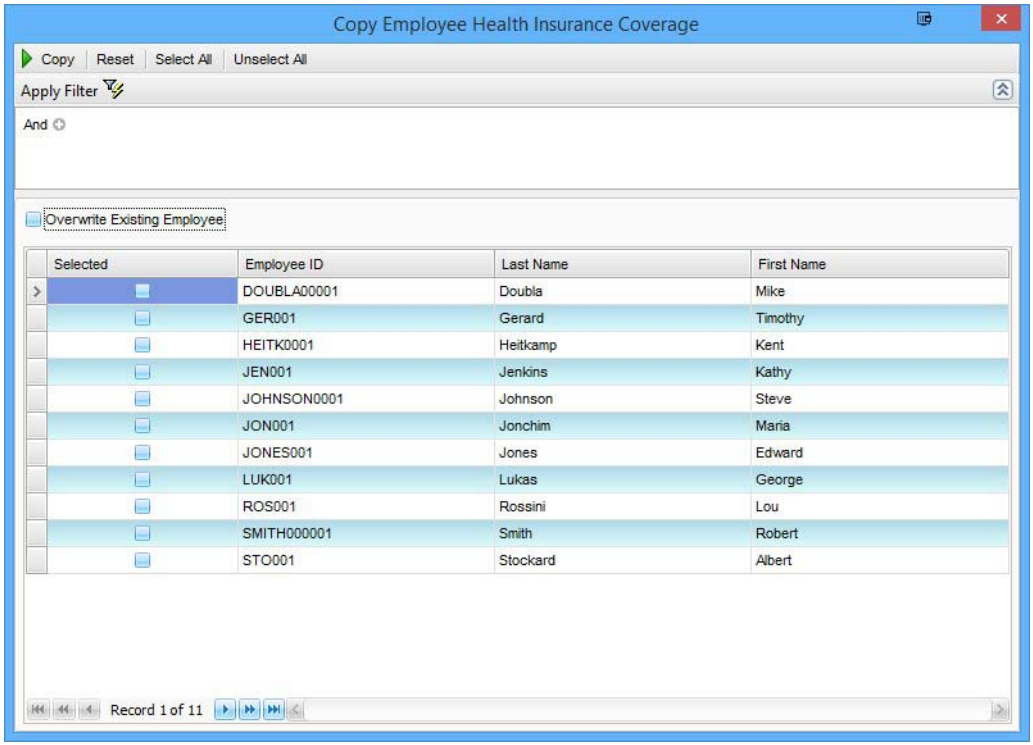
- Enter each covered individual's **Last Name**, **First Name** and **Middle Initial**.
- Enter the covered individual's **Social Security Number** or **Birth Date**. You only need one or the other.
- For each month in which the individual was covered, select **Yes** in that month's column. For months in which the individual was not covered, select **No**.
- Use the **Append** button ( ) to add additional individuals.

8. Save the Employee once you finish entering the information .

Copy Information to additional employees

Once you have entered information for an Employee, you can copy the same information to other Employees by using the **Copy To** button on the toolbar.

A Copy Employee Health Insurance Coverage window will appear.



1. Use the **Data Filter** to reduce the number of Employees available, if necessary.
2. If you want the coverage information you are copying to replace the information that already exists for the Employee, if any, mark the **Overwrite Existing Employee** check box.
3. Mark the check box(es) of all Employees to whom you want to copy coverage information. Use the **Select All** button to mark all Employees, or use the **Unselect All** button to clear all check boxes. When you are finished, click the **Copy** button on the toolbar to copy the coverage information to the marked Employees. Use the **Reset** button to remove the filter.

NOTE: This will not copy covered individuals. However, because one covered individual is required, each Employee will be listed as a covered individual on his or her own coverage screen.

4. When the process is complete, a notification pop-up window appears. Click **OK** to continue.

5. When you finish copying coverage information, close the Copy Employee Health Insurance Coverage window.

To edit coverage for an employee:

1. Select the Employee you want to edit from the **Employee ID** drop-down list.
2. Edit the information you need to change.
3. Click the **Save** button on the toolbar.

To delete coverage for an employee:

NOTE: This does not delete the Employee from the system, but does remove the Employee from the screen.

1. Select the Employee for whom you want to delete coverage from the **Employee ID** drop-down list.
2. Click the **Delete** button on the toolbar.
3. A notification pop-up window appears. Click **Yes** to proceed.

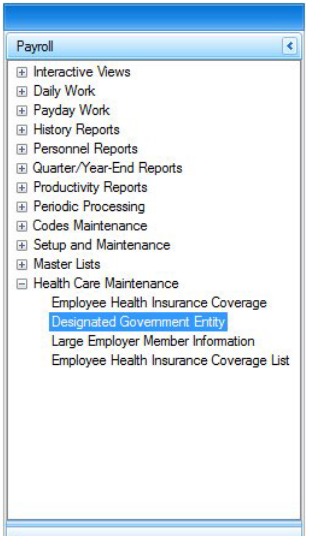
DESIGNATED GOVERNMENT ENTITY

If your company is considered a Designated Government Entity, use the **Designated Government Entity** function to enter the information required for Form 1094-C.

To set up the **Designated Government Entity**, follow these steps:

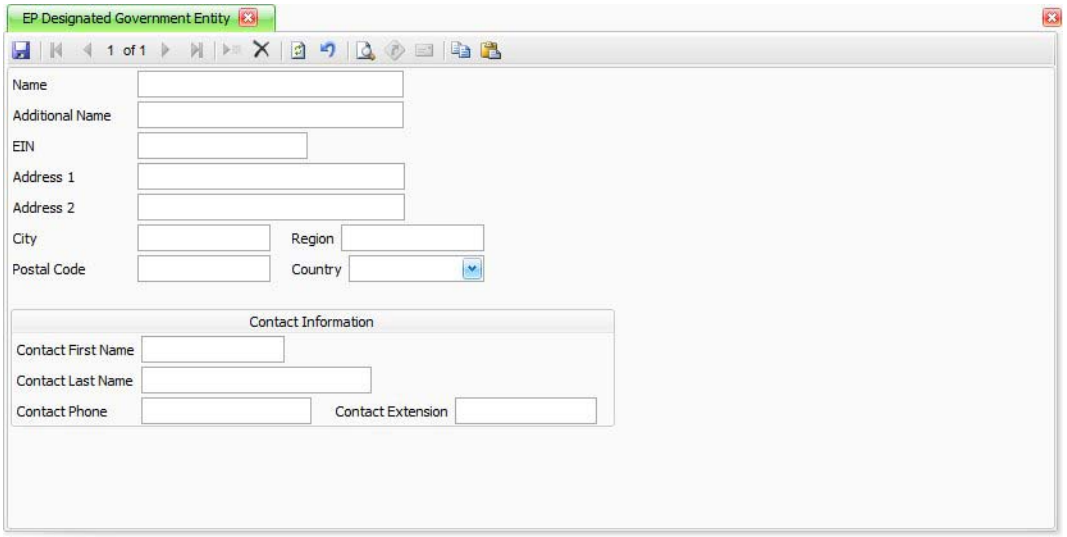
1. Select **Designated Government Entity** from the **Health Care Maintenance** menu.

Designated Government Entity Menu



2. The **Designated Government Entity** screen appears.

Designated Government Entity Screen



To add entity information:

1. Click the **New Record** button on the toolbar.
2. Fill in the fields with the appropriate information, beginning with the employer Name in the **Name** field.
3. Fill in the contact information for the entity contact person in the **Contact Information** section.
4. When finished, click the **Save** button on the toolbar to save the information.

To edit the information, make your changes and then click the **Save** button .

LARGE EMPLOYER MEMBER INFORMATION

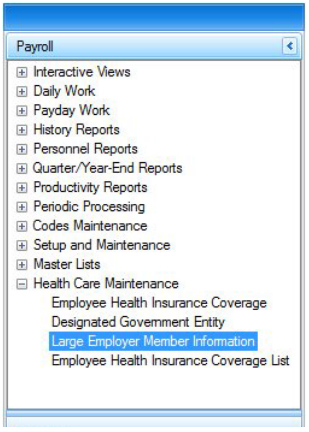
The **Large Employer Member Information** function allows you to enter information used to fill in Form 1094-C.

Review the ACA requirements or consult with your accounting, tax, or legal professional to determine which forms you need to produce, and which options apply to your company.

To set up the **Large Employer Member Information**, follow these steps:

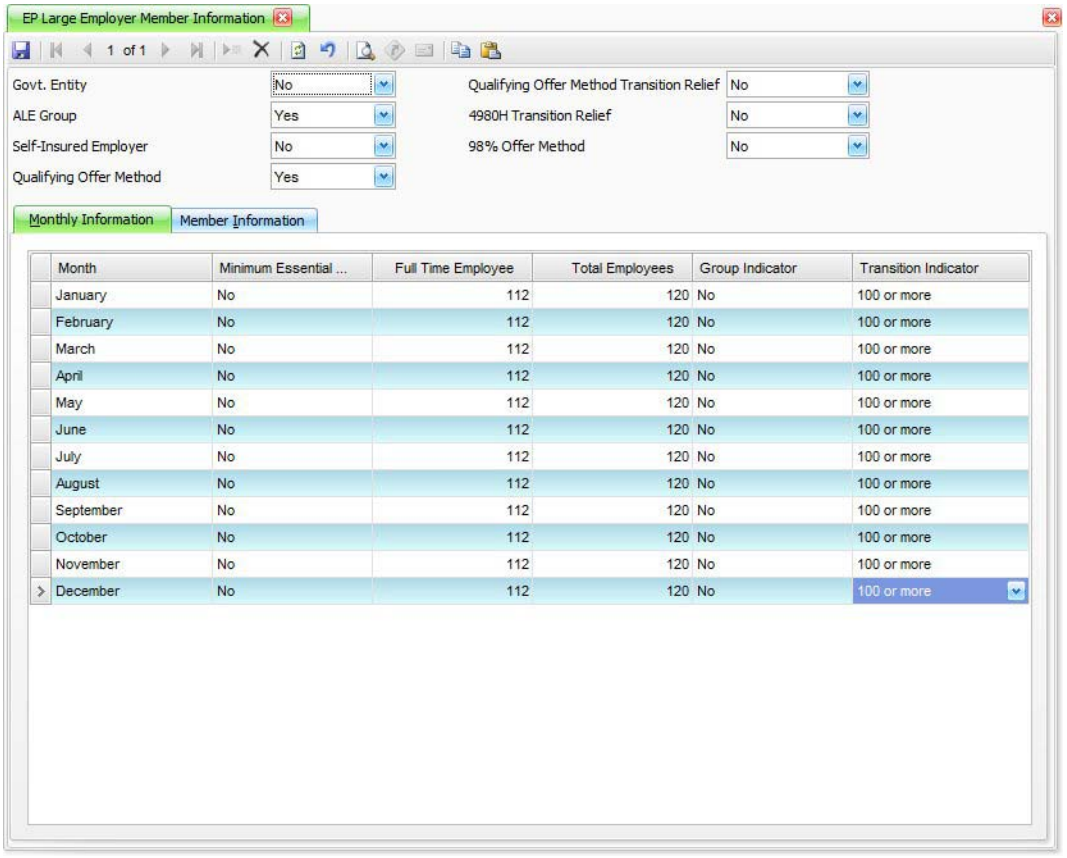
1. Select **Large Employer Member Information** from the **Health Care Maintenance** menu.

Large Employer Member Information Menu



2. The **Large Employer Member Information** screen appears.

Large Employer Member Information Screen



3. Click the **New Record** button on the toolbar to create a new Large Employer Member Information record.

   - Is the employer a **Govt. Entity**, **Yes** or **No**?
   - Is the employer an **ALE Group** (Applicable Large Employer) with member companies, **Yes** or **No**?
   - Is the **Employer Self-insured**, **Yes** or **No**?
   - Does the employer's certification of eligibility reflect a **Qualifying Offer Method**, **Qualifying Offer Method Transition Relief**, **4980h Transition Relief**, and/or a **98% Offer Method**, **Yes** or **No**?

Below are descriptions of the different reporting methods:

Qualifying Offer Method

- What Is A Qualifying Offer?
  - An employer makes a Qualifying Offer when it offers one or more Full-Time Employees minimum essential coverage that provides minimum value and doesn't exceed 9.5% of the single federal poverty line for Employee-only coverage (about $1,100 in 2015) and offers minimum essential coverage to the Employee's spouse and dependents.
  - For all months during the year in which the Employee was a Full-Time Employee, the employer certifies that it made a qualifying offer.
  - Using this method allows employers to provide the Employee a general statement about the offer rather than furnishing a Form 1095-C. Employers must still file a Form 1095-C with the IRS for each Full-Time Employee.
  - On Form 1095-C, the employer can use a Qualifying Offer code ("1A") and will not report the monthly Employee contribution for the lowest cost employee-only coverage providing minimum value. o Safe Harbor codes on Line 16 are not required when code "1A" is used.

NOTE: Self-insured employers must file a Form 1095-C with the IRS and must also furnish a Form 1095-C to any Employee that enrolled in self-insured coverage.

Qualified Offer Method Transition Relief

- For the TY2014 and TY2015, an employer may use this option if it made a Qualifying Offer for one or more months of calendar year 2015 to at least 95% of its full-time employees.
- Reporting is simplified in the same way as in the general Qualifying Offer
- Method except that the employer uses the Qualifying Offer Transition Relief
- Code ("1I") for the months in 2015 the employee did not receive a Qualifying Offer and uses Qualifying Offer Code 1A for the months the employee received a Qualifying Offer.
- Safe Harbor codes are not required on Line 16 when this method is selected.

NOTE: Self-insured employers must file a Form 1095-C with the IRS and must also furnish a Form 1095-C to any Employee that enrolled in self-insured coverage.

Section 4980H Transition Relief

- This relief applies for employers who qualify for the following TY2015 transition relief:

- 50-99 Transition Relief - for an ALE Member with fewer than 100 Full-Time and Full-Time Equivalent Employees in 2014 that meets certain conditions no Employer Shared Responsibility payment under section 4980H will apply for any calendar month in during 2015.

- Questions and Answers on Employer Shared Responsibility Provision FAQ #34-37
  - Limited Workforce Size
  - Maintenance of Workforce and Aggregate Hours of Service.
  - Maintenance of Previously Offered Health Coverage.
  - Employer is still required to file Forms 1094-C and 1095-C with IRS and furnish Form 1095-C to Employee.
- A code of "A" must be entered on the Authoritative Transmittal Form 1094-C line 23, column E.
- 100 or More Transition Relief - for an ALE Member with 100 or more Full-Time Employees in the 2014. Refer to Questions and Answers on Employer Shared Responsibility Provision FAQ #38-39.
- Under this relief, the Section 4980H assessable payment is calculated by reducing the employer's number of Full-Time Employees by the employer's allocable share of 80 (rather than 30). o The employer is still required to file Forms 1094-C and 1095-C.
- A code of "B" must be entered on line 23, column E

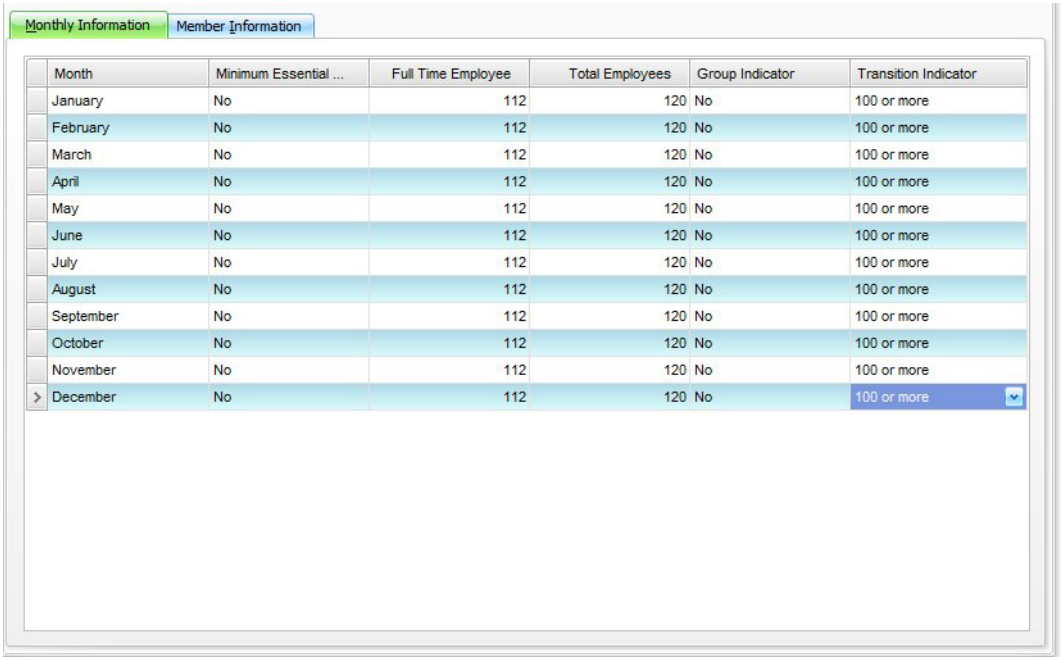
NOTE: 4980H transition relief may be used in conjunction with any of the offer methods or by itself.

98% Offer Method

- This method may simplify health coverage reporting on Form 1094-C for an employer that certifies that it offered, for all months of the calendar year, affordable health coverage providing minimum value to at least 98% of its Employees and their dependents for whom it is filing a Form 1095-C Employee statement.
- If an employer uses this method, it is not required to report the number of Full-Time Employees in Part III of Form 1094-C (column B), and is not required to identify which of the Employees for whom it is filing were Full-Time Employees.
- For this purpose, the health coverage is treated as affordable if it meets any one of the section 4980H affordability safe harbors. Refer to Questions and Answers on Employer Shared Responsibility Provision FAQ #19.

- Upon an IRS request, the employer may later be required to identify whether specific Employees were Full-Time, by month, if an Employee receives a premium tax credit for coverage obtained through the Health Insurance Marketplace (to determine if the employer may owe a 4980H Employer Shared Responsibility Payment for that employee).

Monthly Information tab

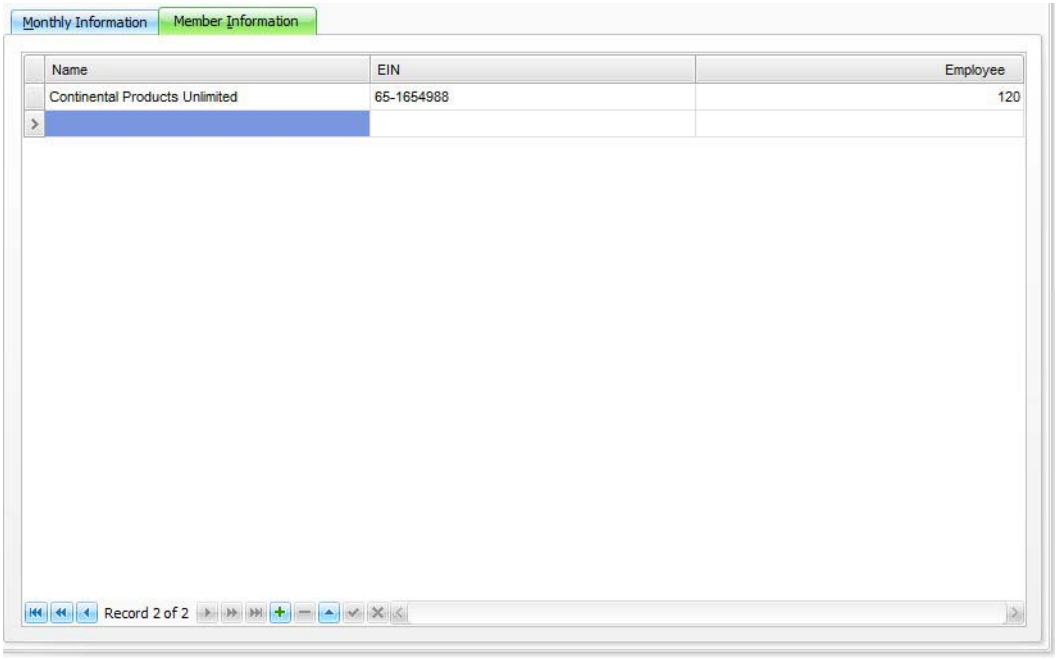


Month	Minimum Essential ...	Full Time Employee	Total Employees	Group Indicator	Transition Indicator
January	No	112	120	No	100 or more
February	No	112	120	No	100 or more
March	No	112	120	No	100 or more
April	No	112	120	No	100 or more
May	No	112	120	No	100 or more
June	No	112	120	No	100 or more
July	No	112	120	No	100 or more
August	No	112	120	No	100 or more
September	No	112	120	No	100 or more
October	No	112	120	No	100 or more
November	No	112	120	No	100 or more
December	No	112	120	No	100 or more

Enter the aggregated information for the ALE for each month:

- Did the coverage meet the **Minimum Essential Coverage** requirements for the month, **Yes** or **No**?
- Enter the number of **Full-time** and **Full-time Equivalent Employees** for the month.
- Enter the **Total Number Of Employees** for the month.
- Indicate whether the employer was a member of an aggregated ALE group for the month in the **Group Indicator** field, **Yes** or **No**.
- Choose a **Transition Indicator** from the drop-down list; **50 - 99 Relief** and **100 or more**.

Member Information tab



Enter the member employers that make up the aggregated ALE:

1. Enter the company **Name**.
2. Enter the company's Employer Identification Number (**EIN**).
3. Enter the number of **Employees**.
4. Click the **Save** button to save your changes.

To remove a member company, select the Company to remove, click the **Delete** button on the toolbar, and then **Save** your changes.

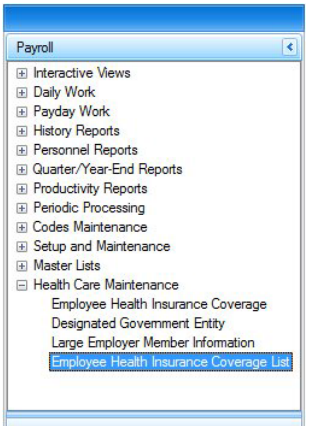
EMPLOYEE HEALTH INSURANCE COVERAGE LIST

The **Employee Health Insurance Coverage List** displays the coverage information for each Employee.

To output the **Employee Health Insurance Coverage List**, follow these steps:

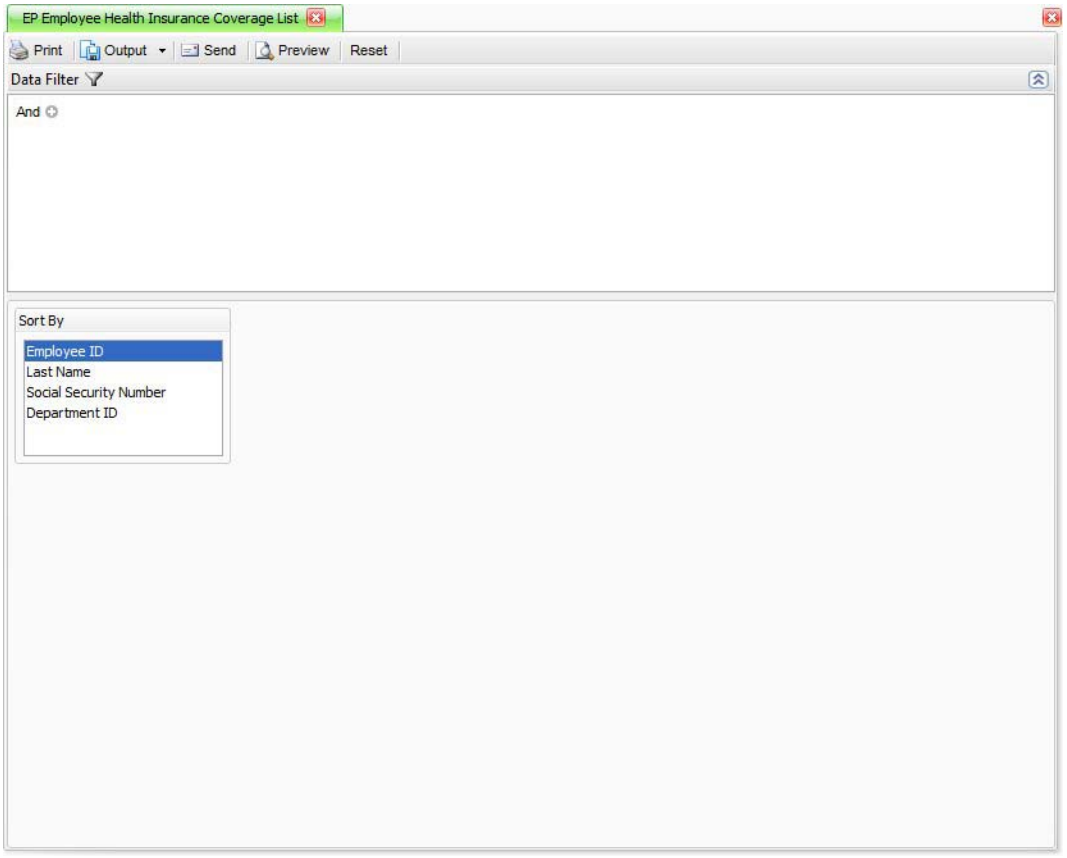
1. Select **Employee Health Insurance Coverage List** from the **Health Care Maintenance** menu.

Employee Health Insurance Coverage List Menu



2. The **Employee Health Insurance Coverage List** screen appears.

Employee Health Insurance Coverage List Screen



3. Use the **Data Filter** to narrow the report results, or leave the filter blank to include all Employees.
4. Select the sort criteria for the list from the **Sort By** section: **Employee ID**, **Last Name**, **Social Security Number**, or **Department ID**.

5. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.
Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Send	Email the report with the report attached as a .pdf file.
Print	Print the report.

NOTE: Refer to the Reporting section in the General Information guide for more details on print options and selections when previewing the report.

Employee Health Insurance Coverage List

Continental Products Unlimited

Employee Health Insurance Coverage List

Sorted by Employee ID

PAGE 1

Employee ID	BOU001	Phone No	(612)-555-1212
Name	Bourne, Linda K	Electronic Only Consent	No
SSN	XXX-XX-1099	Policy Origin Code	B
Department ID	500	Self-Insured Employee	No

Coverage Codes / Amounts

Month	January	February	March	April	May	June	July	August	September	October	November	December
Code	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E	1E
Premium	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56	10.56

Safe Harbor Codes

Month	January	February	March	April	May	June	July	August	September	October	November	December
Code	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C	2C

Provider Information

Name 1	Blue Cross Blue Shield	Address 1	4301 Dean Lakes Blvd
Name 2		Address 2	
EIN	12-3456787	City	Shakopee
Phone	(952)-403-5700	Region	MN
Extension		Postal Code	55379
		Country	USA

Covered Individuals

Last Name	First Name	MI	SSN	Birthdate	Coverage Months											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bourne	Linda	K	XXX-XX-1099	6/7/1953	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

12/4/2015 11:04 AM

Kent.Heitkamp

ENHANCED PAYROLL TAX REPORTS

When you are ready to produce the Forms 1094-B, 1094-C, 1095-B, or 1095-C, use the Enhanced Payroll Tax Reports function (page 6-63).

Select the appropriate form from the list and click **OK** to open the Aatrix Software preparation program. Use the preparation program to verify, edit, and approve your information and then create the forms with your approved data.

Refer to Aatrix Software's release notes, when available, for additional information on how to use the Aatrix Software preparation program for ACA forms.

DELETING LAST YEAR

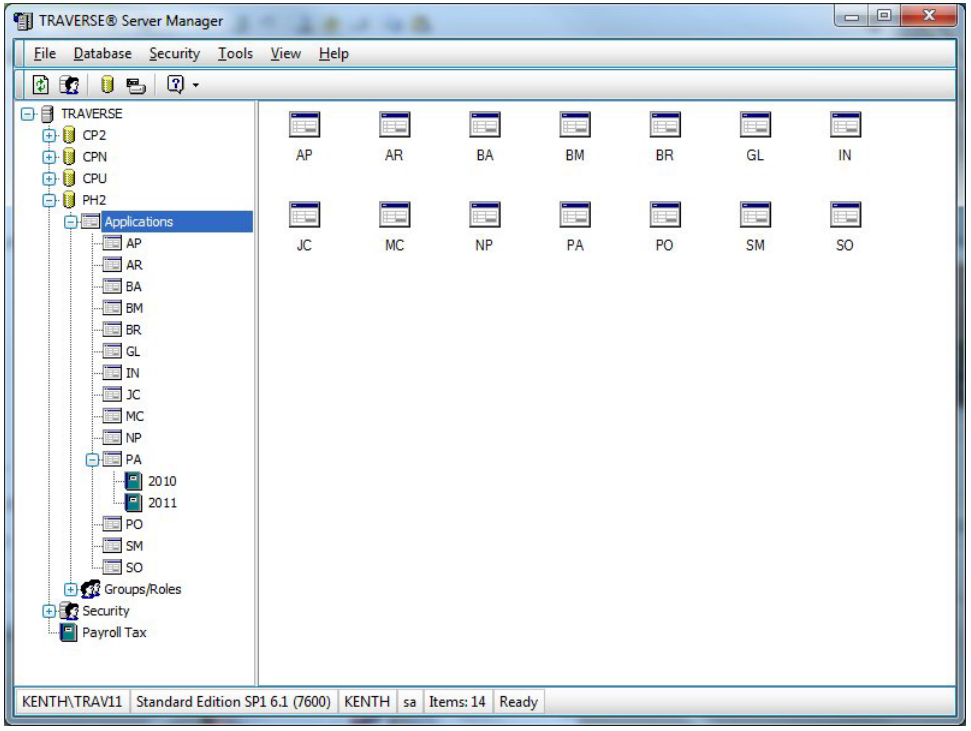
NOTE: It is advised that you keep you prior year's data in tact on your system. These prior years may be used if an audit is conducted on your system for prior years of payroll history.

After you have completed all last-year processing, printed W-2s, and backed up your data files, use the server manager Delete Year function to delete your prior year's records.

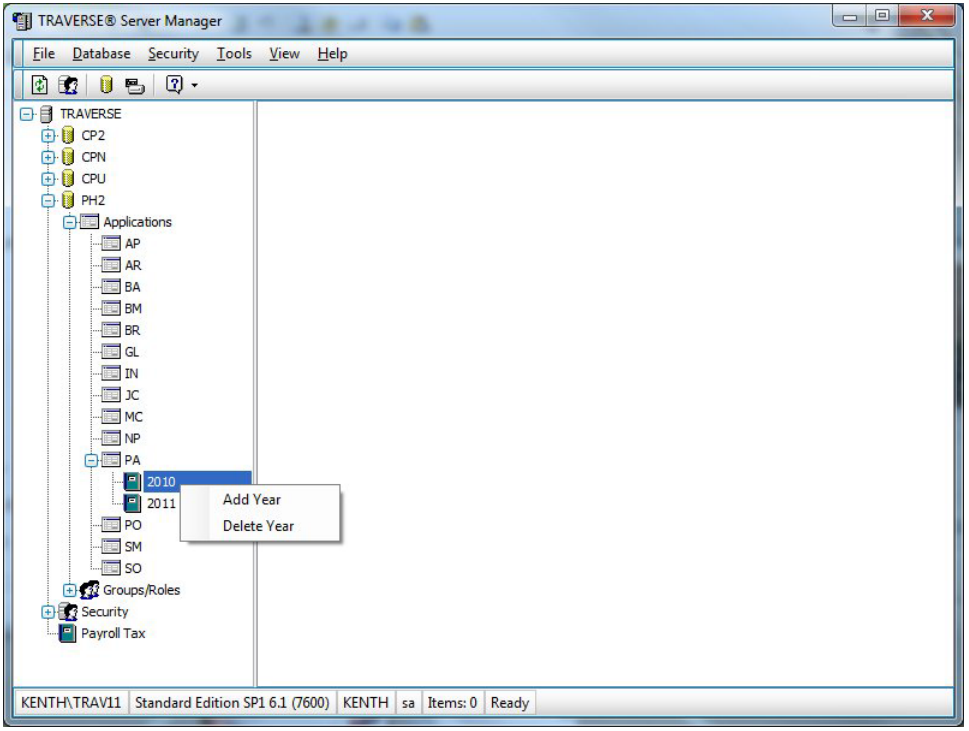
You may leave as many payroll years active as you wish. Deleting prior payroll years is optional.

To delete prior year's databases follow these steps:

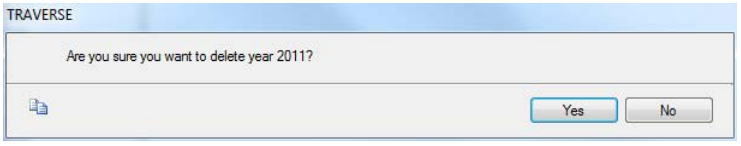
1. Open **Server Manager** and expand **TRAVERSE** and the company ID to delete last year records for.



2. Expand **Applications** and **PA**.



3. Right click on the year to be deleted. The right click menu appears.
4. Select **Delete Year**. The **Delete Year** confirmation box appears.



5. Click **Yes** and the year you selected will be deleted.

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 your labor costs for these days.

In General Ledger, make a debit entry to your 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 weekly or biweekly instead of monthly or 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.

To have the accrual entries automatically entered into the first period of your next year use the source code of **R1** when entering your manual transactions into the last period of your prior year. When you write these transactions to the journal, an entry will automatically be made in the first period of your new year with a source code of **R2**.

9

Writing Formulas

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USING FORMULAS IN PAYROLL

The Payroll system uses Formulas to calculate Deductions and Withholdings based on Earnings and Tables. These Formulas involve Variables, Constants, Operations, and Functions.

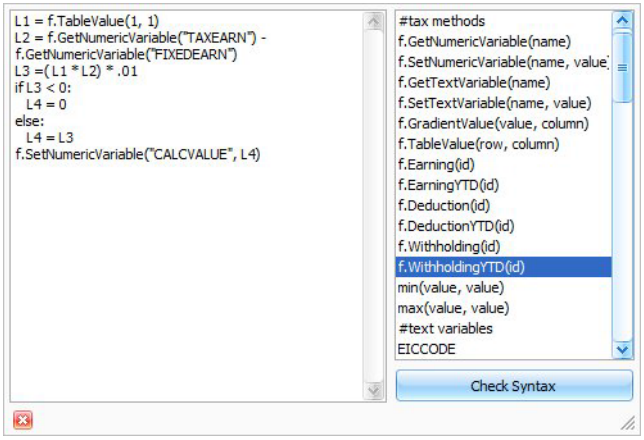
- **Commands** are functions that tell the Formula what to do to retrieve a value.
- **Variables** are an equivalent that stand for something which can change value as other actions occur.
- **Constants** are positive or negative numbers.
- **Factors** are a constant defined in a Formula or in an Employee or Employer Override Factor. You can set up to six Factors in each Formula. Employee and Employer Formulas have up to six Override Factors.
- **Functions** - you can use three types of Functions when constructing Formulas: Table Lookups, Conditionals, and MIN/MAX functions.
- **Operations** proceed according to standard mathematical rules. Multiplication and division are first performed. Addition and subtraction are performed afterwards. Functions within parentheses are performed before Operations outside of parenthesis.

The Payroll system uses Formulas to calculate Deductions and Withholdings based on Earnings and tables. You can use variables for numbers such as year-to-date amounts, gross earnings, and so forth, which you can manipulate using Operations and Functions, much like a spreadsheet program. You can also look up Tax Rates and other information in Formula Tables.

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:

TRAVERSE uses Iron Python scripting for the scripting language to write the Formulas. There are many books available as references to use when writing scripts. A summary of valid Variables, Operations, and Functions follow. If you are new to Formulas or you need to review them, several examples of Formulas are at the end of this section.

Within the Formula box that is displayed when the combo box arrow is clicked you can return Commands and Variables into the Formula being generated by double-clicking on the selection you want brought into the Formula.



When Variables and Factors are used the values must be enclosed within double quotes (“ “) within the parentheses.

Click on the Check Syntax button when finished entering the Formula to see if you have the syntax for the Formula correct.

Tax Methods

To retrieve a value to put into the Formula, you must use Methods to tell the Formula what value you want to retrieve. Commands are used along with the Variables to set the values to bring into the Formulas. The most commonly used Commands are f.GetNumericVariable and f.SetNumericVariable. You will see Commands used in many of the sections following this section.

The Methods are grouped in the Formula box by the heading **#METHODS**.

Below is a table with the commands and descriptions:

Command	Description
f.GetNumericVariable(name)	Bring a variable that contains a number value into the formula.
f.SetNumericVariable(name, value)	Set the numeric variable value that has been calculated to bring the value into the calculated check.

Command	Description
f.GetTextVariable(name)	Bring a variable that contains a text value into the formula.
f.SetTextVariable(name, value)	Set the text variable value that has been calculated to bring the text into the calculated check.
f.GradientValue(value, column)	Bring the value from a table that has graduated rows into the formula.
f.TableValue(row, column)	Bring the value from a table that does not have graduated rows into the formula.
f.Earning(id)	Bring in the amount calculated on the check for a specific earning code.
f.EarningMTD(id)	Bring in the amount month to date for a specific earning code.
f.EarningYTD(id)	Bring in the amount year to date for a specific earning code.
f.Deduction(id)	Bring in the amount calculated on the check for a specific deduction code.
f.DeductionMTD(id)	Bring in the amount year to date for a specific deduction code.
f.DeductionYTD(id)	Bring in the amount year to date for a specific deduction code.
f.Cost(id)	Bring in the amount calculated on the check for a specific employer cost.
f.CostMTD(id)	Bring in the amount month to date for a specific employer cost.
f.CostYTD(id)	Bring in the amount year to date for a specific employer cost.
f.Withholding(id, state, local)	Bring in the amount calculated on the check for a specific withholding code.

Command	Description
f.WithholdingMTD(id)	Bring in the amount month to date for a specific withholding code.
f.WithholdingYTD(id, state, local)	Bring in the amount year to date for a specific withholding code.
f.EmployeeTaxEarnings(id, state, local)	Bring in the taxable amount calculated on the check for a specific earning code.
f.EmployeeTaxEarningsMTD(id, state, local)	Bring in the taxable amount month to date for a specific earning code.
f.EmployeeTaxEarningsYTD(id, state, local)	Bring in the taxable amount year to date for a specific earning code.
f.Tax(id, state, local)	Bring in the amount calculated on the check for a specific tax code.
f.TaxMTD(id, state, local)	Bring in the amount month to date for employer tax.
f.TaxYTD(id, state, local)	Bring in the amount year to date for a specific tax code.
f.EmployerTaxEarnings(id, state, local)	Bring in the taxable amount calculated on the check for a specific earning code for employer tax calculation.
f.EmployerTaxEarningsMTD(id, state, local)	Bring in the taxable amount month to date for a specific earning code for employer tax calculation.
f.EmployerTaxEarningsYTD(id, state, local)	Bring in the taxable amount year to date for a specific earning code for employer tax calculation.

Numeric Variables

You can use positive or negative numbers (Constants) in Formulas. Numeric Variables are grouped, in the Formula box, by the heading **#NUMERIC VARIABLES**.

You can also use these variables in place of the numbers:

NOTE: All variables must be enclosed in quotes " ".

Variable	Description
ADJEARN*	Adjusted earnings for net pay deductions
ADJHR	Adjusted hours (minus exclusions).
ADJMIN	Adjust to minimum wage flag.
ADJSUIEARN	Total SUI earnings before the Self Adjust Month changed.
ADJSUIWITH	Total SUI withholdings before the Self Adjust Month changed.
DEDEXCL	Total amount of deductions exclusions.
DEDUCTIONTOT	Total deductions for the current check.
EARNEXCL	Total amount of earnings excluded.
EARNHOUREXCL	Total hours excluded.
EMPDEPT	Default department ID for the current employee
EMPFICAWH	Employee FICA Contribution (OASDI and Medicare).
EMPTYPE	Employee type (H or S)
EXEMPTIONS	Number of exemptions per employee.
EXTRAWH	Extra withholdings for the employee.
FC1 - FC20	Factor prompt values
FEDEXEMPT	Number of federal exemptions for the employee
FEDEXTRAWH	Extra federal withholding for the employee
FEDFIXEDWH	Fixed federal withholding amount for the employee

Variable	Description
FEDMARITSTATUS	Marital status of the employee for federal withholding.
FEDWITH	Total employee federal withholdings (including OASDI, Medicare, and EIC).
FIXEDEARN	Total fixed earnings for the employee.
FIXEDPCT	Fixed percent for the withholding.
FIXEDWH	Fixed withholding amount.
FWHWITH	Employee federal withholdings (not including OASDI, Medicare, and EIS).
GETDEDUCTION	Retrieve a deduction taken out of an employee's check. Need to list deduction code in ("xxx").
GRANDTOTEARN	Total gross earnings, not including earnings that are not included in net pay.
GRANDTOTGROSS	Total gross earnings, including all earnings.
GRANDTOTNET	Net pay for the employee
GROUPCODE	Local tax authority Group Code ID
HOURLYRATE	The employee’s hourly wage rate
HOURS	Total hours worked.
LOCALWITH	Total employee local withholdings.
MINWAGE	Minimum wage.
NETDEDTOT	Total deductions based on the net pay for the employee
PALOCAL	Local code if calculation local withholding
PASTATE	State code if calculating state withholding
PASTATUSCODE	Current withholding code

Variable	Description
PAYPERIODS	Total pay periods for the year; taken from the PAEGxxx file.
PAYEAR	The payroll year to bring data into the formula from.
PERIODCODE	Current deduction run code for the group code the current employee is in.
REGHRS	Regular hours worked, excluding leave hours.
SALARY	Employee's pay period salary
STATEWITH	Total employee state withholdings.
STATUS	Marital status for current withholding.
TAXEARN	Taxable earnings per tax authority (total earnings minus all exclusions).
TAXHOURS	Taxable hours per tax authority (total hours minus all exclusions).
TAXMONTH	Tax month being processed (as set in the Business Rules)
TIPS	Tips accumulated for the employee.
TOTEARN	Total earnings.
UNCOLMED	Year-to-date uncollected Medicare.
UNCOLOASDI	Year-to-date uncollected OASDI.
WEEKSWORKED	Number of weeks worked for the employee
WEEKSWORKEDLIMIT	The value from the tax authorities setup in the weeks worked limit field.
WITHHOLDINGEARNINGS	Earnings used to calculate current withholding amount. Accounts for limits.
YTDEARNINGS	Year-to-date earnings for the withholding.

Variable	Description
YTDFICATIPS	Year-to-date FICA tips (used in employee OASDI to figure FICA tips).
YTDTIPS	Year to date tips accumulated for the employee.
YTDWITHHOLDINGS	Year to date withholdings accumulated for the employee.

*For Gross, **ADJEARN** is set to the same amount as **GRANDTOGROSS**, minus any Earning Code exclusions that may exist for that Deduction. For Net, **ADJEARN** is set to **GRANDTOTEARN**. Then **DEDUCTIONTOT**. **FEDWITH**, **STATEWITH**, and **LOCALWITH** are subtracted to account for all withholdings up to that point. So if you have two net pay deductions, the first one is calculated and that amount is added to **DEDUCTIONTOT**. The second deduction will follow the same process, with **DEDUCTIONTOT** having the updated deduction total from the previous net pay deduction.

When working with variables in a formula for TRAVERSE 11 you must first select the **f.GetNumericVariable** command from the list of selections. The variable must be enclosed in quote marks within the parentheses **f.GetNumericVariable(**"**TAXEARN**"**)**.

Text Variables

Text variables can be used to return a variable that has a text value. Text variables can be used to bring in things like statuses for tax purposes. The Formula might depend on a status to calculate a different amount based on the status for which an employee is set up.

Test variables are grouped, in the formula box, by the heading **#TEXT VARIABLES**.

Below is a table with the commands and descriptions:

Variable	Description
EICCODE	The EIC code selected in the employee information setup.
EMPDEPT	Employee department code
EMPLABORCLASS	Employee's labor class
EMPTYPE	Employee's wage type, Hourly or Salaried

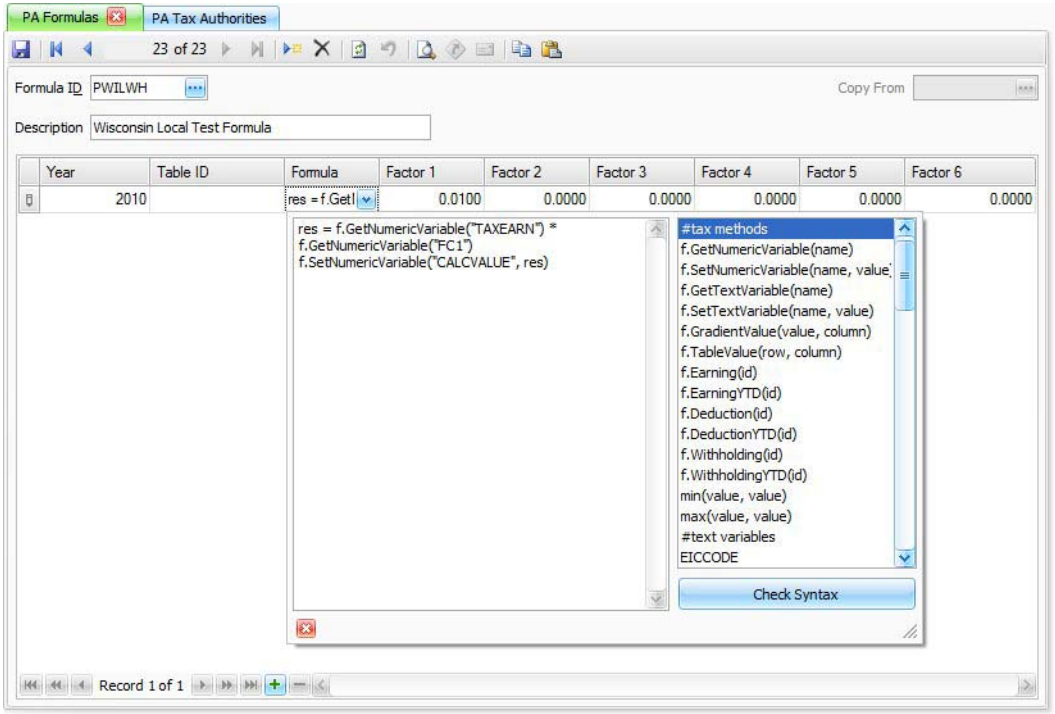
Variable	Description
FEDMARITSTATUS	The status selected on the federal tax tab in the employee information setup.
LOCALCODE	Local tax code
STATECODE	State tax code
STATUS	The status selected on the state and local tax tabs in the employee information setup.
TABLEID	The table ID used for the formula.

Formula factors

Formula factors are variables used to change the base rate in a Formula without changing the Formula. Each Formula can have six factors. Factors can be used in Formula lines by entering "FC*n*"**,** where *n* is the number of the factor.

When working with variables in a Formula for TRAVERSE 11 you must first select the **f.GetNumericVariable** command from the list of selections. The variable must be enclosed in quote marks within the parentheses **f.GetNumericVariable(**"**FC1**"**)**.

Using Formula Factors



For example; you can set up a Formula that multiples taxable earning by a specific tax percentage. The formula itself can be entered in a single line:

f.GetNumericVariable(“FC1”) * .5

If you set Factor 1 to .05, the employee’s taxable earnings will be multiplied by five percent. Later, you can change the factor or override it for an individual employee.

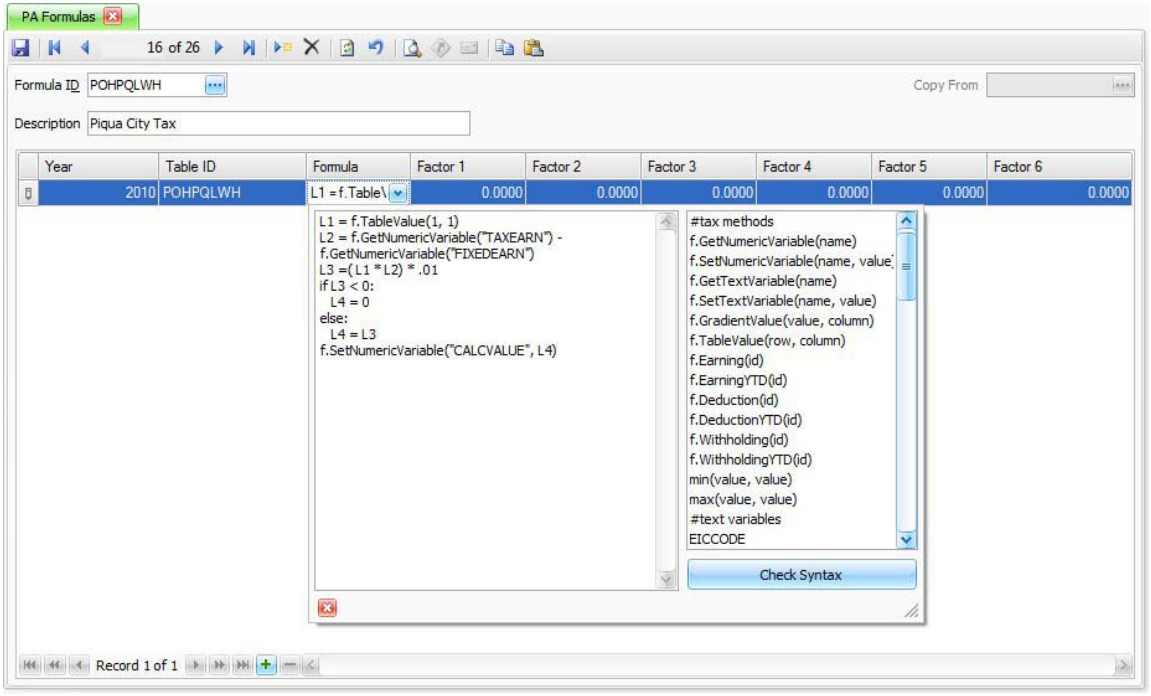
NOTE: Formula factors can be overridden for Deductions for an individual Employee on the Deductions tab of the Employee Information function on the Setup and Maintenance menu. Formula factors for Withholdings can be overridden for an individual Employee by selecting Formula and entering the values in the Formula Override fields.

Formula lines

Each line of a formula sets the value of a variable Ln (where *n* corresponds to the line number the value of the variable is calculated on). Lines are calculated in sequential order, line L1 is calculated before L2, 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.

Line numbers can be defined many ways in the TRAVERSE Formulas. Most of the examples in this chapter use the L1, L2 convention for naming lines other examples could be y1, y2, y3 etc.... You can use any character reference prior to the equal sign = to define a line number. The important thing to remember is what you used to define the line number to use later in the formula.

Example: In line 3 (L3) of the formulas displayed on the following screen, L3 stores the amount calculated in line 2 L2 of the Formula. L1 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 when you set up the Tax Authority). These variables are used to calculate an amount in line 3 and then that amount is stored as the variable L3 and used in the if, then, else statement that gives us our tax amount.



NOTE: All line references do not need to be enclosed in brackets [ ].

Calculated variables

Use the calculated variables to bring in the calculated amount from predefined variables that are calculated within the Formula.

Below is a table with the commands and descriptions:

Variable	Description
CALC_COLUNCOLMED	Collected on Uncollected Medicare
CALC_COLUNCOLOASDI	Collected on Uncollected OASDI
CALC_FICATIPS	Recorded FICA tips
CALC_TAXABLE	Taxable earnings
CALC_TDW	Adjusted SUI withholdings
CALCVALUE	The final value calculated by the formula

Operations

Formulas are calculated line by line. Calculations in a line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted.

Below is a table of the valid operations and the order in which they are performed (1 = performed first, 5 = performed last).

Operator	Priority	Description
–	1	Negative Sign
^	2	Exponentiation
*	3	Multiplication
/	3	Division
+	4	Addition
–	4	Subtraction

Operator	Priority	Description
=	5	Equal to
<>	5	Not equal to
>	5	Greater than
<	5	Less than
>=	5	Greater than or Equal to
<=	5	Less than or Equal to
==	5	Comparative value

Calculations are performed in the order listed in the table above, from left to right. To change the calculation order, use parentheses to group parts of the Formula together. Calculation is done from the innermost set of parentheses to the outermost set.

Using Formula Operation Commands

Formulas are calculated line by line. Calculations in a single line proceed according to the standard order of mathematical operations:

1. Numbers are multiplied
2. Numbers are divided
3. Numbers are added
4. Numbers are 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 in the same order as listed earlier.

Using Formula Functions

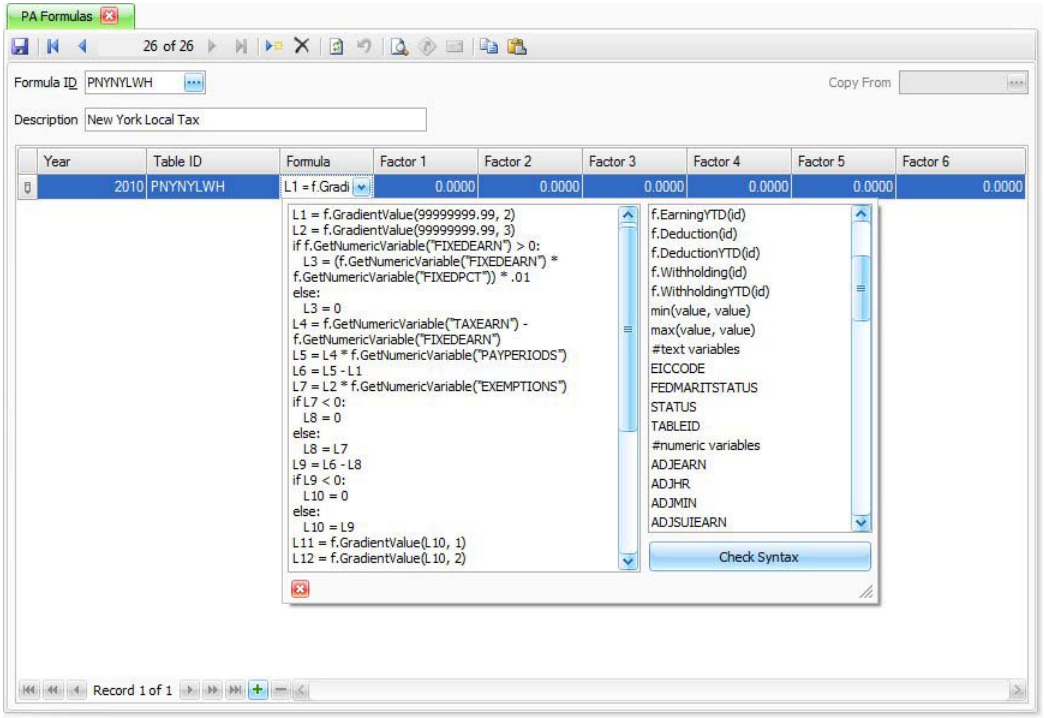
You can use three types of functions when constructing Formulas; the Tables Lookup function, the Conditionals function and MIN/MAX functions.

Tables Lookup Functions

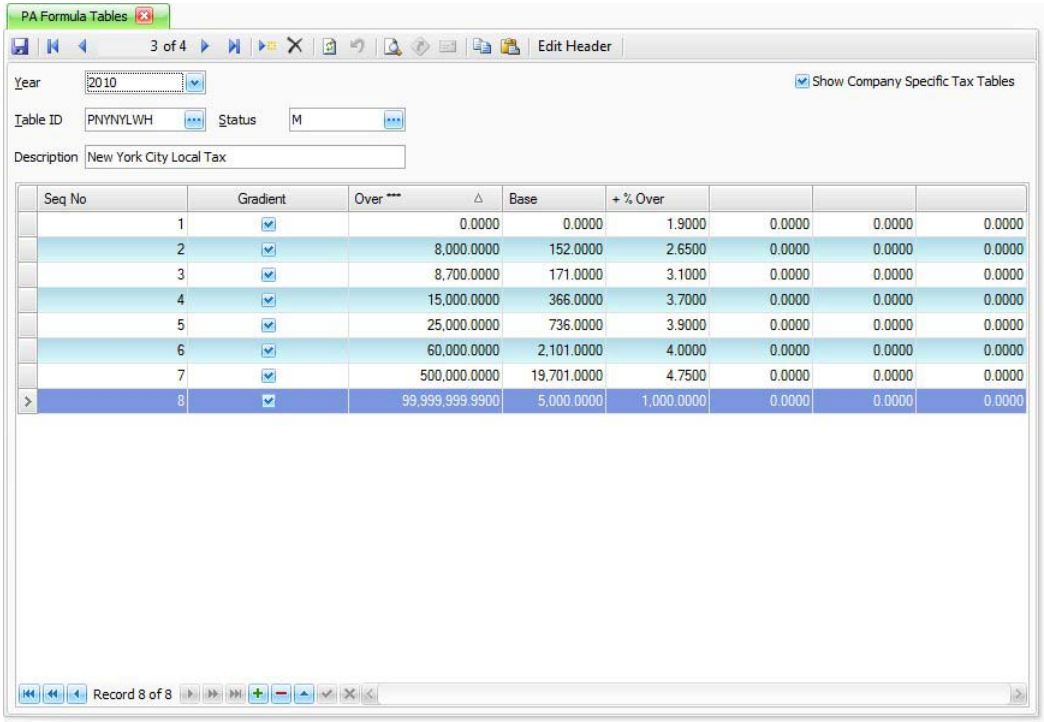
Use the **f.TableValue(row, column)** and **f.GradientValue(value, column)** functions to look up values in Formula (tax) Tables. Use the **f.GradientValue** function to look up information in a graduated tax table that has multiple rows or lines in ascending order, like the FED__FWH and PMN__SWH tables. The **f.TableValue** function is used to look up information in a table that is not arranged with graduated multiple rows, like a PMN__SWH table. Use the **f.TableValue** and **f.GradientValue** functions to have the Formula look up values in Formula Tables that have been set up in the ST database (without the Show Company Specific Tax Tables box checked) and to have the Formula look up values in Formula Tables that have been set up in the company database (with the Show Company Specific Tax Tables box checked).

f.GradientValue Function

The format for the **f.GradientValue** command is **f.GradientValue(value, column)**; where value is the row (or line) in the tax table and column is the column number. The tax table read by the **f.GradientValue** function is specified in the Formula function on the Setup and Maintenance menu.



Example: When the Withholding Code SWH for the state of Minnesota was set up in Codes Maintenance State Tax Setup. State and Federal Tax formulas in TRAVERSE are stored in the ST database. Do not modify Formulas in the ST database unless you are aware of what you are doing.



If the Formula used the command **f.GradientValue**(30000,2), 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.

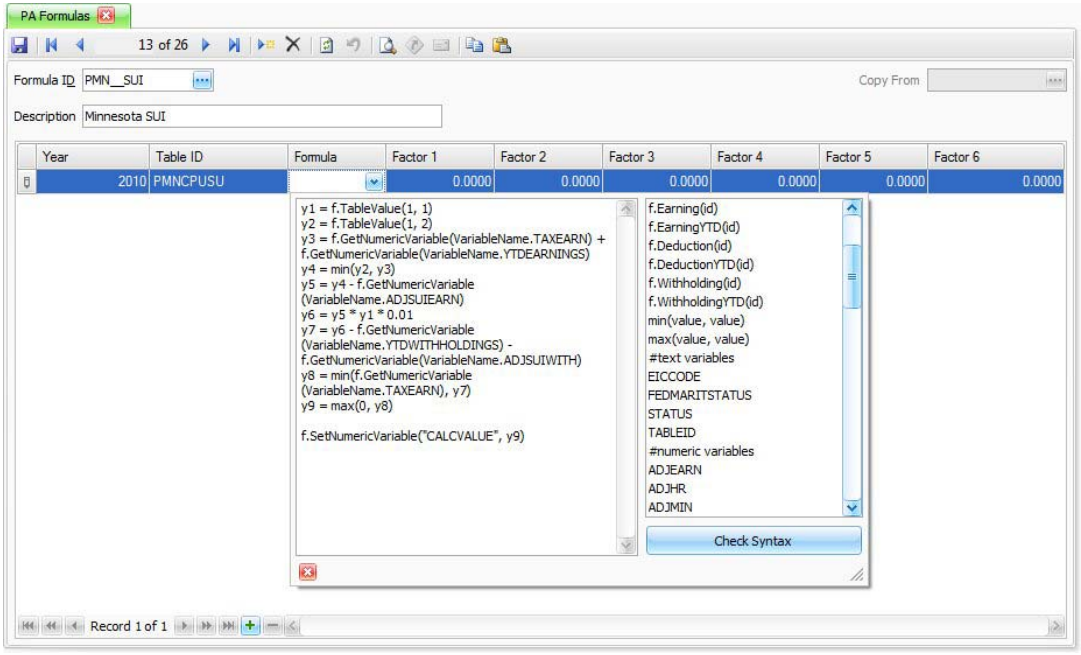
You can also use variable with the table lookup functions. You can, for example, use a variable calculated in a previous line of a Formula to find a row in the tax table. For example; in the command **f.GradientValue(L2,2)**, the system will read the tax table assigned to the Formula looking for the value greater than the amount stored in the variable L2.

NOTE: You can use only one f.GradientValue command per formula line.

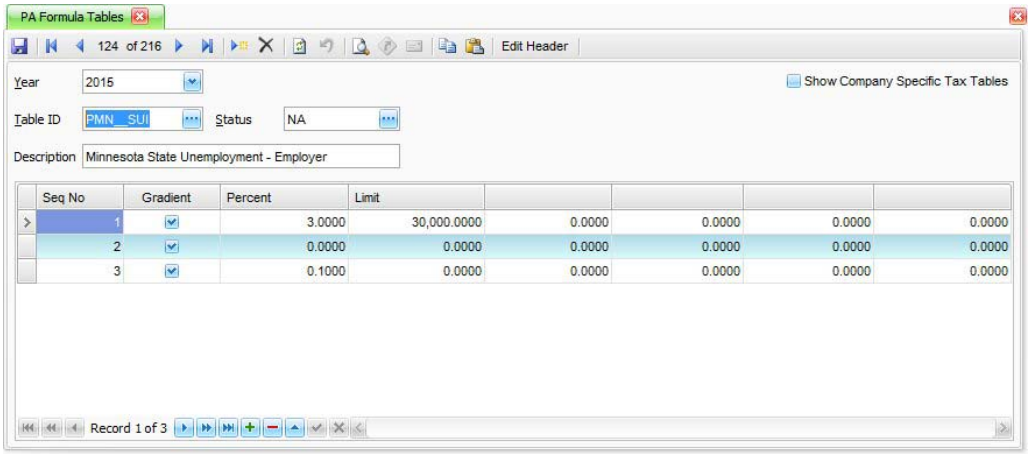
f.TableValue Functions

Use the **f.TableValue** function to look up information in a tax table that is not arranged with graduated multiple rows, like the PMN__SUI table displayed on the screen.

The format for the **f.TableValue(row, column)**; where *row* is the row in the tax table and *column* is the column number. The tax table to be used by the **f.TableValue** function is specified in the Formula function on the Setup and Maintenance menu when you setup the Formula ID.



Example: When the Withholding Code SUI for the state of Minnesota was set up in the Formula function, the formula PMN__SUI and the table PMN__SUI were assigned to SUI. The command f.TableValue(1,2) is used in the Formula. The system returns 30,000, the value found in the first row, second column of the table PMN__SWH.



NOTE: You can use only one f.TableValue command per formula line

NOTE: You must use the look function f.TableValue if you are adding a new Formula and Formula Table that currently is not in the included State and Federal tax tables and Formulas. (For example: Adding a Local Tax Formula or company specific SUI Formula and Table.)

Conditionals

You can use the **IF(*x, y, z*)** function to evaluate formulas conditionally. If condition *x* is true, then perform *y*, else perform *z*.

For example:

```
if L1 > f.GetNumericVariable("FC1"):
  L3 = L2
else:
  L3 = 0.
```

If the value of L1 is greater than FC1, we return a value of L2; otherwise we return the value of 0.

NOTE: It is important to use a constant number of spaces as indentations for the lines following the if and else command lines. The example above uses 3 spaces as indentations. At the end of the if and else command lines you must use a colon: to indicate what the next condition is.

f.Deduction functions

If you want to bring in the value of a specific Deduction taken out of an Employee's check you can use the f.Deduction functions. There are two f.Deduction functions.

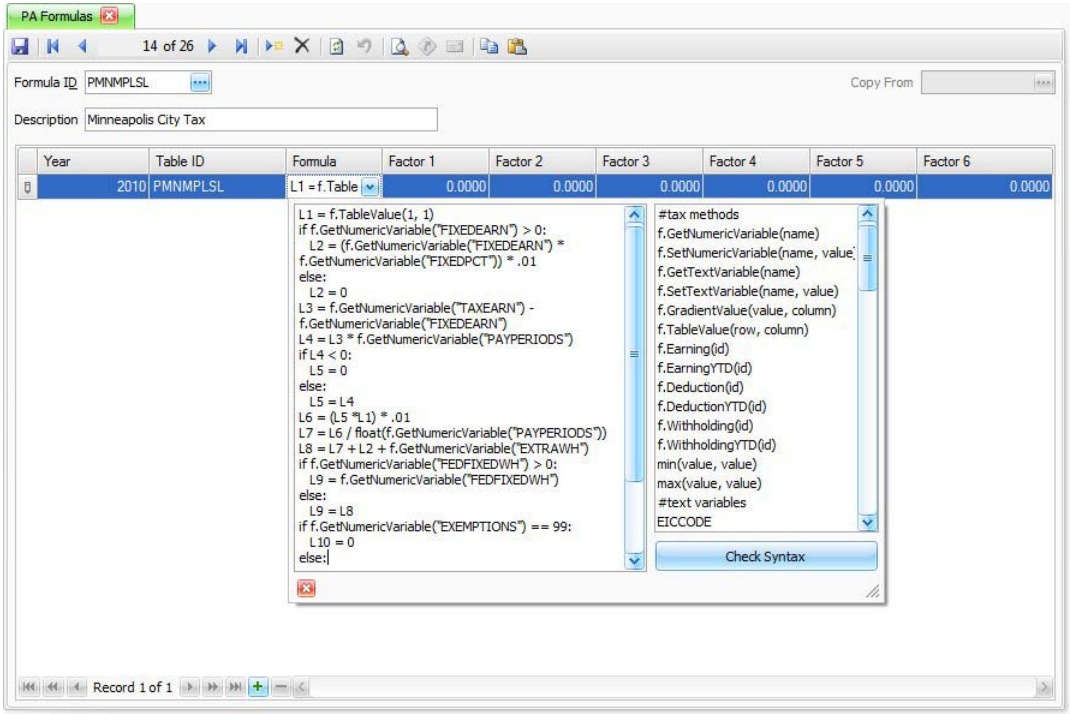
f.Deduction(dedID) - Returns the Deduction amount for the Deduction ID for the current check.

f.DeductionYTD(id) - Returns the year to date Deduction amount for the dedID.

When you are using the **f.Deduction** functions you do not put square brackets around the f.Deduction command. To return the value you must put the ID in parentheses and within quotes ("006").

Using Conditional Functions

Use the If function, IF(x, y, z) to perform logical operations (x) and return (y) if (x) is true, or return (z) if (x) is false. You can also look at this as If (x) is true, then (y), else (z).



MIN/MAX functions

If you wish to test the values of two variables, *a* and *b*, and have the larger value returned, you can use the function **MAX(*value*,*value*)**. Conversely, if you wish to test the values of two variables, *a* and *b*, and have the lesser value returned, you can use the function **MIN(*value*,*value*)**.

f.SetNumericVariable

To return a value from the Formula you must use the f.SetNumericVariable command as the last line of the Formula. The syntax for the f.SetNumericVariablef.SetNumericVariable(name, value), where name is the name of the value to return and value is the value you want to return, would be as follows:

f.SetNumericVariable(“CALCVALUE”, L4)

The command usually will include the variable CALCVALUE to return the value that has been calculated in the formula and the L4 which is the last line in the formula.

Formula Tips

- When setting up your Formulas, you don't need to type all the commands and variables into the Formula. With the Formula box open you can double click on the command and variable in the right column to bring the value double clicked on into the Formula, and then add quotes and other text to the Formula manually. The value double clicked on will be brought into the Formula at the point of the cursor.
- If your Formula might result in a negative amount calculated use a line at the end of the Formula similar to this:

```
if L3 < 0:
  L4 = 0
else:
  L4 = L3
```

  This formula line says if line 3 is less than zero then return 0 or else return the value from line 3.

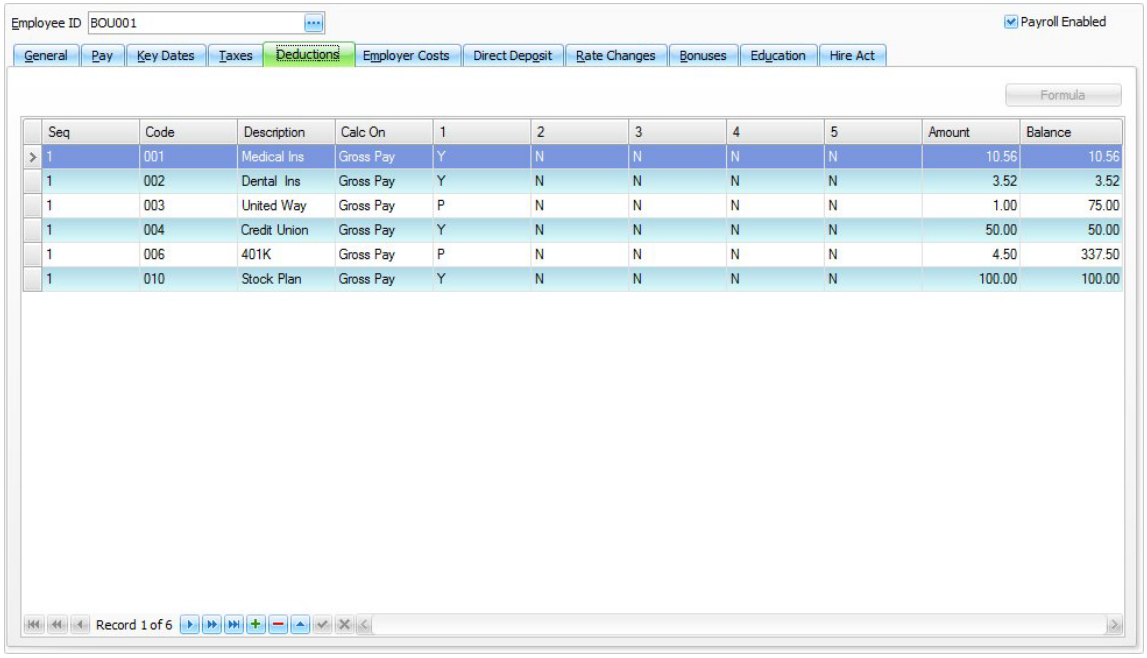
- If you are going to be using variable amounts that could change for each Employee, use the Factor fields and use the ("FCx") function (x being the value 1 to 6 corresponding to the factor fields).
- When using the conditional if: else: make sure to put a colon after the if statement and after the else command. When defining the then, the line after the if, and when defining the else, the line after the else, be consistent with the number of spaces used to indent the conditional values. In this chapter 3 spaces are used for each of the if, then, else conditional statements.
- When using the #TAX METHODS commands the variable, and factors must be enclosed in quotation marks within the parentheses ("ADJEARN").
- When bringing in line number values into another line the line numbers are not enclosed in parentheses or quotation marks. For example: L9 = L6 - L8
- Line numbers can be defined in many different ways within the Formulas. The line number is defined by putting an equal sign after the value you want to use for the line number. For example: **L1 =** would be defining line 1. **y1 =** would also be defining line 1 but using the y as a reference. When only one line is used you can use a character reference such as **res =** to define the line number as the result.
- The last line in each Formula must contain the **f.SetNumericVariable** command to return the value calculated. For example: **f.SetNumericVariable("CALCVALUE", L4)** is saying set the numeric variable to the calculated value from line 4, which is the last line defined in the Formula.

FORMULA EXAMPLES

Deduction Examples

The following examples 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 setups used in the examples are chosen to give you an overview of how the different functions in the Payroll system can work together to calculate Deductions.

When the system calculates Deductions, Deductions set up to be calculated on Gross Pay in the Deductions/Employer Costs function on the Code Maintenance menu. Deductions are calculated first in the order of the Seq number for the pay period in the Deductions tab in the Employee Information function.



Seq	Code	Description	Calc On	1	2	3	4	5	Amount	Balance
1	001	Medical Ins	Gross Pay	Y	N	N	N	N	10.56	10.56
1	002	Dental Ins	Gross Pay	Y	N	N	N	N	3.52	3.52
1	003	United Way	Gross Pay	P	N	N	N	N	1.00	75.00
1	004	Credit Union	Gross Pay	Y	N	N	N	N	50.00	50.00
1	006	401K	Gross Pay	P	N	N	N	N	4.50	337.50
1	010	Stock Plan	Gross Pay	Y	N	N	N	N	100.00	100.00

After the Gross Pay Deductions are calculated, the withholdings are calculated.

Deductions set up to be calculated on Net Pay are Deducted last and are Deducted in the reverse order of the sequence number on the Deductions tab. For Example: If the pay check was not large enough to have all the Withholdings and Deductions taken out and have an amount to print on the check, the Deduction calculation will look to the Deduction setup for the Employee and remove the Deduction with the largest sequence number. If the check now has enough to cover the Withholdings and Deductions it will print a check for 0 dollars and not include the Stock Plan as a Deduction.

If a garnished Deduction must be calculated after certain other Deductions are taken, then the Deductions that can be taken prior to the garnishment Deduction should be set up as Gross Pay Deductions. Set up the garnishment Deduction as a Net Pay Deduction.

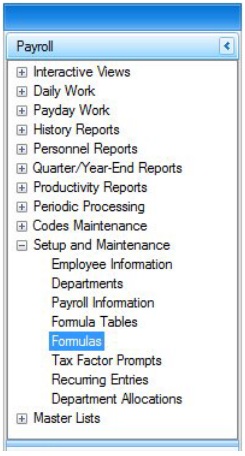
If there are Deductions that can be calculated *after* the garnishment is deducted, they should be set up as calculated on Net Pay and should have a sequence number *larger than* the garnishment Deduction in the Scheduled Deduction section of the Employee Information screen on the Deductions tab.

CREATING A MAXIMUM NET PAY GARNISHMENT DEDUCTION

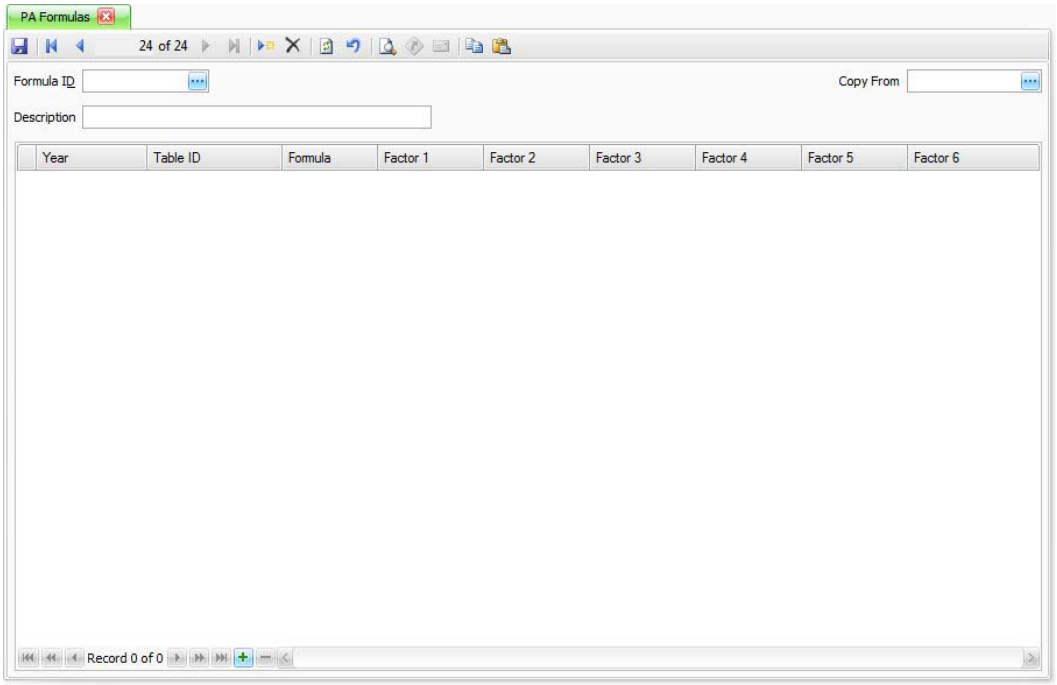
This garnishment Deduction should be calculated so that the maximum net pay the Employee ever receives is $300. All other scheduled Deductions for the Employee can be deducted prior to calculating this garnishment. The difference between the Gross Pay, less Withholdings and Deductions, and the end result of a $300 check 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.

> **Example: 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.**

1. To set up the Deduction, enter the Formula for the Deduction, select **Formula** from the **Setup and Maintenance** menu.

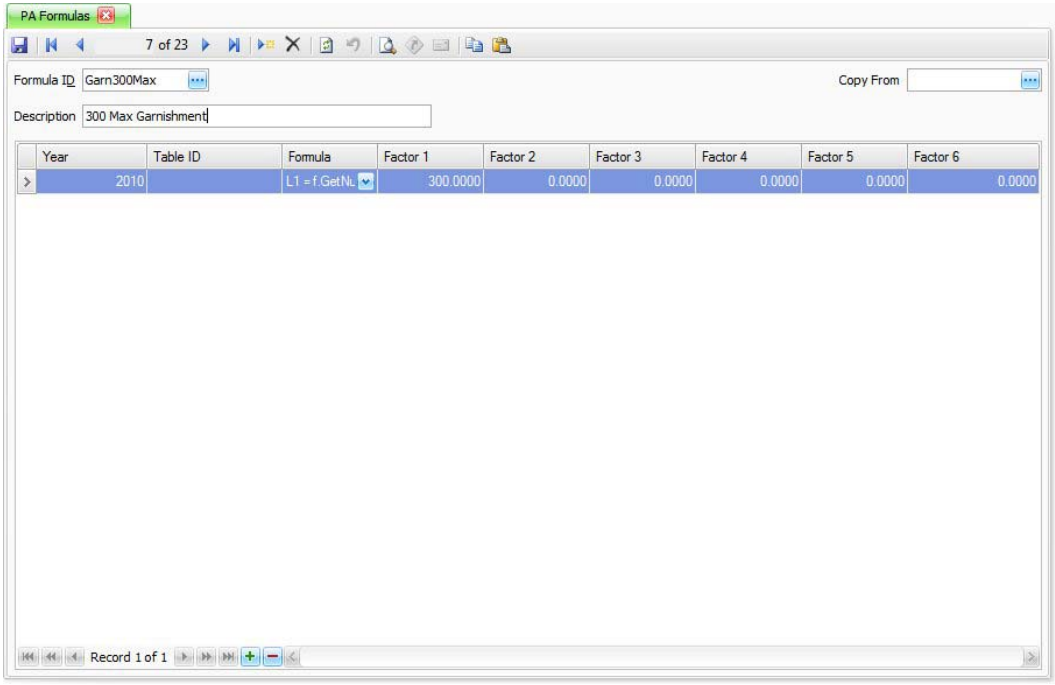


2. The Formulas screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.



3. Enter the **Formula ID**.

4. If you want to copy the Formula for this Deduction from an existing Formula you can enter the Formula ID or select the Formula ID from the Formulas window. We are not copying the Formula from an existing one, so tab to the **Description** field, and enter a Description for the Formula.



5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.

6. To make the Formula as flexible as possible, 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.

7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the formula.

8. 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 L1 as:

   L1 = f.GetNumericVariable(“ADJEARN”)

   This will bring in the adjusted earnings for the Employee.

NOTE: You can bring in the f.GetNumericVariable by double clicking on it in the window on the right side of the Formula box. You can then enter a quotation mark "within the parentheses and double click ADJEARN in the box on the right and close the quotation ".

9. Enter line 2 as:

   L2 = f.GetNumericVariable("ADJEARN") - f.GetNumericVariable("FC1")

   This will calculate the difference between the adjusted earnings and the Maximum amount the payroll check can be for this garnishment from Factor 1.

10. Enter the if condition as follows:

    if L1 > f.GetNumericVariable("FC1"):

    L3 = L2

    else:

    L3 = 0

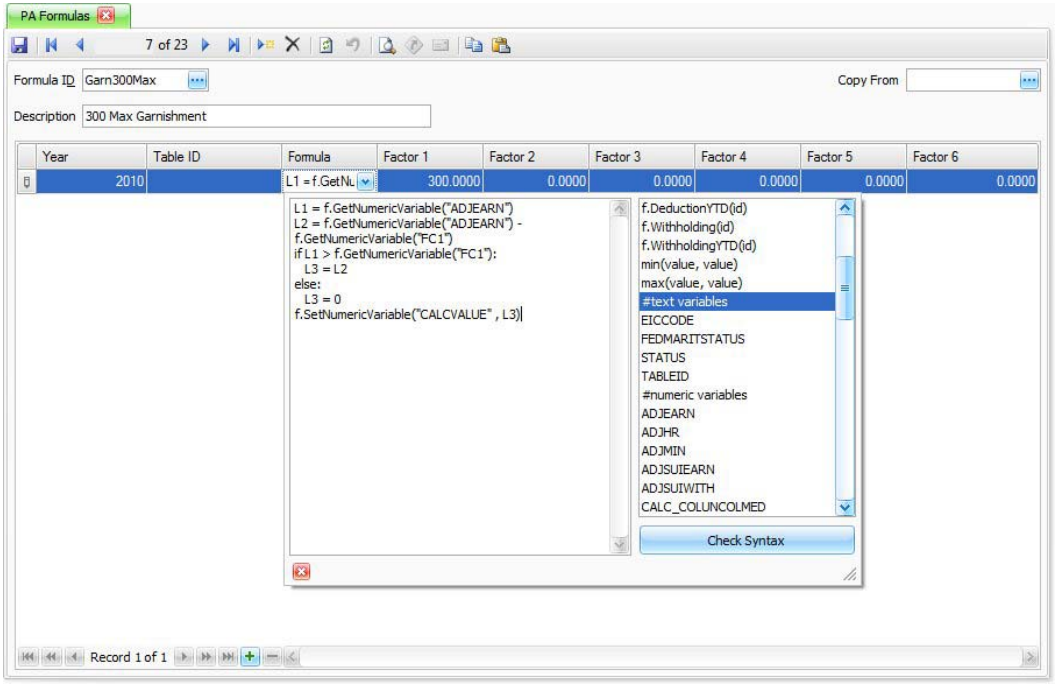
    This is saying if line 1 their adjusted Earnings is greater than the amount in Factor 1 use that amount, if that amount is greater than the Factor use the calculation in Line 2. Or else the value is 0 if Line 1 is less then Factor 1.

NOTE: It is important to use a constant number of spaces as indentations for the lines following the if and else command lines. The example above uses 3 spaces as indentations. At the end of the if and else command lines you must use a colon: to indicate what the next condition is.

11. Enter the following to return the calculated value:

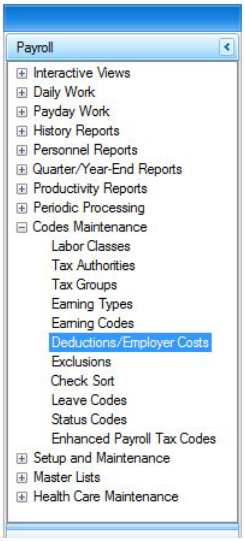
    f.SetNumericVariable(“CALCVALUE” , L3)

    This will return the value calculated in line 3, which is the if, then, else conditional statement.

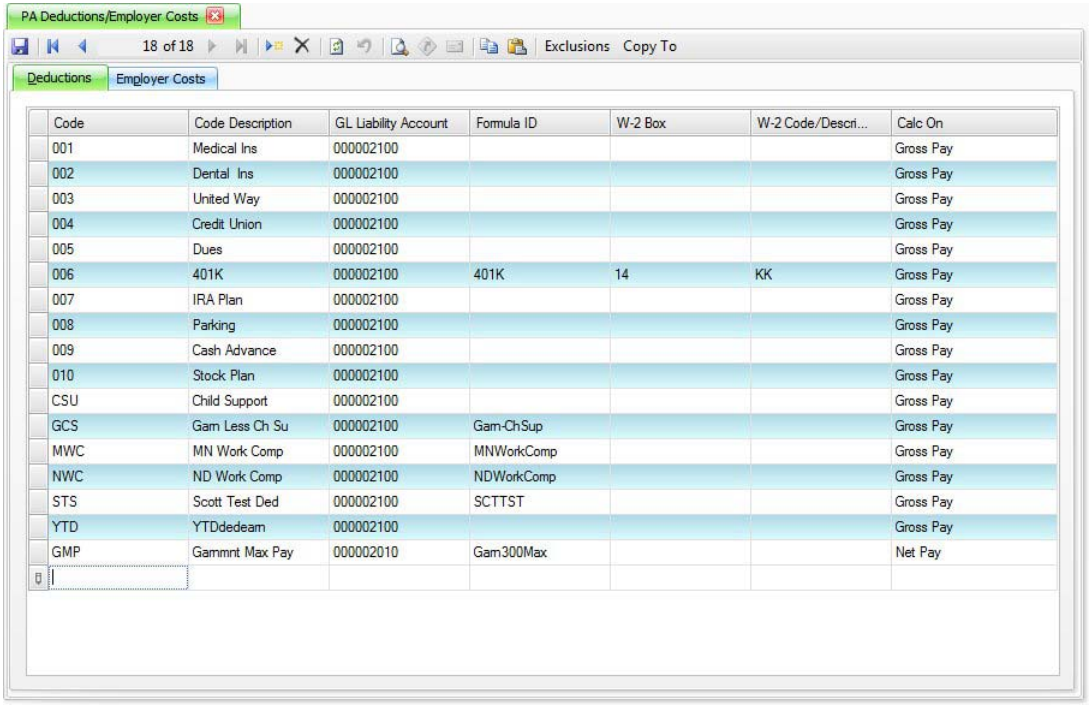


12. Click the **Save** button to save the Formula. Open the Formula entry box and click **Check Syntax** to verify the syntax is correct for this Formula.

13. Select the **Deductions/Employer Costs** function on the **Code Maintenance** menu.



14. The **Deductions/Employer Costs** screen is displayed.



Code	Code Description	GL Liability Account	Formula ID	W-2 Box	W-2 Code/Descri...	Calc On
001	Medical Ins	000002100				Gross Pay
002	Dental Ins	000002100				Gross Pay
003	United Way	000002100				Gross Pay
004	Credit Union	000002100				Gross Pay
005	Dues	000002100				Gross Pay
006	401K	000002100	401K	14	KK	Gross Pay
007	IRA Plan	000002100				Gross Pay
008	Parking	000002100				Gross Pay
009	Cash Advance	000002100				Gross Pay
010	Stock Plan	000002100				Gross Pay
CSU	Child Support	000002100				Gross Pay
GCS	Garn Less Ch Su	000002100	Garn-ChSup			Gross Pay
MWC	MN Work Comp	000002100	MNWorkComp			Gross Pay
NWC	ND Work Comp	000002100	NDWorkComp			Gross Pay
STS	Scott Test Ded	000002100	SCTTST			Gross Pay
YTD	YTDdedeam	000002100				Gross Pay
GMP	Garnmnt Max Pay	000002010	Garn300Max			Net Pay

15. Select the **New Record** icon from the toolbar to add the Deduction to the Payroll system.

16. Enter the **Deduction Code** and a **Description** for the garnishment Deduction.

17. Enter the **Liability Account** used for this Deduction. This is the Account that will be credited when you post checks.

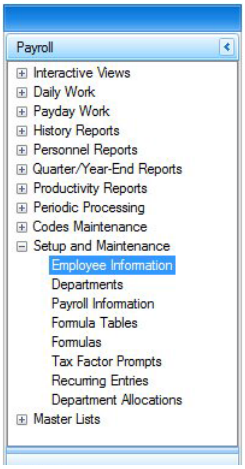
18. Select the **Formula ID** we just entered.

19. Select **Net Pay** on which to calculate the Deduction.

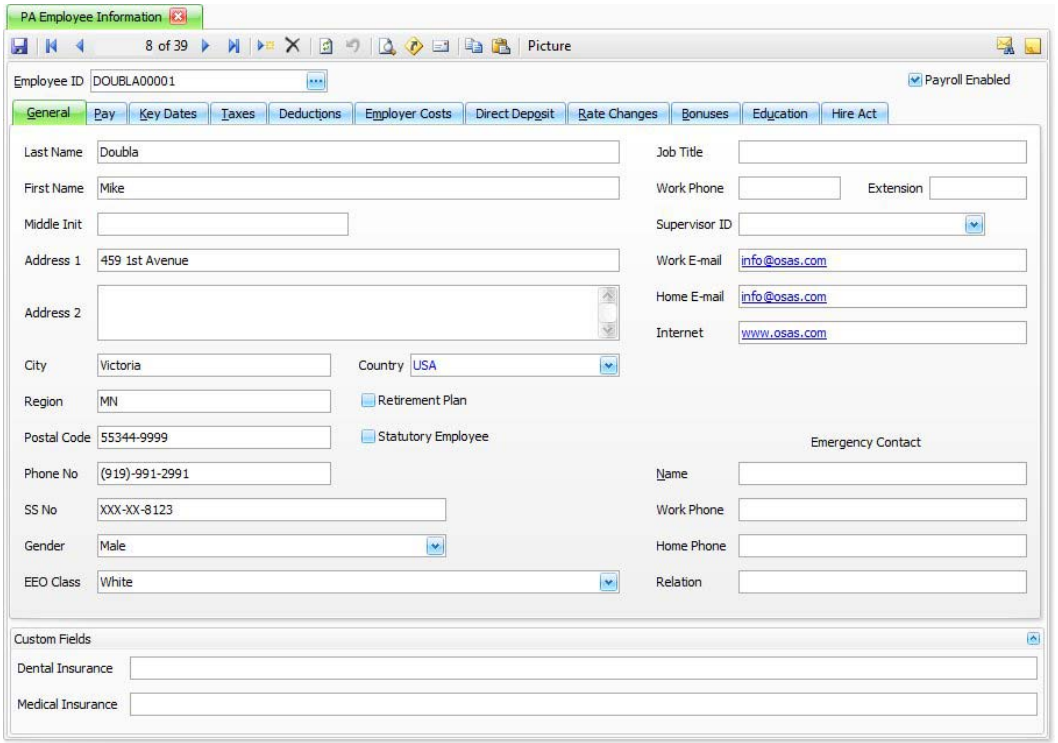
    This Deduction should not print on the W-2, so leave the **W-2** Field and **W-2 Code/Description** fields blank.

20. Click the **Save** button and close the screen when you are finished.

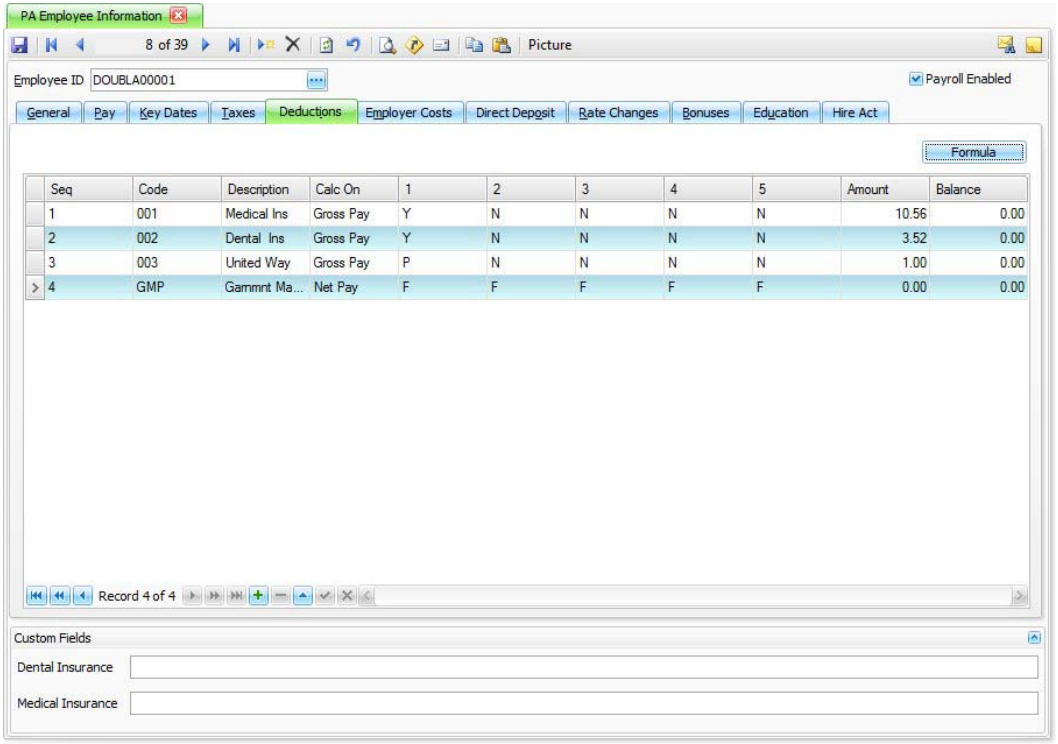
21. To add this Deduction for an Employee, select the **Employee Information** function on the **Setup and Maintenance** menu.



22. The **Employee Information** screen is displayed.



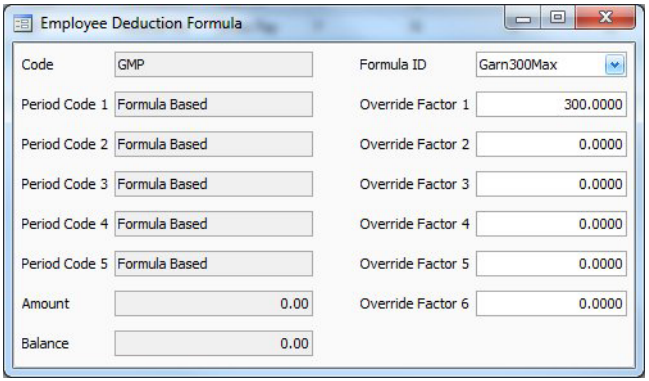
23. Enter the **Employee ID** of the Employee to which you want to add the deduction, and select the **Deductions** tab.



24. Use the mouse to scroll down to an empty record or click the green plus ( ) sign at the bottom of the screen 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. Select the **Code** for the Deduction.

25. The **Description** defaults from the Deduction Code. In the 1, 2, 3, 4, and 5 fields, 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.

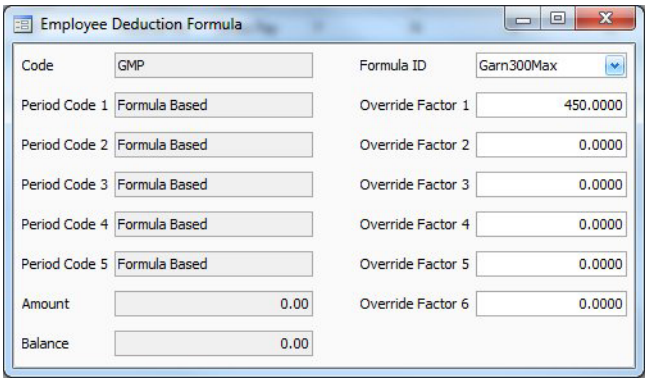
If the garnishment for this Employee allows their net pay to be an amount other than $300, you will need to override Factor 1 for this Employee. In our example, Mike Doubla is subject to this garnishment Deduction but can receive a net pay amount not to exceed $450. To override the Factors for this Formula, select the **Formula** button and use the **Employee Deduction Formula** dialog box.



The Factor Entry window appears. Select the **Formula ID** and the appropriate **Override Factors** for this Employee. Since the Formula for this deduction only uses **Factor 1** that is the only Factor we need to enter.

NOTE: If a Formula uses more than one factor but you only need to override one of them, you must still enter all of the Factor values in the Employee Deduction Formula dialog box. Otherwise the other Factors will be set to 0, the default amount.

26. Enter 450 for **Override Factor 1**. When this Deduction is calculated for Linda Bourne, the Formula will use 450 as the value of **Override 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.

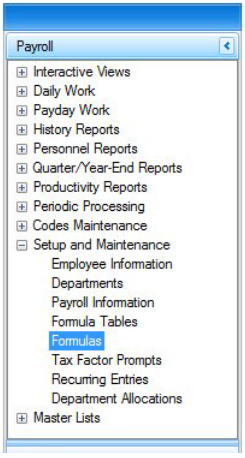


CREATING A POST-DEDUCTION GARNISHMENT DEDUCTION

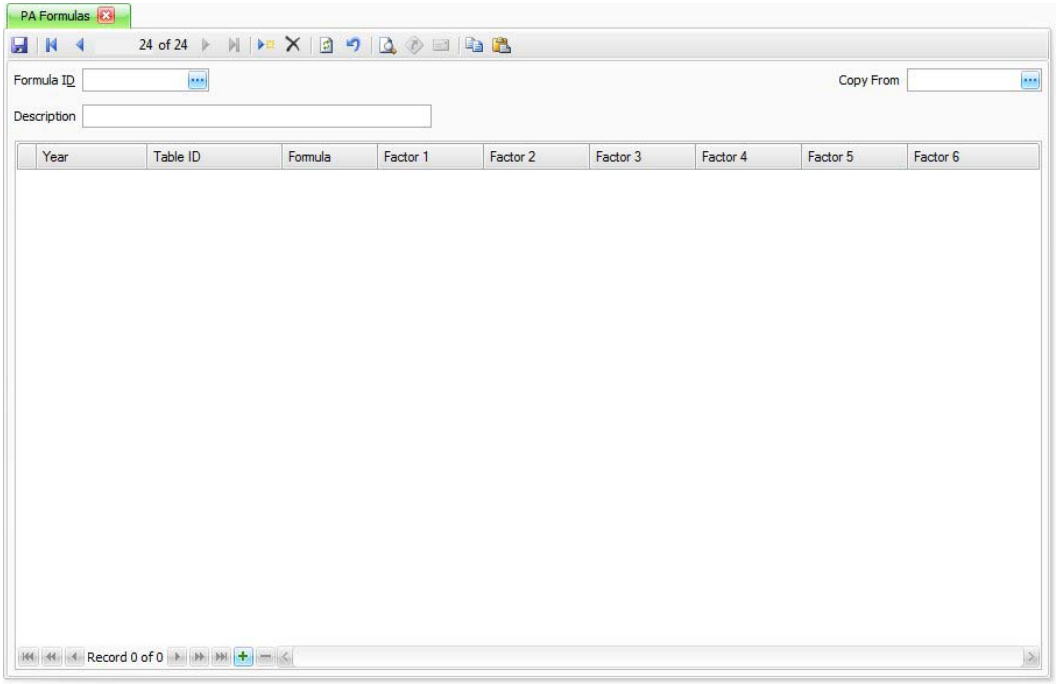
This garnishment Deduction is calculated after all other Deductions and Withholdings and requires that the maximum amount of the Deduction is $200, but the amount of the Deduction should never exceed more than 25% of the employee's net pay.

> **Example: 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.**

1. Select **Formulas** from the **Setup and Maintenance** menu to enter the Formula for this Deduction.

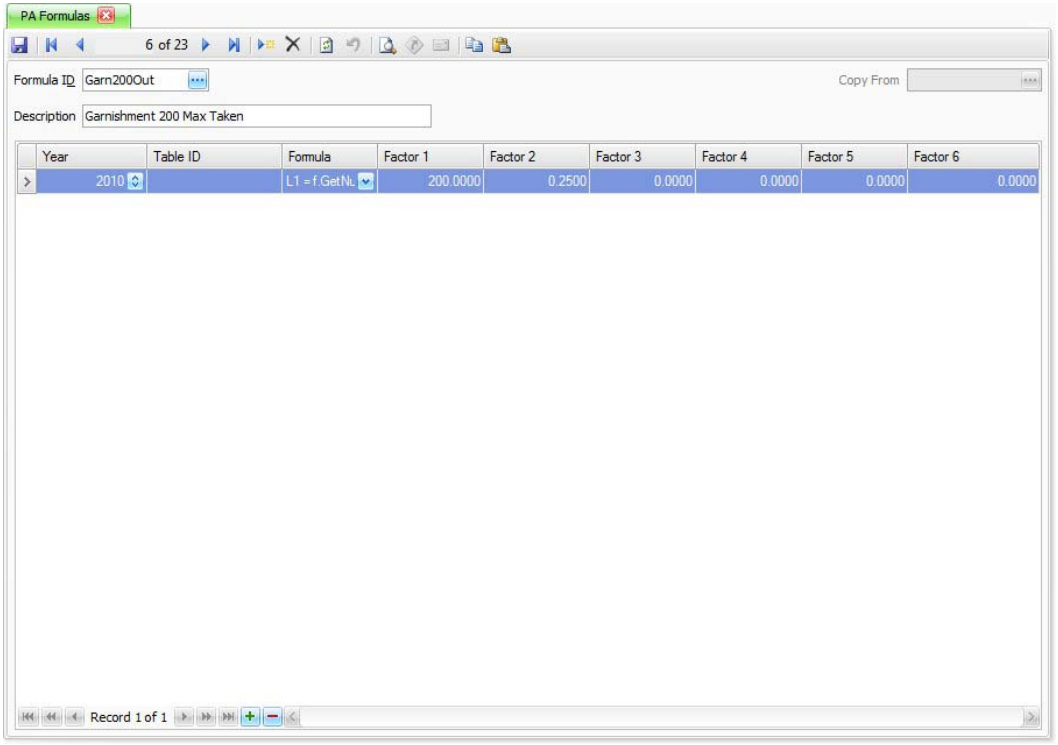


2. The **Formulas** screen is displayed



3. Select the **New Record** icon . A blank Formulas screen is displayed.
4. Enter the **Formula ID** for the new Formula we are entering.
5. Enter a **Description** for the Formula. We are not copying this Formula from an existing one.
6. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.

7. To make this Formula as flexible as possible, 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.



8. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

9. Enter line 1 as:

   L1 = f.GetNumericVariable(“ADJEARN”)

   This will bring in the adjusted earnings for the Employee.

NOTE: You can bring in the f.GetNumericVariable by double clicking on it in the window on the right side of the Formula box. You can then enter a quotation mark “ within the parentheses and double click ADJEARN in the box on the right and close the quotation “.

10. Enter line 2 as:

    L2 = f.GetNumericVariable(“FC1”)

    This will bring the value for Factor 1 into the Formula.

11. Enter line 3 as:

    L3 = f.GetNumericVariable(“FC2”)

    This will bring the value for Factor 2 into the Formula.

12. Now we will do the conditional statement. Enter the next section which will be line 4 as follows:

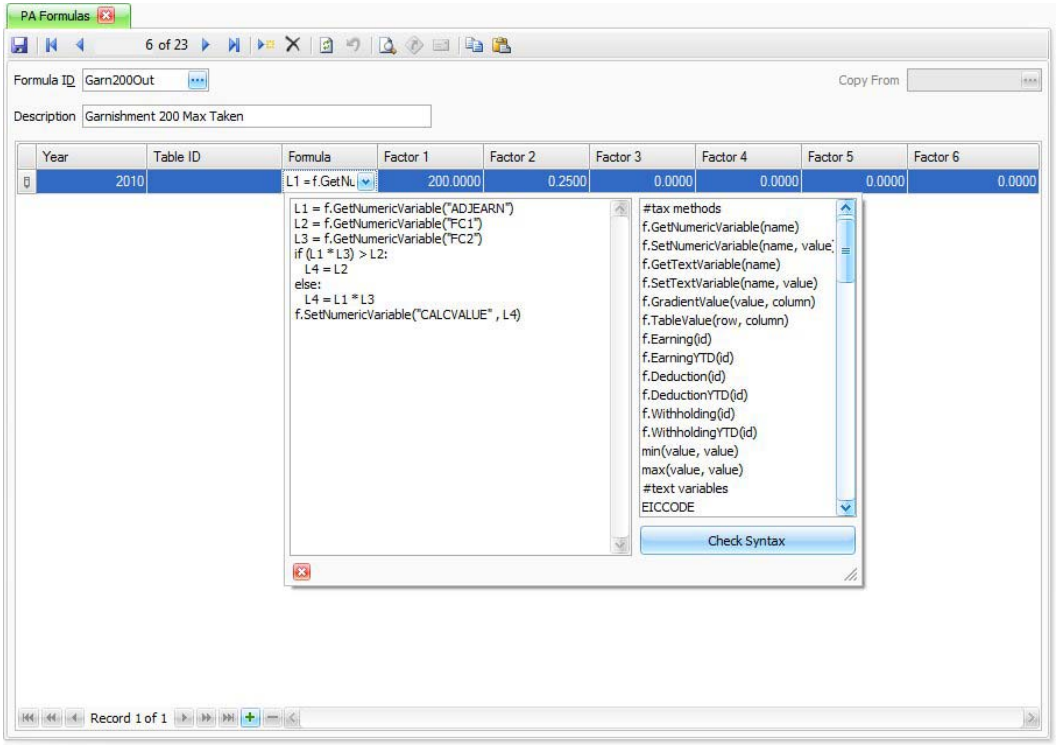
    if (L1 * L3) > L2:

    L4 = L2

    else:

    L4 = L1 * L3

    If 25% (L3) of ADJEARN (Gross earnings minus Withholdings and gross pay Deductions at the time this Deduction is calculated) is greater than $200 (L2), then the Deduction amount will be $200 (L2). If 25% (L3) of ADJEARN is less than $200 (L2), then the amount of the Deduction is 25% (L3) of ADJEARN.



13. Enter the following to return the calculated value:

    f.SetNumericVariable(“CALCVALUE” , L4)

14. Set up the Deduction using the **Deduction/Employer Costs** function on the **Codes Maintenance** menu. This is not an Employer Cost paid deduction or deferred compensation. This garnishment Deduction is calculated on net pay.

15. To add the Deduction for an Employee, use the **Employee Information** function on the **Setup and Maintenance** menu. Enter the **Employee ID** and select the **Deductions** tab. Add this Deduction to the Employee's scheduled Deductions. If you need to override either or both of the Formula factors, select **Formula**.

NOTE: Remember that, if you need to override any of the factors for an Employee, both factors must be entered in the Employee Deduction Formula window.

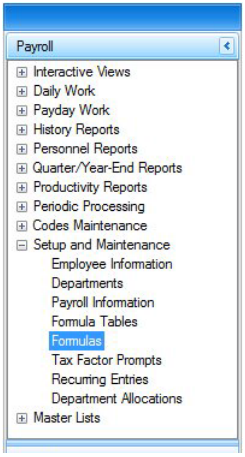
For details on setting up the Deduction for Employees, see the Creating a Maximum Net Pay Garnishment Formula section (page 9-25).

CREATING A 20% OF NET PAY GARNISHMENT

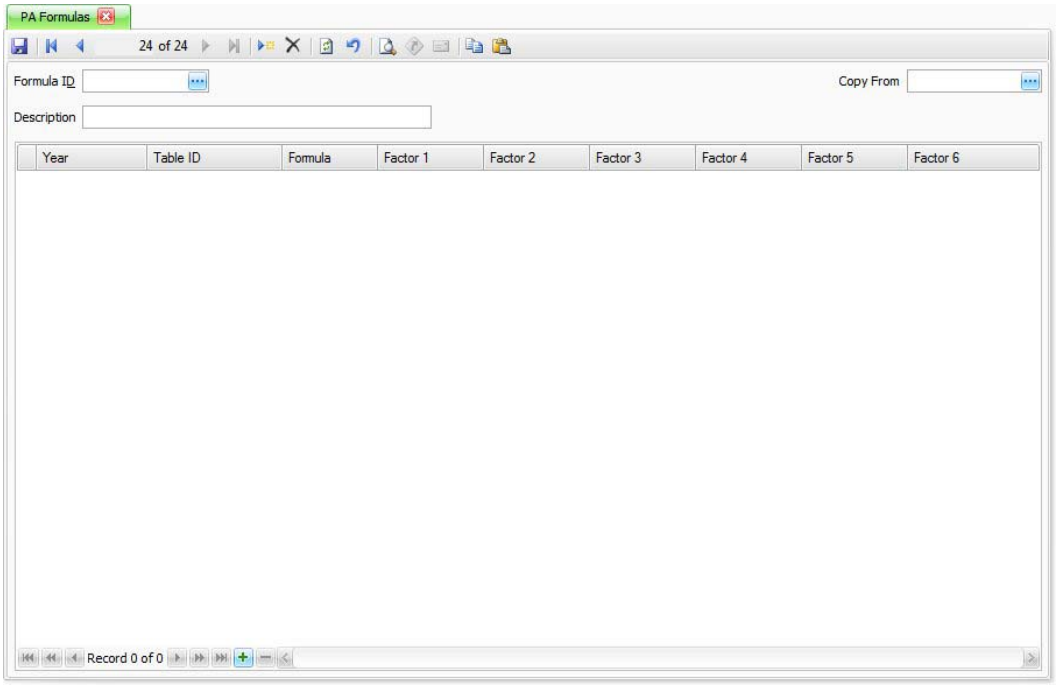
This garnishment Deduction is 20% of the Employee's net pay after all Deductions have been taken.

> **Example: 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.**

1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.



3. Enter the **Formula ID** and **Description**.
4. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
5. Leave the **Table ID** blank.
6. Enter the percent of net pay, **.20**, in **Factor 1**.
7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.
8. Enter line 1 as below, where ret is the line ID.

   ret = f.GetNumericVariable(“ADJEARN”) * f.GetNumericVariable(“FC1”)

9. Enter the next line as

   f.SetNumericVariable(“CALCVALUE”, ret)

   To return the value calculated in the first line.

To have this Deduction calculate after all other Deductions remember:

> Any Deductions set up as calculated on gross pay are calculated first and in the order they appear in the Scheduled Deduction section of the Employee Information Deductions tab. The Employee's Withholdings are calculated next. Then all Deductions set up as calculated on net pay are calculated in the order they appear in the Scheduled Deduction section of the Employee Information Deductions tab.

10. To add this Deduction to the Payroll system, select the **Deductions/Employer Costs** function from the **Codes Maintenance** menu.

11. This garnishment Deduction is not Employer Cost paid or deferred compensation and will be calculated on Net Pay so that it is calculated after all gross pay Deduction and Withholdings.

12. 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 Employee Information Deductions tab. Then if the Employee is taking other Deductions calculated on net pay, they will be Deducted before this garnishment Deduction is calculated.

    > For details on setting up the Deduction for Employees, see the Creating a Maximum Net Pay Garnishment Formula section (page 9-25).

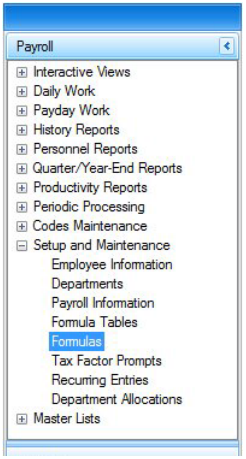
CREATING A 401K MATCHING EMPLOYER COST

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 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 Deduction tab in Employee Information when using the condition f.Deduction(id).

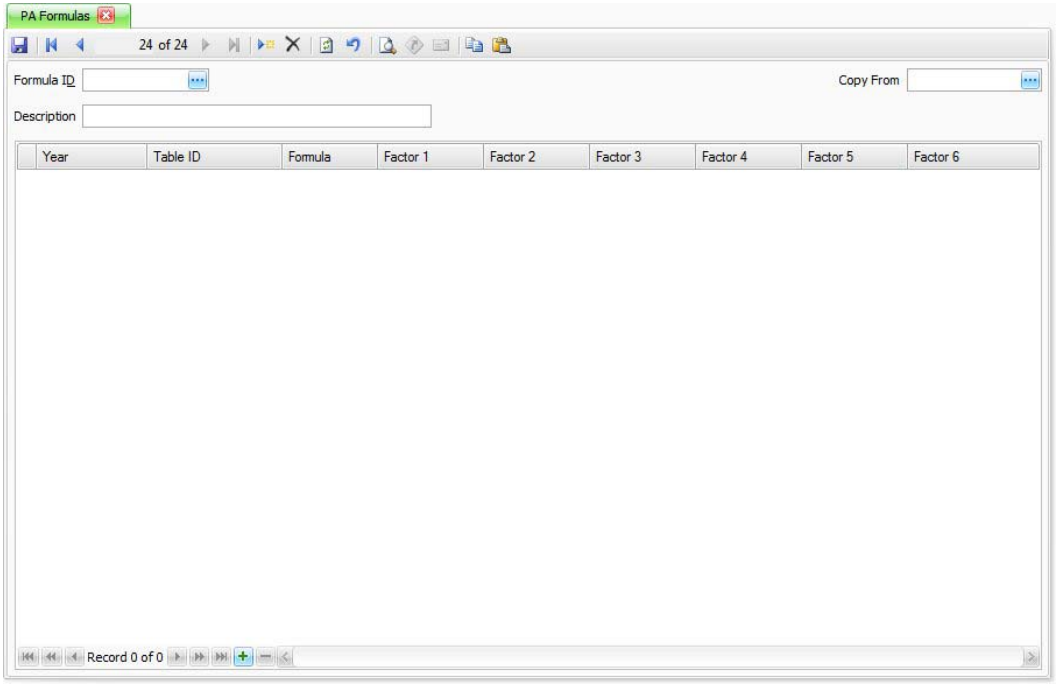
> **Example: If an Employee's gross pay is $1,000 and their 401K contribution is $30, which is 3%, the Employee's contribution is subtracted from the gross pay, $1,000 - $30 = $970. The employer will calculate his match on 3% of the $970, $970*3% = $29.10, with a 25% match, $29.10* 25% = $7.28.**

Set up the Formula from the same screen using the Formula function. This Formula is similar to the one we used when we covered the Deduction section except for the subtraction of the Employee's 401K contribution from gross pay before calculating the employer's match.

1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.



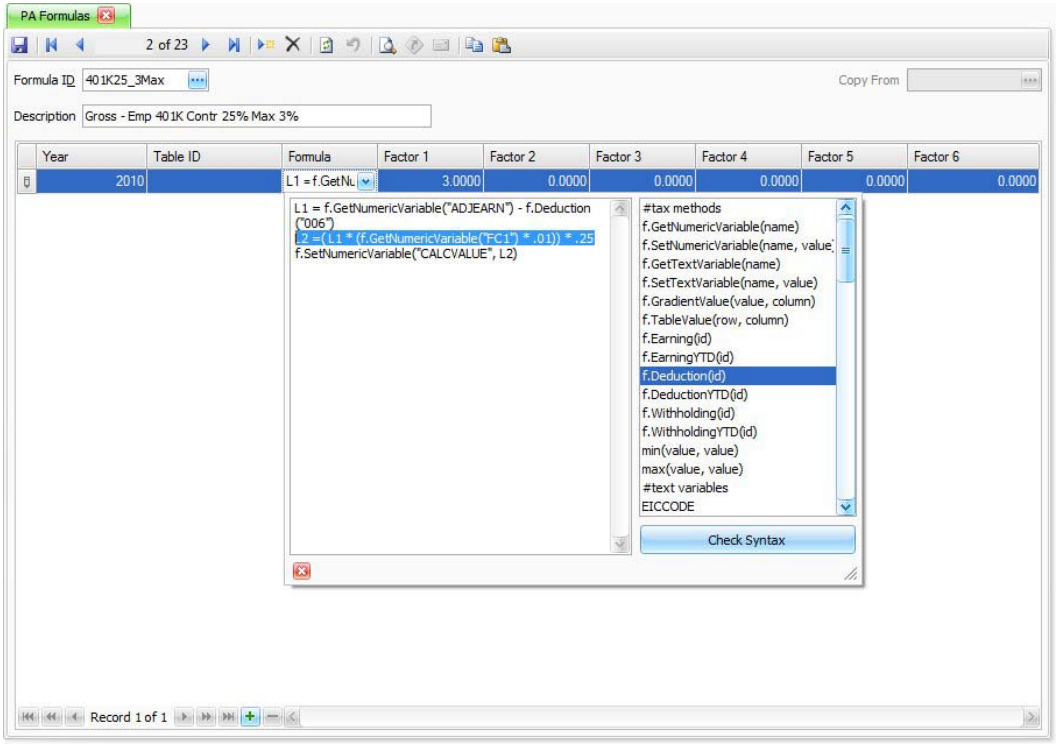
3. Enter the **Formula ID** as **401K25_3Max**, and the **Description** of **Gross-Emp 401K Contrib; 25 Max 3%**.
4. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
5. Enter **3.0000** into **Factor 1** and skip Factors 2 though 6.
6. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.
7. Enter the following formula lines: for line 1 enter:

   L1 = f.GetNumericVariable(“ADJEARN”) - f.Deduction(“006”)

   (006 is the Deduction Code for the Employee 401K)

8. For line 2 enter:

L2 =(L1 * (f.GetNumericVariable(“FC1”) * .01)) * .25.



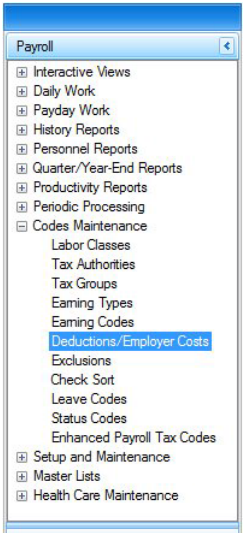
9. Enter the next line as:

f.SetNumericVariable(“CALCVALUE”, L2)

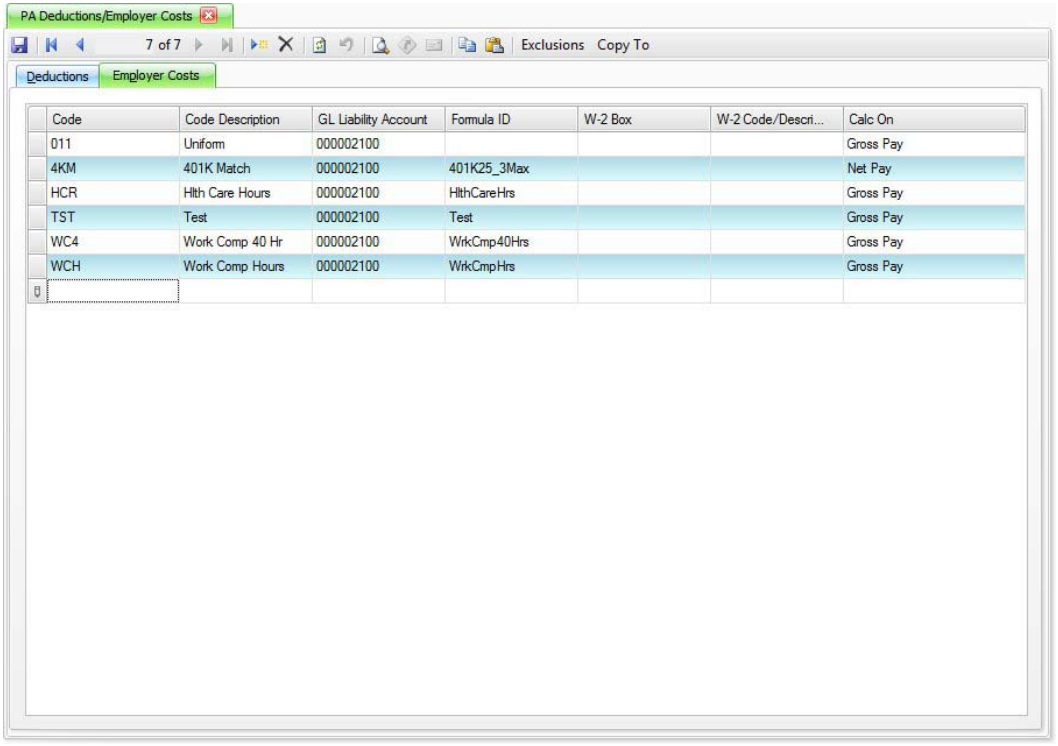
This returns the value calculated in line 2.

10. L1 is multiplied by FC1, the 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.

11. Set up the Deduction in the **Deductions/Employer Costs** function on the **Codes Maintenance** menu.



12. The **Deductions/Employer Costs** screen is displayed. Because this is an Employer Cost, select the **Employer Costs** tab.



Code	Code Description	GL Liability Account	Formula ID	W-2 Box	W-2 Code/Descri...	Calc On
011	Uniform	000002100				Gross Pay
4KM	401K Match	000002100	401K25_3Max			Net Pay
HCR	Hlth Care Hours	000002100	HlthCareHrs			Gross Pay
TST	Test	000002100	Test			Gross Pay
WC4	Work Comp 40 Hr	000002100	WrkCmp40Hrs			Gross Pay
WCH	Work Comp Hours	000002100	WrkCmpHrs			Gross Pay

13. Enter a descriptive **Code** and Code **Description**.

14. Select the GL **Liability Account**.

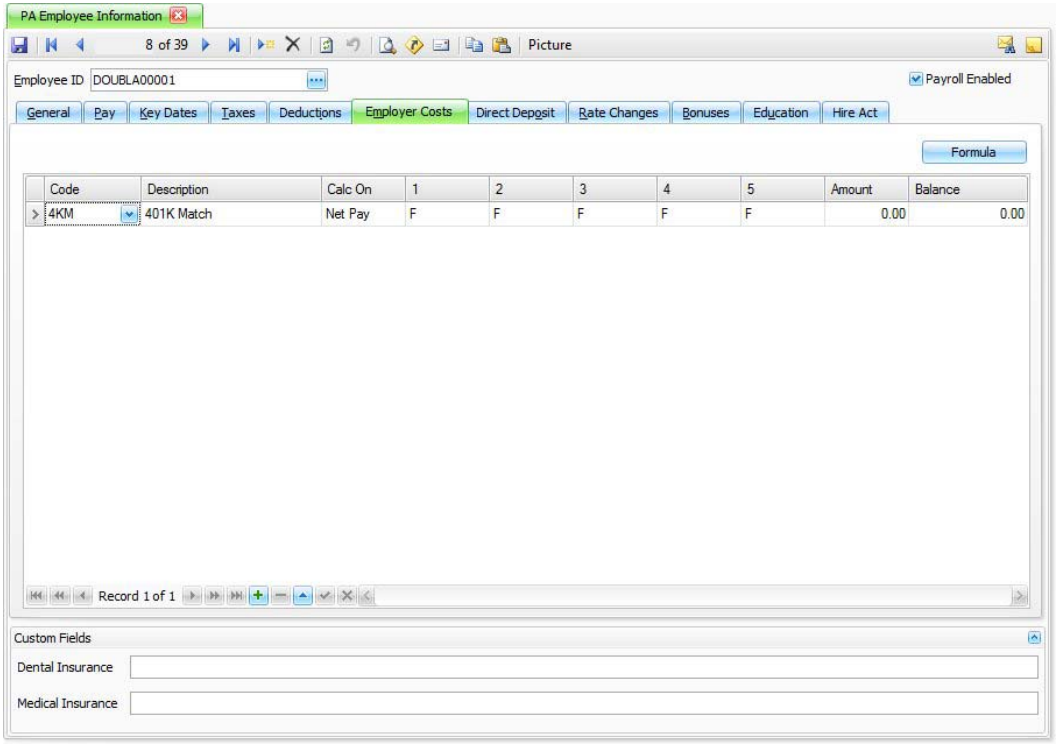
15. Select the **Formula ID**.

16. Enter 14 as the **W-2 Box** to print the amount in Box 14 of the Employee's W-2 if you want the amount printed. Leave the field blank if you do not want to print the total.

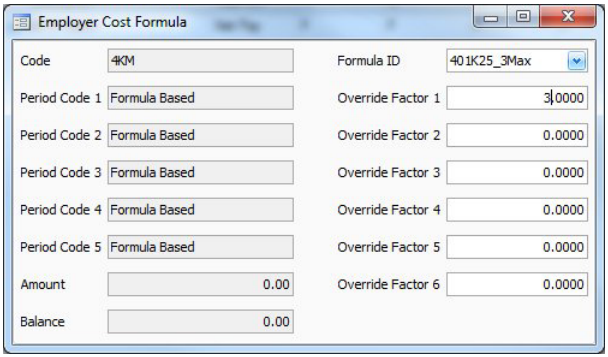
17. Select **Gross Pay**.

18. Select **Employee Information** from the **Setup and Maintenance** menu.

19. The **Employee Information** screen is displayed. Select the **Employer Cost** tab and enter the **Code** for your employer 401K match.



If the Employee is contributing less than 3% maximum employer match, select **Formula** to set **Override Factor 1** to the correct percentage for the Employee.

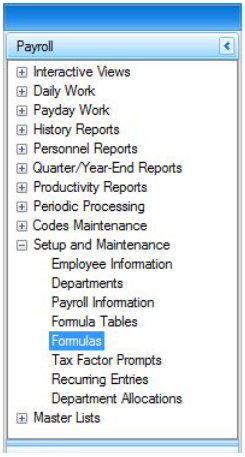


WORKING WITH 3% NET MATCH FORMULA

This 401K match will look at the Employee's adjusted earnings, their net pay after all Deductions and Taxes have been taken out, and then calculate 3% of what is left and match 50% of the 3% calculated.

Example: The formula uses the ADJEARN variable to calculate the net pay so it can match 50% of the remaining 3% of the Employee's pay.

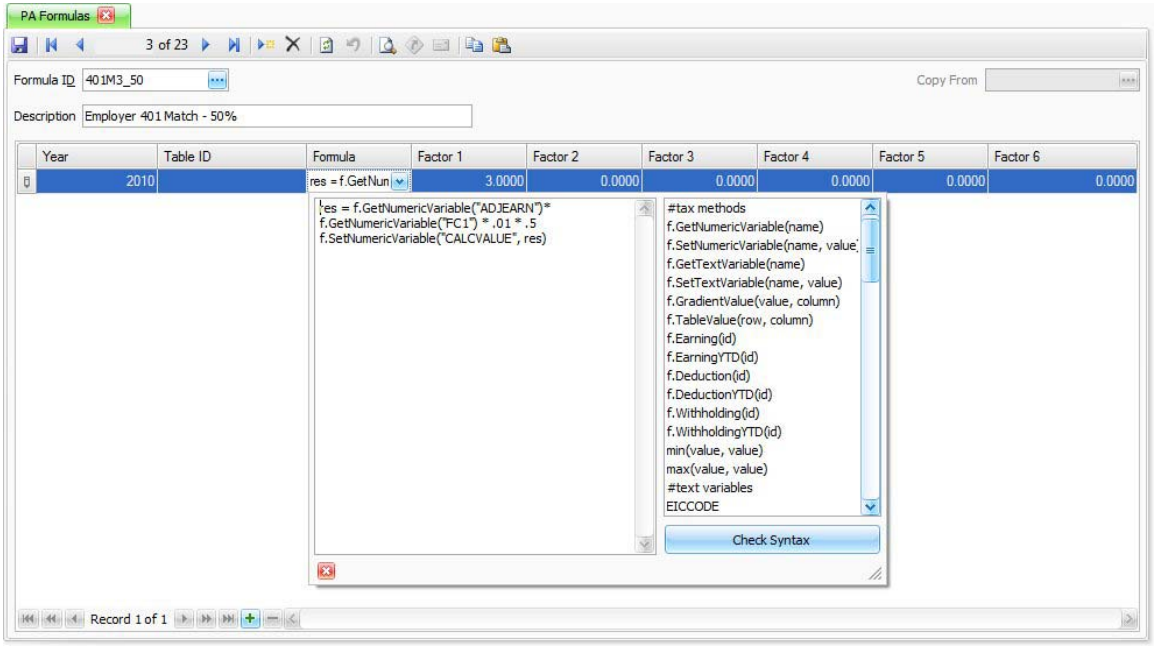
1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.
3. For the **Formula ID**, enter **401M3_50**.
4. Tab to the **Description** field, and enter a Description for the formula. For the Description, enter **Employer 401 Match - 50% OF 3%**.
5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
6. Enter **3.0000** into **Factor 1** and skip Factors 2 though 6.
7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

8. For line 1, enter:

res = f.GetNumericVariable(“ADJEARN”)* f.GetNumericVariable(“FC1”) * .01 * .5.



9. For the second line to return the value calculated enter:

f.SetNumericVariable(“CALCVALUE”, res)

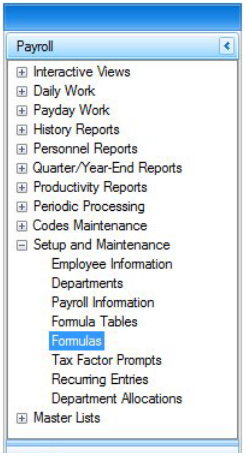
The value **res** is considered the line number in this case and that is the value that is being returned with the final statement. This is another example of how line number values can vary.

10. Set up the **Employer Cost** and add it to the **Employee Information**, **Employer Cost** tab just like the previous example.

WORKING WITH A 50% MATCH DEDUCTION

This 401K employer's match, will match 50% of the amount of the 401K Deduction taken out of the Employee's paycheck. This Formula uses the GETDEDUCTION variable to get the amount of the Deduction we specify in the Formula to match 50% of that amount as the Employer Cost.

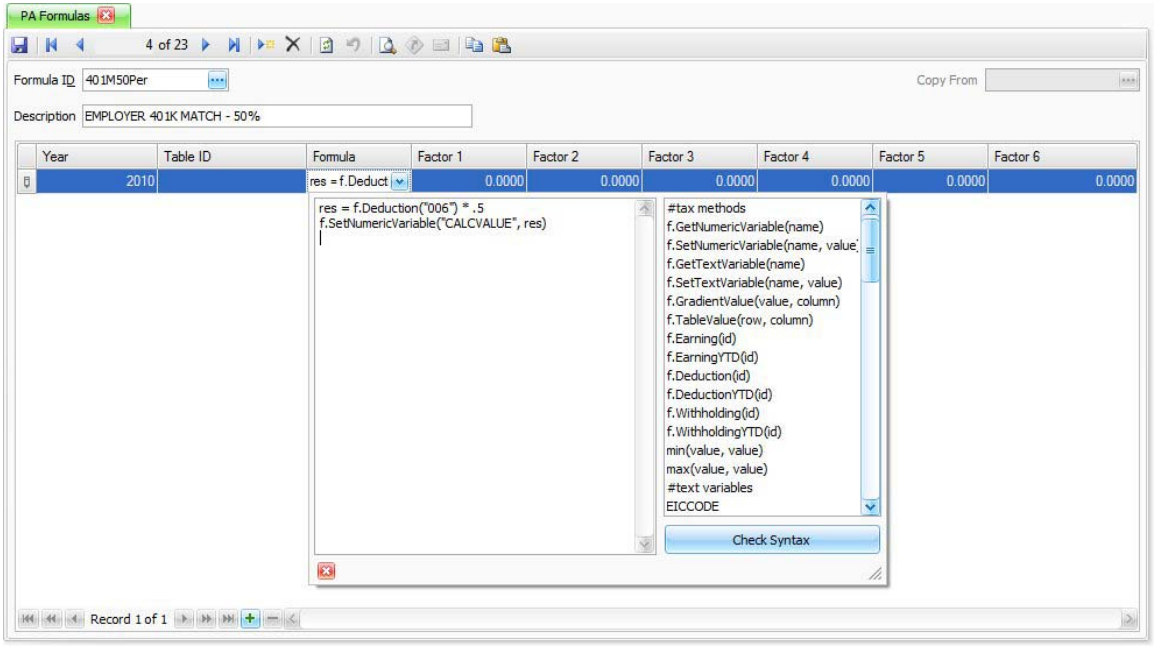
1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed. For the formula ID, enter **401M50Per**.
3. Tab to the Description field, and enter a description for the formula. For the description, enter **EMPLOYER 401K MATCH - 50%**.
4. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
5. Skip **Factors** 1 – 6.
6. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

7. For line 1, enter:

   res = f.Deduction(“006”) * .5.



8. For the second line to return the value calculated enter:

   f.SetNumericVariable(“CALCVALUE”, res)

   The value **res** is considered the line number in this case and that is the value that is being returned with the final statement. This is another example of how line number values can vary.

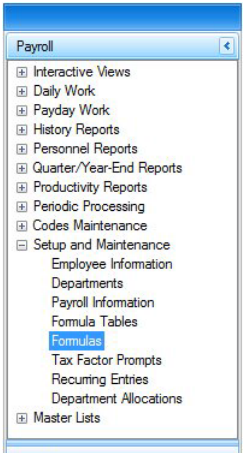
9. Set up the **Employer Cost** and add it to the **Employee Information**, **Employer Cost** tab just like the previous examples.

WORKING WITH A NEGATIVE OVERTIME DEDUCTION

A negative overtime Deduction will add an amount to the Employee's paycheck as a Deduction for the hours they work that are considered overtime. When you set up a Deduction as a negative number it will add to the Employee's pay, instead of taking away from the pay.

> **Example: We will be calculating the amount of pay that is strictly overtime and adding it to the Employee's paycheck as a Deduction.**

1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.
3. For the **Formula ID**, enter **NegDedOVT**.
4. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **Employee Negative OT Deduction**.
5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
6. For **Factor 1**, enter **-1.00**, and skip factors 2 – 6.
7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

8. For line 1, enter:

   L1 = f.GetNumericVariable(“GRANDTOTGROSS”) / f.GetNumericVariable(“HOURS”)

9. For line 2, enter:

   L2 = f.GetNumericVariable(“HOURS”) - 40

10. For line 3, enter:

    if L1 < 0:

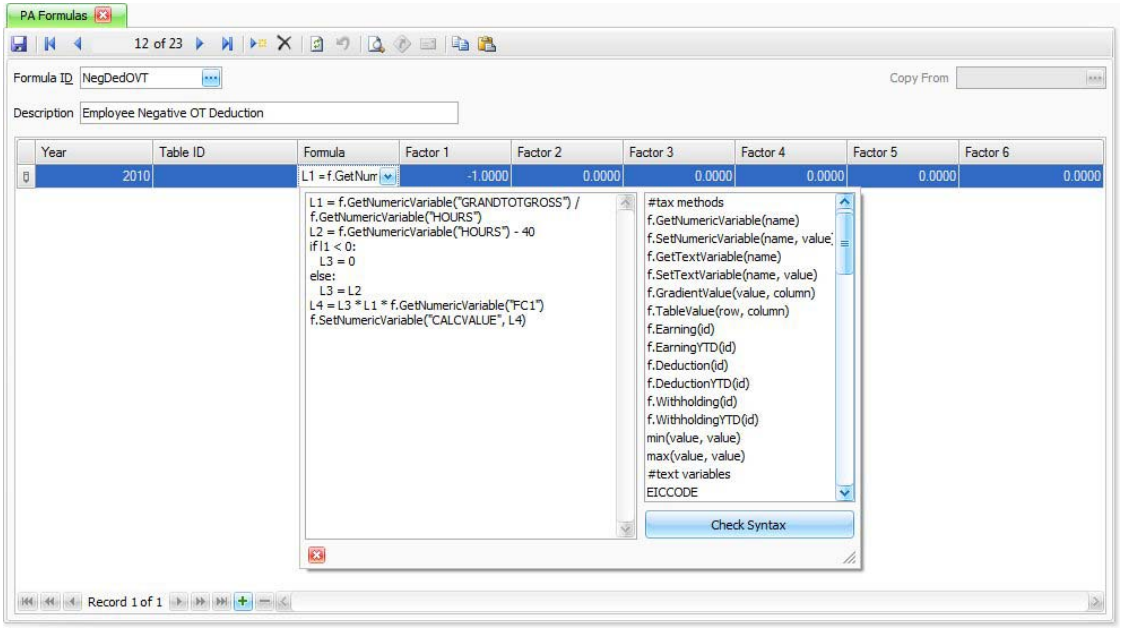
    L3 = 0

    else:

    L3 = L2

11. For line 4, enter:

    L4 = L3 * L1 * f.GetNumericVariable(“FC1”)



12. For the final line enter this to return the calculated value:

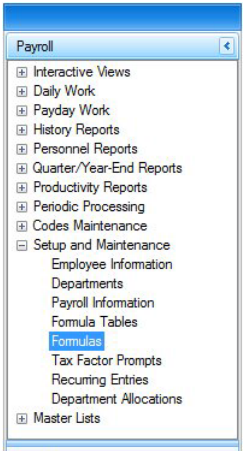
    f.SetNumericVariable(“CALCVALUE”, L4)

13. Set up the **Deduction** and add it to the **Employee Information**, **Deductions** tab just like the previous examples.

WORKING WITH A PRODUCTION BONUS

The production bonus will use a negative Deduction to add a dollar amount to the Employee's paycheck for hours they work over the regular hours with the overtime calculated and time and a half. When a negative Deduction amount is used, the result is adding an amount to the Employee's paycheck instead of deducting from it.

1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.
3. For the **Formula ID**, enter **PROD**.
4. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **Production Bonus**.
5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
6. For **Factor 1**, enter **-1.00** and **12.00** for **Factor 2** and skip Factors 3 – 6. Factor 2 will be the Employees Hourly Wage.
7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.
8. For line 1, enter:

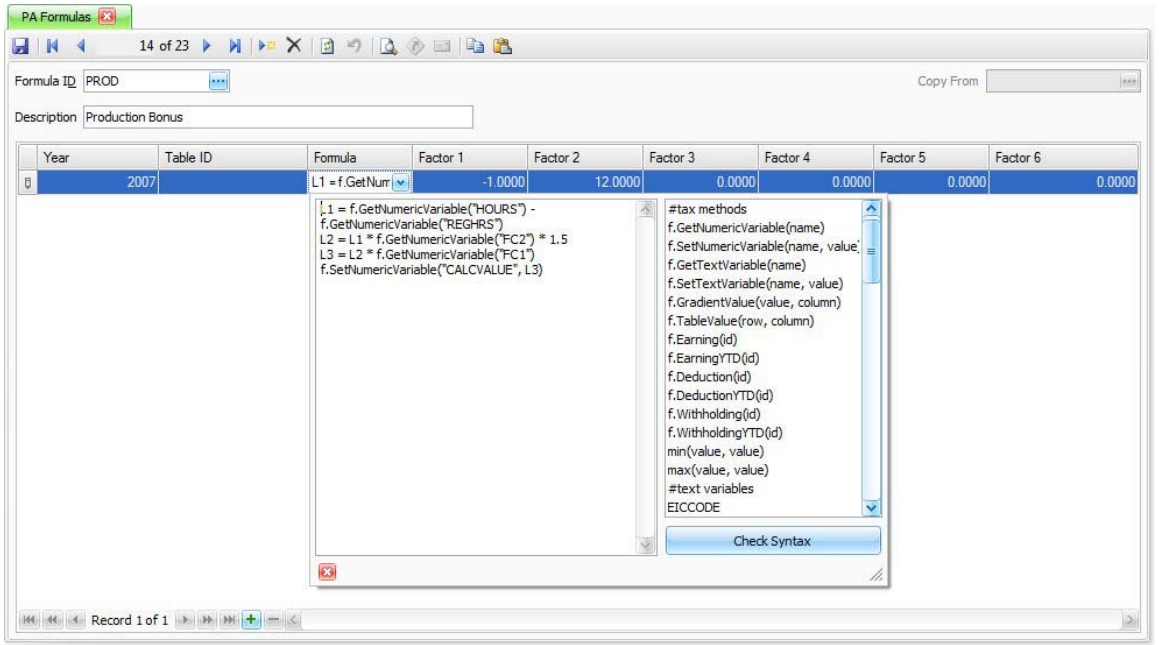
L1 = f.GetNumericVariable("HOURS") - f.GetNumericVariable("REGHRS")

9. For line 2, enter:

   L2 = L1 * f.GetNumericVariable(“FC2”) * 1.5

10. For line 3, enter:

    L3 = L2 * f.GetNumericVariable(“FC1”)



11. For the final line enter this to return the calculated value:

    f.SetNumericVariable(“CALCVALUE”, L3)

12. Set up the **Deduction** and add it to the **Employee Information**, **Deductions** tab just like the previous examples.

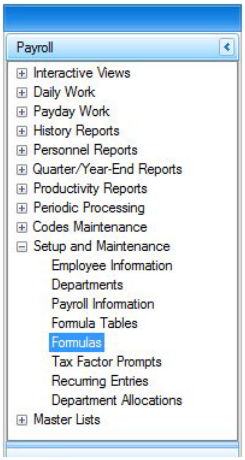
13. Use the **Override Factor 2** on the **Deductions** tab to put in the regular wage amount Override Factor for each Employee, when you select the **Formula** button.

WORKING WITH WORKMAN'S COMPENSATION

This is a generic description of how to set up a workman's compensation Employer's Cost or Employee Deduction. This example will take a percent of the Employee's Adjusted Earnings, after Taxes and Deductions and calculate a Deduction from that calculated amount.

To make this workman's compensation calculation follow these steps.

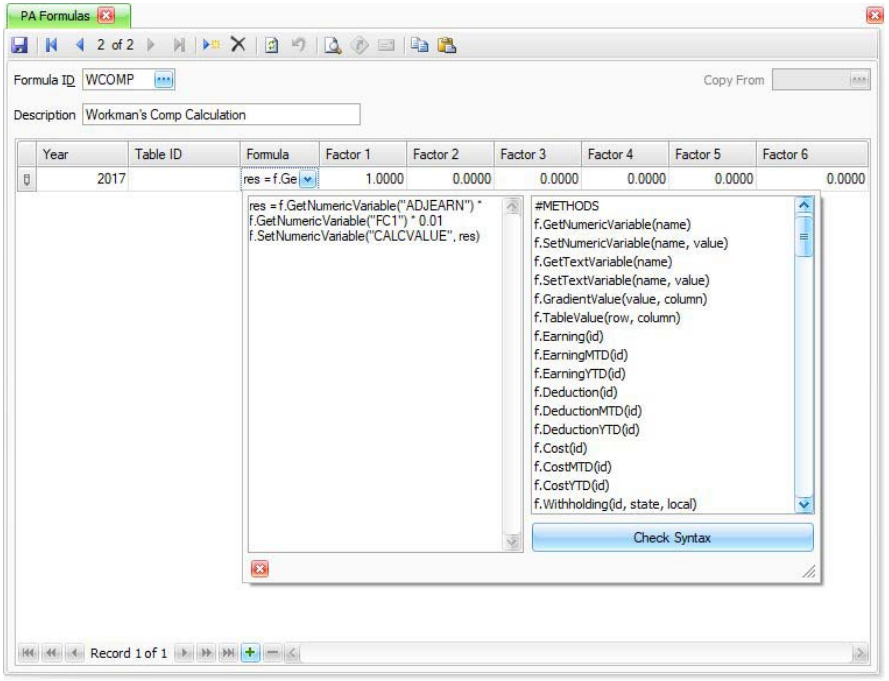
1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formula** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.
3. For the **Formula ID**, enter **WCOMP.**
4. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **Workman's Comp Calculation.**
5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
6. For **Factor 1**, enter **1.0000**, and skip factors 2 - 6.
7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

8. For line 1, enter:

res = f.GetNumericVariable("ADJEARN") * f.GetNumericVariable("FC1") * 0.01



9. For the second line to return the value calculated enter:

f.SetNumericVariable("CALCVALUE", res)

The value **res** is considered the line number in this case and that is the value that is being returned with the final statement. This is another example of how line number values can vary.

10. Set up the **Deduction** or **Employer Cost** and add it to the **Employee Information**, **Deductions** or **Employer Cost** tab just like the previous examples.

11. Use the **Override Factor 1** on the **Deductions** or **Employer Costs** tab to put in the Workman's Comp percent amount Override Factor for each Employee, when you select the **Formula** button.

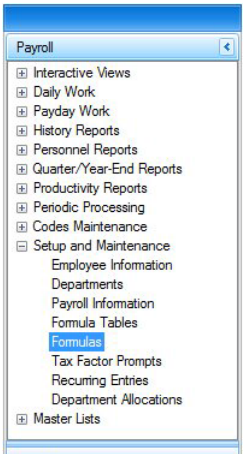
WORKING WITH SAIF

SAIF is used in some states to deduct from the Employee's paycheck to pay for an Employee paid disability tax. SAIF is set up as a Deduction and then the employer will pay the State from the amount deducted from the Employee's paycheck.

Example: This example will take 1% of each hour of regular pay the Employee works.

To set up this example of the SAIF Deduction follow these steps:

1. Select **Formulas** from the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** Icon . A blank Formulas screen is displayed.
3. For the **Formula ID**, enter **SAIF.**
4. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **SAIF.**
5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
6. For **Factor 1**, enter **1.0000**, and skip Factors 2- 6.
7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

8. For line 1, enter:

   L1 = f.GetNumericVariable(“GRANDTOTGROSS”) / f.GetNumericVariable(“REGHRS”)

   This will calculate their hourly rate.

9. For line 2, enter:

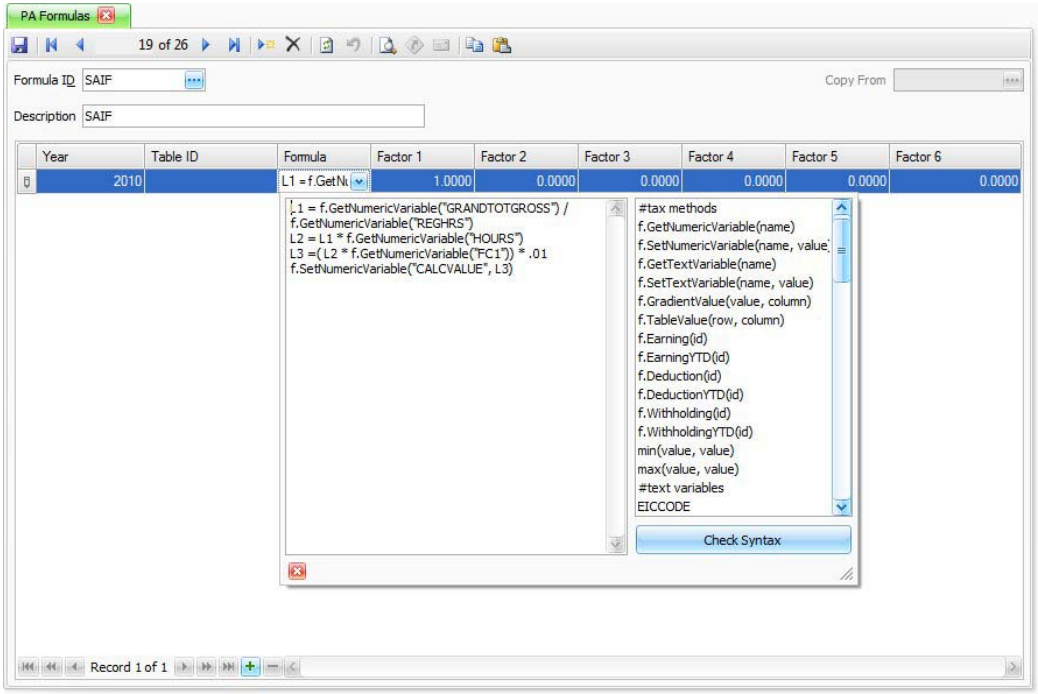
   L2 = L1 * f.GetNumericVariable(“HOURS”)

   This will calculate their regular pay.

10. For line 3, enter:

    L3 =(L2 * f.GetNumericVariable(“FC1”)) * 0.01

    This will calculate the amount of the tax.



11. For the final line enter this to return the calculated value:

    f.SetNumericVariable(“CALCVALUE”, L3)

12. Set up the **Deduction** and add it to the **Employee Information**, **Deductions** tab just like the previous examples.

13. Use the **Override Factor 1** on the **Deductions** tab to put in the SAIF percent amount Override Factor for each Employee, when you select the **Formula** button.

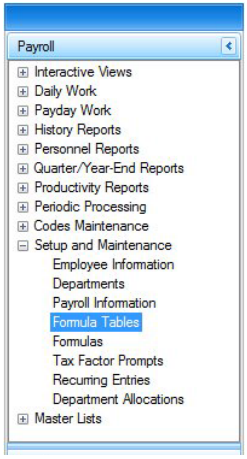
MAKING A COMPANY SPECIFIC SUI CALCULATION

If you have multiple companies set up in TRAVERSE and they are each using the Payroll module and have a different SUI rate for each company, you will need to set up company specific SUI rates. By default TRAVERSE sets the SUI rate at the maximum percentage for each State. You will need to manually change the percentage rate for each company.

Make sure you know the tax rate for each company before you begin.

To have different rates for different companies, you can do the following steps:

1. Select **Formula Tables** from the **Setup and Maintenance** menu.

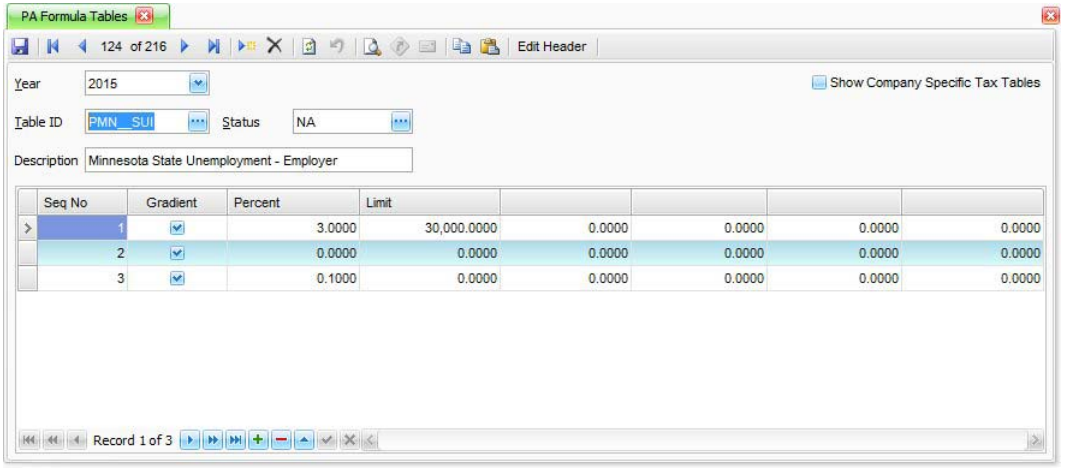


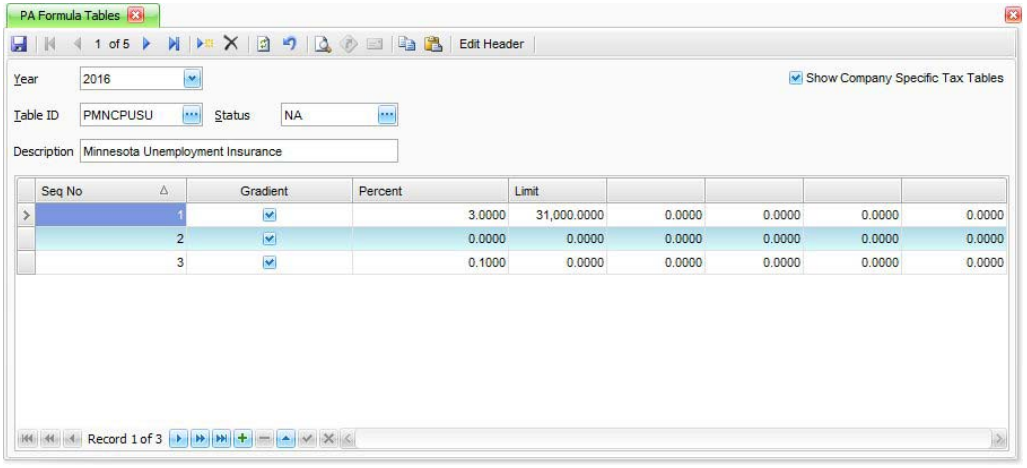
2. Select the **Show Company Specific Tax Tables** check box and add a new Formula Table patterned after a standard SUI table with two columns, one for **Percent** and one for **Limit**. Save your changes when you finish.

   Use the naming convention **PYYCCCSU** where **YY** is the state code and **CCC** is the three-character company code to which the table is connected.

   Use decimals, not fractions, when entering percentage rates. For example, if the rate is 1%, enter **1.000**. If the rate is ½%, enter **0.500**.

3. Selecting the check box saves the new table in the company specific database, which is where TRAVERSE's stored procedures look for the percentages and limits to use when calculating SUI.





4. Clear the **Show Company Specific Tax Tables** check box and create an identical copy of the table you created in step 3, including the table ID.

   The State Unemployment Report looks in the non-company specific ST database to generate the report, rather than the company specific database. In order for this report to print correctly, you need two copies of the table, one in the company specific database, one in the ST database.

5. Select **Formulas** from the **Setup and Maintenance** menu and create a new formula for SUI.

   Use the naming convention **PYY__SUI**, where **YY** is the company's state abbreviation. Note that there are two underscores and that this exact syntax must be used, otherwise it will not calculate correctly.

   Enter the ID of the Formula Table you created in step 3 in the **Table ID** field. When you calculate checks, TRAVERSE uses the percentage and limit from that table.

   Leave the **Formula** section blank. This makes the stored procedure program look at the company specific SUI table you created in step 3 for the percentages and limits to use in the calculation, but use the standard SUI calculation that is stored in the ST database.

6. Switch to the next company and repeat the process for each company in TRAVERSE.

Tips:

- Make sure the syntax for the Formula Table ID you make is exactly as listed in step 2 above or it will not calculate correctly.
- Each company can have a different tax rate; make sure you know what the rate is for each company.
- When putting in your percentage rates, put them in as whole numbers. For example if your rate is 1% put in 1.0000 and if your rate is ½% put it in as.5000. We multiply the number in the first field in the table by 0.01 in line 6 of the formula.

SETTING UP LOCAL TAXES

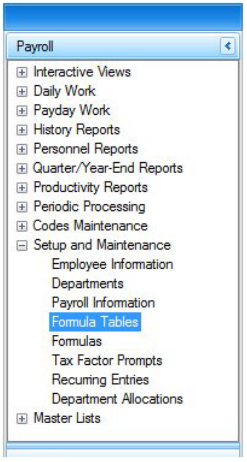
There are multiple ways to set up Local Taxes. Some Local Taxes are very simple and have a fixed percentage and do not require a table, and some Local Taxes are a bit more complicated and require a Tax Table and a Formula similar to the State Withholding Tax Formulas.

> **Example: There are examples of both the very basic, simple Local Tax calculation and more complicated table required Local Tax calculations.**

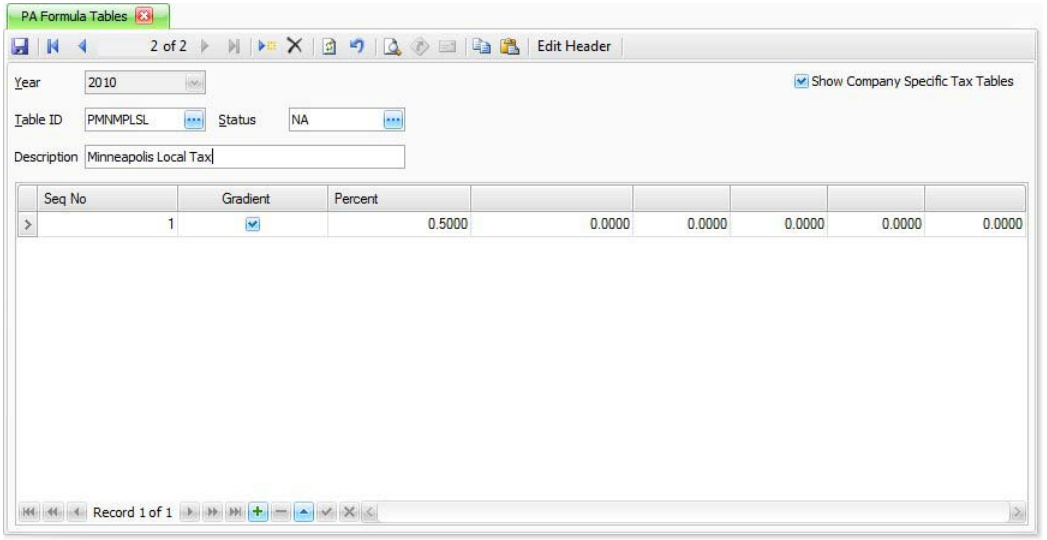
Here are the basic steps you will need to follow to set up your Local Tax.

To create a Local Tax that is similar to the standard State Withholding Tax calculations you need to set up a Local Withholding Tax Table prior to writing the Formula to calculate the tax.

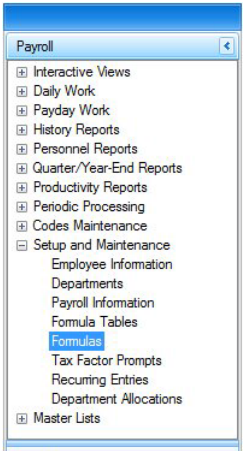
1. Create the local Table. To do this open the **Formula Tables** in the **Setup and Maintenance** menu. Make sure to select the **Show Company Specific Tax Tables** check box.



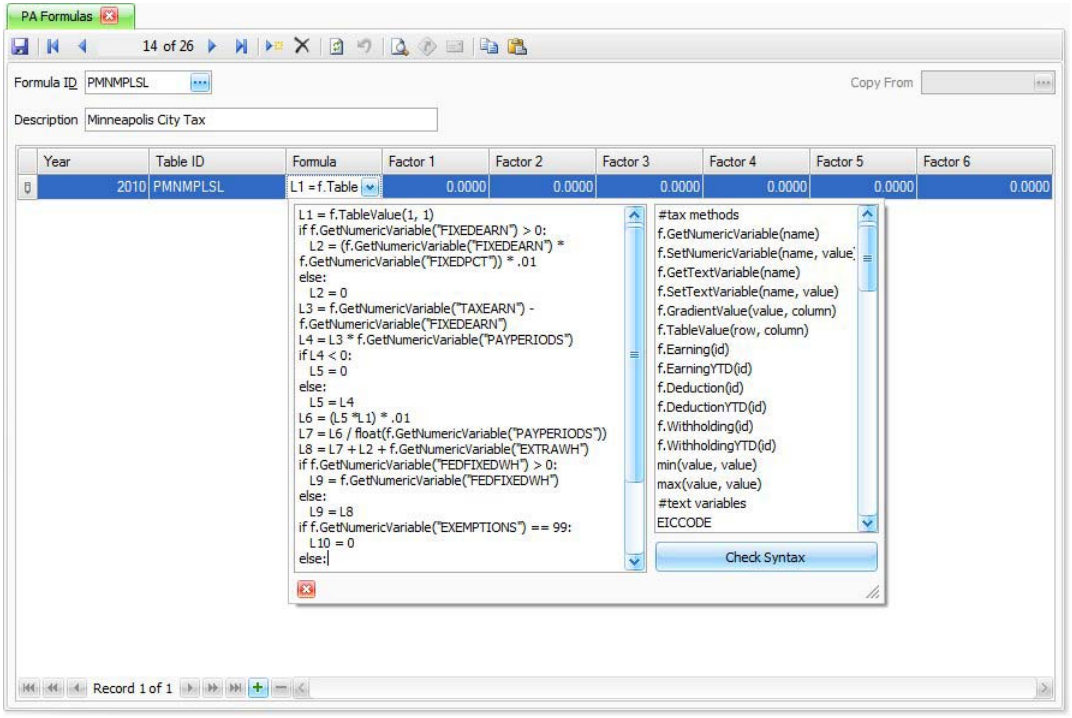
2. Select the **New Record** Icon . Add a new **Table ID** for the local tax. The information to put on this Table needs to come from your State or Locality (city, county, school district, parish).



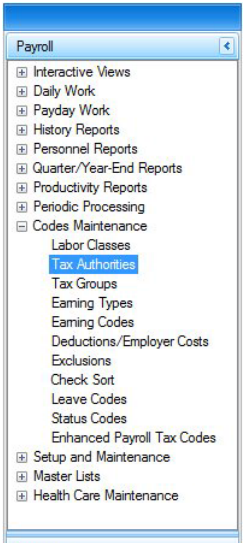
3. Write the Formula. Select **Formulas** from the **Setup and Maintenance** menu.



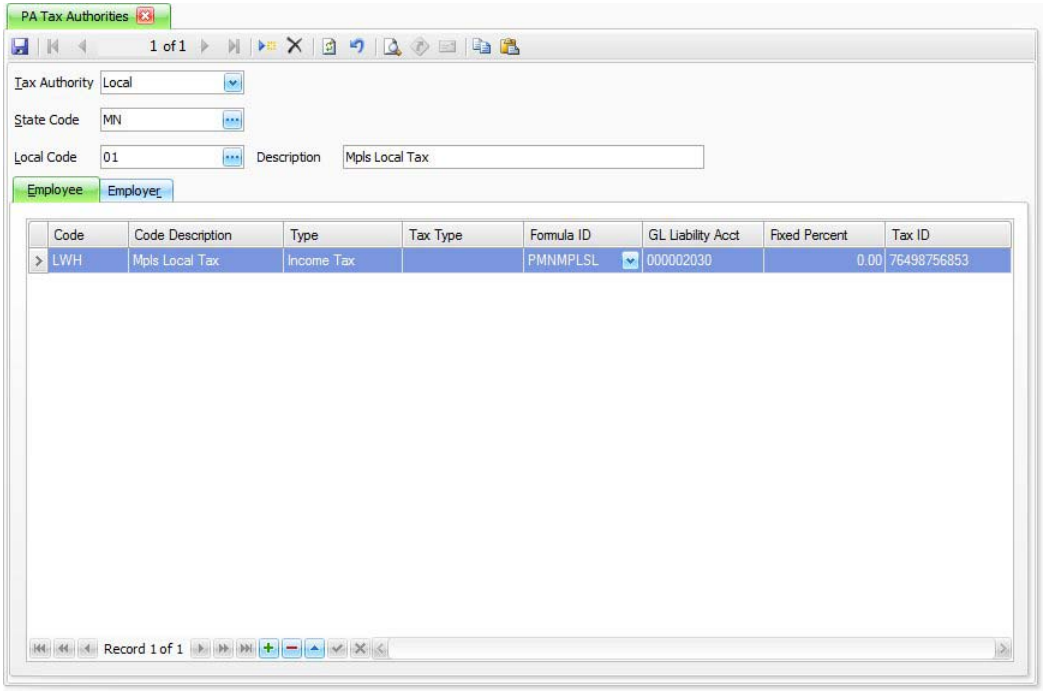
4. Select the **New Record** Icon . Enter the Formula to calculate the Local Tax. Below is an example of a simple Formula that will read a one field table with a percentage in it.



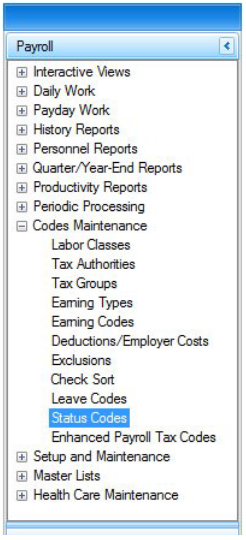
5. Set up the **Local Tax Authority** from the **Codes Maintenance** menu.



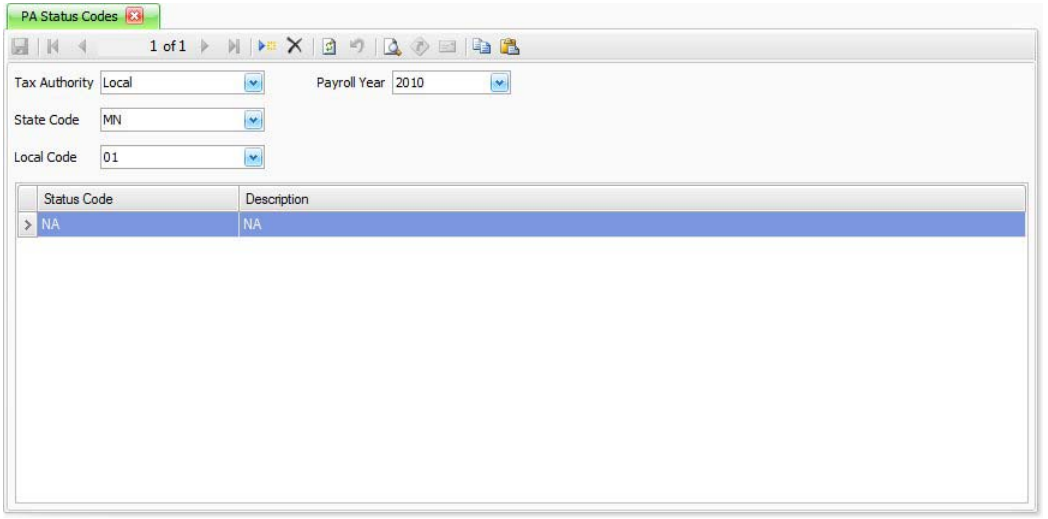
6. Select the **New Record** Icon . Select your **State Code** and set up the **Local Code** with all the necessary information.



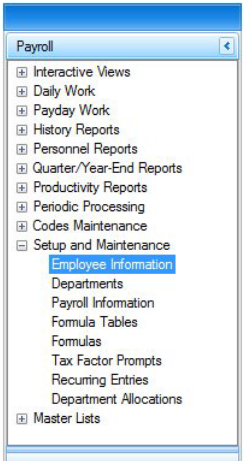
7. Add the Status Codes for the local tax, using **Status Codes** on the **Codes Maintenance** menu.



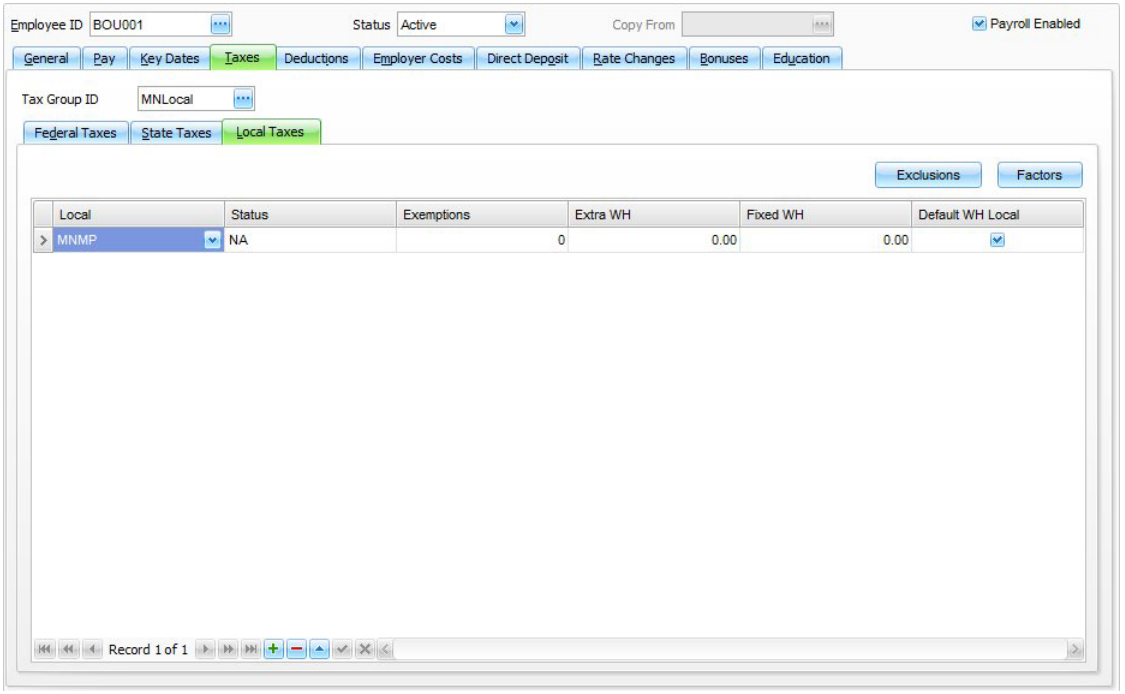
8. Select the **New Record** Icon . Select **Local Tax Authority**, then select your **State Code** and **Local Code**. Add the **Status Codes** from which your Local Code needs to pull information, for the correct Withholding Table. If you do not have a tax table, or multiple Statuses, then add **NA** as a status.



9. Add the tax record to the Employee, using **Employee Information** on the **Setup and Maintenance** menu. Go to the **Taxes** tab, then the **Local Taxes** tab.



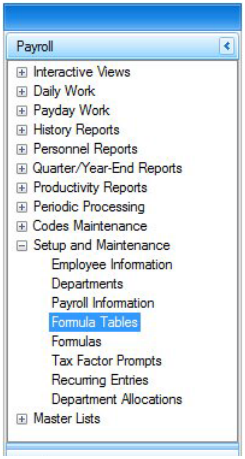
10. Select the **Employee ID** for which to add the Local Tax, and go to the **Taxes** tab, then to the **Local Taxes** tab and select the **Local Code** you set up with a **Status**.



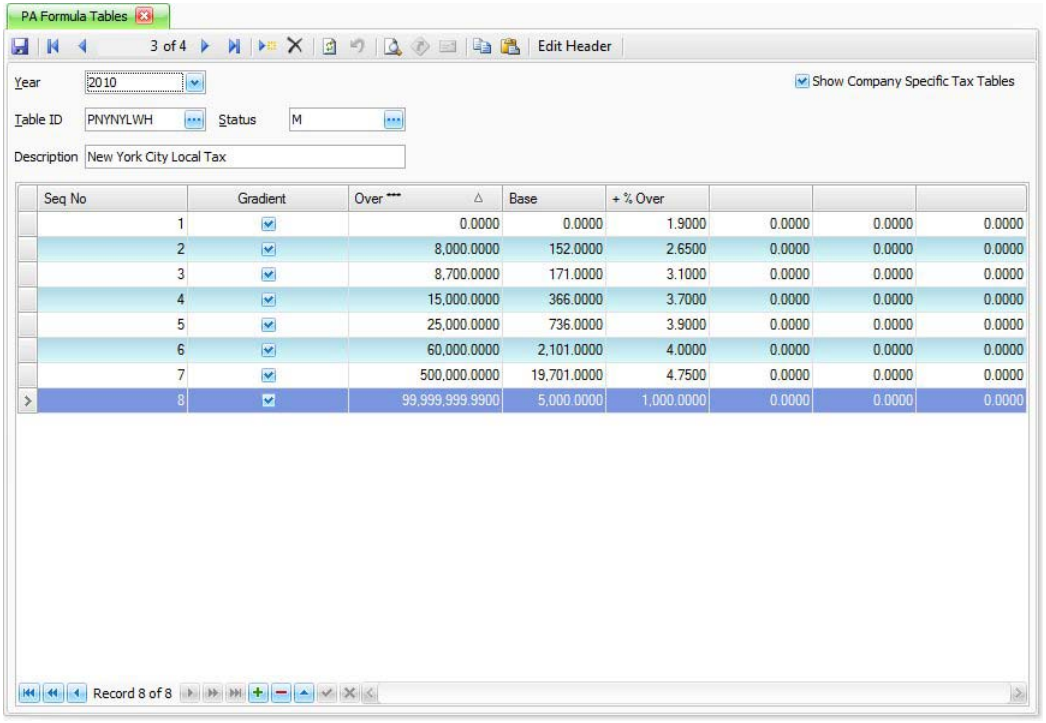
WRITING A LOCAL TAX FORMULA 1

This formula would work with a 3 column tax table similar to most State Withholding Tables, that have Wage Bracket, Base and Percent columns. This would also include a 99999999.99 row with an Exemption number in column 2.

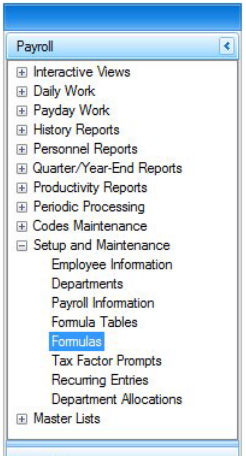
1. Select **Formula Tables** from the **Setup and Maintenance** menu.



2. Set up your Local Table. Make sure to select the check box that says **Show Company Specific Tax Tables**. If you want to have the table put into the ST database, add the new table without the **Show company specific tables** check box selected.

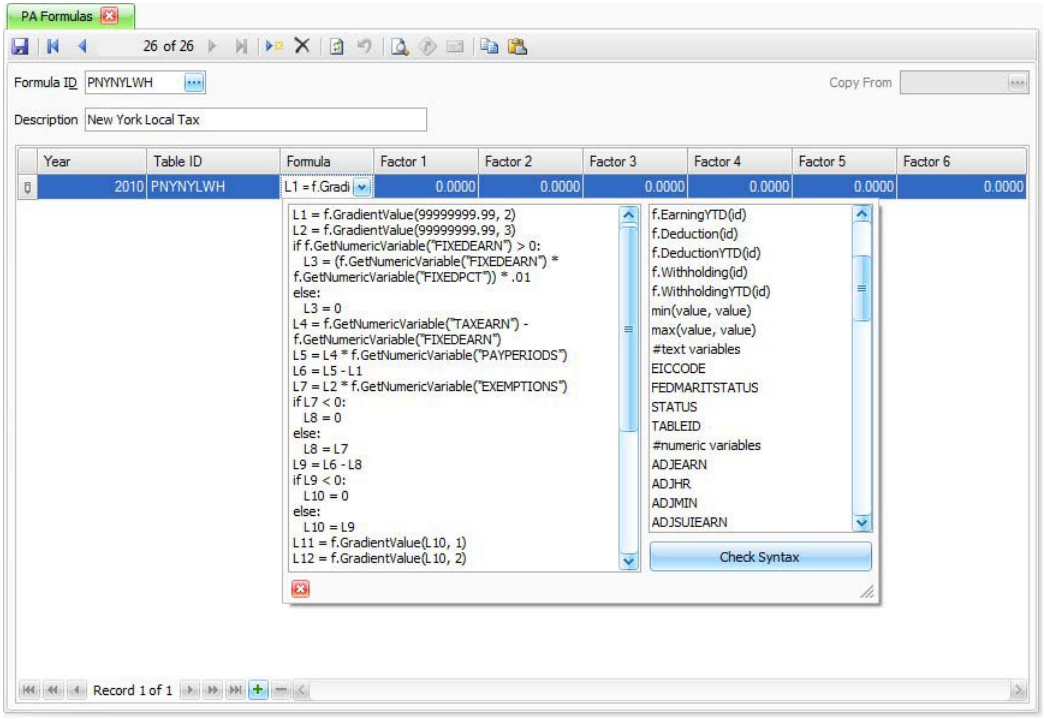


3. Select **Formulas** from the **Setup and Maintenance** menu.



4. The **Formulas** screen is displayed. Select the **New Record** icon . A blank Formulas screen is displayed.

5. For the **Formula ID**, enter **PNYNYLWH**.
6. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **New York Local Tax**.
7. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.
8. Select **PNYNYLWH** for the **Table ID** to use in this Formula.
9. Skip **Factors 1 – 6**.



10. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.
11. For line 1, enter:

    L1 = f.GradientValue(99999999.99, 2)

12. For line 2, enter:

    L2 = f.GradientValue(99999999.99, 3)

13. For line 3, enter:

```
if f.GetNumericVariable("FIXEDEARN") > 0:
  L3 = (f.GetNumericVariable("FIXEDEARN") *
f.GetNumericVariable("FIXEDPCT")) * 0.01
else:
  L3 = 0
```

14. For line 4, enter:

```
L4 = f.GetNumericVariable("TAXEARN") - f.GetNumericVariable("FIXEDEARN")
```

15. For line 5, enter:

```
L5 = L4 * f.GetNumericVariable("PAYPERIODS")
```

16. For line 6, enter:

```
L6 = L5 - L1
```

17. For line 7, enter:

```
L7 = L2 * f.GetNumericVariable("EXEMPTIONS")
```

18. For line 8, enter:

```
if L7 < 0:
  L8 = 0
else:
  L8 = L7
```

19. For line 9, enter:

```
L9 = L6 - L8
```

20. For line 10, enter:

```
if L9 < 0:
  L10 = 0
else:
  L10 = L9
```

21. For line 11, enter:

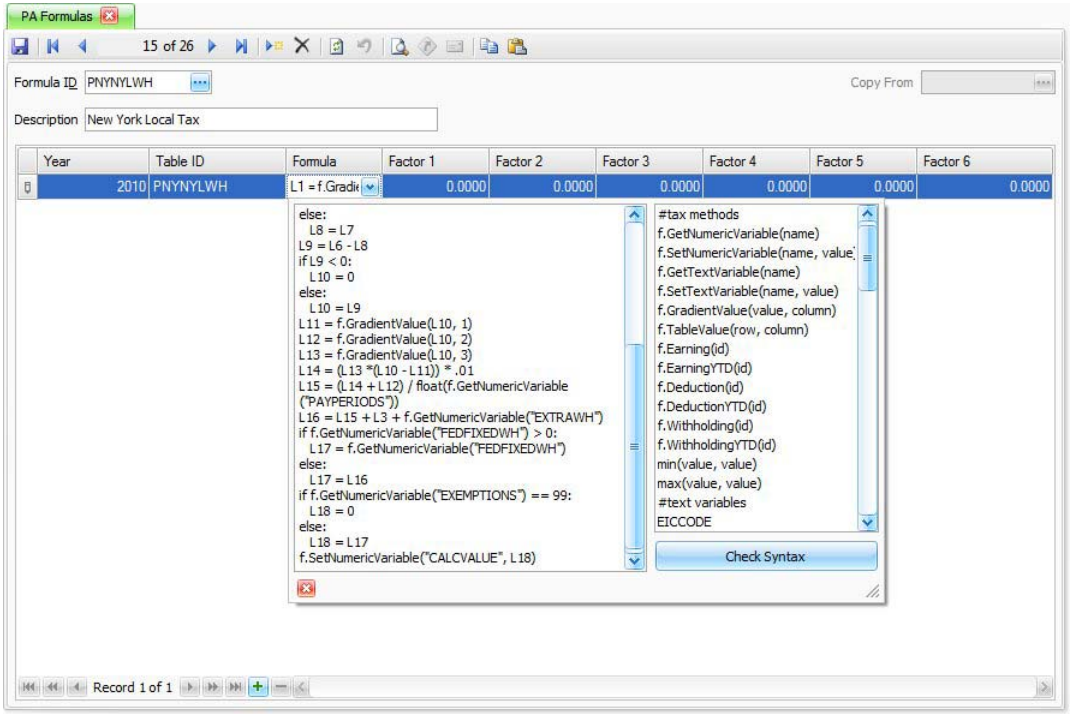
```
L11 = f.GradientValue(L10, 1)
```

22. For line 12, enter:

    L12 = f.GradientValue(L10, 2)

23. For line 13, enter:

    L13 = f.GradientValue(L10, 3)



24. For line 14, enter:

    L14 = (L13 *(L10 - L11)) * 0.01

25. For line 15, enter:

    L15 = (L14 + L12) / float(f.GetNumericVariable(“PAYPERIODS”))

26. For line 16, enter:

    L16 = L15 + L3 + f.GetNumericVariable(“EXTRAWH”)

27. For line 17, enter:

```
if f.GetNumericVariable("FEDFIXEDWH") > 0:
  L17 = f.GetNumericVariable("FEDFIXEDWH")
else:
  L17 = L16
```

28. For line 18, enter:

```
if f.GetNumericVariable("EXEMPTIONS") == 99:
  L18 = 0
else:
  L18 = L17
```

NOTE: It is important to enter two equal signs == before the 99 in the if part of the statement. This is the Iron Python comparison function.

29. For the final line enter this to return the calculated value:

```
f.SetNumericVariable("CALCVALUE", L18)
```

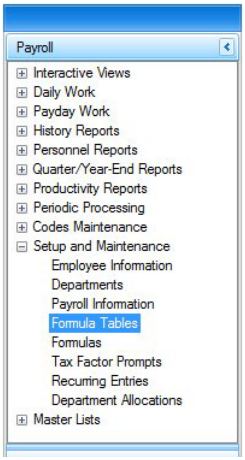
30. Set up Local Tax using **Local Tax Authority Setup** from the **Codes Maintenance** menu and follow instructions from the previous example.

31. Add Local Tax to **Employee Information**, **Taxes**, **Local Taxes** following instructions from the previous example.

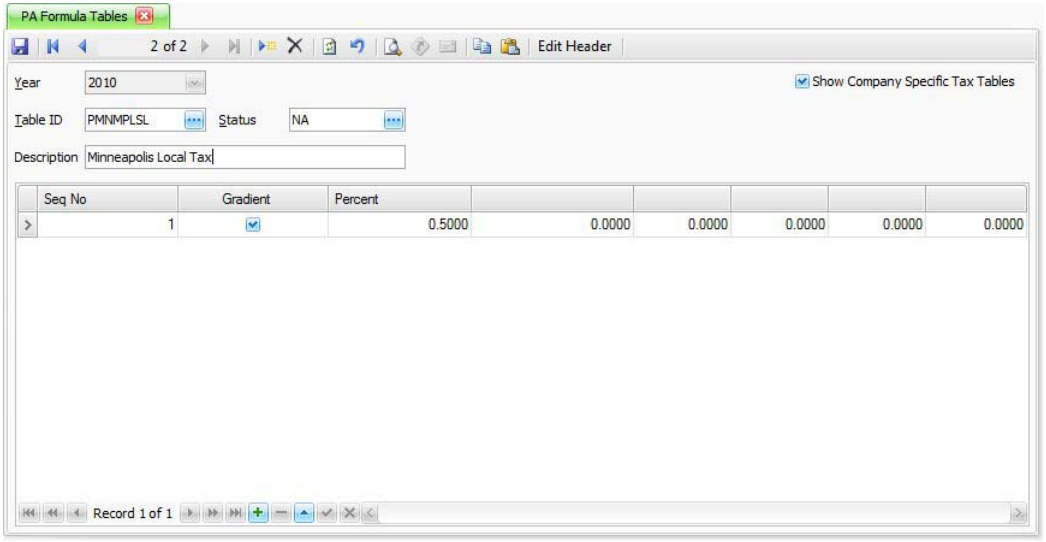
WORKING WITH A CITY TAX

With this City Tax we have a one column one row tax table. The Formula will take into account any Fixed Earnings, Fixed Percent, and Extra Withholdings the Employee has. The Formula will also allow you to put 99 for Exemptions and make the Employee exempt from this tax.

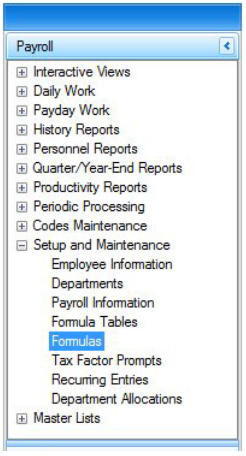
1. Select **Formula Tables** from the **Setup and Maintenance** menu.



2. Set up your Local Table. Make sure to select the check box that says **Show Company Specific Tax Tables**. If you want to put the Local Tax Table into the ST database instead of the company specific database, leave the **Show Company Specific Tax Tables** box cleared when adding the new table.



3. Select **Formulas** from the **Setup and Maintenance** menu.



4. The **Formulas** screen is displayed. Select the **New Record** icon . A blank **Formulas** screen is displayed.

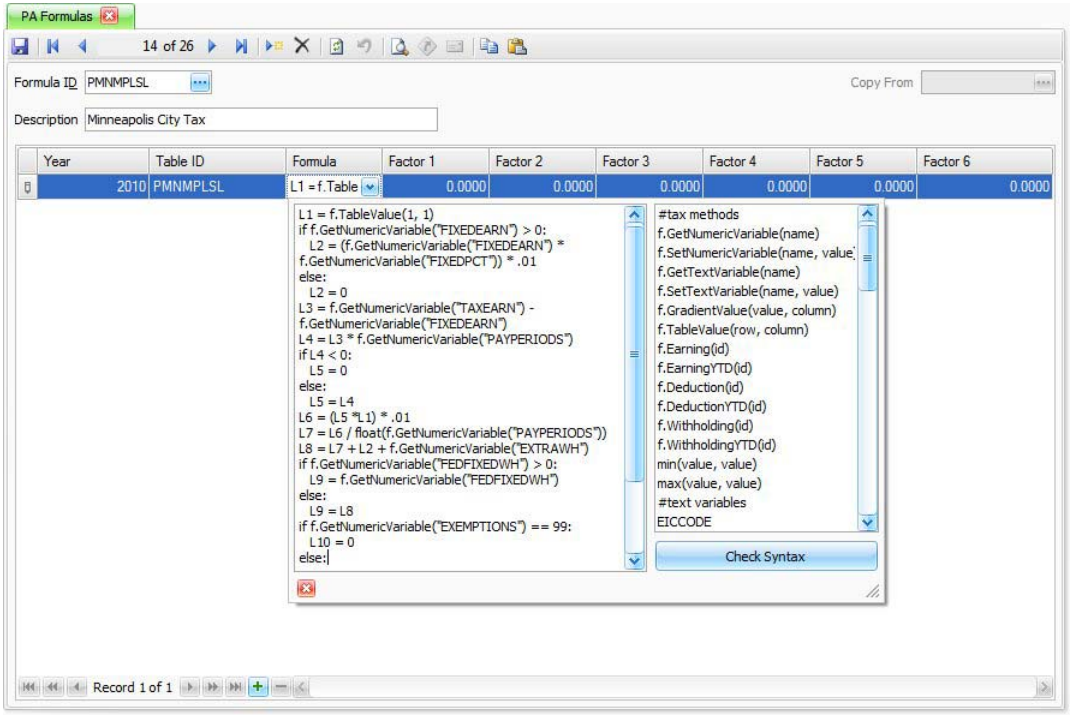
5. For the **Formula ID**, enter **PMNMPLSL**.

6. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **Minneapolis City Local Tax**.

7. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.

8. Select **PMNMPLSL** for the **Table ID** to use in this formula.

9. Skip **Factors 1 – 6**.



10. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

11. For line 1, enter:

    L1 = f.TableValue(1, 1)

12. For line 2, enter:

    if f.GetNumericVariable(“FIXEDEARN”) > 0:

    L2 = (f.GetNumericVariable(“FIXEDEARN”) * f.GetNumericVariable(“FIXEDPCT”)) * 0.01

    else:

    L2 = 0

13. For line 3, enter:

```
L3 = f.GetNumericVariable("TAXEARN") - f.GetNumericVariable("FIXEDEARN")
```

14. For line 4, enter:

```
L4 = L3 * f.GetNumericVariable("PAYPERIODS")
```

15. For line 5, enter:

```
if L4 < 0:
  L5 = 0
else:
  L5 = L4
```

16. For line 6, enter:

```
L6 = (L5 *L1) * 0.01
```

17. For line 7, enter:

```
L7 = L6 / float(f.GetNumericVariable("PAYPERIODS"))
```

18. For line 8, enter:

```
L8 = L7 + L2 + f.GetNumericVariable("EXTRAWH")
```

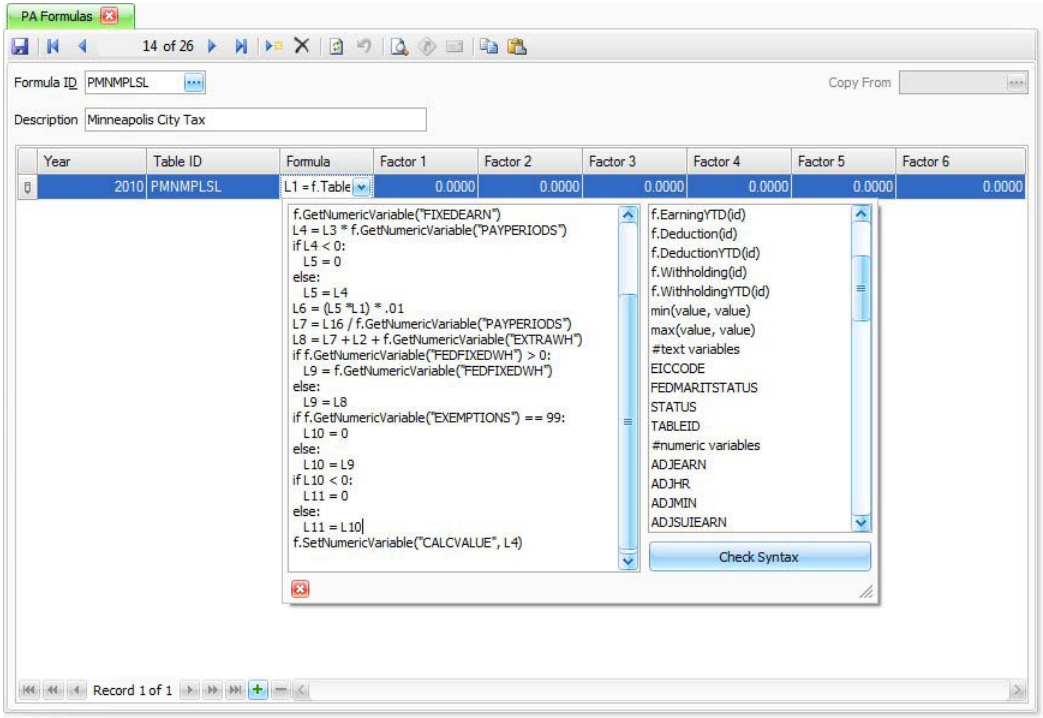
19. For line 9, enter:

if f.GetNumericVariable(“FEDFIXEDWH”) > 0:

L9 = f.GetNumericVariable(“FEDFIXEDWH”)

else:

L9 = L8



20. For line 10, enter:

if f.GetNumericVariable(“EXEMPTIONS”) == 99:

L10 = 0

else:

L10 = L9

NOTE: It is important to enter two equal signs == before the 99 in the if part of the statement. This is the Iron Python comparison function.

21. For line 11, enter:

```
if L10 < 0:
  L11 = 0
else:
  L11 = L10
```

22. For the final line enter this to return the calculated value:

```
f.SetNumericVariable("CALCVALUE", L11)
```

23. Set up the city tax using **Local Tax Authority Setup** from the **Codes Maintenance** menu and follow instructions from previous example.

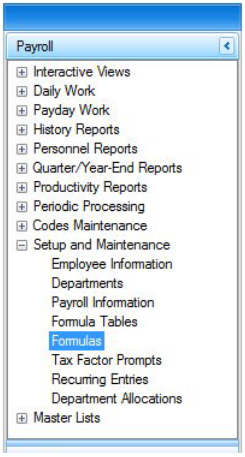
24. Add the city tax to **Employee Information**, **Taxes**, **Local Taxes** following instructions from previous examples.

WRITING A CITY TAX FORMULA 2

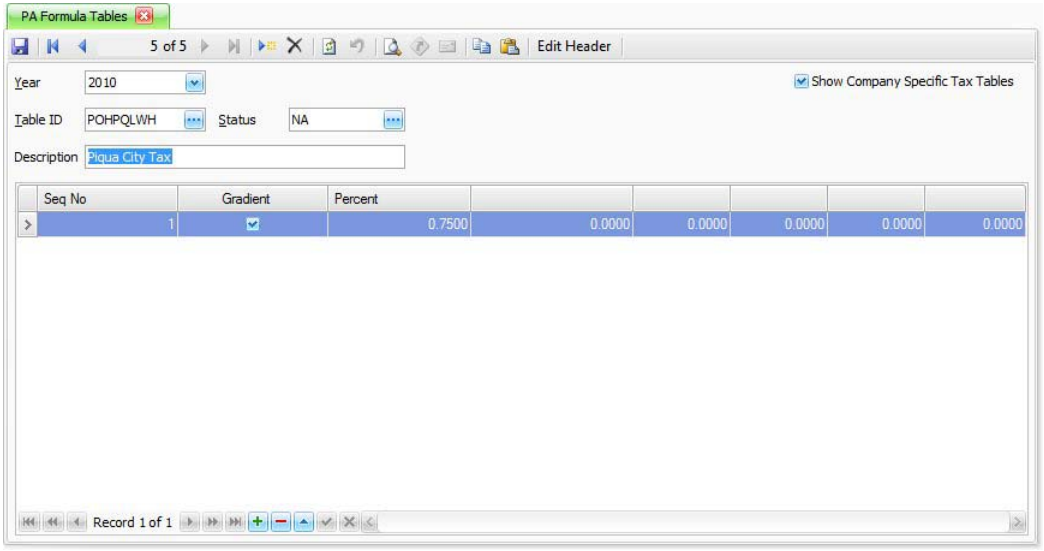
This city tax uses the same type of table as the previous city tax example, but the formula is a little more simple. The formula will account for fixed earnings only and then take out the tax percentage.

To make this City Tax, do the following steps:

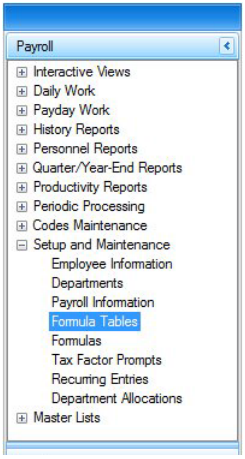
1. Select **Formula Tables** for the **Setup and Maintenance** menu.



2. Set up your Local Table. Make sure to select the check box that says **Show Company Specific Tax Tables**. Call the **Table ID POHPQLWH,** and type in the **Description** of **Piqua City Tax.** If you want to set up the tax table in the ST database instead of the company database, set the table up with the **Show Company Specific Tax Tables** box cleared.



3. Select **Formulas** from the **Setup and Maintenance** menu.



4. The **Formulas** screen is displayed. Select the **New Record** icon . A blank **Formulas** screen is displayed.

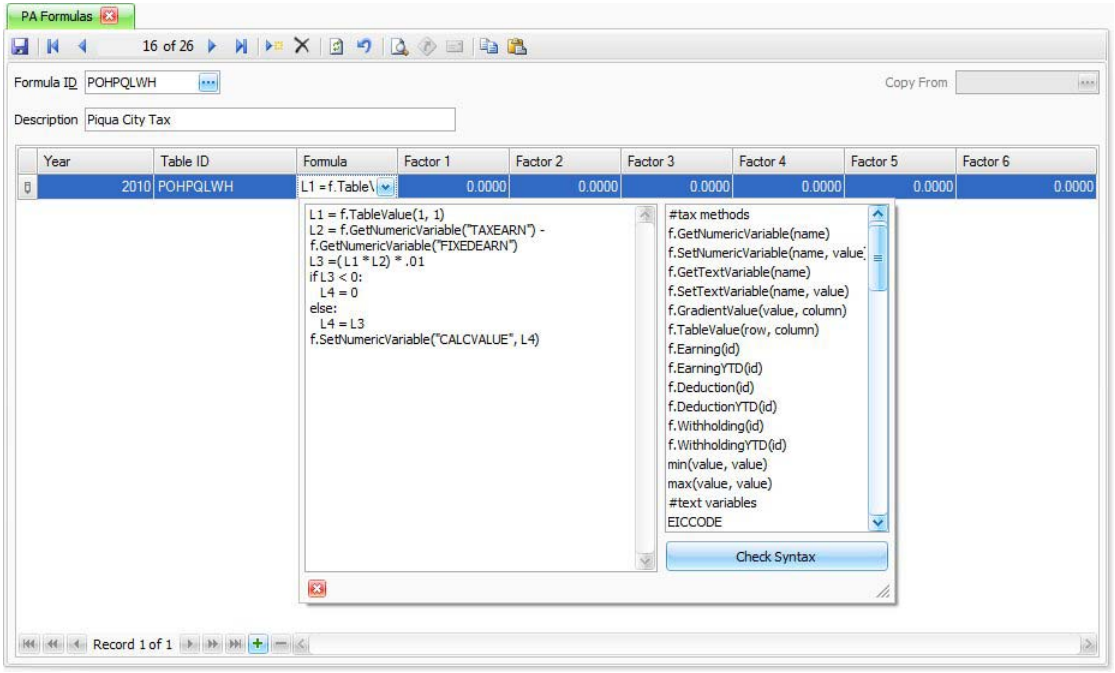
5. For the **Formula ID**, enter **POHPQLWH.**

6. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **Piqua City Tax.**

7. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.

8. Select **POHPQLWH** for the **Table ID** to use in this Formula.

9. Skip **Factors 1 - 6**.



10. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

11. For line 1, enter:

    L1 = f.TableValue(1, 1)

12. For line 2, enter:

    L2 = f.GetNumericVariable(“TAXEARN”) - f.GetNumericVariable(“FIXEDEARN”)

13. For line 3, enter**:**

    L3 =(L1 * L2) * 0.01

14. For line 4, enter:

```
if L3 < 0:
  L4 = 0
else:
  L4 = L3
```

15. Enter the following as the last line to return the value calculated:

```
f.SetNumericVariable("CALCVALUE", L4)
```

16. Set up the city tax using **Local Tax Authority Setup** from the **Codes Maintenance** menu and follow instructions from the previous examples.

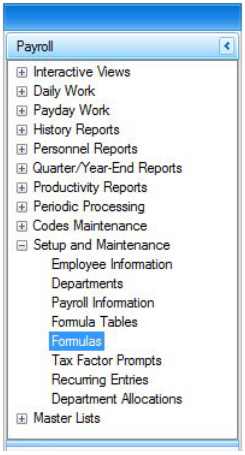
17. Add the city tax to **Employee Information**, **Taxes**, **Local Taxes** following instructions from the previous examples.

WRITING A SIMPLE LOCAL TAX FORMULA

This Local Tax example is the simplest tax Formula that can be written. This Formula uses no Tax Table and does not take into account any Fixed Percent, Fixed Withholdings, or Exemptions set up for the Employees. This Formula will calculate a Fixed Percent, from a Factor, and calculate that percent from their taxable income.

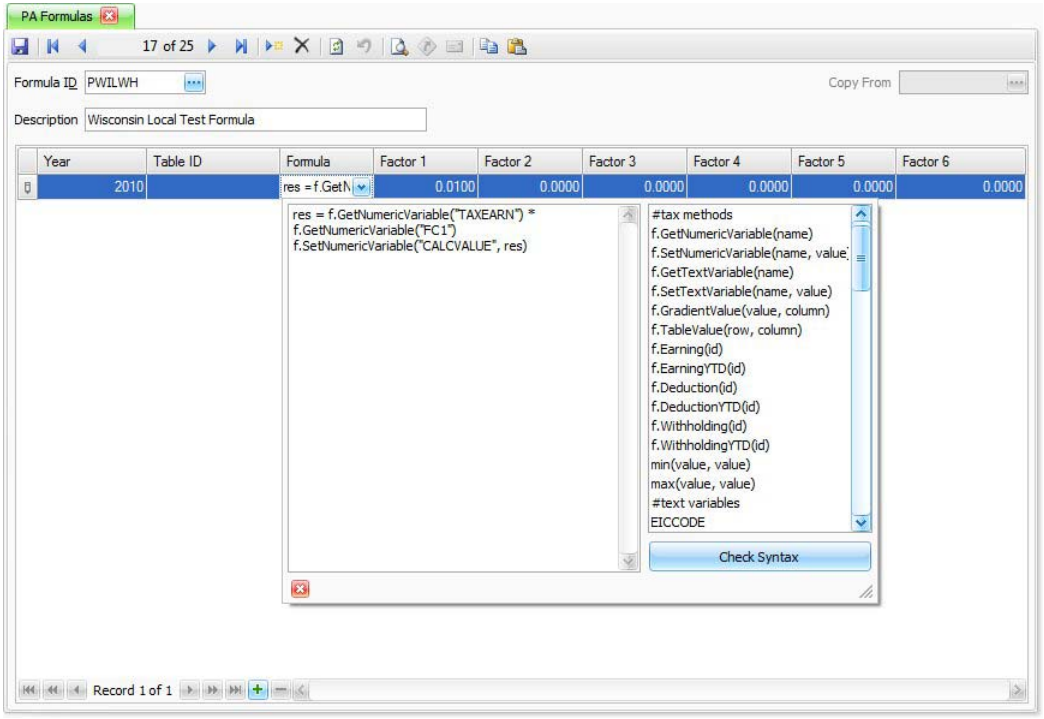
To make this Local Tax, following these steps:

1. Select **Formulas** for the **Setup and Maintenance** menu.



2. The **Formulas** screen is displayed. Select the **New Record** icon . A blank **Formulas** screen is displayed.
3. For the **Formula ID**, enter **PWILWH.**
4. Tab to the **Description** field, and enter a Description for the Formula. For the Description, enter **Wisconsin Local Test Formula.**
5. Click the green plus ( ) sign at the bottom of the screen to add a new Formula for the current payroll Year.

6. For **Factor 1** enter 0.01. Skip **Factors 2 - 6**.



7. Click the drop down list arrow in the **Formula** column to display the Formula box, into which to enter the Formula.

8. For line 1, enter:

   res = f.GetNumericVariable(“TAXEARN”) * f.GetNumericVariable(“FC1”)

9. For the second line to return the value calculated enter:

   f.SetNumericVariable(“CALCVALUE”, res)

   The value **res** is considered the line number in this case and that is the value that is being returned with the final statement. This is another example of how line number values can vary.

10. Set up the Local Tax using **Local Tax Authority Setup** from the **Codes Maintenance** menu and follow instructions from the previous examples.

11. Add the Local Tax to **Employee Information**, **Taxes**, **Local Taxes** following instructions from the previous examples.

GLOSSARY

G

401(K)

A type of retirement plan that allows employees to save and invest money for retirement. 401(K) plans may include contributions from the employee, or contributions from both the employee and the employer.

account

A storage unit of financial data in accounting, usually grouping related information under one account number or account ID.

adjusted gross income

Gross income, including wages, salaries and tips, minus contributions to certain employee benefit and retirement plans, such as 401(K)s and IRAs.

application

A software package made up of several related programs (functions) and files. Usually an application is named after a common accounting practice—for example, Accounts Payable, Accounts Receivable, or Payroll.

audit trail

A detailed record of accounting activity used to account for the source of every dollar in the accounts. Even though the most common types of accounting errors are eliminated or greatly reduced when you use the General Ledger system, you should always have an audit trail.

back up

To make a copy of data for archival purposes. For example; you would want to back up the company database before you purged history so that you could retrieve the data if you had to.

base pay

A rate or amount of pay for a standard work period, job, or position exclusive of additional payments or allowances.

company

In TRAVERSE, a business record associated with its own database, tables, and menu of applications.

conversion
The process of updating existing files, programs, or applications to the current version. Compare installation.

deduction
Items, such as state taxes and home mortgage interest expenses, that are subtracted from an employee's gross income to reduce their income subject to tax.

Earned Income Credit (EIC)
A special credit for certain persons who work. The credit reduces the amount of tax the employee owes (if any) and is intended to offset some of the increases in living expenses and social security taxes. Refer to federal publication 596 for more information on EIC.

earning code
A code used to indicate the type of work an employee performed for the earnings, such as assembly, administrative, overtime, or weekend work.

earnings
Something, such as wages, earned.

earning type
A category of earnings, such as Regular Pay or Vacation Pay.

employee
One employed by another usually for wages or salary and in a position below the executive level.

employer
An organization which provides a person or persons with jobs in exchange for wages or salaries.

employer cost
A benefit provided to employees by an employer such as 401(K) contributions or dental insurance costs.

Employer Identification Number (EIN)
A nine-digit number issued to employers by the Internal Revenue Service in order to identify the tax accounts of employers.

employer tax
Required payments of money to the government by the employer.

Equal Employment Opportunity (EEO) class
An equal employment opportunity classification.

exemptions

A portion of an employee's total income multiplied by the number of dependants they claimed on their W-4 Form, on which no tax is imposed.

Federal Withholding (FWH)

A deduction (as from wages, fees, or dividends) levied at a source of income as advance payment on federal income tax.

field

A region on the screen that accepts input from the user; also, one element of a record in a file. On the screen, most fields are labeled.

file

A collection of records stored under a particular name. Function screens often represent files, but you do not directly see a file. Compare table.

Form 941

The Employer's Quarterly Federal Tax Return form. Employers who withhold income tax on wages, or who must pay social security or Medicare tax, are required to file Form 941 each quarter of the calendar year. Refer to federal Form 941 and/or its instructions for more information.

function

A menu item that leads to a full screen. Most functions have a corresponding program. Compare table.

general ledger

A record of accounts in terms of a chart of accounts and accounting periods. The General Ledger application tracks the effects on accounts from transactions entered in General Ledger and interfaced applications, and it is updated by other applications interfaced with it.

gross pay

Also referred to as taxable income. All money, goods, and property received by an employee which must be included as taxable income. Compare net pay, income subject to tax.

income subject to tax

Income, after subtracting deductions and personal exemptions, that is subject to federal income tax. Compare gross pay, net pay.

input mask

A structure that specifies the number and type of characters in each segment and the special character that separates segments. For example, the input mask for a telephone number might be: (###)-###-####.

installation
The process of adding an application to an existing system. Compare conversion.

interface
To join to another application for the purpose of having information entered in one application update information in another application's tables.

journal
A chronological record of transactions.

journal entries
Transactions recorded in a journal.

labor class
Categories which allow you to group together employees with similar job responsibilities.

magnetic media
An electronic file that contains W-2 data, submitted to the federal government in lieu of printed W-2 forms.

Medicare
Hospital insurance tax which funds the federal health program for persons over age 65.

menu
A list of applications, functions, options, or other menus.

net pay
The actual dollar amount taken home by the employee after all deductions have been subtracted from the gross pay amount on the paycheck. Compare gross pay.

OASDI
Old-Age, Survivors, and Disability Insurance tax. OASDI's contribution and benefit base is currently $127,200 for 2017. This is the maximum annual amount of earnings on which OASDI taxes are paid and the maximum annual amount used in determining a person's OASDI benefits.

override pay
An earnings amount to be used in the place of the normal salary amount.

post
To transfer information from one place to another, usually at the end of the day or at a distinct break in business.

profit sharing

A system or process under which employees receive a part of the profits made by an industrial or commercial enterprise.

program

A self-contained list of executable code, written and implemented to do a task. Most programs are represented by a function on a menu. Compare function.

purge

To remove from the system. Compare restore.

record

A unit of information that has other pieces of information assigned to it. Each record is assigned an ID so that the table can sort information in terms of record IDs.

recurring entries

Journal entries you make regularly in the same amounts—for example, time ticket entries, deductions, and employer costs. You can set up recurring entries and copy them all at once at the appropriate times.

restore

To bring information back to its original place and condition. Compare purge.

run code

A number that identifies the group to which a recurring entry belongs.

source code

A code that identifies the source of a journal entry.

State Unemployment Insurance (SUI)

An employer-paid tax that contributes to payments to laid-off workers to provide benefits to most workers out of work, due to no fault of their own, for periods between jobs.

State Withholding (SWH)

A deduction (as from wages, fees, or dividends) levied at a source of income as advance payment on state income tax.

status code

A code indicating the filing status of an employee.

statutory employee

An employee whose earnings are subject to social security and Medicare taxes but not subject to Federal income tax withholding. Common-law employees are generally not considered statutory employees. Refer to the instructions for Form W-2 and/or publication 15-A for more information on statutory employees.

table
(1) A grid that holds records and is visible. (2) An object that stores data.

taxes
Required payments of money to the government.

tax factor prompt
A descriptive prompt that appears during entry of tax factors.

transaction
An exchange between a business and another party, leading to an accounting entry. This entry is recorded in the GL Journal.

transfer agent
An agency or a person that has been contracted to perform the services of paying and reporting tax information to the Internal Revenue Service.

transmitter
The person or organization—the payer or an agent of the payer—submitting magnetic media files to the Internal Revenue Service.

withholding
Money taken out of an employee's pay check to pay for federal income taxes, federal social security and Medicare taxes, and state and local income taxes. Employees are credited for any excess withholdings made when they file their tax returns.

W-2 form
A statement showing how much an employee earned in wages, tips and other compensation from the previous year. The form reflects state and federal taxes, social security, Medicare wages, and tips withheld. By January 31of each year, all employers are required to provide W-2 forms to all persons employed by them during the previous calendar year.