PayPro

A MULTI-COMPANY PAYROLL SYSTEM

USER'S MANUAL

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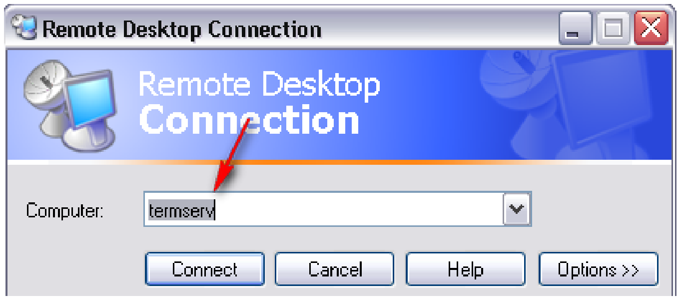
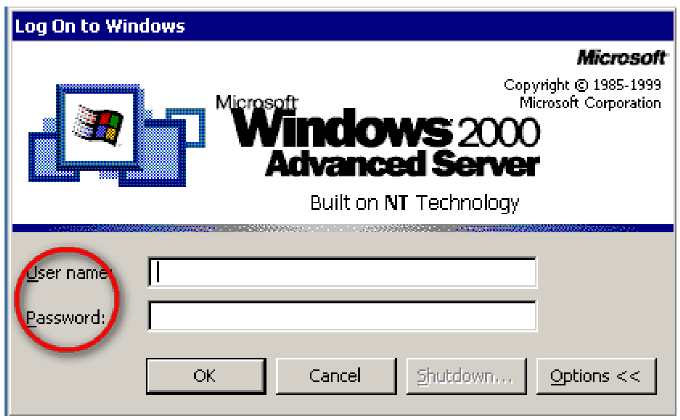
Rev 0.111709

Connecting to the PDS Computer

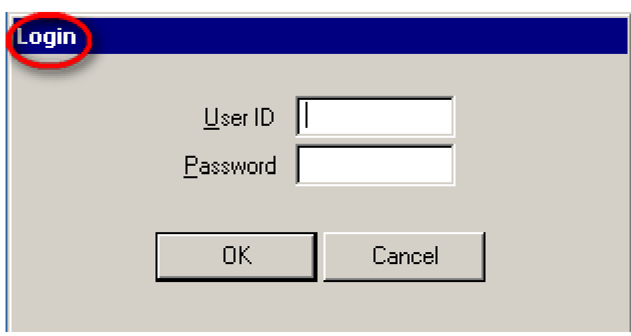
- On your computer, click on the **Remote Desktop** icon.
- Enter your 4-digit office number.
- Then enter your 6-character password.





At the ***LOGIN*** Dialog Box

- Enter the employee ID that has been assigned to the person allowed access.
- Enter the password that is associated with that employee ID.



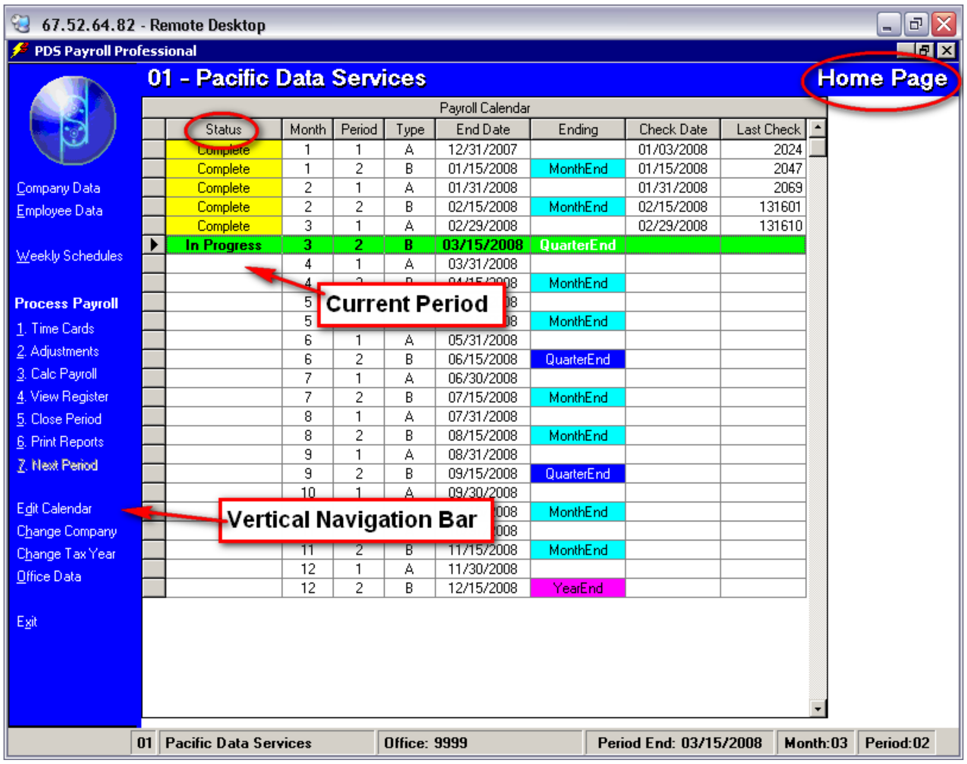
Home Page

The entire payroll is navigated from here, the **Home Page** screen.

The background of the **Home Page** screen displays the yearly calendar that has been setup for the company. On the left is the ***vertical navigation bar*** from which the entire payroll system is run.

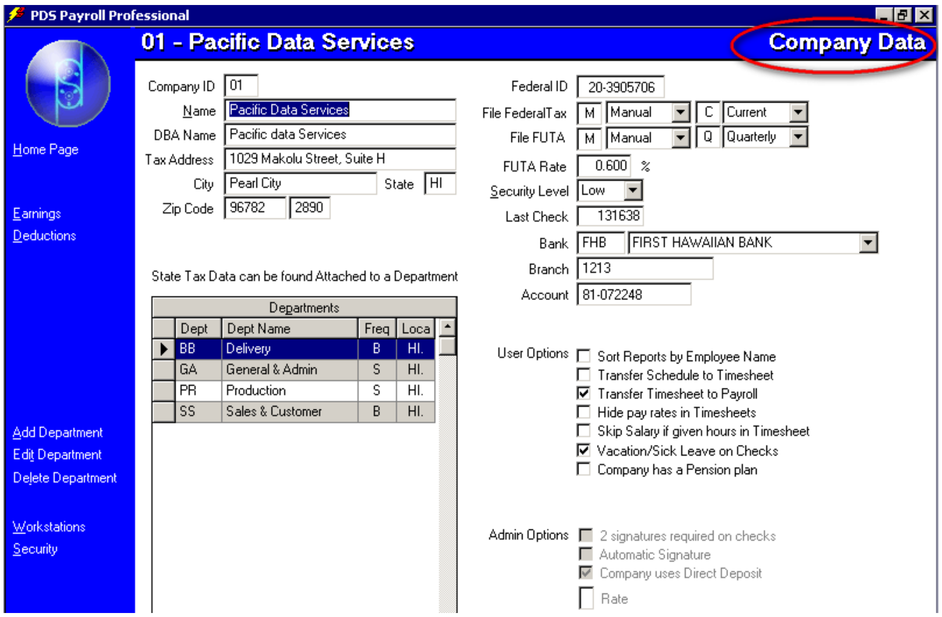
The ***Status*** field indicates the status of each payroll period. The *current period* is always the one with the last *non-blank status*.

Clicking on different items in the vertical navigation bar will take you through the entire payroll system.



Enter general Company Data

Home Page > **Company Data**



Fields to enter information about a payroll company:

Company ID: Special 2-digit number you assign to each company that you do payroll for.

Name: The actual corporate name.

DBA Name: The name of the company as it appears on your checks.

Tax Address: Company address

City/State/Zip: Enter city, state, and zip code

Federal ID: The corporate number assigned by the federal government. Enter numeric data only; the program will format it for you.

File Federal Tax: Payment by Check (C), Manual (M), or Electronic Payment (E).
If (C) is selected, the system will cut a check for the appropriate amount.
Payment made with Current Payroll (C), Monthly (M), or Quarterly (Q).

File FUTA: Payment by Check (C), Manual (M), or Electronic Payment (E).
If (C) is selected, the system will cut a check for the appropriate amount.
Payment made with Current Payroll (C), Monthly (M), or Quarterly (Q).

FUTA Rate: The federal unemployment rate assigned by the federal government is .6%. This must be entered as .6 not .006 as this is a percent field.

Security Level: Select High or Low.
Personnel with a High security level will have access to all information.
Personnel with a Low security level will have access to limited information.

Last Check: Enter the last check number used.

Enter general Company Data

Bank: From the pull-down list, select the bank that your checks will be drawn from. If the bank is not on the list, contact PDS.

Account: Enter the bank account that your checks will be drawn from. Enter numeric data only; the program will format it for you.

User Options: Select all that apply from the list of options

Admin Options: 2 Signatures required on checks: Check this box if 2 signatures are required.

Automatic Signature: Check this box if the signature will be computer-printed on checks.

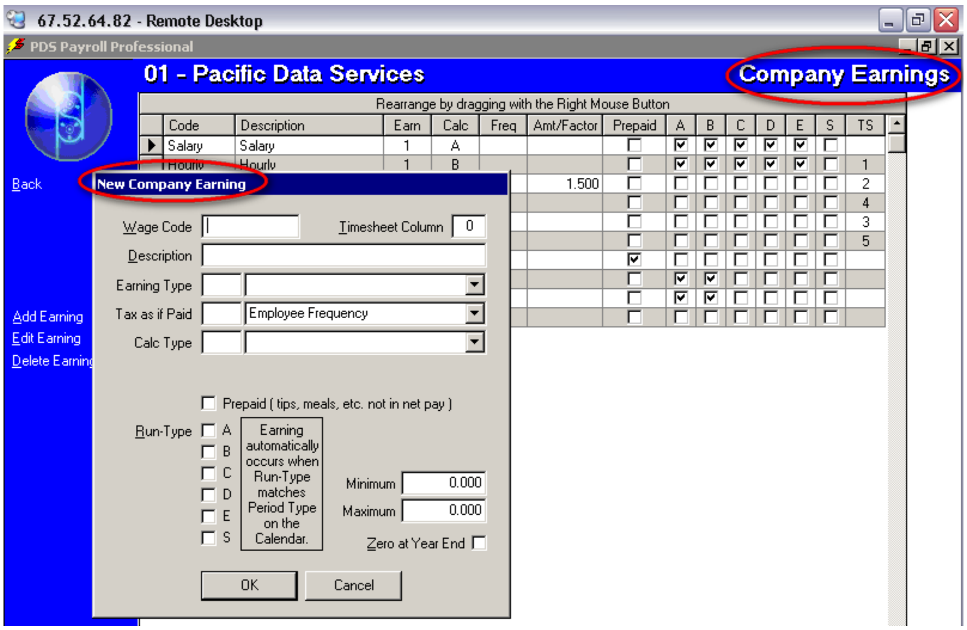
Company uses Direct Deposit: Check this box if employees will have their net check deposited to a bank account of their choice.

Add an Earning

Home Page > Company Data > Earnings > **Add Earning**

Fill out the information in the ***New Company Earning*** box, and click **OK** when done.

NOTE: An earning cannot be deleted if in use by an employee.



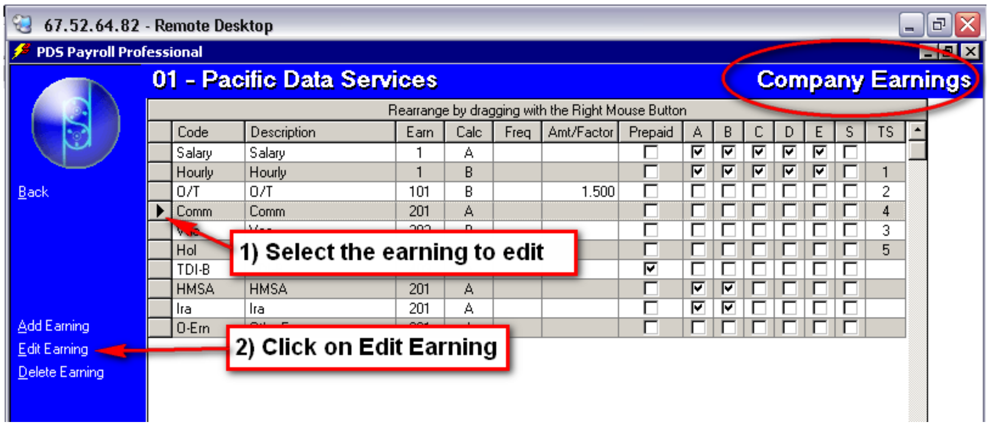
Company Earning Fields:

Tax as if Paid:	For earnings such as a bonus that is not paid every period. This allows Federal and State withholding taxes to be calculated correctly for such earnings. Select from the pull-down list.
Calc Type:	Select from the pull-down list down list of calculations.
Prepaid tips, meals etc. not in net pay:	Prepaid earnings that an employee has already received that will not be in the net of their check.
Run-Type:	Check applicable boxes. This allows you to set the period in which it will automatically be included in the employee's check. If the Run-Type matches the Period Type on the Calendar, that deduction will automatically appear in the "3 Calc Payroll" grid for that period.
Minimum: Maximum:	If the deduction is computed (i.e. medical), it will be restricted if a figure is keyed into this field.
Zero at Year End:	The system keeps a running total by employee, by deduction. If this box is checked at the start of each year, it will be set to zero

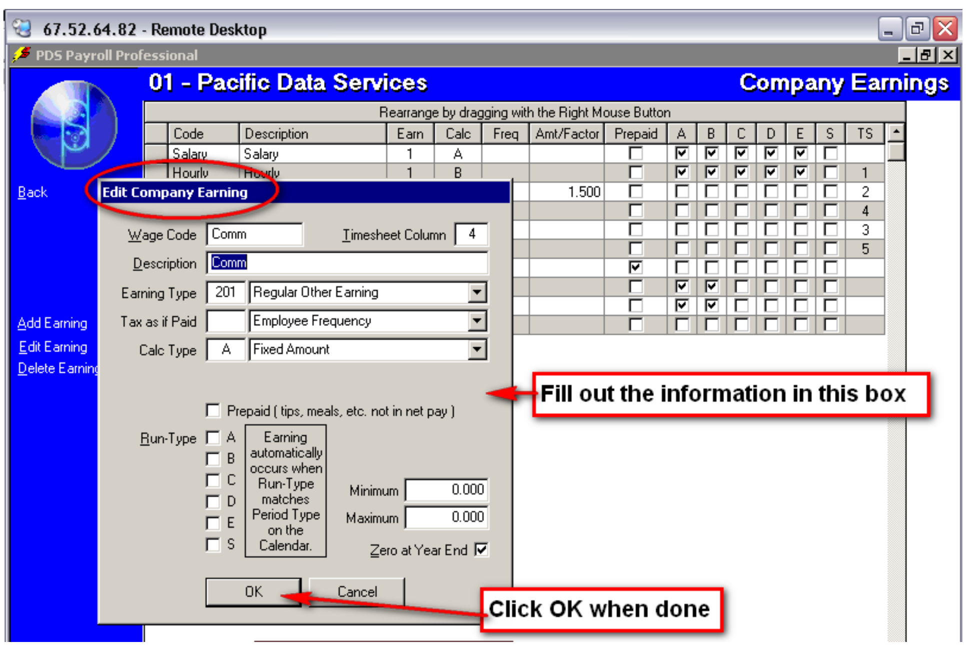
Edit an Earning

Home Page > Company Data > Earnings > highlight the earning you want to edit > **Edit Earning**

NOTE: An earning cannot be deleted if in use by an employee.



Fill out the information in the ***Edit Company Earning*** box, and click **OK** when done.

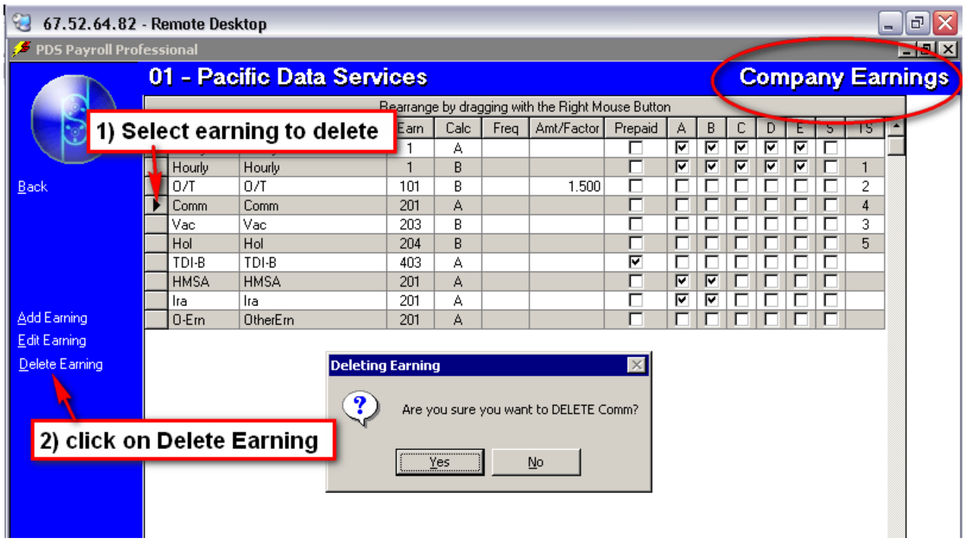


Delete an Earning

Home Page > Company Data > Earnings > highlight the earning you want to delete > **Delete Earning.**

The ***Deleting Earning*** box pops up and asks, “Are you sure you want to DELETE…?” Click **Yes** to confirm that you want to delete.

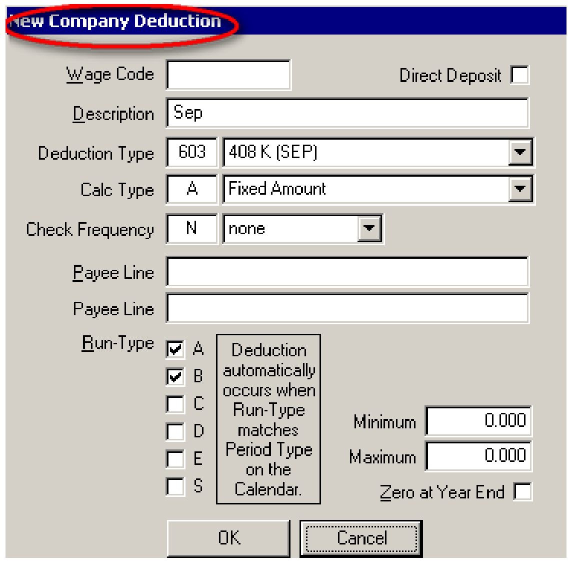
NOTE: An earning cannot be deleted if in use by an employee.



Add a Deduction

Home Page > Company Data > Deductions > **Add Deduction**

Fill out the information in the ***New Company Deductions*** box, and click **OK** when done.



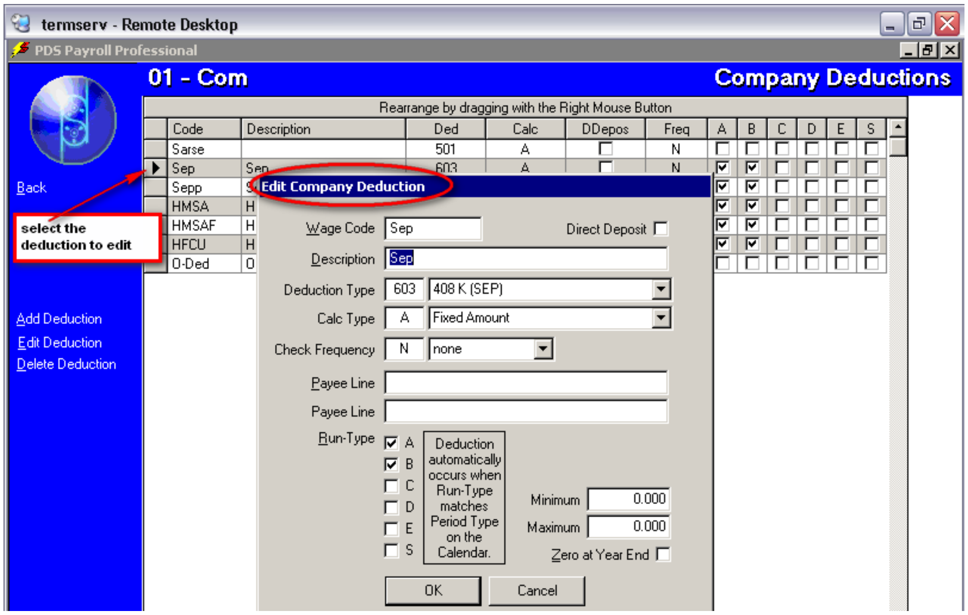
Fields for Company Deductions:

Wage Code:	5-character descriptive code associated with a given deduction or earning.
Direct Deposit:	Check this box if employee is on direct deposit.
Description:	A full 30-character description.
Deduction Type:	Select from the pull-down list.
Calc Type:	Select from the pull-down list of calculations.
Check Frequency:	If the payroll system is going to create one check from the total of all employees having this deduction.
Payee Lines:	If ***check frequency*** is other than “none”, enter the Payee Name to be written on the check.
Run-Type:	Check all applicable boxes. This allows you to set the period in which the deduction will be included in the employee’s check. If the ***Run-Type*** matches the ***Period Type*** on the calendar, the deduction will automatically appear in the “3 Calc Payroll” grid for that period.
Minimum: Maximum:	If the deduction is computed (i.e. medical), it will be restricted if a figure is keyed into this field.
Zero at Year End:	The system keeps a running total by employee, by deduction. If this box is checked at the start of each year, it will be set to zero.

Edit a Deduction

Home Page > Company Data > Deductions > highlight the deduction you want to edit > **Edit Deduction**

Fill out the fields in the ***Edit Company Deduction*** box, and click **OK** when done.

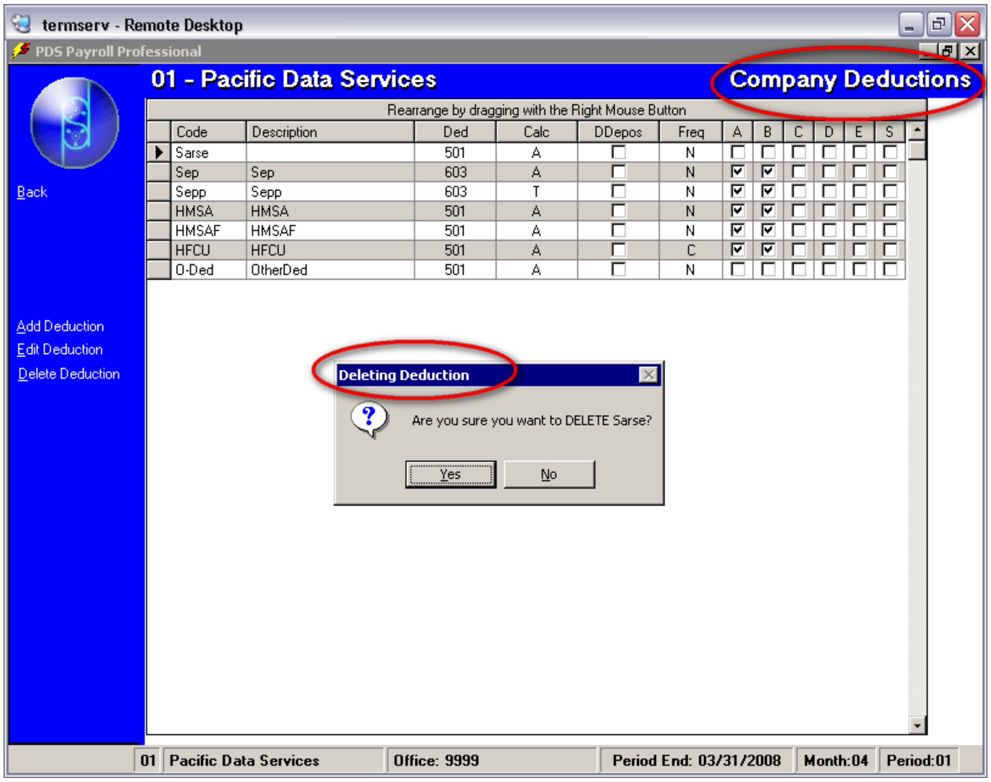


Delete a Deduction

Home Page > Company Data > highlight the deduction you want to delete > **Delete Deduction**

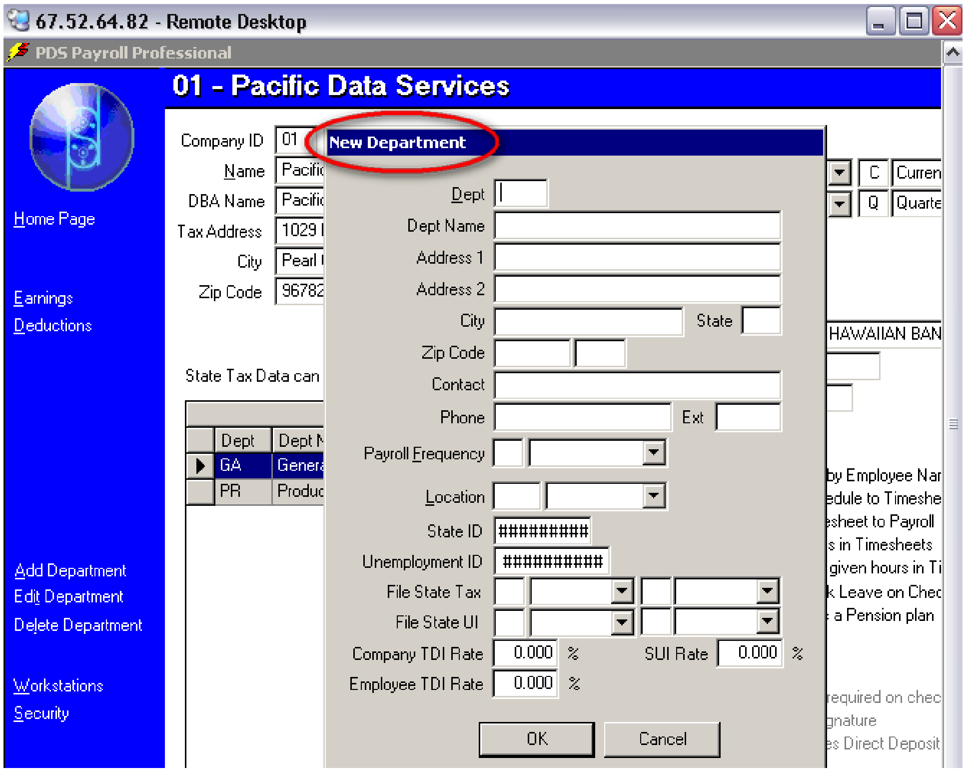
The ***Deleting Deduction*** box pops up and asks, “Are you sure you want to DELETE…?” Click **Yes** to confirm that you want to delete.

NOTE: A deduction cannot be deleted if in use by an employee.



Add a Department

Home Page > Company Data > **Add Department**



Every company is assigned a default main department (or location) "AA". You can assign more departments if you wish. This will result in the grouping and totaling of employees on reports by department. If the company pays in multiple tax locations (states), you must assign separate departments.

Fields to Enter a New Department, in the Department SS box:

Dept: Enter a 2-character department code associated with a given department (must be alpha caps).

Dept Name: Enter the name of the department.

Address 1: Enter address.
Address 2: Enter address.

The company address and state information is entered on the *first* department. Each department can have its own information.

City & State: Enter city, enter state
Zip Code: Enter zip code

Contact: Enter name of the contact person

Phone & Ext: Enter name & phone of contact person

Location: From the pull-down list, select the location (state).

Add a Department (cont'd)

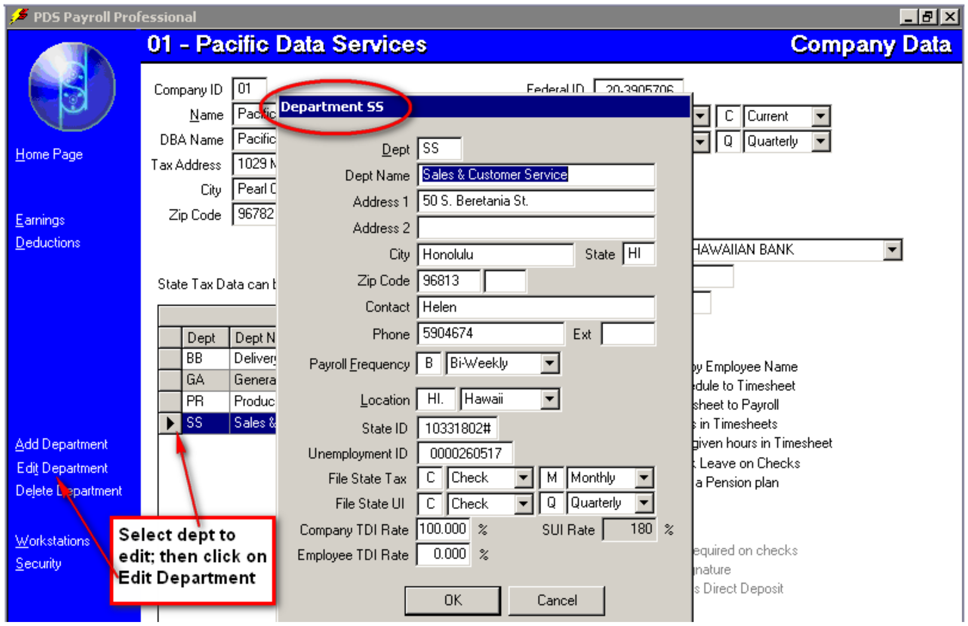
State ID:	The corporate number assigned by the state government. Enter numeric data only; the program will format it for you.
Unemployment ID:	The workman's compensation number assigned by the state government.
File State Tax:	From the pull-down list, select how payments will be made; by check (C), done manually (M), or via electronic payment (E). If (C) is selected, the system will cut a check for the appropriate amount. From the pull-down list, select when payments will be made; with Current Payroll (C), Monthly (M), or Quarterly (Q).
File State UI: (Unemployment Insurance): .	From the pull-down list, select how payments will be made; by check (C), done manually (M), or via electronic payment (E). If (C) is selected, the system will cut a check for the appropriate amount. From the pull-down list, select when payments will be made; with Current Payroll (C), Monthly (M), or Quarterly (Q).
Company TDI Rate: (State Disability)	Enter as a number (eg. 6% is entered as .6 not .006)
SUI Rate: (State Unemployment)	Enter as a number (eg. 6% is entered as .6 not .006)
Employee TDI Rate:	The portion of the State Disability rate to be paid by the employee. *NOTE: Enter zero if tax is not to be taken from the employees.*

Clicking on **Delete Department** after highlighting a department will delete it.

Note: A department cannot be deleted if wages have been paid in that department during the year, or if an employee is assigned to the department. Department "AA" cannot be deleted but its name can be changed.

Edit a Department

Home Page > Company Data > highlight the department you want to edit > **Edit Department**



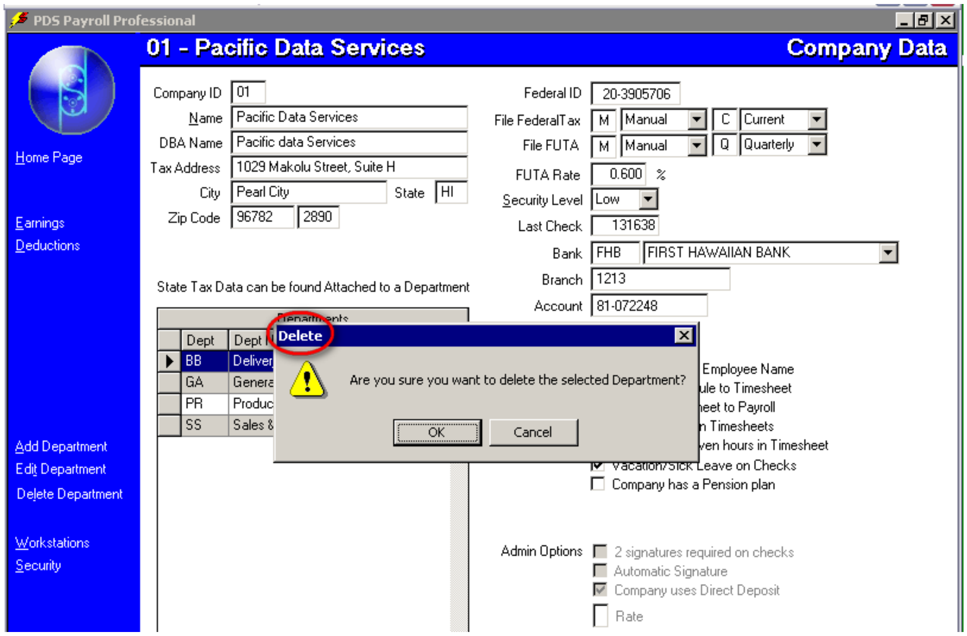
Edit the fields in the ***Department SS box***, and click on **OK** when done.

Clicking on **Delete Department** after highlighting a department will delete it.

Note: A department cannot be deleted if wages have been paid in that department during the year, or if an employee is assigned to the department. Department “AA” cannot be deleted but its name can be changed.

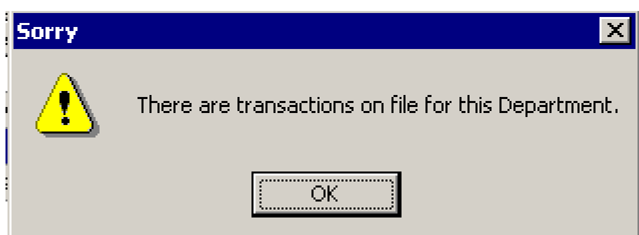
Delete a Department

Home Page > Company Data > highlight the department you want to delete > **Delete Department**



A department cannot be deleted if wages have been paid in that department during the year, or if an employee is assigned to the department.

The ***Sorry*** box will appear notifying you that "There are transactions on file for this Department, so the department cannot be deleted. Click **OK**.



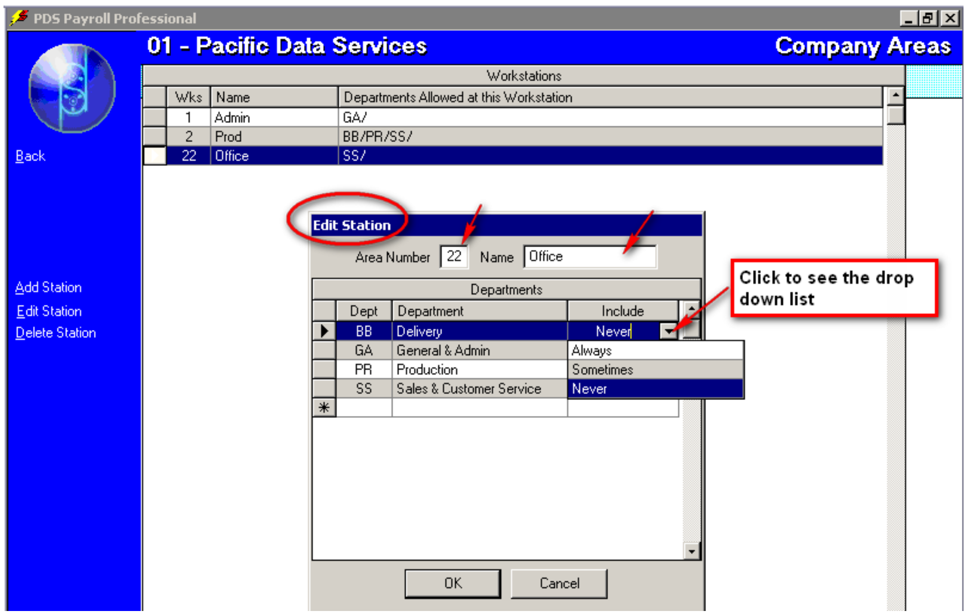
Default department ***AA*** cannot be deleted but its name can be changed. To change the name:
Home Page > Company Data > select Department ***AA*** > **Edit Department**.

Add a Workstation

PAYPRO has the option of setting up remotely accessible timesheets that branch office or department heads can input timesheet hours in a secure fashion without exposing employee pay rates or other sensitive data. In order to grant the remote computer the ability to fill in one of these said timesheets, you must set up a workstation.

A workstation can permit timesheet entry of single or multiple departments.

Home Page > Company Data > Workstations > **Add Station**



Fill out the information in the ***New Station*** box, and click **OK** when done.

Fields in the New Station box:

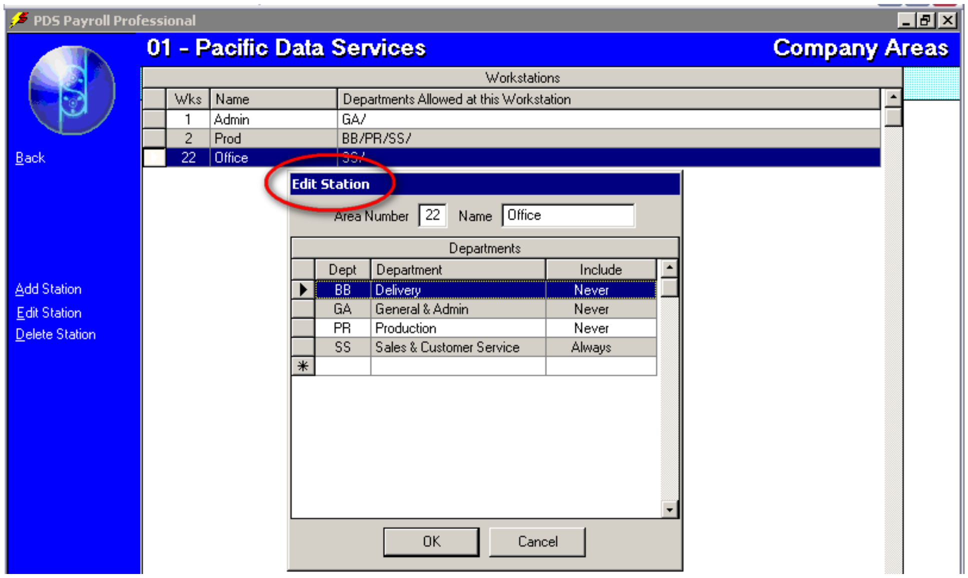
Area Number: Up to 2 numeric characters

Name: Name of the new station

Department: This is a list of departments the new station may be allowed access to. In the ***New Station*** box under the ***Include*** column, click on a department. A pull-down list will appear. Make a selection for each department on the list.

Edit a Workstation

Home Page > Company Data > Workstations > highlight the workstation you want to edit > **Edit Station**

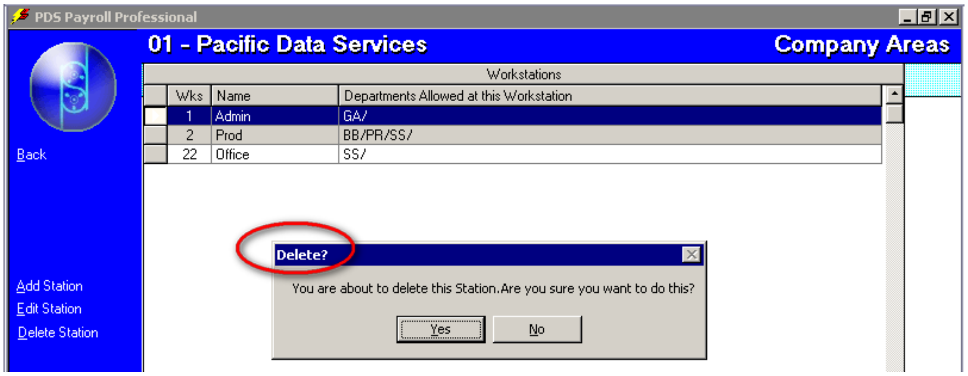


In the ***Edit Station*** box, under the ***Include*** column, click on a department. A pull-down list will appear. You can edit each department on the list as needed.

Click **OK** when done.

Delete a Workstation

Home Page > Company Data > Workstations > highlight the workstation you want to delete > **Delete Station**



The ***Delete?*** box will appear asking, “You are about to delete this Station. Are you sure you want to do this?”

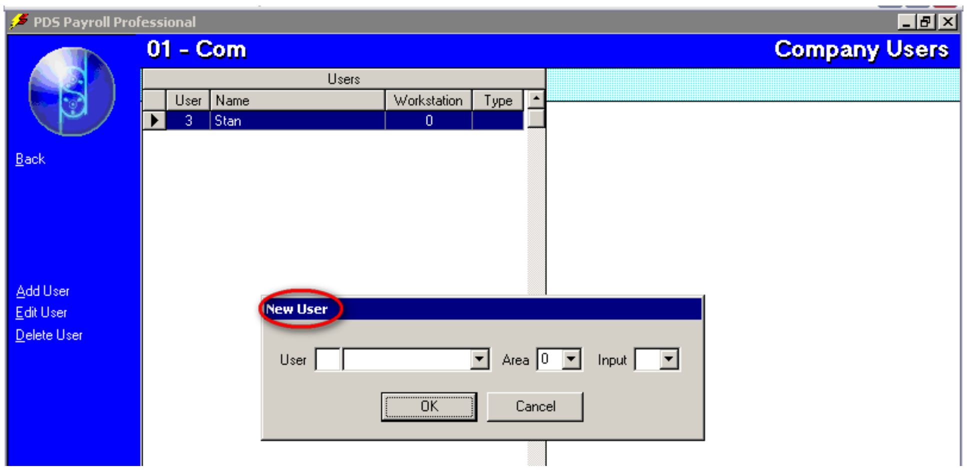
Click on **Yes** to delete.

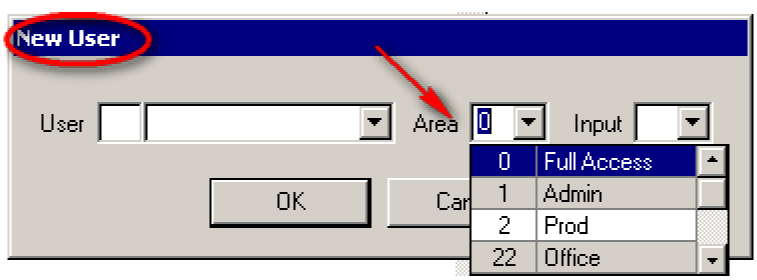
Security : Add a User

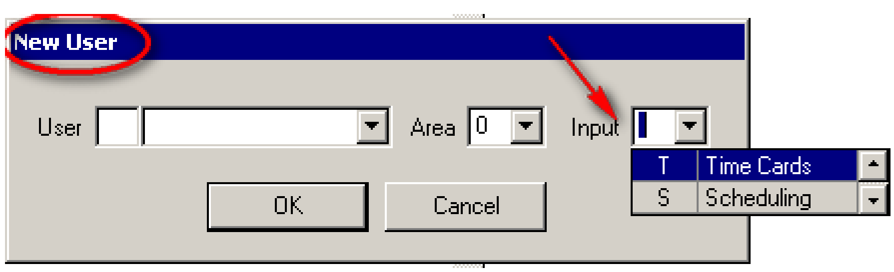
Home Page > Company Data > Security > **Add User**

Security consists of two access levels:
A user with ***High level*** security is permitted to view all payroll data.
A user with ***Low level*** security is permitted limited access, eg: to timesheet entry only without access to employee pay rates.

Fill in the User information, make a selection from the pull-lists, and click **OK** when done.



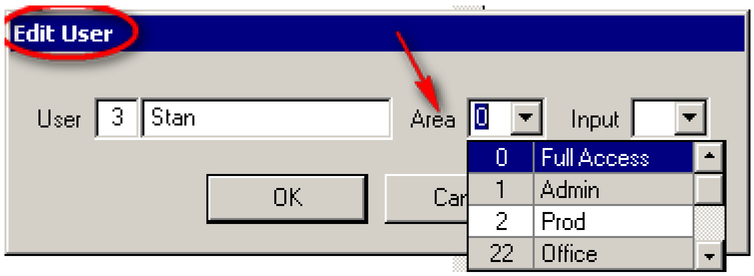


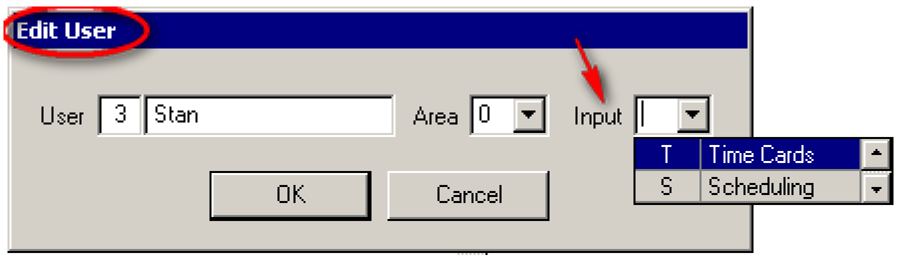


Security : Edit a User

Home Page > Security > Company Data > select by highlighting the user you want to edit > **Edit User**

Edit the User information, make a selection from the pull-lists, and click **OK** when done.

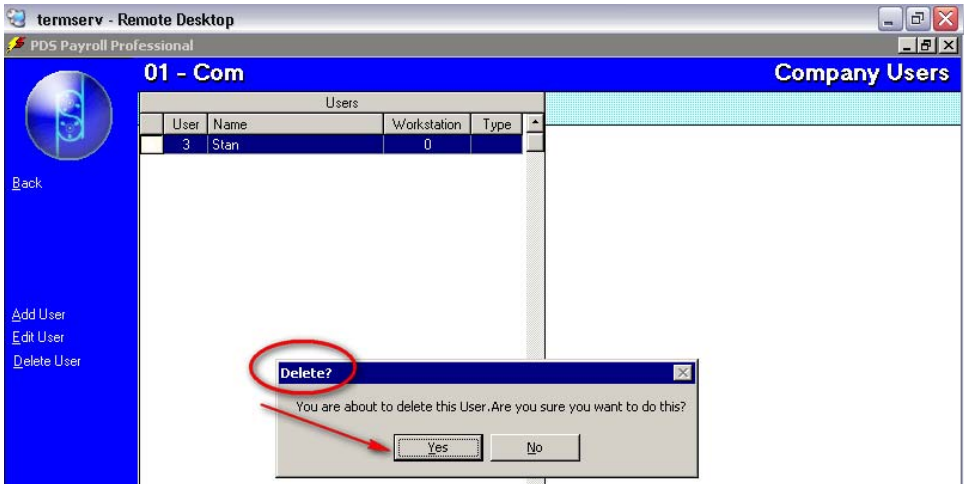




Security : Delete a User

Home Page > Security > Company Data > select by highlighting the user you want to delete > **Delete User**

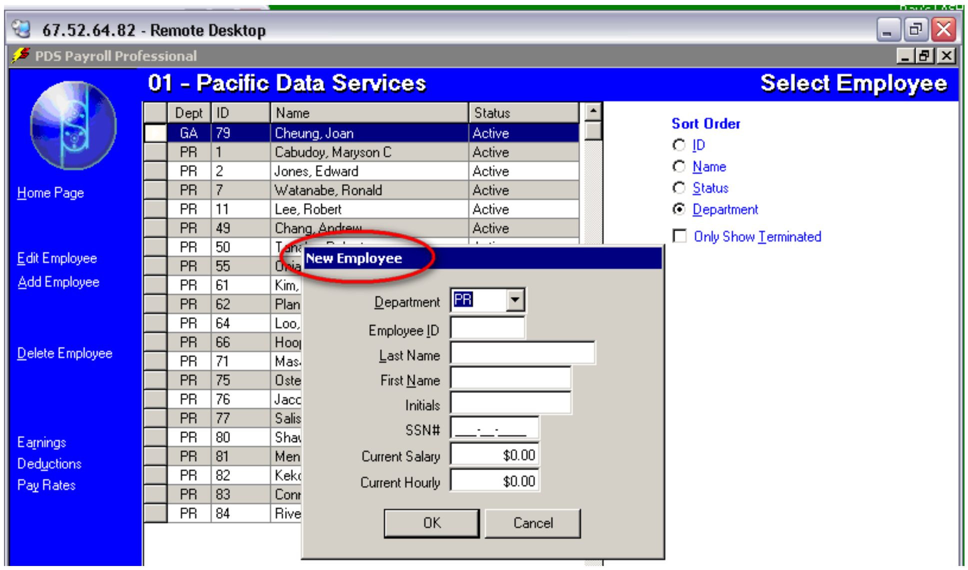
If you are sure you want to delete the User selected, click **Yes**.



To Add a New Employee

Home Page > Employee Data > **Add Employee**

You will be taken to the ***New Employee*** box in the ***Select Employee*** screen to add a new employee. Fill out all applicable information, and click on **OK** when done.



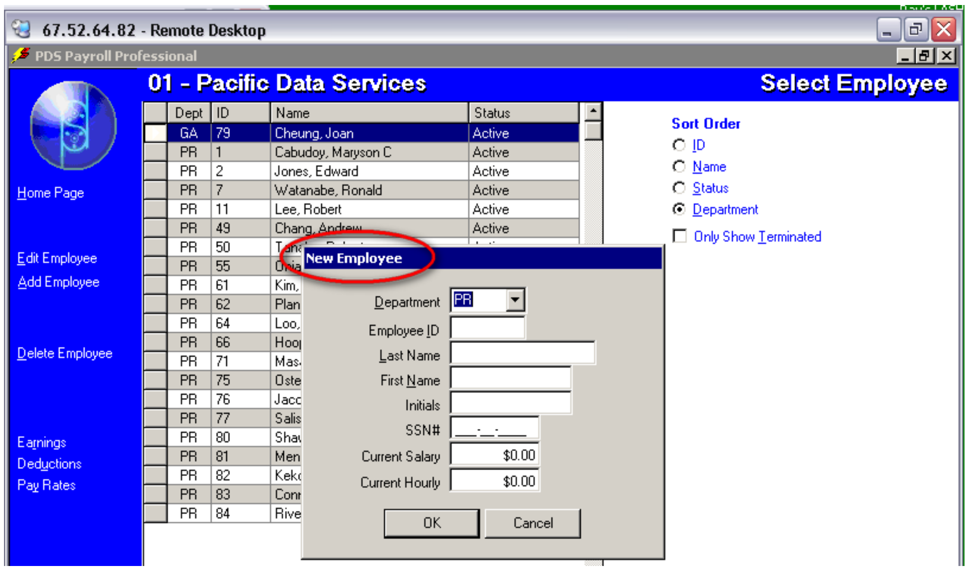
Fields for New Employee:

Department:	Select from the pull-down list
Employee ID:	An up to 9-character employee ID number
Last Name:	Enter last name
First Name:	Enter first name
Initials:	Enter middle initial
SSN#:	Enter social security number
Current Salary:	Enter current salary
Current Hourly:	Enter hourly rate

To Delete an Employee

Home Page > Employee Data > select the Employee > **Delete Employee**

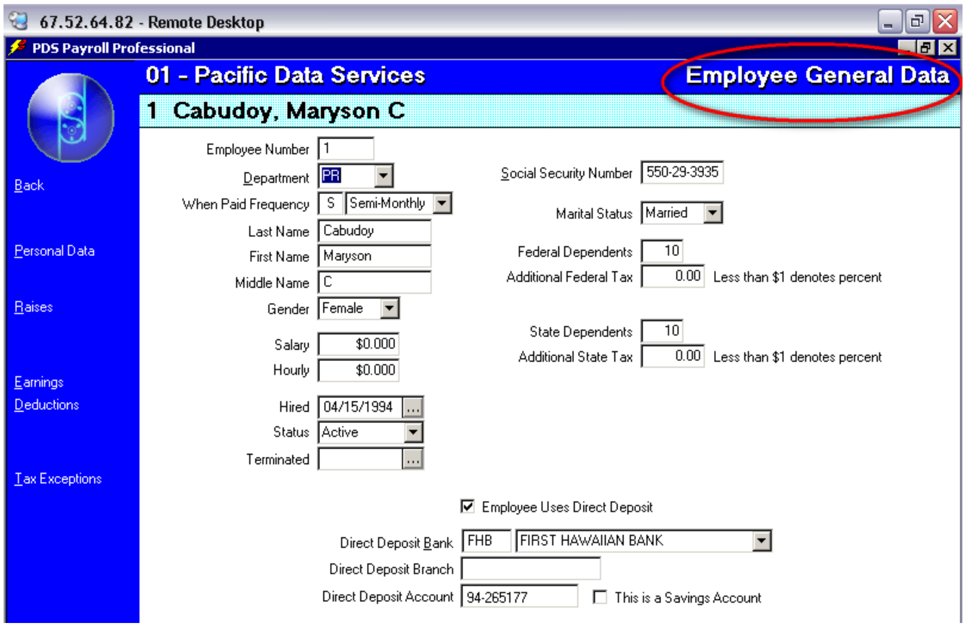
NOTE: An Employee cannot be deleted if he/she has wages. You will be prompted with a message box, "There are transactions on file for this employee."



Edit Employee's General Data

Home Page > Employee Data > highlight the employee you want to edit > **Edit Employee**

Fill out the fields in the ***Employee General Data*** window, and click **Back** when done.



Fields for Employee General Data:

Employee Number:	An up to 9-character employee ID number
Department:	Select from the pull-down list
When Paid Frequency:	Select from the pull-down list
Last Name:	Enter last name
First Name:	Enter first name
Middle Name:	Enter middle name or initial
Gender:	Select form the pull-down list
Salary:	Go to **Raises** to enter this information
Hourly:	Go to **Raises** to enter this information
Hired:	Date first hired; select from the pull-down calendar
Status:	Select from the pull-down list
Terminated:	Termination date; select from the pull-down calendar
Social Security No:	Enter federal social security number
Marital Status:	Select from the pull-down list

Edit Employee's General Data (cont'd)

Federal Dependents:	Number of Federal dependents claimed. If 99 is entered, withholding is taken from ***Additional Federal Tax.***
Additional Federal Tax:	Additional Federal tax to be withheld from paycheck.
State Dependents:	Number of dependents claimed
Additional State Tax:	Additional State tax to be withheld from paycheck.
Employee Uses Direct Deposit:	Click on ***Bank Data*** (in the vertical navigation bar on the left) In the dialog box, check the box ***employee uses direct deposit*** if applicable.

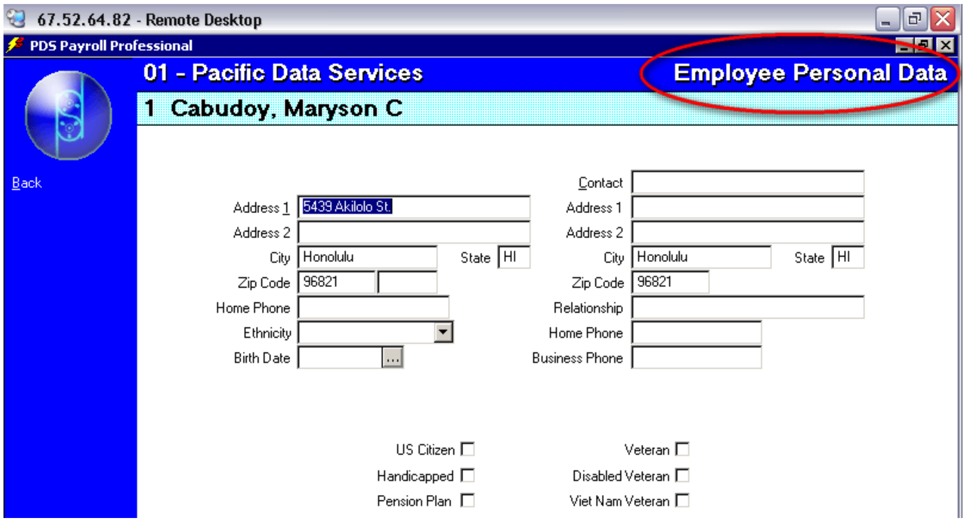
Direct Deposit Bank:	Select from the pull-down list. If employee's bank is not on this list, contact PDS.
Direct Deposit Branch:	Enter the employee's bank branch.
Direct Deposit Account:	Enter the employee's bank account number.

Savings Account:	Check this box if employee's direct deposit account is a savings account.

Edit Employee's Personal Data

Home Page > Employee Data > highlight the employee you want to edit > Edit Employee > **Personal Data.**

Fill out the fields, and click on **Back** when you're done.



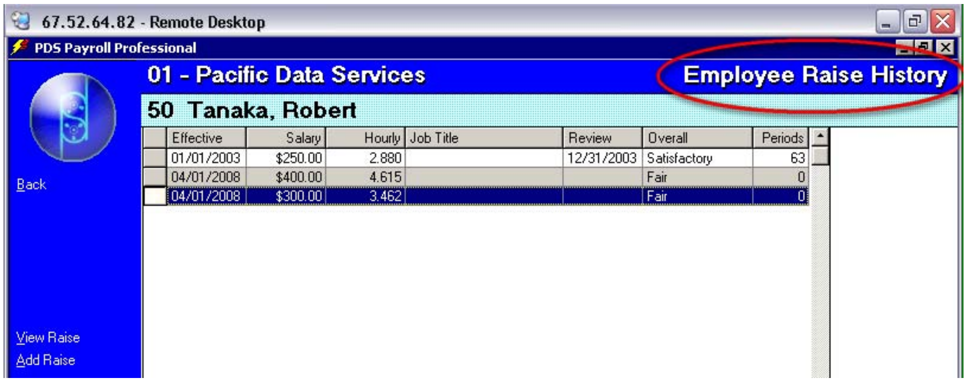
Fields for Employee Personal Data:

Address1 & Address2:	Filled for W2
City/State/Zip Code:	Filled for W2
Home Phone:	Employee's phone number
Ethnicity:	Employee's ethnicity; select from pull-down list
Birth Date:	Employee's date of birth; select from pull-down calendar
Contact:	Name of person to contact in an emergency
Address1 & Address2:	Contact person's address – optional
City/State/Zip Code:	Contact person's city, state and zip code
Relationship:	Relationship to the employee
Home Phone:	Contact person's home phone number
Business Phone:	Contact person's business phone number
Other Check Boxes:	Click on all that are applicable - optional

View an Employee's Raise History

Home Page > Employee Data > select the employee you want to view > Edit Employee > **Raises**

This grid contains an entry for every raise the employee has received during his/her employment. You may select any raise record to review past performance and to create a new raise.



Add an Employee Raise

Home Page > Employee Data > **Pay Rates**

Fill out the information in the ***Effective Date*** column, and ***New Salary*** or ***New Hourly*** columns.
Click **Back** when done.

Fields for Employee Raise Record:

Effective Date:	Enter the date the raise is to go into effect; select from the pull-down calendar. *NOTE: If you have already entered hours for this employee in the current period, any changes to salary or hourly will not be reflected on the entries that you have already made! If you want them to reflect this raise, you must go to the entries for this employee and change them manually.*

Edit an Employee Raise

Home Page > Employee Data > **Pay Rates**

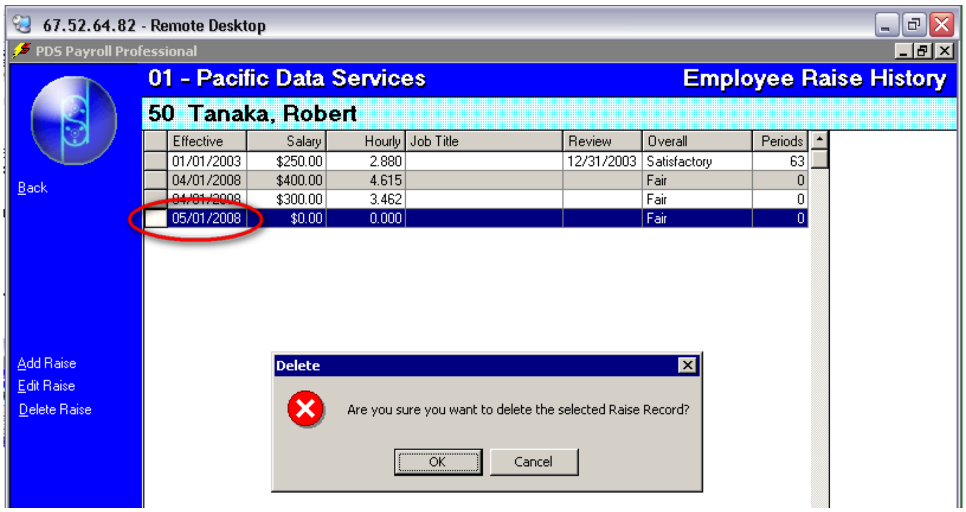
Revise the information in the ***Effective Date*** column, and ***New Salary*** or ***New Hourly*** columns.
Click **Back** when done.

Delete an Employee Raise

Home Page > Employee Data > **Pay Rates**

Highlight and delete the information in the ***Effective Date*** column, and ***New Salary*** or ***New Hourly*** columns. Click **Back** when done.

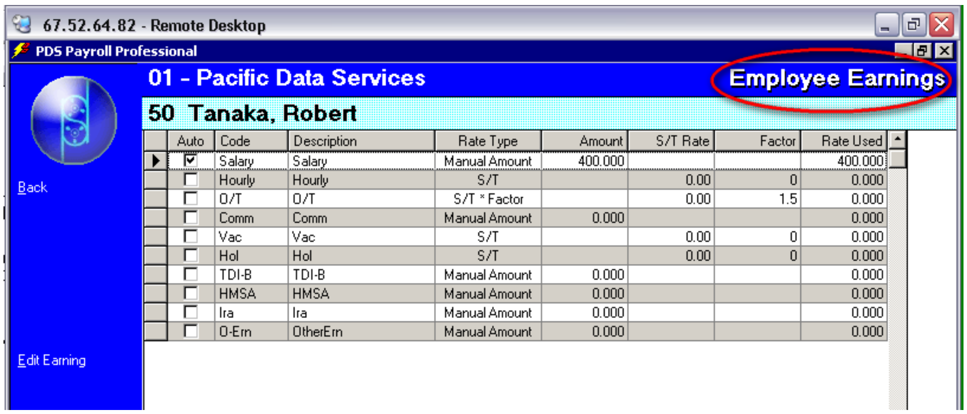
NOTE: *A Raise cannot be deleted if it is the only Raise Record the Employee has.*



Employee Earnings

Home Page > Employee Data > select Employee > Edit Employee > **Earnings**

All the earnings setup for this company appear in a list. (If the earning is not active for this employee, then it is in gray).



Auto	Code	Description	Rate Type	Amount	S/T Rate	Factor	Rate Used
☑	Salary	Salary	Manual Amount	400.000			400.000
☐	Hourly	Hourly	S/T		0.00	0	0.000
☐	O/T	O/T	S/T * Factor		0.00	1.5	0.000
☐	Comm	Comm	Manual Amount	0.000			0.000
☐	Vac	Vac	S/T		0.00	0	0.000
☐	Hol	Hol	S/T		0.00	0	0.000
☐	TDI-B	TDI-B	Manual Amount	0.000			0.000
☐	HMSA	HMSA	Manual Amount	0.000			0.000
☐	Ira	Ira	Manual Amount	0.000			0.000
☐	O-Ern	OtherErn	Manual Amount	0.000			0.000

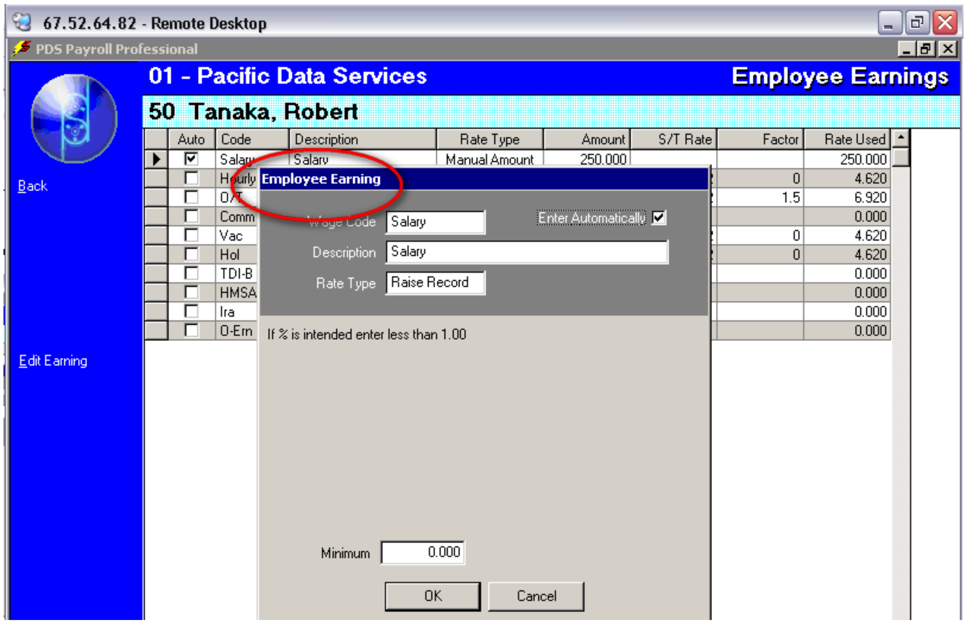
Additional earning information must be in hours for sick pay and vacation pay only.

Earned Per Period Worked:	Hours earned toward vacation or sick leave each period an employee works
Beginning Balance this Year:	Hours owed from last year
Amount Earned this Year:	Hours earned this year (earned per period)
Amount Used this Year:	Hours used or paid this year
Current Balance:	Hours owed to employee; computer generated
Accumulated Maximum:	Maximum hours accumulated before losing those hours

Edit an Employee's Earning

Home Page > Employee Data > select Employee > Edit Employee > Earnings > highlight the earning to be edited, or highlight it > **Edit Earning.**

Fill out the fields in the ***Employee Earning*** box, and click **OK** when done.



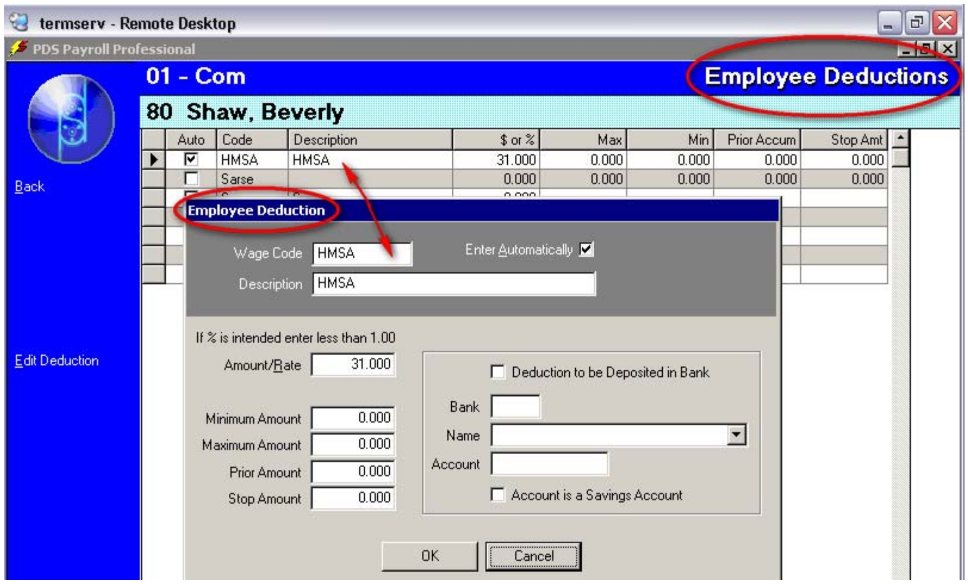
<u>Fields for Employee Raise Record:</u>

If % is intended enter less than 1.00:	Enter either a dollar amount or a percentage
Amount:	Enter a dollar amount

Edit an Employee's Deductions

Home Page > Employee Data > select Employee > Edit Employee > Deductions > double click on the deduction to be edited, or highlight it > **Edit Deduction.**

Fill out the fields in the ***Employee Deduction*** box, and click **OK** when done.



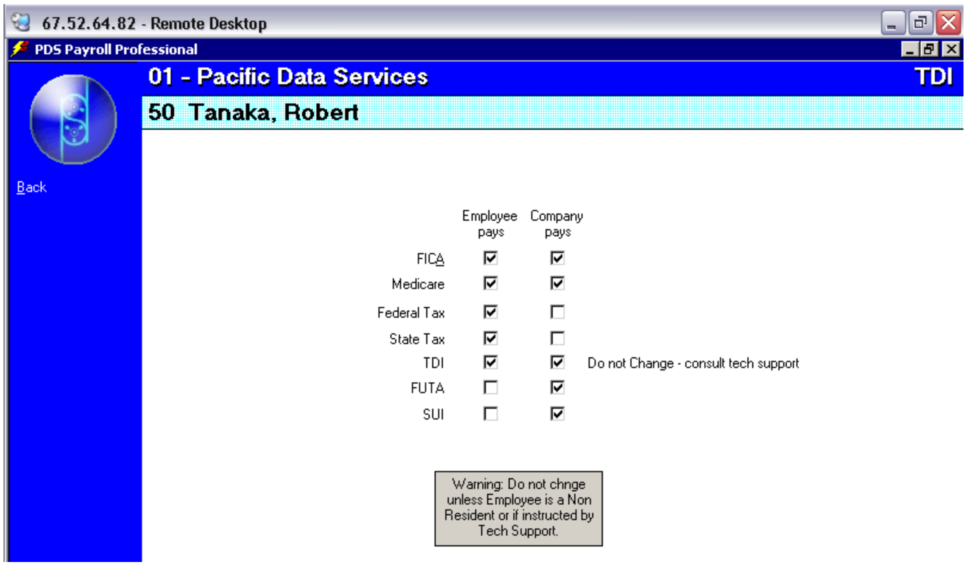
<u>Fields for Employee Deduction:</u>

Amount/Rate:	Dollar amount or Percentage of this deduction, eg. 1.50 = $1.50, .25 = 25%
Stop if Balance Zero:	Once the total amount of an employee's deductions have been reached, the system will stop deducting from the employee.
Minimum Amount:	Optional. Minimum amount of each deduction from the employee per pay period
Maximum Amount:	Optional. Maximum amount of each deduction from the employee per period; eg. 20% of employee's straight time, up to a maximum of $100.
Prior Amount:	Optional. To date total amount deducted from the employee
Stop Amount:	Optional. If there is a grand total amount to be deducted from an employee

Employee Tax Exceptions

Use **Tax Exceptions** to override an employee's normal taxing:
Home Page > Employee Data > select the employee > Edit Employee > **Tax Exceptions**

NOTE: *These taxes should not be altered from their standard settings except in rare cases. (i.e. A foreign student not subject to FICA or Medicare).*



Tax Check Boxes:

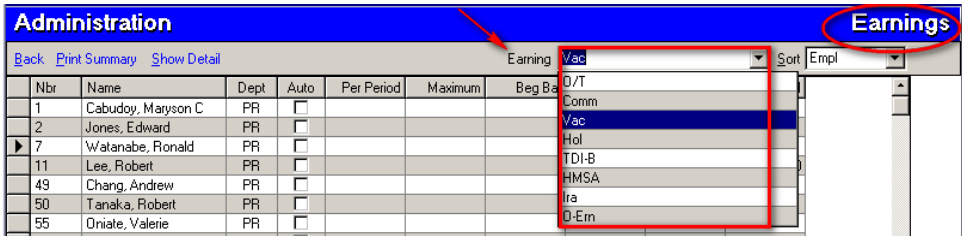
- Under the "Employee pays" column, check the boxes for which the employee is subject to.
- Under the "Company pays" column, check all boxes that the Employer is responsible for.

When done, click on **Back** .

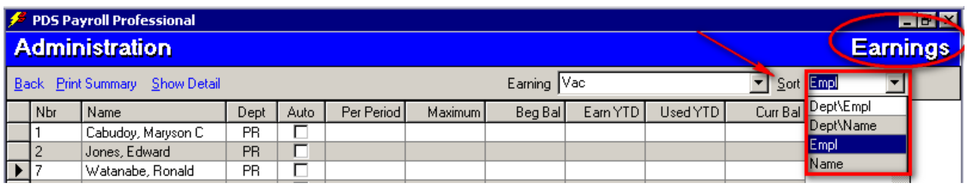
Employee Earnings Report

Home Page > Employee Data > select a Sort Order > **Earnings**

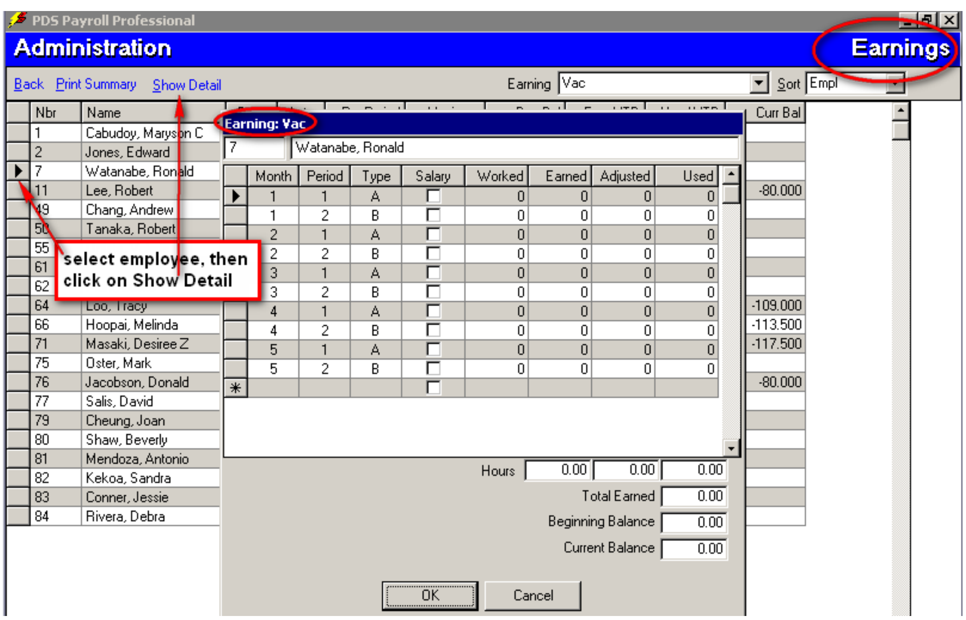
At the ***Earnings*** window, make a selection from the pull-down list of which type of earning report you want to see.



Then, at the **Sort** box, make a selection of how you want the report sorted.



To see the details of employee's earnings:
Select an employee > **Show Detail**, click **Ok** when done.



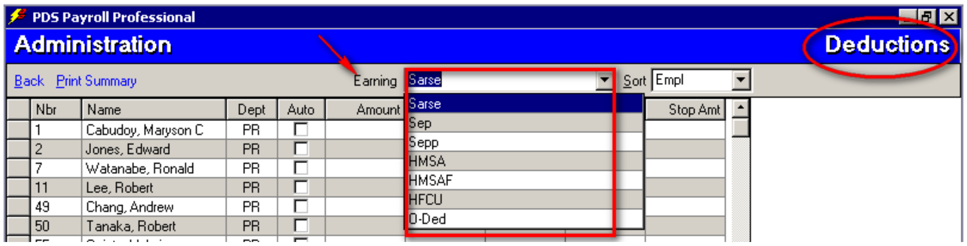
To print the report, click on **Print Summary.**

Employee Deductions Report

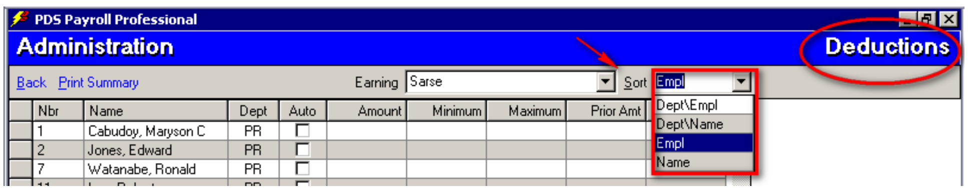
Home Page > Employee Data > select a Sort Order > **Deductions >**

This brings you to the **Deductions** window.

Make a selection of which type of deduction report you want to see.



Then, at the **Sort** box, make a selection of how you want the report sorted.

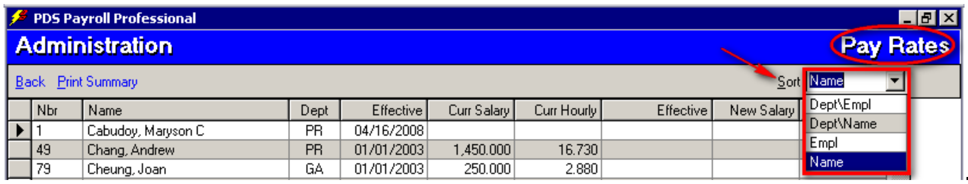


To print the report, click on **Print Summary.**

Employee Pay Rates Report

Home Page > Employee Data > **Pay Rates**.

At the **Sort** box, make a selection from the pull-down list to determine how you want to see the report.

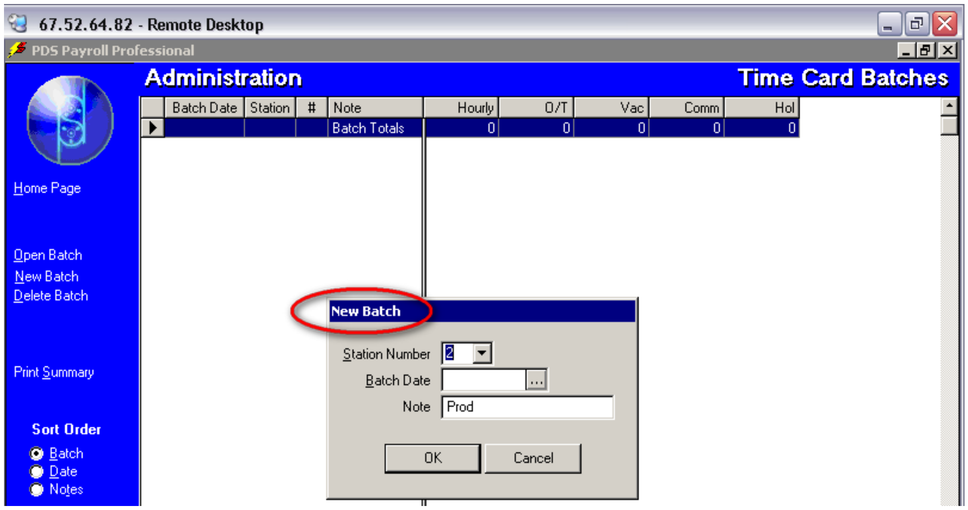


You may view the report on the screen, or click on **Print Summary** to print the report.

1. Time Cards

This screen allows you to enter current earning information by batch.
Home Page > 1.Time Cards > **Open Batch**

Station Number: Select from the pull-down list
Batch Date: Select the batch date from the pull-down calendar
Note: Enter any identifying description



To Start a New Batch

Home Page > 1.Time Cards > **New Batch**

Fill information in the ***New Batch box***, and click **OK**.
NOTE: You can create as many batches as you like. The smaller the batch the easier it will be to balance it.

Station Number: Select from the pull-down list.
Batch Date: Select the batch date from the pull-down calendar.
Enter any identifying description in the ***Note*** field.

To Delete a Batch

Home Page > 1.Time Cards > highlight the batch to delete > **Delete Batch**

Click **OK**.

1. Time Cards > Sort Order

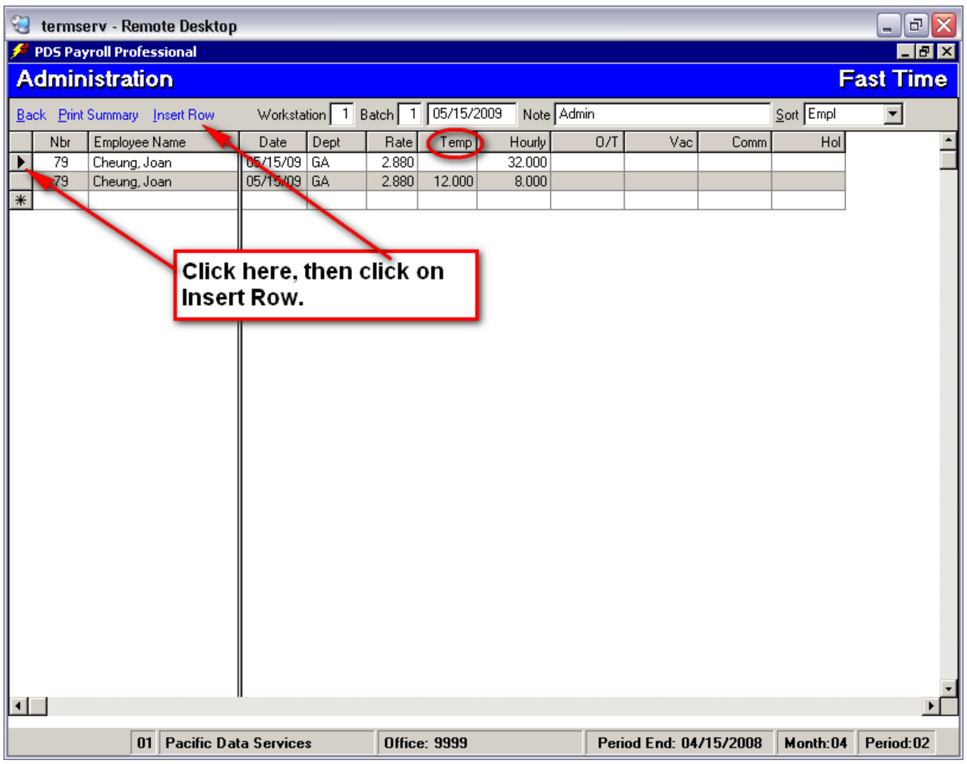
You may sort a batch by employee number or by name (within department or not). Select how it would be most convenient for you to enter employees' hours &/or amounts in the proper columns.

After you have entered an employee's hours &/or amount in the proper columns, down arrow to the next employee & enter information. Continue until all employee hours have been entered.

All earnings involving hours will be multiplied by the employee's standard rate (overtime at 1.5). If you wish to override the standard rate, enter a new rate under the ***Temp*** column.

*NOTE: If the **Temp** rate is used, all items on that line will be at that **Temp** rate.*

If an employee has multiple rates, highlight the employee, go to the top of the screen and select ***Insert Row*** to create multiple lines for this employee (as many as needed). On each line, enter the ***Temp*** rate applicable for the hours at that rate.



Click **Back** to return to ***Time Card Batches*** screen.

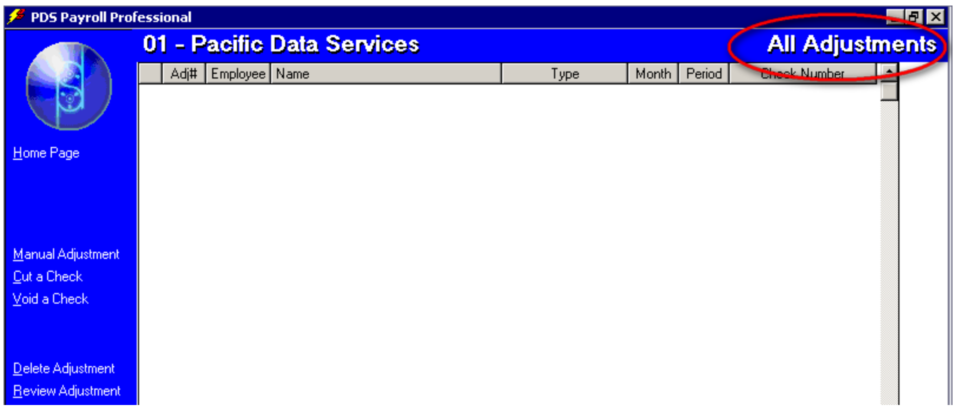
2. Adjustments

Home Page > **2.Adjustments**

This screen allows you to make manual adjustments to an employee's pay figures, and to enter figures manually outside of **PayPro**.

You can correct prior period data and enter current transactions that have not been generated by the system, such as termination checks, etc.

This screen lists all adjustments made in the *current* period only. The numbering starts with 1 at the beginning of the year, and is numbered sequentially throughout the year. Therefore the first adjustment in the current period may not start with the number 1.



2. Adjustments > Manual Adjustment

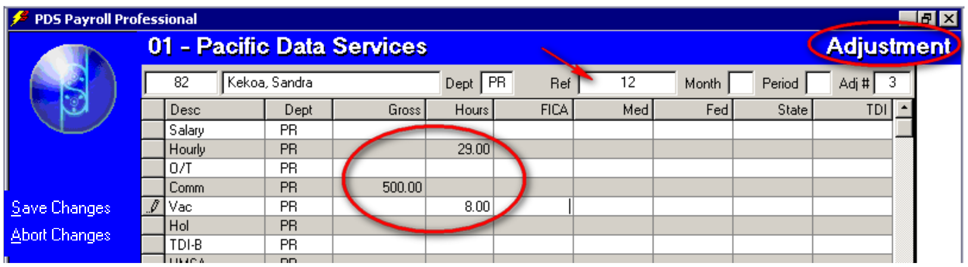
A manual adjustment can be used to correct figures in the current period and for any prior period, for an inactive employee.

Home Page > 2.Adjustments > **Manual Adjustment** > highlight the employee > **OK**.

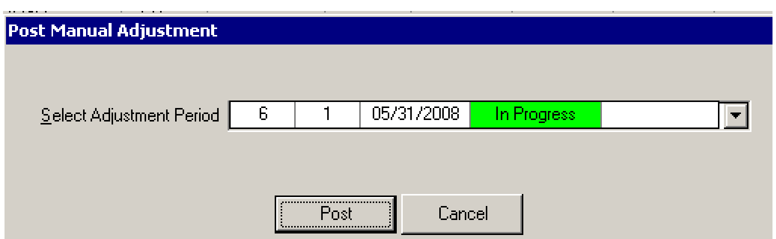
At the top, enter a numerical reference number in the ***Ref*** field.
A list of all earnings and deductions for the company is shown across the top.
Click on the appropriate cell(s) and enter the adjustment figures that apply.

Taxes may be entered on any earning. It is recommended, however, that you enter all taxes on either ***Salary*** or ***Hourly***. *NOTE*: *"Hours" are optional*.

When done, click **Save Changes**.

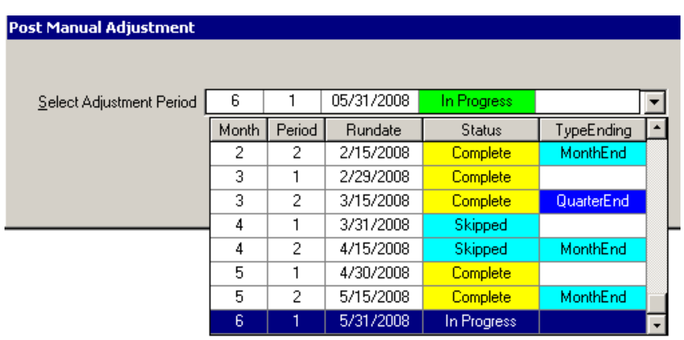


The ***Post Manual Adjustment*** box appears.



Make your month and period selection from the drop down list. Selection of the month and period is critical as this determines the quarter and month the adjustment dollars go into.

If everything is correct, click **Post**. If not, click **Cancel**, and you can re-enter.

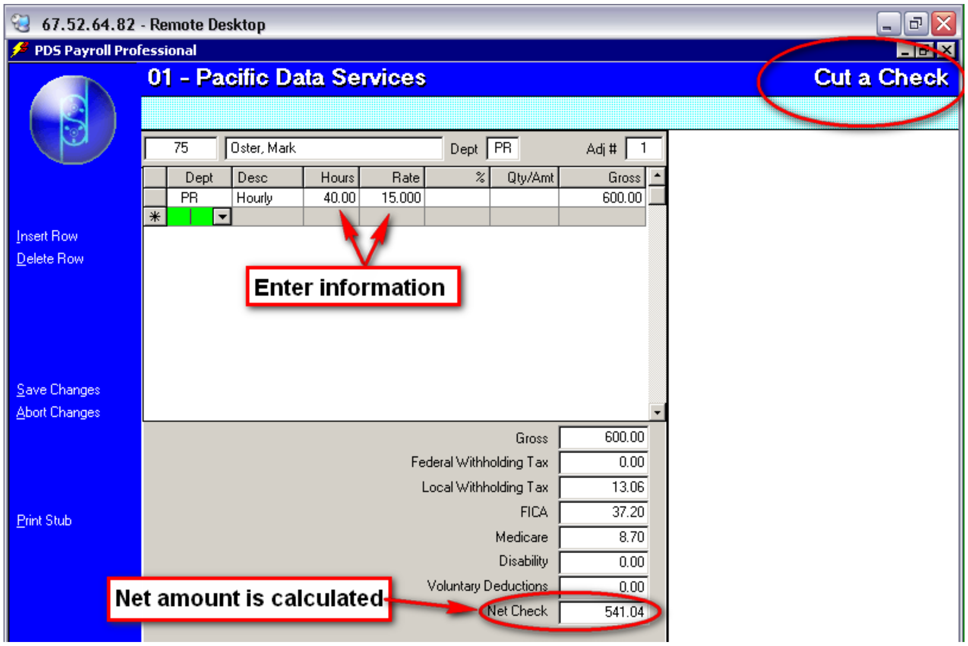


2. Adjustments > Cut a Check

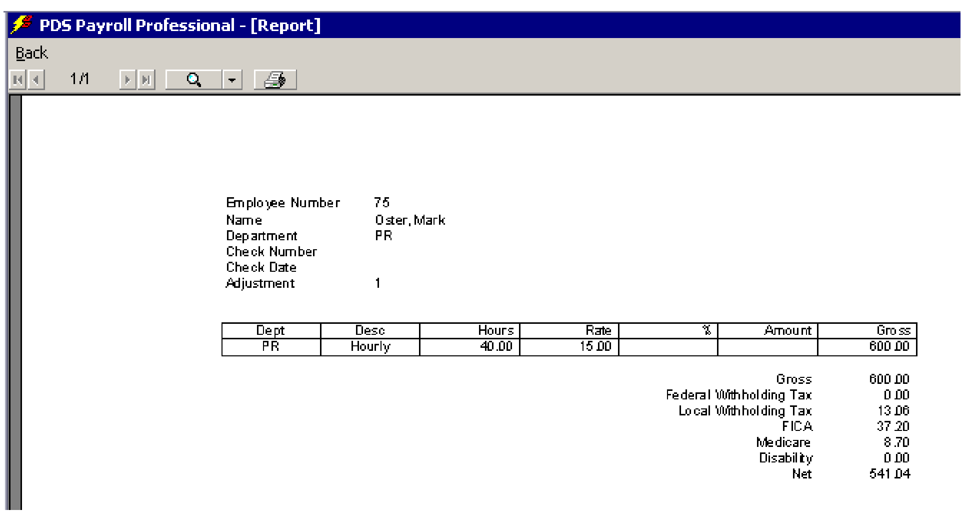
If you want to write a check in the current period before running the payroll:

Home Page > 2.Adjustments > **Cut a Check** > highlight the employee > **OK**.

Enter the hours and rate. All withholding amounts will be computed with the net amount payable to the employee.



Click on **Print Stub** (you may want to print a copy to attach with check to employee).

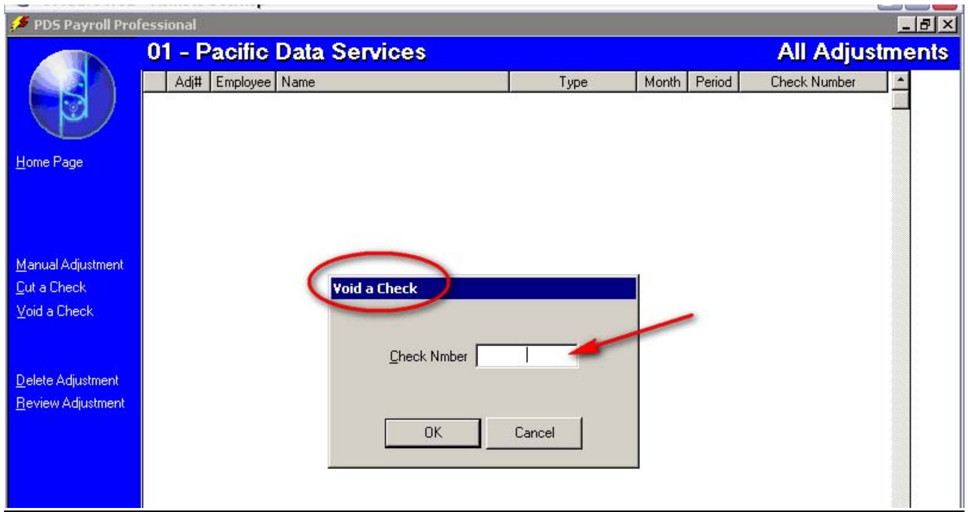


When done, click **Save Changes**.

2. Adjustments > Void a Check

When you void a check, the system will reverse all figures associated with this check.

Home Page > 2.Adjustments > **Void a Check** > enter the **Check Number** > **OK**.



To Delete an Adjustment

Home Page > Adjustments > highlight the adjustment to be deleted > **Delete Adjustment**

To Review an Adjustment

Home Page > Adjustments > highlight the adjustment to want to review > **Review Adjustment**

Click on **Back** to return to the ***Home Page***.

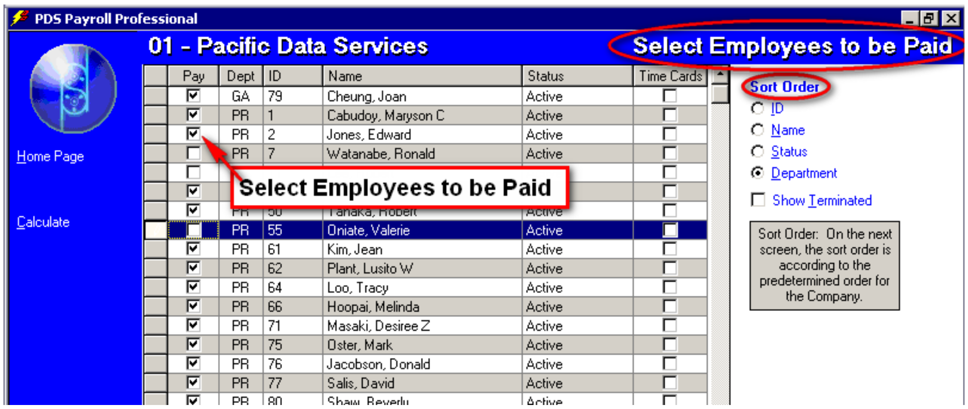
3. Calc Payroll

Home Page > **3.Calc Payroll**

This screen allows you to select active employees to be paid.
NOTE: Employees having hours from time card batches *will appear in* BLUE.

You may sort by employee number or by name (within department or not).

This screen displays a list of all non-terminated employees, so if you wish to show terminated employees, click on **Show Terminated.**



If an employee does not appear, either he/she has not been set up, or he/she was terminated.

To set up: Home Page > Employee Data > **Add Employee** (to set up new employees)

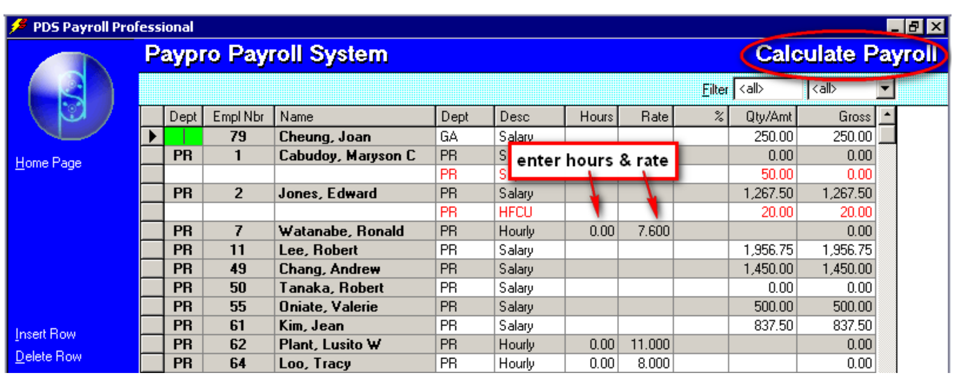
To change a terminated employee's status: Home Page > Employee Data > **Edit Employee** (change status to Active)

Once you have a complete list of employees, you can choose which ones will be paid this pay period by checking (or un-checking) under the ***Pay*** column.

Now that you have a list of employees to be paid, you are ready to calculate their pay.

The ***Calculate Payroll*** screen shows a list of all *selected* employees, with the earnings and deductions they will be getting for the period.

Home Page > 3.Calc Payroll > **Calculate**



3. Calc Payroll (cont'd)

Enter current earning and deductions information, and the program extends and calculates each employee's gross. Deductions are in red.

Final changes to earnings and deductions are done on this screen. Add, delete, or modify any and all earnings or deductions.

Clicking on "Calculate" does the following:

- Generates all automatic earnings due this payroll period.
- Generate all automatic deductions due this payroll period.
- Calculate the gross on each line according to ***Calc Type***.
- Calculate all taxes for each employee.

NOTE: Since this calculates the payroll for every employee, it will take a few seconds.

To add a line: Highlight the employee you wish to add a line to, click on **Insert Row**, and choose from the pull-down list the earning or deduction.

If the earning is not on the pull-down list, go to:
Home Page > Company Data > Earnings > Add Earning.
Set up the earning that you want at the company level.

If the deduction is not on the pull-down list, go to:
Home Page > Company Data > Deductions > Add Deduction.
Set up the deduction that you want at the company level.

Then return to this screen. Click on **Insert Row**, and choose from the pull-down list, the earning or deduction that was missing.

If you wish to review a particular earning or deduction (i.e. "Sick"), go to the top of the screen to **FILTER**, select the earning or deduction you wish to look at on the screen. (In this case all employees having an earning of "Sick" will appear).

To modify a line: Click on the line and change information under ***Hours***, ***Rate***, ***%,*** or ***Qty/Amt***. Upon leaving the line, a new gross will be calculated for that line.

Lines in blue are from the *time card* batches and cannot be modified. You To make any changes, go to the ***Time Card*** batch.

To delete a line: Highlight the line you wish to delete. Click on **Delete Row**.

3. Calc Payroll : Problem Solving

Problem: Some earnings or deductions are missing for all employees.

Solution: All earnings or deductions must be flagged at the company level as to the ***Run-Type*** they are active in, in order to be generated on the ***Calculate*** grid. Go to **Company Data**, click on **Deductions** or **Earnings**, and set the ***Run Type*** to match the current calendar ***Type.*** Then return to this screen.

Problem: Some earnings or deductions are missing for some employees. They are probably not **Activated** for this employee.

Solution: While on the given employee, click on **Insert Row** and choose from the pull-down list, the earning or deduction that is missing. To fix this problem on a permanent basis for future runs: Click on **Employee Data**, go to the deduction or earning, and set it to ***Active***. If you want, you can also set a specified dollar amount for the deduction or earning at this time.

Problem: Some earnings or deductions are listed, and the employee does not need them.

Solution: Delete the row. *NOTE: If the earning is in "blue" it came from the **Time Card** batches, and must be set to zero there.*

Problem: For a given grid line, you cannot enter a given field such as ***Hours***.

Solution: The cursor on a given grid line is controlled by the ***Calc Type*** of that particular earning or deduction (i.e. If the Calc Type is Hours times Rate, you can put in hours. But if the Calc Type is Fixed Amount you cannot put in "Hours".) Go to ***Company Deductions*** or ***Earnings***, and set the Calc type to the correct type. Return and delete the existing row and re-insert it.

4. Preview Register

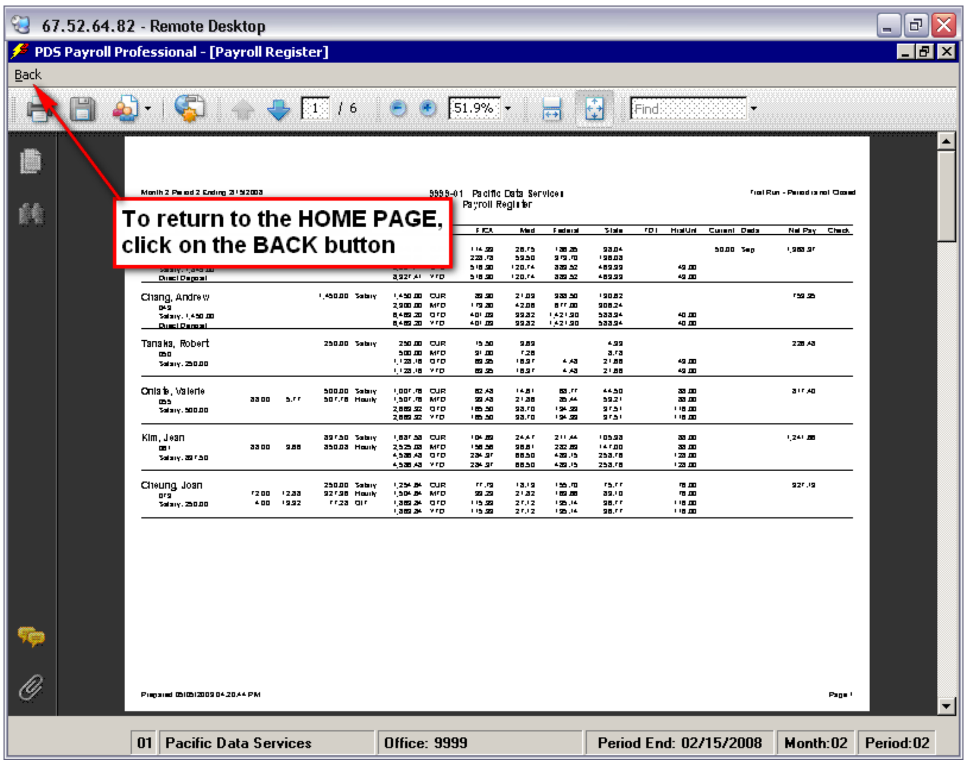
Home Page > **4.Preview Register**

Previewing the register when you are finished entering time information will bring up a trial balance register. This register allows you to view the payroll register that your entries from **1** and **2** and **3** above have generated.

NOTE: By holding the left mouse button down, you can move a given page around on the screen. You can change pages by clicking at the bottom left. To return to the ***Calculate*** *screen, click on* ***Back*** *at the upper left.*

If the results on the register are not correct, go back to **1** and **2** and **3** above, correct the data, and preview the register again. Repeat each time you enter time information until you have balanced.

To return to the **Home Page**, click on **Back** at the upper left.



5. Close Period

Home Page > **5.Close Period**

This is done when all the data is correct, and there are no further entries to be made in the current period, every thing has been reviewed, and all is in balance.

Starting Check: Enter your starting check number

Check Date: Enter the check date, using the pull-down calendar list

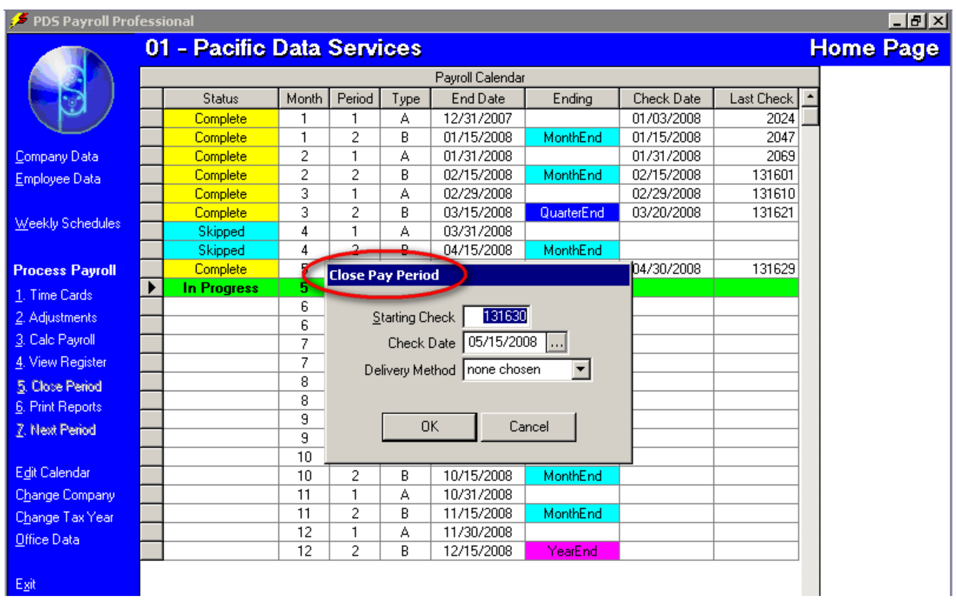
Delivery Method: From the pull-down list, select a delivery method

Click **OK**.

You will be asked, "You are about to close the pay period! This cannot be undone. Do you wish to proceed?

Click on **Yes** to proceed.

This transmits your payroll file to PDS and the payroll status will change to ***Complete***.
After your payroll has been transmitted to PDS, you cannot go back to this period.



<u>Fields for ***Close Pay Period*** Box:</u>

Starting Check: Enter the check number of the first employee's check.

Check Date: Date of the checks. Select the date from the pull-down calendar.

Delivery Method: Choose from the drop down box.

WARNING: After closing a period, no further changes to employee's pay can be made in this period for these checks. The checks will now be printed by PDS.

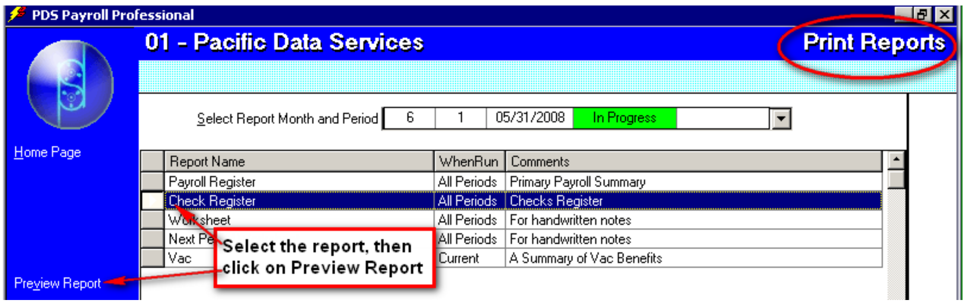
6. Print Reports

Home Page > **6.Print Reports**

This screen shows all reports offered by the system, and any special reports that you may have set up. You can select to print all current reports, and reports for prior periods.

Current reports will be headed as **Trial Run – Period is not closed** unless you are in the **Complete** mode.

To preview a report before printing:
Home Page > 6.Print Reports > select the report you want to print > **Preview Report**.



6. Print Reports : Create Your Own Special Reports

Special reports are user-created 10-column reports. Each column can consist of any earning, deduction, tax, etc. that you define.

To create your own special reports:
Home Page > 6.Print Reports > **Create New**

***Create New* Report Fields**:

Report Title: Name your report

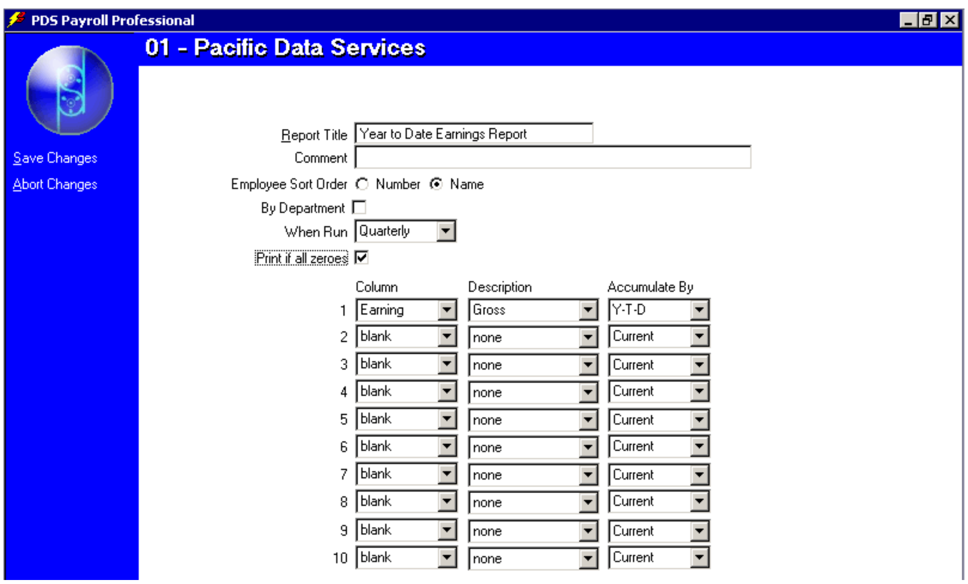
Comment: Enter any comment

Employee Sort Order: Select either by employee number or by employee name

By Department: Click if you want the report by department

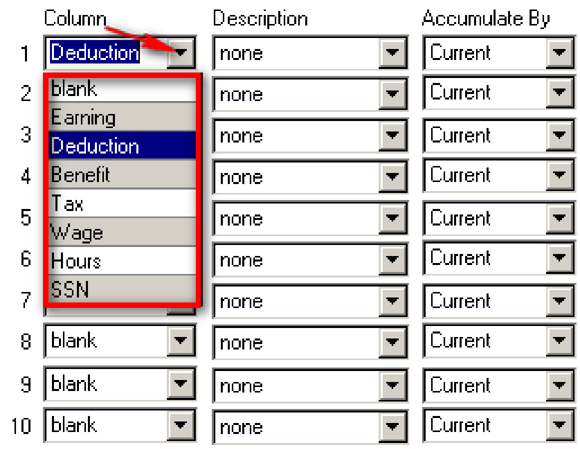
When Run: Select from the drop down list when you want the report run, all periods, monthly, quarterly, or yearly.

Print if all zeroes: Click if you want to print employees with zero amounts.

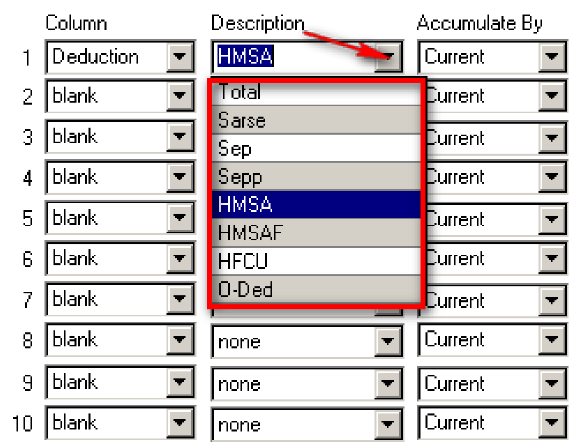


6. Print Reports : Create Your Own Special Reports (cont'd)

You can now define each of up to 10 columns.
Under ***Column***, select the general category of your report, such as Earning, Deduction, Tax, Hours, etc.

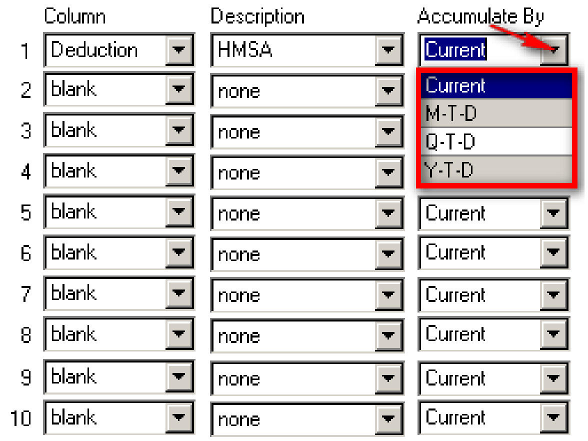


Under ***Description***, choose the specific category related to the ***Column*** selection you made. The choices include Salary, Hourly, Gross, O/T, etc.



6. Print Reports : Create Your Own Special Reports (cont'd)

Under ***Accumulate By***, select the periods to sum for; Current, M-T-D, Q-T-D, or Y-T-D.



Click on **Save Changes** if this is the report you want.
If you want to preview the report before printing, click on **Preview Report**

To change a report: Home Page > 6.Print Reports > highlight the report to change > **Edit Existing**

To delete a report: Home Page > 6.Print Reports > highlight the report to delete > **Delete Existing**

Click on **Abort Changes** if you want to start over.

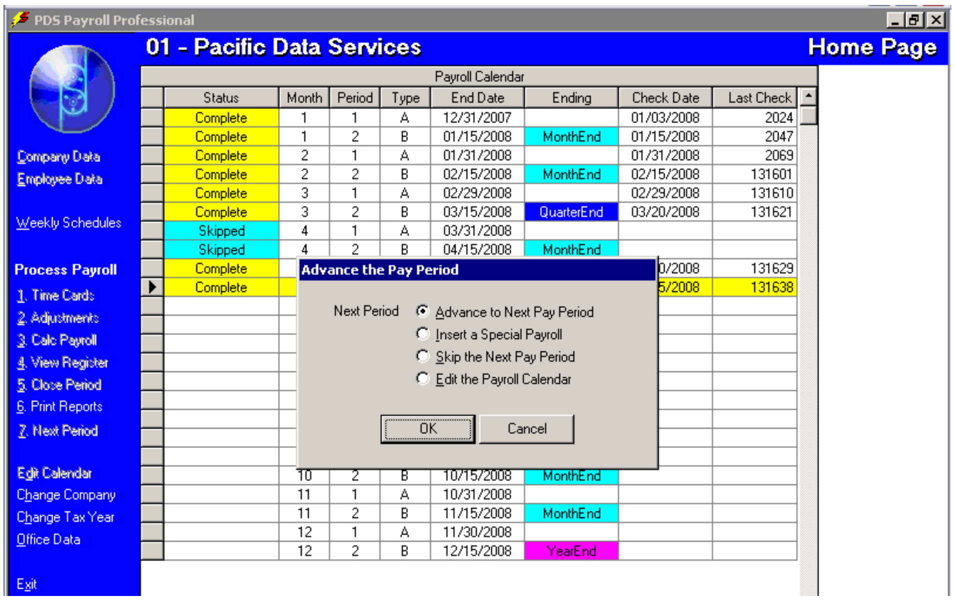
Certain reports allow you to look at prior periods. If the "Select Period" dialog box appears select the period you wish to review.

Double clicking your mouse will magnify or reduce the size of the page. By holding the left mouse button down you can move a given page around on the screen. You can change pages by clicking at the upper left.

7. Next Period

Home Page > **7.Next Period**

Advancing the period (clicking on **7.Next Period**) clears all the figures and sets up the next period to enter information. This action can only be invoked when a calendar status is ***Complete***. The status for the new period will be ***In Progress***.



Run special payrolls (eg. bonuses), BEFORE you click on 7. Next Period.
Click on **Edit Calendar** and add another payroll period (special) to your calendar.

Current reports will be headed as ***Trial Run – Period is not closed*** unless you are in the ***Complete*** mode.

Click **Cancel** if you do not wish to advance.
Click on **Exit** takes you out of the program.

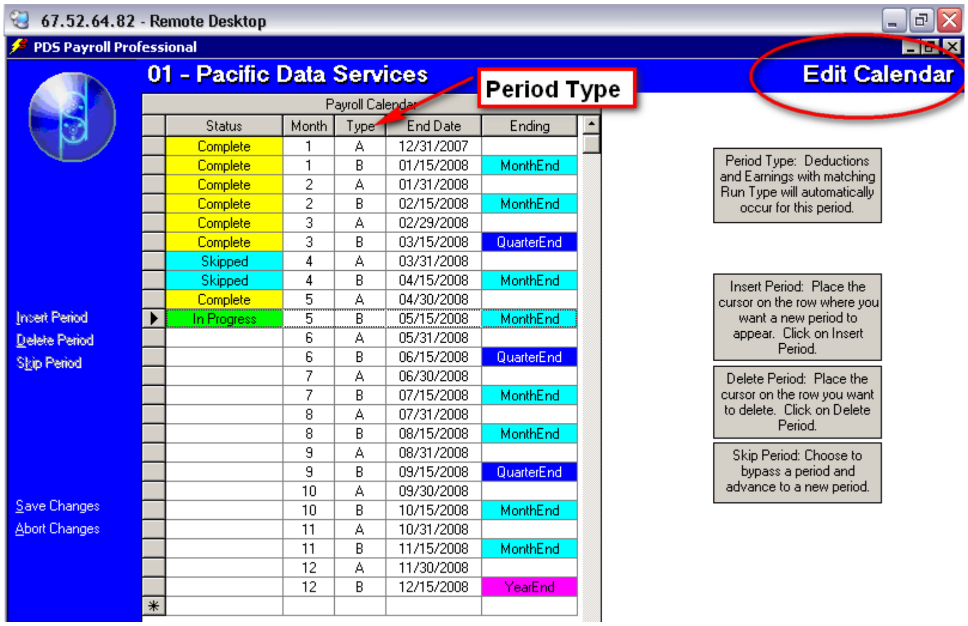
Other functions on the ***Home Page*** not related to the ***Status*** field:

- Clicking on **Change Companies** will allow you to exit this payroll company and select another company if you are running more than one payroll.

- It will also allow you to go to the present company's prior year information if it exists.

Set Up and Modify Payroll Periods

The payroll calendar reflects the payroll period dates for the payroll company.
Home Page > **Edit Calendar**



You can modify the payroll period dates, however, once a payroll period has been run, it cannot be modified.

A calendar consists of 12 months (mandatory). Each month may have as many or as few periods as you want (but there must be at least one).

The user assigns the month to the entry, and the computer automatically assigns the sequential period number.

Months 1 to 3	=	the first quarter,
Months 4 to 6	=	the second quarter,
Months 7 to 9	=	the third quarter, and
Months 10 to 12	=	the fourth quarter (year end)

These months do not have to match the month of the actual calendar month in the ***end date*** (i.e. month #3 does not have to be March), but the end dates for the whole calendar must be in ascending order.

The Period ***Type*** (A through E, or (S)pecial) is used to classify a period as to which deductions and earnings are to automatically occur in that period.

Deductions and earnings having the same letter designation ***(RunType)*** will automatically be inserted in the employee's time cards for that period (provided that the given deduction &/or earning has been set to ***Active*** for that employee).

To Add a Payroll Period

Home Page > Edit Calendar > select the row below where you want to insert a payroll period > **Insert Period.**

To Delete a Payroll Period

Home Page > Edit Calendar > select the payroll period you want to delete > **Delete Period.**

To Bypass (Skip) a Payroll Period

Home Page > Edit Calendar > select the payroll period you want to bypass (skip) > **Skip Period.**

This will bypass a period and advance to a new period.

Status:	Is determined from the ***Home Page***.
Month:	From 1 to 12. A calendar must have at least one period in each month.
Period:	Assigned by the computer upon the Save function.
Type:	(A thru E, or S) is used to classify the period as to which deductions and earnings are to automatically occur during that period.
End Date:	Any calendar date you want, but it must be in ascending order.
Clicking on **Save**:	Saves the changes to the calendar you have made.
Clicking on **Abort Changes**:	Resets the calendar back to the way it was before changes.