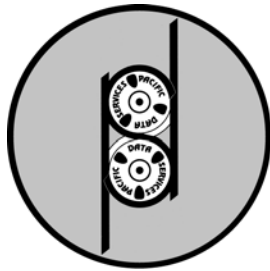


# PAYPRO

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***A MULTI-COMPANY PAYROLL SYSTEM***



## **USER'S MANUAL**

**Pacific Data Services**

50 So. Beretania Street, Suite C210A

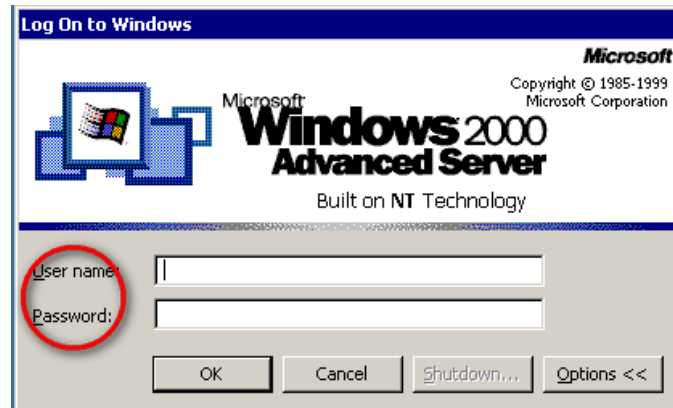
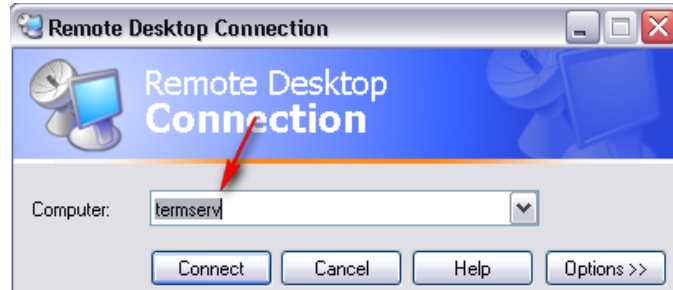
Honolulu, HI 96813

Tel: (808) 521-1813 Fax: (808) 526-3466 E-Mail: payroll@pacdat.com

## I. Connecting to PDS

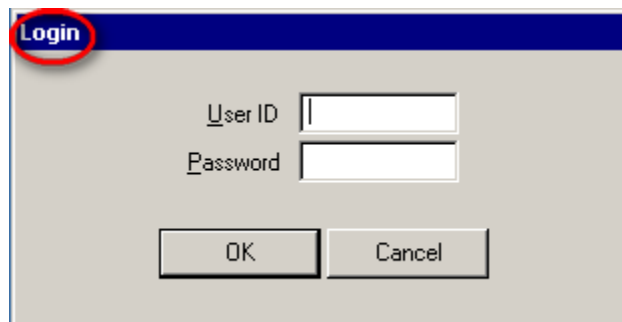
### Connecting to the PDS Computer

- 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.



## II. The Home Page

### 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.

01 - Pacific Data Services

Status	Month	Period	Type	End Date	Ending	Check Date	Last Check
Complete	1	1	A	12/31/2007		01/03/2008	2024
Complete	1	2	B	01/15/2008	MonthEnd	01/15/2008	2047
Complete	2	1	A	01/31/2008		01/31/2008	2069
Complete	2	2	B	02/15/2008	MonthEnd	02/15/2008	131601
Complete	3	1	A	02/29/2008		02/29/2008	131610
In Progress	3	2	B	03/15/2008	QuarterEnd		
	4	1	A	03/31/2008			
	4	2	B	04/15/2008	MonthEnd		
	5	1	A	04/30/2008			
	5	2	B	05/15/2008	MonthEnd		
	6	1	A	05/31/2008			
	6	2	B	06/15/2008	QuarterEnd		
	7	1	A	06/30/2008			
	7	2	B	07/15/2008	MonthEnd		
	8	1	A	07/31/2008			
	8	2	B	08/15/2008	MonthEnd		
	9	1	A	08/31/2008			
	9	2	B	09/15/2008	QuarterEnd		
	10	1	A	09/30/2008			
	10	2	B	10/15/2008	MonthEnd		
	11	1	A	10/31/2008			
	11	2	B	11/15/2008	MonthEnd		
	12	1	A	11/30/2008			
	12	2	B	12/15/2008	YearEnd		

01 Pacific Data Services Office: 9999 Period End: 03/15/2008 Month:03 Period:02

### III. Company Data

## Enter general Company Data

[Home Page](#) > [Company Data](#)

**PDS Payroll Professional**  
**01 - Pacific Data Services** Company Data

Company ID: 01  
Name: Pacific Data Services  
DBA Name: Pacific data Services  
Tax Address: 1029 Makolu Street, Suite H  
City: Pearl City State: HI  
Zip Code: 96782 2890

Federal ID: 20-3905706  
File Federal Tax: M Manual C Current  
File FUTA: M Manual Q Quarterly  
FUTA Rate: 0.600 %  
Security Level: Low  
Last Check: 131638  
Bank: FHB FIRST HAWAIIAN BANK  
Branch: 1213  
Account: 81-072248

State Tax Data can be found Attached to a Department

Dept	Dept Name	Freq	Loca
BB	Delivery	B	HI.
GA	General & Admin	S	HI.
PR	Production	S	HI.
SS	Sales & Customer	B	HI.

User Options:  
 Sort Reports by Employee Name  
 Transfer Schedule to Timesheet  
 Transfer Timesheet to Payroll  
 Hide pay rates in Timesheets  
 Skip Salary if given hours in Timesheet  
 Vacation/Sick Leave on Checks  
 Company has a Pension plan

Admin Options:  
 2 signatures required on checks  
 Automatic Signature  
 Company uses Direct Deposit  
 Rate

#### 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.

### III. Company Data

---

#### 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.

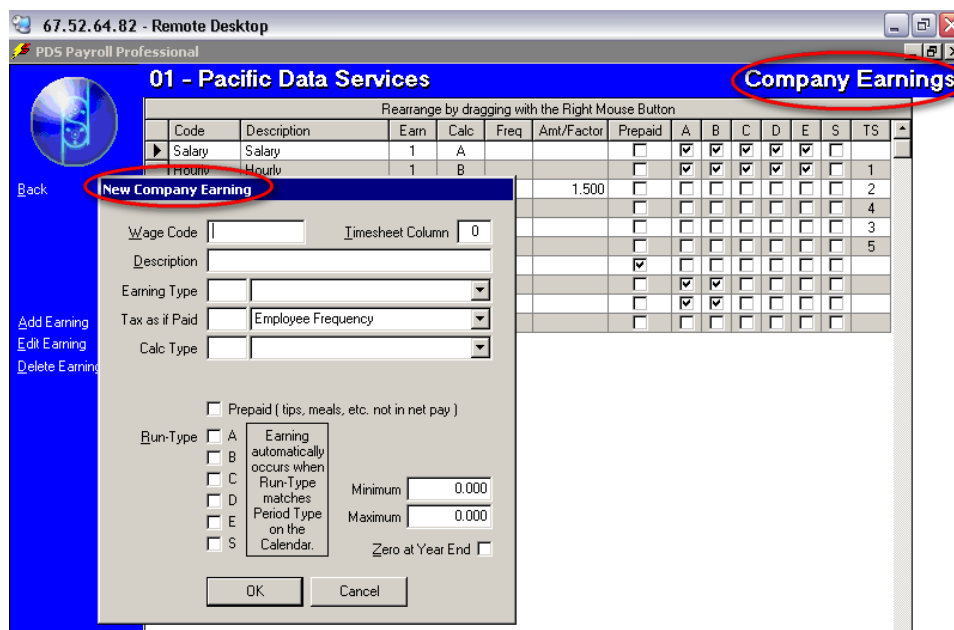
### III. Company Data

## 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:

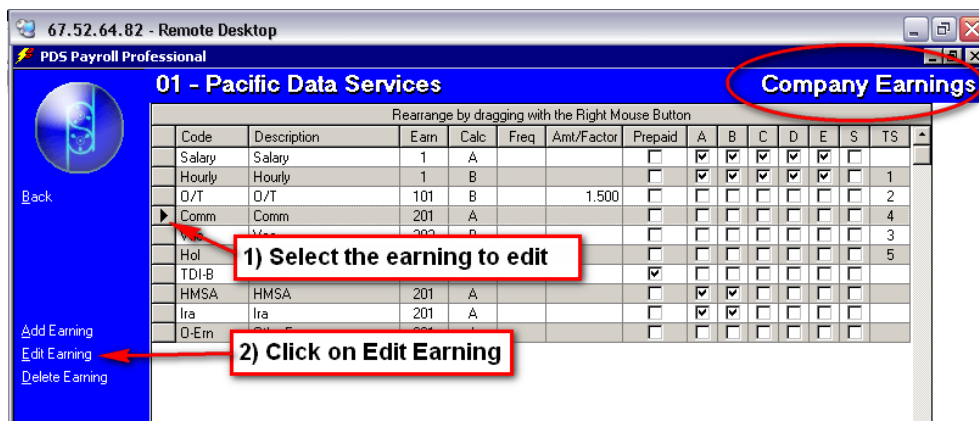
- Tax as if Paid:** For earnings such as a bonus that is not paid every period. This allows Federal and State withholding taxes to be calculated correctly for such earnings. Select from the pull-down list.
- Calc Type:** Select from the pull-down list down list of calculations.
- Prepaid tips, meals 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:** If the deduction is computed (i.e. medical), it will be restricted if  
**Maximum:** 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

### III. Company Data

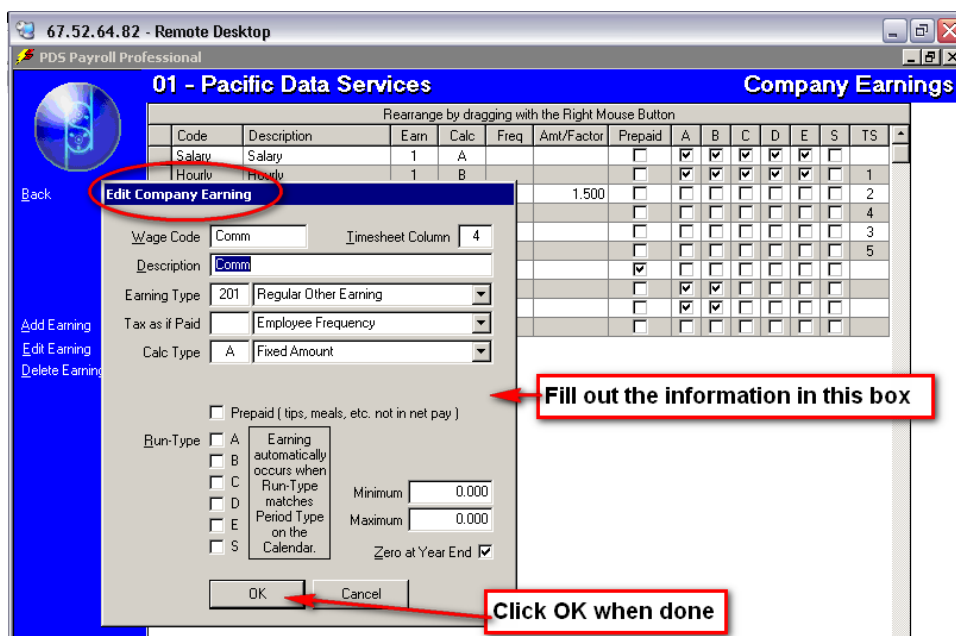
## Edit an Earning

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.



### III. Company Data

## 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.*

The screenshot shows the '01 - Pacific Data Services' window in PDS Payroll Professional. The 'Company Earnings' table is visible, with a red box highlighting the 'Comm' row. A red arrow points to the 'Delete Earning' button in the left sidebar. A dialog box titled 'Deleting Earning' is open, asking 'Are you sure you want to DELETE Comm?' with 'Yes' and 'No' buttons. A red box highlights the 'Delete Earning' button and the dialog box.

	Earn	Calc	Freq	Amt/Factor	Prepaid	A	B	C	D	E	S	TS
Hourly	Hourly	1	B			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
O/T	O/T	101	B	1.500		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Comm	Comm	201	A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2
Vac	Vac	203	B			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
Hol	Hol	204	B			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
TDI-B	TDI-B	403	A			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5
HMSA	HMSA	201	A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ira	Ira	201	A			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
O-Ern	OtherErn	201	A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



### III. Company Data

## 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.

The screenshot shows a dialog box titled "New Company Deduction". The title bar is circled in red. The form contains the following fields and options:

- Wage Code: [ ]
- Direct Deposit:
- Description: [ Sep ]
- Deduction Type: [ 603 ] [ 408 K (SEP) ]
- Calc Type: [ A ] [ Fixed Amount ]
- Check Frequency: [ N ] [ none ]
- Payee Line: [ ]
- Payee Line: [ ]
- Run-Type:  A,  B,  C,  D,  E,  S. A tooltip is visible over the Run-Type options: "Deduction automatically occurs when Run-Type matches Period Type on the Calendar."
- Minimum: [ 0.000 ]
- Maximum: [ 0.000 ]
- Zero at Year End:
- Buttons: OK, Cancel

#### Fields for Company Deductions:

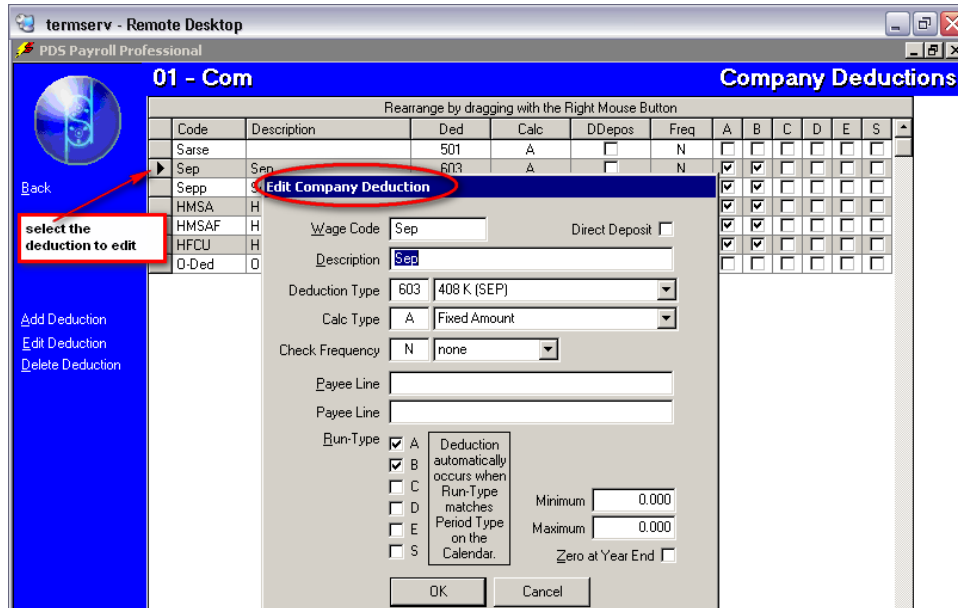
- Wage Code: 5-character descriptive code associated with a given deduction or earning.
- Direct Deposit: Check this box if employee is on direct deposit.
- Description: A full 30-character description.
- Deduction Type: Select from the pull-down list.
- Calc Type: Select from the pull-down list of calculations.
- 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: If the deduction is computed (i.e. medical), it will be restricted if  
Maximum: 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.

### III. Company Data

## 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.



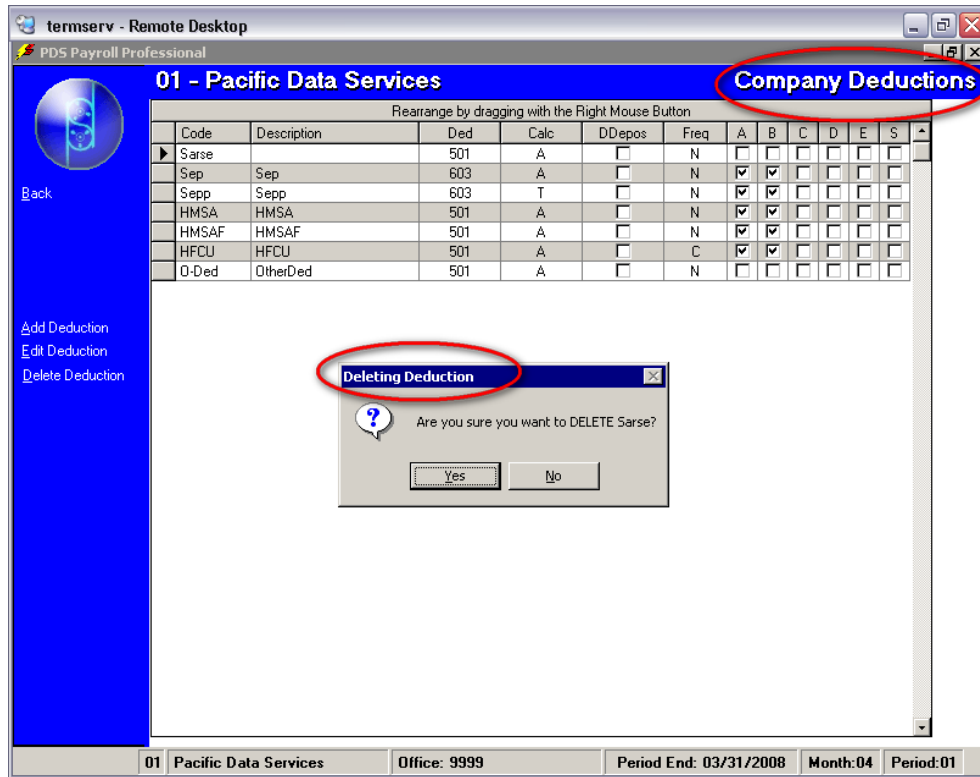
### III. Company Data

## 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.*



### III. Company Data

## Add a Department

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

The screenshot shows a remote desktop window titled '67.52.64.82 - Remote Desktop' with the application 'PDS Payroll Professional'. The main window is '01 - Pacific Data Services'. A 'New Department' button is highlighted with a red circle. The form contains the following fields and values:

Company ID	01
Name	Pacific
DBA Name	Pacific
Tax Address	1029
City	Pearl
Zip Code	96782
Dept	
Dept Name	
Address 1	
Address 2	
City	
State	
Zip Code	
Contact	
Phone	
Ext	
Payroll Frequency	
Location	
State ID	#####
Unemployment ID	#####
File State Tax	
File State UI	
Company TDI Rate	0.000 %
SUI Rate	0.000 %
Employee TDI Rate	0.000 %

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).

### III. Company Data

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#### 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: From the pull-down list, select how payments will be made; (Unemployment Insurance): 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: Enter as a number (eg. 6% is entered as .6 not .006) (State Disability)
- SUI Rate: Enter as a number (eg. 6% is entered as .6 not .006) (State Unemployment)
- 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.*

### III. Company Data

## Edit a Department

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

The screenshot shows the '01 - Pacific Data Services' window with the 'Company Data' tab selected. The 'Edit Department' dialog box is open, showing details for Department SS. The 'Department SS' dropdown menu is highlighted with a red circle. A red box with a white background contains the text 'Select dept to edit; then click on Edit Department' with an arrow pointing to the 'Department SS' dropdown menu. The 'Edit Department' button is highlighted in the left sidebar.

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

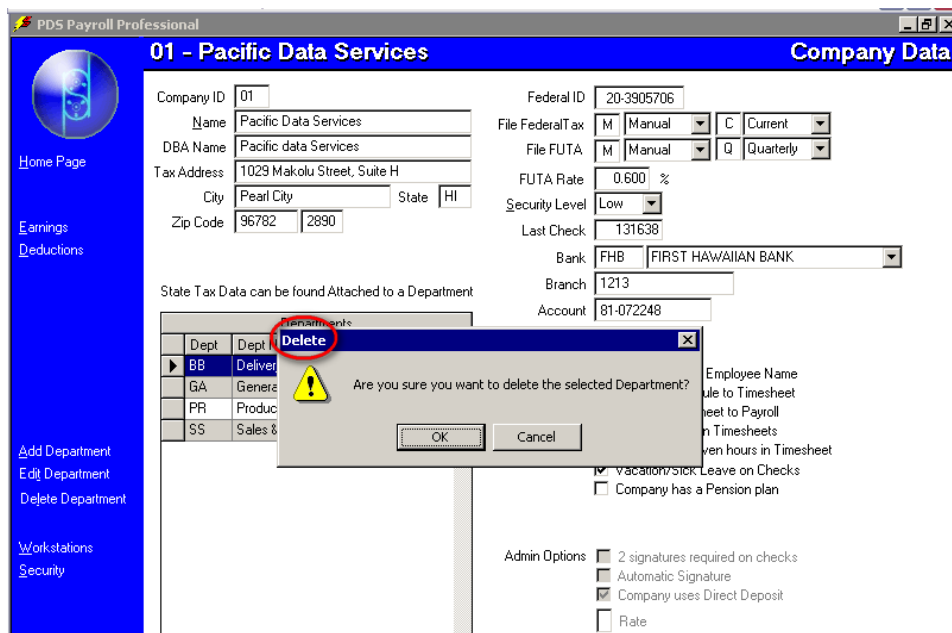
Clicking on **Delete Department** after highlighting a department will delete it.

*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.*

### III. Company Data

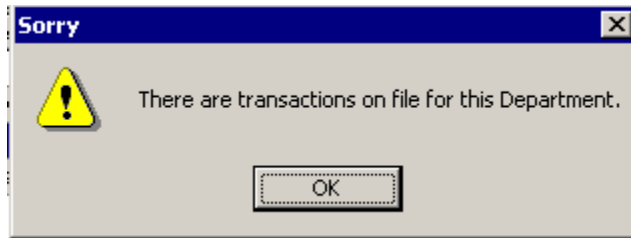
## Delete a Department

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**.

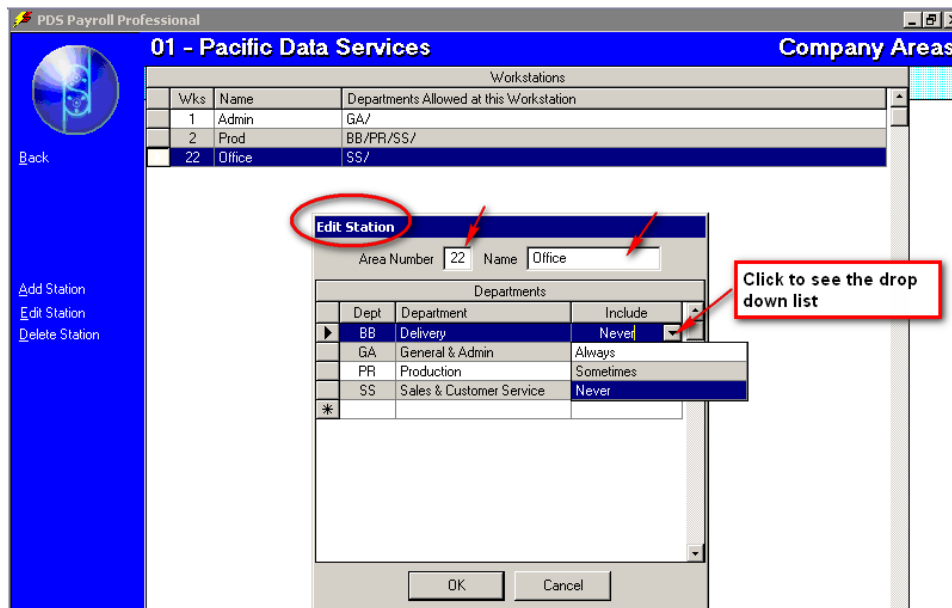
### III. Company Data

## 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

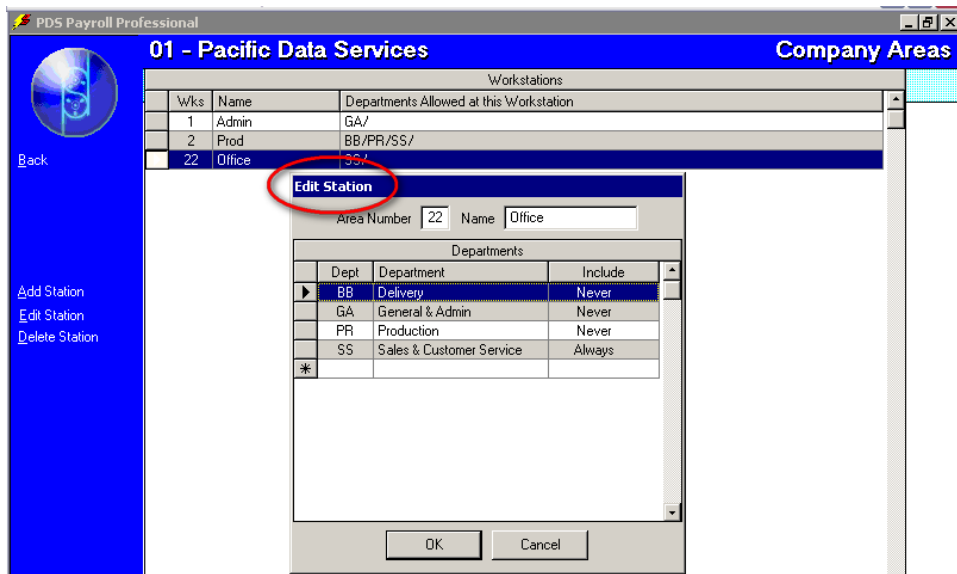
Department: This is a list of departments the new station may be allowed access to. In the **New Station** box under the **Include** column, click on a department. A pull-down list will appear. Make a selection for each department on the list.



### III. Company Data

## Edit a Workstation

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

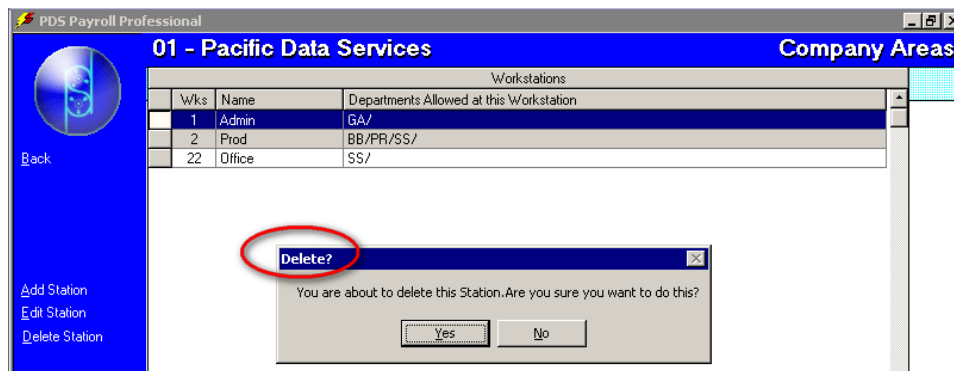


In the **Edit Station** box, under the **Include** column, click on a department. A pull-down list will appear. You can edit each department on the list as needed.

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

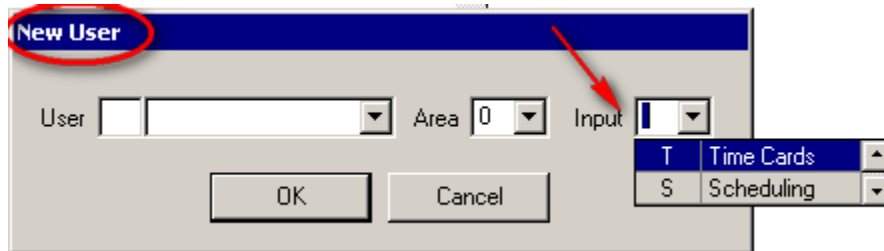
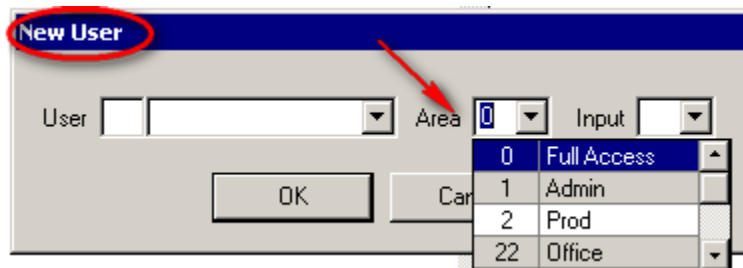
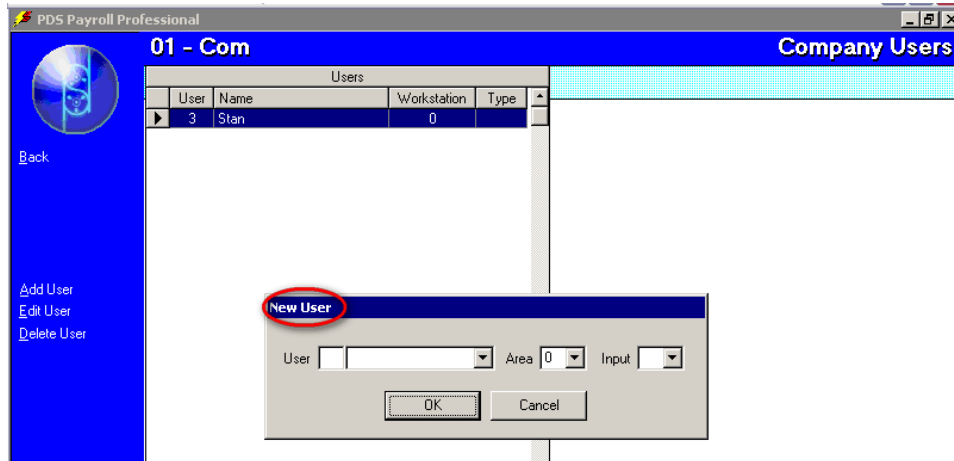
Home Page > Company Data > Security > **Add User**

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.

**Edit User**

User 3 Stan Area 0 Input

0	Full Access
1	Admin
2	Prod
22	Office

OK Cancel

**Edit User**

User 3 Stan Area 0 Input

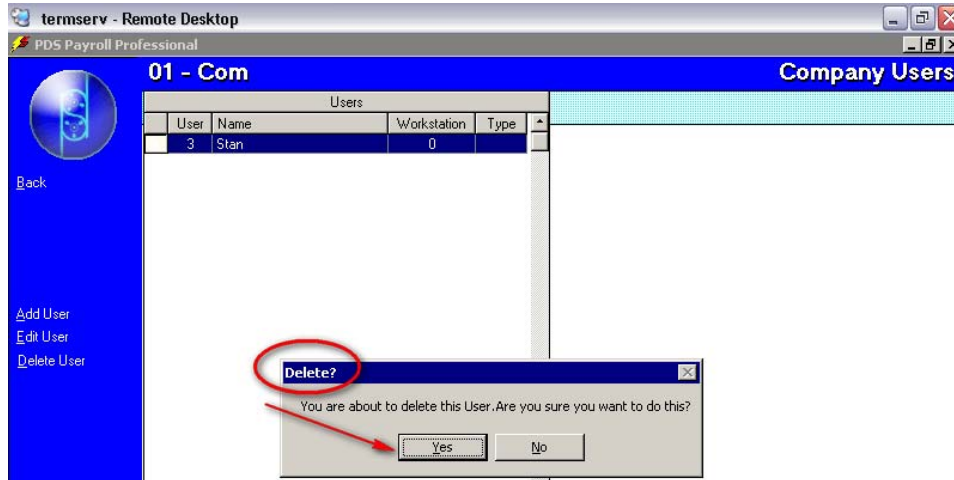
T	Time Cards
S	Scheduling

OK Cancel

## 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**.

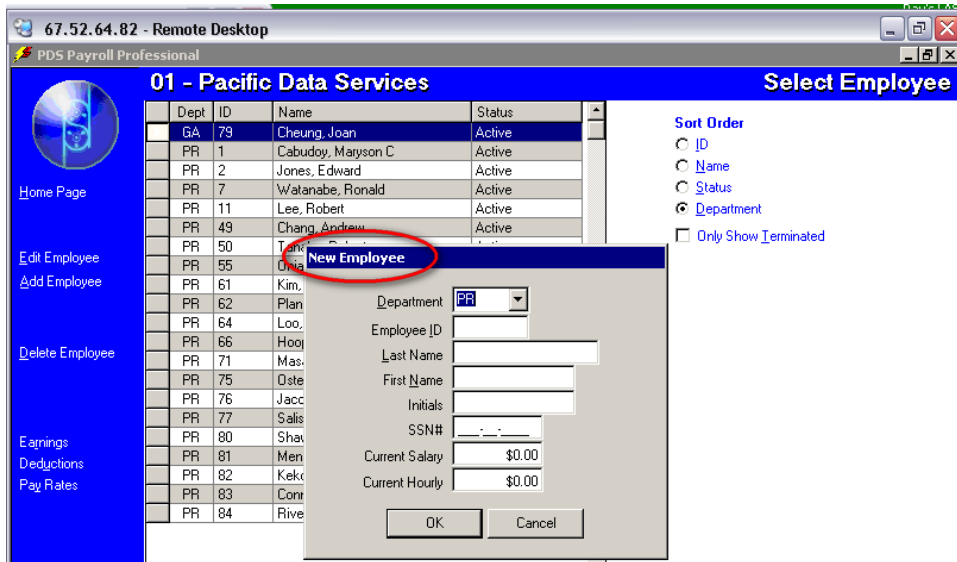


## IV. Employee Data

### 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:

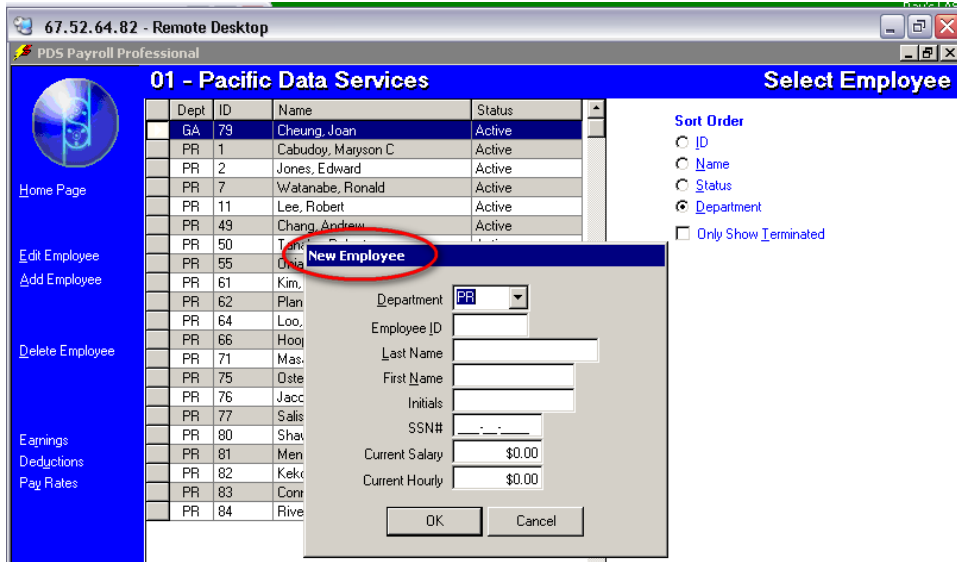
- Department: Select from the pull-down list
- Employee ID: An up to 9-character employee ID number
- Last Name: Enter last name
- First Name: Enter first name
- Initials: Enter middle initial
- SSN#: Enter social security number
- Current Salary: Enter current salary
- Current Hourly: Enter hourly rate

## IV. Employee Data

### 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."*



## IV. Employee Data

### 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 from 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



#### IV. Employee Data

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### 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.

## IV. Employee Data

### 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.

The screenshot shows a remote desktop window titled '67.52.64.82 - Remote Desktop' with the application 'PDS Payroll Professional'. The main window has a blue header with '01 - Pacific Data Services' and 'Employee Personal Data' (circled in red). Below the header, the employee name '1 Cabudoy, Maryson C' is displayed. The form contains two columns of input fields. The left column includes: Address 1 (filled with '5439 Akiolo St'), Address 2, City (filled with 'Honolulu'), State (filled with 'HI'), Zip Code (filled with '96821'), Home Phone, Ethnicity (dropdown menu), and Birth Date (calendar icon). The right column includes: Contact, Address 1, Address 2, City (filled with 'Honolulu'), State (filled with 'HI'), Zip Code (filled with '96821'), Relationship, Home Phone, and Business Phone. At the bottom, there are six checkboxes: US Citizen, Handicapped, Pension Plan, Veteran, Disabled Veteran, and Viet Nam Veteran.

#### Fields for Employee Personal Data:

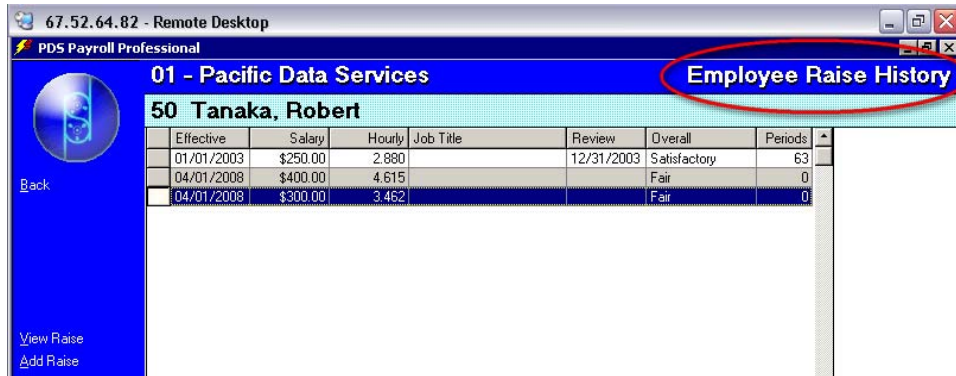
Address1 & Address2:	Filled for W2
City/State/Zip Code:	Filled for W2
Home Phone:	Employee's phone number
Ethnicity:	Employee's ethnicity; select from pull-down list
Birth Date:	Employee's date of birth; select from pull-down calendar
Contact:	Name of person to contact in an emergency
Address1 & Address2:	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

## IV. Employee Data

### 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.



Effective	Salary	Hourly	Job Title	Review	Overall	Periods
01/01/2003	\$250.00	2.880		12/31/2003	Satisfactory	63
04/01/2008	\$400.00	4.615			Fair	0
04/01/2008	\$300.00	3.462			Fair	0

## 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.

## IV. Employee Data

### 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.

The screenshot shows a remote desktop window titled "67.52.64.82 - Remote Desktop" running "PDS Payroll Professional". The main window displays "01 - Pacific Data Services" and "Employee Raise History" for "50 Tanaka, Robert". A table lists raise records with columns: Effective, Salary, Hourly, Job Title, Review, Overall, and Periods. The record for "05/01/2008" is highlighted and circled in red. A "Delete" dialog box is open in the foreground, asking "Are you sure you want to delete the selected Raise Record?" with "OK" and "Cancel" buttons.

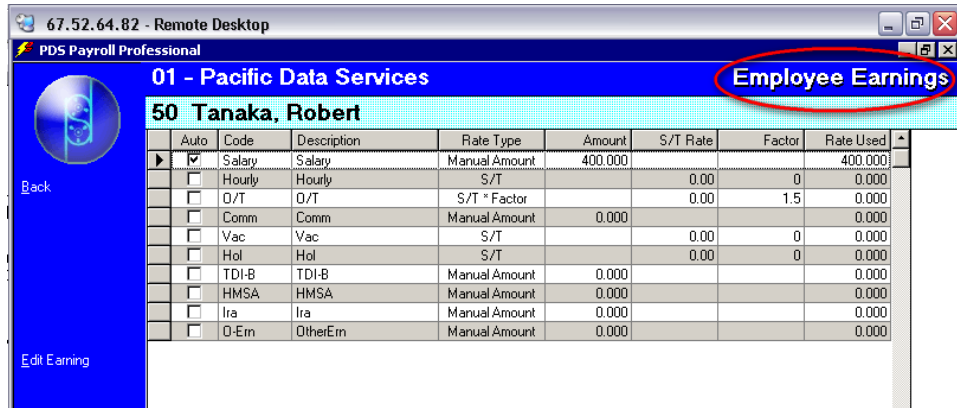
Effective	Salary	Hourly	Job Title	Review	Overall	Periods
01/01/2003	\$250.00	2.880		12/31/2003	Satisfactory	63
04/01/2008	\$400.00	4.615			Fair	0
04/01/2008	\$300.00	3.462			Fair	0
05/01/2008	\$0.00	0.000			Fair	0

## IV. Employee Data

### 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).



67.52.64.82 - Remote Desktop  
PDS Payroll Professional  
01 - Pacific Data Services  
**Employee Earnings**  
50 Tanaka, Robert

Auto	Code	Description	Rate Type	Amount	S/T Rate	Factor	Rate Used
<input checked="" type="checkbox"/>	Salary	Salary	Manual Amount	400.000			400.000
<input type="checkbox"/>	Hourly	Hourly	S/T		0.00	0	0.000
<input type="checkbox"/>	O/T	O/T	S/T * Factor		0.00	1.5	0.000
<input type="checkbox"/>	Comm	Comm	Manual Amount	0.000			0.000
<input type="checkbox"/>	Vac	Vac	S/T		0.00	0	0.000
<input type="checkbox"/>	Hol	Hol	S/T		0.00	0	0.000
<input type="checkbox"/>	TDI-B	TDI-B	Manual Amount	0.000			0.000
<input type="checkbox"/>	HMSA	HMSA	Manual Amount	0.000			0.000
<input type="checkbox"/>	Ira	Ira	Manual Amount	0.000			0.000
<input type="checkbox"/>	O-Em	OtherEm	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

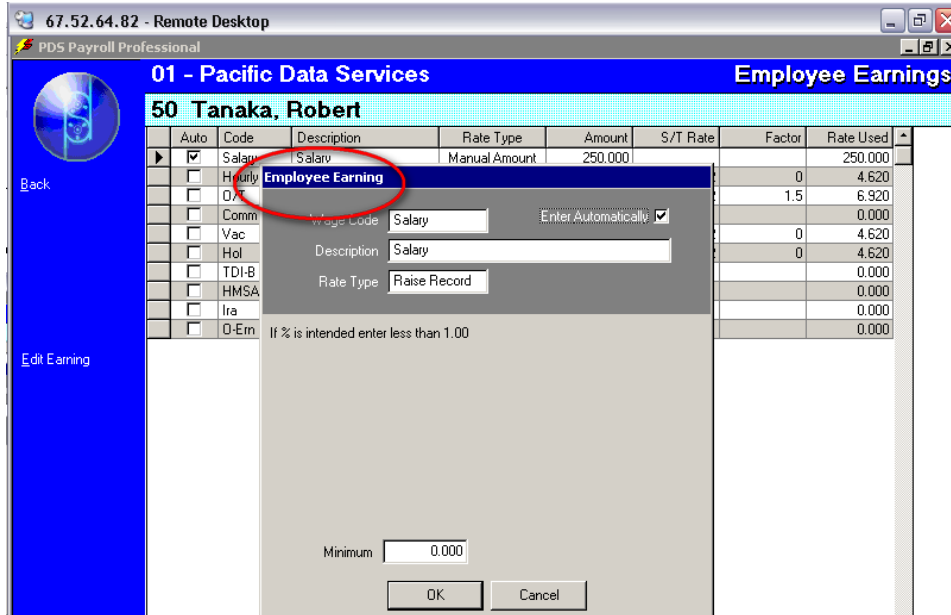
Accumulated Maximum: Maximum hours accumulated before losing those hours

## IV. Employee Data

### 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.



#### Fields for Employee Raise Record:

If % is intended enter  
less than 1.00:

Enter either a dollar amount or a percentage

Amount:

Enter a dollar amount

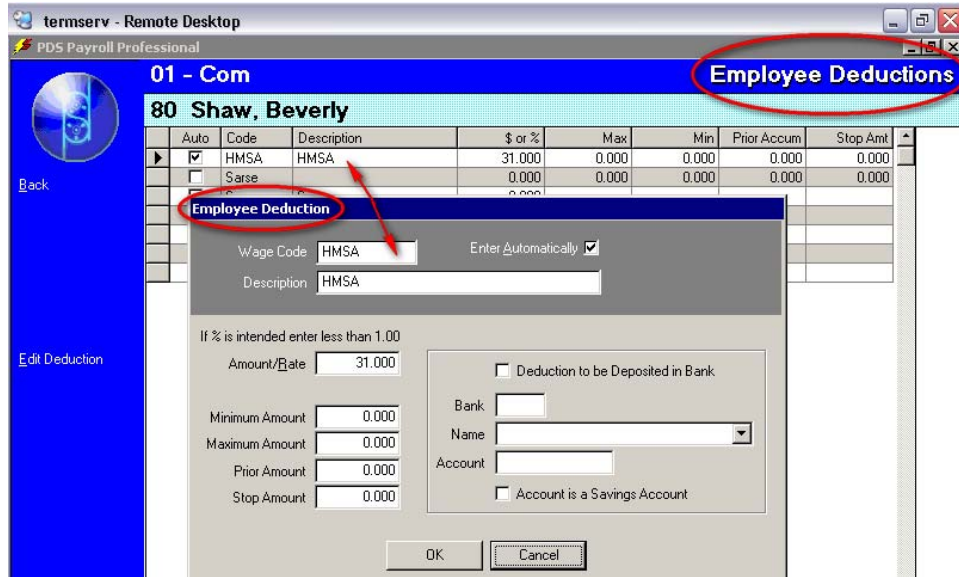


## IV. Employee Data

### 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 > **E**dit Deduction.

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



#### Fields for Employee Deduction:

- 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

## IV. Employee Data

### 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).

The screenshot shows a remote desktop window titled "67.52.64.82 - Remote Desktop" with the application "PDS Payroll Professional". The interface displays "01 - Pacific Data Services" and "TDI" in the top right. The employee name "50 Tanaka, Robert" is shown in a blue header. A "Back" button is visible on the left. The main area contains a table for tax settings:

	Employee pays	Company pays	
FICA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Medicare	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Federal Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
State Tax	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TDI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Do not Change - consult tech support
FUTA	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
SUI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Below the table is a warning box: "Warning: Do not change unless Employee is a Non Resident or if instructed by Tech Support."

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** .

## IV. Employee Data

### 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.

The screenshot shows the 'Administration' window with the 'Earnings' pull-down menu open. The menu options are: D/T, Comm, Vac, Hol, TDI-B, HMSA, Ira, and D-Em. The 'Earnings' label in the top right corner is circled in red.

Nbr	Name	Dept	Auto	Per Period	Maximum	Beg Bal	Earning	Sort	Empl
1	Cabudoy, Maryson C	PR	<input type="checkbox"/>				Vac		
2	Jones, Edward	PR	<input type="checkbox"/>						
7	Watanabe, Ronald	PR	<input type="checkbox"/>						
11	Lee, Robert	PR	<input type="checkbox"/>						
49	Chang, Andrew	PR	<input type="checkbox"/>						
50	Tanaka, Robert	PR	<input type="checkbox"/>						
55	Orlato, Valerie	PR	<input type="checkbox"/>						

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

The screenshot shows the 'Administration' window with the 'Sort' pull-down menu open. The menu options are: Dep\Empl, Dep\Name, Empl, and Name. The 'Earnings' label in the top right corner is circled in red.

Nbr	Name	Dept	Auto	Per Period	Maximum	Beg Bal	Earn YTD	Used YTD	Curr Bal
1	Cabudoy, Maryson C	PR	<input type="checkbox"/>						
2	Jones, Edward	PR	<input type="checkbox"/>						
7	Watanabe, Ronald	PR	<input type="checkbox"/>						

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

The screenshot shows the 'Administration' window with the 'Show Detail' dialog box open. The dialog box title is 'Earning: Vac' and it shows details for employee 7, Watanabe, Ronald. The 'Show Detail' button in the top left of the dialog is circled in red. A red box highlights the 'Show Detail' button with the text 'select employee, then click on Show Detail'. The dialog box contains a table with columns: Month, Period, Type, Salary, Worked, Earned, Adjusted, and Used. Below the table are fields for Hours, Total Earned, Beginning Balance, and Current Balance, all showing 0.00. The 'OK' and 'Cancel' buttons are at the bottom.

Month	Period	Type	Salary	Worked	Earned	Adjusted	Used
1	1	A		0	0	0	0
1	2	B		0	0	0	0
2	1	A		0	0	0	0
2	2	B		0	0	0	0
3	1	A		0	0	0	0
3	2	B		0	0	0	0
4	1	A		0	0	0	0
4	2	B		0	0	0	0
5	1	A		0	0	0	0
5	2	B		0	0	0	0

Hours: 0.00 | Total Earned: 0.00  
Beginning Balance: 0.00 | Current Balance: 0.00

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

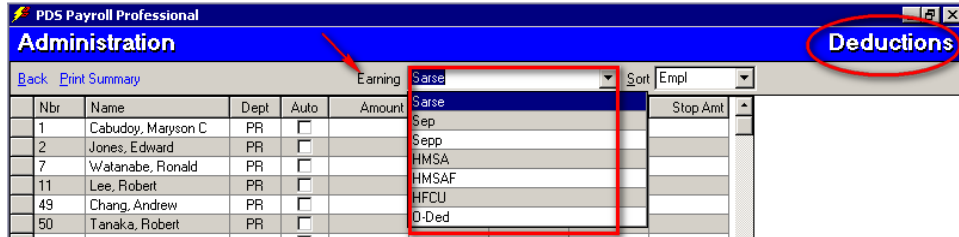
## IV. Employee Data

# Employee Deductions Report

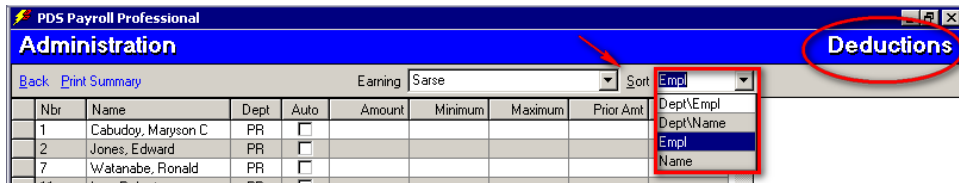
Home Page > Employee Data > select a Sort Order > **Deductions** >

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.



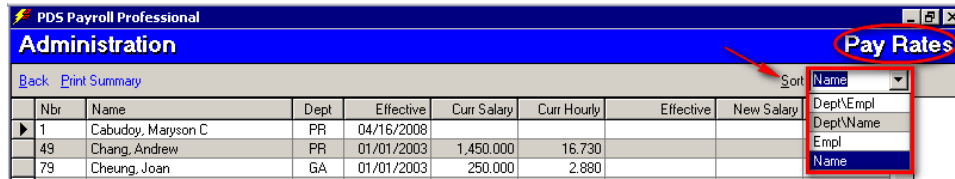
To print the report, click on **Print Summary**.

## IV. Employee Data

# Employee Pay Rates Report

Home Page > Employee Data > Pay Rates.

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



Nbr	Name	Dept	Effective	Curr Salary	Curr Hourly	Effective	New Salary
1	Cabudoy, Maryson C	PR	04/16/2008				
49	Chang, Andrew	PR	01/01/2003	1,450,000	16,730		
79	Cheung, Joan	GA	01/01/2003	250,000	2,880		

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

## 1. Time Cards

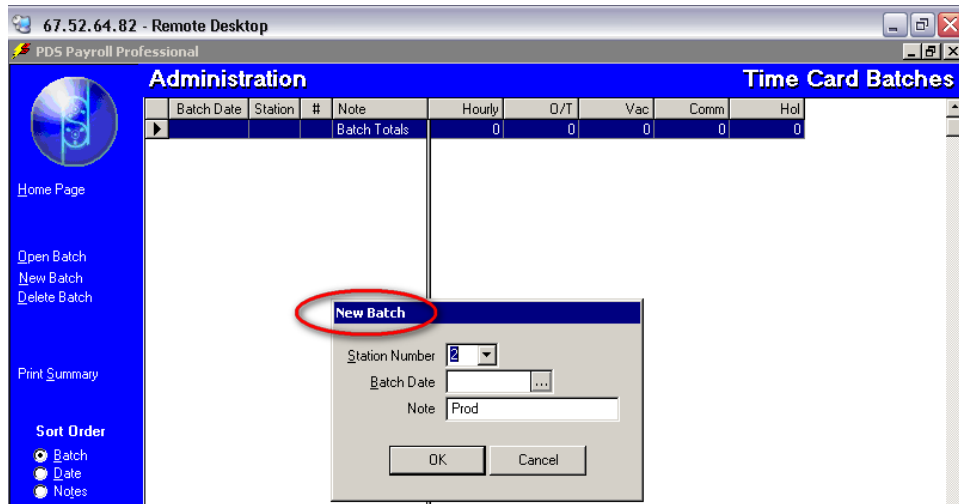
This screen allows you to enter current earning information by batch.

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**.

## V. Process a Payroll

### 1. Time Cards > Sort Order

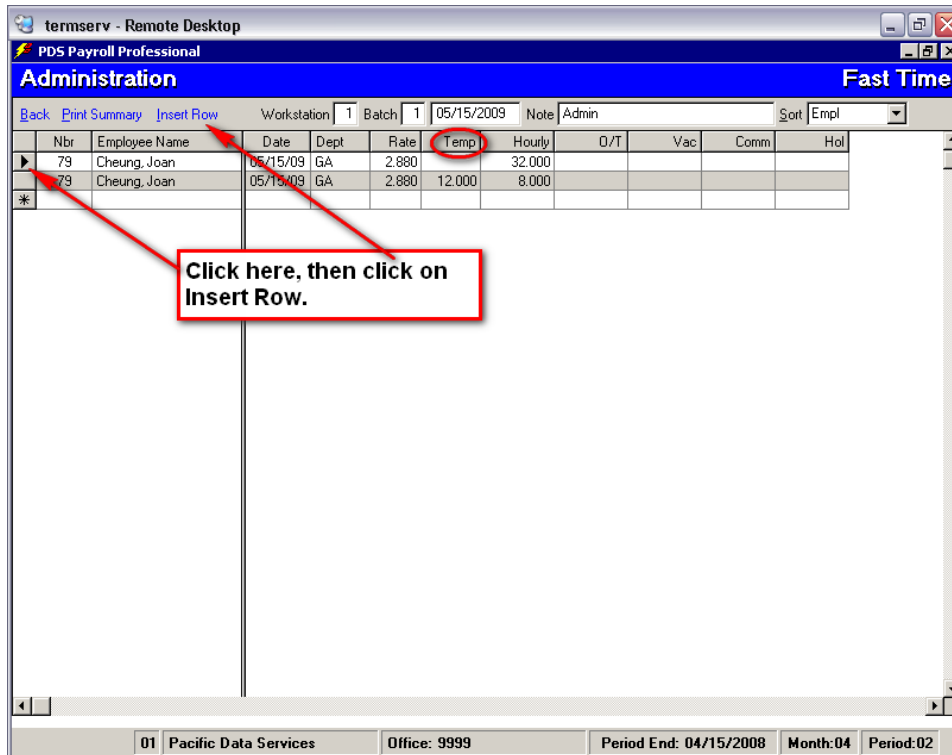
You may sort a batch by employee number or by name (within department or not). Select how it would be most convenient for you to enter employees' hours &/or amounts in the proper columns.

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.



The screenshot shows the PDS Payroll Professional software interface. The window title is "termserv - Remote Desktop". The application title is "PDS Payroll Professional". The main window has a blue header with "Administration" on the left and "Fast Time" on the right. Below the header, there are navigation buttons: "Back", "Print Summary", and "Insert Row". The "Insert Row" button is highlighted with a red arrow. The main area contains a table with the following columns: Nbr, Employee Name, Date, Dept, Rate, Temp, Hourly, O/T, Vac, Comm, and Hol. The "Temp" column is circled in red. The table contains two rows of data for employee "Cheung, Joan" on "05/15/09" in department "GA". The first row has a Rate of 2.880 and Hourly of 32.000. The second row has a Rate of 2.880 and Hourly of 8.000. A red box with the text "Click here, then click on Insert Row." is positioned below the table, with red arrows pointing to the "Insert Row" button and the "Temp" column. The bottom of the window shows a status bar with the following information: "01 Pacific Data Services", "Office: 9999", "Period End: 04/15/2008", "Month: 04", and "Period: 02".

Nbr	Employee Name	Date	Dept	Rate	Temp	Hourly	O/T	Vac	Comm	Hol
79	Cheung, Joan	05/15/09	GA	2.880		32.000				
79	Cheung, Joan	05/15/09	GA	2.880		8.000				

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

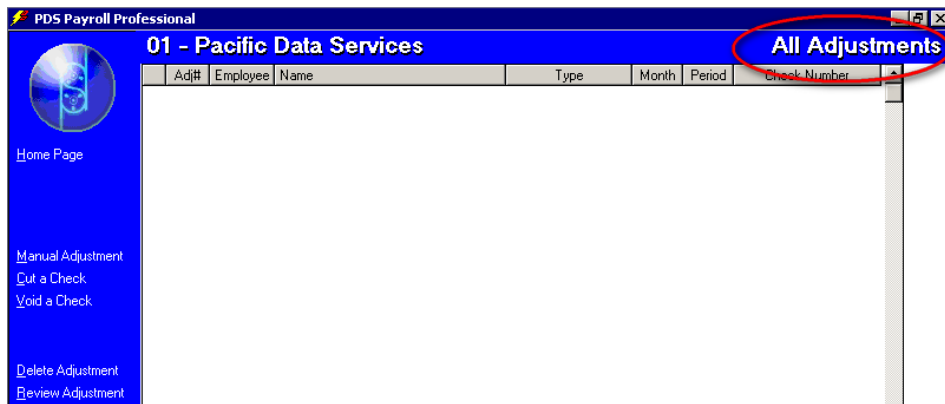
## 2. Adjustments

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.





## V. Process a Payroll

### 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**.

PDS Payroll Professional  
01 - Pacific Data Services

82 Kekoa, Sandra Dept PR Ref 12 Month Period Adj # 3

Desc	Dept	Gross	Hours	FICA	Med	Fed	State	TDI
Salary	PR							
Hourly	PR		29.00					
O/T	PR							
Comm	PR	500.00						
Vac	PR		8.00					
Hol	PR							
TDI-B	PR							
UMCA	PR							

Save Changes  
Abort Changes

Adjustment

The **Post Manual Adjustment** box appears.

Post Manual Adjustment

Select Adjustment Period 6 1 05/31/2008 In Progress

Post Cancel

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.

Post Manual Adjustment

Select Adjustment Period 6 1 05/31/2008 In Progress

Month	Period	Rundate	Status	TypeEnding
2	2	2/15/2008	Complete	MonthEnd
3	1	2/29/2008	Complete	
3	2	3/15/2008	Complete	QuarterEnd
4	1	3/31/2008	Skipped	
4	2	4/15/2008	Skipped	MonthEnd
5	1	4/30/2008	Complete	
5	2	5/15/2008	Complete	MonthEnd
6	1	5/31/2008	In Progress	

## V. Process a Payroll

### 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.

Dept	Desc	Hours	Rate	%	Qty/Amt	Gross
PR	Hourly	40.00	15.000			600.00

Gross	600.00
Federal Withholding Tax	0.00
Local Withholding Tax	13.06
FICA	37.20
Medicare	8.70
Disability	0.00
Voluntary Deductions	0.00
<b>Net Check</b>	<b>541.04</b>

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

Employee Number 75  
Name Oster, Mark  
Department PR  
Check Number  
Check Date  
Adjustment 1

Dept	Desc	Hours	Rate	%	Amount	Gross
PR	Hourly	40.00	15.00			600.00

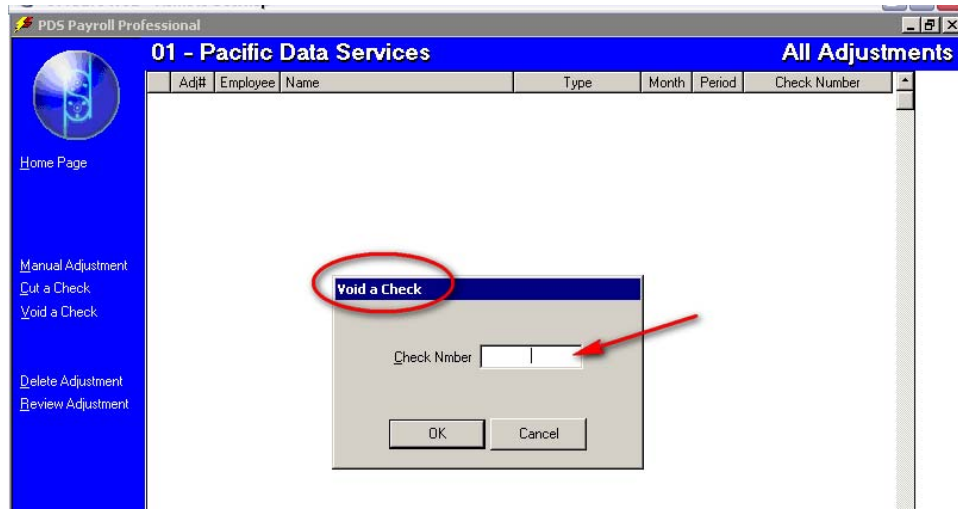
Gross	600.00
Federal Withholding Tax	0.00
Local Withholding Tax	13.06
FICA	37.20
Medicare	8.70
Disability	0.00
Net	541.04

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 > Addjustments > highlight the adjustment to be deleted > Delete Adjustment

### To Review an Adjustment

Home Page > Addjustments > highlight the adjustment to want to review > Review Adjustment

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

## V. Process a Payroll

### 3. Calc Payroll

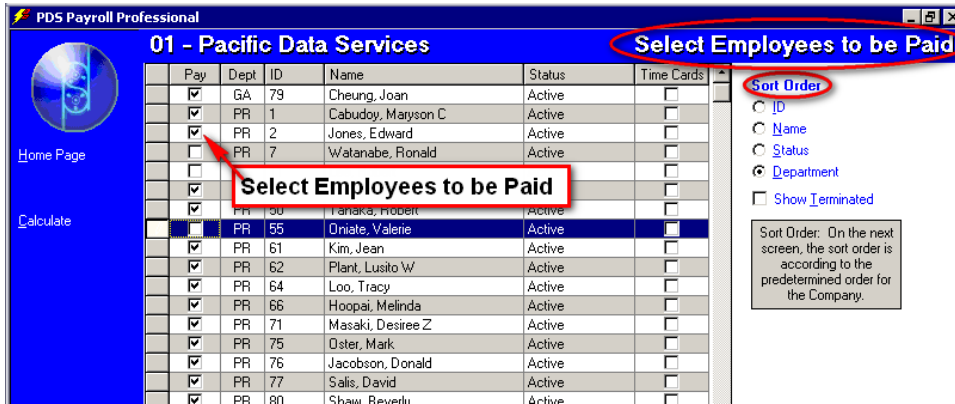
Home Page > **3.Calc Payroll**

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**

Dept	Empl Nbr	Name	Dept	Desc	Hours	Rate	%	Qty/Amt	Gross
GA	79	Cheung, Joan	GA	Salary				250.00	250.00
PR	1	Cabudoy, Maryson C	PR	S				0.00	0.00
PR	2	Jones, Edward	PR	S				50.00	0.00
PR			PR	HFCU				1,267.50	1,267.50
PR	7	Watanabe, Ronald	PR	Hourly	0.00	7,600		20.00	20.00
PR	11	Lee, Robert	PR	Salary				1,956.75	1,956.75
PR	49	Chang, Andrew	PR	Salary				1,450.00	1,450.00
PR	50	Tanaka, Robert	PR	Salary				0.00	0.00
PR	55	Oniate, Valerie	PR	Salary				500.00	500.00
PR	61	Kim, Jean	PR	Salary				837.50	837.50
PR	62	Plant, Lusito W	PR	Hourly	0.00	11,000			0.00
PR	64	Loo, Tracy	PR	Hourly	0.00	8,000			0.00

### 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.



## V. Process a Payroll

### 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

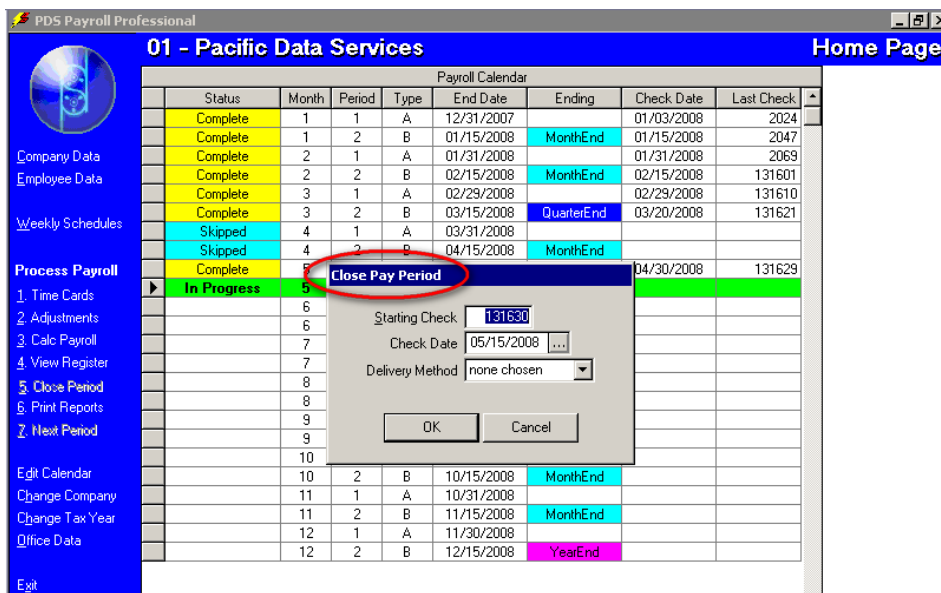
Delivery Method: From the pull-down list, select a delivery method

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.



#### Fields for **Close Pay Period** Box:

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

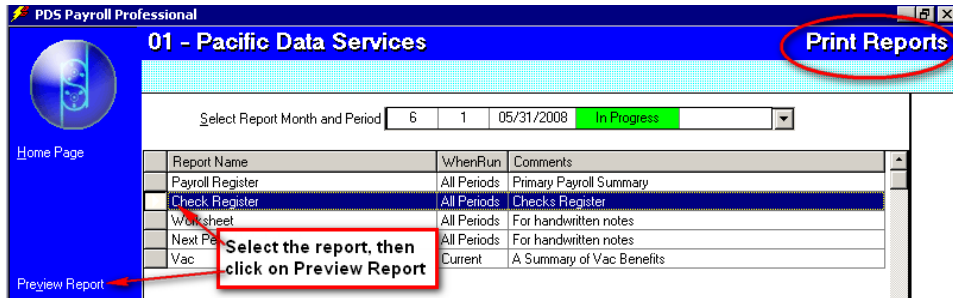
Home Page > **6.Print Reports**

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**.



## V. Process a Payroll

### 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.

The screenshot shows the '01 - Pacific Data Services' window in PDS Payroll Professional. The form is titled 'Year to Date Earnings Report'. It includes fields for 'Report Title' and 'Comment'. The 'Employee Sort Order' is set to 'Name'. The 'By Department' checkbox is unchecked. The 'When Run' dropdown is set to 'Quarterly'. The 'Print if all zeroes' checkbox is checked. Below these fields is a table with 10 columns, each with a 'Column', 'Description', and 'Accumulate By' dropdown menu.

Column	Description	Accumulate By
1 Earning	Gross	Y-T-D
2 blank	none	Current
3 blank	none	Current
4 blank	none	Current
5 blank	none	Current
6 blank	none	Current
7 blank	none	Current
8 blank	none	Current
9 blank	none	Current
10 blank	none	Current

## V. Process a Payroll

### 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.

	Column	Description	Accumulate By
1	Deduction	none	Current
2	blank	none	Current
3	Earning	none	Current
4	Deduction	none	Current
5	Benefit	none	Current
6	Tax	none	Current
7	Wage	none	Current
8	Hours	none	Current
9	SSN	none	Current
10	blank	none	Current

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

	Column	Description	Accumulate By
1	Deduction	HMSA	Current
2	blank	Total	Current
3	blank	Sarse	Current
4	blank	Sep	Current
5	blank	Sepp	Current
6	blank	HMSA	Current
7	blank	HMSAF	Current
8	blank	HFCU	Current
9	blank	D-Ded	Current
10	blank	none	Current

## V. Process a Payroll

### 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.

	Column	Description	Accumulate By
1	Deduction	HMSA	Current
2	blank	none	Current
3	blank	none	M-T-D
4	blank	none	Q-T-D
5	blank	none	Y-T-D
6	blank	none	Current
7	blank	none	Current
8	blank	none	Current
9	blank	none	Current
10	blank	none	Current

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.

## V. Process a Payroll

### 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**.

		Payroll Calendar						
	Status	Month	Period	Type	End Date	Ending	Check Date	Last Check
	Complete	1	1	A	12/31/2007		01/03/2008	2024
	Complete	1	2	B	01/15/2008	MonthEnd	01/15/2008	2047
Company Data	Complete	2	1	A	01/31/2008		01/31/2008	2069
Employee Data	Complete	2	2	B	02/15/2008	MonthEnd	02/15/2008	131601
	Complete	3	1	A	02/29/2008		02/29/2008	131610
Weekly Schedules	Complete	3	2	B	03/15/2008	QuarterEnd	03/20/2008	131621
	Skipped	4	1	A	03/31/2008			
	Skipped	4	2	B	04/15/2008	MonthEnd		
Process Payroll	Complete						0/2008	131629
	Complete						5/2008	131638
1. Time Cards								
2. Adjustments								
3. Calc Payroll								
4. View Register								
5. Close Period								
6. Print Reports								
7. Next Period								
Edit Calendar		10	2	B	10/15/2008	MonthEnd		
Change Company		11	1	A	10/31/2008			
Change Tax Year		11	2	B	11/15/2008	MonthEnd		
Office Data		12	1	A	11/30/2008			
		12	2	B	12/15/2008	YearEnd		

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:

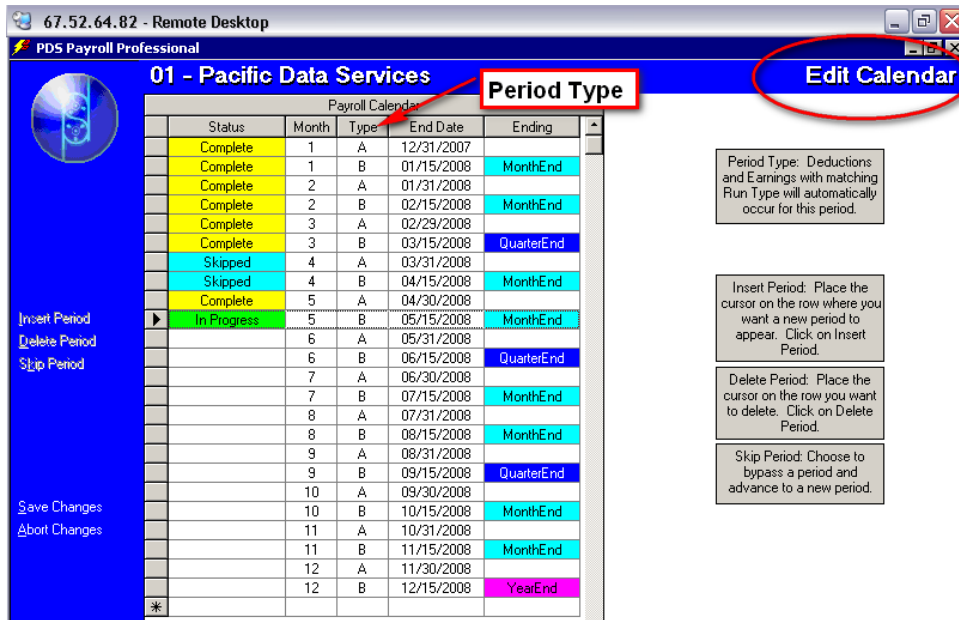
- Clicking on **Change Companies** will allow you to exit this payroll company and select another company if you are running more than one payroll.
- It will also allow you to go to the present company's prior year information if it exists.

## VI. Payroll Calendar

### Set Up and Modify Payroll Periods

The payroll calendar reflects the payroll period dates for the payroll company.

[Home Page](#) > [Edit Calendar](#)



Status	Month	Type	End Date	Ending
Complete	1	A	12/31/2007	
Complete	1	B	01/15/2008	MonthEnd
Complete	2	A	01/31/2008	
Complete	2	B	02/15/2008	MonthEnd
Complete	3	A	02/29/2008	
Complete	3	B	03/15/2008	QuarterEnd
Skipped	4	A	03/31/2008	
Skipped	4	B	04/15/2008	MonthEnd
Complete	5	A	04/30/2008	
In Progress	5	B	05/15/2008	MonthEnd
	6	A	05/31/2008	
	6	B	06/15/2008	QuarterEnd
	7	A	06/30/2008	
	7	B	07/15/2008	MonthEnd
	8	A	07/31/2008	
	8	B	08/15/2008	MonthEnd
	9	A	08/31/2008	
	9	B	09/15/2008	QuarterEnd
	10	A	09/30/2008	
	10	B	10/15/2008	MonthEnd
	11	A	10/31/2008	
	11	B	11/15/2008	MonthEnd
	12	A	11/30/2008	
	12	B	12/15/2008	YearEnd

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).

## VI. Payroll Calendar

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### To Add a Payroll Period

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

### To Delete a Payroll Period

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

### To Bypass (Skip) a Payroll Period

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

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

Status:	Is determined from the <i>Home Page</i> .
Month:	From 1 to 12. A calendar must have at least one period in each month.
Period:	Assigned by the computer upon the <u>S</u> ave 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 <b>S</b> ave:	Saves the changes to the calendar you have made.
Clicking on <b>A</b> abort Changes:	Resets the calendar back to the way it was before changes.