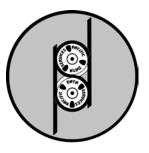
# PayPro

## 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

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.

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	Remote Desktop Connection	
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Leser name Password:	OK Cancel Shutdown	Options <<

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.

Login	
<u>U</u> ser ID <u>P</u> assword	
OK	Cancel

#### 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.

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## Enter general <u>C</u>ompany Data

#### Home Page > Company Data

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	PR	Production	S	HI.			☑ Transfer Timesheet to Payroll
Add Department	SS	Sales & Customer	В	HI.			Hide pay rates in Timesheets     Skip Salary if given hours in Timesheet
Edit Department							Vacation/Sick Leave on Checks
Delete Department							Company has a Pension plan
Workstations <u>S</u> ecurity						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 <u>Company Data</u>

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.

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			OK Cancel														

#### 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.

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dit Earning			2) Click on I	Edit Ear	mind															

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

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#### **Delete an Earning**

Home Page > <u>C</u>ompany Data > <u>E</u>arnings > highlight the earning you want to delete > <u>Delete Earning</u>.

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.

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#### 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.

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<u>D</u> escription	Sep
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Calc Type	A Fixed Amount
Check Frequency	N none
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Payee Line	
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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.

## Edit a Deduction

Home Page > <u>C</u>ompany Data > <u>D</u>eductions > highlight the deduction you want to edit > <u>Edit Deduction</u>

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

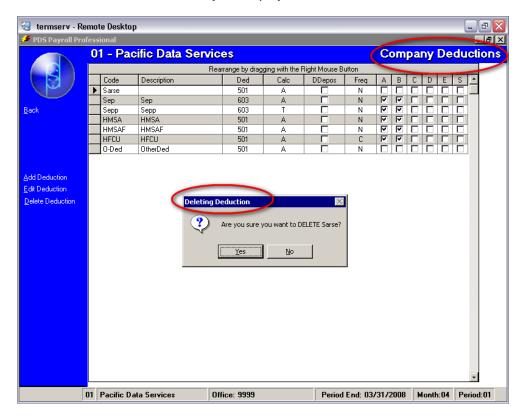
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#### **Delete a Deduction**

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

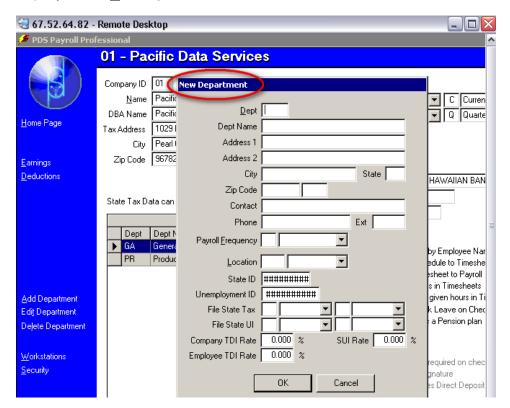
The *Deleting Deduction* box pops up and asks, "Are you sure you want to DELETE...?" Click **Yes** to confirm that you want to delete.

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:

<u>D</u> ept:	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: Address 2:	Enter address. Enter address.
	The company address and state information is entered on the <i>first</i> department. Each department can have its own information.
City & State: Zip Code:	Enter city, enter state 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

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	Company ID 01 <u>N</u> ame Pac <b>fic</b> DBA Name Pacific	Department 55	Federal ID 20.3905706	C Current
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		Contact	Helen	
	Dept Dept N	Phone	5904674 Ext	
	BB Deliver	Payroll <u>F</u> requency	B Bi-Weekly	y Employee Name
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	▶ SS 🛛 Sales &	State ID	10331802#	s in Timesheets
Add Department		Unemployment ID	0000260517	given hours in Timesheet Leave on Checks
Edi <u>t</u> Department Delete <b>Department</b>		File State Tax	C Check  M Monthly	a Pension plan
- Dejete E spannent		File State UI	C Check 🗨 Q Quarterly 💌	
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Security	lit; then click on	Employee TDI Rate	0.000 %	equired on checks inature
rEa	lit Department		OK Cancel	s Direct Deposit

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.

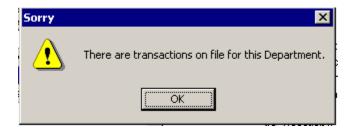
#### **Delete a Department**

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

🏓 PDS Payroll Pro	essional	×
	01 - Pacific Data Services Company Data	5
	Company ID 01 Federal ID 20-3905706 Name Pacific Data Services File Federal Tax M Manual C C Current Y	
<u>H</u> ome Page	DBA Name Pacific data Services File FUTA M Manual Q Quarterly Tax Address 1029 Makolu Street, Suite H FUTA Rate 0.600 %	
<u>E</u> arnings	City Pearl City State HI Security Level Low Cast Check 131638	
<u>D</u> eductions	Bank FHB FIRST HAWAIIAN BANK	
	State Tax Data can be found Attached to a Department Branch 1213	
	Account 81-072248	
<u>A</u> dd Department Edit Department Dejete Department	Dept       Dept       Dept       Deliver         BB       Deliver       Are you sure you want to delete the selected Department?       Employee Name ule to Timesheet neet to Payroll         SS       Sales 8       OK       Cancel       n Timesheet new nours in Timesheet         W       vacanonystex Leave on Checks       Company has a Pension plan	
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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: <u>Home Page > Company Data > select Department AA > Edit Department</u>.</u>

#### 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

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	01 - Pacific Data	Services	Company Areas
		Workstations	
	Wks Name	Departments Allowed at this Workstation	
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Add Station Edi Station Delete Station	*	Area Number 22 Name Office  Department Department Department Department Department Department BB Delivery Never BA General & Admin Always PR Production SS Sales & Customer Service Never OK Cancel	Click to see the drop down list

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

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	01	- P	acific [	)ata	Ser	vices			Company	Areas
						Workstatio	ons			
	1	Wks	Name		Dep	artments Allowed at this Workst	ation			-
		1	Admin		GA/					
		2	Prod			PR/SS/				
<u>B</u> ack		22	Office	_	35/			_		
			- C	Edit 9	Station					
				-	Orea I	Number 22 Name Office				
					Alcai					
						Departments				
					Dept	Department	Include	<u> </u>		
Add Station				▶	BB	Delivery	Never			
Edit Station					GA PB	General & Admin Production	Never Never			
Delete Station					SS	Sales & Customer Service	Always			
				*	- 55	Sales & Eastonier Service	Amays			
							1	-		
								-		
						OK Can	cel			

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

🏓 PDS Payroll Pro	fessional		_ & ×
	01 - Pacific Dat	Services	Company Areas
		Workstations	
	Wks Name	Departments Allowed at this Workstation	
	📄 1 Admin	GA/	
	2 Prod	BB/PR/SS/	
<u>B</u> ack	22 Office	SS/	
<u>A</u> dd Station Edit Station Delete Station	Delete You	2 Reference of the station. Are you sure you want to do this?	

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.

🝠 PDS Payroll Pro	fessional	_ 8 ×
	01 - Com	Company Users
	Users	
	User Name Workstation Type A	
<u>B</u> ack		
Add User		
<u>E</u> dit User	New User	
<u>D</u> elete User		
	User Area 0 V Input V	
	OK Cancel	
	ew User	
		_
	User 🖉 🔽 Area 🗓 💌 Input	<u> </u>
	0 Full Access	
	OK Car 1 Admin	
	2 Prod	
	22 Office	
	22 0000	
	vivio vivio	1
New Use		
_		
r		
User	💌 Area 🛛 💌 Input 📘 💌	
	T Time	e Cards 🔰 👝
	OK Cancel S Sch	eduling 🚽

## 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	N .	
User 3 Stan	Area 🛛 🔽 Input 🔽	
	0 Full Access	
ОК	Car 1 Admin	
	2 Prod	
	22 Office -	
Edit User		
	7	
User 3 Stan	Area 0 💌 Input 💌	
	T Time Cards	•
ОК	Cancel S Scheduling	-

## 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.

😌 termserv - Re	emote Desktop										
🏓 PDS Payroll Pro	ofessional										
	01 - Com	01 - Com									
		Users									
	User Name	Workstation Ty	/pe								
	3 Stan	0									
Back											
and the second											
Add User											
<u>E</u> dit User											
<u>D</u> elete User	Delet	e?									
		ana aharah ka alalaha khia Usan u									
	YOU	are about to delete this User.	ure you sure you	J want to do this?							
		Yes	No								
		<u></u>									

## To Add a New Employee

#### Home Page > Employee Data > <u>Add Employee</u>

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.

								Device LAS
3 67.52.64.82	- Re	mote	Desktop					_ 7
🏓 PDS Payroll Pro	fessi	onal						
	01	- P	Pacific	: Data S	ervices			Select Employee
		Dept	ID	Name		Status	-	Sort Order
		GA	79	Cheung, Joa	n	Active		
		PR	1	Cabudoy, M	aryson C	Active		O ID
		PR	2	Jones, Edwa	ard	Active	1	O <u>N</u> ame
Home Page		PR	7	Watanabe, F	Ronald	Active		O <u>S</u> tatus
		PR	11	Lee, Robert		Active	1	Department
		PR	49	Chang, And	e141	Active		Only Show Terminated
e ne la		PR	50	Tana		1.0	1	Chiy Show Terminated
Edit Employee		PR	55	New E	mployee			
Add Employee		PR	61	Kim,				
		PR	62	Plan	Department			
		PR	64	Loo,	Employee ID			
SILE I		PR	66	Hooj	· · · · ·		_	
Delete Employee		PR	71	Mas	Last Name			
		PR	75	Oste	First <u>N</u> ame			
		PR	76	Jaco	Initials			
		PR	77	Salis	ssn#			
Earnings		PR	80	Shav	55N# J.			
Deductions		PR	81	Men	Current Salary	\$0.00		
Pay Rates		PR	82	Keka	Current Hourly	\$0.00		
1 dy Hales		PR	83	Cont				
		PR	84	Rive	ОК	Cancel	1	
							]	

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

<u>H</u>ome Page > <u>E</u>mployee Data > select the Employee > <u>D</u>elete 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."

~	-							
67.52.64.82	- Rem	iote I	Desktop	1				
🏓 PDS Payroll Pro	fessior	nal						_ 8 ×
	01	- P	acific	Da	ta Services			Select Employee
		Dept	ID	Name	•	Status	1	Sort Order
		GA	79	Cheu	ng, Joan	Active		
		PR	1	Cabu	doy, Maryson C	Active		O ID
		PR	2	Jones	;, Edward	Active		○ <u>N</u> ame
Home Page		PR	7	Wata	nabe, Ronald	Active		C <u>S</u> tatus
		PR	11		Robert	Active		Department
		PR	49		g, Andrew	Active		Only Show Terminated
Edit Employee		PR	50	Tana	New Employee	La la	1	
		PR	55		New Employee			
Add Employee		PR	61	Kim,	· · · · · [			
		PR	62	Plan	<u>D</u> epartment			
		PR	64	Loo,	Employee <u>I</u> D			
Delete Employee		PR	66	Hoo	Last Name			
		PR	71	Mas	- ŕ			
		PR	75	Oste	First <u>N</u> ame			
		PR	76	Jacc	Initials			
		PR	77	Salis	SSN#			
Elagnings		PR PR	80 81	Shav Men	ŕ	\$0.00		
Deductions		PR	81	Keka	Current Salary			
Pay Rates		PB	83	Cont	Current Hourly	\$0.00		
		PR	84	Rive				
		гп	04	Inive	OK	Cancel		
							1	
							_	

## 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	I Data window, and click Back when done.
---	--

3 67.52.64.82	- Remote Desktop	
🏓 PDS Payroll Pro	fessional	2 ×
	01 - Pacific Data Services	Employee General Data
	1 Cabudoy, Maryson C	
	Employee Number 1	
Back	Department 🖪 🔽	Social Security Number 550-29-3935
	When Paid Frequency S Semi-Monthly	Marital Status Married 💌
	Last Name Cabudoy	
Personal Data	First Name Maryson	Federal Dependents 10
	Middle Name C	Additional Federal Tax 0.00 Less than \$1 denotes percent
<u>R</u> aises	Gender Female 💌	
	Salary \$0.000	State Dependents 10
	Hourly \$0.000	Additional State Tax 0.00 Less than \$1 denotes percent
<u>E</u> arnings		
Deductions	Hired 04/15/1994	
	Status Active 💌	
	Terminated	
Tax Exceptions		
		🗹 Employee Uses Direct Deposit
	Direct Deposit <u>B</u> ank	FHB FIRST HAWAIIAN BANK
	Direct Deposit Branch	
	Direct Deposit Accoun	

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 <i>Additional Federal Tax.</i>								
Additional Federal Tax:	Additional Federal tax to be v	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 <b>Bank Data</b> (in the vertical navigation bar on the left) In the dialog box, check the box <b>employee uses direct deposit</b> 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

<u>H</u>ome Page > <u>E</u>mployee Data > highlight the employee you want to edit > <u>E</u>dit Employee > <u>Personal Data</u>.

Fill out the fields, and click on **<u>B</u>ack** when you're done.

🝓 67.52.64.82	- Remote Desktop						_ 7 🛛
🏓 PDS Payroll Pro	fessional						- 2 ×
	01 - Pacific Da	ata Services	Emplo	Employee Personal Data			
	1 Cabudoy, N	laryson C					
<u>B</u> ack				<u>C</u> ontact			
	Address <u>1</u>	5439 Akilolo St.		Address 1			
	Address 2			Address 2			
	City	Honolulu	State HI	City	Honolulu	State HI	
	Zip Code	96821		Zip Code	96821		
	Home Phone			Relationship			
	Ethnicity	-	]	Home Phone			
	Birth Date			Business Phone			
		US Citize Handicapper Pension Plar	d 🗖		∕eteran □ ⁄eteran □ ⁄eteran □		

#### 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.

50 Tanaka, Robert
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

#### IV. Employee Data

#### 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 <u>Back</u> 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 <u>Back</u> 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 <u>Back</u> when done.

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

83	67.52.64.82	- Remote Deskt	op						_ 7 🔀
ي 🗲	PDS Payroll Prol	fessional							_ 8 ×
		01 - Pacif	ic Data	Service	es		Emplo	oyee Ra	aise History
		50 Tanal	ka, Robe	ert					
		Effective	Salary	Hourly	Job Title	Review	Overall	Periods 🔺	
		01/01/2003	\$250.00	2.880		12/31/2003	Satisfactory	63	
Bad	-k	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	
Edi	d Raise t Raise lete Raise		Delete	Are you su	ure you want to delete	the selected Raise	Record?		

## **Employee Earnings**

Home Page > Employee Data > select Employee > Edit Employee > <u>Earnings</u>

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).

0	l – P	acific	Data Servic	es			Employ	ree Ear
5(	) Ta	inaka	, Robert					
	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
		0/T	0/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	0.00
		Hol	Hol	S/T		0.00	0	0.00
		TDI-B	TDI-B	Manual Amount	0.000			0.00
		HMSA	HMSA	Manual Amount	0.000			0.00
		Ira	Ira	Manual Amount	0.000			0.00
		0-Ern	OtherErn	Manual Amount	0.000			0.00

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 >  $\underline{E}$  arnings > highlight the earning to be edited, or highlight it >  $\underline{E}$  dit Earning.

<ul> <li>67.52.64.82</li> <li>PDS Payroll Pro</li> </ul>	_		Desktop						-	- 8 ×
	0	1 - P	acific	Data Services				Employ	vee Earn	
	50	0 Ta	naka	ı, Robert						
		Auto	Code	Description	Rate Type	Amount	S/T Rate	Factor	Rate Used 🔸	•
	▶	9	Salary	Salary	Manual Amount	250.000			250.000	_
<u>B</u> ack	_		Hourly 0/	Employee Earning				0	4.620 6.920	
	-		Comm			Inter Automatical		1.5	0.000	
			Vac	Wage Code Salary	3.	Intel Automatica		0	4.620	
			Hol	Description Salary				0	4.620	
			TDI-B	Rate Type Raise F	Becord				0.000	
			HMSA		loosid				0.000	
			Ira				-		0.000	
	_		0-Ern	If % is intended enter less tha	n 1.00		Ц		0.000	
Edit Earning										
				Minimum	0.000					
				C	IK Cano	cel				

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

### Edit an Employee's Deductions

Home Page > Employee Data > select Employee > Edit Employee > <u>D</u>eductions > double click on the deduction to be edited, or highlight it > <u>Edit Deduction</u>.

	01 -	Com				C	imployee	Deducti
	80 \$	Shaw, B	}everly				·	
	Au	to Code	Description	\$ or %	Мах	Min	Prior Accum	Stop Amt 📩
		HMSA	HMSA 🔪	31.000	0.000	0.000	0.000	0.000
		Sarse		0.000	0.000	0.000	0.000	0.000
	-6	mployee De	aduction	0.000				
		inpioy ee be	ducton					
		Wage	Code HMSA	Enter Automatical	ly 🔽			
			ription HMSA					
		lf % is intende	ed enter less than 1.00					
			ID . 01.000					
Teduction		Amount/	/ <u>R</u> ate 31.000	🗖 Deductio	n to be Deposi	ted in Bank		
Deduction								
Deduction								
Deduction		Minimum An	nount 0.000	Bank				
Deduction				Bank Name				
Deduction		Maximum An	nount 0.000	Name				
Deduction			nount 0.000	Name Account	is a Savings Ad		-	

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

## **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).

<ul> <li>67.52.64.8</li> <li>PDS Payroll P</li> </ul>	2 - Remote Desktop				
PDS Payroll P	01 - Pacific Data Services				
	50 Tanaka, Robert				
<u>B</u> ack					
		Employee pays	Company pays	J	
	FICA	~	V		
	Medicare	~	V		
	Federal Tax	V			
	State Tax	~			
	TDI	V	$\checkmark$	Do not Change - consult tech support	
	FUTA		N		
	SUI		N		
		Warning: D unless Emplo lesident or if Tech S	yee is a No instructed	on	

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.

A	dmi	nistration							Earnings				
<u>B</u> a	ick <u>P</u> rin	nt Summary <u>S</u> how Detail					Earning	Vac					
	Nbr	Name	Dept	Auto	Per Period	Maximum							
	1	Cabudoy, Maryson C	PR					Comm					
	2	Jones, Edward	PR					Vac					
►	7	Watanabe, Ronald	PR					Hol					
	11	Lee, Robert	PR					TDI-B					
	49	Chang, Andrew	PR					HMSA					
	50	Tanaka, Robert	PR					Ira					
	55	Oniate, Valerie	PR					0-Em					

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

		ayroll Professional nistration							~		Earning
Ba	ick <u>P</u> rir	nt Summary <u>S</u> how Detail					Earning 🛛	/ac		✓ Sort	
	Nbr	Name	Dept	Auto	Per Period	Maximum	Beg Bal	Earn YTD	Used YTD	Curr Bal	Dept\Empl
	1	Cabudoy, Maryson C	PR								Dept\Name
	2	Jones, Edward	PR								Empl
	7	Watanabe, Ronald	PB								Name

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

ø	PDS P	ayroll Professional												-	- 2 >
A	dmi	inistration												Earr	nings
Ba	ack <u>P</u> ri	int Summary <u>S</u> how Detai	I.					Earn	ing Vac				▼ <u>S</u> ort	Empl	
	Nbr	Name 🗼	-				I	- I -	م ارم	ural i		1	Curr Bal		<b>^</b>
	1	Cabudoy, Maryson C		ning: Va								_		1 I	
	2	Jones, Edward	7		Watanab	e, Ronalo	1							1	
►	7	Watanabe, Ron <mark>a</mark> ld		Month	Period	Туре	Salary	Worked	Earned	Adjusted	Used	*		]	
	11	Lee, Robert		1	1	A	Γ	0	0	0	0		-80.000		
	19	Chang, Andrew	Ċ.	1	2	В		0	0	0	0				
	50	Tanaka, Robert		2	1	Α		0	0	0	0				
	55	select employee, t	hen	2	2	В		0	0	0	0				
	101	lick on Show Deta		3	1	A		0	0	0	0				
Ba	02		an	3	2	В		0	0	0	0		400.000		
-	64	Loo, Iracy		4	1	Α		0	0	0	0		-109.000		
-	66	Hoopai, Melinda		4	2	В		0	0	0	0		-113.500		
⊢	71 75	Masaki, Desiree Z		5	1	A		0	0	0	0		-117.500		
⊢	76	Oster, Mark Jacobson, Donald		5	2	В		0	0	0	0		-80.000		
⊢	76	Salis, David	*										-80.000		
⊢	79	Cheung, Joan													
⊢	80	Shaw, Beverly												-	
⊢	81	Mendoza, Antonio										-			
H	82	Kekoa, Sandra						Hours	0.00	0.00	0.00	)			
H	83	Conner, Jessie							To	tal Earned	0.00	ī			
	84	Rivera, Debra										-		1	
									-	ng Balance	0.00			1	
									Curre	nt Balance 🛛	0.00	)			
						1	OK	Car	ncel						
1						i							1		

To print the report, click on **<u>P</u>rint 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.

۱dmi	nistration									(Dedu	lotio
ack <u>P</u> ri	nt Summary			Earning		•	<u>S</u> or	Empl	•	_	-
Nbr	Name	Dept	Auto	Amount	Sarse			Stop Am	t 🔺		
1	Cabudoy, Maryson C	PR			бер						
2	Jones, Edward	PR			Sepp						
7	Watanabe, Ronald	PR			HMSA						
11	Lee, Robert	PR			HMSAF						
49	Chang, Andrew	PR			HFCU						
50	Tanaka, Robert	PR			0-Ded						
		00	_								

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

Back         Print Summary         Earning         Sarse         Sort         Broot           Nbr         Name         Dept         Auto         Amount         Minimum         Maximum         Prior Amt         Dept%Empl           1         Cabudoy, Maryson C         PR	Deduction		Administration						
1     Cabudoy, Maryson C     PR     DeptName       2     Jones, Edward     PR     Empl								ack <u>P</u> ri	
1     Cabudoy, Maryson C     PR     DeptName       2     Jones, Edward     PR     Empl	um Prior Amt Dept\Empl	Maximum	Minimum	Amount	Auto	Dept	Name	Nbr	
Z Jones, Edward PR L	Dept\Name					PR	Cabudoy, Maryson C	1	
Name Name						PR	Jones, Edward	2	
7 Watanabe, Honald PR L	Name					PR	Watanabe, Ronald	7	

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

# **Employee Pay Rates Report**

<u>H</u>ome Page > <u>E</u>mployee Data > **Pay Rates**.

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

A	\dmi	nistration							Pay Rate
B	ack <u>P</u> ri	int Summary						<u>S</u> ort	
	Nbr	Name	Dept	Effective	Curr Salary	Curr Hourly	Effective	New Salary	Dept\Empl
	1	Cabudoy, Maryson C	PR	04/16/2008					Dept\Name
•									Empl
<u>}</u>	49	Chang, Andrew	PR	01/01/2003	1,450.000	16.730			Name

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 >  $\underline{1}$ .Time Cards > **Open Batch** 

Station Number:Select from the pull-down listBatch Date:Select the batch date from the pull-down calendarNote:Enter any identifying description

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🟓 PDS Payroll Pro	fessional										_ 8 ×
	Administ	ration							Time	Card	Batches
	Batch Date	Station		Note	Hourly	0/T	Va		Hol		<u> </u>
			1	Batch Totals	0	0		0 0	0		
<u>H</u> ome Page											
<u>O</u> pen Batch <u>N</u> ew Batch											
<u>D</u> elete Batch		¢		New Batch							
Print <u>S</u> ummary				<u>S</u> tation Numbe <u>B</u> atch Dat							
				_	e Prod						
Sort Order											
● <u>B</u> atch ● <u>D</u> ate ● No <u>t</u> es					ОК	Cancel	]				
- 1010s											

#### 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

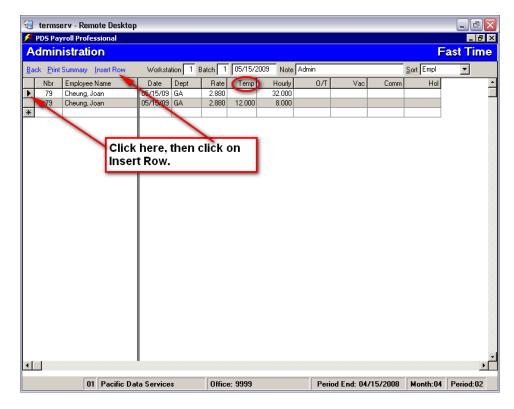
You may sort a batch by employee number or by name (within department or not). Select how it would be most convenient for you to enter employees' hours &/or amounts in the proper columns.

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.

🏓 PDS Payroll Pro	fessional			- E ×
	01 - Pacific Data Services		(	All Adjustments
	Adji# Employee Name	Туре	Month Period	Check Number
<u>H</u> ome Page				
<u>M</u> anual Adjustment <u>C</u> ut a Check ⊻oid a Check				
<u>D</u> elete Adjustment <u>R</u> eview Adjustment				

### 2. Adjustments > <u>M</u>anual 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**.

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	0	1 – Pa	acific	Data	Service	es							Ç	Adjust	m	ent
	Γ	82	Kekoa,	. Sandra			Dept F	PR	Ref	12	Month	Perio	4 [	Adj # 3	3	
		Desc		Dept	Gro	ss	Hours		FICA	Med	Fed	Sta	ate	TDI	-	
		Salary		PR		-										
		Hourly		PR			29.00									
		0/T		PR												
1		Comm		PR	500.	00										
Save Changes	ļ	Vac		PR			8.00									
Abort Changes		Hol		PR		-	_	-								
Abort changes		TDI-B		PR												

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

Ì	Post Manual Adjustment			·		
	Select Adjustment Period	6	1	05/31/2008	In Progress	•
		[				
		L.	Post	Cano	cel	

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		-

# <u>2</u>. Adjustments > <u>C</u>ut a Check

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

<u>H</u>ome Page > <u>2</u>.Adjustments > <u>Cut a Check</u> > highlight the employee > **OK**.

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

3 67.52.64.82	- Remote Desktop	_ 2 🛛
🏓 PDS Payroll Pro		
	01 - Pacific Data Services	Cut a Check
	75 Oster, Mark Dept PR Adij # 1	
	Dept Desc Hours Rate % Qty/Amt Gross 🔺	
	PR Hourly 40.00 15.000 600.00	
Insert Row		
Delete Row	V	
	Enter information	
Save Changes		
Abort Changes	Gross 600.00	
	Federal Withholding Tax 0.00	
	Local Withholding Tax 13.06	
Print Stub	FICA 37.20	
Link Stab	Medicare 8.70	
	Disability 0.00	
N	et amount is calculated	
	Net Check 541.04	

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

🏓 PD	S Pay	roll Professio	nal - [Report]						
<u>B</u> ack									
14 4	1/1	▶ H Q	- 🧈						
			Employee Numbe Name Department Check Number Check Date Adjustment	r 75 Oster,1 PR 1	Mark				
			Dept	Desc	Hours	Rate	ž.	Amount	Gro ss
			PŔ	Hourly	40.00	15 DD			600 D0
								Gross Withholding Tax Vithholding Tax FICA Medicare Disabilty Net	600 D0 0 D0 13 D6 37 20 8 70 0 D0 541 D4

When done, click **Save Changes**.

# 2. Adjustments > <u>V</u>oid 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	<u>Check Number &gt; OK.</u>
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🏓 PDS Payroll Prol	fessional			_8×
	01 - Pacific Data Services			All Adjustments
	Adj# Employee Name	Туре	Month Period	Check Number
				_
Home Page				
Tioner age				
<u>M</u> anual Adjustment <u>C</u> ut a Check	Void a Check		1	
Void a Check	Vold a Check			
Delete Adjustment	<u>C</u> heck Nmber			
<u>R</u> eview Adjustment				
	OK	Cancel		
		-	1	

### 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 > <u>3</u>.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 <u>Terminated</u>**.

🏓 PDS Payroll P	rofessior	nal						_ 8 ×
	01	- Pa	acifi	c Dat	a Services		Select E	mployees to be Paid
		Pay	Dept	ID	Name	Status	Time Cards 📩	Sort Order
		▼	GA	79	Cheung, Joan	Active		
		◄	PR	1	Cabudoy, Maryson C	Active		O ID
		₹.	PR	2	Jones, Edward	Active		O <u>N</u> ame
Home Page			PR	7	Watanabe, Ronald	Active		C <u>S</u> tatus
								Department
		◄	Se	elect	Employees to b	e Paid		Show Terminated
		◄	PH	50	I anaka, hobert	Active		Show Terminated
<u>C</u> alculate			PR	55	Oniate, Valerie	Active		Sort Order: On the next
		◄	PR	61	Kim, Jean	Active		screen, the sort order is
		•	PR	62	Plant, Lusito W	Active		according to the
		▼	PR	64	Loo, Tracy	Active		predetermined order for the Company.
		◄	PR	66	Hoopai, Melinda	Active		the company.
		▼	PR	71	Masaki, Desiree Z	Active		
		◄	PR	75	Oster, Mark	Active		
		◄	PR	76	Jacobson, Donald	Active		
		•	PR	77	Salis, David	Active		
		M	PB	80	Shaw Beverlu	Active		

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

To set up: <u>H</u>ome Page > <u>E</u>mployee Data > <u>A</u>dd Employee (to set up new employees)

To change	
a terminated	<u>H</u> ome Page > <u>E</u> mployee Data > <u>E</u> dit Employee (change status
employee's 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 > <u>3</u>.Calc Payroll > <u>Calculate</u>

	P	aypr	o Pay	roll System						Calculate Payrol				
									Eilter	<all></all>	<all></all>	•		
		Dept	Empl Nbr	Name	Dept	Desc	Hours	Rate	%	Qty/Amt	Gross	-		
	▶		79	Cheung, Joan	GA	Salarv				250.00	250.00			
Home Page		PR	1	Cabudoy, Maryson C	PR	S enter	hours	& rate		0.00	0.00			
Tome Lade					PR	S	incui s	a fute		50.00	0.00			
		PR	2	Jones, Edward	PR	Salary	1	7		1,267.50	1,267.50			
					PR	HFCU				20.00	20.00			
		PR	7	Watanabe, Ronald	PR	Hourly	0.00	7.600			0.00			
		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			
nsert Row		PR	61	Kim, Jean	PR	Salary				837.50	837.50			
		PR	62	Plant, Lusito W	PR	Hourly	0.00	11.000			0.00			
elete Row		PR	64	Loo, Tracy	PR	Hourly	0.00	8.000			0.00			

## <u>3</u>. 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*.
- o 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: <u>H</u>ome Page > <u>C</u>ompany Data > <u>E</u>arnings > <u>A</u>dd Earning. Set up the earning that you want at the company level.

If the deduction is not on the pull-down list, go to: <u>H</u>ome Page > <u>C</u>ompany Data > <u>D</u>eductions > <u>A</u>dd 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 <u>all</u> 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 <u>some</u> 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 <u>Hours times Rate</u>, you can put in hours. But if the Calc Type is <u>Fixed</u> <u>Amount</u> 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 > <u>4</u>.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.

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ø		******	******	*******	******	******	******	*******	******	*****	****	*****	<b>_</b>
M		Month 2 Period 2 Ending				Pagroli R		vice I			fiel R	un - Pausdia nol Cloand	
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		Draci Dago al			8,921,41 VID	515.20	120.74	332.52	489.99	40			
		Chang, Andrew 043 Satary, 1,450,00 Durci Danaat		1,450.00 Sabiy	1,450,00 CUR 2,900,00 MFD 8,483,20 CFD 8,483,20 YFD	20.50 19.20 401.00 401.00	21.09 42.08 99.32 99.32	233.50 817.00 1,421.90 1,421.90	90524 90524 53394 53394	4 H 4 H		120 20	
		Tanaka, Robert Do Salary, 2000		250.00 Sabıy	230.00 CUR 500.00 M/C	מב מי מת יפ מג מו	9.59 1.25 18.97	4.43	4.99 3.73 21.00	49.00		228.43	
		Onia te , Valerie		500.00 Sabiy	(123,16 VTD (007,16 CUR	82 20 12 43	18.91	4.43 83.77	21.55	43 m 28 m		a 17.40	
		055 Salary, 500.00	3300 5.11	507.76 Hourly	1,507.78 MPD 2,669.92 070 2,669.92 970	22 A3 12 A3 12 A3 12 A3	2126 93.00 93.00	194 93 194 93 194 93	975) 975)	מת מה מת מיי מת מיי			
		Kim, Jean na : Salary, 32 (50	3300 935	39730 Sabıy 350.03 Houly	1,637.53 OUR 2,525.53 M/D 4,538.43 O/D	104.02 158.58 234.57	24.47 98.81 88.50	211 A4 282 89 483 .15	105.93 147.00 253.76	33 JD 33 JD 123 JD		1,241 🛲	
		Cheung Joan	1200 1233	250.00 Sabry 927.98 Houly	4,538,43 YFD 1,254,84 CUR 1,504,84 MFD	234.91 11.13 23.23	18.19	433.15 155.70	253.18 15.11 32.10	78.00 78.00 78.00		927.19	
		019 Salary, 250.00	400 1992	1728 GIT	(385.24 070 (385.24 970	1920	21.02 27.02 27.02	125.14	98.FF 98.FF	1000 1000 1000 1000			
<b>%</b>													
Ø		Prepared Obliobi2009.04.	20.44 PM									Page I	<b>_</b>
		01 D:6- D			0.00	0			D. de	15-1.02	11 E 12000	M	
		01 Pacific D	ata Service	s	Office: 999	19			Perio	d End: 02/	10/2008	Month:02	Period:02

### 5. Close Period

#### Home Page > <u>5</u>.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.

🗯 PDS Payroll Pro	fessi	ional								_ 8
	01	- Pacific	Data	Serv	ices					Home Pag
						Payroll Calenda	r			
		Status	Month	Period	Туре	End Date	End Date Ending		Last Check	<b>^</b>
		Complete	1	1	Α	12/31/2007		01/03/2008	2024	
		Complete	1	2	В	01/15/2008	MonthEnd	01/15/2008	2047	
Company Data		Complete	2	1	Α	01/31/2008		01/31/2008	2069	
Employee Data		Complete	2	2	В	02/15/2008	MonthEnd	02/15/2008	131601	
		Complete	3	1	A	02/29/2008		02/29/2008	131610	
Weekly Schedules		Complete	3	2	В	03/15/2008	QuarterEnd	03/20/2008	131621	
Teeniy Schedules		Skipped	4	1	A	03/31/2008				
		Skipped	4	2	8	04/15/2008	MonthEnd			
Process Payroll		Complete	0	Close Pa	ay Perio	od )		04/30/2008	131629	
1. Time Cards	▶	In Progress	5	-						
2. Adjustments			6	S	tarting Cl	heck 131630	ī			
3. Calc Payroll			6	-		Date 05/15/20	08			
4. View Register			7	_						
5. Cloce Period			8	De	livery Me	thod none cho	sen 💌			
6. Print Reports			8							
			9			IK Ca	incel			
Z. Next Period			9				incer			
			10							
E <u>d</u> it Calendar			10	2	В	10/15/2008	MonthEnd			
Change Company			11	1	Α	10/31/2008				
Change Tax Year			11	2	В	11/15/2008	MonthEnd			
Office Data			12	1	A	11/30/2008				
			12	2	В	12/15/2008	YearEnd			
E <u>x</u> it										

#### 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**.

PD5 Payroll Pro	ofessional 01 - Pacific Data Services	Print Reports
	Select Report Month and Period 6 1 05/31/2008 In Progress	
<u>H</u> ome Page	Report Name WhenRun Comments	·
	Payroll Register All Periods Primary Payroll Summary	
	Check Register All Periods Checks Register	
	Worksheet All Periods For handwritten notes	
	Next Person Select the report, then All Periods For handwritten notes	
Preview Report	Vac click on 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 > <u>6</u>.Print Reports > <u>Create New</u>

	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.

🏓 PDS Payroll P	rofessional				_ 8 ×
	01 - Pacific Data Se	ervices			
	<u>R</u> eport Title	Year to Date Earr	nings Report		
Save Changes	Comment				
Abort Changes	Employee Sort Order	O Number 💿 N	ame		
	By Department				
	When Run	Quarterly 💌			
	Print if all zeroes	<b>v</b>			
		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 Deduction	none	Current 💌
4	Benefit	none 🔹	Current 🔽
5	Tax	none	Current 🔽
6	Wage Hours	none 🔻	Current 🔻
7	SSN	none 🔻	Current -
8	blank 💌	none 💌	Current 🔹
9	blank 💌	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 Sep	Current 💌
4	blank 💌	Sepp	Current 💌
5	blank 💌	HMSA HMSAF	Current 💌
6	blank 💌	HFCU	Current 💌
7	blank 🗾 💌	0-Ded	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)

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 Q-T-D
4	blank 💌	none 💌	Y-T-D
5	blank 💌	none 💌	Current 💌
6	blank 🗾 🔻	none 💌	Current 💌
7	blank 🗾 🔻	none 💌	Current 🗾
8	blank 🗾 🔻	none 💌	Current 🗾
9	blank 💌	none 💌	Current 🗾
10	blank 💌	none 💌	Current 💌

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

To change a report: <u>H</u>ome Page > <u>6</u>.Print Reports > highlight the report to change > Edit Existing

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

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 <u>7</u>.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*.

🏓 PDS Payroll Pro	fessi	ional								<u>_8×</u>
	0	1 - Pacific I	Data	Serv	ices					Home Page
						Payroll Calendar				
		Status	Month	Period	Туре	End Date	Ending	Check Date	Last Check	-
		Complete	1	1	Α	12/31/2007		01/03/2008	2024	
		Complete	1	2	В	01/15/2008	MonthEnd	01/15/2008	2047	
Company Data		Complete	2	1	Α	01/31/2008		01/31/2008	2069	
Employee Data		Complete	2	2	В	02/15/2008	MonthEnd	02/15/2008	131601	
		Complete	3	1	Α	02/29/2008		02/29/2008	131610	
Weekly Schedules		Complete	3	2	В	03/15/2008	QuarterEnd	03/20/2008	131621	
weekly Jonedules		Skipped	4	1	A	03/31/2008				
		Skipped	4	2	В	04/15/2008	MonthEnd			
Process Payroll		Complete	Adv	ance the	e Pay Pe	eriod		0/2008	131629	
1. Time Cards		Complete						5/2008	131638	
2. Adjustments			_	Next Pe	riod 📀	Advance to Nex	t Pay Period			
3. Calc Payroll			-		C	Insert a Special	Payroll			
			-		C	Skip the Next P	av Period			
4. View Register			-			Edit the Payroll	-			
5. Close Period			-		~		Salondar			
6. Print Reports			+		r					
Z. Next Period			-		0	K Ca	ncel			
			-							
Edit Calendar			10	2	В	10/15/2008	MonthEnd			
Change Company			11	1	Ā	10/31/2008				
Change Tax Year			11	2	В	11/15/2008	MonthEnd			
Office Data			12	1	Α	11/30/2008				
Oncervata			12	2	В	12/15/2008	YearEnd			
Exit										

Run special payrolls (eg. bonuses), <u>BEFORE</u> you click on <u>7</u>. Next Period. Click on <u>Edit Calendar</u> 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.
- o 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

	01	- Pacific	Data		Edit Calen			
			P	ayroll Cali	endar	Period 1	уре	
		Status	Month	Туре	End Date	Ending	-	
		Complete	1	A	12/31/2007			
		Complete	1	В	01/15/2008	MonthEnd		Period Type: Deductions
		Complete	2	A	01/31/2008		1	and Earnings with matching Run Type will automatically
		Complete	2	В	02/15/2008	MonthEnd		occur for this period.
		Complete	3	A	02/29/2008		1	coodii foi this poliod.
		Complete	3	В	03/15/2008	QuarterEnd		
		Skipped	4	A	03/31/2008			
		Skipped	4	В	04/15/2008	MonthEnd		Insert Period: Place the
		Complete	5	A	04/30/2008		1	cursor on the row where you
Insert Period		In Progress	5	В	05/15/2008	MonthEnd		want a new period to
Delete Period			6	A	05/31/2008			appear. Click on Insert
Skip Period			6	В	06/15/2008	QuarterEnd		Period.
OThe Lenge			7	A	06/30/2008			Delete Period: Place the
			7	В	07/15/2008	MonthEnd		cursor on the row you want
			8	A	07/31/2008		1	to delete. Click on Delete
			8	В	08/15/2008	MonthEnd		Period.
			9	A	08/31/2008			Skip Period: Choose to
			9	В	09/15/2008	QuarterEnd		bypass a period and
			10	A	09/30/2008			advance to a new period.
Save Changes			10	В	10/15/2008	MonthEnd		
Abort Changes			11	Α	10/31/2008		1	
			11	В	11/15/2008	MonthEnd		
			12	Α	11/30/2008		1	
			12	В	12/15/2008	YearEnd		
	*						1	

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	<ul> <li>the first quarter,</li> </ul>
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

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

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 Save function.
Туре:	(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 <u>Save</u> :	Saves the changes to the calendar you have made.
Clicking on <u>A</u> bort Changes:	Resets the calendar back to the way it was before changes.