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Contact Information on Service Technologies Corp.

We value our customer relationships and take pride in being a responsive Software Developer. Since we never stop refining our products, our user partners (you) are a key source of desired new product features as well as occasionally finding the odd "glitch" in our software. There is no such thing as a perfect program) - ask Bill Gates about Windows 3.0, 3.11, 95 'er 98 'er 2000).

We enjoy hearing from you and here's how you can contact us.

Phone   **(336) 768-1787**
    ("Live Bodies generally available 8AM - 5:30PM Eastern M-F)

Fax or Electronic Bulletin Board   **(336) 768-1602**

Internet - World Wide Web   **www.pay-ware.com**

E- mail   **service-technologies@worldnet.att.net**

Thanks for purchasing Service Technologies' award-winning Pay-Wareô payroll system for Epicor's platinum accounting suite.

Pay-Ware has been designed to provide Platinum® software users with an enhanced, more flexible Payroll Processing Module in tune with today's demanding pay reporting and benefits plans. At the same time, Pay-Ware has the familiar "look and feel" of all other Platinum modules to make users immediately comfortable processing their payroll with minimal training & conversion effort.

After the simple self-installation and data import routine outlined in this booklet
Pay-Ware's efficient processing and enhanced features can be put to work for you. The full 200 page manual is available on diskette #2 (see information in this booklet).

Pay-Ware comes with 30 days of unlimited support, so if after reading the enclosed materials you have additional questions, please contact us.

Pay-Ware's Powerful Features

	Pay-Ware	Platinum Payroll
Enhanced Data Entry Features		
• Suppress Display of Pay Rates	Optional	N / A
• Automatic Line Scrolling	Yes	N / A
• User-Defined Entry Screen Tab Settings	Yes	N / A
• On-Screen Running Total for Pay Units	Yes	N / A
• "Windowing" to File Maintenance	Yes	N / A
• Mid Cycle "Emergency" Check Processing	Yes	N / A
Easy Custom Report Generation		
• Available Report Period Summaries	**MTD, Q1,Q2,Q3,Q4 &YTD**	Current Quarter Only
• Reprint Prior Year Balances	**Any Qtr or Yr.**	Curr Yr. Only
• <u>User-Defined Government Report Formats</u>		
✓Payroll Tax Summary (941 Schedule B)	Yes	N / A
✓Employee Detail - Employment Security Comm.	**Name/Key** or SSN Sorts	SSN Sort Only
✓Workmen's Compensation Report	Yes	N / A
✓Certified Payroll Report	Yes	N / A
✓Formatted Quarterly Reports	Yes	N / A
• Magnetic Media File Output	Yes	N / A
Easy Output / Check Writing Management		
• Multiple Check Size Options	**11" & 7"(A/P type)**	11 inch Only
• Simplified Void Check (only Date & Ck #)	Yes	Manual payroll
• Direct Deposit Option	Yes	N / A
Cafeteria Benefit Plan Capability (user-defined)		
• Enhanced D/R/A Tracking and Reporting	Yes	N / A
• Employer 401k, Dependent Care, Medical, Svgs Bond, etc.	Yes	N / A .
Human Resource Management Enhancements		
• Online Employee History File	Yes	N / A
• Vacation & Sick Pay Accrual Tracking	Yes	N / A
• Training / Credential Renewal Tracking	Yes	N / A
• User-Defined Open Fields	Dates, #s or characters	N / A
Payroll Processing Enhancements		
• Automatic Calculation of Overtime Option	Yes	N / A
• Pay Rates Based Upon Position Worked	Yes	N / A
• Shift Differentials	Yes	N / A
• Time Card File Import	Yes	N / A
• Number Of Earnings Types Tracked	**Unlimited**	8

Contact Information for Service Technologies Corp

We value our customer relationships and take pride in being a responsive Software Developer. Since we never stop refining our products, our user partners (you) are a key source of desired new product features as well as occasionally finding the odd "glitch" in our software (there is no such thing as a perfect program - ask Bill Gates).

The key advantage to being a small developer is that we can (and do) react quickly to your needs. Our goal is to have the most usable, cost-effective Payroll Software in the small/medium Business market.

We enjoy hearing from you and here's how you can contact us.

Phone   **(336) 768-1787**
    ("Live Bodies generally available 8AM - 5:30PM Eastern M-F)

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CHAPTER 1

Installation & Conversion

1.1 **Pay-Ware DOS Installation**

Pay-Ware will install on the Platinum DOS Applications Menu as an additional Application. It does not replace or make Platinum Payroll module inactive. Pay-Ware does not modify, delete or utilize any Platinum Payroll data files EXCEPT IF YOU ARE INTERFACED TO PLATINUM'S JOB COST or BANKBOOK from Platinum's Payroll Module. Pay-Ware will maintain Platinum's time card file (PRTIMCRD) & Bank Book interface file (PRBB)

Insure that you have adequate memory available before attempting to install Pay-Ware (at least 530K "Largest Executable Program Size" should be available in DOS before starting Platinum). To check available MEMORY, type **MEM** from a DOS Prompt Outside Platinum.


```
                    PLATINUM SYSTEM MANAGER
Ver 4.2              September 6, 1996              7:48pm

                    — PLATINUM APPLICATIONS —
                     ACCOUNTS RECEIVABLE
                        ORDER ENTRY
        PLATI            INVENTORY
           C          ACCOUNTS PAYABLE
           S           PURCHASE ORDER
                  ►  PayWare Payroll  System  ◄
        APPL              PAYROLL
        STC IN            JOB COST
                       PREMIER LEDGER
                       GENERAL LEDGER
                         BANK BOOK
                    SPREADSHEET INTERFACE
                   FOREIGN CURRENCY MANAGER

          ═══ Processing Company: DEMO - Demonstration, Inc. ═══
```

1.   **Begin at a DOS Prompt** (in or out of Windows) but **be sure (1) To BACK COMPLETELY OUT OF PLATINUM and (2) that Platinum is not in use anywhere on your network.** DO NOT try to install the program from the Platinum Shell.

2.   **Insert Pay-Ware Disk 1 into the Floppy Drive** of your computer. At the DOS prompt, switch the default to the floppy drive (usually A) by Typing **A: <Enter>**

then type the desired Installation Routine (typing **INSTALL /?** Will display these Options)

A:>**INSTALL   <Enter>** gives the STANDARD PROGRAM INSTALLATION

INSTALL /M will RESTORE Pay-Ware TO THE PLATINUM SYSTEM **M**ENU
(useful if installation of a Platinum Upgrade removes Pay-Ware from the System Menu)

INSTALL /U will **U**NINSTALL Pay-Ware FROM The Platinum SYSTEM MENU
(see following section on Removal of programs)

3.   You will then be prompted to enter the Letter of the drive where Platinum is installed (e.g. If Platinum is on your C drive, type "**C"**.) Then press **<Enter>** to install Pay-Ware.

4.   After processing for awhile, an **"Insert Disk 2"** message will appear when it is finished.
    - Insert Pay-Ware Upgrade **Disk #2** into the floppy drive and Press **<Enter>**

An **"Installation Complete"** message will appear after a short processing time.
This completes the program installation. <Esc> back to the DOS Prompt.

> **You will not see the Installation Complete Message. Instead an error message If you are installing Pay-Ware DOS to Interface with Platinum for Windows, referencing the UTMENU File will return when all files are read. Clear this error message and see the next instruction box.**

> **IF YOU ARE INTERFACING Pay-Ware DOS TO PLATINUM FOR WINDOWS**
>
> ++
>
> **YOU MUST SETUP A SHORTCUT TO START Pay-Ware FROM YOUR DESKTOP (OUTSIDE PFW). PAY-WARE DOS WILL NOT INSTALL TO THE PLATINUM FOR WINDOWS MENU.**
>
> ++
>   **Right click** mouse on desktop where you want to place the Pay-Ware icon.
>   Select "**New**" > "**Shortcut**". Type the following Command Line:
>
>   **X:\platinum\Pay-Ware\Pay-Ware.bat_username**
>   (space between .bat & your platinum username (Platinum User ID)
>
>   Verify Working Directory is **X:\platinum\Pay-Ware**   (X=Drive where Platinum is installed)
>
>   Test the icon to verify it starts Pay-Ware successfully!

5. Conversion & File Initialization are the final steps in the Installation Process. When the DOS prompt returns, **start Platinum as you normally do OR Start Pay-Ware from the Desktop Icon**. From the **Platinum System Manager Main Menu**, select the appropriate initialization Sequence to set up Pay-Ware for this company.

> **Before starting Conversion:**
>
> **1. Be sure you have an accurate, up to date Payroll Journal hard copy for your old system.**
>
> **2. Be aware that if DRA Plan Priority Codes are not consistent across Employees (e.g. the 401k plan, is Setup as R02 for a first Employee, R04 for a second, and R03 for another), Pay-Ware will assign the Plan Defaults from first employee record it converts which has that Plan/Priority (R02 in the above example). It is strongly recommended that all D/R/A Plan defaults be consistently and uniquely assigned (or reassigned if necessary) after conversion.**
>   **This will eliminate constant Warnings about inconsistent Cafeteria Plan Defaults on the Computed Edit and allow generation of meaningful summary reports on all Plans going forward.**

1.2 Conversion

When Installation finishes, **start Platinum as you normally do or start Pay-Ware from the Desktop Icon**. From the **Platinum System Manager Main Menu**, select the appropriate initialization Sequence to set up Pay-Ware for this company. **Before starting Conversion, be sure you have an accurate Payroll Journal for your old system**

	*For **New** Pay-Ware Installations*
*For **Platinum Payroll Conversions***	***NOT** Converting from Platinum*

For Platinum Payroll Conversions	For New Pay-Ware / NOT Converting from Platinum
PLATINUM APPLICATIONS `<Enter>`	PLATINUM APPLICATIONS `<Enter>`
Pay-Ware Payroll System `<Enter>`	Pay-Ware Payroll System `<Enter>`
UTILITIES `<Enter>`	UTILITIES `<Enter>`
CONVERT PLATINUM PAYROLL `<Enter>` `<Enter>`	SYSTEM UTILITIES
CONVERT ALL OF PAYROLL `<Enter>`	INITIALIZE DATA FILES `<Enter>`
	(Proceed through the **CAUTION** Message
	ALL FILES (**Page Down** to this **last** item)

Follow the on-screen instructions:

a) Enter whether Depts are used in GL (**Y** or **N**)
   - IF YES -

b) Specify which portion of the **GL Account No**.
  Contains the department number codes.

New Installations should Proceed to the "Getting Started" Section (and/or Chapter 2 of the Manual) to finish setting up this company

_____

c) Press   `<F5>` to PROCESS the Conversion

d) **Test / Verify conversion** - Go into Pay-Ware and run the Payroll Journal. Check all balances against a Hard Copy printout of the Payroll Journal from the last Platinum Payroll you processed. THEY SHOULD MATCH.

e) Employee current totals for sick pay and vacation accruals should also be verified corrected now (& accrual parameters Setup for Pay-Ware to maintain these automatically.

       CONVERSION IS NOW COMPLETE.
       VERIFY / SETUP THE FOLLOWING ITEMS BEFORE PROCESSING!
       Cafeteria Plan / DRA Setups. Unlike Platinum, Pay-Ware generates Reports on D/R/A Plan Codes if Priority Codes are consistent from Employee to Employee. If the Priority Codes were inconsistent before conversion they should be cleaned up now so that (for example) Code R03 represents the 401k Plan for all Employees.

One way to accomplish this is to set Plan defaults and assign NEW Priority numbers to all desired Plans (in FILE MAINTENANCE>CAFETERIA PLANS), and then go through the Multi Line Employee D/R/A Maintenance Screen (FILE MAINTENANCE > EMPLOYEE INFORMATION > EMPLOYEE D/R/A MAINTENANCE) delete the Old Priority numbers and assign the new ones. Setups can also be reviewed and/or modified on Screen 2 of each employee's MASTER **Sections 6.2 and 6.1.1b of the Manual cover Setup of all Cafeteria Plan items**

Employer Contributions to D/R/A Plans. Platinum did not handle these so they must be set up if you want Pay-Ware to handle them. **The Help Screens & Sections 6.2 and 6.1.1b of the Manual cover Setup of all Cafeteria Plan items**

<u>Department GL Accounts Setups</u>. Verify that Departmental GL Account "Masks" are set appropriately in FILE MAINTENANCE>DEPARTMENT (**See Section 6.3 of the Manual**)

YOU'RE READY TO BEGIN PAY-WARE PAYROLL PROCESSING.
but **please review the "Read Me First" section**

You must repeat the appropriate Conversion sequence (above) for <u>every</u> established company you pay.

If you want to test Pay-Ware's new features without impacting your "live data," change over to DEMO Company to review Report or D/R/A setups. A full year of 2000 data is available.

A Guided Tour of Pay-Ware Features is available in Section 1.4

1.3 Removal of Programs/ Menu Options

Pay-Ware may be Uninstalled (i.e. Removed from the Applications Menu and its Program files & Pay-Ware Directory deleted by running the "**U**ninstall" routine.

From a DOS prompt <u>OUTSIDE</u> of Platinum.

    1. Change into the Platinum Directory by typing C:>**CD PLATINUM** <Enter>
    2. Run the Uninstall routine by typing C:\PLATINUM> **INSTALL /U**   <Enter>

Platinum "PAYROLL" may be Removed from the Applications Menu (without affecting the underlying Program Files) by the following procedure.

From a DOS prompt outside Platinum (e.g. C:>)

1. Go into the Platinum Directory by typing C:>**CD PLATINUM** <Enter>

2. Ensure that a file named UTREMOVE exists (Type C:\Platinum>**DIR UTREMOVE** <Enter>

    -If the file is not there, create it by typing <<**COPY CON UTREMOVE**>> <Enter>

3. Type <<**REMOVE**>> & Press <F6>

4. Rename the Payroll Menu Program by typing << **REN PRMENU.EXE PRMENU.PLT**>> <Enter>

5 Next time you start Platinum , the "Payroll" option will not appear on the applications menu.

6. To reverse the above (and make Payroll reappear on the Menu next time Platinum is started)

    Type <<**REN PRMENU.PLT PRMENU.EXE**>>   <Enter>

If you want to test Pay-Ware's new features without impacting your "live data," change over to DEMO Company to review Report or D/R/A setups. A full year of 2000 data is available.

A Guided Tour of Pay-Ware Features is available in Section 1.4

1.4 **Pay-Ware** Demo TourGuide

If you want to test Pay-Ware's new features without impacting your "live data," change over to DEMO Company (on the Platinum System Manager Main Menu > Change Company > Select DEMO - Demonstration Inc.) to review Report or D/R/A setups. A full year of 2000 data is available. The curent year is 2000.

This Guide highlights the Exciting New Features available in the Pay-Ware payroll system and provides the navigation paths to see and "test drive" them. These features make Payroll Processing & Reporting faster and easier than ever while offering more precision and flexibility. This Demo is user-directed and provides live, "hands on" access to try out all areas of the program (there is no "self-running" track).

⇨ **Let's Get Started by reviewing Pay-Ware's many Data Entry enhancements.**

Select (**>**) *Pay Period Processing* (1st Item on the Pay-Ware Menu) ,
   then (**>**) *Computed Payroll*.
   and (**>**) *Enter Time Cards*.

In the first field (**Emp #**) of the Time Card Entry Screen, you can sample our "Hot Window" feature by activating the Zoom Window < **Alt Z**> to find the Employee Record of your first time card. OOPS!, suppose it's a new employee (there's no record defined). No Problem. . . with the Zoom Window still up, press the <**Insert**> Key (Just to the right of the Backspace Key). The fully functional Employee Master Screen will pop up and you can enter all of the new employee's data from here-instead of backing out to File Maintenance. Just process the employee addition normally <**Alt A, F5**> and escape back to the T/C Entry screen. Now that Record can be selected from the Zoom Window and you're ready to input their time. This same "Hot Window" procedure <**Alt Z/Insert**> works in the other entry Fields (Position Codes, Attendance Codes & Departments) as well as from the *Correct Time Cards* Screen.

While you're here, note that the cursor sometimes skips one or more fields when you press **Enter**. This is Pay-Ware's user-defined TAB function, which allows automatic acceptance of Default information without having to "Enter" on every field. Default data may be overridden by simply "arrowing" (→) to that field. The TAB settings can be temporarily changed (i.e. This session only) by striking the <**F3**> key, or they may be permanently modified in File Maintenance>System   Defaults>   Processing   Defaults.

You may also want to check out the Attendance Codes, which Pay-Ware uses to track categories of Earnings (similar to Earnings Types) and Position Codes (utilized in Reporting and in the Automatic Calculation of Overtime). There are virtually an UNLIMITED number of alphanumeric Codes available for both of them (Pressing <Alt Z> on either of these fields displays the Default Codes). The Shift (**S**) column allows automatic default wage adjustments by work shift (1,2,3). All these features simplify Data Entry and significantly enhance tracking/reporting of Earnings. You should also notice that as the screen fills with Time Cards, it Automatically Scrolls Up, and maintains a Running Total of Pay Units at the bottom. **Before You Leave Data Entry, Enter 4 or 5 Time Cards For Processing** (be sure they

are within the Pay Period Information Date Range displayed in the lower right-hand corner of the Screen).

While still in *Computed Payroll*, let's go to the ***Computed Edit*** to see a couple exciting processing features. First is the much-requested Mid-Cycle "Emergency" Single Check Generation Feature.   It allows immediate processing of any single employee check in a batch of entered Time Cards. It is activated via selection of ***Single Employee Check*** on the **Select Employees To Be Processed** Report Options Menu. Try it out by selecting one of the available time cards and processing it. You will also notice the Computed Edit itself has been enhanced to automatically generate the Preliminary Payroll Register Totals by State for all Error-Free Entries (after it prints a list of all Warnings & Errors). **Now run a Computed Edit on all your time cards**.

The next stop after processing a valid Computed Edit is ***Printing Checks.*** Pay-Ware will Print on either 11" (3 panel) or on 7" (2 panel) check/voucher stock with full earnings detail. Also note the option to Print Employee's Remaining Vacation & Sick Pay/Disability on pay stubs .   Print out some 7" checks (on plain paper, of course), by going to File Maintenance>System Defaults>Name & Options and specifying Seven Inch Checks (don't forget to Process). Then Return to Computed Edit, Rerun it, and then Run the **Print Check** Routine.

⇨**Let's move from *Computed Payroll*** to the simple ***Void Check*** feature (also on the Pay Period Processing Menu).
 A Zoom Window in the Check Date field allows selection of any previously posted check (check number and date may also be manually keyed in). Press <F5> and the Pay Stub Information will be displayed for verification. Press <F5> again and the Void is completed.

⇨It's time to see some new ***File Maintenance*** Features (Go to the Fourth item on Pay-Ware's Main Menu).

The ***Employee Master*** has several exciting enhancements. To see them, pull up the record for Employee Walter Foster (<**Alt I**> and select **Foster/Walter**). First, press <**F4**> to view a complete History of everything that has been changed on the Employee's record along with the date it was changed and by whom. <**Esc**> and go to **Screen 2 <Alt+2>** to see the multi-line entry for both Foster's D/R/A Plans and his dependent information (including whether the dependent is covered by any benefit plan). **Screen 3 <Alt+3>** shows the 5 user-defined "Miscellaneous" information fields (in the lower left corner) that you can define for your own purposes (in System Defaults>Process Defaults). These fields can be dates, numbers or characters. Demo Company uses them to track Office Keys, Pagers and Company Credit Cards issued to Employees. Direct deposit bank information for the Employee is also maintained here.

Let's jump to ***Cafeteria Plans (***2nd item on the File Maintenance Menu) to see how Pay-Ware handles both Employee and Employer Contributions to these complex and popular D/R/A Plans.   Both Employee & Employer contributions may be set up as Flat Dollars, Dollars per

Pay Unit or Percentages of Pay (see Help Screens). Additionally, caps (maximums) on Total Dollars, Number of Hours and/or Percentages may be entered for both Employee and Employer portions.

Let's check how this works by reviewing the setup for Demo Company's 401k Plan (<**Alt I**> on the first Data Entry Field [**D/R/A Type/Priority**] and select the **401-k** [R-01] and Enter). As you read down through the Data Fields, note that: 1) this Plan will be reported on participating Employees W-2 Forms in box 13D 2) any Year End Balances will be Rolled Forward to the following year; and that 3) the Reduction will be taken Every Pay Period-(Frequency 9). Also note that the Employee Contribution will be a Percentage (%) of Gross Pay but the amount is blank. Amounts/Rates are Setup individually on Screen 2 of each Employee's Master File. Please, notice that the Employee Contribution is Capped at the 2000 Government Maximum of $9500. Now, move down to the Employer Match. It is Setup at 50% of the Employee Contribution and will Cap out at 3% of Employees Gross Wages. Finally, note that the Plan will decrease the Federal & State Income Tax Wage Bases (Yes answers) but not affect any other Wage Bases.

⇨Enhanced **Report Generation Capability** is one of Pay-Ware's strongest features (see the *Reports* option on the Main Menu). You can select from an array of predefined reports, or modify them by adding or changing the order of the data fields, defining the sort sequence, and/or specifying which fields you wish to utilize to restrict the information on the report.

⇨For Example, go to *Government Reports* where Quarterly Reports are predefined.
 Let's review how one of these reports is setup. Selecting, in order**, Quarterly Reports > Both > SSN > State/Gross Wages** will reveal the Setup Screen for this report. One key thing to notice is that you have a **Choice of Quarters and Years**. All Historical Quarterly data is available for the years that you have been using Pay-Ware.

 Reviewing the Screen illustrates how most Pay-Ware Reports can be set up. The Parameter Key and Name indicate how this report will appear on the Previous "Report Options" Screen (this report will be the **first** (01) one listed and will be titled as "**State/Gross Wages**". The "**!**" in the "Quarter" field means that a valid entry must be made in that field before a report will process for that quarter of the year (currently 2000). The "yes" or "no" in the Print Company Address and Generate Magnetic Media fields are self-explanatory.

The last two Multi-line entry columns of this screen are where the Report Data are selected & formatted. In this case, a Nine Column report will be produced with Social Security Number in the first column and SUI Tax Withheld in the last column. These Data **Fields** are selected from the 40+ reportable items available in the Field column's Zoom Window <**Alt Z**> . **Column Descriptions** (under 11 characters) will appear above each column.   This existing report format may be permanently changed by adding or deleting Fields & Column Descriptions, then pressing <**Alt C**> and <**F5**> to process the change.

A new Report is Permanently added by giving it a new Key (number) & Description (menu name) not already on the Report Options Menu. Then select the data items (in order) to be included in the report from the zoom window available in the "Field" column <**Alt Z**>. An Exclamation Point in the "QTR" field will expedite regenerating this format in the future. Pressing <**Alt A**> and <**F5**> will save this format and add it to the Reports Menu. To actually run the report, escape out one level, select it from the menu, and replace the exclamation point and other entry fields with the desired parameters and Process and Output the report. Changing a defined report <**Alt C**>is accomplished using this same procedure.

⇨Other information-laden items on the *Reports* Menu are the *Employee Balance Totals & Payroll Register Totals* (found on the Payroll History Reports sub-menu)*.* These Reports are generated following the same procedure detailed above and are completely user-defined.

Employee Balance Reports may be created for any Month, Quarter or Year (primarily for individual employees).

Payroll Register Totals Reports offer reporting on *57 information items* (detailing Earnings/ Wages, all Tax Withholdings, D/R/A's & Employee Data). These may be easily generated for any Date Range and/or Employee Range and sorted by Employee, State & Payroll Date. A useful report is defined under the "**State/Payroll Date**" Sort Option Menu - "**Summary of Range of Pay Dates**." This Report produces a one-line summary of Selected Information for each Pay Date for each State, which can greatly expedite reporting. Now let's review some sample reports (401k & Key Workforce Data, State Summaries) Setup in *Payroll Register Totals* (select **Employee/Payroll Date** Sort Option). To Process and review the 401K report (select **401K Summary**, Input the desired 2000 Date Range (e.g. 01/01/96-12/31/96) and Press <**F5**> to Process and Print the report). This report (easily modified) provides a summary of all activity relevant to Plan administration for a given time period.

Other Pay-Ware features that facilitate speed and accuracy and can greatly automate Data Processing are Suppressible Pay Rate Display (for confidentiality), Automatic Overtime Calculation and Earned Income Credit (EIC) processing as well as Time Card File Import capability.

This Completes Your Tour of Pay-Ware's highlights.

Please feel free to test out all its features. Add some new Employee Information, Process an edit, Void a check, Print a 7" check, Define and Run some especially useful reports on the 2000 workforce, Setup and Process an Edit with Automatic Overtime... or any other feature your business might use.

CHAPTER 2

Getting Started With Pay-Ware & Setup

2.0 Getting Started with Pay-Ware

Pay-Ware uses relational database logic to process and track your company's payroll data. Its many different files are "related" to each other by sharing one or more pieces of information. These information links are called Key Fields ("Keys" for short). "Key" data fields are almost always equipped with a Zoom (Pop-Up) Window to the source database (Press <Alt-Z> to activate) which allows for quick selection without keying.

Pay-Ware uses these Keys to interface data from several different files to reduce need for data entry. For example, many companies Setup Departments as GL Account Cost Centers. By assigning individual Pay-Ware Department codes to these GL Cost Centers and then assigning Employees to Pay-Ware's Department Codes, all earnings for a department's employees will (unless modified) automatically be sent to the assigned Cost Center and GL Accounts. A good deal of default information (Position Code, Attendance Code, Department) will automatically appear on data entry screens when an Employee's Name or ID (Both are "Keys") is placed in its respective field. It can be accepted or overridden by the operator.

"Keys" work similarly on the data retrieval end. Pay-Ware uses these same keys to sort/organize data and report on it. Records always sort alphabetically and/or numerically (ascending). Most Keys are alphanumeric (mixed numbers and letters), and numbers are given priority over letters (i.e. 1G9 precedes 1GA). The most common Sort Keys are Employee Key/ID, Employee Name and Department. *Nearly all Pay-Ware processing and report generation consists of setting up a Sort or Processing Sequence and running it.*

Because these Keys are so important to how Pay-Ware will format your data in reports and file listings, **you should take time to plan before assigning these fields. It is best to base them on the way you are Setup to do business**. Often Keys are abbreviated forms of the data item they represent. You can view examples of Keys by pulling data up via Zoom Windows in the Demo Company.

2.1 Navigating through and Using Pay-Ware

Like many DOS application programs, tasks are accomplished in Pay-Ware by selecting them from a series of increasingly specific Task Option Menus until the desired task/process option can be Selected, Defined, Processed and Output. You move Forward by pressing <**Enter**> on a desired Menu Option. For example Getting to the Items on the Processing Codes Menu (below) from Pay-Ware's Main Menu is accomplished as follows:

    Arrow down <¯> to highlight FILE MAINTENANCE on the Main Menu   Press <**Enter**>
    Arrow down <¯> to PROCESSING CODES on the File Maintenance Menu   Press <**Enter**>

```
                    PayWare Payroll System
VER 4.02               September 06, 1996                      7:48pm

              MAIN MENU
      PAY P          FILE MAINTENANCE MENU
      PERIO
                    EM              PROCESSING CODES
      FI    CAFET
      F                       ATTENDANCE CODES
                    S         POSITION CODES
                    SY        ETHINIC CODES
                    PR        EEO CLASS
                            WORKMANS COMP CODE
                            TERMINATION REASONS
                              ACTIVITY TYPES



        PROCESSING COMPANY: DEMO - Demonstration, Inc.
```
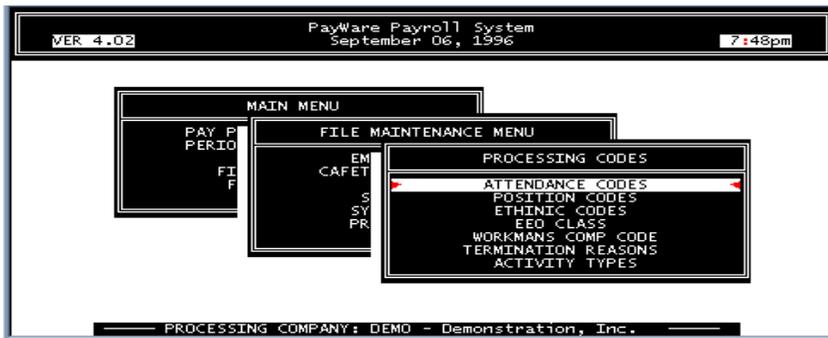
To go back one level to the FILE MAINTENANCE Menu you would press <**Esc**>

To select one of the PROCESSING CODE options "arrow" to highlight it and Press <**Enter**>

If you arrow to ETHNIC CODES and press <**Enter**> the following Task Definition or Parameter Screen will appear.

```
09/06/96              ETHNIC CODE FILE MAINTENANCE
            Add   Change   Delete  Inquire   First   Last   Next   Prior


                    ► ETHNIC CODE      ◄  H
                    ► ETHNIC DESC      ◄  HISPANIC
                      ETHNIC SHORT DESC   HISPANIC












           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

These Parameter Screens Set up and control access to any record or database you wish to review or process. They are consistent throughout Pay-Ware. The available process options appear across the top banner of the screen (**ADD, CHANGE, DELETE, INQUIRE, FIRST, LAST, NEXT, PRIOR**). Parameter Screens always come up in the **INQUIRE** Mode. To change the Mode, press the **Alt** key **plus** the first letter of the desired process. <**Alt-F**> will move the process options bar to "**FIRST**," and pressing the <**F5**> key will actually bring up the first record.

Use the **Inquire** mode and the options to the right of it **(FIRST, LAST, NEXT, PRIOR)** to review records currently in the database. A specific record may be **Inquired** on by typing its Key data (if known) in an Entry Field and selecting <**Alt I**> and pressing <**F5**>. To select the **Next** record press <**Alt-N**> and then Press <**F5**> to process the command; Pressing <**F5**> again (Leaving the "Next" mode highlighted) will bring up the next record; and so on. Pressing <**Alt-L**> + <**F5**> will bring up the **Last** record and <**Alt-P**> plus <**F5**> will bring up the **Prior** record. Most data input fields are also equipped with a shortcut "Zoom Window" (Press <**Alt-Z**> to activate) to list all the records keyed to that field. Highlighting the desired Record in the window, then pressing the <**Enter**> key will display that record.

To process/change records in the database, press the **Alt** key plus the first letter of the desired process (**Add, Change** or **Delete**). In our example above, Pressing <**Alt-A**> will add an ethnic code to this data file, <**Alt-C**> will change an existing ethnic code and <**Alt-D**> will delete an ethnic code. Press <**F5**> to Process each change after it has been entered.

Most Screens & Data Fields are equipped with a "HELP" function - Press the <F1> key.

2.2 Setting Up Pay-Ware Data Files

There is a good deal of information that must be Set up before payroll processing can begin. All of this information is entered in the File Maintenance option (Fifth item on the Main Menu). The purpose and logic of these files is overviewed here. **Details about data entry to these files are available in Chapter 6 of the Manual.** Following this data-entry/file-activation sequence will result in the quickest, most efficient setup.

File Setup Sequence

2.3. System Defaults Files - Begin your setup with the following 9 Items.

Name & Options specifies the processing company's Name, Address, Fed ID & Bank Name. Also to be specified are the following defaults:

Checks --Specify Size (7" or 11" x 8.5"), Auto Generation of Federal Tax Deposit check with each Payroll & Payee Name as well as Printing of Company Name on checks
Turn On or Off - Manual Payroll, Direct Deposit, Bankbook Interface, Retention of GL History and Time Cards.
Setup/Specify - Earnings Classes for Vacation & Disability, GL Interface
When all fields are completed, Press <F5> to process the information on the screen.

Processing Defaults - Sets up several items that control Time Card Entry processing and miscellaneous Employee Master fields. The Time Card processing options are (1) Tab Settings to speed Input (2) Specifying the Position Code default (**P**revious line, Employee **M**aster misc. code or **N**one), (3) Hours Limit for "Warning" message, (4) Display/Suppress Pay Rates (5) Interface to Platinum Job Cost. The remaining fields are utilized to define the type and meaning of the miscellaneous field located on screen 3 of the Employee Master file (see section 6.5.2).

Automatic Numbering shouldn't require any setup except, possibly the current quarter or check #. If you are going to transfer Quarterly balances for the current year, set the Current Quarter switch to **1** in preparation for inputting the balances through Manual Payroll.

Pay Rate Tables should not require any setup unless you utilize shift differentials or set pay rates based upon the position worked.

General Ledger Interface - Entries here define how the Payroll sub-ledger interfaces to the G/L

General Ledger Tax Accounts need to be set up for all taxes to be reported as well as interface to Platinum GL.

State Unemployment Information (SUI) should be entered including State Codes, Tax IDs, SUI Rates/percentages and Payee Names for all states where payments are made. Select Yes or No to auto-generation of the deposit check with each Payroll.

Direct Deposit Bank Information to be entered if you plan to utilize the Direct Deposit or EFTPS Credit Tax Payment options. The information required includes the following:

Company Information - Company name, Short name & Optional Bank-assigned ID No.
Bank Information - Co. & FRBank Name/ RTN#s/Acct #s, Enable EFTPS

Job Cost Interface - For those using a Job Cost System, this information should be provided to automatically interface Payroll information to Job Cost breakouts.

2.4 Processing Codes

Processing Codes (last item on the File Maintenance Menu).

Setup the last five Processing Codes first since these codes (**Ethnic, EEO, Workmans Comp, Termination Reasons** and **Activity Type**) feed information to other fields that you will subsequently setup. This information is not used in calculating payroll but is very useful to automatically generate Human Resource/ Workforce data reports of interest to Management.

Once the above 5 Processing Codes are complete, you may Set up your Position Codes.
Position Codes are used to group Employees who have similar jobs. Consequently they will share a Workmen's Comp and EEO code (just Setup - above) as well as a Pay Rate Code-if pay rate tables are used. These Employees will also probably work similar schedules. This Position Code information is fed to the Employee Master and will come up automatically on the Time Card Entry Screen when an Employee ID/Key or Name is entered. Default Processing Codes (In the Zoom Window) are "Office, Sales, Std Hourly, Std Salary, Supervisor." You must edit this list to fit your Company's reporting needs (see above and Chapter 6).

Attendance Codes are the last Processing code to be set up. They are fed to the Employee Master and to the Time Card Entry Screen. There are virtually unlimited attendance codes (99 numeric plus alphanumeric combinations). Attendance Codes are used to "define" the way various categories of earnings (regular pay, overtime, bonus, vacation, etc.) that a given employee's attendance will be calculated on a given pay cycle.

Attendance codes may be grouped (for reporting/consolidation purposes) by assigning similar codes to an Earnings Class (fourth field on the screen) to report all "Regular Hours" for example.   Again setting these items up consistent with your business reporting up front will greatly enhance your ability to get meaningful data out later.

2.5 Cafeteria Plans (D/R/A) File Maintenance

2.5 Cafeteria Plans (D/R/A) File Maintenance is the next database to set up. This file is utilized to specify the defaults for Benefit Plans that will be assigned to your employees such as 401k, insurance, expense reimbursement, etc. Any D/R/A information keyed in the Employee Master will overwrite default data fed from this file. Each D/R/A is assigned a unique code/priority consisting of **D** (deduction after taxes), **R** (reduction before taxes) or **A** (allowance) **PLUS** a 2 digit Priority Number.   The Priority indicates the order in which the Items will be applied to available earnings, (e.g. deduction code D02 will be deducted before D03), if earnings are insufficient to cover all D/R/A's. D/R/A's affect earnings as shown below:

Earnings + Allowances - Reductions (=Adj. Gross Income) - Taxes - Deductions = Net Pay

Deductions do not effect Taxes, they are subtracted from Net Pay.
Reductions are taken from AGI before Taxes, immediately lowering Tax liability
Allowances are considered to be additional earnings and may raise Tax liability

All the fields must be completed to insure each D/R/A is processed correctly. See On Screen Help <F1>, Zoom Windows <Alt Z> and Chapter 6 in the User Manual for specifics.

2.6 Department File Maintenance should be set up next. You must have at least ONE Department Code entered to process payroll. As mentioned earlier, Department Codes should be set up to maximize the usability of reporting the way your business works. For example, one large multi-state employer assigns each State a separate Department Code for tracking. Most users tend to use a traditional functional department/cost center approach. The purpose of this screen is to set up groupings by which Employee/Labor-related costs can be reported, including their respective GL Account numbers (optional). If entered, the Department key determines the default GL posting accounts that will be used for Employee-related costs (earnings, D/R/A's, Taxes, etc.) assigned to this Department Code (they may be overridden for any given pay period).

> Separate G/L account codes were entered in Attendance Code Maintenance for regular, premium and WIP (job cost environment). These codes can be modified for each Department by entering a different G/L account code or by using a "Masking" approach. The "Masking" approach places a "#" sign for each place in the assigned GL account codes that should remain intact.   Any other characters typed will overwrite and/or add digits in the indicated positions.

2.7 Savings Bonds File Maintenance (fourth item on the File Maintenance Menu) [If Used] should be the next item to set up. This option will automatically generate the Savings Bond purchase file for transmission to the Federal Reserve. Set up all information required on these short screens.

2.8 Vacation & Sick/Disability Day Accrual If Vacation and Sick/Disability days are to be tracked by Pay-Ware, information on the accrual levels must be set up in Period End Processing and current unused balances must be entered in File Maintenance>Employee Master (see below).

2.9 Employee Master File

The Employee Master contains personal information and payroll data for each employee. The following types of information are input into this file along with each employee's Name and Key/ID.

> Pay Processing Information such as Base Earnings Rates, Attendance & Position Codes, Tax Withholdings and Direct Deposit Bank Information.
>
> D/R/A and Benefit Plan Information
>
> Human Resource Tracking Information such as Hire Date, Review Date, Remaining Vacation & Disability Time for the calendar year (if tracked by calendar year) or until the update routine will be processed again (see Manual for information), EEO Status, Job Code, Supervisor, Department, Location, Workmens Comp Claims, Training or Credentials Renewal status, etc.
>
> Personal Information such as Address Phone Number, Dependents, Emergency Contacts, etc.

There are extensive Help Screens to aid in entering this information. Be aware that any information entered here will overwrite information exported here from any of the File Maintenance screens you have already filled out.

This completes Setup of Pay-Ware's Defaults and Processing Files. Inputting Current Year Balances is the next step.

2.10 Manual Input of Balance Data
The next step is to input payroll balances for each of your employees into the system.

Input Employee balances into Pay-Ware through the Manual Payroll function (third item on the Pay Period Processing Menu. Entering your historical data through Manual Payroll (versus directly entering balance data to history files) allows you to use Pay-Ware's editing/reporting capability to insure that accurate, in-balance data is entered and provides an automatic conversion audit trail.

To take full advantage of Pay-Ware's reporting capability, each quarter's balances should be entered, separately for each employee. This can be optimally accomplished as follows:

1. Have the following quarterly payroll balance information available on hard copy for each employee so the information can be keyed into Manual Payroll.
    All Tax Withholdings (Fed, FICA, St., SUI, SDI, Local) for the period.
    Earnings Units & Dollars (broken out by type/attendance code (REG. OT, DT, VAC, etc.) if desired)
    All D/R/A s withheld for the period

2. Verify that the AUTOMATIC NUMBERING (3rd item on the SYSTEM DEFAULTS menu in FILE MAINTENANCE) is set to the **1st quarter.** (Be sure to press <**F5**> to process).

3. Go to the PAY PERIOD INFORMATION Screen (first Menu Item in Pay Period Processing). Specify a **Payroll Date** and **Pay Period End Date** of 03/31/YR (or the date of the last Payroll processed, if the Quarter is not over). Specify the **Pay Period Start Date** as 01/01/YR. You may ignore the D/R/A Group field (used for Computed Payrolls). Press <**F5**> to Process.

4a. Go to the Manual Payroll Transaction/Entry Screen. Type (or select from the Zoom Window) the Key/ID of the first employee to be entered from the hard copy report. Ignore the Check No & Date fields (enter through them). Be sure that the UPDATE MTD, QTD, YTD Switches are set **Y Y Y** . Also be sure that the Void Check Switch is **No**

4b. Enter all earnings, withholding, and D/R/A information for this employee's first quarter. If you know the employee's YTD Net Pay, enter that also. When all fields are complete, Press <**F5**> to process. **If you have not entered Net Pay, you will get an error message** with the calculated Net Pay $ needed to balance the entry. Enter that amount in Net Pay and Press <**F5**> again. Once the entry is in balance, it will Process.

5. Move to the next employee, repeating steps 4a, & 4b.

6. When all Employees' first quarter balances are input, go to the **MANUAL EDIT** (just below Transaction Entry/Maintenance on the Manual Payroll Menu). Select **ALL EMPLOYEES** to be processed. To save Paper, you may Output the Edit to SCREEN and Press <**Enter**> to Process.

7. When the Edit is complete, a list of any Warnings or Errors will appear at the bottom of the Edit. Error items must be corrected and a new Edit run before you can proceed further. Warnings do not stop the process, but they should also be reviewed to insure that entries are correct. You must adjust all discrepancies until an Error-free Edit is run.

8. After generating an Error-free Edit, move down to the next item on the Manual Payroll Menu, **Preliminary Payroll Register**. Select the Sort option that will best sync it up with your hard copy printout and Process the Register <**F5**>. Compare these two Registers Employee by Employee to verify accuracy of all amounts. Go back to Transaction Entry/Maintenance and make any

necessary corrections. You may also decide to run a Preliminary D/R/A Report to verify individual D/R/A's. Run a final Edit and verify all corrections.

9. Once a good Edit is run, we recommend you back up this information to a diskette before proceeding further, (just in case).   Use the BACK UP option on the SYSTEM UTILITIES MENU (accessed via the UTILITIES Option on the MAIN MENU)

10. The next step is Print/Posting this good Edit to move all the balances into the history files. From the MANUAL PAYROLL Option on the PAY PERIOD PROCESSING Menu, select PRINT CHECKS. Select any sort option <Enter>, arrow through all fields (Check #, etc.) and Press <**Alt O**>+<**F5**> to Output and (to save Paper) Output to the Screen <**Enter**>. You will see the checks run to the Screen. When complete, Press <**Esc**> once. A Prompt will ask if you to Post the checks. Press <**F5**> to post checks.

> **Entry of Q1 history into Pay-Ware is now COMPLETE. Follow the above steps 3-10 for any subsequent quarters and/or time periods.** This exercise has given you a good feel for navigating and operating Pay-Ware payroll processing.

2.11 Final Balance & File Reset

11. Once all prior history is entered and posted, Go to the REPORTS option on Pay-Ware's Main Menu and run a PAYROLL JOURNAL (4th item). Select the Sort Option that most closely mirrors your hard copy report.   On the Parameters Screen, specify all Employees (FIRST - LAST) for that time period (say Y to Q1, Q2 and YTD to get a first half recap by Quarter, for example). Output the report to PRINTER. Verify these totals against your source document (they will agree if you have successfully completed the above). **Retain this Journal as Validation of Conversion.**

12. The final step in conversion is to insure that the historical data now in the Pay-Ware balance files does not Interface or Post to your GL. (no double postings please).This is prevented by REINITIALIZING (setting back to zero) the GL DISTRIBUTION FILE which has been generated. To do this, go to the Pay-Ware MAIN MENU and select UTILITIES, then SYSTEM UTILITIES, then INITIALIZE DATA FILES (enter through the Warning message) and arrow down to the GL DISTRIBUTION (16th item) <**Enter**>

The following filename grid will appear (with your Company Name replacing DEMO).

FILE SELECTED FOR INITIALIZATION		
Description	G/L DISTRIBUTION	
File Name	PBHSTGL	
Company Key	**DEMO**	

Press <**Enter**> to initialize the file and then <**Esc**> back to the Main Menu.

Congratulations! You are ready to process your first Computed Payroll using Pay-Ware. Please refer to the Manual and Help screens for any questions you may have from this point forward.

CHAPTER 3

Pay Period Processing

3.0 Pay Period Processing

The PAY PERIOD PROCESSING option is used to process Computed/Manual payrolls and Void Checks. You can enter Time Cards, edit data and print and post checks.
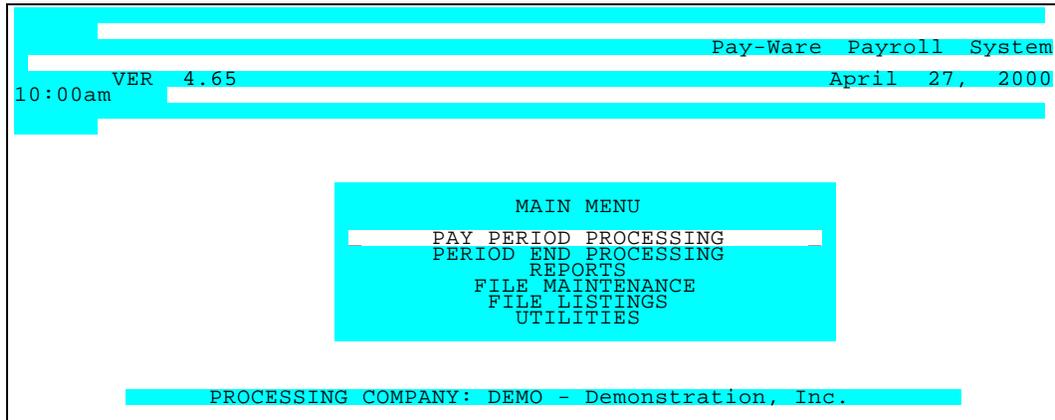
Pay-Ware System Menu

When the Pay Period Processing option is selected, the Pay Period Processing Menu below will be displayed.
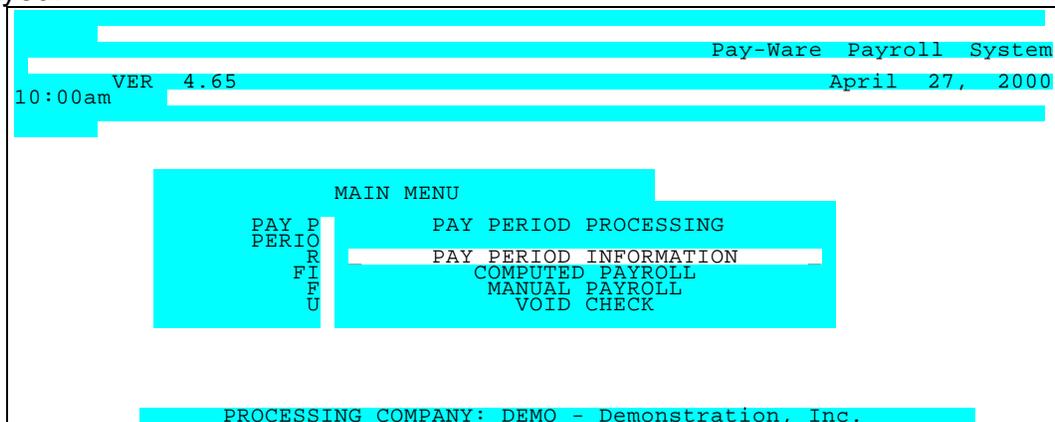
Pay Period Processing Menu

- **PAY PERIOD INFORMATION** allows you to specify the key processing dates and D/R/A group for the current payroll period. Status information for both the Computed and Manual Payrolls is displayed.

- **COMPUTED PAYROLL** provides access to the Computed Payroll Menu. Time Card entry, Payroll Calculations/Edit, Check Printing/Posting and Void Check processing are on this menu. All employee setup/maintenance and benefit plan setup/maintenance should be completed before selecting the Computed Payroll option. The setup/maintenance options are contained in the File Maintenance Menu accessed from the Main Payroll Menu. For details, see Chapter 6.

- **MANUAL PAYROLL** provides access to the Manual Payroll Menu. This option is primarily utilized for converting employee's pay information to Pay-Ware and for processing void checks that were not originally processed by Pay-Ware.

- **VOID CHECK** is similar to the Platinum Accounts Payable Module's Void Check Process. For all checks originally processed by Pay-Ware, simply enter the Date of the Check and the Check No. and press <F5>.

3.1 Pay Period Information

To start a new pay cycle, select **PAY PERIOD INFORMATION** from the Pay Period Processing Menu. This option designates the dates for the current pay cycle. Entering new dates begins a new cycle. Also shown is status information for current levels of pay processing, check printing/posting and last posting dates for both Computed and Manual Payrolls.

```
 04/27/00                       PAY   PERIOD   INFORMATION   FILE   MAINTENANCE


   Date Information                                   To-Date Purge
     PAYROLL   DATE                          05/08/00
     PAY  PERIOD  START  DATE    05/01/00                NEW  MONTH?     (Y/N)
 NO
     PAY  PERIOD  END  DATE      05/08/00                NEW  QUARTER? (Y/N)
 NO
                                                        NEW  YEAR?      (Y/N)
 NO
         DED/RED/ALL   GROUP              1



 COMPUTED PAYROLL STATUS
       EDIT LIST       : X - Good Edit List Run (No Warnings)
       CHECK PRINT/POST: A - Checks ready for Print/Post
       LAST POSTING    : 01/18/00

 MANUAL PAYROLL STATUS
       EDIT LIST       : A - Employee Master file updated
       CHECK PRINT/POST: I - reset
       LAST POSTING    : 01/03/00

          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Pay Period Information Screen

PAYROLL DATE	The date enter here will be utilize as the check date when the payroll is processed. All transactions in the computed payroll and any Manual transactions without assigned dates will be given this date. It will also be the GL Posting date when cash basis accounting is selected.
START / END DATES	Type start and end dates for the current pay period. The end date may be the same as the payroll date.
REDUCTION/DEDUCTION/ALLOWANCES GROUP	Any Deductions, Reductions and/or Allowances in the D/R/A file that have the same frequency (1, 2, 3, 4, 5) will be processed in this cycle. Zero (0) skips all D/R/A 's.
NEW MONTH (Y/N)	If this is the first pay period of the month, enter Y, otherwise enter N.

EDIT LIST STATUS CODES are maintained automatically by the system

A = Employee Master file updated
B = Time Card file updated
C = D/R/A Definition file updated
D = Departmental GL Account files updated
E = SUI Rate/State ID file updated
F = Earnings Types file update
G = Name and Options file updated
H = Pay Period Information file updated
I = JC Interface Definition file updated
J = GL Tax Accounts file updated
M = Manual Transaction file updated
V = Edit List Run with Errors
W = Edit List Run with Warnings
X = Good Edit List Run (No Warnings or Errors)
Y = No transactions processed during Edit List
Z = Reset (after posting).
When either the Computed or Manual check post is run, the status of the other system is reset to insure up-to- date totals each time. You must run an Edit List for the system with the Reset status before you may post it.
0 = System Options initialized

CHECK PRINT/POST STATUS CODES also maintained by the system

A = Checks ready to Print/Post (given a successful Edit W or X)
B = Checks successfully Printed - ready to Post
C = Checks successfully Posted
D = ERROR, Check Posting incomplete due to abnormal abort
E = No Checks to Print
F = Check No.'s assigned at manual entry - ready to post
G = Cannot Print Checks (error in Edit List)
H = Interrupted Check Print (may be continued if desired)
I = Reset
When either the Computed or Manual Print/Post is completed, status of all other systems is reset including the system that wasn't posted. This insures up-to-date totals each time. You must run another Edit List for the system with the reset status before you may again print and post checks.

3.2 Computed Payroll

The Computed Payroll menu provides the functions required to process a computed payroll. All these functions are detailed in individual sections later in this chapter.

```
                                              Pay-Ware  Payroll  System
       VER  4.65                                  April  27,  2000
10:00am



            MAIN MENU
         PAY P          PAY PERIOD PROCESSING
         PERIO
           R          PAY  P             COMPUTED PAYROLL
           FI            CO
           F             M            ENTER TIME CARDS
           U             V            CORRECT TIME CARDS
                                       LIST TIME CARDS
                                       COMPUTED EDIT
                                PRELIMINARY PAYROLL REGISTER
                                  PRELIMINARY DRA DETAIL
                                  PRELIMINARY GL DETAIL
                                       PRINT CHECKS
                                       POST CHECKS

       PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Computed Payroll Menu

3.2.1 Enter Time Cards

Processing Enhancements

The enhanced Time Card Entry function captures information necessary to easily process complex and multi-position worker Payrolls. The Time Card Entry screen scrolls automatically one line at a time as the screen is filled easily allowing the operator to view prior entries. An option exists to suppress each employee's pay rate for confidentiality.   The pay rate assigned at time entry is determined from the employee's master file or by predefined pay rate tables that can vary by the position worked. Overtime can be automatically calculated on a daily or weekly basis, and the shift differentials applied, if applicable.(see appropriate File Maint. Sections to Enable these features)

Tab positions may be temporarily custom set (to minimize keystrokes) by striking the <F3> Key or permanently customized in the File Maintenance> Processing Defaults.

Pay-Ware's "Hot Window"feature allows fast interchange between Time Entry and File Maintenance (without having to "back in and out" through the Menus). It can be sampled in the first field (**Emp #**) of the Time Card Entry Screen by activating the Zoom Window < **Alt Z**> and. with the Zoom Window still up, press the <**Insert**> Key (Just to the right of the Backspace Key). The fully functional Employee Master Screen will pop up and employees' Master data changes entered from here-instead of backing out to File Maintenance. The employee addition or change is processed normally <**Alt A or Alt C +F5**>. When you escape back to the T/C Entry screen, the last record modified will be displayed on the Entry line (it can also be selected from the Zoom Window) and you're ready to input their time. This same "Hot Window" procedure <**Alt Z/Insert**> works in the other entry Fields (Position Codes, Attendance Codes & Departments) and from the *Correct Time Cards* Screen.

Caution: When using the "Hot Window" to do File Maintenance, it is critical that file maintenance changes be made BEFORE an employee record is entered via selection from the zoom window.
Changes made AFTER a record is "up" on the screen will not reflect any changes subsequently made. The time card must be DELETED and re-entered AFTER the file maintenance is complete.

```
   04/27/00                        TIME CARD ENTRY                        PAGE
1

EMP #   NAME                              P  CD AT HRS  S   DATE   DEPT   RATE
 ACCT#
  <>                                            <         >
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /
                                                             /   /

AT CD:                          TOTAL:                        PAY START:
05/01/00
 POS:                           DEPT:                              END:
05/08/00
     <F5>=Process   <ESC>=Menu   <F2>=Clear   <F9>=Ins Line   <F3> Set  Tmp
Dflt
```

Time Card Entry Screen

EMPLOYEE NUMBER   Enter the appropriate Employee ID as defined in the Employee Master file.   --OR—
Use <ALT-Z> to display a zoom window and select the correct Employee ID   --OR—
Use <F7> to search for First or Prior keys OR <F8> to find Last or Next keys.
Upon selecting the correct Employee ID, the Employee's Name and all default data will
display in the remaining fields.

JOB COST KEY(s) 1 to 4   If you are utilizing Job Cost enter the appropriate Job Cost Keys as defined in either the
Platinum Job Cost System Defaults or the STC Job Cost System Defaults.
The maximum number of Job Cost Keys is four that utilize up to 20 characters.

POSITION CODE   Position codes are utilized for reporting, assigning pay rates if rate tables are being
used and determining the rules for calculating overtime.

The Position Code will default from the Employee Code entered on Screen #1 of the
Pay-Ware Employee Master file or from the previous line (depending on the option
selected in Processing Defaults) or enter the appropriate 4-character Position Code
as defined in File Maintenance.
Use <ALT-Z> to present a zoom window from which to select the proper keys   --OR—
Use <F7> or <F8> keys to scroll to the desired key .

ATTENDANCE CODE   Enter the 2-character Attendance Code to indicate type of earnings that apply to this
line item. For example, the earnings may pertain to Vacation time, Overtime, Regular
time, etc. The attendance codes are utilized for reporting and determine how gross
pay for this entry is to be calculated.
The Attendance Code is retrieved from the Default Attendance field from Screen #1 of
the Employee Master file or if blank, defaulted from the previous line, or enter the 2
character code as defined in File Maintenance.
Use <ALT-Z> to present a zoom window from which to select the proper codes   --
OR—

Use <F7> and <F8> to scroll to the desired key.

HOURS/WORK UNITS Enter the number of hours applicable for this line item. The numeric entry may use up to 3 positions past the decimal. Work units will default from the value specified in the Position Code file maintenance.

SHIFT Enter the appropriate Shift t worked for this line item. Valid entries are "1", "2", or "3".

WORK DATE Enter the appropriate date for this line item in the format MM/DD/YY.

DEPARTMENT Enter the appropriate Department code the employee worked in for this line item. The default Department code will be retrieved from the Pay-Ware Employee Master record.

Use <ALT-Z> to present a zoom window from which to select the proper keys   --OR—Use <F7> or <F8> to scroll to the desired value.

RATE Enter the appropriate Pay Rate for the line item. This field is ignored if the pay type specified for the attendance code on this line is "O"(other).

The Rate will default from Screen #1 of the Employee Master or from the Rate Table based on the entered Position and the Employee Pay Type = "0".

NOTE: The Rate may not be changed if selected from the Rate Tables.

GL ACCOUNT <ALT Z> This field is the GL Account Set up for the specified Attendance Code in the Attendance Code File Maintenance and overwritten by any mask specified in the Department Code file maintenance. Typing in another Account Number will supercede all default account numbers.

3.2.2 Correct Time Cards

This is the second option on the COMPUTED PAYROLL MENU. Corrections may be made to Previously Entered Time Cards and additional Cards may be entered through Correct Time Cards. Sort options are offered by Employee Code/Date, Date/Employee Code, Dept./Employee Code/ Date, Dept./Date/Employee Code and (For Job Cost Users) Job/Employee/Date.

After selecting the desired Sort Option, use the Parameter menu displayed below to specify the range of employees/dates/departments whose time cards are to be reviewed /corrected. Press <F5> to build the Time Card Entry Screen with transactions once the desired information is input.

```
   04/27/00                              TIME   CARD   ENTRY/FILE   MAINTENANCE
          Add   Change   Delete   Inquire   First   Last   Next   Prior   Output


                        REPORT ID          02
                        REPORT NAME         RANGE OF DEPARTMENTS


         FROM EMPLOYEE    <FIRST>              FROM DEPARTMENT      !
            TO EMPLOYEE   <LAST >                 TO DEPARTMENT       <LAST
>


         FROM DATE        <FIRST>
            TO DATE       <LAST >


              <F5>=Process, <F2>=Clear Screen, <ESC>=Return to Menu
```

Correct Time Cards File Maintenance Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DATE	Specify the first date of the period to be reported. All transactions with dates on or after this transaction date will be reported.
ENDING DATE	Specify the last date of the period to be reported. All transactions with dates on or before this transaction date will be reported.

See the Time Card Entry section 3.2.1 for help in the Timecard Entry Screen.

3.2.3 List Time Cards

After time card information has been entered/corrected for the current pay period, the LIST option should be used to review all time card information and check for duplicate entries. Time Cards may be printed and reviewed through List Time Cards which also offers the sort options shown below, and the user may produce subtotals by Employee and/or Department. **Note this report is also available in the File Listings Menu.**

```
 04/27/00                                    TIME   CARD   FILE   LISTING




                            SORT OPTIONS
                        EMPLOYEE/DATE
                        DATE/EMPLOYEE
                  DEPARTMENT/EMPLOYEE/DATE
                  DEPARTMENT/DATE/EMPLOYEE
                     JOB/EMPLOYEE/DAT





 <Home> <End> <_> <_>=Move Windows,     <ENTER>=Select,     <Esc>=Return to
Menu
```

List Time Card Menu - Sort Options

Once the desired Sort Option is selected and entered (above), use the Parameter Screen (below) to enter the desired Parameters.

```
 04/27/00                                    TIME   CARD   FILE   LISTING
         Add   Change   Delete   Inquire   First   Last   Next   Prior   Output




                    REPORT ID       02
                    REPORT NAME      RANGE OF DEPARTMENTS


       FROM EMPLOYEE     <FIRST>            FROM DEPARTMENT      !
          TO EMPLOYEE    <LAST >               TO DEPARTMENT       <LAST
 >


      FROM DATE       <FIRST>           SUB-TOTAL ON EMPL    N
          TO DATE      <LAST >             SUB-TOTAL ON DEPT   Y


         <F5>=Process, <F2>=Clear Screen, <ESC>=Return to Menu
```

List Time Cards - Parameter Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION   Type your Description for the above report format. A Description is needed ONLY if the report format is to be saved for future use.

BEGINNING EMPLOYEE KEY <Alt-Z>   Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to start with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DATE	Specify the first date of the period to be reported. All transactions with dates on or after this transaction date will be reported.
ENDING DATE	Specify the last date of the period to be reported. All transactions with dates on or before this transaction date will be reported.
SUBTOTAL / BREAK ON PRIORITY/PLAN <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan). 0 = No subtotal and no page break 1 = Compute sub total but do not page break 2 = Compute subtotal and page break
SUBTOTAL / BREAK ON EMPLOYEE <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan). 0 = No subtotal and no page break 1 = Compute sub total but do not page break 2 = Compute subtotal and page break

When ready to generate the listing, select the desired Output option and press <F5>. Review the list for errors and make any appropriate corrections. A sample Time Card Listing appears below.

```
DATE 12/26/00              Demo Golf, Inc.                    PAGE   1
   TIME 07:42:58            TIME CARD LISTING BY DEPT/DATE/EMP KEY
              FROM             FROM            TO:          TO:

   DEPT. WORK DATE EMP ID NAME          POSITION CODE   ATT CODE   UNITS SHIFT PAY RATE  GL ACCT NO.
   ==================================================================================================================================

   CALIF  03/31/00 CITD01 Citrol/Daniel      OFFI OFFICE    01 REG.     96.00  1     9.00  6100-1000
   CALIF  03/31/00 CITD01 Citrol/Daniel      OFFI OFFICE    02 O.T.      8.00  1     9.00  6100-1000
   CALIF  03/31/00 COOB01 Cook/Brenda        OFFI OFFICE    01 REG.     96.00  1     9.50  6100-1000
   CALIF  03/31/00 FOSW01 Foster/Walter      SALE SALESPERSON  06 SAL.   1.00  1  1250.00  6100-1000
                                            ------------
                    DEPARTMENT TOTALS:    4 CARDS   201.00

   CORP   03/31/00 ALLV01 Allen/Vickie       SUPR SUPERVISOR  06 SAL.    1.00  1  2291.67  6100-0000
   CORP   03/31/00 ALLV01 Allen/Vickie       SUPR SUPERVISOR  07 COM.  1000.00 1  1875.00  6100-0000
   CORP   03/31/00 DURJ01 Duran/James F.     SALE SALESPERSON  06 SAL.   1.00  1  2833.33  6100-0000
   CORP   03/31/00 GALS01 Galloway/Steve     SUPR SUPERVISOR  06 SAL.    1.00  1  2416.67  6100-0000
   CORP   03/31/00 MADD01 Maddox/Dan         SALE SALESPERSON  06 SAL.   1.00  1  1166.67  6100-0000
                                            ------------
                    DEPARTMENT TOTALS:    5 CARDS  1004.00

   FLRDA  03/31/00 HEND01 Henry/David        OFFI OFFICE    01 REG.     88.00  1     8.50  6100-2000
   FLRDA  03/31/00 HEND01 Henry/David        OFFI OFFICE    04 VAC.      8.00  1     7.00  6100-2000
   FLRDA  03/31/00 MARJ01 Marshall/Janet     SUPR SUPERVISOR  06 SAL.    1.00  1  1166.67  6100-2000
   FLRDA  03/31/00 STAR01 Stanton/Roger      OFFI OFFICE    01 REG.     96.00  1     8.00  6100-2000
   FLRDA  03/31/00 STAR01 Stanton/Roger      OFFI OFFICE    02 O.T.      8.00  1     7.50  6100-2000
                                            ------------
                    DEPARTMENT TOTALS:    5 CARDS   201.00
                                            ------------
                       GRAND TOTALS:   14 CARDS  1406.00
```

Sample Time Card Listing

3.2.4 Computed Edit

This fourth item on the Computed Payroll Menu verifies the data entered and calculates gross/net/taxes for the current payroll. A Computed Edit List is created identifying any incorrect data and gives warnings about various conditions. The edit list may be processed for a single employee, a specified pay frequency group or for all employees. If there are no problems with the data, a register summary by state and in total will automatically be printed. If there are any problems with the data, the Edit List identifies the appropriate employee key, provides a message describing the problem with the time card entry, and designates the message as a Warning or an Error

There are two action items on this Menu. If you choose the second item, MODIFY PAY PERIOD INFORMATION, the Pay Period Information Screen will appear exactly as detailed in Section 3.1.

```
  04/27/00                              EDIT/COMPUTE   EMPLOYEE   PAYROLL


                        - Pay Period Information Recap -
            Payroll Date: 05/08/00        New Month?     No
            Start Date  : 05/01/00        New Quarter?   No
            End Date    : 05/08/00        New Year?      No

            DED/RED/ALL GROUP      1


                          PROCESSING OPTIONS
              SELECT EMPLOYEES TO BE PROCESSED
                MODIFY PAY PERIOD INFORMATION


 <Home> <End> <_> <_>=Move Windows,    <Enter>=Select,    <Esc>=Return to
Menu
```

Edit Processing Options Menu

Choosing SELECT EMPLOYEES TO BE PROCESSED initiates the Computed Edit function. If you have previously saved your selection parameters, a menu will be displayed for your selection. Select one of those options or select "- MAINTENANCE -" to display the computed edit parameter screen (and define a different pay period group for this time only, add a new group, or change a group)

SELECT EMPLOYEES TO PROCESS   This option selects which Pay Period Groups to Process in this Pay Cycle
MODIFY PAY PERIOD INFORMATION   This option allows changes to Processing Parameters for this Pay Cycle

3.2.4.a Single Employee Check Processing &

3.2.4.b **Selection of Alternate Cash Account** for any group of Employees (by pay period group or employee ID order)

Also on this screen is the option **to Process a selected Range of one of more sequential employee(s)' time card(s)**. This option allows immediate mid-cycle processing of one Employee check without disrupting the Data entry cycle.

```
   04/27/00                                    EDIT/COMPUTE   EMPLOYEE   PAYROLL
          Add    Change   Delete   Inquire   First   Last   Next   Prior   Output


  _PARAMETER KEY_   06                            FROM EMP KEY       !
  _DESCRIPTION _    SINGLE EMPLOYEE CHECK           TO EMP KEY

                                                 CASH ACCOUNT           -


                 SELECTIVE PROCESSING BY PAY PERIOD GROUP
                                        Specify " " for all five Pay Period
Groups
    PAY PERIOD GROUPS: 1        to process all Time Cards on file.
                       2                       - OR -
                       3          Specify a number for any or all of the
five
                       4        Pay Period Groups; thus, only Time Cards
for
                          5           employees whose "NO. OF PAY
PERIODS/YEAR"
                                  match  one  of  the  5  Groups  will  be
processed.

  <F5>=Process,  <F2>=Clear  Screen,  <F9>-<F10>=Select  Action,  <Esc>=Return
to Menu
```
Computed Edit Parameter Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format. A Description is needed ONLY if the report format is to be saved for future use.
FROM EMPLOYEE KEY	Use this Field to Process an "Emergency" Check for one or more sequential Employees from the batch of Time Cards entered in this cycle. Type, or select from the Zoom Window <Alt Z> , the Employee Key(s) to Process
TO EMPLOYEE KEY	Use this Field to Process an "Emergency" Check for one or more sequential Employees from the batch of Time Cards entered in this cycle. Type, or select from the Zoom Window <Alt Z> , the Employee Key(s) to Process
CASH ACCOUNT NO(s). <Alt-Z>	Enter the GL Account number for the cash account to be used for this batch of checks. This field will default to the account specified in System Defaults - GL Account Numbers.
PAY FREQUENCIES 1 to 5	Enter the appropriate Pay Frequency(ies) to interface Time Cards into the Platinum Payroll system for subsequent tax calculations and check writing. Valid entries are "4" for Quarterly, "12" for Monthly, "24" for Semi-Monthly, "26" for Bi-Weekly, "52" for Weekly, and "365" for Daily.

An example of the Computed Edit List follows. Warnings may be overridden but Errors MUST be corrected before you Print and Post the Payroll.

```
DATE 12/26/00                       Demonstration, Inc.                    PAGE   1
TIME 07:43:14                     COMPUTED PAYROLL EDIT LIST
========================================================================================================================
EMPLOYEE  ERROR/
 KEY    WARNING  MESSAGE
========================================================================================================================


NO. OF WARNING(S):    0
NO. OF ERROR(S) :    0


STATE TOTALS: CA
================

UNTS:   REG.      O.T.      SAL.     COM.
AMTS:
       -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
        192.00      8.00      5.00    1,000.00
       1,776.00    108.00    9,958.34    100.00

        ALLOW    ADJ GROSS    FEDERAL     STATE      SUI      CITY      DIST      TRANS
        REDUCT     DEDUCT      FICA       SDI     COUNTY     BORO     OCCUP      OTHER
       -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
         .00    11,796.51   1,509.57    402.63      .00      .00      .00      .00
        145.83     25.00     902.42      .00      .00      .00      .00      .00
                                            NET AMT:    8,956.89
TAXABLE WAGES:
==============
FEDERAL    :     11,796.51
EMPLOYEE FICA:     11,796.51
EMPLOYER FICA:     11,796.51
FUI     :    2,033.98
STATE    :     11,796.51
SDI     :     11,796.51
SUI     :    2,033.98


STATE TOTALS: FL
================

UNTS:   REG.      O.T.      SAL.     COM.      VAC.
AMTS:
       -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
        184.00      8.00      1.00      .00      8.00
       1,516.00     90.00    1,166.67      .00     56.00

        ALLOW    ADJ GROSS    FEDERAL     STATE      SUI      CITY      DIST      TRANS
        REDUCT     DEDUCT      FICA       SDI     COUNTY     BORO     OCCUP      OTHER
       -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
         .00    2,828.67    334.56      .00      .00      .00      .00      .00
         .00      .00     216.39      .00      .00      .00      .00      .00
                                            NET AMT:    2,277.72
TAXABLE WAGES:
==============
FEDERAL    :     2,828.67
EMPLOYEE FICA:      2,828.67
EMPLOYER FICA:      2,828.67
FUI     :    1,662.00
STATE    :     2,828.67
SDI     :     2,828.67
SUI     :    1,662.00


EDIT TOTALS:
================

UNTS:   REG.      O.T.      SAL.     COM.      VAC.
AMTS:
       -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
        376.00     16.00      6.00    1,000.00      8.00
       3,292.00    198.00    11,125.01    100.00     56.00

        ALLOW    ADJ GROSS    FEDERAL     STATE      SUI      CITY      DIST      TRANS
        REDUCT     DEDUCT      FICA       SDI     COUNTY     BORO     OCCUP      OTHER
       -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
```

```
      .00    14,625.18    1,844.13     402.63       .00       .00       .00       .00
   145.83       25.00     1,118.81       .00       .00       .00       .00       .00
                                              NET AMT:   11,234.61


TAXABLE WAGES:
==============
FEDERAL     :      14,625.18
EMPLOYEE FICA:     14,625.18
EMPLOYER FICA:     14,625.18
FUI       :      3,695.98
STATE     :      14,625.18
SDI       :      14,625.18
SUI       :      3,695.98


NO. OF TIME CARDS:       14

NO. OF REGISTER ENTRIES:     10
```

Sample Computed Edit Report

3.2.5. Computed Payroll Register - Preliminary

The PRELIMINARY PAYROLL REGISTER item on the Computed Payroll Menu is used to verify earnings information before checks are printed and posted.
The Summary at the end of the register provides the following totals:

- Total Earnings units & amount for each earnings type
- Total Reductions, Total Deductions & Total Allowances
- Total Taxable Wages for each class of tax withholding (Federal, State, etc.)
- Total number of register entries
- Total number of departments

The following three sort options are available.

```
  04/27/00                                    PRELIMINARY   PAYROLL   REGISTER




                              SORT OPTIONS
                             EMPLOYEE KEY
                             EMPLOYEE NAME
                       DEPARTMENT/EMPLOYEE KEY




 <Home> <End> <_> <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return to
Menu
```

Preliminary Payroll Register - Sort Menu

If you have previously saved your selection parameters, a menu similar to the one below will be displayed for your selection.

```
                                            PRELIMINARY   PAYROLL   REGISTER
      VER   4.65                                                     04/27/00
10:02am



                              REPORT OPTIONS
                            ALL DEPARTMENTS
                          RANGE OF DEPARTMENTS
                           RANGE OF EMPLOYEES
                          --- MAINTENANCE ---




 <Home> <End> <_> <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return
to Menu
```

Preliminary Payroll Register - Reports Menu

Select one of the options or select "- MAINTENANCE -" to display the following PRELIMINARY PAYROLL REGISTER parameter screen.

```
 04/27/00                              PRELIMINARY   PAYROLL   REGISTER
        Add   Change  Delete  Inquire  First  Last  Next  Prior  Output



                        REPORT ID       02
                        REPORT NAME      RANGE OF DEPARTMENTS


      FROM EMPLOYEE ID   <FIRST>              FROM DEPARTMENT     !
        TO EMPLOYEE ID   <LAST >                TO DEPARTMENT       <LAST
>


                                             SUB-TOTAL ON EMPL   N
                                             SUB-TOTAL ON DEPT   Y

        <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Preliminary Payroll Register - Parameter Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
SUBTOTAL / BREAK ON PRIORITY/PLAN <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
	0 = No subtotal and no page break
	1 = Compute sub total but do not page break
	2 = Compute subtotal and page break
SUBTOTAL / BREAK ON EMPLOYEE <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
	0 = No subtotal and no page break
	1 = Compute sub total but do not page break
	2 = Compute subtotal and page break

When ready to generate the register, select the desired Output option and press <F5>. Review the register for errors and make any appropriate corrections

---

```
=====================================================================================================================
EMP ID NAME              DEPT   S.S.NO.   RES. CHK NO. CHK DATE  ALLOW  FEDERAL    SDI COUNTY DIST TRANS
UNITS:                                        REDUCT    FICA    SUI  CITY OCCUP OTHER
AMOUNTS:                                       ADJ GROSS   STATE  DEDUCT  BORO       NET
=====================================================================================================================

CITD01 Citrol/Daniel      CALIF 566-78-3456 CA  NONE  04-15-96    .00   113.46   .00 .00 .00   .00
 REG.  96.00 O.T.  8.00     .00     .00      .00     .00   74.36   .00 .00 .00   .00
      864.00    108.00     .00     .00      .00   972.00   22.74   .00 .00     761.44

COOB01 Cook/Brenda        CALIF 555-44-3456 CA  NONE  04-15-96    .00   104.46   .00 .00 .00   .00
 REG.  96.00     .00       .00     .00      .00     .00   69.77   .00 .00 .00   .00
      912.00      .00      .00     .00      .00   912.00   19.14   .00 .00     718.63

FOSW01 Foster/Walter      CALIF 345-33-5674 CA  NONE  04-15-96    .00    83.59   .00 .00 .00   .00
 SAL.   1.00     .00       .00     .00      .00     .00   95.60   .00 .00 .00   .00
     1250.00      .00      .00     .00      .00  1250.00    7.60   .00 .00    1063.21

TOTAL FOR DEPARTMENT
------------------------------------------------------------
UNTS:    REG.      O.T.      SAL.
AMTS:
      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
       192.00      8.00      1.00
      1,776.00    108.00   1,250.00

       ALLOW    ADJ GROSS   FEDERAL    STATE      SUI       CITY       DIST      TRANS
       REDUCT    DEDUCT     FICA       SDI      COUNTY     BORO      OCCUP      OTHER
      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
        .00   3,134.00    301.51     49.48      .00       .00        .00       .00
        .00       .00     239.73      .00       .00       .00        .00       .00
                                                NET AMT:   2,543.28
=====================================================================================================================

ALLV01 Allen/Vickie       CORP 558-17-8766 CA  NONE  04-15-96    .00   430.32   .00 .00 .00   .00
 SAL.   1.00 COM. 1000.00    .00     .00      .00     .00  182.98   .00 .00 .00   .00
     2291.67    100.00      .00     .00      .00  2391.67  172.34   .00 .00    1606.03

DURJ01 Duran/James F.     CORP 559-13-1922 CA  NONE  04-15-96    .00   453.99   .00 .00 .00   .00
 SAL.   1.00     .00       .00     .00      .00     .00  216.75   .00 .00 .00   .00
     2833.33      .00      .00     .00      .00  2833.33  109.56  25.00 .00    2028.03

GALS01 Galloway/Steve     CORP 577-77-4123 CA  NONE  04-15-96    .00   208.59   .00 .00 .00   .00
 SAL.   1.00     .00       .00     .00      .00   120.83  175.64   .00 .00 .00   .00
     2416.67      .00      .00     .00      .00  2295.84   55.59   .00 .00    1856.02

MADD01 Maddox/Dan         CORP 599-57-3456 CA  NONE  04-15-96    .00   115.16   .00 .00 .00   .00
 SAL.   1.00     .00       .00     .00      .00    25.00   87.32   .00 .00 .00   .00
     1166.67      .00      .00     .00      .00  1141.67   15.66   .00 .00     923.53

TOTAL FOR DEPARTMENT
------------------------------------------------------------
UNTS:    SAL.      COM.
AMTS:
      -------------- -------------- -------------- -------------- ------
        4.00   1,000.00
      8,708.34    100.00
```

```
GRAND TOTAL FOR ALL EMPLOYEES
------------------------------------------------------------
UNTS:    REG.      O.T.      SAL.      COM.      VAC.
AMTS:
      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
       376.00     16.00      6.00   1,000.00      8.00
      3,292.00    198.00  11,125.01    100.00     56.00

       ALLOW    ADJ GROSS   FEDERAL    STATE      SUI       CITY       DIST      TRANS
       REDUCT    DEDUCT     FICA       SDI      COUNTY     BORO      OCCUP      OTHER
      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
        .00  14,625.18   1,844.13    402.63      .00       .00        .00       .00
      145.83     25.00   1,118.81      .00       .00       .00        .00       .00
                                                NET AMT:  11,234.61
```

```
===========================================================================================================


TAXABLE WAGES:
==============
FEDERAL      :        14,625.18
EMPLOYEE FICA:        14,625.18
EMPLOYER FICA:        14,625.18
FUI          :         3,695.98
STATE        :        14,625.18
SDI          :        14,625.18
SUI          :         3,695.98
```

Sample Preliminary Payroll Register

3.2.6 & 7 Preliminary Employee Plan Reports - DRA & Employer Expense Detail

These reports on the Computed Payroll Menu list all the Deductions, Reductions Allowances as well as Employer Paid Plans for each employee in the current pay period. It is used to verify Employee Benefit Plan information before printing and posting the checks. Included in this report are (1) each employee's name, key and department, (2) the file priority number & description assigned to each D/R/A or Employer Expense Plan and (3) the date, amount & GL account to which the Plan transaction will be posted. Below is the Preliminary D/R/A Detail Report

```
 04/27/00                                    PRELIMINARY  D/R/A  LISTING




                              SORT OPTIONS
                          D/R/A   PLAN
                     DEPARTMENT/DRA PLAN
                      EMPLOYEE/DRA PLAN
                         VENDOR/DRA










 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,      <Esc>=Return
to Menu
```

Preliminary D/R/A Detail - Sort Options

If you have previously saved your selection parameters, a report menu will be displayed for your selection. Select one of the options or select "- MAINTENANCE -" to display the PRELIMINARY D/R/A Report parameter screen.

```
 04/27/00                                    PRELIMINARY  D/R/A  LISTING
      Add    Change   Delete   Inquire   First   Last   Next   Prior   Output




                REPORT ID          03
                REPORT NAME        RANGE OF EMPLOYEES PLANS


    FROM DRA PLAN      <FIRST>          FROM EMPLOYEE          !
      TO DRA PLAN      <LAST >            TO EMPLOYEE          <LAST >



    BREAK ON PRIORITY  0 - DO NOT BREAK ON PLAN
    BREAK ON EMPLOYEE  1 - TOTAL BY EMPLOYEE


        <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Preliminary D/R/A Report Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING D/R /A PLAN <Alt Z>	Define the range of D/R/A Plans you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the Plan Code to begin with.
ENDING D/R/A Plan <Alt Z>	Define the range of D/R/A Plans you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the Plan Code to end on.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.

SUBTOTAL / BREAK ON PRIORITY/PLAN <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
	   0 = No subtotal and no page break
	   1 = Compute sub total but do not page break
	   2 = Compute subtotal and page break

SUBTOTAL / BREAK ON EMPLOYEE <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
	   0 = No subtotal and no page break
	   1 = Compute sub total but do not page break
	   2 = Compute subtotal and page break

When ready to generate the D/R/A Detail, select the desired Output option and press <F5>. Review the register for errors and make any appropriate corrections.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:43:44        PRELIMINARY - DEDUCTION/REDUCTION/ALLOWANCES BY PLAN/EMPLOYEE

FROM PLAN: <FIRST> FROM EMP <FIRST>   FROM DATE <LAST>        TO DATE:       TO EMP: <LAST>   TO PLAN: <LAST>

 PLAN  DESCRIPTION  EE KEY EMPLOYEE NAME         SSN NUMBER DEPT DATE   EE AMOUNT   ER AMOUNT   ACCT NO.
==================================================================================================================================


 D01  Medical      DURJ01 Duran/James F.         559-13-1922 CORP 04/15/00    25.00       .00 22250000
                                                 ------------ ------------
PLAN D01 TOTAL                                          25.00      .00

 R01  401K         GALS01 Galloway/Steve         577-77-4123 CORP 04/15/00   120.83       .00 22250000
 R01  Reimburse Acct MADD01 Maddox/Dan           599-57-3456 CORP 04/15/00    25.00       .00 22250000
                                                 ------------ ------------
PLAN R01 TOTAL                                         145.83      .00


                                                 ------------ ------------
GRAND TOTAL                                            170.83      .00
```

Sample Preliminary DRA detail

3.2.7 Preliminary GL Detail

This report item on the Computed Payroll Menu shows every amount processed in the Computed Edit List and its corresponding GL Account debit or credit. It is used to verify this information before printing and posting checks.

You need only to specify the desired output (Printer, Screen or Disk), process it <F5>, review the report for errors, and make appropriate corrections until everything is acceptable:

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:43:53          PAYROLL G/L DISTRIBUTION REPORT - PRELIMINARY


=========================================================================================================================
ACCOUNT TYPE/ACCOUNT NO.
     CHECK #    DATE     EMP ID  EMPLOYEE NAME        DEPARTMENT        DEBIT      CREDIT
=========================================================================================================================

FEDERAL WITHHOLDING
--------------------------
2201-0000    FWT Payable
             04/15/00   CITD01-Citrol/Daniel      TAX                            113.46
             04/15/00   CITD01-Citrol/Daniel      TAX             113.46
             04/15/00   COOB01-Cook/Brenda        TAX                            104.46
             04/15/00   COOB01-Cook/Brenda        TAX             104.46
             04/15/00   FOSW01-Foster/Walter      TAX                             83.59
             04/15/00   FOSW01-Foster/Walter      TAX              83.59
             04/15/00   ALLV01-Allen/Vickie       TAX                            430.32
             04/15/00   ALLV01-Allen/Vickie       TAX             430.32
             04/15/00   DURJ01-Duran/James F.     TAX                            453.99
             04/15/00   DURJ01-Duran/James F.     TAX             453.99
             04/15/00   GALS01-Galloway/Steve     TAX                            208.59
             04/15/00   GALS01-Galloway/Steve     TAX             208.59
             04/15/00   MADD01-Maddox/Dan         TAX                            115.16
             04/15/00   MADD01-Maddox/Dan         TAX             115.16
             04/15/00   HEND01-Henry/David        TAX                             95.54
             04/15/00   HEND01-Henry/David        TAX              95.54
             04/15/00   MARJ01-Marshall/Janet     TAX                            142.66
             04/15/00   MARJ01-Marshall/Janet     TAX             142.66
             04/15/00   STAR01-Stanton/Roger      TAX                             96.36
             04/15/00   STAR01-Stanton/Roger      TAX              96.36
                                                              --------------  --------------
             <TOTAL FOR ACCOUNT  2201-0000 FWT Payable     >     1,844.13     1,844.13
                                                              --------------  --------------
                 <<< TOTAL FEDERAL WITHHOLDING >>>              1,844.13     1,844.13
                                                              ==============  ==============
FICA WITHHOLDING
--------------------------
2203-0000    Employee FICA Payable
             04/15/00   CITD01-Citrol/Daniel     Golf, Inc.                     PAGE    7
             04/15/00   CITD01-Citrol/DPATROLL GL DISTRIBUTION RECAP - PRELIMINARY
             04/15/00   COOB0
             04/15/00   ============================================================================================
                TION            AMT TYPE          DEBIT      CREDIT      NET AMOUNT
             ============================================================================================
1010-0000  Checking - Payroll       CASH               .00      15,718.99    15,718.99-
2201-0000  FWT Payable              FEDERAL WITHHOLDING   1,844.13    1,844.13         .00
2203-0000  Employee FICA Payable    FICA WITHHOLDING      1,118.81    1,118.81         .00
2204-0000  FUTA Payable             EMP'ER FUI CONTRIB       8.13       37.69       29.56-
2205-0000  SWT Payable              STATE WITHHOLDING      402.63      402.63         .00
2207-0000  SUTA Payable             EMP'ER SUI CONTRIB     228.58    1,290.62    1,062.04-
2225-0000  Accrued Employee Benefits   MISC. DEDUCTION        .00       25.00       25.00-
2225-0000  Accrued Employee Benefits   MISC. REDUCTION        .00      145.83      145.83-
6100-0000  Salaries                 SAL. PAY (NON-J/C)   8,708.34         .00    8,708.34
6100-0000  Salaries                 HOL. PAY (NON-J/C)     100.00         .00      100.00
6100-1000  Salaries                 REG. PAY (NON-J/C)   1,776.00         .00    1,776.00
6100-1000  Salaries                 OT.  PAY (NON-J/C)     108.00         .00      108.00
6100-1000  Salaries                 SAL. PAY (NON-J/C)   1,250.00         .00    1,250.00
6100-2000  Salaries                 REG. PAY (NON-J/C)   1,516.00         .00    1,516.00
6100-2000  Salaries                 OT.  PAY (NON-J/C)      90.00         .00       90.00
6100-2000  Salaries                 VAC. PAY (NON-J/C)      56.00         .00       56.00
6100-2000  Salaries                 SAL. PAY (NON-J/C)   1,166.67         .00    1,166.67
6110-0000  Payroll Taxes            EMP'ER FICA CONTRIB    664.60         .00      664.60
6110-0000  Payroll Taxes            EMP'ER FUI CONTRIB       9.33         .00        9.33
6110-0000  Payroll Taxes            EMP'ER SUI CONTRIB     518.01         .00      518.01
6110-1000  Payroll Taxes            EMP'ER FICA CONTRIB    239.73         .00      239.73
6110-1000  Payroll Taxes            EMP'ER FUI CONTRIB      15.07         .00       15.07
6110-1000  Payroll Taxes            EMP'ER SUI CONTRIB     457.98         .00      457.98
6110-2000  Payroll Taxes            EMP'ER FICA CONTRIB    216.39        1.91      214.48
6110-2000  Payroll Taxes            EMP'ER FUI CONTRIB      13.29        8.13        5.16
```

```
6110-2000   Payroll Taxes      EMP'ER SUI CONTRIB        314.63       228.58       86.05
                                                     --------------   --------------   --------------
                                                        20,822.32     20,822.32      .00
                                                     ==============   ==============   ==============
```

Sample GL Detail Report

3.2.8 Print Checks & 3.2.9 Post Checks

Print Checks - This eighth option on the Computed Payroll Menu will print the paychecks after a successful Edit List and Preliminary Registers are run. After printing, the Post Computed Checks Screen will automatically appear. If you do not want to post immediately (due to time constraints. etc.), press <Esc> to exit Computed Payroll. However, **do not do any further Payroll functions until you post or you will have to regenerate this Edit List and reprint checks again.**

If you get an " Invalid COMPUTED PAYROLL STATUS" Message, an error-free Edit List has not yet been printed. If an error-free Edit List has been generated, the following Screen will appear.

```
   04/27/00                                              PRINT   CHECKS



                        PRINT
NEXT CHECK NO.    000597                        BASE PAY RATE
   Yes
   Yes                                          REMAINING VAC
MESSAGE  ON  STUB   THANK YOU FOR YOUR HARD WORK!    REMAINING DISB
   Yes



          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Print Paychecks Screen

Next Check Number	Defaults to the last check printed by the system. If a different number is desired, type the number of the next paycheck to be printed.
Message for Stub	You may type a message of up to 40 characters to appear at the bottom of each check printed.
Print Base Pay Rate	Specify yes <Y> to print this information at the bottom of each check. Otherwise say no <N>.
Print Remaining Vacation	Specify yes <Y> to print this information at the bottom of each check. Otherwise say no <N>.
Print Remaining Disability Sick Leave	Specify yes <Y> to print this information at the bottom of each check. Otherwise say no <N>.

3.2.9 Post Checks

Posting is the last step in processing a payroll. You may Post immediately after printing checks or elect to do it later. If you wait, DO NOT perform any Maintenance or Processing UNTIL YOU POST or you may need to regenerate a Computed Edit List & print checks.

Performing this operation posts payroll information to the History Totals (Register & D/R/A) and Distribution to GL files. MTD. QTD, YTD and Employee Balance Files are updated and Job Cost Time Cards are posted to the Job Cost Transactions file. BankBook Interface is also updated.

The effects of a Check Post are FINAL, so the following must be complete before Posting.
 A Satisfactory Computed Edit has been generated

- Preliminary Reports have been generated and approved
- Checks must be Printed
- A Complete Backup of the previous Pay Cycle Data is on hand.

3.2.10 Void Check

Void Check process is similar to the Platinum Accounts Payable Module's Void Check Process. Simply enter (or select from the Zoom Window) the Date of the Check and the Check No. and press <F5>. If the Check is found in the History Transaction file the following screen will be displayed:

CHECK DATE <Alt Z>   Type the date of the check to be voided. <Tab> enters current processing date.

CHECK NO.   Type the number of the check to be voided (assigns a "V" (void) status in Transactions File).

POST DATE   Type the date you want to indicate as having voided the check (<Tab> enters current processing date).

```
   04/27/00                                    VOID   PAYROLL   CHECK



     CHECK DATE            05/08/00
     CHECK  NO.            1087                       POST DATE
 05/08/00
                                     VICKIE ALLEN
  SALARY                        1,000.00                       FED   TAX
 144.52
                                  FICA TAX                76.50
                                  STATE TAX              31.51
                                  SDI TAX
 5.00


  ALLOWANCE                          .00
  GROSS                        1,000.00
  REDUCTION                          .00
  ADJ GROSS                    1,000.00       NET PAY
      742.47


              <F5>=Process,  <F2>=Clear Screen, <Esc>=Return to Menu
```
Void Check Screen

After Pressing <F5> the posted information for the check will fill the screen.

If the GL Distribution for this period has not been Interfaced to the GL Module, that exact transaction data will be voided.

If the GL Distribution has been interfaced, a "Default Posting Assumed" Message will appear to show the void posting will be made according to the current default settings (these may differ if the defaults have been changed since the original check was posted.

If this is the correct information to be voided, press <F5> and the system will process voiding the check.

You will be warned if the Distribution to General Ledger records for this check is not found and that default distribution based upon the employee's department will be assumed.

3.3 Manual Payroll

Manual Payroll (third item on the Pay Period Processing Menu) is used to enter after-the-fact payroll transactions or to quickly generate odd checks (advances or handwritten checks) outside the normal pay period process. It is completely independent of the Computed Payroll. **It does not process Job Cost details or Employer Paid Expense Plans or make any calculations for taxes or withholdings.**

```
                                              Pay-Ware  Payroll  System
          VER  4.65                             April   27,   2000
10:00am


                    MAIN MENU
          PAY P          PAY PERIOD PROCESSING
          PERIO
             R           PAY PERIOD INFORMATION
             FI            COMPUTED  PAYROLL
             F             MANUAL PAYROLL
             U               VOID CHECK
```

PROCESSING COMPANY: DEMO – Demonstration, Inc.--------------------------

Pay Period Processing Menu

Manual Payroll processing follows the same basic procedure as Computed Payroll.

- Enter the transaction
- Run a Manual Edit List
- Generate preliminary reports (payroll register, D/R/A detail & GL detail)
- Print checks, if applicable
- Post checks to update the applicable files with the Manual Payroll information

3.3.1 Transaction Entry/Maintenance - Manual Payroll

```
+-------------------------------------------------+
| 09/06/96          MANUAL TRANSACTION ENTRY/MAINTENANCE                 |
|            Add  Change  Delete  Inquire  First  Last  Next  Prior      |
+-------------------------------------------------+
---------+
EMP KEY  |                                        |UPDTE MTD|
DEPT     |                                        |         |
CHECK NO |                                        |     YTD |
DATE     |     / /                                |         |
NET AMT  |                                        |VOID CHK |
---------+-------------------------------         |---------|
FED TAX  |                    |SDI TAX    |       |DIST TAX |
FICA TAX |                    |COUNTY TAX |       |OCCUP TAX|
STATE TAX|                    |CITY TAX   |       |TRANS TAX|
SUI TAX  |                    |BORO TAX   |       |OTHER TAX|
-------------------------------------------------
        EARNING DETAIL              |     DEDUCTION/REDUCTION/ALLOWANCES
AC-UNITS--AMOUNT---DEPT---ACCOUNT-+PLN-DESC------------AMOUNT -DEPT---ACCOUNT--
      |       |       |        |          |             |
      |       |       |        |          |             |
      |       |       |        |          |             |
      |       |       |        |          |             |
      |       |       |        |          |             |
-------------------------------------------------
        <F5>=Process  <F2>=CLS  <Tab>=Earning Detail/DRA  <Esc>=Menu
```

Manual Transaction/Entry Maintenance Screen

The Manual Payroll option is primarily intended for entering "after the fact" data into the system after Payroll has been processed and checks generated after the fact or for offsetting transactions for any errant prior postings which cannot be negated correctly by the Void Check routine. No tax calculations are made to the data

Note that **all entries in all fields must be Positive Numbers**. Placing a "Y" in the Void Check field will appropriately negate all desired fields/ accounts. The Screen will Edit the entries to insure the Gross- to-Net calculations are accurate and the entry is in balance**. For Direct Deposit Users, the Manual Payroll "Negative Check/Void" procedure (as opposed to the Void Check) must be used to create an ACH debit to correct a previously processed DD Payment**.

Note: Manual Payroll does not process Employer Paid Expense Plans.

EMPLOYEE KEY	Enter the appropriate Employee ID as defined in the Employee Master file. --OR— Use <ALT-Z> to display a zoom window and select the correct Employee ID --OR— Use <F7> or <F8> to scroll to the desired employee. Upon selecting the correct Employee ID, the Employee's Name and all default data will display in the remaining fields.
DEPARTMENT	Enter the appropriate Department code the employee worked in for this line item. The default Department code will be retrieved from the Pay-Ware Employee Master record. Use <ALT-Z> to present a zoom window from which to select the proper keys --OR— Use <F7> or <F8> to scroll to the desired key.
CHECK NO	Enter the Check Number if a check has already been generated or leave blank and the system will print a check.
DATE	Enter the appropriate date for the day of the week for this line item in the format MM/DD/YY.
NET AMOUNT	Enter the amount of Net Pay
UPDATE MTD	Type <Y> (or Press <Enter>) to include check in MTD Totals, Otherwise type <N>
UPDATE QTD	Type <Y> (or Press <Enter>) to include check in QTD Totals, Otherwise type <N>
UPDATE YTD	Type <Y> (or Press <Enter>) to include check in YTD Totals, Otherwise type <N>
VOID CHECK	Type <Y> to void a prior manual check (and update Payroll and General Ledgers)

FED TAX	Enter amount of applicable tax to withhold from check.
FICA TAX	Enter amount of applicable tax to withhold from check.
STATE TAX	Enter amount of applicable tax to withhold from check.
SUI TAX	Enter amount of applicable tax to withhold from check.
SDITAX	Enter amount of applicable tax to withhold from check.
COUNTY TAX	Enter amount of applicable tax to withhold from check.
CITY TAX	Enter amount of applicable tax to withhold from check.
BORO TAX	Enter amount of applicable tax to withhold from check.
DIST TAX	Enter amount of applicable tax to withhold from check.
OCCUP TAX	Enter amount of applicable tax to withhold from check.
TRANS TAX	Enter amount of applicable tax to withhold from check.
OTHER TAX	Enter amount of applicable tax to withhold from check

Enter as many attendance lines as is needed to fully detail gross earnings as follows:

ATTENDANCE CODE	Enter the 2-character Attendance Code to indicate type of earnings that apply to this line item. For example, the earnings may pertain to Vacation time, Overtime, Regular time, etc. Use <ALT-Z> to present a zoom window from which to select the proper codes --OR— Use <F7> or <F8> to scroll to the desired value.
AMOUNT	Enter the TOTAL GROSS PAY amount (NOT per Unit Amount) for this attendance code.
UNITS	Enter the number of attendance units to be recorded.
DEPARTMENT	Enter the appropriate Department code the employee worked in for this line item. Use <ALT-Z> to present a zoom window from which to select the proper keys --OR—Use <F7> or <F8> to scroll to the desired value.
ACCOUNT NO.	Enter the GL account number for this transaction Use <ALT-Z> to present a zoom window from which to select the proper keys --OR—Use <F7> or <F8> to scroll to the desired value.

Enter all the Deductions, Reductions and Allowances needed to fully detail the adjustments to gross earnings as follows:

BENEFIT PLAN	Enter a code that identifies the benefit plan be assigned to this employee. The plan selected has to be defined in the Cafeteria Plan File. Use <ALT-Z> to present a zoom window from which to select the proper keys --OR— Use <F7> or <F8> to scroll to the desired value.
DESCRIPTION	Enter the Description of the Benefit Plan. This description that will be printer on the check stub.
AMOUNT	Enter amount of applicable tax to withhold from check.
DEPARTMENT	Enter the appropriate Department code the employee worked in for this line item. Use <ALT-Z> to present a zoom window from which to select the proper keys --OR— Use <F7> or <F8> to scroll to the desired value.

ACCOUNT NO.   Enter the GL account number for this transaction.
Use <ALT-Z> to present a zoom window from which to select the proper keys
 --OR— Use <F7> or <F8> to scroll to the desired value.

3.3.2 Manual Payroll Edit

This second item on the Manual Payroll Menu processes and verifies gross/net calculations of the current payroll creating the Manual Edit List to find any incorrect data and gives warnings about various conditions.

Unlike the Computed Edit, the manual payroll does not verify Employee D/R/A Plan information against those assigned in the Employee Master. Thus it is possible to process an Employee Plan in error. It is important to validate all manual entries.

If there are no problems with the data, a register summary by state and in total will automatically be printed. If there are any problems with the data, the Edit List identifies the appropriate employee key, provides a message describing the problem with the transaction entry, and designates the message as a Warning or an Error.

Manual Payroll status is available in the Pay Period Information Screen (see Section 3.1 for Status Codes).

3.3.3 Preliminary Payroll Register - Manual Payroll

The PRELIMINARY PAYROLL REGISTER is the third item on the Manual Payroll Menu and is used to verify earnings information before checks are printed and posted. The Summary at the end of the register provides the following totals:

- Total Earnings units & amount for each earnings type
- Total Reductions, Total Deductions & Total Allowances
- Total Taxable Wages for each class of tax withholding (Federal, State, etc.)
- Total number of register entries & Departments

There are 3 sort options available,

```
  04/27/00                                     PRELIMINARY   PAYROLL   REGISTER




                                    SORT OPTIONS
                                  EMPLOYEE KEY
                                  EMPLOYEE NAME
                            DEPARTMENT/EMPLOYEE KEY




 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return
to Menu
```
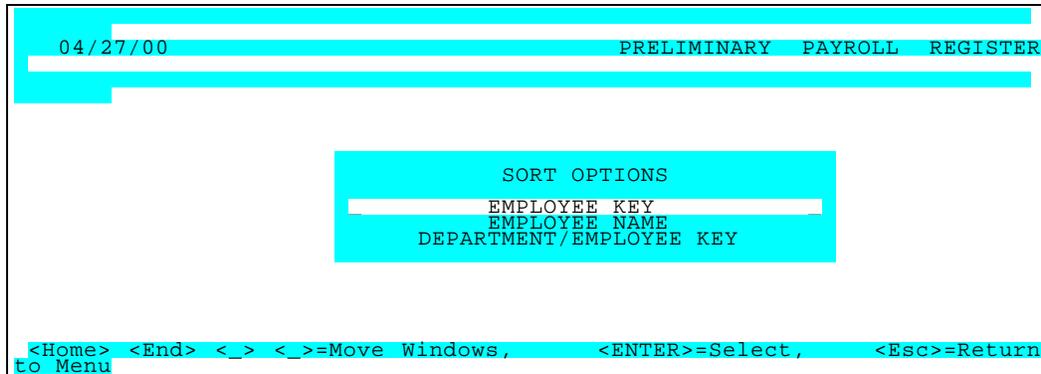
Preliminary Payroll Register - Sort Menu

If you have previously saved report parameters, a menu will be displayed for your selection. Select one, or select "- MAINTENANCE -" to display the preliminary payroll register   parameter screen.

```
  04/27/00                                     PRELIMINARY   PAYROLL   REGISTER




                                    REPORT OPTIONS
                                  ALL EMPLOYEES
                              RANGE OF EMPLOYEES
                                  MAINTENANCE




 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return
to Menu
```
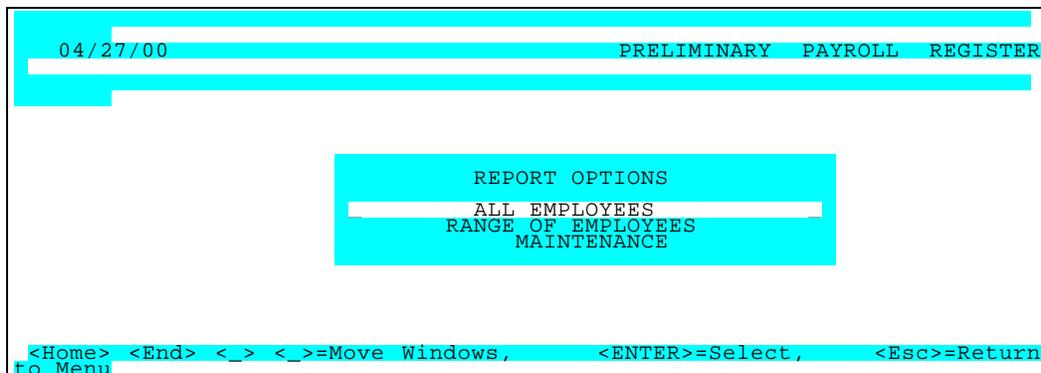
Preliminary Payroll Register – Report Options Screen

PARAMETER KEY & PARAMETER DESCRIPTION	Type a Key/Name to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key & Name is necessary ONLY if the record is to be saved for future use.
BEGINNING / ENDING EMPLOYEE KEYS <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <FIRST>/<LAST> or, enter the key to begin/end with.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

SUBTOTAL ON EMPLOYEE **or** If these options display, enter "Y" to obtain subtotals by employee and
DEPARTMENT department.. Otherwise, enter "N".

When ready to generate the register, select the desired Output option and press <F5>. Review the register for errors and make any appropriate corrections. A Sample register follows.

```
DATE 12/26/00                          Demo Golf, Inc.                          PAGE   1
TIME 07:43:34                     PRELIMINARY PAYROLL REGISTER
  FROM DEPT: FIRST FROM EMP:  FIRST FROM DATE:  FIRST  TO DATE: LAST   TO EMP: LAST   TO DEPT: LAST
=====================================================================================================
EMP ID NAME               DEPT   S.S.NO.  RES.  CHK NO. CHK DATE  ALLOW  FEDERAL   SDI  COUNTY  DIST  TRANS
UNITS:                                          REDUCT     FICA    SUI  CITY OCCUP  OTHER
AMOUNTS:                                         ADJ GROSS   STATE  DEDUCT  BORO       NET
=====================================================================================================

CITD01 Citrol/Daniel         CALIF 566-78-3456 CA  NONE  04-15-96    .00   113.46   .00  .00  .00   .00
  REG.  96.00 O.T.   8.00    .00     .00      .00     .00   74.36   .00  .00 .00   .00
       864.00     108.00     .00     .00      .00  972.00   22.74   .00  .00     761.44

COOB01 Cook/Brenda           CALIF 555-44-3456 CA  NONE  04-15-96    .00   104.46   .00  .00  .00   .00
  REG.  96.00      .00       .00     .00      .00     .00   69.77   .00  .00 .00   .00
       912.00      .00       .00     .00      .00  912.00   19.14   .00  .00     718.63

FOSW01 Foster/Walter         CALIF 345-33-5674 CA  NONE  04-15-96    .00    83.59   .00  .00  .00   .00
  SAL.   1.00      .00       .00     .00      .00     .00   95.60   .00  .00 .00   .00
      1250.00      .00       .00     .00      .00 1250.00    7.60   .00  .00    1063.21

TOTAL FOR DEPARTMENT
--------------------------------------------------------
UNTS:    REG.      O.T.      SAL.
AMTS:
      -------------- ------------- ------------- ------------- -------------- -------------- -------------- --------------
      192.00       8.00      1.00
     1,776.00    108.00    1,250.00

       ALLOW    ADJ GROSS    FEDERAL     STATE       SUI       CITY       DIST      TRANS
       REDUCT     DEDUCT      FICA       SDI       COUNTY      BORO      OCCUP      OTHER
      -------------- ------------- ------------- ------------- -------------- -------------- -------------- --------------
        .00     3,134.00    301.51     49.48      .00        .00        .00       .00
        .00        .00      239.73      .00       .00        .00        .00       .00
                                                NET AMT:    2,543.28
=====================================================================================================

ALLV01 Allen/Vickie          CORP  558-17-8766 CA  NONE  04-15-96    .00   430.32   .00  .00  .00   .00
  SAL.   1.00 COM. 1000.00   .00     .00      .00     .00  182.98   .00  .00 .00   .00
      2291.67     100.00     .00     .00      .00 2391.67  172.34   .00  .00    1606.03

DURJ01 Duran/James F.        CORP  559-13-1922 CA  NONE  04-15-96    .00   453.99   .00  .00  .00   .00
  SAL.   1.00      .00       .00     .00      .00     .00  216.75   .00  .00 .00   .00
      2833.33      .00       .00     .00      .00 2833.33  109.56  25.00  .00    2028.03

GALS01 Galloway/Steve        CORP  577-77-4123 CA  NONE  04-15-96    .00   208.59   .00  .00  .00   .00
  SAL.   1.00      .00       .00     .00      .00  120.83  175.64   .00  .00 .00   .00
      2416.67      .00       .00     .00      .00 2295.84   55.59   .00  .00    1856.02

MADD01 Maddox/Dan            CORP  599-57-3456 CA  NONE  04-15-96    .00   115.16   .00  .00  .00   .00
  SAL.   1.00      .00       .00     .00      .00   25.00   87.32   .00  .00 .00   .00
      1166.67      .00       .00     .00      .00 1141.67   15.66   .00  .00     923.53

TOTAL FOR DEPARTMENT
--------------------------------------------------------
UNTS:    SAL.      COM.
AMTS:
      -------------- ------------- ------------- ------------- ------
      4.00     1,000.00                         Golf, Inc.                          PAGE:  3
      8,708.34    100.00                    PRELIMINARY PAYROLL REGISTER
                        FIRST  FROM DATE:  FIRST  TO DATE: LAST   TO EMP: LAST   TO DEPT: LAST
                        ===================================================================================
                          DEPT   S.S.NO.  RES.  CHK NO. CHK DATE  ALLOW  FEDERAL  SDI  COUNTY  DIST  TRANS
                                                        REDUCT     FICA    SUI  CITY OCCUP  OTHER
AMOUNTS:                                        ADJ GROSS   STATE  DEDUCT  BORO       NET
                        ===================================================================================

GRAND TOTAL FOR ALL EMPLOYEES
--------------------------------------------------------
```

```
UNTS:    REG.      O.T.      SAL.      COM.       VAC.
AMTS:
        -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
         376.00       16.00      6.00     1,000.00     8.00
        3,292.00      198.00   11,125.01    100.00     56.00

              ALLOW    ADJ GROSS    FEDERAL      STATE       SUI       CITY       DIST      TRANS
              REDUCT    DEDUCT       FICA         SDI       COUNTY     BORO       OCCUP     OTHER
        -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
              .00     14,625.18    1,844.13     402.63       .00        .00        .00       .00
            145.83      25.00     1,118.81       .00        .00        .00        .00       .00
                                                     NET AMT:    11,234.61
========================================================================================================================


TAXABLE WAGES:
==============
FEDERAL    :     14,625.18
EMPLOYEE FICA:      14,625.18
EMPLOYER FICA:      14,625.18
FUI      :      3,695.98
STATE    :       14,625.18
SDI      :      14,625.18
SUI      :       3,695.98
```

Sample Preliminary Payroll Register

3.3.4 <u>Preliminary DRA Detail</u> - Manual Payroll

This report (fourth item on the Manual Payroll Menu) lists all the Deductions, Reductions and/or Allowances for each employee in the current pay period. It is used to verify D/R/A information <u>before</u> printing and posting the checks.   Included in this report are (1) each employee's name, key and department, (2) the file priority number & description assigned to each D/R/A, and (3) the date, amount & GL account to which the D/R/A will be posted.   It provides current balances for any D/R/A's being tracked

There are three sort options available, by D/R/A and by Employee/D/R/A and Department/D/R/A

As with all processing functions, If you have previously saved your selection parameters, a menu will be displayed for your selection. Select one of the options or select "- MAINTENANCE -" to display the PRELIMINARY D/R/A LISTING parameter screen.

```
 04/27/00                                    PRELIMINARY   D/R/A   LISTING
          Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



                     REPORT ID       03
                     REPORT NAME      RANGE OF EMPLOYEES PLANS


      FROM DRA PLAN      <FIRST>          FROM EMPLOYEE         !
        TO DRA PLAN      <LAST >            TO EMPLOYEE         <LAST >



      BREAK ON PRIORITY   0 - DO NOT BREAK ON PLAN
      BREAK ON EMPLOYEE   1 - TOTAL BY EMPLOYEE


          <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

D/R/A Detail Listing - Parameters Screen

PARAMETER KEY & PARAMETER DESCRIPTION	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING D/R /A PLAN <Alt Z>	Define the range of D/R A Plans you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the Plan Code to begin with.
ENDING D/R/A Plan <Alt Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the Plan Code that to end on.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
SUBTOTAL / BREAK ON EMPLOYEE/ PLAN <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan). 0 = No subtotal and no page break

1 = Compute sub total but do not page break
2 = Compute subtotal and page break

When ready to generate the D/R/A Detail, select the desired Output option and press <F5>. Review the listing for errors and make any appropriate corrections. A Sample report follows.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:43:44          PRELIMINARY - DEDUCTION/REDUCTION/ALLOWANCES BY PLAN/EMPLOYEE

FROM PLAN: <FIRST> FROM EMP <FIRST>   FROM DATE <LAST>        TO DATE:      TO EMP:  <LAST>    TO PLAN: <LAST>

 PLAN   DESCRIPTION   EE KEY  EMPLOYEE NAME          SSN NUMBER  DEPT  DATE   EE AMOUNT   ER AMOUNT   ACCT NO.
=====================================================================================================================================

  D01   Medical       DURJ01 Duran/James F.        559-13-1922 CORP 04/15/00     25.00        .00 22250000
                                                             ------------ ------------
PLAN D01 TOTAL                                                    25.00        .00

  R01   401K          GALS01 Galloway/Steve        577-77-4123 CORP 04/15/00    120.83        .00 22250000
  R01   Reimburse Acct MADD01 Maddox/Dan            599-57-3456 CORP 04/15/00     25.00        .00 22250000
                                                             ------------ ------------
PLAN R01 TOTAL                                                   145.83        .00

                                                             ------------ ------------
GRAND TOTAL                                                      170.83        .00
```

Sample Preliminary DRA detail

_____

3.2.5 Preliminary GL Detail - **Manual Payroll**

This report (Fifth item on the Manual Payroll Menu) shows every amount processed in the Computed Edit List and its corresponding GL Account debit or credit. It is used to verify this information before printing and posting checks.

You need only to specify the desired output (Printer, Screen or Disk), process it <F5>, review the report for errors, and make appropriate corrections until everything is acceptable.   A sample report follows:

```
DATE 12/26/00                    Demo Golf, Inc.                        PAGE   1
TIME 07:43:53           PAYROLL G/L DISTRIBUTION REPORT - PRELIMINARY


==================================================================================================================
ACCOUNT TYPE/ACCOUNT NO.
   CHECK #    DATE     EMP ID  EMPLOYEE NAME        DEPARTMENT       DEBIT      CREDIT
==================================================================================================================


FEDERAL WITHHOLDING
----------------------------
2201-0000   FWT Payable
            04/15/00   CITD01-Citrol/Daniel        TAX                          113.46
            04/15/00   CITD01-Citrol/Daniel        TAX              113.46
            04/15/00   COOB01-Cook/Brenda          TAX                          104.46
            04/15/00   COOB01-Cook/Brenda          TAX              104.46
            04/15/00   FOSW01-Foster/Walter        TAX                           83.59
            04/15/00   FOSW01-Foster/Walter        TAX               83.59
            04/15/00   ALLV01-Allen/Vickie         TAX                          430.32
            04/15/00   ALLV01-Allen/Vickie         TAX              430.32
            04/15/00   DURJ01-Duran/James F.       TAX                          453.99
            04/15/00   DURJ01-Duran/James F.       TAX              453.99
            04/15/00   GALS01-Galloway/Steve       TAX                          208.59
            04/15/00   GALS01-Galloway/Steve       TAX              208.59
            04/15/00   MADD01-Maddox/Dan           TAX                          115.16
            04/15/00   MADD01-Maddox/Dan           TAX              115.16
            04/15/00   HEND01-Henry/David          TAX                           95.54
            04/15/00   HEND01-Henry/David          TAX               95.54
            04/15/00   MARJ01-Marshall/Janet       TAX                          142.66
            04/15/00   MARJ01-Marshall/Janet       TAX              142.66
            04/15/00   STAR01-Stanton/Roger        TAX                           96.36
            04/15/00   STAR01-Stanton/Roger        TAX               96.36
                                                              --------------  --------------
            <TOTAL FOR ACCOUNT  2201-0000 FWT Payable        >     1,844.13    1,844.13

                                                              --------------  --------------
               <<< TOTAL FEDERAL WITHHOLDING >>>                  1,844.13    1,844.13
                                                              ==============  ==============

FICA WITHHOLDING
----------------------------
2203-0000   Employee FICA Payable
            04/15/00   CITD01-Citrol/Daniel     Golf, Inc.                        PAGE    7
            04/15/00   CITD01-Citrol/DPAYROLL GL DISTRIBUTION RECAP - PRELIMINARY
            04/15/00   COOB0
            04/15/00 =================================================================================================
            TION            AMT TYPE          DEBIT      CREDIT     NET AMOUNT
   ==================================================================================================================
1010-0000  Checking - Payroll     CASH             .00    15,718.99    15,718.99-
2201-0000  FWT Payable         FEDERAL WITHHOLDING   1,844.13    1,844.13      .00
2203-0000  Employee FICA Payable     FICA WITHHOLDING   1,118.81    1,118.81      .00
2204-0000  FUTA Payable        EMP'ER FUI CONTRIB      8.13       37.69       29.56-
2205-0000  SWT Payable         STATE WITHHOLDING     402.63      402.63       .00
2207-0000  SUTA Payable        EMP'ER SUI CONTRIB    228.58    1,290.62    1,062.04-
2225-0000  Accrued Employee Benefits    MISC. DEDUCTION       .00       25.00       25.00-
2225-0000  Accrued Employee Benefits    MISC. REDUCTION       .00      145.83      145.83-
6100-0000  Salaries            SAL. PAY (NON-J/C)   8,708.34      .00      8,708.34
6100-0000  Salaries            HOL. PAY (NON-J/C)     100.00      .00       100.00
6100-1000  Salaries            REG. PAY (NON-J/C)   1,776.00      .00      1,776.00
6100-1000  Salaries            OT.  PAY (NON-J/C)     108.00      .00       108.00
6100-1000  Salaries            SAL. PAY (NON-J/C)   1,250.00      .00      1,250.00
6100-2000  Salaries            REG. PAY (NON-J/C)   1,516.00      .00      1,516.00
6100-2000  Salaries            OT.  PAY (NON-J/C)      90.00      .00        90.00
6100-2000  Salaries            VAC. PAY (NON-J/C)      56.00      .00        56.00
6100-2000  Salaries            SAL. PAY (NON-J/C)   1,166.67      .00      1,166.67
6110-0000  Payroll Taxes         EMP'ER FICA CONTRIB    664.60      .00       664.60
6110-0000  Payroll Taxes         EMP'ER FUI CONTRIB      9.33      .00         9.33
6110-0000  Payroll Taxes         EMP'ER SUI CONTRIB    518.01      .00       518.01
```

```
6110-1000   Payroll Taxes      EMP'ER FICA CONTRIB       239.73        .00       239.73
6110-1000   Payroll Taxes      EMP'ER FUI CONTRIB         15.07        .00        15.07
6110-1000   Payroll Taxes      EMP'ER SUI CONTRIB        457.98        .00       457.98
6110-2000   Payroll Taxes      EMP'ER FICA CONTRIB       216.39       1.91       214.48
6110-2000   Payroll Taxes      EMP'ER FUI CONTRIB         13.29       8.13         5.16
6110-2000   Payroll Taxes      EMP'ER SUI CONTRIB        314.63     228.58        86.05
                                                     --------------  --------------  --------------
                                                       20,822.32   20,822.32          .00
                                                     ==============  ==============  ==============
```

Sample GL Detail Report

3.3.6 Print Manual Checks

This sixth option on the Manual Payroll Menu, will print the paychecks <u>if a check number was not specified in transaction entry</u> after a successful Edit List and Preliminary Registers are run. After printing, the Post Computed Checks Screen will automatically appear. If you do not want to post immediately (due to time constraints. etc.) press <Esc> to exit Computed Payroll. However, do not do any further Payroll functions until you post or you will have to generate another successful Edit List and reprint checks again.

If you get an " Invalid MANUAL PAYROLL STATUS" Message, an error-free Edit List has not yet been printed. If an error-free Edit List has been generated, the following Screen will appear.

```
   04/27/00                                              PRINT   CHECKS



 NEXT CHECK NO.    000597                     PRINT
 MESSAGE ON STUB   THANK YOU FOR YOUR HARD WORK!     BASE PAY RATE
        Y                                             REMAINING VAC
 Y                                                   REMAINING  DIS
 Y

         <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Print Paychecks Screen

NEXT CHECK NUMBER	Defaults to the last check printed by the system. If a different number is desired, type the number of the next paycheck to be printed
MESSAGE FOR STUB	You may type a message of up to 40 characters to appear at the bottom of each check printed.
PRINT - PAY RATE, REMAINING VACATION / DISABILITY	Specify yes <Y> to print this information at the bottom of each check. Otherwise say no <N>.

Post Manual Checks

Posting is the last step in processing a payroll. You may Post immediately after printing checks or elect to do it later. If you wait, DO NOT perform any Maintenance or Processing UNTIL YOU POST or you may need to regenerate a Computed Edit List & print checks.

Performing this operation posts payroll information to the History Totals (Register & D/R/A) and Distribution to GL files. MTD. QTD, YTD and Employee Balance Files are updated and Job Cost Time Cards are posted to the Job Cost Transactions file. BankBook Interface is also updated.

The effects of a Check Post are FINAL, so the following must be complete before Posting.

- A Satisfactory Computed Edit has been generated
- Preliminary Reports have been generated and approved
- Checks must be Printed
- A Complete Backup of the previous Pay Cycle Data is on hand.

CHAPTER 4

PERIOD END PROCESSING

4.0 Period End Processing

This section contains payroll-related items which must be processed periodically, although not every pay cycle.   It contains the following Menu items:

Vacation/Disability Accruals
Generate Savings Bond File
W-2 Processing
Year End Close

```
                                              Pay-Ware  Payroll  System
     VER  4.65                                     April  27,  2000
10:05am



              MAIN MENU
         PAY P          PERIOD END PROCESSING
         PERIO       VACATION/DISABILITY  ACCRUAL
            FI       GENERATE  SAVINGS  BOND  FILE
             F           W-2  PROCESSING
                        YEAR  END  CLOSE




         PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Period End Processing Menu

4.1 Vacation & Sick Day/Disability Accrual & Payments.

This first item on the Period End Processing Menu automates accrual of Vacation and Disability Hours/Days. You must select the desired cycle for processing these items. As with all processing screens, information must be key entered initially but when report parameters are saved, only changes need to be key entered.

Before running the Accrual update routine using **Hire Date** as the processing criteria, it is critical that the date when the routine is to be run be decided. [If the Accrual is set as Annual, the accrual should always be run before any payrolls are processed in the new calendar year]. Once this date is decided, the update routine can be processed. Then the REM **VAC** & **REM DIS** fields of each employee's Master Record (File Maintenance>Employee Information>Employee Master - bottom left) must be updated to reflect the days remaining until the update routine will be processed again (Once a year is recommended).

To correctly decrement the Accrual, Attendance Codes for Vacation and Sick/Disability time (found in File Maintenance>Processing Codes) must reflect the same Daily (or Hourly) basis units as the Accrual. More importantly, If the Pay for these Vacation/Disability Attendance Units should flow to a GL Account other then the Employee's standard Attendance Code, the Pay Rate must be adjusted so it reflects the correct fraction of the Employee's usual "1" Salary Pay Unit per pay period.

For Example, a Salaried employee normally receives 1 unit of Attendance Code 06 (Salary) for $1000 each month. This month, 3 Vacation Days (Attendance Code 04) were taken. To correctly decrement the Accrual and keep Earnings at $1000, the following Time Cards must be entered:

ATTEND	UNITS	RATE
06 (Salary)	.84	$840

---

04 (Vacation)	3	$160	

Two simpler methods can be used to track available vacation/sick days for Salaried Personnel where Earnings/Attendance dollars do not have to be tracked separately to different Jobs or Departments.

1) Employees default Pay Rate Units (& Salary) can be left untouched (e.g. "normal" 1 Unit of Salary Pay) is processed while additional Time Card(s) are added with the Employee's Vacation or Sick/Disability time (entered with a $0 Pay Rate).

2) Even simpler, the Salaried Vacation & Disability Attendance Codes can be set up for "Attendance Only" (see File Maintenance > Processing Codes > Attendance Codes) in Field 5. Both these options will decrement the Accruals without having to manually adjust pennies between Attendance Codes to hit a "fixed" total Earnings amount

[With Hourly personnel it is easiest to Accrue, Decrement & Pay Vacation/Disability in Hourly Units.]

Reviewing the Screen below will illustrate a typical Accrual Setup. It is processed once a year and accrues Annual vacation time (in Days) to Salaried Employees who are paid Monthly based on their Hire Date. **Accruals for Salaried personnel are generally more complex than for Hourly Personnel because their Accrual Units (Usually Days or Hours) are almost always different than their Pay Units.**

This Accrual is restricted to Warehouse Employees and it will increase their available vacation units (days) as follows when it is processed.

< 1 Year Service	gets	0.5 Days/Pay Period - Vacation	to a maximum of 6 Days per year
1-5 Years Service	gets	.833 Days/Pay Period - Vacation	to a maximum of 10 Days per year
5-10 Years Service	gets	1.25 Days/Pay Period - Vacation	to a maximum of 15 Days per year
10+ Years Service	gets	1.67 Days/Pay Period - Vacation	to a maximum of 20 Days per year

Sick/Disability days are Setup similarly to a maximum of 5 days per year.

If Hourly Units were being accrued, the accrual level would generally be 8x the Daily level above. Available Days (or Hours) per period is calculated by dividing total allowable Annual Days (or Hours) by the # of Pay Periods per year. If these Employees were paid Bimonthly instead of Monthly, the number of Days (or Hours) accrued per Pay Period would be half the above levels.

```
   04/27/00                                    VACATION/DISABILITY  ACCRUAL

           Add    Change   Delete   Inquire  First  Last  Next  Prior  Output


   REPORT ID       01
   REPORT NAME     VAC SAL WHSE

                                     EMP    YEARS VAC   UNITS MAX   VAC DIS
 UNITS MAX DIS                        1              .5      6         .25
 3
                                      2       1    .833     10        .417
 5
  SAL/HR/OTHR   Salary                3       5    1.25     15        .417
 5
  HIRE/ANNUAL   Hire Date             4      10    1.67     20        .417
 5
                                      5

                                      6

                                      7

                RESTRICTION           8

 FIELD ID       Work Location         9

 START POS.     03                   10

 FIELD LEN.     06                   11

 FIELD VALUE    WHSE                 12
```

Vacation/Disability Accrual Parameters Screen

PARAMETER KEY &
DESCRIPTION

Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

SAL/HR/OTH <Alt Z>

Select: <S> Salaried Employee ,   <H> Hourly Employee or   <O> Other

HIRE/ANNUAL <Alt Z>

Select desired accrual base period. <H> Hire date, or <A> Calendar Year

FIELD ID <ALT Z>

Letters input here may be used to restrict the Accrual Incrementing Routine to specific groups of employees based on a given Employee Master code. The Selectable Codes are: <D> Division, <M> for Miscellaneous,   <P> for Position,   <S> for Supervisor, or <W> for Work Location, Press <Alt Z> to display a zoom window to find the available Codes. Default setting for this is <N> None.   In the above Screen, this Accrual level is restricted to Warehouse Employees.

START POS.

Further restrict the desired sort to a Portion of the Employee Master code.

FIELD LEN.

Specify the length of the desired Employee Master sort code.

FIELD VALUE

Allows selection of a portion of the Employee Master code

EMP YEARS

Specify the number of years of employment for this level.

VAC UNITS

Specify the number of Vacation units (Hrs/ Days) to be accrued per pay cycle.

MAX VAC

Specify the maximum total number of allowable Vacation Units.

DIS UNITS

Specify the number of Disability units (Hrs/ Days) to be accrued per pay cycle.

MAX DIS

Specify the maximum total number of allowable Vacation Units.

4.2 Generate Savings Bond Purchase File

```
 04/27/00                    GENERATE  SAVINGS  BOND  PURCHASE  FILE
        Add   Change   Delete   Inquire   First   Last   Next   Prior   Output




                        REPORT ID
                        REPORT NAME



                   FRB COMPANY ID
                   FBR LOCATION ID
                   PRIORITY NUMBER
                   GENERATE DISK




           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Generate Savings Bonds File Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
FRB COMPANY ID	Type Federal Reserve Company ID number
FRB LOCATION ID	Type Federal Reserve location ID Number
PRIORITY NUMBER	Enter the Deduction Plan/Priority number that was Used to withhold money for Saving Bond purchases.
GENERATE DISK	Type <Y> to create disk to send to FRB; otherwise type <N>

4.3 <u>W-2 Processing</u> - **The following sections guide you through this process**

This is the third item on the Period End Processing sub menu. The information printed on W-2 forms is contained in a file named PBW2 located in the \PLATINUM\[Company Key] directory. When the Prepare W-2 Utility is run, the PBW2 file is updated with information from the Employee Master file and the DRA History file.

The recommended process for generating end-of-year W-2 forms consists of five steps:

1. Run the Prepare W-2 Utility option to update the PBW2 file with all the information necessary to generate W-2 forms.

2. Run the Print W-2 Forms option in the 'Trial' mode and check the printed output.

3. If corrections are necessary, use the W-2 Corrections option to make the needed changes: This will update the PBW2 file with the changed details.

4. Print the forms again in 'Trial' mode to verify any changes made.

5. Print the W-2's in 'Final' mode IF DESIRED. This is <u>not</u> recommended.

.

4.3.1 <u>Build W-2 Information</u>
This procedure updates the PBW2 file with all information necessary to generate the final W-2 forms
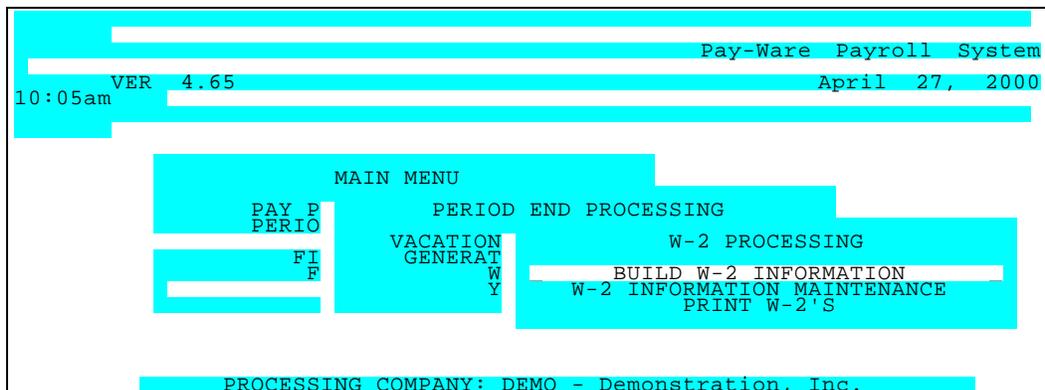
```
                                              Pay-Ware  Payroll  System
       VER  4.65                              April  27,  2000
10:05am


              MAIN MENU
       PAY P          PERIOD END PROCESSING
       PERIO
                 VACATION            W-2 PROCESSING
       FI      GENERAT
       F           W        BUILD W-2 INFORMATION
                   Y      W-2 INFORMATION MAINTENANCE
                                  PRINT W-2'S



       PROCESSING COMPANY: DEMO - Demonstration, Inc.
```
.
1. Select Build W-2 INFORMATION from the sub-menu that appears. This option (when initially accessed) provides a Report Maintenance screen similar to all Report Maintenance screens: You can define and save selected options by entering a Report ID and Description. The saved record will then appear as a report option the next time the Build W-2 Utility option is accessed.
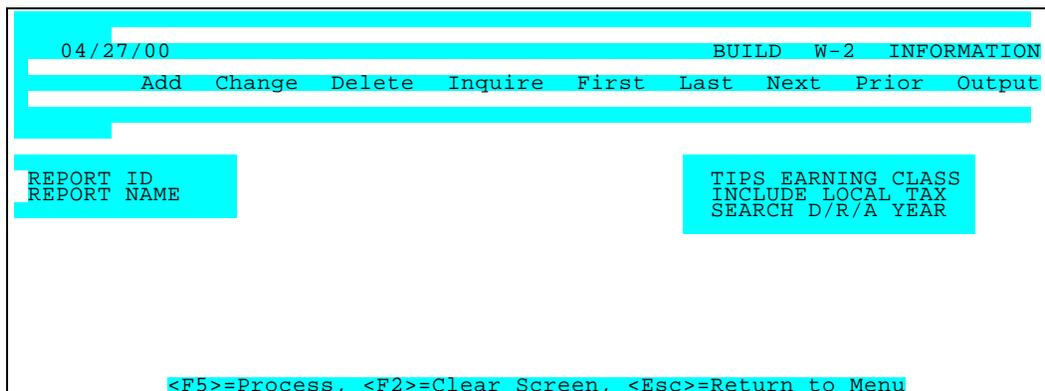
```
   04/27/00                                    BUILD   W-2   INFORMATION
       Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



   REPORT ID                                    TIPS EARNING CLASS
   REPORT NAME                                  INCLUDE LOCAL TAX
                                                SEARCH D/R/A YEAR





       <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```
2. Fill in the fields as follows:

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
TIPS EARNING CLASS <Alt Z>	Type (or select from the zoom window) the Earnings Type Key that is Used for tips. If tips are not applicable to your business, specify None by typing a zero <0>.
INCLUDE LOCAL TAXES IF ANY	Type <Y> if local taxes should be reflected on the W-2's. If local taxes should not be reflected, type <N>
YEAR TO SEARCH FOR D/R/A'S	Type the last two numbers of the calendar year for which you are generating the W-2's and searching the DRA file (e.g. 97).

IMPORTANT NOTE: In order for a D/R/A plan to appear on the W-2, its Defaults (in File Maintenance > Cafeteria Plans) **must have a <u>W-2 CATEGORY</u> assigned in field 4. Similarly, be sure the <u>LOCL NAME</u> field** on Screen 3 of the EE Master **contains the name of any Local Taxing Authority to be printed on W-2s. We suggest you review these items now to ensure they are Setup correctly.**

---

3.   When entries in all appropriate fields are defined, press <Alt-O> to highlight the Output action commands and press <F5>. The PBW2 file will be created.

4.3.2   Print the W-2 Forms in the Trial Mode

The Print W-2 Forms option allows you to generate 'Trial' W-2's, which should be examined carefully to determine if any changes are necessary. You can also specify whether you will be submitting W-2 information on magnetic media (diskettes).

From the W-2 Forms sub-menu, select PRINT W-2 FORMS. From the "Sequence By" sub-menu, choose whether you want the W-2's sorted by Employee Key, Department, Employee Name or State/SSN.

```
 04/27/00                                                        PRINT   W-2'S




                             SORT OPTIONS

                             EMPLOYEE KEY
                       DEPARTMENT/EMPLOYEE KEY
                            EMPLOYEE NAME
                          STATE/SOC.SEC.NO,




<Home> <End> <_> <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return to
Menu
```
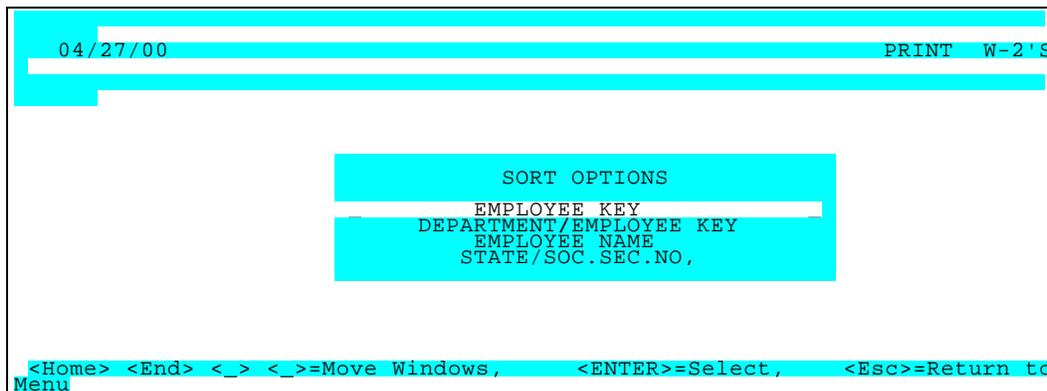
When all appropriate fields are completed, press <Alt-O> to select the Output action command and press <F5> to process the output. Choose your preferred method of output from the Output Selection menu, and examine the output for necessary corrections

```
  04/27/00                                                       PRINT   W-2'S
           Add    Change   Delete   Inquire   First   Last   Next   Prior   Output




 _ REPORT ID        01
 _ REPORT NAME  _   TEST


 FROM EMPLOYEE      <FIRST>              FROM DEPARTMENT      <FIRST>
    TO EMPLOYEE     FDONKO                  TO DEPARTMENT     <LAST >


 PRT EMP ID AS CTRL NO.  Y            GENERATE MAG MEDIA     N
 TRIAL/FINAL             T            TYPE OF COMPUTER
 PRINT LASER FORMS       !            HIGH/LOW DENSITY DISK
 PRINT COMPANY NAME      Y


          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
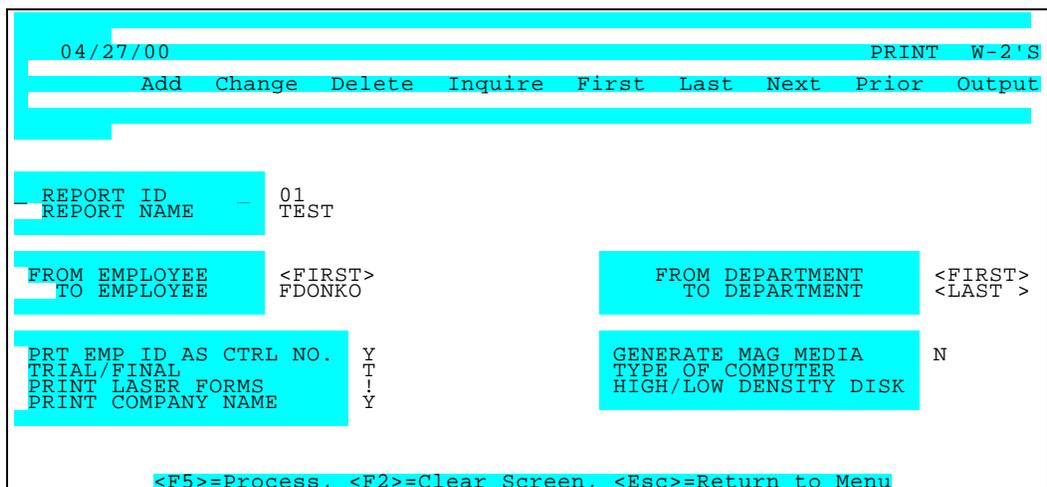
PARAMETER KEY Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.

BEGINNING EMPLOYEE KEY <Alt-Z> Define the range of Employees you wish to include in the report.   Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING EMPLOYEE KEY <Alt-Z> Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

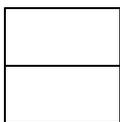|	
BEGINNING DEPARTMENT KEY **<Alt-Z>**	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY **<Alt-Z>**	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
PRINT EMP KEY AS CTRL NO.	The Employee Key (as defined in the Employee master file) will be printed in Box 1 as the Control number if you specify Y in this field. If you enter N, Box 1 will be blank.
TRIAL/FINAL	A Trial (T) printing can be generated as often as desired, and should be examined to see if any changes should be made before printing in Final (F) mode. All information remains in the PBW2 file **until the W-2's are run in Final mode**: the details for each employee are then moved to a history file called PBW2H. Note that there is no file listing or report for this history file; however, a third party application (for example, Xtrieve) can be Used to examine the history data.

PRINT LASER FORMS	Select the appropriate Format Option for the form you are using.
	     Select **"N" - <u>Default Setting will print 2-up Multi-part Dot Matrix</u>**
	     Select "**A**" to print **Laser-<u>2 up</u>** - (EE <u>&</u> ER Versions) @ 60 lines/pg.
	     Select "**B"** to print <u>4 up Box **(2x2)**</u> EE Version @ 88 lines/pg. (Four copies of ONE EE per Pg)
	          "**BR**" prints ER copies of <u>4 up-Box</u>. (ONE copy ea of Four DIFFERENT EE's)
	     Select "**C**" to print **<u>4 up (1x4-Full Width)</u>** EE Version @ 88 lines/pg. (ONE EE/Pg)
	          "**CR**" prints ER copies of <u> 1x4 Full Width </u>(ONE copy ea of Four DIFFERENT EE's)
	BE SURE TO HAVE GOOD COPIES OF ALL EE & ER W-2s BEFORE RUNNING FINAL MODE.

LASER W-2   **FORMATS (Nonstandard Laser Printer SetUps Required - see below)**
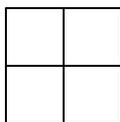
Selection: <u><A></u>   <u>**<B>**</u> & <u>**
</u> (ER copy)   <u><C>**</u> & <u>**<CR>**</u> (ER copy)
      2up/2EE per Pg   **4up Box(2x2)**   **4up(1x4)**
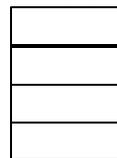
Printer
Setting: 60 Lines/Pg   **88 Lines/Pg**   **88 Lines/Pg**

Options **B** & **C** print 4 copies for <u>ONE</u> Employee per Page. Options **BR** & **CR** (Employer format) print 4 <u>DIFFERENT</u> Employee's/Pg. All the laser forms require NONSTANDARD (Other than 66 Lines/Pg) printer setups. Printers must be configured in Platinum System Manager **>** System Setup **>** Printer Maintenance.

PRINT COMPANY NAME	Specify <Y> Yes to print the company name, Otherwise specify No <N>.
REPORT TO MAGNETIC MEDIA	If records are submitted on Magnetic Media, one or more files (depending on the amount of disk space needed) named W2REPORT.??? will be created in your \PLATINUM\[Company Key] directory when you output W-2's through the Output Selection option. Each of the files will be of a size that can be copied to a floppy disk, and will have extensions of .001, .002, etc. An instruction screen will list the filenames and provide instructions for copying and submitting the files to the SSA.
TYPE OF COMPUTER	If you have selected to report to magnetic media, the government requires that you include the manufacturer's name for the computer used to generate the magnetic media. Type the name, or the first 8 characters.
HIGH / LOW DENSITY DISK	Specify High <H> or Low <L> Density floppy Disk. {all 3.3" Diskettes are HIGH DENSITY}

4.3.3 W-2 INFORMATION MAINTENANCE

If, after examining the Printed Trial W-2's, corrections are needed, use the W-2 INFORMATION MAINTENANCE Option. The Correct W-2's Screen is where you can recall employee records and make any necessary changes. This option also updates the PBW2 file, when any changes are made and saved.

> **Important Note:** because this option only accesses the PBW2 file, changes made will not update any other Pay-Ware data file (such as the Employee Master or D/R/A files). If information is changed in those files, the BUILD W-2 INFORMATION Utility must be rerun so the PBW2 file will contain the most recent information.

Employee records may be recalled by Pressing <**Alt I**> in the Employee Key, Employee Name or Dept field to activate the Zoom Window. The necessary **C**hanges <**Alt C**> or **A**dditions <**Alt A**> can be made & Processed <**F5**>. Note that most fields displayed are numbered to correspond with the numbered Boxes on the W-2 forms.

```
   04/27/00                        EMPLOYEE   W-2   FILE   MAINTENANCE
                 Add    Change   Delete   Inquire   First   Last   Next   Prior


                                                             BOX   15
EMP          ID
  STAT DEC PEN REP 942 SUB DEF
DEPT
SS           NO.
ADDRESS 1
        2
CITY/ST/ZP                         ,          -      YEAR
                                                     VOID

1  WAGES              11 NON QUAL              STATE INFO
2  FED TX             12 BEN INCL             16  STATE
3  SS WAGE            13a                          ID NO
4  SS TX              13b                     17  WAGES
5  MED WAGE           13c                     18  TAX
6  MED TAX            14a
7  SS TIPS            14b                     LOCAL INFO
8  TIPS               14c                     19  NAME
9  EIC PMT            14d                     20  WAGES
10 DEP BEN                                    21  TAX

           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

To recall a particular record, position the cursor in either the EE Key, Dept., or Name field, and press <Alt-I>. Highlight the record that needs changes and press <Enter> to display the record.

DEPARTMENT <ALT I > <ALT Z>	Verify this information to insure it is correct and up to date.
S.S. NO	Verify this information to insure it is correct and up to date.
ADDRESS	Verify this information to insure it is correct and up to date.
ADDRESS	Verify this information to insure it is correct and up to date.
CITY/ST/ZIP	Verify this information to insure it is correct and up to date.
CITY/ST/ZIP	Verify this information to insure it is correct and up to date.
CITY/ST/ZIP	Verify this information to insure it is correct and up to date.

BOX 15 CODES
   STATUTORY
   DECEASED
   PENSION
   LEGAL REP
   SUBTOTAL
   DEFERRED COMP
	Box 15 details are system maintained and should not be altered. An "X" may appear in these fields and will print in the appropriate portion of Box 15 of the W-2. If a field requires modification, place an "X" in the proper field.

YEAR	Field displays the year specified last time the utility was run (will be included in Magnetic Media file.
VOID	This field may be used to exclude an Employee's information from the subtotal/total generated by the system. Place an "X" here if the VOID box is to be checked when W-2s are printed. If checked, the Employee Information will get printed to a form but the system will NOT include the information into subtotal/total amounts. Leaving field blank includes employee information in all total amounts.
BOX 1 - WAGES, TIPS, OTHER COMPENSATION	Verify this information to insure it is correct.
BOX 2 - FEDERAL INCOME TAX WITHHELD	Verify this information to insure it is correct.
BOX 3 - SOCIAL SECURITY WAGES	Verify this information to insure it is correct.
BOX 4 - SOCIAL SECURITY TAX WITHHELD	Verify this information to insure it is correct.
BOX 5 - MEDICARE WAGES & TIPS	Verify this information to insure it is correct.
BOX 6 - MEDICARE TAX WITHHELD	Verify this information to insure it is correct.
BOX 7 - SOCIAL SECURITY TIPS	Verify this information to insure it is correct.
BOX 8 - ALLOCATED TIPS	Verify this information to insure it is correct.
BOX 9 - ADVANCE E.I.C. PAYMENTS	EIC Advances will appear here and be printed on the W-2 (if the Allowance was Setup properly in the Cafeteria Plans File Maintenance Screen).
BOX 10 - DEPENDENT CARE BENEFITS	Dependent Care Spending Amounts will appear here and be printed on the W-2 (if the Allowance was Setup properly in the Cafeteria Plans File Maintenance Screen)
BOX 11 - NONQUALIFYING PLANS	Distributions to an Employee from a Nonqualified Plan or Section 457 Plan are reported here and included in Box 1 (if the Allowance was Setup properly in the Cafeteria Plans File Maintenance Screen)..
BOX 12 - BENEFITS INCL IN BOX 1	Calculated Amounts for any Box 12 Details will appear here and be printed on the W-2 (if they were specified in the Prepare W-2 Utility Maintenance Screen).
BOX 13a, 13b, 13c	Amounts for any Box 13 Deductions, Reductions or Allowances will appear here and be printed on the W-2 (if they were specified in the Prepare W-2 Utility Maintenance Screen).
BOX 13a, 13b, 13c	Amounts for any Box 13 Deductions, Reductions or Allowances will appear here and be printed on the W-2 (if they were specified in the Prepare W-2 Utility Maintenance Screen).
BOX 13a, 13b, 13c	Amounts for any Box 13 Deductions, Reductions or Allowances will appear here and be printed on the W-2 (if they were specified in the Prepare W-2 Utility Maintenance Screen).
BOX 14a, 14b, 14c, 14d	Any applicable amounts for State SUI & SDI will appear in these fields and be printed on the W-2
BOX 14a, 14b, 14c, 14d	Any applicable amounts for State SUI & SDI will appear in these fields and be printed on the W-2
BOX 14a, 14b, 14c, 14d	Any applicable amounts for State SUI & SDI will appear in these fields and be printed on the W-2
BOX 14a, 14b, 14c, 14d	Any applicable amounts for State SUI & SDI will appear in these fields and be printed on the W-2
STATE NAME	Abbreviated State Name
I.D. NUMBER	Employer State I.D. Number
STATE WAGES, TIPS, ETC.	Verify this information to insure it is correct.

STATE INCOME TAX WITHHELD	Verify this information to insure it is correct.
LOCAL TAXING AUTHORITY NAME	This information will default from the LOCL NAME field on SCREEN 3 of the EMPLOYEE MASTER (File Maintenance>EE Information>EE Master>Alt 2). If this field is blank you may wish to enter this information for those Employees having Local Taxes and Rerun the BUILD Utility rather than edit this file every time W-2s are processed.
LOCAL WAGES, TIPS, ETC.	Verify this information to insure it is correct.
LOCAL INCOME TAX WITHHELD	Verify this information to insure it is correct.

4.3.3.a "Box by Box" I R S Instructions for W-2 Information

Box a – Control number. **Void.**	-You may use this box to identify individual Forms W-2. You do not have to use this box. -- Check this box when an error has been made. Amounts shown on void forms should NOT be included in your subtotal Form W-2.
Box b – Employer's Identification number.	-- Show the number assigned to you by the IRS (00-0000000). This should be the same number that you used on your Federal employment tax returns (Form 941 or 943). Do not use a prior owner's EIN. If you do not have an EIN when filing Forms W-2, enter " Applied For " in box b, not your SSN. You can get an EIN by filing **Form SS-4,** Application for Employer Identification Number. See **Agent Reporting** on page 2.
Box c – Employer's name, address, and ZIP code.	-- This entry should be the same as shown on your Form 941 or 943. See **Agent Reporting**
Box d – Employee's social security number.	-- Enter the number shown on the employee's social security card. If the employee does not have a card, he or she should apply for one by completing **Form SS-5,** Application for a Social Security Card. If the employee has applied for a card but the number is not received in time for filing, enter " Applied For " in box d. The employee should be told to show you the card when it is received. When you see the employee's card showing the SSN, correct your previous report by filing Form W-2c showing the employee's SSN.
Box e – Employee's name **Box f – Employee's address and ZIP code.**	-- Enter the name as shown on the employee's social security card (first, middle initial, last). If the name doesn't fit, you may show first name initial, middle initial, and last name. If the name has changed, have the employee get a corrected card from any SSA office. Use the name on the original card until you see the corrected one. Do not show titles or academic degrees at the end of the employee's name. -- This box is combined with box e (Employee's name) on all copies except Copy A.
Box 1 -- Wages, tips, other compensation.	-- Show in box 1 (excluding elective deferrals, except section 501(c)(18) contributions), before any payroll deductions, the following items: 1. Total wages, prizes, and awards paid to employees during the year. For example, if the employee worked from December 24, 2000, through January 6, 1998, and the wages for that period were paid on January 8, 1998, include those wages on the 1998 Form W-2. 2. Total noncash payments (including certain fringe benefits). See **Fringe Benefits** in Pub. 535 for information. 3. Total tips reported by employee to employer (not allocated tips). 4. Certain employee business expense reimbursements (see **Employee Business Expense Reimbursements** on page 3).

5. The cost of accident and health insurance premiums paid on behalf of 2 % or more shareholder-employees by an S corporation.

6. Taxable benefits made from a section 125 (cafeteria) plan (i.e., employee chooses cash).

7. Group-term life insurance in excess of $ 50,000. See **Group-Term Life Insurance** on page 3.

8. The amount paid to or on behalf of an employee for educational assistance that is not job related. Generally, amounts paid for educational assistance that is job related are not included as income. See **Pub. 508,** Educational Expenses, for more information.

9. The amount of your employee's share of taxes paid by you, except for household and agriculture employees. See **Employer Paid Taxes** on page 3.

10. All other compensation, including certain scholarship and fellowship grants and taxable payments for moving expenses (see the discussions of these items on page 3). Other compensation is amounts that you pay your employee from which Federal income tax is not withheld. You may show other compensation on a separate Form W-2. See **Multiple Forms on page 2.**

Note: *Payments to statutory employees that are subject to social security and Medicare taxes but not subject to Federal income tax withholding must be shown in box 1 as other compensation. See Pub. 15-A for definition of a statutory employee.*

Box 2 – Federal income tax withheld	-- Show the amount of Federal income tax withheld from the employee's wages for the year.
Box 3 – Social security wages.	Show the total wages paid (before payroll deductions) subject to employee social security tax but **NOT** including social security tips and allocated tips. Generally, noncash payments are considered wages. Include employee business expenses reported in box 1. Also, include elective deferrals to certain qualified cash or deferred compensation arrangements and to retirement arrangements described in box 13, codes D, E, F, and G, even though the deferrals are not includable in box 1. Include elective and nonelective deferrals for purposes of section 457 plans. If you paid any employee social security, Medicare, and employee state unemployment compensation taxes for your employee rather than deducting them from wages, see **Employer Paid Taxes** on page 3. Report in this box the amount of the cost of group-term life insurance coverage over $ 50,000 that is taxable. See Group-Term Life Insurance on page 3. Report the cost of accident and health insurance premiums paid on behalf of 2 % or more shareholder-employees by an S corporation only if the exclusion under section 3121(a)(2)(B) is not satisfied. **The total of boxes 3 and 7 should not be more than $ 68,400** (the maximum social security wage base for 1998). In the case of certain members of the clergy and religious workers who are not subject to social security tax as employees, boxes 3 and 5 should be left blank. See **Pub. 517,** Social Security and Other Information for Members of the Clergy and Religious Workers.
Box 4 – Social security Tax withheld.	-- Show the total employee social security tax (not your share) withheld or paid by you for the employee. The amount shown should not exceed $ 4,240.80 ($ 68,400 x 6.2 %). Include only taxes withheld for 2000 wages.
Box 5 – Medicare wages and tips.	-- The wages and tips subject to Medicare tax are the same as those subject to social security tax (boxes 3 and 7), except that there is no wage base limit for Medicare tax. Enter the total Medicare wages and tips in box 5. Be sure to enter tips the employee reported even if you did not have enough employee funds to collect the Medicare tax for those tips. If you paid your employee's share of taxes, see **Employer Paid Taxes** on page 3. Report in this box the amount of the cost of group-term life insurance coverage over $

50,000 that is taxable. See **Group-Term Life Insurance** on page 3. For reporting of accident and health insurance premiums paid by S corporations for 2 % or more shareholder-employees, see box 3 instructions.

If you are a Federal, state, or local agency with employees paying only the 1.45 % Medicare tax, enter the Medicare wages in this box. See **Government Employers** on page 3.

Example. The following is an example of how to report social security and Medicare wages in boxes 3 and 5. Assume you paid your employee $ 140,000 in wages. The amount in box 3 (social security wages) should be $ 68,400.00, but the amount shown in box 5 (Medicare wages and tips) should be 140000.00. There is no limit on the amount reported in box 5. If the amount of wages paid was $ 68,400 or less, the amounts entered in boxes 3 and 5 would be the same.

Box 6 – Medicare tax withheld.

-- Enter the total employee Medicare tax (not your share) withheld or paid by you for your employee. Include only taxes withheld for 1998 wages. If you are a Federal, state, or local agency, with employees paying only the 1.45 % Medicare tax, enter the Medicare tax in this box.

Box 7 – Social security tips.

-- Show the amount the employee reported even if you did not have enough employee funds to collect the social security tax for the tips. The total of boxes 3 and 7 should not be more than $ 68,400.00 (the maximum social security wage base for 1998). Report all tips in box 1 along with wages and other compensation.

Box 8 -- Allocated tips.

-- If you are a large food or beverage establishment, show the amount of tips allocated to the employee. (See the instructions for **Form 8027,** Employer's Annual Information Return of Tip Income and Allocated Tips.) **Do not** include this amount in boxes 1, 5, or 7.

Box 9 -- Advance EIC payment.

-- Show the total amount paid to the employee as advance earned income credit payments.

Box 10 -- Dependent care benefits.

-- Show the total amount of dependent care benefits under section 129 paid or incurred by you for your employee. Include the fair market value of employer-provided or employer-sponsored day-care facilities and amounts paid or incurred in a section 125 (cafeteria) plan. This can include: the fair market value of benefits provided in-kind by the employer; an amount paid directly to a day-care facility by the employer or reimbursed to the employee to subsidize the benefit; or the pre-tax contributions made by the employee to a section 125 dependent care flexible spending account. Include any amounts over $ 5,000 in boxes 1, 3, and 5. For more information on the amount to report, see Pub. 535.

Box 11 -- Nonqualified plans.

-- Show the amount of distributions to an employee from a nonqualified plan or a section 457 plan. Also include these distributions in box 1.

Enter the amount of contributions under a nonqualified plan or section 457 plan that became taxable for social security and Medicare taxes during the year, based on the **later** of **(1)** when the services giving rise to the deferral are performed, or **(2)** when there is no substantial forfeiture risk of the rights to the deferred amount. This amount should be included in boxes 3 and 5 as social security wages and Medicare wages and tips. Only show an amount in box 11 if it is also included in box 1, 3, or 5. The SSA uses this information to verify that they have properly applied the social security earnings test and paid the correct amount of benefits.

Nonqualified deferred compensation plans do not meet the qualification requirements for tax-favored status. Nonqualified plans include those arrangements traditionally viewed as deferring the receipt of current compensation. Accordingly, welfare benefit plans, stock option plans, and plans providing dismissal pay, termination pay, or early retirement pay are not nonqualified plans. Any amount deferred under a nonqualified plan should be included as social security and Medicare wages as of the later of when the services (giving rise to the deferral) are performed or when there is no substantial forfeiture risk of the rights to the deferred amount.

State and local agencies should separately identify section 457 distributions in this box by using code **G** followed by a space, and then the dollar amount. However, if you are reporting a distribution from both a

nonqualified plan and a section 457 plan, report it as a single amount in this box and do not identify it by code **G.**

Report distributions to beneficiaries of deceased employees on **Form 1099-R,** Distributions From Pensions, Annuities, Retirement or Profit-Sharing Plans, IRAs, Insurance Contracts, etc.

Military employers should report military retirement payments on Form 1099-R.

Box 12 – **Benefits included in box 1.**	-- Show the <u>total value</u> of the taxable fringe benefits (such as section 125 Cafeteria Plans) included in box 1 as other compensation. Do not include amounts reported in boxes 10 and/or 13. **Fringe Benefits.** -- Include all taxable fringe benefits in box 1 as wages, tips, and other compensation and, if applicable, in boxes 3 and 5 as social security and Medicare wages. <u>Show the total value of the fringe benefits in box 12 of Form W-2</u>. You may issue a separate statement or another Form W-2 showing just the value of the fringe benefits in boxes 1, 3, 5, and a note in box 12. The amounts reported in boxes 13 and/or 10 should not be included in the amount reported in box 12. If you provided your employee a vehicle and included 100 % of its annual lease value in the employee's income, you must separately report this value to the employee in box 12 or on a separate statement. The employee can then figure the value of any business use of the vehicle and report it on **Form 2106,** Employee Business Expenses. See **Fringe Benefits** in **Pub. 535,** Business Expenses, for more details.

Box 13 -- Complete and code this box for all items described below that apply. Do not report in box 13 any items that are not listed as codes A-T. Do not report in box 13 section 414(h)(2) contributions. Instead, use box 14 for these items or for information you wish to give employee. For example, union dues, uniform payments, etc., should be reported in box 14.

Do not enter more than three codes in this box. If more than three items need to be reported in box 13, use a separate Form W-2 or a substitute Form W-2 to report the additional items. See **Multiple Forms** on page 2.

Use the codes shown with the dollar amount. The code should be entered using capital letters. Leave at least one space blank after the code and enter the dollar amount on the same line. Use decimal points but not dollar signs or commas. For example, you are reporting $ 5,300.00 to a section 401(k) plan. The entry in box 13 would be: D 5300.00.

See the **Reference Guide for Box 13 Codes** on page 8. See the detailed instructions below for each code.

Code A. Show the amount of employee social security tax on all the employee's tips that you could **not** collect because the employee did not have enough funds from which to deduct it. Do not include this amount in box 4. Use code **A** for uncollected social security tax on tips.

Code B. Show the amount of employee Medicare tax on tips that you could **not** collect because the employee did not have enough funds from which to deduct it. Do not include this amount in box 6. Use code **B** for uncollected Medicare tax on tips.

Code C. Show the taxable amount of the cost of group-term life insurance coverage over $ 50,000 provided to your employee (including former employee). See **Group-Term Life Insurance** on page 3. Also, include it in boxes 1, 3, and 5. Use code **C** for cost of group-term life insurance coverage over $ 50,000.

Codes D-H. Use the following codes to show the amount of deferrals made to the plans listed below. Do not report amounts for other types of plans. See below for an example of reporting an elective deferral to a section 401(k) plan and an explanation for elective deferrals.

Code D. Show the amount of elective deferrals to a **section 401(k)** cash or deferred arrangement plan.

Code E. Show the amount deferred into a **section 403(b)** salary reduction agreement.

Code F. Show the amount deferred under a **section 408(k)(6)** salary reduction SEP.

Code G. Show the amount of elective and nonelective contributions to a **section 457(b)** deferred compensation plan for employees of state or local governments or tax-exempt organizations. Do not report section 457(f) amounts or amounts deferred under section 457(b) which are subject to a substantial risk of forfeiture.

Code H. Show the amount deferred under a **section 501(c)(18)(D)** tax-exempt organization plan. Be sure to include this amount in box 1 as wages. The employee will deduct the amount on his or her Federal income tax return.

The amount reported as an elective deferral is only the portion of the employee's salary (or other compensation) that he or she did not receive because of the deferral.

Nonelective contributions by an employer on behalf of the employee are not " elective deferrals. " Nor are voluntary " after-tax contributions " (such as voluntary contributions to a pension plan that are deducted from an employee's pay after all other deductions), required employee contributions, or employer-matching contributions. You may report these amounts in box 14, Other. Only elective deferrals should be reported in box 13 for all coded plans, except code G section 457(b) plans include both elective and nonelective deferrals.

The following example shows the amounts to report for a section 401(k) plan.

For calendar year 2000, Employee A elected to defer $ 9,800 to a section 401(k) arrangement and made a voluntary after-tax contribution of $ 600. In addition, the employer, on Employee A's behalf, made a qualified nonelective contribution of $ 1,000 to the plan and a nonelective profit-sharing employer contribution of $ 2,000.

The total elective deferral of $ 9,800 is reported in box 13 preceded with the code D (D 9800.00). Even though the 2000 limit for elective deferrals is $ 9,500.00, the employer would report the total amount of 9800.00 as an elective deferral.

The $ 600 voluntary after-tax contribution may be reported in box 14, Other. This reporting is optional. The $ 1,000 nonelective contribution and the $ 2,000 nonelective profit-sharing employer contribution are not reported on Form W-2.

Check the " Deferred compensation " checkbox in box 15 and enter the total elective deferral (including any excess) in box 13. Do not report any excess in box 1.

Code J. Show the amount of any sick pay **NOT** includible in income because the employee contributed to the sick pay plan. If you issue a separate Form W-2 for sick pay, enter " Sick pay " in box 13. Use code **J** for sick pay **NOT** includible as income.

Code K. If you made excess " golden parachute " payments to certain key corporate employees, report the 20 % excise tax on these payments. Use code **K** for the tax on excess golden parachute payments. If the excess payments are considered wages, report the 20 % excise tax as income tax withholding and include it in box 2.

Code L. Report the employee business expense reimbursement amount treated as substantiated, i.e., the nontaxable portion, using code **L.** Use this code only if you reimbursed your employee for employee business expenses using a per diem or mileage allowance, and the amount you reimbursed exceeds the amount treated as substantiated under IRS rules. (See **Employee Business Expense Reimbursements** on page 3.) In box 1, include the portion of the reimbursement that is more than the amount treated as substantiated.

Do not include any per diem or mileage allowance reimbursements for employee business expenses in box 13 if the total reimbursement is less than or equal to the amount treated as substantiated.

Code M. If you provided your former employees (including retirees) more than $ 50,000 of group-term life insurance coverage for periods during which an employment relationship no longer exists, enter the amount of uncollected social security tax on the coverage in box 13. Use code **M** for uncollected social security tax.

Code N. If you provided your former employees (including retirees) more than $ 50,000 of group-term life insurance coverage for periods during which an employment relationship no longer exists, enter the amount of uncollected Medicare tax on the coverage in box 13. Use code **N** for uncollected Medicare tax. Also see **Group-Term Life Insurance**.

Code P. If you made excludable moving expense reimbursements to an employee (including payments made directly to a third party and services furnished in kind), report the amount in box 13. Use code **P** for these excludable moving expense reimbursements. See **Moving Expense Reimbursements** on page 3.

Code Q. If you are a military employer and provide your employee with basic quarters, subsistence allowances, or combat pay, report the amount in box 13. Use code **Q** for military employee's basic quarters, subsistence, and combat pay.

Code R. Use code **R** for employer contributions to a medical savings account. If you make contributions to a medical savings account for your employee, show all employer contributions in box 13 and use code **R.** Any employer contributions

not excludable from the employee's gross income also must be reported in box 1. To the extent that it was **not** reasonable to believe at the time of payment that the employer contributions would be excludable from the gross income of the employee, the employer contributions also must be shown in boxes 3 and 5.

Code S. Use code **S** for employee salary reduction contributions to a SIMPLE retirement account. Show the amount deferred under a **section 408(p)** salary reduction SIMPLE retirement account. However, if the SIMPLE is part of a section 401(k) arrangement, the amount is reported using code D.

Code T. Use code **T** for employer-provided adoption benefits. Show the total amount paid or expenses incurred by an employer for qualified adoption expenses furnished to an employee under an adoption assistance program. Also include benefits from the pre-tax contributions made by the employee to a section 125 adoption plan account.

Box 15 -- Check the boxes that apply. ● *Statutory employee.* -- Check this box for statutory employees whose earnings are subject to social security and Medicare taxes but **NOT** subject to Federal income tax withholding. (See Pub. 15-A for the definition of statutory employees.) Do not check this box for common law employees.

● *Deceased.* -- Check this box if the employee died during 2000. See **Reporting Deceased Employee's Wages** on pg 3.

● *Pension plan.* -- Check this box if the employee was an active participant (for any part of the year) in any of the following:
  1. A qualified plan described in section 401(a) (including a 401(k) plan).

  2. An annuity plan described in section 403(a).

  3. An annuity contract or custodial account described in section 403(b).

  4. A simplified employee pension (SEP) plan described in section 408(k).

  5. A trust described in section 501(c)(18).

  6. A plan for Federal, state, or local government employees or by an agency or instrumentality thereof (other than a
     section 457 plan).

See **Pub. 1602,** General Rules for Individual Retirement Arrangements Under the Tax Reform Act of 1986, for information on who qualifies as an " active participant. " DO NOT check this box for contributions made to a nonqualified pension plan or any section 457 plan.

You will also need to check the deferred compensation box. See *Deferred compensation* below.

● *Legal representative.* -- Check this box when the employee's name is the only name shown but is shown as a trust account (e.g., Jane Doe Trust), or another name is shown in addition to the employee's name and the other person or business is acting on behalf of the employee.

Representatives are identified by words such as " custodian, " " parent, " or " attorney " ; sometimes the employee is identified as a minor, child, etc. **Do not** check this box if the address is in care of someone other than the employee (Jane Doe, c/o Shelby Smith).

Example. An employer with Forms W-2 for 86 employees should show a subtotal on the 42nd statement, the 84th statement (showing the subtotal for statements 43 through 83), and the 89th statement (showing the subtotal for statements 85 through 88).

Do not enter any information in boxes d, e, or f of any Form W-2 that contains subtotals.

The subtotal amounts to be shown are boxes 1 through 11, and 13. Do not enter codes with subtotal amounts in boxes 11 and 13. However, in box 13, subtotal only codes D, E, F, G, and H and enter as a single combined amount. Do not subtotal any of the other codes. See box 13 instructions. Also, for box 11, show one subtotal amount; that is, do not separate distributions from nonqualified plans (uncoded) and distributions from section 457 plans.

● *Deferred compensation.* -- Check this box if the employee has made an elective deferral to a section 401(k), 403(b), 408(k)(6), or 501 (c)(18)(D) retirement plan. Check this box if an elective or nonelective deferral was made to a section 457(b) plan. See also Codes D-H instructions under **Box 13.**

Boxes 16 through 21 -- State or local income tax information.	-- Use these boxes to report state or local income tax information. Enter the two-letter abbreviation of the name of the state. The employer's state I.D. numbers are assigned by the individual states. The state and local information boxes can be used to report wages and taxes on two states and two localities. Keep each state's and locality's information separated by the broken line. If you need to report information for more than two states or localities, file a second Form W-2. See **Multiple Forms** on page 2.

4.3.3 Information Maintenance (cont'd)

When all changes are made, press <Esc> to return to the W-2 Forms menu, select PRINT W-2 FORMS, and re-print the forms – again in a Trial mode – to verify the changes. Print the Trial on plain paper and review for errors. When all corrections have been made and all W-2 s are satisfactory, W-2 information should be printed on Form Stock. **Most organizations do not print in FINAL mode until tax filing is over (May 1) in case any duplicate or lost forms are needed. There is no requirement to ever run the "Final" Mode.**

Print the Final W-2's

When you are ready to print the W-2's in Final mode, simply change the entry in the Trial/Final field to an F. As the system prints each final W-2, the corresponding employee record is removed from the PBW2 file and placed in a file called PBW2H (Payroll W-2 History file).

Remember: The recommended procedure is to generate W-2's for ALL employees, not just for a specific range.

4.4 Year End Close

To insure a proper year-end close to your payroll system, follow this list of procedures:

```
 04/27/00                                       YEAR   END   CLOSING



     WARNING: You  are  about  to  close  the  year  ending 12/31/97.   All
balance
             files will be reinitialized.  The current balance files will
be
             renamed with an extention of "97".  Be sure that you have
             finished processing all Payrolls for the current year and
that
             you have backed up your Payroll data before proceeding.
             NOTE: You can still run Quarterly Reports and Process W-2s
                 even after you have closed the year.




              <F5> Process              <ESC> Return to Menu
```

INSTALL YOUR STC TAX TABLE UPDATE DISK AT ANY TIME **BEFORE** RUNNING Pay-Ware's YEAR-END CLOSE ROUTINE.
> **Open a DOS Prompt & Insert Disk in Floppy drive (usually A:).**
> Change the Prompt to the Floppy Drive & type INSTALL (A:>**INSTALL)** <**Enter**>
> Type the Drive Letter (**C**) where Platinum & Pay-Ware are installed and <**Enter**>
> Pay-Ware will note Update has been successfully installed.

1. Completely finish the month of December (the Monthly Reports printed and the month closed; no January Payroll dates or transactions should be entered yet).

2. Print and analyze the final Payroll Journal to be certain each employee's Year-To-Date earnings are correct (including all employees: active, terminated, and leave of absence).

3. Make a backup of Pay-Ware Payroll for safety purposes

Note: You do "NOT" have to copy the "PB" files from your company key directory to a new company key directory. The Year End Close will automatically rename the current year balance files (Employee Balances, Attendance Balances, D/R/A Balances and the Tax Tables) with a file suffix "XX", where "XX" is the year being closed (e.g.: PBEMPBAL.97). Quarterly Reports and W-2 processing can be completed <u>after</u> you have closed the year.

4. **Install Tax Table Updates if you haven't already.**

5. Run the YEAR END CLOSE routine in PERIOD END PROCESSING. (After Installing Tax
     Note: You may run W-2s and Quarterly Reports at your convenience.

6. Set Pay Period Information to "NEW MONTH" and process your first 1998 Payroll.

CHAPTER 5

REPORTS

5.0 Reports

Reports is the third item on the Platinum Main Menu. Each report is covered separately in this section.

```
                                              Pay-Ware   Payroll   System
          VER   4.65                                April   27,   2000
10:06am



              MAIN MENU
          PAY P               REPORTS MENU
          PERIO
              R          PAY PERIOD REPORTS
          FI           GOVERNMENT REPORTS
          F          GL DISTRIBUTION REPORT
          U             PAYROLL JOURNAL
                     PAYROLL HISTORY REPORT
                        SALARY STATISTICS
                      EMPLOYEE HEAD COUNT



          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```
Reports Menu

The procedure to generate all reports is consistent throughout Pay-Ware.
- The desired Report is selected from the appropriate menu or submenu
- If applicable, the appropriate Sort Option is selected from the Menu
- If any report Parameters have been saved, a report selection menu appears
- If not, select Maintenance to define report parameters for a new report.

5.1 Pay Period Reports

Pay Period Reports are accessed from this option on the Reports Menu. These reports document the calculated information used to print checks in the current pay period (Payroll date as entered in the System Defaults file accessed via the Pay Period Information option) Manual checks with post dates other than the above date will not show up in the reports, but will be reported through the History Reports covered later in this section. All Pay Period reports information comes from the History Totals and History D/R/A files

```
                                              Pay-Ware   Payroll   System
          VER   4.65                                April   27,   2000
10:06am



              MAIN MENU
          PAY P               REPORTS MENU
          PERIO
              R       PAY            PAY PERIOD REPORTS
          FI        GOV
          F       GL DI            PAYROLL REGISTER
          U          PA            CHECK REGISTER
                  PAYRO             D/R/A DETAIL
                    SAL          EMPLOYER EXPENSES
                    EMPL       GENERAL LEDGER DETAIL



          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```
Pay Period Reports Menu
Pay Period Reports should not be confused with the Preliminary Reports under the Computed Payroll and Manual Payroll menus; these reports take their information from different files.

5.1.1 Payroll Register

The Payroll Register shows gross-to-net earnings for each employee paid in the last pay processing cycle. Information is provided for each earnings type, tax withholding and total deductions. Subtotals may be reported for each employee or department, with optional page breaks.

Selecting Payroll Register brings up the three Sort Options

```
 04/27/00                    PAYROLL REGISTER




                           SORT OPTIONS
                          EMPLOYEE KEY
                          EMPLOYEE NAME
                    DEPARTMENT/EMPLOYEE KEY




 <Home> <End> <_> <_>=Move Windows,     <ENTER>=Select,     <Esc>=Return to Menu
```
Payroll Register Sort Options Menu

After selecting the desired Sort, the Report Options screen will appear for any previously defined reports whose parameters have been saved. To define a new report, select Maintenance.

```
                                                    PAYROLL   REGISTER
        VER  4.65                                            04/27/00
10:06am



                           REPORT OPTIONS
                          ALL DEPARTMENTS
                        RANGE OF DEPARTMENTS
                        RANGE OF EMPLOYEES
                        --- MAINTENANCE ---




 <Home> <End> <_> <_>=Move Windows,     <ENTER>=Select,     <Esc>=Return
to Menu
```

If no reports have been defined, the following Parameters Screen will appear to set up and save desired report parameters

```
   04/27/00                                              PAYROLL   REGISTER
             Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                        REPORT ID        02
                        REPORT NAME       RANGE OF DEPARTMENTS


      FROM EMPLOYEE ID    <FIRST>              FROM DEPARTMENT      !
        TO EMPLOYEE ID    <LAST >                TO DEPARTMENT        <LAST
>


                                              SUB-TOTAL ON EMPL    N
                                              SUB-TOTAL ON DEPT    Y


         <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Payroll Register Parameters Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report
                                          format(s) may be viewed/edited by typing [or selecting from the zoom
                                          window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the
                                          record is to be saved for future use.

PARAMETER KEY DESCRIPTION   Type your Description for the above report format.. A Description is
                                          needed ONLY if the report format is to be saved for future use.

BEGINNING EMPLOYEE KEY <Alt-Z>   Define the range of Employees you wish to include in the report.   Press
                                          <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING EMPLOYEE KEY <Alt-Z>   Define the range of Employees you wish to include in the report. Press
                                          <Tab> to default to <<LAST>> or enter the key that to end on.

BEGINNING DEPARTMENT KEY <Alt-Z>   Define the range of Departments you wish to include in the report.
                                          Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING DEPARTMENT KEY <Alt-Z>   Define the range of Departments you wish to include in the report.
                                          Press <Tab> to default to <<LAST>> or enter the key that to end on.

SUBTOTAL ON EMPLOYEE   If these options display, enter "Y" in this to obtain subtotals by employee.
                                          Otherwise, enter "N".

SUBTOTAL ON DEPARTMENT   If these options display, enter "Y" in this field to obtain subtotals by
                                          department. Otherwise, enter "N".   These options display only if the
                                          report is sequenced by Department.

When ready to generate the register, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process.

_____

A sample Payroll Register is shown below:

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:43:34                    PAYROLL REGISTER
   FROM DEPT:  FIRST FROM EMP:  FIRST FROM DATE:  FIRST  TO DATE: LAST   TO EMP: LAST   TO DEPT: LAST
=========================================================================================================================
EMP ID NAME              DEPT  S.S.NO.  RES. CHK NO. CHK DATE  ALLOW  FEDERAL   SDI COUNTY DIST TRANS
UNITS:                                          REDUCT    FICA    SUI  CITY OCCUP  OTHER
AMOUNTS:                                    ADJ GROSS   STATE DEDUCT  BORO       NET
=========================================================================================================================

CITD01 Citrol/Daniel        CALIF 566-78-3456 CA  NONE  04-15-97   .00  113.46  .00  .00  .00   .00
  REG.  97.00 O.T.   8.00     .00      .00     .00    .00  74.36   .00 .00 .00  .00
      864.00    108.00     .00      .00     .00  972.00  22.74  .00 .00     761.44

COOB01 Cook/Brenda          CALIF 555-44-3456 CA  NONE  04-15-97   .00  104.46  .00  .00  .00   .00
  REG.  97.00     .00       .00      .00     .00    .00  69.77   .00 .00 .00  .00
      912.00      .00       .00      .00     .00  912.00  19.14  .00 .00     718.63

FOSW01 Foster/Walter        CALIF 345-33-5674 CA  NONE  04-15-97   .00   83.59  .00  .00  .00   .00
  SAL.   1.00     .00       .00      .00     .00    .00  95.60   .00 .00 .00  .00
     1250.00      .00       .00      .00     .00 1250.00   7.60  .00 .00    1063.21

TOTAL FOR DEPARTMENT
------------------------------------------------------------------
UNTS:    REG.      O.T.      SAL.
AMTS:
      -------------- -------------- -------------- -------------- -------------- -------------- --------------
       192.00      8.00      1.00
     1,776.00    108.00  1,250.00

       ALLOW    ADJ GROSS   FEDERAL     STATE      SUI      CITY      DIST      TRANS
      REDUCT     DEDUCT     FICA       SDI     COUNTY    BORO     OCCUP     OTHER
      -------------- -------------- -------------- -------------- -------------- -------------- --------------
        .00    3,134.00    301.51     49.48      .00      .00      .00      .00
        .00        .00     239.73      .00      .00      .00      .00      .00
                                            NET AMT:    2,543.28
=========================================================================================================================

ALLV01 Allen/Vickie         CORP 558-17-8766 CA  NONE  04-15-97   .00  430.32  .00  .00  .00   .00
  SAL.   1.00 COM. 1000.00    .00      .00     .00    .00 182.98   .00 .00 .00  .00
     2291.67    100.00     .00      .00     .00 2391.67 172.34  .00 .00    1606.03

DURJ01 Duran/James F.       CORP 559-13-1922 CA  NONE  04-15-97   .00  453.99  .00  .00  .00   .00
  SAL.   1.00     .00       .00      .00     .00    .00 216.75   .00 .00 .00  .00
     2833.33      .00       .00      .00     .00 2833.33 109.56 25.00 .00    2028.03

GALS01 Galloway/Steve       CORP 577-77-4123 CA  NONE  04-15-97   .00  208.59  .00  .00  .00   .00
  SAL.   1.00     .00       .00      .00     .00 120.83 175.64   .00 .00 .00  .00
     2416.67      .00       .00      .00     .00 2295.84  55.59  .00 .00    1856.02

MADD01 Maddox/Dan           CORP 599-57-3456 CA  NONE  04-15-97   .00  115.16  .00  .00  .00   .00
  SAL.   1.00     .00       .00      .00     .00  25.00  87.32   .00 .00 .00  .00
     1166.67      .00       .00      .00     .00 1141.67  15.66  .00 .00     923.53

TOTAL FOR DEPARTMENT
------------------------------------------------------------------
UNTS:    SAL.      COM.
AMTS:
      -------------- -------------- -------------- -------------- ------
        4.00   1,000.00              Golf, Inc.                    PAGE:  3
    8,708.34    100.00              PAYROLL REGISTER
                          FIRST FROM DATE:  FIRST  TO DATE: LAST   TO EMP: LAST   TO DEPT: LAST
   ==================================================================================================
                    DEPT  S.S.NO.  RES. CHK NO. CHK DATE  ALLOW  FEDERAL   SDI COUNTY DIST TRANS
                                          REDUCT    FICA    SUI  CITY OCCUP  OTHER
AMOUNTS:                                    ADJ GROSS   STATE DEDUCT  BORO       NET
=========================================================================================================================

GRAND TOTAL FOR ALL EMPLOYEES
------------------------------------------------------------------
UNTS:    REG.      O.T.      SAL.      COM.      VAC.
AMTS:
      -------------- -------------- -------------- -------------- -------------- -------------- --------------
       376.00     16.00      6.00   1,000.00      8.00
     3,292.00    198.00  11,125.01    100.00     56.00

       ALLOW    ADJ GROSS   FEDERAL     STATE      SUI      CITY      DIST      TRANS
      REDUCT     DEDUCT     FICA       SDI     COUNTY    BORO     OCCUP     OTHER
      -------------- -------------- -------------- -------------- -------------- -------------- --------------
        .00   14,625.18   1,844.13    402.63      .00      .00      .00      .00
      145.83     25.00    1,118.81      .00      .00      .00      .00      .00
```

```
                                          NET AMT:   11,234.61
=========================================================================================================================




TAXABLE WAGES:
==============
FEDERAL    :        14,625.18
EMPLOYEE FICA:         14,625.18
EMPLOYER FICA:         14,625.18
FUI        :        3,695.98
STATE      :         14,625.18
SDI        :        14,625.18
SUI        :        3,695.98
```

Sample Payroll Register

5.1.2 <u>Check Register</u>

The Check Register (second option on the Pay Period Reports Menu) details each check produced in the last pay processing cycle and includes check number, date, amount, Employee Key, Employee Name and department.

Selecting Check Register brings up the four Sort Options

```
 04/27/00                                        PAYROLL   CHECK   REGISTER




                              SORT OPTIONS
                         EMPLOYEE ID/CHECK NO.
                        EMPLOYEE NAME/CHECK NO.
                 DEPARTMENT/EMPLOYEE ID/CHECK NO.
                              CHECK NO.



 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,      <Esc>=Return
to Menu
```

Check Register Sort Menu

After selecting the desired Sort, the Check Register is defined on the Parameter Screen.

```
 04/27/00                                        PAYROLL   CHECK   REGISTER
       Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                       REPORT ID    _  02
                       REPORT NAME     RANGE OF DEPARTMENTS


      FROM EMPLOYEE ID   <FIRST>              FROM DEPARTMENT     !
         TO EMPLOYEE ID  <LAST >                 TO DEPARTMENT      <LAST
>



         <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Check Register Parameter Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION   Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.

BEGINNING EMPLOYEE KEY <Alt-Z>   Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING EMPLOYEE KEY <Alt-Z>   Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

BEGINNING DEPARTMENT KEY <Alt-Z>   Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING DEPARTMENT KEY <Alt-Z>   Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

When ready to generate the register, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A sample Check Register is shown below.

```
DATE 12/26/00        Demo Golf, Inc.        PAGE   1
TIME 07:47:08     CHECK REGISTER BY CHECK NO/DATE
 FROM CHK:FIRST   FROM DATE:04/15/00  TO DATE:04/15/00  TO CHK: LAST
EMP ID NAME             DEPT  CHK NO.  CHK DATE      CHK AMT
================================================================================
CITD01 Citrol/Daniel        CALIF 000073  04/15/00       761.44
COOB01 Cook/Brenda          CALIF 000074  04/15/00       718.63
FOSW01 Foster/Walter        CALIF 000075  04/15/00     1,063.21
ALLV01 Allen/Vickie         CORP  000076  04/15/00     1,606.03
DURJ01 Duran/James F.       CORP  000077  04/15/00     2,028.03
GALS01 Galloway/Steve       CORP  000078  04/15/00     1,856.02
MADD01 Maddox/Dan           CORP  000079  04/15/00       923.53
HEND01 Henry/David          FLRDA 000080  04/15/00       646.97
MARJ01 Marshall/Janet       FLRDA 000081  04/15/00       934.76
STAR01 Stanton/Roger        FLRDA 000082  04/15/00       697.00
 SAD  ***** NOT FOUND *****    SAD  000083  04/15/00       402.63
 FAD  ***** NOT FOUND *****    FAD  000084  04/15/00     4,081.75
                        ---------------
          TOTAL FOR ALL CHECKS    (  12 CHECKS)  15,718.99


                        ===============
```

Sample Check Register

5.1.3 & 4 Employee Plan Reports - D/R/A s & Employer Expenses

These options on the Pay Period Reports Menu list all the D/R/A Plans or Employer Paid Expense Plans for each employee in the most recently posted Payroll. Sort Options are available by Employee, Department and A/P Vendor. After selecting a sort option and the desired Date Range, the report parameters screen will display (if report formats have been saved, selecting Maintenance will bring up the parameters screen - DRA Parameter Screen sorted by Employee shown Below)

```
04/27/00                                              D/R/A   REGISTER
        Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



                    REPORT ID    _  03
                    REPORT NAME   _  RANGE OF D/R/A'


      FROM DRA PLAN      !              FROM EMPLOYEE      <FIRST>
        TO DRA PLAN    <LAST >            TO EMPLOYEE      <LAST >


      BREAK ON PRIORITY   0 - DO NOT BREAK ON PLAN
      BREAK ON EMPLOYEE   1 - TOTAL BY EMPLOYEE


         <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

D/R/A Register Parameters Screen

PARAMETER KEY Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.

BEGINNING D/R /A PLAN <Alt Z> Define the range of D/R/A s you wish to include in the report.   Press <Tab> to default <<FIRST>> or enter the Plan/Priority to begin with.

ENDING D/R/A Plan <Alt Z> Define the range of D/R/A s you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the Plan/Priority that to end on.

BEGINNING EMPLOYEE KEY <Alt-Z> Define the range of Employees you wish to include in the report.   Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING EMPLOYEE KEY <Alt-Z> Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

SUBTOTALS/ PAGE BREAKS <Alt-Z> Enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
    0 = No subtotal and no page break
    1 = Compute sub total but do not page break
    2 = Compute subtotal and page break

SUBTOTALS/ PAGE BREAKS <Alt-Z> If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
    0 = No subtotal and no page break
    1 = Compute sub total but do not page break
    2 = Compute subtotal and page break

When ready to generate the Employee Plan Detail Report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A sample D/R/A Detail report is shown below.

```
DATE 12/26/00                     Demo Golf, Inc.                    PAGE   1
TIME 07:47:21              DEDUCTION/REDUCTION/ALLOWANCES BY PLAN/EMPLOYEE

FROM PLAN: <FIRST> FROM EMP <FIRST>  FROM DATE 04/15/00       TO DATE: 04/15/00  TO EMP:  <LAST>    TO PLAN: <LAST>

 PLAN  DESCRIPTION   EE KEY EMPLOYEE NAME         SSN NUMBER  DEPT  DATE   EE AMOUNT   ER AMOUNT   ACCT NO.
=========================================================================================================================

  D01  Medical      DURJ01 Duran/James F.       559-13-1922 CORP 04/15/00      25.00       .00 22250000
                                                            ------------ ------------
PLAN D01 TOTAL                                                  25.00       .00

  R01  401K         GALS01 Galloway/Steve       577-77-4123 CORP 04/15/00     120.83       .00 22250000
  R01  Reimburse Acct MADD01 Maddox/Dan          599-57-3456 CORP 04/15/00      25.00       .00 22250000
                                                            ------------ ------------
PLAN R01 TOTAL                                                 145.83       .00

                                                            ------------ ------------
GRAND TOTAL                                                    170.83       .00
```

Sample D/R/A Detail

_____

5.1.4 <u>General Ledger Detail</u>

This report (fourth item on the Pay Period Reports Menu) shows the General Ledger details that have accumulated in the Distribution to GL file based on the Payroll Date (if cash basis) or Period End Date (if accrual basis). These include
- Account Numbers, Dates Reference/Employee, and Departments tied to each GL Transaction
- Amounts to be debited or credited to that account

You need only to specify the desired output (Printer, Screen or Disk), and process it - Press <Enter> .

```
DATE 12/26/00                        Demo Golf, Inc.                    PAGE   1
          TIME 07:43:53              PAYROLL G/L DETAIL REPORT (CURRENT PERIOD)
                                     PERIOD: 04/01/00 THRU 04/15/97


=================================================================================================================
ACCOUNT TYPE/ACCOUNT NO.
    CHECK #    DATE     EMP ID  EMPLOYEE NAME        DEPARTMENT        DEBIT       CREDIT
=================================================================================================================


FEDERAL WITHHOLDING
--------------------------
2201-0000   FWT Payable
            04/15/00   CITD01-Citrol/Daniel         TAX                            113.46
            04/15/00   CITD01-Citrol/Daniel         TAX               113.46
            04/15/00   COOB01-Cook/Brenda           TAX                            104.46
            04/15/00   COOB01-Cook/Brenda           TAX               104.46
            04/15/00   FOSW01-Foster/Walter         TAX                             83.59
            04/15/00   FOSW01-Foster/Walter         TAX                83.59
            04/15/00   ALLV01-Allen/Vickie          TAX                            430.32
            04/15/00   ALLV01-Allen/Vickie          TAX               430.32
            04/15/00   DURJ01-Duran/James F.        TAX                            453.99
            04/15/00   DURJ01-Duran/James F.        TAX               453.99
            04/15/00   GALS01-Galloway/Steve        TAX                            208.59
            04/15/00   GALS01-Galloway/Steve        TAX               208.59
            04/15/00   MADD01-Maddox/Dan            TAX                            115.16
            04/15/00   MADD01-Maddox/Dan            TAX               115.16
            04/15/00   HEND01-Henry/David           TAX                             95.54
            04/15/00   HEND01-Henry/David           TAX                95.54
            04/15/00   MARJ01-Marshall/Janet        TAX                            142.66
            04/15/00   MARJ01-Marshall/Janet        TAX               142.66
            04/15/00   STAR01-Stanton/Roger         TAX                             97.36
            04/15/00   STAR01-Stanton/Roger         TAX                97.36
                                                              --------------  --------------
              <TOTAL FOR ACCOUNT  2201-0000 FWT Payable         >      1,844.13    1,844.13


                                                              --------------  --------------
                 <<< TOTAL FEDERAL WITHHOLDING >>>                    1,844.13    1,844.13
                                                              ==============  ==============

FICA WITHHOLDING
--------------------------
2203-0000   Employee FICA Payable
            04/15/00   CITD01-Citrol/Daniel    Golf, Inc.                    PAGE   7
            04/15/00   CITD01-Citrol/D PAYROLL GL DETAIL RECAP - (CURRENT PERIOD)
            04/15/00   COOB0
            04/15/00   =================================================================================================
       TION           AMT TYPE            DEBIT      CREDIT     NET AMOUNT
=================================================================================================
1010-0000  Checking - Payroll     CASH               .00     15,718.99    15,718.99-
2201-0000  FWT Payable            FEDERAL WITHHOLDING     1,844.13    1,844.13        .00
2203-0000  Employee FICA Payable   FICA WITHHOLDING      1,118.81    1,118.81        .00
2204-0000  FUTA Payable           EMP'ER FUI CONTRIB        8.13       37.69      29.56-
2205-0000  SWT Payable            STATE WITHHOLDING       402.63      402.63        .00
2207-0000  SUTA Payable           EMP'ER SUI CONTRIB      228.58    1,290.62    1,062.04-
2225-0000  Accrued Employee Benefits   MISC. DEDUCTION       .00       25.00      25.00-
2225-0000  Accrued Employee Benefits   MISC. REDUCTION       .00      145.83     145.83-
6100-0000  Salaries               SAL. PAY (NON-J/C)     8,708.34       .00     8,708.34
6100-0000  Salaries               HOL. PAY (NON-J/C)      100.00        .00      100.00
6100-1000  Salaries               REG. PAY (NON-J/C)     1,776.00       .00     1,776.00
6100-1000  Salaries               OT.  PAY (NON-J/C)      108.00        .00      108.00
6100-1000  Salaries               SAL. PAY (NON-J/C)     1,250.00       .00     1,250.00
6100-2000  Salaries               REG. PAY (NON-J/C)     1,516.00       .00     1,516.00
6100-2000  Salaries               OT.  PAY (NON-J/C)       90.00        .00       90.00
6100-2000  Salaries               VAC. PAY (NON-J/C)       56.00        .00       56.00
6100-2000  Salaries               SAL. PAY (NON-J/C)     1,166.67       .00     1,166.67
6110-0000  Payroll Taxes           EMP'ER FICA CONTRIB     664.60        .00      664.60
```

```
6110-0000   Payroll Taxes    EMP'ER FUI CONTRIB        9.33         .00      9.33
6110-0000   Payroll Taxes    EMP'ER SUI CONTRIB      518.01         .00    518.01
6110-1000   Payroll Taxes    EMP'ER FICA CONTRIB     239.73         .00    239.73
6110-1000   Payroll Taxes    EMP'ER FUI CONTRIB       15.07         .00     15.07
6110-1000   Payroll Taxes    EMP'ER SUI CONTRIB      457.98         .00    457.98
6110-2000   Payroll Taxes    EMP'ER FICA CONTRIB     216.39        1.91    214.48
6110-2000   Payroll Taxes    EMP'ER FUI CONTRIB       13.29        8.13      5.16
6110-2000   Payroll Taxes    EMP'ER SUI CONTRIB      314.63      228.58     86.05
                                                  --------------  --------------  --------------
                                                    20,822.32    20,822.32       .00
                                                  ==============  ==============  ==============
```

Sample GL Detail Report

5.1.5 Direct Deposit Register

The Direct Deposit Register (Fourth option on the Pay Period Reports Menu) details each DD Advice produced in the last pay processing cycle and includes check number, date, amount, Employee Key, Employee Name and department.

Selecting Direct Deposit Register brings up the Sort Options. After selecting the desired Sort, the parameters for the Register are defined on the Parameter Screen.

```
 04/27/00                                    DIRECT   DEPOSI   REGISTER
        Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                    REPORT ID       02
                    REPORT NAME      RANGE OF DEPARTMENTS


      FROM EMPLOYEE ID   <FIRST>              FROM DEPARTMENT    !
         TO EMPLOYEE ID   <LAST >                TO  DEPARTMENT     <LAST
>



                                            SUBTOTAL ON DEPT      0




           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Direct Deposit Register Parameter Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
SUBTOTALS	Enter "Y" in this to obtain subtotals by employee. Otherwise, enter "N".

When ready to generate the register, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A Sample Report appears below.

```
DATE 12/26/00        Demo Golf, Inc.        PAGE   1
TIME 07:47:08     DIRECT DEPOSIT REGISTER BY DD ADVICE/DATE
 FROM DDA:FIRST   FROM DATE:04/15/00   TO DATE:04/15/00  TO DDA: LAST
EMP ID NAME            DEPT  DD ADV #  D DEP DATE    D DEP AMT
================================================================================
CITD01 Citrol/Daniel      CALIF 000073  04/15/00      761.44
COOB01 Cook/Brenda        CALIF 000074  04/15/00      718.63
FOSW01 Foster/Walter      CALIF 000075  04/15/00     1,063.21
ALLV01 Allen/Vickie      CORP  000076  04/15/00     1,606.03
DURJ01 Duran/James F.     CORP  000077  04/15/00     2,028.03
GALS01 Galloway/Steve     CORP  000078  04/15/00     1,856.02
MADD01 Maddox/Dan         CORP  000079  04/15/00      923.53
HEND01 Henry/David       FLRDA 000080  04/15/00      646.97
MARJ01 Marshall/Janet    FLRDA 000081  04/15/00      934.76
STAR01 Stanton/Roger     FLRDA 000082  04/15/00      697.00
 SAD  ***** NOT FOUND *****    SAD  000083  04/15/00      402.63
 FAD  ***** NOT FOUND *****    FAD  000084  04/15/00     4,081.75
                    ---------------
       TOTAL FOR ALL CHECKS    (  12 CHECKS)  15,718.99


                    ===============
```

Sample Direct Deposit Register

5.2 Government Reports

This Report Option includes Quarterly State and Federal Tax Summaries/Forms and Workman's Compensation Reports.

```
                                              Pay-Ware  Payroll  System
        VER  4.65                                   April  27,  2000
10:07am


            MAIN MENU
        PAY P                REPORTS MENU
        PERIO
           R           PAY              GOVERNMENT REPORTS
        FI           GOV
        F         GL DI            QUARTERLY REPORTS
        U           PA         WORKMEN'S COMPENSATION
                  PAYRO
                   SAL
              EMPLOYEE HEAD COUNT



        PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Government Reports Menu

5.2.1 Quarterly Reports

Selecting Quarterly Reports Produces State and federal quarterly tax summaries and detail sheets for any quarter of any year at any time. You may select state and federal summaries, state detail sheets, or both.

Pay-Ware produces state and federal quarterly tax summaries and detail sheets for any quarter of any year at any time. You may select state and federal summaries, state detail sheets, or both. After selecting the desired sort (SSN, Employee Name or Employee Key) for State Reporting,

```
                                              Pay-Ware  Payroll  System
        VER  4.65                                   April  27,  2000
10:07am


            MAIN MENU
        PAY P                REPORTS MENU
        PERIO
           R           PAY              GOVERNMENT REPORTS
        FI           GOV
        F         GL DI            QUARTERLY REPORTS
        U           PA         WORKMEN'S COMPENSATION
                  PAYRO
                   SAL
              EMPLOYEE HEAD COUNT



        PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Quarterly Reports Menu

After selecting the desired sort option (SSN, Employee Name or Employee Key) for State Reporting the Parameter Screen is used to set up the desired report. For State Detail reporting, the predefined report format may be selected or reports may be customized via the Maintenance Screen.

```
   04/27/00                                        QUARTERLY   REPORTS
          Add   Change   Delete   Inquire   First   Last   Next   Prior   Output


      DETAIL REPORT LAYOUT                           COLUMN DESC        FIELD
_   PARAMETER KEY    02                       STATE       WAGES/WITHHOLDINGS
_       DESCRIPTION                _            SOC SEC NO  62SOC. SEC.
NO.
NAME                                          NAME           61EMPLOYEE
WAGES                                         STATE       WAGES 17STATE
WITHH                                         STATE  WTHLD 22STATE  TAX
WITHHEL                                          SDI          23SDI TAX
QUARTER(1,2,3,4)   !
YEAR               97


PRT COMPANY ADDR    Yes
 GEN MAG MEDIA      No


 <F5>=Process,  <F2>=Clear Screen,  <F9>-<F10>=Select Action,  <Esc>=Return
to Menu
```
Quarterly Tax Summary Parameter Screen

Reports of One to Fifteen Columns of information can be generated. Items to be reported in each column can be specified from the Zoom Window <Alt Z> in the "FIELD" area of the screen (over 40 different information fields may be selected including all Wage Bases). User-defined column headers to appear at the top of each column (up to 10 characters) are specified in the "COLUMN DESC" opposite the appropriate item.

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
QUARTER	Response must be 1, 2, 3, or 4 for appropriate calendar qtr.
YEAR	Type 2 digit year code, example (97)
PRT COMPANY ADDR	Print Company Address on EVERY Page, Type (Y or N)
GENERATE MAGNETIC MEDIA	Enter (Y) to produce a Federal format- compatible detail information (disk) for filing. Otherwise enter (N) .
COLUMN DESC	Reports of One to Fifteen Columns of information can be generated. Items to be reported in each column can be specified in the "FIELD" area of the screen while User-defined column headers (up to 10 characters) are specified in the "COLUMN DESC" opposite the appropriate item
FIELD <ALT Z>	.Reports of One to Fifteen Columns of information can be generated. Items to be reported in each column can be specified from the Zoom Window <Alt Z> (or type the two digit code) in the "FIELD" area of the screen while User-defined column headers (up to 10 characters) are specified in the "COLUMN DESC" area opposite the appropriate item.

When ready to generate the report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process.

Sample Federal & State Summary/Detail reports appear below.

```
DATE 12/26/00        Demo Golf, Inc.        PAGE  1
TIME 07:48:03    STATE QUARTERLY TAX SUMMARY - CALIFORNIA
        FIRST QUARTER: 01/01/00 - 03/31/97
================================================================================


        ----- STATE I. D.: 123-4567-1 -----

1.) NUMBER OF QUALIFIED EMPLOYEES IN CURRENT QUARTER          7



2.) STATE TAXABLE WAGES               69,211.06

  A.) STATE INCOME TAX WHITHHELD           1,546.44



3.) STATE UNEMPLOYMENT INSURANCE (S.U.I.) TAXABLE WAGES     45,186.02

  A.) EMPLOYEE S.U.I.WITHHELD       (RATE = 0.000%)     .00

  B.) EMPLOYER S.U.I.CONTRIBUTION    3.400% TIMES ITEM 3    1,536.32



4.) STATE DISABILITY INSURANCE (S.D.I.) TAXABLE WAGES     69,211.06

  A.) EMPLOYEE S.D.I.WITHHELD       (RATE = 0.000%)    865.22
```

Sample State Summary Report

```
DATE 12/26/00        Demo Golf, Inc.         PAGE  3
TIME 07:48:03      FEDERAL QUARTERLY TAX SUMMARY
          FIRST QUARTER: 01/01/00 - 03/31/97
================================================================================


        ----- FEDERAL I. D.: 95-1234567 -----



1.) NUMBER OF QUALIFIED EMPLOYEES IN CURRENT QUARTER          10



2.) FEDERAL TAXABLE WAGES                85,035.08

  A.) FEDERAL INCOME TAX WHITHHELD             10,825.76



3.) EMPLOYEE F.I.C.A. WITHHOLDINGS

     Taxable   Tax    Actual  Rate Times     Actual Over/Under
     Wage Maximum  Rate  Taxable Wgs  Taxable Amt   Withheld  Withheld
     -------------------------------------------------------------
Soc. Sec.  64,500.00  6.200%  85,035.08   5,272.17   5,272.17   .00
Medicare   No Max   1.450%  85,035.08   1,233.01   1,233.03   .02



4.) EMPLOYER F.I.C.A. CONTRIBUTIONS

     Taxable   Tax    Actual  Rate Times
     Wage Maximum  Rate  Taxable Wgs  Taxable Amt
     ---------------------------------------------
Soc. Sec.  64,500.00  6.200%  85,035.08   5,272.17
Medicare   No Max   1.450%  85,035.08   1,233.01



5.) TOTAL F.I.C.A.
Soc. Security         10,544.34
Medicare             2,466.02
              -------------
                13,010.36



6.) FUI/FUTA
    7,000.00 0.800% 61,010.02    488.08
```

Sample Federal Summary Report

```
DATE 12/26/00        Demo Golf, Inc.           PAGE   4
TIME 07:48:03    STATE QUARTERLY TAX SUMMARY - CALIFORNIA
        FIRST QUARTER: 01/01/00 - 03/31/97


Demo Golf, Inc.
10058 Main Street, Suite 100 ----- STATE I. D.: 123-4567-1 -----
Irvine CA 92715-


SOC SEC NO   NAME              STATE WAGES  STATE WTHLD
================================================================================
345-33-5674   Foster/Walter          7,500.00     68.64
555-44-3456   Cook/Brenda            4,900.00     94.58
558-17-8766   Allen/Vickie          13,750.02      .00
559-13-1922   Duran/James F.        16,999.98    739.74
566-78-3456   Citrol/Daniel          5,436.00    130.30
577-77-4123   Galloway/Steve        13,775.04    402.90
599-57-3456   Maddox/Dan             6,850.02    110.28
                            ---------   --------
  - -    CALIFORNIA          69,211.06   1,546.44
```

Sample State Detail Report

5.2.2 Workmens Compensation

Selecting Workmens Compensation (second item on the Government Reports Menu) allows you to compute reportable Workmen's Compensation Wages. In addition, this report adjusts overtime and double time wages back to regular pay.

```
  04/27/00                                 WORKMENS   COMPENSATION   REPORT
          Add    Change   Delete   Inquire   First   Last   Next   Prior   Output


                            REPORT ID          02
                            REPORT NAME        RANGE OF DATES - SUMMARY


  REG EARNING CLASS    145678                       PRINT GROSS PAY      Y
  OT EARNING CLASS     2                            SUMMARY/DETAIL       S
  OT PERCENT           66.667                        FROM DATE                 !
  DBL TIME ERN CLASS   3                                 TO DATE
<LAST >
  DBL TIME PERCENT     50.000


      SPECIAL TITLE


          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Workmens Compensation Report Parameters Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION   Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.

REG HOURS EARNING CLASS   Enter the class (1 - 9) assigned in the Attendance Code file

OT HOURS EARNINGS CLASS   Enter the class (1 - 9) assigned in the Attendance Code file

OT PERCENT   Enter adjustment factor (normally 66.67%)

DBL TIME EARNINGS CLASS   Enter the class (1 - 9) assigned in the Attendance Code file

DBL TIME PERCENT   Enter adjustment factor (normally 50%)

PRINT GROSS PAY   Type <Y> or <N>

SUMMARY/DETAIL   Type < S> or < D>

FROM DATE   Define the first date you wish to include in the report.   Press <Tab> to default <<FIRST>>

TO DATE   Define the last date you wish to include in the report. Press <Tab> to default to <<LAST>>

SPECIAL TITLE   Type up to a 50 character name for this report (optional)

When ready to generate the report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process.

A sample Workmens Compensation Report is shown below

```
DATE 12/26/00                    Demonstration, Inc.                    PAGE    1
TIME 07:48:44                    1ST QUARTER 2000

                             ||       WORKMENS COMPENSATION INFORMATION
WORKMANS COMP. CLASIFICATION   GROSS WAGES    MISC WAGES||   REG WAGES   OT WAGES   OT %   DBL WAGES   DBL %   WC WAGES
=====================================================================================================================================
                             ||
00001 - ADMINISTRATION         47,410.04       ||   46,354.04   1,056.00 66.667      50.000   47,058.04
00002 - OUTSIDE SALES          38,500.02       ||   38,500.02          66.667      50.000   38,500.02
                 ------------ ------------||   ------------ ------------   ------------   ------------
                     85,910.06       ||   84,854.06   1,056.00                85,558.06
```

Sample Workmens Compensation Report

_____

5.3 GL Distribution Report

The GL Distribution Report is the final step in payroll processing. Whenever the GL Distribution Report is output, an intermediate GL file is created as a source for reporting through the Platinum General Ledger Module. The GL Distribution Report identifies all debit and credit payroll transactions in the GL Distribution file as of a given date. Like the GL Detail report, details are grouped by their amount types (tax categories, regular pay, D/R/A's and cash).

The Report can be run in trial (non-interfaced) mode or final (interfaced) mode.

```
                                              GL   DISTRIBUTION   REPORT
       VER   4.65                                              04/27/00
10:07am



                            REPORT OPTIONS
                             NO INTERFACE
                          GENERATE INTERFACE
                          --- MAINTENANCE ---






  <Home>  <End>  <_>  <_>=Move Windows,        <ENTER>=Select,      <Esc>=Return
to Menu
```

These report options are defined on the Maintenance/Parameters screen along with the option to print transactions recap or details as well as effective cutoff and Post dates.

```
   04/27/00                                     GL   DISTRIBUTION   REPORT
          Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



  REPORT ID          02
  REPORT NAME        GENERATE INTERFACE



AS OF DATE      ! /   /



                                       If this option is answered "Y",
the
GENERATE INTERFACE    YES    <         Distribution to GL file will be
PRINT RECAP ONLY      NO               "PURGED" as of the date above.
GL     POST     DATE                            !    /        /



          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

GL Distribution Report Parameters Screen

PARAMETER KEY Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.

AS OF DATE   Type the ending date of the payroll period to be reported

GENERATE INTERFACE   Type <Y> for intermediate or direct posting. Type <N> if you want to generate the report without any posting effects.

PRINT RECAP ONLY   Type <Y> to print only the Recap and <N>to print all detail.

GL POST DATE   Type date to be used as the GL posting date (only if posting in Summary). If posting in Detail, the applicable Edit List Payroll Date or Pay Period End Date will be automatically assigned

When ready to generate the report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A Sample Report is shown below.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:43:53              DISTRIBUTION TO G/L REPORT
TRIAL                     AS OR 04/30/97
========================================================================================================================
ACCOUNT TYPE/ACCOUNT NO.
    CHECK #   DATE     EMP ID  EMPLOYEE NAME        DEPARTMENT        DEBIT      CREDIT
========================================================================================================================

FEDERAL WITHHOLDING
--------------------------
2201-0000   FWT Payable
          04/15/00  CITD01-Citrol/Daniel        TAX                            113.46
          04/15/00  CITD01-Citrol/Daniel        TAX             113.46
          04/15/00  COOB01-Cook/Brenda          TAX                            104.46
          04/15/00  COOB01-Cook/Brenda          TAX             104.46
          04/15/00  FOSW01-Foster/Walter        TAX                             83.59
          04/15/00  FOSW01-Foster/Walter        TAX              83.59
          04/15/00  ALLV01-Allen/Vickie         TAX                            430.32
          04/15/00  ALLV01-Allen/Vickie         TAX             430.32
          04/15/00  DURJ01-Duran/James F.       TAX                            453.99
          04/15/00  DURJ01-Duran/James F.       TAX             453.99
          04/15/00  GALS01-Galloway/Steve       TAX                            208.59
          04/15/00  GALS01-Galloway/Steve       TAX             208.59
          04/15/00  MADD01-Maddox/Dan           TAX                            115.16
          04/15/00  MADD01-Maddox/Dan           TAX             115.16
          04/15/00  HEND01-Henry/David          TAX                             95.54
          04/15/00  HEND01-Henry/David          TAX              95.54
          04/15/00  MARJ01-Marshall/Janet       TAX                            142.66
          04/15/00  MARJ01-Marshall/Janet       TAX             142.66
          04/15/00  STAR01-Stanton/Roger        TAX                             97.36
          04/15/00  STAR01-Stanton/Roger        TAX              97.36
                                                          --------------  --------------
              <TOTAL FOR ACCOUNT  2201-0000 FWT Payable        >    1,844.13    1,844.13

                                                          --------------  --------------
                  <<< TOTAL FEDERAL WITHHOLDING >>>              1,844.13    1,844.13
                                                          ==============  ==============

FICA WITHHOLDING
--------------------------
2203-0000   Employee FICA Payable
          04/15/00  CITD01-Citrol/Daniel   Golf, Inc.                    PAGE   7
          04/15/00  CITD01-Citrol/    UTION TO G/L REPORT - RECAP
          04/15/00  COOB0            AS OR 04/30/00
          04/15/00  ===============================================================================================
      TION            AMT TYPE          DEBIT      CREDIT    NET AMOUNT
      ==================================================================================================
1010-0000  Checking - Payroll     CASH              .00    15,718.99   15,718.99-
2201-0000  FWT Payable            FEDERAL WITHHOLDING   1,844.13    1,844.13       .00
2203-0000  Employee FICA Payable   FICA WITHHOLDING     1,118.81    1,118.81       .00
2204-0000  FUTA Payable           EMP'ER FUI CONTRIB        8.13       37.69     29.56-
2205-0000  SWT Payable            STATE WITHHOLDING       402.63      402.63       .00
2207-0000  SUTA Payable           EMP'ER SUI CONTRIB      228.58    1,290.62   1,062.04-
2225-0000  Accrued Employee Benefits   MISC. DEDUCTION       .00       25.00     25.00-
2225-0000  Accrued Employee Benefits   MISC. REDUCTION       .00      145.83    145.83-
6100-0000  Salaries               SAL. PAY (NON-J/C)    8,708.34       .00    8,708.34
6100-0000  Salaries               HOL. PAY (NON-J/C)      100.00       .00      100.00
6100-1000  Salaries               REG. PAY (NON-J/C)    1,776.00       .00    1,776.00
6100-1000  Salaries               OT.  PAY (NON-J/C)      108.00       .00      108.00
6100-1000  Salaries               SAL. PAY (NON-J/C)    1,250.00       .00    1,250.00
6100-2000  Salaries               REG. PAY (NON-J/C)    1,516.00       .00    1,516.00
6100-2000  Salaries               OT.  PAY (NON-J/C)       90.00       .00       90.00
6100-2000  Salaries               VAC. PAY (NON-J/C)       56.00       .00       56.00
6100-2000  Salaries               SAL. PAY (NON-J/C)    1,166.67       .00    1,166.67
6110-0000  Payroll Taxes          EMP'ER FICA CONTRIB     664.60       .00      664.60
6110-0000  Payroll Taxes          EMP'ER FUI CONTRIB        9.33       .00        9.33
6110-0000  Payroll Taxes          EMP'ER SUI CONTRIB      518.01       .00      518.01
6110-1000  Payroll Taxes          EMP'ER FICA CONTRIB     239.73       .00      239.73
6110-1000  Payroll Taxes          EMP'ER FUI CONTRIB       15.07       .00       15.07
6110-1000  Payroll Taxes          EMP'ER SUI CONTRIB      457.98       .00      457.98
6110-2000  Payroll Taxes          EMP'ER FICA CONTRIB     216.39      1.91      214.48
6110-2000  Payroll Taxes          EMP'ER FUI CONTRIB       13.29      8.13        5.16
6110-2000  Payroll Taxes          EMP'ER SUI CONTRIB      314.63     228.58      86.05
                                                    --------------  --------------  --------------
                                        20,822.32    20,822.32       .00
                                                    ==============  ==============  ==============
```

G/L Distribution Report

5.4 Payroll Journal

Selecting this fourth option on the Reports Menu provides a complete listing of all payroll information. The Payroll Journal offers immediate access to current or prior year MTD, QTD and YTD totals for all wage and tax categories as well as gross earnings, tax withholdings, adjusted gross, net pay, and D/R/A s on each employee.

```
  04/27/00                                          PAYROLL   JOURNAL



                              SORT OPTIONS
                            EMPLOYEE KEY
                            EMPLOYEE NAME
                             DEPARTMENT
                            SOC. SEC. NO.
                         DIVISION/DEPARTMENT
                            USER DEFINED




 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,      <Esc>=Return
to Menu
```

Payroll Journal Sort Options

Selecting the User Defined Sort Option will make the following Parameters Screen appear.
Other Sort Options will only require defining the Range of Employees, Employee Statuses, and Quarters to be processed and Output.

```
  04/27/00                                          PAYROLL   JOURNAL
          Add   Change   Delete   Inquire   First   Last   Next   Prior   Output




 REPORT ID          01
 REPORT NAME        MTD BY STATE/EMPLOYEE KEY
 SPECIAL TITLE      MONTH TO DATE EARNINGS BY STATE/EMPLOYEE KEY
                                                              BLANK FOR ALL
STATUS
                                          EMP STATUS    ACTIVE
                                          YEAR TO RPT   97
 USER SELECT 1      STATE TAX CODE
 FROM STATE TX      CA
    TO                  STATE           TX                              CA

                                          PRINT MTD     YES
 USER SELECT 2      EMPLOYEE KEY                QTD 1    NO
 FROM EE KEY        <FIRST>                     QTD 2    NO
    TO EE KEY       <LAST >                      QTD 3    NO
                                                QTD 4    NO
 USER SORT 1        STATE                        YTD     NO
 USER SORT 2        EMPLOYEE KEY

              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Payroll Journal Parameters Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY   Type your Description for the above report format.. A Description is needed ONLY if
DESCRIPTION   the report format is to be saved for future use.

SPECIAL TITLE   Type up to a 50 character name for this report (optional)

USER SELECT <ALT Z>>	Define an item (Employee key, Name, State, SSN, Dept, etc.) from the Zoom Window <Alt Z> you wish to include in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM/TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
USER SELECT <ALT Z>>	Define an item (Employee key, Name, State, SSN, Dept, etc.) from the Zoom Window <Alt Z> you wish to include in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM/TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
USER SORT <ALT Z>	Define the Sort Criteria / Range (available in the Zoom Window <Alt Z>) you wish to include in the report
USER SORT <ALT Z>	Define the Sort Criteria / Range (available in the Zoom Window <Alt Z>) you wish to include in the report
EMPLOYEE STATUS	Type <A>Active, <T>Terminated, <L>Leave of absence, or Leave Blank to Include ALL STATUS
YEAR TO REPORT	Type the desired 2 Digit Year (e.g. 97)
PRINT MTD, Q1, Q2, Q3, Q4TD &YTD	Type <Y> or <N> to print or exclude each of these totals.

FROM EMP KEY: <FIRST>   TO EMP KEY: <LAST >   EMPLOYEE SSTATUS: ALL
===

EE KEY: ALLV01 DEPT: CORP   SSN: 558-178766   HIRE DT: 06/23/90 REHIRE DT: / / ADD SENIOR:
NAME: Allen/Vickie   STATUS: ACTIVE   REVIEW DT: 06/30/91 TERM DT: / / TERM CD:
HSN: SALARY   STATE TAX CD: CA ST STATUS: M EXEMPTIONS: 2   ADDITN WTHLD: 100
PAY RATE:45000   PAY PERIODS: 24 FED STATUS: M EXEMPTIONS: 2   ADDITN WTHLD: 100

	SAL. PERIODS	AMOUNT	COM. SALES	AMOUNT
M	3.00	6875.01	1000.00	100.00
Q1	6.00	13750.02	.00	.00
Q2	1.00	2291.67	1000.00	100.00
Q3	.00	.00	.00	.00
Q4	.00	.00	.00	.00
Y	7.00	16041.69	1000.00	100.00

	DEDUCTIONS	REDUCTIONS	ALLOWANCES	ADJ GROSS	FED TXBL	EE FICA	ER FICA	FUI TXBL	STATE TXBL	SDI TXBL	SUI TXBL
M	.00	.00	.00	6975.01	2391.67	2391.67	2391.67	.00	2391.67	2391.67	.00
Q1	.00	.00	.00	13750.02	13750.02	13750.02	13750.02	7000.00	13750.02	13750.02	7000.00
Q2	.00	.00	.00	2391.67	2391.67	2391.67	2391.67	.00	2391.67	2391.67	.00
Q3	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Q4	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Y	.00	.00	.00	16141.69	16141.69	16141.69	16141.69	7000.00	16141.69	16141.69	7000.00

	FED TAX	FICA TAX	STATE TAX	SDI TAX	SUI TAX	CNTY TAX	CITY TAX	BORO TAX	DISTRIC TX	OCCUP TX	TRNSP TX	OTHER TX	NET PAY
M	430.32	182.98	172.34	.00	.00	.00	.00	.00	.00	.00	.00	1606.03	
Q1	1505.52	1051.86	.00	171.90	.00	.00	.00	.00	.00	.00	.00	.00	11020.74
Q2	430.32	182.98	172.34	.00	.00	.00	.00	.00	.00	.00	.00	1606.03	
Q3	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Q4	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
Y	1935.84	1234.84	172.34	171.90	.00	.00	.00	.00	.00	.00	.00	.00	12626.77

EE KEY: CITD01 DEPT: CALIF SSN: 566-783456   HIRE DT: 10/31/90 REHIRE DT: / / ADD SENIOR:
NAME: Citrol/Daniel   STATUS: ACTIVE   REVIEW DT: 10/31/91 TERM DT: / / TERM CD:
HSN: HOURLY   STATE TAX CD: CA ST STATUS: S EXEMPTIONS: 1   ADDITN WTHLD:
PAY RATE:9   PAY PERIODS: 24 FED STATUS: S EXEMPTIONS: 1   ADDITN WTHLD:

	REG. HOURS	AMOUNT	O.T. HOURS	AMOUNT	DIS. HOURS	AMOUNT	HOL HOURS	AMOUNT
M	272.00	2448.00	32.00	432.00	.00	.00	.00	.00
Q1	504.00	4536.00	56.00	756.00	8.00	.00	16.00	144.00
Q2	97.00	864.00	8.00	108.00	.00	.00	.00	.00
Q3	.00	.00	.00	.00	.00	.00	.00	.00
Q4	.00	.00	.00	.00	.00	.00	.00	.00
Y	600.00	5400.00	64.00	864.00	8.00	.00	16.00	144.00

	DEDUCTIONS	REDUCTIONS	ALLOWANCES	ADJ GROSS	FED TXBL	EE FICA	ER FICA	FUI TXBL	STATE TXBL	SDI TXBL	SUI
M	.00	.00	.00	2880.00	972.00	972.00	972.00	972.00	972.00	9	
Q1	.00	.00	.00	5436.00	5436.00	5436.00	5436.00	5436.00	5		
Q2	.00	.00	.00	972.00	972.00	972.00	972.00				
Q3	.00	.00	.00	.00	.00	.00					
Q4	.00	.00	.00	.00	.00						
Y	.00	.00	.00	6408.00							

PAYROLL JOURNAL TOTALS:
=======================

	SAL. PERIODS	AMOUNT	COM. SALES	AMOUNT	REG. HOURS	AMOUNT	O.T. HOURS	AMOUNT	DIS. HOURS	AMOUNT
M	18.000	33375.03	1000.000	100.00	1064.000	9320.00	56.000	697.00	.000	.00
Q1	36.000	66750.06	.000	.00	1970.000	17152.00	84.000	1056.00	32.000	204.00
Q2	6.000	11125.01	1000.000	100.00	376.000	3292.00	16.000	198.00	.000	.00
Q3	.000	.00	.000	.00	.000	.00	.000	.00	.000	.00
Q4	.000	.00	.000	.00	.000	.00	.000	.00	.000	.00
Y	42.000	77875.07	1000.000	100.00	2336.000	20444.00	100.000	1254.00	32.000	204.00

	HOL HOURS	AMOUNT	VAC. HOURS	AMOUNT
M	.000	.00	24.000	172.00
Q1	64.000	512.00	32.000	236.00
Q2	.000	.00	8.000	56.00
Q3	.000	.00	.000	.00
Q4	.000	.00	.000	.00

```
Y      64.000    512.00    40.000    292.00

     MISC REDUCTIONS FEDERAL TAXABLE EE-FICA TAXBALE ER-FICA TAXBALE  FUI TAXABLE  STATE TAXABLE   SDI TAXABLE   SUI TAXABLE
M      145.83    14,625.18    14,625.18    14,625.18    3,695.98    14,625.18    14,625.18    3,695.98
Q1     874.98    85,035.08    85,035.08    85,035.08    61,010.02    85,035.08    69,211.06    61,010.02
Q2     145.83    14,625.18    14,625.18    14,625.18    3,695.98    14,625.18    14,625.18    3,695.98
Q3        .00        .00        .00        .00        .00        .00        .00        .00
Q4        .00        .00        .00        .00        .00        .00        .00        .00
Y     1,020.81    99,660.26    99,660.26    99,660.26    64,706.00    99,660.26    83,836.24    64,706.00

     MISC ALLOWANCES  ADJUSTED GROSS MISC DEDUCTIONS   FEDERAL TAX    FICA TAX    STATE TAX    SDI TAX    SUI TAX
M        .00    43,663.03    25.00    1,844.13    1,118.81    402.63    .00    .00
Q1       .00    85,910.06    150.00    10,825.76    6,505.20    1,546.44    865.22    .00
Q2       .00    14,771.01    25.00    1,844.13    1,118.81    402.63    .00    .00
Q3       .00        .00    .00        .00        .00        .00    .00    .00
Q4       .00        .00    .00        .00        .00        .00    .00    .00
Y        .00    100,681.07    175.00    12,669.89    7,624.01    1,949.07    865.22    .00

     COUNTY TAX    CITY TAX    BORO TAX    DISTRICT TAX  OCCUPATION TAX  TRANSPORT TAX    OTHER TAX    NET PAY
M        .00    .00    .00    .00    .00    .00    .00    11,234.61
Q1       .00    .00    .00    .00    .00    .00    .00    65,142.46
Q2       .00    .00    .00    .00    .00    .00    .00    11,234.61
Q3       .00    .00    .00    .00    .00    .00    .00    .00
Q4       .00    .00    .00    .00    .00    .00    .00    .00
Y        .00    .00    .00    .00    .00    .00    .00    76,377.07

NO. OF EMPLOYEES:      10
```

Sample Payroll Journal

5.5 Payroll History Reports

These History reports are identical to the Registers produced via the Pay Period Reports Menu (See Section 5.1) except that History Reports allow a Date Range to be reported whereas the Pay Period Reports deal only with transactions tied to the most recent Payroll processed.

```
                                              Pay-Ware  Payroll  System
        VER  4.65                                   April  27,  2000
10:11am


              MAIN MENU
          PAY P               REPORTS MENU
          PERIO
            R           PAY          PAYROLL HISTORY REPORT
           FI          GOV
            F         GL DI       PAYROLL REGISTER HISTORY
            U          PA              DRA HISTORY
                                EMPLOYER EXPENSE HISTORY
                     PAYRO           CHECK REGISTER
                       SAL       EMPLOYEE BALANCE TOTALS
                      EMPL       PAYROLL REGISTER TOTALS



           PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Payroll History Reports Menu

5.5.1 Payroll Register History

 The Payroll Register History shows gross-to-net earnings for each employee paid in the specified date range. Information is provided for each earnings type, tax withholding and total deductions. Subtotals may be reported for each employee or department, with optional page breaks.

Selecting Payroll Register History brings up the three Sort Options: Employee Key, Employee Name & Department/ Employee Key.   After selecting the desired Sort, the parameters for the Payroll Register are defined on the Parameter Screen.

```
   04/27/00                                    PAYROLL   REGISTER   HISTORY
           Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                          REPORT ID
                          REPORT NAME


      FROM EMPLOYEE ID                            FROM DEPARTMENT
        TO EMPLOYEE ID                              TO DEPARTMENT


        FROM DATE           /  /                 SUB-TOTAL ON EMPL
          TO DATE           /  /                 SUB-TOTAL ON DEPT


            <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Payroll Register History Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DATE	Define the first date you wish to include in the report. Press <Tab> to default <<FIRST>>
ENDING DATE	Define the last date you wish to include in the report. Press <Tab> to default to <<LAST>>
SUBTOTAL ON EMPLOYEE <Alt Z> SUBTOTAL ON DEPARTMENT	If these options display, enter "Y" in this to obtain subtotals by employee and/or Department. Otherwise, enter "N".

When ready to generate the register, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A Sample Payroll Register History is shown below.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:50:35            PAYROLL REGISTER HISTORY
  FROM DEPT:  FIRST  FROM EMP:  FIRST  FROM DATE:  03/01/00  TO DATE: 03/31/00  TO EMP:  LAST    TO DEPT: LAST
==================================================================================================================
EMP ID NAME            DEPT  S.S.NO.  RES. CHK NO. CHK DATE  ALLOW  FEDERAL   SDI COUNTY DIST TRANS
UNITS:                                     REDUCT   FICA   SUI  CITY OCCUP OTHER
AMOUNTS:                                    ADJ GROSS   STATE DEDUCT   BORO       NET
==================================================================================================================

CITD01 Citrol/Daniel        CALIF 566-78-3456 CA 000049 03-15-97    .00   117.90  11.70  .00  .00   .00
  REG.  80.00 O.T.  16.00     .00     .00      .00     .00   71.60   .00  .00  .00   .00
     720.00    216.00     .00      .00     .00   936.00   23.80   .00  .00     711.00

CITD01 Citrol/Daniel        CALIF 566-78-3456 CA 000061 03-31-97    .00   123.30  12.15  .00  .00   .00
  REG.  97.00 O.T.   8.00     .00     .00      .00     .00   74.36   .00  .00  .00   .00
     864.00    108.00     .00      .00     .00   972.00   25.97   .00  .00     736.23

COOB01 Cook/Brenda          CALIF 555-44-3456 CA 000050 03-15-97    .00    91.50   9.50  .00  .00   .00
  REG.  80.00      .00     .00     .00      .00     .00   58.14   .00  .00  .00   .00
     760.00       .00     .00      .00     .00   760.00   13.62   .00  .00     587.24

COOB01 Cook/Brenda          CALIF 555-44-3456 CA 000062 03-31-97    .00   114.30  11.40  .00  .00   .00
  REG.  97.00      .00     .00     .00      .00     .00   69.77   .00  .00  .00   .00
     912.00       .00     .00      .00     .00   912.00   22.36   .00  .00     694.17

FOSW01 Foster/Walter        CALIF 345-33-5674 CA 000051 03-15-97    .00   106.88  15.63  .00  .00   .00
  SAL.   1.00      .00     .00     .00      .00     .00   95.63   .00  .00  .00   .00
    1250.00       .00     .00      .00     .00  1250.00   11.44   .00  .00    1020.42

FOSW01 Foster/Walter        CALIF 345-33-5674 CA 000063 03-31-97    .00   106.88  15.63  .00  .00   .00
  SAL.   1.00      .00     .00     .00      .00     .00   95.63   .00  .00  .00   .00
    1250.00       .00     .00      .00     .00  1250.00   11.44   .00  .00    1020.42

TOTAL FOR DEPARTMENT
--------------------------------------------------------------
UNTS:   REG.      O.T.      SAL.
AMTS:
      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
       352.00     24.00      2.00
      3,256.00    324.00   2,500.00

        ALLOW    ADJ GROSS   FEDERAL     STATE      SUI      CITY      DIST     TRANS
        REDUCT    DEDUCT      FICA       SDI     COUNTY     BORO     OCCUP     OTHER
      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
         .00    6,080.00    660.76    108.62      .00      .00      .00      .00
         .00       .00     465.13     76.01      .00      .00      .00      .00
                                        NET AMT:    4,769.48
==================================================================================================================

ALLV01 Allen/Vickie         CORP 558-17-8766 CA 000052 03-15-97    .00   250.92  28.65  .00  .00   .00
  SAL.   1.00      .00     .00     .00      .00     .00  175.31   .00  .00  .00   .00
    2291.67       .00     .00      .00     .00  2291.67    .00   .00  .00    1836.79

ALLV01 Allen/Vickie         CORP 558-17-8766 CA 000064 03-31-97    .00   250.92  28.65  .00  .00   .00
  SAL.   1.00      .00     .00     .00      .00     .00  175.31   .00  .00  .00   .00
    2291.67       .00     .00      .00     .00  2291.67    .00   .00  .00    1836.79

     Duran/James F.         CORP 559-13-1922 CA 000053 03-15-97    .00   502.58  35.42  .00  .00   .00
              .00     .00     .00      .00     .00   216.75   .00  .00  .00   .00
              .00     .00     .00      .00  2833.33  123.29  25.00  .00    1930.29
GRAND TOTAL FOR ALL EMPLOYEES
------------------------------------------------------1922 CA 000065 03-31-97    .00   502.58  35.42  .00  .00   .00
UNTS:   REG.      O.T.      SAL.      V    .00     .00   216.75   .00  .00  .00   .00
AMTS:                                       .00  2833.33  123.29  25.00  .00    1930.29
      -------------- -------------- -------------- -------------- -------------- ----
       688.00     40.00     12.00     16.00
      6,028.00    498.00  22,250.02    116.00

        ALLOW   ADJ GROSS   FEDERAL     STATE      SUI     CITY     DIST      T     REDUCT   DEDUCT   FICA   SDI   COUNTY   BORO   OCCUP   OTHER

      -------------- -------------- -------------- -------------- -------------- -------------- -------------- --------------
         .00   28,600.36   3,636.82    526.26      .00      .00      .00      .00
       291.66      50.00   2,187.94    290.09      .00      .00      .00      .00
                                        NET AMT:   21,909.25
==================================================================================================================

TAXABLE WAGES:
==============
FEDERAL     :    28,600.36
EMPLOYEE FICA:    28,600.36
EMPLOYER FICA:    28,600.36
FUI         :    13,258.66
STATE       :    28,600.36
```

SDI	:	23,205.02
SUI	:	13,258.66

Sample Payroll History Register

5.2 Employee Plan History Reports - D/R/A s & Employer Expenses

These options on the Payroll History Reports Menu list all the D/R/A Plans or Employer Paid Expense Plans for each employee in the specified time period. Sort Options are available by Employee, Department and A/P Vendor. After selecting a sort option and the desired Date Range, the report parameters screen will display (if report formats have been saved, selecting Maintenance will bring up the parameters screen - DRA Parameter Screen sorted by Employee shown Below)

```
 04/27/00                                    EMPLOYER   EXPENSE   HISTORY
            Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



                        REPORT ID          03
                        REPORT NAME         UNION CONTRIBUTIONS


        FROM EXP PLAN        !                    FROM EMPLOYEE       <FIRST>
          TO EXP PLAN        X01                    TO EMPLOYEE       <LAST >
                                              FROM PAYROLL DATE       <FIRST>
                                                TO PAYROLL DATE       <LAST >


        BREAK ON PRIORITY    0 - DO NOT BREAK ON PLAN
        BREAK ON EMPLOYEE    0 - DO NOT BREAK ON EMPLO


            <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Employer Expense History Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING PLAN <Alt Z>	Define the range of Plans you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the Plan Code to begin with. Note: all Employer Expense Plans begin with the code "X"
ENDING Plan <Alt Z>	Define the range of Plans you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the Plan Code to end on. Note: all Employer Expense Plans begin with the code "X"
BEGINNING KEY <Alt-Z>	Define the range of Employees, Departments or Vendors you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING KEY <Alt-Z>	Define the range of Employees, Departments or Vendors you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
FROM PAYROLL DATE	Specify the first Payroll Date to be included in the Report
TO PAYROLL DATE	Specify the last Payroll Date to be included in the Report

SUBTOTALS/PAGE BREAKS <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/department/vendor & priority (plan).
	    0 = No subtotal and no page break
	    1 = Compute sub total but do not page break
	    2 = Compute subtotal and page break

SUBTOTALS/PAGE BREAKS <Alt-Z>   If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/department/vendor & priority (plan).

        0 = No subtotal and no page break

        1 = Compute sub total but do not page break

        2 = Compute subtotal and page break

When ready to generate an Employee Plan history report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A sample D/R/A History report is shown below.
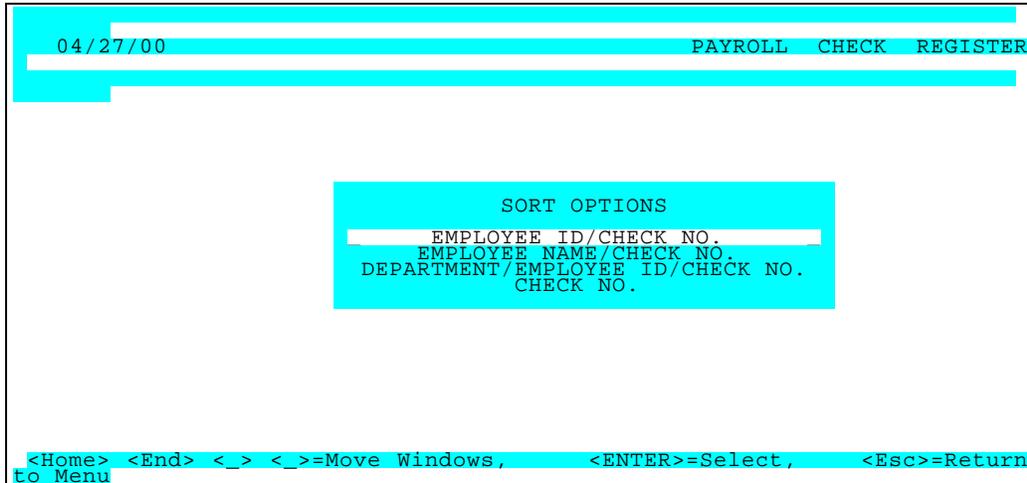
```
DATE 12/26/00                       Demo Golf, Inc.                    PAGE   1
TIME 07:52:33              DEDUCTION/REDUCTION/ALLOWANCES BY PLAN/EMPLOYEE

FROM PLAN: <FIRST> FROM EMP <FIRST>   FROM DATE 03/01/00       TO DATE: 03/31/00  TO EMP: <LAST>   TO PLAN: <LAST>

 PLAN  DESCRIPTION   EE KEY  EMPLOYEE NAME        SSN NUMBER  DEPT  DATE   EE AMOUNT   ER AMOUNT  ACCT NO.
=====================================================================================================================================


  D01  Medical       DURJ01  Duran/James F.       559-13-1922 CORP  03/15/00     25.00       .00  22250000
  D01  Medical       DURJ01  Duran/James F.       559-13-1922 CORP  03/31/00     25.00       .00  22250000
                                                                 ------------ ------------
 PLAN D01 TOTAL                                                        50.00        .00

  R01  401K          GALS01  Galloway/Steve       577-77-4123 CORP  03/15/00    120.83       .00  22250000
  R01  401K          GALS01  Galloway/Steve       577-77-4123 CORP  03/31/00    120.83       .00  22250000
  R01  Reimburse Acct MADD01  Maddox/Dan            599-57-3456 CORP  03/15/00     25.00       .00  22250000
  R01  Reimburse Acct MADD01  Maddox/Dan            599-57-3456 CORP  03/31/00     25.00       .00  22250000
                                                                 ------------ ------------
 PLAN R01 TOTAL                                                       291.66        .00

                                                                 ------------ ------------
 GRAND TOTAL                                                          341.66        .00
```

D/R/A Register History Report

_____

5.5.3 <u>Check Register History</u>

The Check Register History (third option on the Payroll History Reports Menu) details each check produced in the last pay processing cycle and includes check number, date, amount, Employee Key, Employee Name and department.

Selecting Check Register History brings up the four Sort Options

```
 04/27/00                                        PAYROLL   CHECK   REGISTER




                              SORT OPTIONS
                          EMPLOYEE ID/CHECK NO.
                        EMPLOYEE NAME/CHECK NO.
                DEPARTMENT/EMPLOYEE ID/CHECK NO.
                              CHECK NO.








 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return
to Menu
```

Check Register Sort Menu

After selecting the desired Sort parameters for the Check Register History, an already-defined report may be run. Or a new Report may be formatted via the Parameter Screen accessed through the "Maintenance" Option

```
 04/27/00                                        PAYROLL   CHECK   REGISTER
       Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                        _   REPORT ID   _
                            REPORT NAME


     FROM EMPLOYEE ID                              FROM DEPARTMENT
        TO EMPLOYEE ID                                TO DEPARTMENT


         FROM DATE          /  /
           TO DATE          /  /


          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Check Register History Parameter Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY DESCRIPTION   Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.

BEGINNING EMPLOYEE KEY <Alt Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DATE	Define the first date you wish to include in the report. Press <Tab> to default <<FIRST>>
ENDING DATE	Define the last date you wish to include in the report. Press <Tab> to default to <<LAST>>

When ready to generate the register history, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A sample report is shown below.

```
DATE 12/26/00        Demo Golf, Inc.          PAGE   1
TIME 07:52:57      CHECK REGISTER BY CHECK NO/DATE
 FROM CHK:FIRST   FROM DATE:03/01/00  TO DATE:03/31/00  TO CHK:  LAST
EMP ID NAME          DEPT  CHK NO.  CHK DATE     CHK AMT
===============================================================================
CITD01 Citrol/Daniel      CALIF 000049  03/15/00      711.00
COOB01 Cook/Brenda        CALIF 000050  03/15/00      587.24
FOSW01 Foster/Walter      CALIF 000051  03/15/00     1,020.42
ALLV01 Allen/Vickie       CORP  000052  03/15/00     1,836.79
DURJ01 Duran/James F.     CORP  000053  03/15/00     1,930.29
GALS01 Galloway/Steve     CORP  000054  03/15/00     1,779.61
MADD01 Maddox/Dan         CORP  000055  03/15/00      887.93
HEND01 Henry/David        FLRDA 000056  03/15/00      613.45
MARJ01 Marshall/Janet     FLRDA 000057  03/15/00      908.94
STAR01 Stanton/Roger      FLRDA 000058  03/15/00      511.45
CITD01 Citrol/Daniel      CALIF 000061  03/31/00      736.23
COOB01 Cook/Brenda        CALIF 000062  03/31/00      694.17
FOSW01 Foster/Walter      CALIF 000063  03/31/00     1,020.42
ALLV01 Allen/Vickie       CORP  000064  03/31/00     1,836.79
DURJ01 Duran/James F.     CORP  000065  03/31/00     1,930.29
GALS01 Galloway/Steve     CORP  000066  03/31/00     1,779.61
MADD01 Maddox/Dan         CORP  000067  03/31/00      887.93
HEND01 Henry/David        FLRDA 000068  03/31/00      641.59
MARJ01 Marshall/Janet     FLRDA 000069  03/31/00      908.94
STAR01 Stanton/Roger      FLRDA 000070  03/31/00      686.16
                          ---------------
     TOTAL FOR ALL CHECKS   (  20 CHECKS)  21,909.25

                          ===============
```

Sample Check Register History

5.5.4 Direct Deposit History

The Direct Deposit History (fourth option on the Payroll History Reports Menu) is similar to the Check Register History but for Direct Deposit Transactions. It details each Deposit Advice produced in the selected date range and includes DDA number, date, amount, Employee Key, Employee Name and department.

Selecting Direct Deposit History brings up the four Sort Options After selecting the desired Sort, the parameters for the DDA History are defined on the Parameter Screen.

```
 04/27/00                                DIRECT   DEPOSIT   HISTORY
        Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



                    _      REPORT ID      _
                           REPORT NAME


      FROM EMPLOYEE ID                       FROM DEPARTMENT
        TO EMPLOYEE ID                         TO DEPARTMENT


         FROM DATE           /  /             SUB-TOTAL ON EMPL
           TO DATE           /  /             SUB-TOTAL ON DEPT


           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Direct Deposit History Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to start with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to start with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DATE	Define the first date you wish to include in the report. Press <Tab> to default <<FIRST>>
ENDING DATE	Define the last date you wish to include in the report. Press <Tab> to default to <<LAST>>
SUBTOTAL ON EMPLOYEE <Alt Z>	If these options display, enter "Y" in this to obtain subtotals by employee. Otherwise, enter "N".

SUBTOTAL ON DEPARTMENT <Alt Z>   If these options display, enter "Y" in this field to obtain subtotals by department. Otherwise, enter "N".   These options display only if the report is sequenced by Department.

When ready to generate the DDA history, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A Sample Direct Deposit History is shown below.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:50:35              DIRECT DEPOSIT HISTORY
   FROM DEPT:  FIRST  FROM EMP:  FIRST  FROM DATE:  03/01/00  TO DATE: 03/31/00  TO EMP:  LAST     TO DEPT:  LAST
=========================================================================================================
EMP ID NAME              DEPT  S.S.NO.  RES. DEPOSIT CHK DATE  ALLOW   FEDERAL   SDI COUNTY  DIST TRANS
UNITS:                              ADV NO       REDUCT    FICA    SUI  CITY OCCUP  OTHER
AMOUNTS:                                     ADJ GROSS  STATE DEDUCT  BORO        NET
=========================================================================================================

CITD01 Citrol/Daniel        CALIF 566-78-3456 CA A00049 03-15-97     .00   117.90  11.70  .00  .00     .00
 REG.   80.00 O.T.   16.00     .00     .00      .00     .00   71.60  .00  .00  .00     .00
    720.00     216.00     .00     .00      .00  936.00   23.80  .00  .00     711.00

CITD01 Citrol/Daniel        CALIF 566-78-3456 CA A00061 03-31-97     .00   123.30  12.15  .00  .00     .00
 REG.   97.00 O.T.    8.00     .00     .00      .00     .00   74.36  .00  .00  .00     .00
    864.00     108.00     .00     .00      .00  972.00   25.97  .00  .00     736.23

COOB01 Cook/Brenda          CALIF 555-44-3456 CA A00050 03-15-97     .00    91.50   9.50  .00  .00     .00
 REG.   80.00     .00     .00     .00      .00     .00   58.14  .00  .00  .00     .00
    760.00       .00     .00     .00      .00  760.00   13.62  .00  .00     587.24

COOB01 Cook/Brenda          CALIF 555-44-3456 CA A00062 03-31-97     .00   114.30  11.40  .00  .00     .00
 REG.   97.00     .00     .00     .00      .00     .00   69.77  .00  .00  .00     .00
    912.00       .00     .00     .00      .00  912.00   22.36  .00  .00     694.17

FOSW01 Foster/Walter        CALIF 345-33-5674 CA A00051 03-15-97     .00   106.88  15.63  .00  .00     .00
 SAL.    1.00     .00     .00     .00      .00     .00   95.63  .00  .00  .00     .00
   1250.00       .00     .00     .00      .00 1250.00   11.44  .00  .00    1020.42

FOSW01 Foster/Walter        CALIF 345-33-5674 CA A00063 03-31-97     .00   106.88  15.63  .00  .00     .00
 SAL.    1.00     .00     .00     .00      .00     .00   95.63  .00  .00  .00     .00
   1250.00       .00     .00     .00      .00 1250.00   11.44  .00  .00    1020.42

TOTAL FOR DEPARTMENT
------------------------------------------------------------
UNTS:    REG.       O.T.      SAL.
AMTS:

    ---------- ---------- ---------- ---------- ---------- ---------- ---------- ----------
      352.00     24.00      2.00
    3,256.00    324.00   2,500.00

      ALLOW    ADJ GROSS   FEDERAL     STATE      SUI       CITY       DIST      TRANS
      REDUCT    DEDUCT      FICA       SDI      COUNTY      BORO      OCCUP     OTHER
    ---------- ---------- ---------- ---------- ---------- ---------- ---------- ----------
        .00    6,080.00    660.76    108.62      .00       .00        .00       .00
        .00        .00    465.13     76.01      .00       .00        .00       .00
                                             NET AMT:   4,769.48
=========================================================================================================

ALLV01 Allen/Vickie         CORP 558-17-8766 CA A00052 03-15-97     .00   250.92  28.65  .00  .00     .00
 SAL.    1.00     .00     .00     .00      .00     .00  175.31  .00  .00  .00     .00
   2291.67       .00     .00     .00      .00 2291.67    .00  .00  .00    1836.79

ALLV01 Allen/Vickie         CORP 558-17-8766 CA A00064 03-31-97     .00   250.92  28.65  .00  .00     .00
 SAL.    1.00     .00     .00     .00      .00     .00  175.31  .00  .00  .00     .00
   2291.67       .00     .00     .00      .00 2291.67    .00  .00  .00    1836.79

    Duran/James F.          CORP 559-13-1922 CA A00053 03-15-97     .00   502.58  35.42  .00  .00     .00
       .00      .00      .00     .00      .00  216.75  .00  .00  .00     .00
       .00      .00      .00     .00 2833.33  123.29  25.00  .00    1930.29
GRAND TOTAL FOR ALL EMPLOYEES
------------------------------------------------------------1922 CA A00065 03-31-97     .00   502.58  35.42  .00  .00     .00
UNTS:    REG.       O.T.      SAL.        V     .00      .00  216.75  .00  .00  .00     .00
AMTS:                                     .00 2833.33  123.29  25.00  .00    1930.29

    ---------- ---------- ---------- ---------- ---------- ----
      688.00     40.00     12.00     16.00
    6,028.00    498.00  22,250.02    116.00

      ALLOW    ADJ GROSS   FEDERAL     STATE      SUI       CITY       DIST      T      REDUCT   DEDUCT   FICA   SDI   COUNTY   BORO   OCCUP   OTHER
    ---------- ---------- ---------- ---------- ---------- ---------- ----------
        .00   28,600.36   3,636.82    526.26      .00       .00        .00       .00
      291.66     50.00    2,187.94    290.09      .00       .00        .00       .00
                                             NET AMT:  21,909.25
=========================================================================================================

TAXABLE WAGES:
==============
FEDERAL   :      28,600.36
```

```
EMPLOYEE FICA:      28,600.36
EMPLOYER FICA:      28,600.36
FUI       :   13,258.66
STATE     :   28,600.36
SDI       :   23,205.02
SUI       :   13,258.66
```

Sample Direct Deposit History Register

5.5.5 Employee Balance Totals

The Employee Balance Totals contains a report-writer that generates a one-line-per-employee listing of User-defined employee payroll totals information for Month-to-Date, Quarter 1-to-Date, Quarter 2-to-Date, Quarter 3-to-Date, Quarter 4-to-Date or Year-To-Date balances. This information is contained in the Employee Balance File.

```
   04/27/00                                    EMPLOYEE   PAY   TOTALS




                          SORT OPTIONS
                       EMPLOYEE KEY
                       EMPLOYEE NAME
                       SOC. SEC. NO.
                DEPARTMENT/EMPLOYEE KEY
                DEPARTMENT/EMPLOYEE NAME
                DEPARTMENT/SOC. SEC. NO.




 <Home>  <End>  <_>  <_>=Move Windows,      <ENTER>=Select,      <Esc>=Return
to Menu
```

Employee Pay Totals Sort Menu

After selecting the desired Sort parameters (above), an already-defined report may be run. Or new Reports may be User-formatted via the Parameter Screen accessed through the "Maintenance" Option. The below Setup screen will generate a six column report with each selected Employee's Gross wages in the first column, State Wages in the second, etc., to Employee Name shown in column six.

The "Field" items to be reported in each column are selected from a long list available in a Zoom Window.

```
   04/27/00                                    EMPLOYEE   PAY   TOTALS
            Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



     DETAIL REPORT LAYOUT                     COLUMN DESC       FIELD
  PARAMETER KEY    01                            STATE          SUMMARY
          DESCRIPTION                _
                                              GR WAGES         11GROSS
WAGES
                                          ST   WAGES           17STATE
WAGES
WITHH                                     ST TX W/H         22STATE TAX
WITHHEL
PAY PERIOD (MQY)  QUARTER                  SDI              23SDI TAX
WITHHEL
QUARTER(1,2,3,4)  !                        SUI              24SUI TAX
NAME
YEAR              97                       EMPL NAME     61EMPLOYEE


PRT COMPANY ADDR  No
SUMMARY/DETAIL    Detail



 <F5>=Process, <F2>=Clear Screen, <F9>-<F10>=Select Action, <Esc>=Return
to Menu
```

Employee Balance Totals Parameter Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER DESCR		Type your desired Description for the above report format to appear on the Menu.
PAY PERIOD (MQY)		Type desired Pay Period (must be month <M>, Quarter <Q> or Year <Y>
QUARTER		Response must be 1, 2, 3, or 4 for appropriate calendar qtr.
YEAR		Type 2 digit year code, example (97)
PRT COMPANY ADDRESS		Print Company Address on EVERY Page, Type (Y or N)
SUMMARY/DETAIL		Type <S> to print summary, <D> for complete report
COLUMN DESC		Type desired column header (10 character maximum)
FIELD <ALT Z>		Type desired 2 digit report field identifier or Press <Alt Z> to display a zoom window to find the desired identifier

When ready to generate the register history, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A sample report is shown below.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:53:20                 QUARTERLY PAY SUMMARY
                       FIRST QUARTER: 01/01/00 - 03/31/97
EMP ID   NAME                GR WAGES    FED TAX   FICA TAX  STATE TAX  STATE SUI   STATE SDI
====================================================================================================================================
ALLV01   Allen/Vickie        13,750.02   1,505.52   1,051.86      .00        .00       171.90
CITD01   Citrol/Daniel        5,436.00     687.60     415.85    130.30       .00        67.95
COOB01   Cook/Brenda          4,900.00     617.00     374.85     94.58       .00        61.25
DURJ01   Duran/James F.      16,999.98   3,015.48   1,300.50    739.74       .00       212.52
FOSW01   Foster/Walter        7,500.00     641.28     573.78     68.64       .00        93.78
GALS01   Galloway/Steve      13,775.04   1,468.50   1,053.78    402.90       .00       172.20
HEND01   Henry/David          4,594.00     562.50     351.45      .00        .00        .00
MADD01   Maddox/Dan           6,850.02     802.50     524.04    110.28       .00        85.62
MARJ01   Marshall/Janet       7,000.02   1,010.88     535.50      .00        .00        .00
STAR01   Stanton/Roger        4,230.00     514.50     323.59      .00        .00        .00
                            ---------   ---------   --------   --------   --------   --------
                            85,035.08   10,825.76   6,505.20   1,546.44       .00       865.22
```

User-defined Employee Pay Totals Report

5.5.6 Payroll Register Totals

The Payroll Register Totals is a very informational and flexible user-defined report (similar to Employee Pay Totals) providing a pre-formatted report with 1 to 15 Columns of information. A one-line-per-employee summary is generated with up to 15 of 64 payroll-related item balance totals for <u>any range of current year pay dates</u>.   This information is from the Payroll History Register File.

```
 04/27/00                              PAYROLL   HISTORY   TOTALS   REPORT




                             SORT OPTIONS
                        EMPLOYEE/PAYROLL DATE
                        PAYROLL DATE/EMPLOYEE
                            STATE/EMPLOYEE
                         STATE/PAYROLL DATE




<Home> <End> <_> <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return
to Menu
```

Once the desired sort is specified, select a currently defined report or use the Maintenance Screen to define a new one.

```
   04/27/00                              PAYROLL   HISTORY   TOTALS   REPORT
            Add    Change   Delete   Inquire  First  Last  Next  Prior  Output




'                                                     TITLE      FIELD
 REPORT ID        01                                1 NAME          61EE
NAME
 REPORT NAME       SUMMARY OF RANGE OF PAY DATES     2 PAY DATE     65PAY
DATE
                                                     3 FED WAGES
17FEDERAL TAXAB
                                                    4 FED    WTHLD
02FEDERAL TAX W
                                                     5 FICA WAGES
18EMPLOYEE FICA
 FROM EMP        <FIRST>                            6 FICA WTHLD  03FICA
TAX WITH
    TO EMP       <LAST >                            7 STATE WGS    21STATE
TAXABLE
                                                    8 STATE WTHD  04STATE
TAX WIT
 FROM DATE       ! /  /                             9 SDI WTHLD    05SDI
TAX
   TO DATE       <LAST >                          10
                                                 11
                                                 12
 REPORT TYPE     SUMMARY                          13
                                                 14
                                                 15
 SPECIAL TITLE                                    16
       <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Payroll Register History Totals Report

PARAMETER KEY & DESCRIPTION Type a Key & Name to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning these is necessary ONLY if the record is to be saved for future use.

BEGINNING EMPLOYEE KEY <Alt Z> Define the range of Employees you wish to include in the report.   Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING EMPLOYEE KEY <Alt Z> Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

BEGINNING DATE Define the first date you wish to include in the report.   Press <Tab> to default <<FIRST>>

ENDING DATE	Define the last date you wish to include in the report. Press <Tab> to default to <<LAST>>
REPORT TYPE (SUMMARY/DETAIL/RECAP)	Type <S> to print Summary (1 Total/date), <D> (Detail) for all records <R> for Recap (1Total/State)
SPECIAL TITLE	Type up to a 50 character name for this report (optional)
TITLE	Type up to a 10 character working name
FIELD <ALT Z>	Type desired 2 digit report field identifier or Press <Alt Z> to display a zoom window to find the desired identifier

5.6 Salary Statistics

Salary Statistics is a report that provides a list of employees with their salary and specified D/R/A's and the percentage they make-up of the total salary and D/R/A withholdings. It is useful for evaluating compliance with Government regulations regarding "top-heaviness" of Benefits Plans.   After selecting one of the six Sort Options, an already-defined report may be run. Or a new Report may be formatted via the Parameter Screen accessed through the "Maintenance" Option.

```
   04/27/00                              EMPLOYEE   SALARY   STATISTICS
            Add   Change   Delete   Inquire   First   Last   Next   Prior   Output


   REPORT ID        01
   REPORT NAME      ALL DIVISIONS/DEPARTMENTS
   SPECIAL TITLE    401K RANKINGS


   FROM DIVISION    <FIRST>              EMP STATUS      A
     TO DIVISION    <LAST >              WAGE BASES      ANNUAL SAL

   FROM DEPT        <FIRST>
     TO DEPT        <LAST >              DRA PLAN 1      R10
                                        DRA PLAN 2      R11
                                        DRA PLAN 3      R12
                                        DRA PLAN 4

           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Employee Salary Statistics Parameter Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-l>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
SPECIAL TITLE	Type up to a 50 character name for this report (optional)
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

FROM /TO   Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be
                                        included in the report.   Press <Tab> to default <<FIRST>> to <<Last>> or enter the
                                        individual key(s) you wish to start and end with.>>

FROM /TO   Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be
                                        included in the report.   Press <Tab> to default <<FIRST>> to <<Last>> or enter the
                                        individual key(s) you wish to start and end with.>>

FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
EMPLOYEE STATUS	Type <A>Active, <T>Terminated, <L>Leave of absence, or Leave Blank to Include ALL STATUS
WAGE BASES	Type <A> to convert all rates of pay to an annual Salary basis - or - <H> to convert all rates of pay to an Hourly basis (2080 hours per year is assumed)
DRA PLANS 1 to 4	Enter a code that identifies the benefit plan be total for each employee or press <ALT-Z> to display a list to select from. The plan selected has to be defined in the Cafeteria Plan File.

When ready to generate the report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process.   A sample report is shown below.

```
DATE 09/06/00                      Demo Golf, Inc.                    PAGE  1
TIME 11:44:14              SALARY INFORMATION BY EMPLOYEE KEY
    FROM KEY: <FIRST>                          TO KEY: <LAST>      EM


                       ANNUAL  % OF CUM   RO1  % OF  DO1  % OF          DRA  % OF
 KEY  EMPLOYEE NAME    SOC SEC NO SALARY TOTAL  %   401K   TOTMedical  TOT           TOTAL  TOT
==================================================================================================================
ALLV01 Allen/Vickie      558178766   45000 18.0 18.0
CITD01 Citrol/Daniel     566783456    6277  2.5 20.5
COOB01 Cook/Brenda       555443456    5308  2.1 22.6
DURJ01 Duran/James F.    559131922   58000 23.2 45.8          175 100.0           175 14.9
FOSW01 Foster/Walter     345335674   30000 12.0 57.8
GALS01 Galloway/Steve    577774123   44000 17.6 75.4    845 84.9                  845 72.2
HEND01 Henry/David       112349876    4513  1.8 77.2
MADD01 Maddox/Dan        599573456   27000 10.8 88.0    150 15.0                  150 12.8
MARJ01 Marshall/Janet    453129871   25000 10.0 98.0
STAR01 Stanton/Roger     432989987    4805  1.9 99.9
                                     -------- -------- -------- -------- ---------
   GRAND TOTAL:                                          995      175             1170
```

User-Defined Employee Salary Statistics Report

5.7 Employee Head Count

Employee Head Count Report provides a method of finding/defining employee subgroups based on a wide variety of Employee information categories (e.g.: Division, Position, Salary, EEO Class, etc.). The report has a user-defined option that provides a list of 90+ fields from the employee master on which employee subgroups may be selected.

```
   04/27/00                              EMPLOYEE   HEAD   COUNT   STATISTICS




                              SORT OPTIONS

                          DIVISION/DEPARTMENT
                                POSTION
                                SALARY
                              EEO CLASS
                             USER DEFINED




 <Home>  <End>  <_>  <_>=Move Windows,       <ENTER>=Select,       <Esc>=Return
to Menu
```

Employee Head Count Sort Menu

After selecting one of the six Sort Options, an already-defined report may be run. Or a new Report may be formatted via the Parameter Screen accessed through the "Maintenance" Option.

```
   04/27/00                              EMPLOYEE   HEAD   COUNT   STATISTICS
          Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



 REPORT ID       01
 REPORT NAME     ALL DIVISIONS/DEPARTMENTS
 SPECIAL TITLE



 FROM DIVISION   <FIRST>                          EMP STATUS    A
    TO DIVISION  <LAST >                           WAGE BASES    ANNUAL SAL
                                                        RANGE        1000.00

 FROM DEPT       <FIRST>
    TO DEPT      <LAST >



          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Employee Head Count Statistics

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY	Type your Description for the above report format.. A Description is

DESCRIPTION   needed ONLY if the report format is to be saved for future use.

SPECIAL TITLE   Type up to a 50 character name for this report (optional)

USER SELECT <ALT Z>   Specify which of the 90+ Employee Information item(s) from the Zoom Window <Alt Z> you wish to be included in the report.

FROM /TO   Specify the range of the above item(s) to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

FROM /TO   Specify the range of the above item(s) to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

USER SELECT <ALT Z>   Specify which of the 90+ Employee Information item(s) from the Zoom Window <Alt Z> you wish to be included in the report.

FROM /TO   Specify the range of the above item(s) to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

FROM /TO   Specify the range of the above item(s) to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

USER SORT 1 & 2   Specify the additional Sort Range of the item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

USER SORT 1 & 2   Specify the additional Sort Range of the item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>

EMPLOYEE STATUS   Type <A>Active, <T>Terminated, <L>Leave of absence, or Leave Blank to Include ALL STATUS

WAGE BASES   Type <A> to convert all rates of pay to an annual Salary basis - or - <H> to convert all rates of pay to an Hourly basis (2080 hours per year is assumed)

RANGE   Enter the dollar range that you would like employees totaled for (e.g.: 1000 will break on every 1000 dollars)

When ready to generate the report, select the desired Output option (Screen, Printer or Disk) and press <F5> to Process. A sample report is shown below.

```
DATE 12/26/00                    Demo Golf, Inc.                    PAGE   1
TIME 07:57:03              EMPLOYEE HEAD COUNT BY WAGE
   FROM EMPLOYEE<FIRST>                    TO EMPLOYEE<LAST>      EM

            TOTAL ---------------- MALE ------------------ ---------------- FEMALE -----------------
MINIMUM WAGE - MAXIMUM WAGE  EMP  WHITE HISP BLACK -- -- -- OTHER WHITE HISP BLACK -- -- -- OTHER
=================================================================================================================


 --------------------------------
  4,000.01 -   6,000.00   3   2   .   .   .   .   .   .   1   .   .   .   .   .
  6,000.01 -   8,000.00   1   .   1   .   .   .   .   .   .   .   .   .   .   .
  8,000.01 -  10,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 10,000.01 -  12,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 12,000.01 -  14,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 14,000.01 -  16,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 16,000.01 -  18,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 18,000.01 -  20,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 20,000.01 -  22,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 22,000.01 -  24,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 24,000.01 -  26,000.00   1   .   .   .   .   .   .   .   1   .   .   .   .   .
 26,000.01 -  28,000.00   1   .   .   1   .   .   .   .   .   .   .   .   .   .
 28,000.01 -  30,000.00   1   .   .   1   .   .   .   .   .   .   .   .   .   .
 30,000.01 -  32,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 32,000.01 -  34,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 34,000.01 -  36,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 38,000.01 -  40,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 40,000.01 -  42,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 42,000.01 -  44,000.00   1   1   .   .   .   .   .   .   .   .   .   .   .   .
 44,000.01 -  46,000.00   1   .   .   .   .   .   .   .   1   .   .   .   .   .
 46,000.01 -  48,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 48,000.01 -  50,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 50,000.01 -  52,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 52,000.01 -  54,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 54,000.01 -  56,000.00   .   .   .   .   .   .   .   .   .   .   .   .   .   .
 56,000.01 -  58,000.00   1   .   1   .   .   .   .   .   .   .   .   .   .   .
                       ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----
   SUB TOTAL:            10   3   2   2   .   .   .   .   2   .   1   .   .   .
                       ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----
   GRAND TOTAL:          10   3   2   2   .   .   .   .   2   .   1   .   .   .
```

Sample Employee Head Count Report

CHAPTER 6

FILE MAINTENANCE

6.0 File Maintenance

File Maintenance is the fourth item on the Pay-Ware Main Menu.   Processing Payroll Data requires a good deal of information be input to the system to correctly process, compute, sort, etc., then store in data files.   Changes to Data and System Processing Methodology (especially the Employee Master) are done here.

Selecting the FILE MAINTENANCE option will display the following menu:

```
                                                  Pay-Ware  Payroll  System
        VER  4.65                                 April  27,  2000
10:17am


              MAIN MENU
        PAY P          FILE MAINTENANCE MENU
        PERIO
          R            EMPLOYEE INFORMATION
         FI            CAFETERIA PLANS (DRA)
          F               DEPARTMENT
          U             SAVINGS BONDS
                       DIRECT DEPOSIT
                       SYSTEM DEFAULTS
                      PROCESSING CODES
                        TRANSACTIONS



        PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

File Maintenance Menu

6.1 Employee Information

This screen is Used to access all Employee Information. In addition to the Employee Master AND Multi-line D/R/A Maintenance, it contains the following Employee Balance Files for both the Current Year and Prior Year.   Employee Balances contains MTD, QTD & YTD Balances for each Employee's Wage Bases, Total D/R/A s & Taxes.   D/R/A Balances contains Balance and Current Year Monthly Contribution Information (Employee & Employer) to all Plans for each Employee.   Attendance Balances shows Employees' Earnings Information by Attendance Code for MTD, QTD, & YTD.

6.1.1 Employee Master File

The Employee Master is divided into three pages; 1)Employee Pay and Processing information; 2)Benefit Plans and Dependent information; and 3)Employee Personal and Direct Deposit Information.

6.1.1.a Employee Pay and Processing Information - Employee Master Screen 1

```
   04/27/00          EMPLOYEE  MASTER  FILE  MAINTENANCE  (Screen  1  of  3)
                  Add    Change    Delete    Inquire    First    Last    Next    Prior


 _EMPLOYEE_    FOSW01 FOSTER/WALTER                    STATUS      ACTIVE
 _DEPT KEY_    CORP    Corporate - Executives          EMP CODE    OFFI
 _SSN # _      558-17-8766                             HIRE DATE   06/23/90
                                                       REHIRE DT     /  /
 POSITION      OFFI    OFFICE                          + SEN YRS
 JOB/LOC       Corporate Office                        TERM DATE     /  /
 PHONE-HOME    (714) 751-4090                              CODE
      WORK     (714) 757-3548   EXT:                   REVIEW DT   06/30/00
 SUPERVISOR    DURJ01 Duran/James F.                   NEXT ACT
 CO/DIV                                                    DATE      /  /
                                                    Fed
 State
 HR/SAL/OTH    SALARY     STATUS      M      M     EMERG 1
 PAY RATE      26000      EXEMPTNS    2      2       PHONE  (    )    -       EXT:
 PERIOD/YR     26         STATE ID  NY            EMERG 2
 STD ATTND     06         LOCAL ID  MN             PHONE  (    )    -       EXT:
                          LOCAL TX  SEE TABLE     WC CLAIM
 REM VAC       119        ADD FED                     FILED    /  /
     DISAB     60             STAT                    CLOSE    /  /

 <F5>=Proc   <F2>=CLS   <F4>=Hist   <ALT-2/ALT-3>=DRA/Personal   <Esc>=Menu
```

Employee Master Screen 1 of 3

EMPLOYEE NUMBER **<Alt-I> <Alt-Z>**	EMPLOYEE MASTER -PAGE 1: EMPLOYEE HISTORY & PAY PROCESSING INFORMATION`` Enter the appropriate Employee ID as defined in the Employee Master file. --OR-- Use Alt-I or Alt-Z to display a zoom window and select the correct Employee ID --OR-- Use F7 to search for First or Prior keys or F8 to search for Last or Next keys. Upon selecting the correct Employee ID, the Employee's Name and all default data will display in the remaining fields.
EMPLOYEE NAME **<Alt-I><Alt-Z>**	Enter the appropriate Employee Name as defined in the Employee Master file. --OR-- Use Alt-I or Alt-Z to display a zoom window and select the correct Employee Name Upon selecting the correct Employee Name, the Employee's ID and all default information will display in the remaining fields.
DEPARTMENT **<Alt-I><Alt-Z>**	Enter the appropriate Department code the employee worked in for this line item. Use ALT-Z to present a zoom window from which to select the proper keys --OR-- Use F7 to search for First or Prior keys or F8 to search for Last or Next keys

SOCIAL SECURITY NO. **<Alt-I><Alt-Z>**	Enter the social security number of the person listed on this line.
POSITION CODE <Alt-Z>	Enter the appropriate 4-character Position Code as defined in File Maintenance to indicate the combination Pay Grade and Sequence Number for the work performed. Use ALT-Z to present a zoom window from which to select the proper keys --OR-- Use F7 to search for First or Prior keys or F8 to search for Last or Next keys.
JOB/LOCATION	Enter the appropriate Job or Location Code
HOME PHONE	Enter the employee's home phone number.
WORK PHONE	Enter the employee's work phone number.
SUPERVISOR <Alt-Z>	Enter the ID number of the employee's supervisor.
COMPANY/DIVISION	.Enter the appropriate Company or Division Code
EMPLOYEE STATUS <Alt-Z>	A - Active Employee T - Termination L - Employee is on a leave of absence.
EMPLOYEE CODE	Assign the employee ID Code (up to 6 Alphanumeric characters)
HIRE DATE	Enter the date the employee was hired. This date is used for vacation & disability accruals.
REHIRE DATE	Enter the date an employee was rehired.
ADDITIONAL SENIORITY	Enter the number of years of employment to be credited to an employee who has left the company and then returned.
TERMINATION DATE	Enter the date when an employee ceased to be employed at this company.
TERMINATION REASON <Alt-Z>	Enter the reason code for the employee leaving the company. These codes are defined in the Processing Code option of File Maintenance.
REVIEW DATE	Enter the date when the employee is due their next performance review.
NEXT SCHEDULE **ACTIVITY <Alt-Z>**	Enter the code that identifies the next activity that is scheduled for this employee. These codes are defined in the Processing Code option of File Maintenance.
NEXT SCHEDULE **ACTIVITY DATE**	Enter the next date that the employee is scheduled for an activity.
HOURLY/SALARY/ **OTHER<Alt-Z>**	H = The employee is being assigned a hourly pay rate. S = The employee is being assigned a annual pay rate. O = Indicates that no pay rate is assigned to the employee.
PAY RATE	Enter the rate an employee is to be paid.
PAY PERIODS PER YEAR	Enter the number of times the employee is to be paid in a year.
DEFAULT ATTENDANCE **CODE <Alt-Z>**	Enter the 2-character Attendance Code to indicate the default earnings type that should be used during Time Card data entry. Use ALT-Z to present a zoom window from which to select the proper codes --OR-- Use F7 to search for First or Prior codes or F8 to search for Last or Next keys.
SHIFT	Enter the default Shift Code for this employee (1, 2, OR 3) which will appear on the Timecard Entry Screen.
REMAINING VACATION UNITS	Enter the number of vacation units the employee is entitled to.

REMAINING DISABILITY UNITS	Enter the number of disability units the employee is entitled to.
FEDERAL TAX STATUS	Enter the employee's federal tax status (M,S,H).
STATE TAX STATUS	Enter the employee's state tax status (M,S,H).
FEDERAL EXEMPTIONS	Enter the number of exemptions that the employee is claiming for federal tax purposes.
STATE EXEMPTIONS	Enter the number of exemptions that the employee is claiming for state withholding tax purposes.
STATE WITHHOLDING TAX CODE <Alt Z>	Enter the code that identifies the State Withholding taxing authority.
SUI TAX CODE <Alt Z>	If State Unemployment Tax is to be withheld and reported in a DIFFERENT STATE than State Withholding Tax (in the previous field.) Enter that State Code <Alt Z> here.~~Note that State's SUI rate <u>must</u> be entered in system defaults.
LOCAL TAX CODE	Enter the code that identifies the appropriate taxing authority.
COUNTY & OTHER LCL TAXES	Enter the code that identifies the appropriate taxing authority.
RATE	Enter the NUMERICAL tax rate to be used
DOLLAR/PERCENTAGE	Enter whether the above rate should be applied as flat dollars or a % of wages.
BASE <ALT Z>	Select from the Zoom Window <Alt Z> the wage base to which the previous percentage should be applied (ST TXBLE, ST WITHOLDING, FICA TXBLE or GR INCOME.
ADDITIONAL FEDERAL WITHHOLDINGS	Enter an additional amount that the employee would like withheld to pay federal taxes.
ADDITIONAL STATE WITHHOLDINGS	Enter an additional amount that the employee would like withheld to pay state taxes.
EMERGENCY CONTACT` 1 & 2	Enter the name of the person to be contacted in case of an emergency.
EMERGENCY CONTACT'S PHONES	Enter the phone number of the person to be contacted in case of an emergency.
WORKMAN'S COMPENSATION CLAIM NUMBER	Enter the Claim Number being assigned to this Claim.
INITIAL INJURY DATE	Enter the date of the injury which is the basis for the Workman's Compensation claim.
CLOSED DATE	Enter the date that the Workman's Compensation claim was settled.

6.1.1.b **Employee Benefit Plans** - Employee Master Screen 2

This screen sets up Dependent information AND appropriate D/R/A benefits plans for Employees. Enter all Dependent Information for this Employee and any Benefit Plans in which they participate.

```
                    EMPLOYEE  MASTER  FILE  MAINTENANCE  (Screen  2  OF  3)


EMPLOYEE: Foster/Walter                                              EMP ID:
FOSW01
                    DEDUCTIONS, REDUCTIONS & ALLOWANCE INFORMATION
T    F                                     F FIC F    S S F A
Y    R                            $                        E  E  U  S  D  U  L 2
TRK'D
P ID Q DESCRIPTION       %     RATE    HRS D  E  R  I  T  I  I  T  N DEPT VEND G/L
ACCT  BAL
     D 04 9 Grp Ins.          $ 35              N  N  N  N  N  N  N  N Y CORP
 2225-0000 N
A 02 9 E.I.CREDIT-ONE  % 50               N  N  N  N  N  N  N  N Y CORP     2230-
0000 625
                                                                              -

                                                                              -

                                                                              -


R                          DEPENDENTS  INFORMATION
L    NAME                   A  SOC SEC #  BIRTH DT       BENEFITS PLANS

S FOSTER/RAMONA LYNNE          132-45-6789 02/02/56 D20
                                -  -        /  /
                                -  -        /  /
                                -  -        /  /
                                -  -        /  /


  <Alt3>=Personal    <F2>=Clear Ln, <Esc>=Screen 1  <TAB>=DRA/Dependents
```
Employee Master Screen 2 of 3

Employee Benefit Plans (D/R/A's)

BENEFIT PLAN (D/R/A) **<Alt-Z>**	EMPLOYEE MASTER - PAGE 2: D/R/A & DEPENDENT INFORMATION Enter (or select from the Zoom Window) the code (D, R or A) plus the two digit Priority Number) that identifies this benefit plan(s) assigned to this employee. The plan must be defined in Cafeteria Plan File Maintenance.
FREQUENCY <Alt-Z>	Enter (or select from the Zoom Window) the frequency (if different from Plan default) that will be utilized to determine when to process the D/R/A. 1 to 5 = Process when this group is selected through Pay Period Information. 6 or 7 = Process every other pay period. 8 = Process the next pay period only. 9 = Process every pay period.
DESCRIPTION	Enter the description (if different from Plan default) that will be printed on the check stub.
CALCULATION METHOD **($ OR %) <Alt-Z>**	Specify (if different from Plan default) the calculation method (Flat Dollars ($), Percentage of pay (%), or Dollars/Hr (H)) for this DRA
RATE	Specify the amount per pay unit (usually one unit (salaried employees) or per hour (hourly employees)) employee is to be charged for this D/R/A transaction.
HOURS	If the preceding Formula is Dollars Per Hour, this field may be used to cap the number of hours to which the rate will be applied. No entry in this field will subject all this Employee's Hourly earnings to this rate.
APPLY TO FEDERAL	Use these fields to change D/R/A's impact on this wage

TAXABLE WAGES <Alt-Z>	base (if different from default) Y = Adjust federal taxable wages N = Do Not Adjust federal taxable wages.
APPLY TO EMPLOYEE FICA TAXABLE WAGES <Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default) Y = Adjust employee FICA taxable wages. N = Do Not Adjust employee FICA taxable wages.
APPLY TO EMPLOYER FICA TAXABLE WAGES <Alt Z>	Use these fields to change D/R/A's impact on this wage base (if different from default) Y = Adjust employer FICA taxable wages. N = Do Not Adjust employer FICA taxable wages.
APPLY TO FED UNEMPLOYMENT TAXABLE WAGES<Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default) Y = Adjust FUI taxable wages. N = Do Not Adjust FUI taxable wages.
APPLY TO STATE TAXABLE WAGES<Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default) Y = Adjust state taxable wages. N = Do Not Adjust state taxable wages.
APPLY TO STATE DISABILITY TAXABLE WAGES <Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default) Y = Adjust state disability wages. N = Do Not Adjust state disability wages.
APPLY TO STATE UNEMPLOYMENT TAXABLE WAGES <Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default) Y = Adjust state unemployment wages. N = Do Not Adjust state unemployment wages.
USE FLAT TAX RATES <Alt-Z>	Use these fields to change this D/R/A's impact on this wage base (if different from default) Y = Use flat rate for tax calculation. N = Do Not Use flat rate tax calculation.
APPLY TO NET PAY <Alt-Z>	Use these fields to change this D/R/A's impact on this wage base (if different from default) Y = Adjust Net Pay. N = Do Not Adjust Net Pay.
DEPARTMENT <Alt-Z>	Enter the appropriate Department code assigned to this Plan/ employee.
A/P VENDOR <Alt Z>	If the A/P Interface is Enabled (in Name & Options) and if this Plan is Setup with an A/P account in Cafeteria Plans Default Maintenance, the Default Vendor may be changed for this employee by selecting <Alt Z> an alternative Vendor.
A / P LINE ITEM DESCRIPTION	Use these fields to modify the Plan's impact on Line Item Description of A/P transaction (if different from default).
A / P CHECK COMMENT	Use these fields to modify the Plan's impact on Check Comment of A/P transaction (if different from default).
GENERAL LEDGER ACCOUNT NO. <Alt-Z>	Enter the GL Account number fields assigned to this D/R/A (if different from Plan default).
TRACKED BALANCE	Enter a balance that should be tracked until it is reduced to zero.

6.1.1.c **Employee Dependent Information -** Employee Master Screen 2

RELATIONSHIP/BENEFITS	Enter the relationship of the Dependent to the employee. E – Employee S – spouse C – Child D – Dependent

NAME <Alt Z>   Enter the name of the Dependent identified in the previous field.

ADDRESS 1 & 2   Enter the Dependent's address.

CITY /STATE / ZIP   Enter the CITY/STATE/ZIP of the Dependent's address.

WORK PHONE   Enter the Dependent's work phone number.

SOCIAL SECURITY NO.   Enter the social security number of the person listed on this line.

BIRTH DATE   Enter the birth date of the person listed on this line.

BENEFIT PLANS 1 2 3 4 & 5   Enter the code for any Benefits Plan in which this person participates.

6.1.1.d **Employee Personal And Direct Deposit Information -** Employee Master - Screen 3

This Screen is Used to record Employees' personal information as well as bank account information for direct deposit

```
   04/27/00              EMPLOYEE  MASTER  FILE  MAINTENANCE  (SRCEEN  3  OF  3)


                                                                      EMERGENCY
CONTACTS
EMP        FOSW01 Foster/Walter          NAME       FOSTER/RAMONA
ADDR 1     700 Prospect Place            ADDR 1     700 PROSPECT PL
ADDR 2                                        2
CITY       Anaheim              STATE:    CA    CITY       ANAHEIM
STATE:  CA
ZIP        92134-                         ZIP        92134-
                                          PHONE   (   )   -        EXT:
BIRTH                        DATE                                  03/23/55

SEX (M/F)   MALE                          NAME
ETHNIC CD   W WHITE                        ADDR 1
                                               2
                                                             CITY
STATE:
                                          ZIP           -
                                          PHONE   (   )   -        EXT:
                                              DIRECT    DEPOSIT   INFORMATION
KEY SET      107               BANK/ACCOUNT       T S M   AMOUNT  PRE-
NOTE LAST ACH
PAGER        887-2341                                             /   /
/   /
CO. VISA                                                          /   /
/   /
BIRTHDAY       /   /                                              /   /
/   /
MISC 05                                                           /   /
/   /
          <F2>=CLS    <F4>=Hist    <ALT-1/ALT-3>=PAY/DRA-Dep    <Esc>=Scrn1
```

Employee Master Screen 3 of 3

ADDRESS 1	Enter the first line of the employee's address.
ADDRESS 2	Enter the second line of the employee's address.
CITY	Enter the city of the employee's address.
STATE	Enter the state of the employee's address.
ZIP	Enter the zip code of the employee's address.
BIRTH DATE	Enter the employee's birth date.
SEX <Alt-Z>	Enter a "M" for male -- OR -- Enter a "F" for female.
ETHINIC CODE <Alt-Z>	Enter the appropriate Ethnic code to be assigned to the employee. The Ethnic code will be Used for report sorts. Use ALT-Z to present a zoom window from which to select the proper keys --OR-- Use F7 to search for First or Prior keys or F8 to search for Last or Next keys
MISCELLANEOUS DATA 1 2 3 4 & 5	Information in these User-defined fields is Setup in System Defaults/ Processing Defaults. Item-specific data to assign property to this Employee (Card #, Serial #, etc.) may be added here.
EMERGENCY CONTACT` 1 & 2	Enter the name of the persons to be contacted in case of an emergency.
EMERGENCY CONTACT ADDRESS	Enter the address of the people to be contacted in case of an emergency.
EMERGENCY CONTACT ADDRESS	Enter the address of the people to be contacted in case of an emergency.
EMERGENCY CONTACT CITY	Enter the address of the people to be contacted in case of an emergency.
EMERGENCY CONTACT	Enter the address of the people to be contacted in case of an emergency.

STATE
EMERGENCY CONTACT   Enter the address of the people to be contacted in case of an emergency.
ZIP
EMERGENCY CONTACT'S   Enter the phone number of the person to be contacted in case of an
PHONES   emergency.

6.1.1.e **Employee Direct Deposit Bank Account Information-** Employee Master - Screen 3

Employee bank information entered here allows Pay-Ware to include Employee's Deposit information into its fully-formatted ACH file to be sent to your bank.
See Section 6.5 and contact your bank for complete guide/requirements for setting up Direct Deposit procedures.

```
    04/27/00           EMPLOYEE  MASTER  FILE  MAINTENANCE  (SRCEEN  3  OF  3)


                                                                    EMERGENCY
CONTACTS
EMP    FOSW01 Foster/Walter           NAME    FOSTER/RAMONA
ADDR 1 700 Prospect Place             ADDR 1  700 PROSPECT PL
ADDR 2                                     2

                                DIRECT   DEPOSIT   INFORMATION

KEY SET      107                BANK/ACCOUNT       T S M AMOUNT   PRE-
NOTE LAST ACH
PAGER              887-2341     123456789  192837463      C D $ 300
 01/25/97 06/15/97
CO. VISA                        005897412  35795178       S D $ 100
 01/25/97 06/15/97
BIRTHDAY        /    /          005319687  2654893        C D % 100
 01/25/97 06/15/97
MISC 05                                                     /   /
 /   /
       <F2>=CLS   <F4>=Hist   <ALT-1/ALT-3>=PAY/DRA-Dep   <Esc>=Scrn1
```
Employee Master Screen 3 - Direct Deposit Section

The Bank Routing Number(s) (9 Digits, selected from the Zoom Window <Alt Z> or <Alt I>) plus (Next Field) Employee's <u>complete</u> Account Number(s) to which Net Pay should be Directly Deposited are entered here. **The Bank RTN must be set up in Direct Deposit >Bank Information and will be edited for validity (see Section 6.5.3).**
Pay may be deposited to as many as Four Checking and/or Savings Accounts in different Financial Institutions. The most accurate way to obtain this data is from Voided deposit slips (or checks) provided by the employee for each account.

These accounts, and the Flat Dollars or Percentages of Net Pay to be deposited to each account are specified in this section [**T**= Account **Type** (**C**hecking or **S**avings), **S**= Last Transaction **Status** Information (**P**reNote or **D**eposit), **M**= Calculation **Method** ($ OR %) and the Amount of Net Pay].   When multiple Accounts are specified, amounts are Deposited sequentially beginning with the first account and ending with the last account. Flat Dollar or Percentage amounts may be mixed, but any Percentage AMOUNTs will be calculated based on the balance remaining <u>after</u> all deposits above it are made.

The AMOUNT deposited to the <u>last</u> account listed must be set at 100% (or 99999.99 if Method is $) to make the total of all Deposits equal Net Pay and sweep the balance to Zero.
For Above Example: Employee W Foster has his $1000 net pay deposited to 3 accounts.
Deposit #1 (Setup as **T** = Checking, **M** = $, **A**mount = 300) sends a Flat $300) to a checking account at one bank for family support.

Deposit #2 (**T** = Savings, **M** = $, **A**mount = 100) sends a Flat $100 to the Employee's Savings account at the Credit Union.

Deposit #3, (Setup as **T**=C, **M**=%, **A**MOUNT=100) will sweep 100% of the Remaining $600 Balance ($1000 - ($300+$100)) to the Employee's Checking Account at another bank.

The STATUS, PRE-NOTE, and LAST ACH Fields are for INFORMATION ONLY AND NO ENTRIES ARE MADE IN THEM.

EMPLOYEE BANK RTN &
ACCOUNT INFORMATION
<Alt Z> <Alt I>

Enter the Bank RTN & Employee's <u>complete</u> Account Number to which Net Pay should be directly deposited. Bank RTN is edited for validity & must be selected from the Zoom Window (Setup in File Maintenance > System Defaults > Bank Information). Pay may be deposited via Standard ACH Transactions to as many as Four Accounts

ACCOUNT TYPE

Enter the TYPE of Account (C for Checking or S for Savings)

ACH TRANSACTION STATUS

This field indicates STATUS of the last ACH Transaction (Pre-Note or Deposit). No Entry can be made in this Informational field.

CALCULATION METHOD
 FOR THIS ACH DEPOSIT

Enter the METHOD ($ or %) Used to calculate this Deposit. Flat Dollar or Percentage amounts may be mixed, but any Percentage Amounts will be calculated based on the balance remaining <u>after</u> all deposits above it are made. The AMOUNT deposited to the <u>last</u> account listed must be 100% (or $99999.99 if $ Method is specified) to make the total of all Deposits equal Net Pay.

AMOUNT

Enter the AMOUNT of Net Pay (Flat $ or %) to be deposited to<u> this</u> account.   Flat Dollar or Percentage amounts may be mixed, but any Percentage Amounts will be calculated based on the balance remaining <u>after</u> all deposits above it are made. The AMOUNT deposited to the <u>last</u> account listed will be automatically adjusted up or down to make the total of all Deposits equal Net Pay and sweep the balance to Zero

PRENOTE DATE

This field specifies the last PRE-NOTE transaction date for this account.   No Entry can be made in this Informational field. **Note that Pay-Ware will NOT generate a Direct Deposit Transaction for an Employee until 13 days AFTER the Prenote Date. Any Payrolls processed before 13 days will automatically Generate a Check for the Employee.**

LAST ACH DEPOSIT DATE

This field specifies the last ACH DEPOSIT transaction date for this account.   No Entry can be made in this Informational field.

6.1.1.f Employee Master Update History

A summary of all changes made to the Employee Master (by item, user, date & time) is available. Pressing <**F4**> while the Employee Master Screens are up will display the following screen. **Comments** may be inserted into the History by pressing <**Alt C**>. Consistent use of the comments provides a complete record of Employee Progress and Status Changes as well as an audit trail.

All this History information can be output on hard copy by going to the Employee Master Listing on the File Listings Menu and saying Yes to History for each area listed.

```
                              HISTORY  FOR  EMPLOYEE  FOSW01  -  Foster/Walter
                                                          DESCRIPTION   OR
   DATE    FIELD                 FROM:              TO:                  TIME
 EMP

 01/16/00 POSITION CODE                            WMGR                 15:02
 USER1
 01/16/00 EMPLOYEE MISC CODE                        WMGR                15:02
 USER1
 01/19/00 ETHINIC CODE                             W                    11:01
 USER1
 01/19/00 SUPERVISOR ID          Steve             GALS01               11:04
 USER1
 02/20/00 PAY RATE               45000             65000                22:04
 USER1
 02/20/00 REVIEW DATE            07/31/91          07/31/00             22:12
 USER1
 03/17/00 PAY PERIODS            24                26                   08:47
 USER1




     <PgUp><PgDn>=Next/Prior Screen    <__>=Scroll    <Esc>=Screen 1
```

Employee Master History Screen

6.1.2 Employee Multi-line D/R/A Maintenance

```
                                                    Pay-Ware  Payroll  System
       VER  4.65                                       April  27,  2000
10:23am



              MAIN MENU
       PAY P          FILE MAINTENANCE MENU
       PERIO
         R          EM             EMPLOYEE INFORMATION
       FI F        CAFET
       F             D   _ _        EMPLOYEE MASTER
                                 EMPLOYEE DRA MAINTENANCE
                                EMPLOYER EXPENSE ALLOCATION
       U             S               EMPLOYEE BALANCE
                    SY                DRA BALANCES
                    PR             ATTENDANCE BALANCES
                    T           PRIOR YEAR EMPLOYEE BALANCE
                                 PRIOR YEAR DRA BALANCES
                             PRIOR YEAR ATTENDANCE BALANCES



          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```
Employee Information Menu

The **D/R/A Multi-line Maintenance** option allows quick review and updating of all D/R/A Setups for any range of D/R/A s and/or individual employees. It is especially useful when Plan option is added or changed, since it allows all Employees using any given Plan to be updated on one screen without paging through the employee master.

```
                        EMPLOYEE  DED/RED/ALL  FILE  MAINTENANCE



        F                     F FIC F   S S F A
             R                    $   F        E  E  E  U  S  D  U  L  2
TRK'D
EMP NO  DRA Q DESC     %    RATE    HRS D  E  R  I  T  I  I  T  N DEPT VEND G/L
ACCT  BAL
      ALLV01   D04 9 Grp Ins. $ 35            N  N  N  N  N  N  N  Y CORP
 2225-0000 N
ALLV01  A09 9 EIC-ONE  % 50           N  N  N  N  N  N  N  N  Y CORP        2230-
0000 625
                                                                              -
                                                                              -
                                                                              -
                                                                              -
                                                                              -
          -
                              <Alt3>=Personal          <F2>=Clear  Ln,
<Esc>=Screen 1  <TAB>=DRA/Dependents
```
D/R/A Multi Line Maintenance Screen

EMPLOYEE KEY <ALT-Z>	Type (or select from the Zoom Window <Alt Z>) the Employee ID to be maintained.
BENEFIT PLAN (D/R/A) <Alt-Z>	EMPLOYEE MASTER - PAGE 2:~D/R/A & DEPENDENT INFORMATION~Enter (or select from the Zoom Window) the code (D, R or A) plus the two digit Priority Number) that identifies this benefit plan(s) assigned to this employee. The plan selected must be defined in Cafeteria Plan File Maintenance.
FREQUENCY <Alt-Z>	Enter (or select from the Zoom Window) the frequency (if different from Plan default) that will be utilized to determine when to process the D/R/A.~~1 to 5 = Process when this group is selected

	through Pay Period Information (1st, 2nd, 3rd, 4th or 5th Payroll of the Month).~6 or 7 = Process every other pay period.~8 = Process the next pay period only.~9 = Process every pay period.
DESCRIPTION	Enter the description (if different from Plan default) that will be printed on the check stub.
CALCULATION METHOD ($ OR %) <Alt-Z>	Specify (if different from Plan default) the calculation method (Flat Dollars ($), Percentage of pay (%), or Dollars/Hr (H)) for this DRA
RATE	Specify the amount per pay unit (usually one unit (salaried employees) or per hour (hourly employees)) employee is to be charged for this D/R/A transaction.
HOURS	If the preceding Formula is Dollars Per Hour, this field may be used to cap the number of hours to which the rate will be applied.~No entry in this field will subject all this Employee's Hourly earnings to this rate.
APPLY TO EMPLOYEE FICA TAXABLE WAGES <Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default)~~Y = Adjust employee FICA taxable wages.~~N = Do Not Adjust employee FICA taxable wages.
APPLY TO EMPLOYER FICA TAXABLE WAGES <Alt Z>	Use these fields to change D/R/A's impact on this wage base (if different from default)~~Y = Adjust employer FICA taxable wages.~~N = Do Not Adjust employer FICA taxable wages.
APPLY TO FED UNEMPLOYMENT TAXABLE WAGES<Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default)~~Y = Adjust FUI taxable wages.~~N = Do Not Adjust FUI taxable wages.
APPLY TO STATE TAXABLE WAGES<Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default)~~Y = Adjust state taxable wages.~~N = Do Not Adjust state taxable wages.
APPLY TO STATE DISABILITY TAXABLE WAGES <Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default)~~Y = Adjust state disability wages.~~N = Do Not Adjust state disability wages.
APPLY TO STATE UNEMPLOYMENT TAXABLE WAGES <Alt-Z>	Use these fields to change D/R/A's impact on this wage base (if different from default)~~Y = Adjust state unemployment wages.~~N = Do Not Adjust state unemployment wages.
USE FLAT TAX RATES <Alt-Z>	Use these fields to change this D/R/A's impact on this wage base (if different from default)~~Y = Use flat rate for tax calculation.~~N = Do Not Use flat rate tax calculation.
APPLY TO NET PAY <Alt-Z>	Use these fields to change this D/R/A's impact on this wage base (if different from default)~~Y = Adjust Net Pay.~~N = Do Not Adjust Net Pay.
DEPARTMENT <Alt-Z>	Enter the appropriate Department code assigned to the employe if different from the default retrieved from Screen 1 of the Employee Master..~~Use ALT-Z to select from the zoom window.
A/P VENDOR	If Plan Default is Setup to Interface to A/P, Enter the Vendor ID (if different from Plan default) to which Voucher is to be generated for this transaction.
A/P LINE ITEM DESCRIPTION	Type the line item description for this plan's transactions to appear in A/P reports.
A/P CHECK COMMENT	Type the Comment to appear on A/P Checks.
GENERAL LEDGER ACCOUNT NO. <Alt-Z>	Enter the GL Account number fields assigned to this D/R/A (if different from Plan default).
TRACKED BALANCE	Enter a balance that should be tracked until it is reduced to zero.

Employer Expense Plan Allocation

This Menu Option is used to assign Employer Paid Benefit Plans to Employees.

```
                                                    Pay-Ware  Payroll  System
          VER  4.65                                 April  27,  2000
10:23am

              MAIN MENU
        PAY P          FILE MAINTENANCE MENU
        PERIO
            R           EM              EMPLOYEE INFORMATION
        FI              CAFET
         F                  D              EMPLOYEE MASTER
                                    EMPLOYEE DRA MAINTENANCE
                                  EMPLOYER EXPENSE ALLOCATION
            U              S              EMPLOYEE BALANCE
                          SY               DRA BALANCES
                          PR           ATTENDANCE BALANCES
                           T        PRIOR YEAR EMPLOYEE BALANCE
                                     PRIOR YEAR DRA BALANCES
                              PRIOR YEAR ATTENDANCE BALANCES



            PROCESSING COMPANY: DEMO - Demonstration, Inc.
```
Employee Information Menu

These Plans Defaults must be previously Setup in Employer Expense Defaults (on the File Maintenance Menu) before they can be assigned to Employees. The multi-line screen allows quick review and updating of Setups for any range of Plans and/or individual employees. It is especially useful when a Plan option is added or changed, since it allows all Employees using any given Plan to be updated on one screen without paging through the employee master.

```
                            EMPLOYER  EXPENSE  ALLOCATION  MAINTENANCE



           F
           R
           Q  DESC    $/%    RATE    HRS DEPT VEND   VENDOR NAME
EMP NO  DRA
         ALLV01  D04 9 Grp Ins. $ 35           CORP ABCA   ABC INSURANCE
ALLVO1  A09 9 EIC-ONE  % 50         CORP




                            <Alt3>=Personal          <F2>=Clear  Ln,
<Esc>=Screen 1   <TAB>=DRA/Dependents
```
D/R/A Multi Line Maintenance Screen

EMPLOYEE KEY <ALT-Z>	Type (or select from the Zoom Window <Alt Z>) the Employee ID to be maintained.
EXPENSE PLAN (D/R/A) <Alt-Z>	Enter (or select from the Zoom Window) the code (X) plus the two digit Priority Number) that identifies this benefit plan(s) assigned to this employee. The plan selected must be defined in Employer Expense Defaults File Maintenance.
FREQUENCY <Alt-Z>	Enter (or select from the Zoom Window) the frequency (if different from Plan default) that will be utilized to determine when to process the D/R/A.~~1 to 5 = Process when this group is selected through Pay Period Information (1st, 2nd, 3rd, 4th or 5th Payroll of the Month).~6 or 7 = Process every other pay period.~8 = Process the next pay period only.~9 = Process every pay period.
DESCRIPTION	Enter the description (if different from Plan default) that will be printed on the check stub.
CALCULATION METHOD ($ OR %) <Alt-Z>	Specify (if different from Plan default) the calculation method (Flat Dollars ($), Percentage of pay (%), or Dollars/Hr (H)) for this DRA

RATE	Specify the amount per pay unit (usually one unit (salaried employees) or per hour (hourly employees)) to be charged for this Employer Expense transaction.
HOURS	If the preceding Formula is Dollars Per Hour, this field may be used to cap the number of hours to which the rate will be applied.~No entry in this field will include all this Employee's Hourly earnings in the Expense calculation.
DEPARTMENT <Alt-Z>	Enter the appropriate Department code assigned to the employee if different from the default retrieved from Screen 1 of the Employee Master..~~Use ALT-Z to select from the zoom window.
A/P VENDOR	If Plan Default is Setup to Interface to A/P, Enter the Vendor ID (if different from Plan default) to which Voucher is to be generated for this transaction.
A/P LINE ITEM DESCRIPTION	Type the line item description for this plan's transactions to appear in A/P reports.
A/P CHECK COMMENT	Type the Comment to appear on A/P Checks.

6.1.4 Employee Balances (Current & Prior Year)

This Menu is used to review Current & Prior Year Balance Files for Employees Attendance/Earnings, Wages (Screen 1) & Taxes (Screen 2).   CAUTION, Balances may be adjusted here, but they will lack an audit trail. Prior Year Balances are accessed by entering the last two digits of the desired year (e.g. 97) at the prompt on those Menu Screens (see below)

```
   04/27/00                        EMPLOYEE  BALANCE  FILE  MAINTENANCE  (WAGES)



                        Enter the Year to be Maintained: 97




                            <Esc>=Return to Menu
```

Prior Year Balance Selection Screen

This option allows review of all Wage/Earnings Transaction Activity.
CAUTION - Balances may be changed here but they will lack an audit trail.

```
   04/27/00                     EMPLOYEE  BALANCE  FILE  MAINTENANCE  (WAGES)
                  Add     Change   Delete    Inquire   First   Last   Next   Prior


EMPLOYEE ID: ALLV01 Allen/Vickie
    STATE ID: CA


              1ST QTR    2ND QTR    3RD QTR    4TH QTR    CUR MTH    YEAR TO
DATE

DEDUCTION   120                                          120        120
REDEDUCTION 423.08                                       423.08     423.08
ALLOWANCE

NET PAY     2297.36                                      2297.36    2297.36
FED WAGES   3807.68                                      3807.68    3807.68
EE FICA WGS 4230.76                                      4230.76    4230.76
ER FICA WGS 4230.76                                      4230.76    4230.76
FUI WAGES   4230.76                                      4230.76    4230.76
STATE WAGES 3807.68                                      3807.68    3807.68
SDI WAGES   4230.76                                      4230.76    4230.76
SUI WAGES   4230.76                                      4230.76    4230.76

     <F5>=Process,    <F2>=Clear Screen,   <Esc>=Menu,   <Alt-2>=Taxes
```

Employee Wage/Earnings Balances - Screen 1

EMPLOYEE ID <Alt Z>	Type (or select from the Zoom Window <Alt Z>) the Employee ID to be queried.
STATE ID <Alt Z>	Type (or select from the Zoom Window <Alt Z>) the State ID to be queried
DEDUCTIONS	Enter the total deductions that were applied to this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
REDUCTIONS	Enter the total reductions that were applied to this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
ALLOWANCES	Enter the total allowances that were applied to this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
NET PAY	Enter the amount of Net Pay CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
FEDERAL TAXABLE WAGES	Enter the amount that was included in Federal Taxable wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.

EE FICA TAXABLE WAGES	Enter the amount that was included in FICA Taxable wages <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
ER FICA TAXABLE WAGES	Enter the amount that was included in FICA Taxable wages <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
FEDERAL UNEMPLOYMENT WAGES	Enter the amount that was included in Federal Unemployment wages <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
STATE TAXABLE WAGES	Enter the amount that was included in State Taxable wages <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
STATE DISABILITY WAGES	Enter the amount that was included in State Disability wages <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
STATE UNEMPLOYMENT WAGES	Enter the amount that was included in State Unemployment wages <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

Screen 2 <Alt 2> contains Tax Balance Information

FED TAX	Enter amount of applicable tax to withhold from check. <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
FICA TAX	Enter amount of applicable tax to withhold from check. <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
STATE TAX	Enter amount of applicable tax to withhold from check. <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail

SDI TAX
SUI TAX
COUNTY TAX
LOCALTAXES (BORO/DIST/ETC.)

6.1.5 D/R/A Balances (Current & Prior Year)

This screen displays Balances and MTD / YTD Contributions for each Employee's D/R/A Plan(s). Prior Year Balances are accessed by entering the last two digits (i.e. 97) at the prompt on those Menu Screens. CAUTION, Balances may be adjusted here, but they will lack an audit trail.

```
   04/27/00                          DRA   BALANCES   FILE   MAINTENANCE
                  Add    Change    Delete    Inquire    First    Last    Next    Prior


     EMP ID     DURJ01  Duran/James  F.    MTH       EMPLOYEE          EMPLOYER
REIMBURSED
             PLAN                                          R01           401-k
     BEG BAL       6390.28                  1        327.70          163.86
     BALANCE       6881.84                  2
                                            3
                                            4
                                            5
                                            6
                                            7
                                            8
                                            9
                                           10
                                           11
                                           12



              <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

6.1.6 Attendance Balances (Current & Prior Year)

This screen shows MTD, QTD, Quarterly &YTD Balance Files for Employees Earnings by Attendance Code. Prior Year Balances are accessed by entering the last two digits (i.e. 97) .

```
   04/27/00                    ATTENDANCE   CODE   BALANCES   FILE   MAINTENANC
                  Add    Change    Delete    Inquire    First    Last    Next    Prior




               EMPLOYEE KEY      ALLV01 Allen/Vickie
               ATTENDANCE CODE   06 SALARY
                                        UNITS         AMOUNT
               1ST QUARTER              2.0000        4230.76
               2ND QUARTER
               3RD QUARTER
               4TH QUARTER
               MONTH TO DATE            2.0000        4230.76
               YEAR TO DATE             2.0000        4230.76
        <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

EMPLOYEE ID <Alt Z>   Type (or select from the Zoom Window <Alt Z>) the Employee ID to be queried.

ATTENDANCE CODE <Alt Z>   Type (or select from the Zoom Window <Alt Z>) the Attendance Code to be queried.

6.2 Cafeteria Plans & E. I. C. Maintenance

This Menu option is Used to set up Cafeteria Plan parameters and defaults. The system tracks an unlimited variety of Deduction/Reduction/Allowance activity with both Employer and Employee Pre or After Tax Contributions. The Entry Option for effecting "Add to Gross" provides great control over how these Plans may impact reported Earnings. The "Interface to A/P" option can greatly automate Third Party payments through the A/P system. This information will automatically transfer when the D/R/A Plan/Priority Number is selected on Screen 2 of the Employee Master. **The Earned Income Credit is also handled here (Setup as an Allowance).**

```
  04/27/00                          CAFETERIA  PLANS  FILE  MAINTENANCE
                  Add    Change   Delete   Inquire   First   Last   Next   Prior


 Decrease
                                                                      Taxable
 Wages?
 _DRA TYPE/PRIORITY_    R01                        FED TAXABLE      YES
 _PLAN DESCRIPTION      401-k                       EMPLOYEE FICA    NO
  SHORT DESCRIPTION     401-k                       EMPLOYER FICA    NO
  W2 CATEGORY           13D                         FED UNEMPLYMT    NO
  BAL FWRD/ANNUAL       BALANCE FORWARD             STATE TAXABLE    YES
  FREQUENCY             9 Every Period              ST DISABILITY    NO
                    TYPE      AMOUNT                ST UNEMPLYMNT    NO
 EMPLOYEE            AMT/RATE                                            %

           MAX YTD                  9500
           GL ACCT      2225 0000                  FLAT TAX RATE    NO
                                                   APPLY TO NET     YES
                              TYPE                  ADD TO GROSS     NO
                                                                     AMOUNT
 EMPLOYER MATCHING      %        50                REIMBURSE BY
      MAXIMUM           %        3                    A/B/O          NONE
           GL     DB/CR              6120-0000                  2225-0000
 SEND TO AP           2 PLAN/DETAILVEND ID  ABC01   ABC ADVERTISING
    LINE ITEM DESC     Employee Benefit 01- Payroll
    CHECK COMMENT      401k contributions - Employee

           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Cafeteria Plans File Maintenance

BENEFIT PLAN (D/R/A) <Alt-Z>	Enter a code, Deduction, Reduction or Allowance (D, R or A) plus the two digit Priority Number) that that identifies the benefit plan. Deductions are made from Net Pay after Taxes are Withheld, Reductions generally reduce Taxable Pay and Allowances generally Increase Taxable Pay. The Priority Number assigned determines the priority in which this D/R/A will be applied to Earnings (Deduction 01 will be taken out before Deduction 02, etc.). If Earnings are insufficient to cover all D/R/A s, the higher priority numbers will not be withheld.
BENEFIT PLAN DESCRIPTION <Alt-I> <Alt-Z>	Enter the Description of the Benefit Plan that will be printed on the check stub.
SHORT DESCRIPTION	The short description entered will be Used as a column header in reports.
W-2 CATEGORY <Alt-Z>	If the amounts represented by this plan should be reported upon the employee's W-2, enter the code that identifies which category these amounts should be included. **EARNED INCOME CREDIT [09(O)ne or 09(B)oth Claiming] may be selected from the Zoom Window.**
BALANCE FORWARD/ ANNUAL	Balance Forward indicates that the any balance remaining at the end of the year should be placed into the being balance of the following year. Annual indicates that any balances remaining at the end of the year will be forfeited.
FREQUENCY <Alt-Z>	Enter the frequency that will be utilized to determine when to process the D/R/A. 1 to 5 = Process when this group is selected through Pay Period Information. 6 or 7 = Process every other pay period. 8 = Process the next pay period only. 9 = Process every pay period.

CALCULATION METHOD (Flat $, % OR $/HR) <Alt-Z>	Specify (or select from the Zoom Window <Alt Z>) the calculation method for Employee contributions to this DRA ($) - Flat Dollars Per Pay Period (%) - Percentage of Gross Pay (H) - Dollars Per Hour
RATE	Specify the rate/amount per pay period (combined with the Calculation Method in previous box) employee is to be charged for this D/R/A transaction.
MAXIMUM	This field sets a cap on Employee contributions to this D/R/A. Cap will be total annual dollars if the previous "Type" field is % or $. If field is Dollars Per Hour (H), this field may be Used to cap the number of hours to which the rate will be applied. No entry in this field will subject all Employee's earnings to this rate..
GENERAL LEDGER ACCOUNT NO. <Alt-Z>	Enter the GL Account number fields assigned to this D/R/A..
EMPLOYER MATCHING CALCULATION METHOD	Specify (or select from the Zoom Window) the calculation method - Flat Dollars ($), - Percentage of Gross pay (%) or Dollars/Hr (H) by which Employer will match Employee contributions to this DRA.
AMOUNT	Specify the rate/amount per pay period (usually Percentage of Gross Pay, Fixed Dollars per Pay Period or Per Hour (hourly employees)) employer will match employee contributions for this D/R/A transaction. ALL PERCENTAGE AMOUNTS ARE BASED ON EMPLOYEE CONTRIBUTION (e.g. 50% = half of Employee Contribution)
MAX CALCULATION METHOD	This field sets a cap on Employee contributions to this D/R/A. Cap will be total annual dollars if the previous "Type" field is % or $. If field is Dollars Per Hour (H), this field caps the number of hours to which the rate will be applied. No entry in this field will subject all Employee's earnings to this rate..
MAXIMUM AMOUNT	This field sets a cap on Employer Matching contributions to this D/R/A. Cap will be total annual dollars if the previous "Type" field is % or $. If field is Dollars Per Hour (H), this field may be Used to cap the number of hours to which the rate will be applied. No entry in this field will subject all Employee's earnings to this rate..
EMPLOYER DEBIT ACCOUNT NO. <Alt-Z>	Enter (or select from the Zoom Window <Alt Z>) the GL Account number fields assigned to this D/R/A..
EMPLOYER CREDIT ACCOUNT NO. <Alt-Z>	Enter (or select from the Zoom Window <Alt Z>) the GL Account number fields assigned to this D/R/A..
A/P INTERFACE MODE <Alt-Z>	Specify (or select from the Zoom Window) the desired Accounts Payable Interface Mode for this Plan 0 = No Interface to A/P 1= Generate One Voucher for each EE & Plan 2 = Generate One Voucher for Each Plan with an Employee List 3 = Generate One Voucher Per Vendor Summarizing Each Plan
A/P VENDOR . <Alt-Z>	Enter (or select from the Zoom Window) the desired Vendor Name/ID.
LINE ITEM DESCRIPTION	Type the line item description for this plan's transactions to appear in A/P reports.
CHECK COMMENT	Type the Comment to appear on A/P Checks.
APPLY TO WAGES FEDERAL <Alt-Z>	Y = Adjust Federal Taxable Income N = Do not Adjust Federal Taxable Income.
APPLY TO EMPLOYEE FICA/MED <Alt-Z>	Y = Adjust employee FICA taxable wages. N = Do not Adjust employee FICA taxable wages.

APPLY TO EMPLOYER FICA/MED <Alt-Z>   Y = Adjust employer FICA taxable wages. N = Do not Adjust employer FICA taxable wages.

APPLY TO FEDERAL UNEMPLOYMENT <Alt-Z>   Y = Adjust Federal unemployment wages. N = Do not Adjust state disability wages.

APPLY TO STATE <Alt-Z>   Y = Adjust state taxable income. N = Do not Adjust state taxable income.

APPLY TO STATE DISABILITY T <Alt-Z>   Y = Adjust state disability wages. N = Do not Adjust state disability wages.

APPLY TO STATE UNEMPLOYMENT <Alt-Z>   Y = Adjust state unemployment wages. N = Do not Adjust state unemployment wages.

USE FLAT TAX RATES <Alt-Z>   Y = Use flat rate for tax calculation. N = Do not Use flat rate tax calculation.

APPLY TO NET PAY <Alt-Z>   Y = Adjust Net Pay. N = Do not Adjust Net Pay.

REIMBURSE BY A/B/O   Specify to reimburse by Allowance <A>, Savings Bond <B> or Other <O>

6.2.a Earned Income Credit

E. I. C. calculations have been built into Pay-Ware (It calculates this period's credit by annualizing this pay period's earnings [$ Earnings x # Pay Periods/Yr.]). To activate the E.I.C., it must be set up as an **A**llowance Plan here in Cafeteria Plans Maintenance as follows. <u>Only the first six fields need to be filled out, the rest are automatically filled when the desired E.I.C. option (**One** or **Both** Claiming) is selected in the **W2 Category** box.</u>

BENEFIT PLAN (D/R/A) <Alt-Z>	Enter the Allowance code (**A**) plus the two digit Priority Number (generally 01) that identifies this E.I.C. Allowance.
BENEFIT PLAN DESCRIPTION	Enter **Earned Income Credit - ONE Claiming** -or- **Earned Income Credit - BOTH Claiming**
SHORT DESCRIPTION	Enter **E.I.C-1** -or- **E.I.C.-2**. to be used as a column header in reports.
W-2 CATEGORY <Alt-Z>	Select the appropriate **EARNED INCOME CREDIT [09O (O)ne or 09B (B)oth Claiming] from the Zoom Window.**
BALANCE FORWARD/ANNUAL	This field should be filled out as **Annual**.
FREQUENCY <Alt-Z>	Enter the frequency **9** = Process every pay period.

6.3 Employer Paid Plans

Pay-Ware handles complete management of **Employer-Paid Expense Plans/Assessments** (e.g., Employer-paid Health Insurance, Union Funds, etc.). These Plans are similar to D/R/As but are completely funded by the employer. **They do not affect the employee's pay.** In addition to generating General Ledger distribution records, you can specify that the plan be interfaced to **A/P** and/or allocated to **Job Cost.** The calculation setup options are the same as for D/R/A Plans except that all Plans are denoted with an "X" +the Priority Number.

Employer Expenses can be defined using two new Screens in File Maintenance: As with Cafeteria Plans, first, the **Employer Expense Defaults Screen** information must be set up before the plan may be assigned to an Employee group. **Employer Expense Allocation** is very similar to that for adding D/R/As to employees, and these Plans can also be interfaced to A/P following the instructions for DRA's..

EMPLOYER EXPENSE PLAN <Alt-Z>	Enter (or select from the Zoom Window) the code (X) plus the two digit Priority Number) that identifies the plan. The plan .
BENEFIT PLAN DESCRIPTION <Alt-I> <Alt-Z>	Enter the Description of the Benefit Plan that will be printed on the check stub.
SHORT DESCRIPTION	The short description entered will be Used as a column header in reports.
FREQUENCY <Alt-Z>	Enter (or select from the Zoom Window) the frequency (if different from Plan default) that will be utilized to determine when to process the D/R/A.~~1 to 5 = Process when this group is selected through Pay Period Information (1st, 2nd, 3rd, 4th or 5th Payroll of the Month).~6 or 7 = Process every other pay period.~8 = Process the next pay period only.~9 = Process every pay period.
SEND TO JOB COST	Enter Yes to interface expense to Job Cost, otherwise order No
RATE	Specify the amount per pay unit (usually one unit (salaried employees) or per hour (hourly employees)) employer will be charged for this Plan transaction.
MAXIMUM AMOUNT	This field sets a cap on Employer Matching contributions to this D/R/A. Cap will be total annual dollars if the previous "Type" field is % or $. If field is Dollars Per Hour (H), this field may be Used to cap the number of hours to which the rate will be applied. No entry in this field will subject all Employee's earnings to this rate..
EMPLOYER DEBIT ACCOUNT NO. <Alt-Z>	Enter (or select from the Zoom Window <Alt Z>) the GL Account number fields assigned to this D/R/A..
EMPLOYER CREDIT ACCOUNT NO. <Alt-Z>	Enter (or select from the Zoom Window <Alt Z>) the GL Account number fields assigned to this D/R/A..
A/P INTERFACE MODE <Alt-Z>	Specify (or select from the Zoom Window) the desired Accounts Payable Interface Mode for this Plan 0 = No Interface to A/P 1= Generate One Voucher for each EE & Plan 2 = Generate One Voucher for Each Plan with an Employee List 3 = Generate One Voucher Per Vendor Summarizing Each Plan
A/P VENDOR . <Alt-Z>	Enter (or select from the Zoom Window) the desired Vendor Name/ID.
LINE ITEM DESCRIPTION	Type the line item description for this plan's transactions to appear in A/P reports.
CHECK COMMENT	Type the Comment to appear on A/P Checks.

6.4 Department Maintenance

This menu option is Used to set up Department level tracking of Payroll expenses. Companies must
have at least one Department Setup in order for Pay-Ware to process payroll. Note that Pay-Ware
allows Setup of separate GL Accounts for Employer and Employee contributions to D/R/A Plans.

```
   04/27/00                              DEPARTMENT   FILE   MAINTENANCE
                    Add    Change   Delete   Inquire   First   Last   Next   Prior



 DEPT KEY      CACLE
       DESC    CA - Clerical



 STD ATTEND   ####-1000                EMPLOYER    DEBIT ACCT NO.     CREDIT
 ACCT NO.
 WIP                            ATTEND                              ####-1000
 PREM ATTEND  ####-1000              FICA          -                  -
                                     FUI           -                  -
                                     SUI           -                  -


 DEDUCTION    2225-0000              DEDUCTION     -                  -
 REDUCTION    2225-0000              REDUCTION     -                  -
 ALLOWANCE    1215-0000              ALLOWANCE     -                  -


           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Department File Maintenance

DEPARTMENT KEY <Alt-I><Alt-Z>	Enter the Key that will be Used to identify this department.
DEPARTMENT DESCRIPTION <Alt-I><Alt-Z>	Enter the Description of the Department. This description will be printed on reports.
GENERAL LEDGER ACCOUNT NOs <Alt-Z>	Enter the GL Account numbers or account number masks to be used for this field. Numbers input here will supersede those previously Setup in GL Account & Attendance Code or D/R/A File Maintenance. Masking (overlaying a portion of the default GL Account Number) with the Department Code is done by use of the "#" sign to indicate those portions of the Account No. To remain intact. For example, on the above screen #### - 1000 will leave the first 4 positions of the default GL Attendance Account Numbers, intact, but will substitute "1000" for whatever digits are in positions 5 - 8.

6.5 Saving Bonds Maintenance

This menu option is Used to set up automated tracking of Savings Bond purchases and generates the savings bond purchase information file for transmittal to the Federal Reserve. Selecting SAVINGS BONDS will display the following Menu

```
                                              Pay-Ware  Payroll  System
        VER  4.65                              April  27,  2000
10:20am



                MAIN MENU
        PAY P         FILE MAINTENANCE MENU
        PERIO
          R          EM              SAVINGS BONDS
        FI         CAFET
        F            D          SAVINGS  BONDS  HOLDERS
        U            S          SAVING BOND DENOMINATIONS
                     SY
                  PROCESSING CODES
                     TRANSACTIONS


        PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Saving Bonds File Maintenance Menu

6.5.1 Savings Bond Holders File Maintenance

This generates the savings bond purchase information file for transmittal to the Federal Reserve

```
   04/27/00              SAVINGS  BOND  HOLDERS  FILE  MAINTENANCE
              Add    Change  Delete  Inquire  First  Last  Next   Prior



        _EMPLOYEE ID/NAME _  ALLV01 Allen/Vickie


        BOND  OWNER  NAME-FML  JAMES  ALLEN                     SSN:
123456789
              ADDR 1  1823 BEVERLY
              ADDR 2
               CITY      ANAHIEM HILLS          STATE: CA   ZIP:
92406
        BENEFICIARY/CO-OWN   VICKIE ALLEN                 TYPE: POD


           DENOMINATION       100.00
        BALANCE AVAILABLE

        <F5>=Process,   <F2>=Clear  Screen,   <Esc>=Return  to  Menu
```

Saving Bond Holder's File Maintenance

EMPLOYEE ID/NAME <ALT-Z>	Enter(or select from the Zoom Window <Alt Z>) the appropriate Employee ID as defined in the Employee Master file. --OR-- Use F7 to search for First or Prior keys or F8 to search for Last / Next keys.
BOND OWNER NAME	Enter the name of the owner of the bond.
SOCIAL SECURITY NUMBER	Enter the bond owner's social security number.
ADDRESS , CITY, STATE, ZIP	Enter the bond owner's address information
BENEFICIARY/CO-OWNER	Enter the name of the beneficiary or co-owner of the bond.
TYPE <ALT-Z>	Enter the code denoting beneficiary or co-owner.
DENOMINATION <ALT-Z>	Enter (or select from the Zoom Window <Alt Z>the denomination of the bond.

--OR--

Use F7 to search for the First or Prior keys or F8 to search for the Last / Next keys.

BALANCE AVAILABLE   Amount available for purchasing bonds.

6.5.2 Savings Bond Denominations

This option sets up the bond denominations available for purchase.

```
 04/27/00                                SAVINGS  BOND  DENOMINATIONS
                 Add   Change   Delete   Inquire  First  Last  Next  Prior




                        BOND ID          _    3
                        BOND AMOUNT           50.00
                        BOND COST            25.00







        <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Savings Bond Denominations

BOND ID <ALT-Z>   Enter (or select from the Zoom Window <Alt Z> the 2 character Bond I D

BOND AMOUNT   Enter the dollar amount of the bond.

BOND COST   Enter the purchase price of the bond.

6.6 Direct Deposit Maintenance

Setup Process for EFTPS & Direct Deposit ACH Transactions (in general)

Setup for ACH transactions requires inputting a good deal of bank routing-related information on a number of Pay-Ware File Maintenance Screens which will allow it to generate a standard NACHA series of file records which can be sent to your bank (your bank can provide information on their ACH file requirements). These files may then be sent to the bank on a diskette or transmitted via Communications Software and Modem (ProCom , PC Anywhere & Carbon Copy are widely used packages) to the bank's bulletin board.

You need to ask your bank the following: 1)Do they require any Special File Headers to precede the "standard" file? and 2) Do they require an offsetting Debit (as an additional "6" Record in each batch) in the file or do they generate the Debit automatically?

Upon receipt of the test file the bank will verify the file for accuracy and automatically process it through its cash management system sending payment and transaction data to all the financial institutions (including the IRS for EFTPS Tax payment data – if EFTPS is enabled) in the file.

These are the steps generally required to get ACH transactions up & running.

1. Input all File Maintenance information needed for Pay-Ware to Generate an ACH File
    A. Collect RTN and Account Numbers for all Company & Employee Bank Deposits
        Collecting Voided Deposit Slips or Checks for all accounts is easiest

    B. Input **Bank Information** (Routing Numbers) for every bank/financial institution as detailed below. (File Maintenance>Direct Deposit >Bank Information)

    C. Input all Required **Direct Deposit Setup Information** as detailed below. (File Maintenance>Direct Deposit> Direct Deposit Setup)

    D. Input all Required **Cash Account Information** as detailed below. (File Maintenance>Direct Deposit> Cash Accounts)

    E. Input all required Employee Bank Information on Screen 3 of each **Employee's Master** Record as detailed below (File Maintenance>Employee Information> Employee Master>Alt 3)

2. **Generate a Test Pre-Note File for your Bank to verify.**
    -Go to File Maintenance>System Defaults>Name & Options and ensure **Direct Deposit** is **NOT ENABLED** and that **EFTPS Processing** (in Direct Deposit Setup) is **NOT ENABLED.**

    -Go to **Utilities>Direct Deposit Utilities>Generate Pre-Notes**>TRIAL Mode and process that item. An ACH File named **PBATRIAL** will be generated in the Company Directory. It will create an ACH Pre-Note record for all payees Setup for Direct Deposit. Copy that file onto a floppy disk (or use a Modem) to send the file to your bank for testing.

3. When the Bank OK's your test file, you may **ENABLE Direct Deposit** (see Name & Options) **and/or EFTPS Processing** (see Direct Deposit Bank Information) and go "live". When the next payroll is run. all Enabled ACH transactions for Employee and Tax deposits will receive a Pre-Note ($0.00) ACH transaction to be sent to the bank (as well as a check)

    If desired, and the next processing date is some days away, you may generate Final Pre-Notes as of Today's date for all ACH transactions by running the Generate Direct Deposit Pre-Notes Utility in Final Mode (see #2 above). **It is critical that any valid PreNote files generated get sent to the bank immediately,** so that the Company and Bank Processing Dates are the same.

4. Beginning 14 days (required by NACHA protocol) <u>after</u> any payee's Pre-Note Processing date, all payments will be made by Direct Deposit and the payee will then receive a Deposit Advice instead of a check. **Any payrolls processed before the 14 days waiting period will generate Checks for Pre-Noted Payees during the period.**

Note: EFTPS is ENABLED, only when the Auto-deposit Check option on the "Name & Options" Screen is set to YES. Also note that any information on that Screen will be superseded by any entries made on the Direct Deposit Setup Screen.

5. During Weekly processing, Deposit Advice Transactions are Separated form Checks **during the Print routine**. After Checks are printed, Pay-Ware will 1)ask if you want to print Deposit Advices, 2)verify beginning Advice #, and 3)notify that the ACH file (Named on the Direct Deposit Setup Screen) will be overwritten. After printing Advices, the ACH File (named PBATRIAL) may be copied off the Platinum\Company directory for transfer to the bank.

As mentioned above, Direct Deposit Transactions accumulate in their own Registers (similar to Check Registers) and have an "A" (Advice) prefix.

Enabling EFTPS Credit processing will generate tax deposit information detail and transfer funds to the IRS authorized receiving financial institution (Nationsbank or First Chicago). It replaces the Federal deposit check and detail data now being sent via mail, telephone or paper. **Note that Pay-Ware does <u>not</u> support the EFTPS <u>Debit</u> Method which requires proprietary software available only from the IRS.**

Direct Deposit Maintenance
Company Bank and Electronic Routing Information are entered on these 3 Screens if you plan to utilize the Payroll Direct Deposit and/or EFTPS Credit Tax Deposit options. **See above & Section 6.11e in-depth information for setting up Direct Deposit/ACH file transfer protocol with your bank.**

```
                                          Pay-Ware  Payroll  System
      VER  4.65                              April  27,  2000
10:20am



              MAIN MENU
      PAY P          FILE MAINTENANCE MENU
      PERIO
        R              EM              DIRECT DEPOSIT
      FI          CAFET
        F              D         DIRECT DEPOSIT SETUP
        U              S           BANK INFORMATION
                                    CASH ACCOUNTS
                       SY
                    PROCESSING CODES
                       TRANSACTIONS



        PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

6.6.1 Direct Deposit Setup (**& EFTPS Credit Tax Payment)**

Company Bank and Electronic Routing Information is entered here if you plan to utilize the Payroll Direct Deposit and/or EFTPS Credit Tax Deposit options. The information required for Direct Deposit includes the following:

Company Information - Company name, Short name & Bank Assigned ID (IF DIFFERENT From Fed ID No.) Bank Information - Bank Name and FRB ID# Routing Information - Origin & Destination Codes & RTN for Bank & EFTPS.

```
   04/27/00                    DIRECT   DEPOSIT   COMPANY   BANK   INFORMATION


    COMPANY NAME                 DEMOONSTRATION INC
    COMPANY SHORT NAME           DEMO
    BANK ASSIGNED COMPANY ID


    IMMEDIATE DESTINATION        053011494
    IMMEDIATE  DEST NAME         ANYBANK
    IMMEDIATE ORIGIN
    DIRECT DEPOSIT FILE NAME     MYDDFILE
    GENERATE COMPANY DEBIT       YES


    PRINT  COMPANY  ON  ADVICE      NO                    EFTPS   BANK   NUMBER
061036000
    ADVICE   SIZE  11/7.5         ELEVEN                  EFTPS   BANK   ACCOUNT
234010009
    PRINT   TITLES   ON  ADVICE      YES                  EFTPS   PRENOTE   DATE
03/07/98
    ENABLE EFTPS PROCESSING      yES            LAST EFTPS DEPOSIT DATE

  OPTIONAL FILE HEADERS
   FIRST OPTIONAL FILE HEADER
   SECOND OPTIONAL FILE HEADER
                          <F5>=Process, <Esc>=Return to Menu
```

Direct Deposit Bank Information Maintenance

COMPANY NAME	Enter company name.
COMPANY SHORT NAME	Enter company short key name.
COMPANY BANK ID	Enter any bank assigned ID for the co. (if different from Fed ID). **Leave blank if company's Fed ID # is also the bank assigned ID.**
IMMEDIATE DESTINATION RTN	Enter the bank's Routing Transit Number (RTN)..
IMMEDIATE DESTINATION NAME	Enter the bank's name.
IMMEDIATE ORIGIN	Enter number of originating institution (Usually company ID or Bank RTN) **Leave blank if company's Fed ID # is also the Origin #.**
DIRECT DEPOSIT FILE NAME	Enter the Name assigned to the ACH Deposit File to be transmitted.
GENERATE COMPANY DEBIT	Enter Y (or N) to Produce Company Debit on ACH File(s). A "Yes entry requires that all Cash Accounts be identified with RTN and Account Type(s) on the Cash Account Setup Menu. Your bank must tell you if this is required.
COMPANY NAME ON ADVICE	Enter Y (or N) to print company name and address on dep. advice.
ADVICE SIZE	Specify (E)leven inch (tri-fold) payroll checks format or (S)even inch (bi-fold) A/P type check format.
PRINT TITLES ON ADVICE	If Advices are to be printed on plain paper, enter "Y" to print the descriptions of all data fields on the Advice.
ENABLE EFTPS	Enter (or select from the Zoom Window) <Y> or <S> to enable direct deposit

PROCESSING	of Federal Payroll Taxes via the EFTPS Credit method~~ **Y** will <u>add</u> the Tax Payment to the Employee payment ACH File.~ **S** will create a <u>separate ACH file</u> for the tax payment portion and add numerical suffixes to the designated Filename (.001 for the EE Deposits and .002 for the Tax Payment) ~~Entering <**N**> <u>disables</u> EFTPS (Tax Payments must be made via other means)
EFTPS CREDIT BANK NUMBER (RTN)	Enter (or select from the Zoom Window) appropriate IRS Designated RTN numbers for your state's region. Mid-Atlantic & Southern Tier (AL, AZ, AR, CA (So), DE, FL, GA, KY, MD, MS, NC, NM, NV,OH, OK, PA, SC, TN, TX, VA, WV) use Nationsbank - RTN **061036000** All Other States & No. CA use - First Chicago - **071036210**
EFTPS BANK ACCOUNT NUMBER	Enter the appropriate IRS Designated Deposit account for your region. Mid-Atlantic & Southern Tier (AL, AZ, AR, CA (southern), DE, FL, GA, KY, MD, MS, NC, NM, NV, OH, OK, PA, SC, TN, TX, VA, WV) - Nationsbank Account # **23401009** All Others - First Chicago - Account # **04236036**
PRENOTE DATE	This field specifies the last PRE-NOTE transaction date for the Federal Tax Deposit. No Entry can be made in this Informational field.
LAST ACH DEPOSIT DATE	This field specifies the last ACH DEPOSIT transaction date for the Federal Tax Deposit. No Entry can be made in this Informational field.
OPTIONAL FILE HEADERS	Enter any Bank-required file header information. Information entered here will appear as the first record(s) of any ACH file generated by Pay-Ware (ahead of the ACH-format file header ("1") Record.

6.6.2 Bank Information Maintenance

This Screen is used to set up the Bank Information file. This file supplies validated Bank Name & RTN (Routing Transit #) information to the Zoom Window in the first Direct Deposit Information field on Screen 3 of the Employee Master (see Section 6.1.1.e).

```
 04/27/00                                          BANK    INFORMATION
              Add    Change   Delete   Inquire   First   Last   Next   Prior



                    BANK ID NO         053000954
                    BANK NAME          FIRST NATIONAL




              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Bank Information

BANK ID NO.	Enter the RTN of this financial institution (9 digits). It will be edited for validity. Once entered, this information will be a selectable option in the Zoom Window of the Bank Information field of the Direct Deposit Section of Screen 3 of the Employee Master
BANK NAME	Enter the Name of this financial institution. Once entered, this information will be a selectable option in the Zoom Window of the Bank Information field of the Direct Deposit Section of Screen 3 of the Employee Master

6.6.3 Cash Account Maintenance
This Screen is used to set up the Information for the Company Debit (if required for your bank). This file supplies validated RTN (Routing Transit #), Account Number & Account Type information for the optional Company Debit Record for the ACH File.

```
 04/27/00                                          BANK    INFORMATION
              Add    Change   Delete   Inquire   First   Last   Next   Prior



                    CASH ACCOUNT       1000-1000
                    BANK NO.           053165841
                    ACCOUNT NO.        96857412
                    ACCOUNT TYPE       C




              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Cash Account Information

CASH ACCOUNT **<ALT-Z> <ALT-I>**	Enter (or select from the Zoom Window <ALT I>) A GL Cash Account number to be used for Direct Deposit **DEBIT** Transaction
BANK NO. **<ALT-Z> <ALT-I>**	Select from the Zoom Window <ALT I> the bank **RTN** of this GL Cash Account to be used for Direct Deposit DEBIT Transaction. RTN's are setup on the Bank Information Screen.

ACCOUNT NO.   Enter the Bank **Account No** of this. GL Cash Account number to be used for Direct Deposit DEBIT Transaction

ACCOUNT TYPE   Specify the type of Cash Account (**C**)hecking or (**S**)avings to be used for Direct Deposit DEBIT Transaction

6.7 System Defaults Maintenance

This menu option is Used to input Default information   which determine how Pay-Ware will accept, process and output data, as well as interface with other accounting system functions. Selecting SYSTEM DEFAULTS on the File Maintenance Menu will display the following options:

```
                                             Pay-Ware  Payroll  System
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10:20am


              MAIN MENU
        PAY P           FILE MAINTENANCE MENU
        PERIO
          R          EM              SYSTEM DEFAULTS
        FI       CAFET
        F           D                NAME AND OPTIONS
        U           S               PROCESS DEFAULTS
                   SY            AUTOMATIC NUMBERING
                   PR              PAY RATE TABLES
                   T         GENERAL LEDGER TAX ACCOUNTS
                          STATE UNEMPLOYMENT INFORMATION
                            JOB COST INTERFACE OPTIONS
                             GENERAL INTERFACE OPTIONS


          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

System Defaults File Maintenance Menu

6.7.1 Name And Options File Maintenance

This first System Default screen specifies the processing company's Name, Address, Fed ID & Bank Name. Also to be specified are the following defaults: Checks - Size (7" or 11" x 8.5"), Generation of Tax Deposit check with each processing period & Printing of Company Name on checks Turn On or Off - Manual Payroll, Direct Deposit, Platinum GL and Bankbook Interfaces, Retention of GL History and Time Cards. Setup - Earnings Classes for Vacation & Disability

```
   04/27/00                        NAME   AND   OPTIONS   FILE   MAINTENANCE


COMPANY NAME        Demo Golf, Inc.
.       ADDRESS 1   10058 Main Street, Suite 100
.       ADDRESS 1
.       CITY/ST     Irvine                STATE:  CA
.       ZIP         92715


FEDERAL ID          95-1234567                    VACATION CLASS   4
AUTO DEPOSIT CHECK  YES                           DISABILITY CLAS  5
BANK NAME           First Bank of California      SAVE GL HISTORY  NO
                                                  SAVE TIME CARDS  YES


CHECK SIZE 11/7.5   ELEVEN
COMPANY ON CHECK    YES                              INTERFACE TO GL
STANDARD
ENABLE MANUAL PAY   YES                        INTERFACE TO BB   YES
ENABLE DIRECT DEP   YES                            INTERFACE TO AP


                    <F5>=Process, <Esc>=Return to Menu
```

Name and Options File Maintenance

COMPANY NAME/ADDRESS	Enter company name and address information.
FEDERAL ID	Enter Company's Federal Tax ID number
CREATE AUTO DEPOSIT CHECK	Enter Y (or N) to automatically generate a Fed/ FICA deposit check or EFTPS Transaction when Employee Payroll checks are run
BANK NAME	Enter Payee Bank Name to be printed on auto deposit check.
CHECK SIZE	Specify (E)leven inch (tri-fold) payroll checks or (S)even inch (bi-fold) A/P type checks
COMPANY NAME ON CHECK	Enter Y (or N) to print company name (above) on checks
ENABLE MANUAL PAYROLL	Enter Y (or N) to allow Manual Payroll Processing. N removes the Manual Payroll option from the menu.
ENABLE DIRECT DEPOSIT	Enter Y (or N) to ENABLE (or DISABLE) Direct Deposit (ACH).
VACATION CLASS	Enter the Earnings Class assigned to Vacation Earnings to allow automatic tracking of Vacation time
DISABILITY CLASS	Enter the Earnings Class assigned to Disability Earnings to allow automatic tracking of Disability time
SAVE GL HISTORY	Enter Y (or N) to retain GL History
SAVE TIME CARDS	Enter Y (or N) to retain Time Cards
INTERFACE TO GL	Enter Standard if Pay-Ware is to be interfaced to Platinum DOS General Ledger, Windows for PFW GL and No for No Interface

**INTERFACES TO BANKBOOK
And ACCOUNTS PAYABLE**

(Cuts processing time)
Enter Y (or N) if Pay-Ware is to be interfaced to Platinum Bank Book Module And/Or Accounts Payable Modules

6.7.2 Process Defaults Maintenance

This screen sets up Processing Defaults, which effect data entry and processing. Items set here include Enabling Automatic Overtime, & Job Cost Interface, Entry screen defaults for Tab settings, Warning message, Special Attendance Codes & Suppression of Pay Rates Setup of Misc. Fields on the Employee Master. Also Setup here are automated tracking for Attendance, Position, Ethnic, EEO, Workmen's Comp, Terminations and Other Activities.

```
   04/27/00                    PROCESSING   DEFAULTS   FILE   MAINTENANCE



                                                                     EDITS

   ENABLE AUTO OT    Yes           SAT ATTEND CODE
   REG EARN CLASS    1             SUN ATTEND CODE
   AUTO CALC OT CD   AO            # HOURS WARNING       85.000
                                   POSITION DEFAULT   M
                                   DISPLAY PAY RATE   Y

   TIME                        CARD                              TABS
              DESCRIPTION      TYPE  # DEC
                                   MISC FIELD 1      KEY SET            N
1
   TAB FROM FIELD    1             MISC FIELD 2      PAGER              S
   TAB   TO FIELD    8             MISC FIELD 3      CO. VISA           N
   TAB FROM FIELD    10            MISC FIELD 4      BIRTHDAY           D
   TAB   TO FIELD    1             MISC FIELD 5      MISC 05            N


   JC INTERFACE      N
   JC ENTRY DFLT     P
                       <F5>=Process, <Esc>=Return to Menu
```

ENABLE AUTO OVERTIME	See Section 6.5.2.a Below : Enter Y to ENABLE otherwise enter N
REGULAR EARNINGS CLASS	Enter the Earnings Class assigned to REGULAR earnings. Assigning this Class will generate a Warning Message on the Attendance Code File Maintenance Screen when any Attendance Code other than this one is designated to be included in Automatic Overtime Calculation
AUTO CALC OT CD	Specify the Attendance Code (must be set up as a discreet Code on the Attendance Code Maintenance Screen) to be Used for automatic overtime calculation (AO is recommended)
TAB START / TAB END	Enter the number of the field the system should Tab from and to during time card entry if the <ENTER> key is pressed. Any field between Tab Start and Tab End not filled in will be assigned its default value and edited. The intent of the Tab Processing is to remove the need to press <ENTER> for fields that will always Use their default value. The Tab values can be adjusted during time card entry by striking the <F3> key.
INTERFACE TO JOB COST	Indicate whether you interface with Job Cost. P – Yes, you interface with Platinum's Job Cost System. B-- Yes, you interface with BA's Job Cost System.
JOB COST ENTRY DEFAULT	Enter P to Default Job Cost Information from the previous line on the Time Card Entry Screen- or - Enter N to stop JC Information from defaulting from the previous line. This allows the PHASE & COST Columns to remain Blank.
SATURDAY ATTENDANCE CODE	Enter the Attendance Code to be Used for Saturday time. This field will be Used as an edit of the Attendance Code during time card entry.
SUNDAY ATTENDANCE CODE	Enter the Attendance Code to be Used for Sunday time. This field will be Used as an edit of the Attendance Code during time card entry.
# HOURS WARNING	Enter the number of hours that should not be exceeded during time card entry. A warning will be issued if you enter hours greater than this number.
DEFAULT POSITION FROM	Indicate where the system should get the default value for the Position Code field during time card entry. P -- Use the value from the previous line. M -- Use the value in Pay-Ware's Misc. Code field from the Employee Master. N -- Do not Use a default value.

DISPLAY PAY RATE   Indicate whether the Pay Rate should be displayed during time card entry. Y – Display the Pay Rate. N – Do not display the Pay Rate.

MISC FIELD 1 - 5   These fields are User-defined and may be Used to set up tracking for Company-provided property issued to employees (i.e. Pagers, Keys, Credit Cards) by to insure it is accounted for.   These fields feed the information to the Employee Master where Serial /Tracking Numbers or item descriptions may be assigned for each Employee.

MISCELLANEOUS FIELD TYPE   Specify the type of data that will be stored in this field.   D - Date   S - String of characters N - Numeric.

NUMBER   OF DECIMALS   If the previous "TYPE" entry is Numeric, enter the number of decimals to be maintained for that field.

6.7.2.a Enable Auto Overtime

The Automatic Overtime Option enables Pay-Ware to automatically calculate the Overtime Premium for all hours worked above defined limits (Enter Y to enable Automatic Overtime calculation, otherwise enter N). Automatic Overtime normally works by reviewing the time card hours input for employees during a specific payroll Date range (Time Card Dates are CRITICAL. Cards outside the date range will not be processed).

This routine compares the total REGULAR (as Setup in Attendance Code Maintenance) pay units worked during the pay date range to the Daily & Weekly Regular Hour Maximums Setup in Position Code File Maintenance. Any hours in excess of these defined limits are assigned the Premium to Base Pay at the rate Setup for the Automatic Overtime Attendance Code File. The Premium portion of Overtime pay is Maintained in the AUTOMATIC OVERTIME Attendance Code (Base Pay Units/Hours reside in the REGULAR Attendance Code).

The following Setups must be made in File Maintenance to enable Automatic Overtime
In Attendance Codes
   -The REGULAR Attendance Code must have the "Include in OT Calc" field set to **YES**
   -A New Code must be set up for Automatic Overtime (Code **AO** is recommended).
   -The AO Code should not be INCLUDED IN OT CALCULATION and
   -The AO Code Calculation Definition should be set up for **Hours** / **%** / **50** (assuming a 50% Premium)
   -All Tax Switches set the same as the REGULAR Attendance Code

In Position Codes
   -Verify that both MAXIMUM DAILY & MAXIMUM WEEKLY REG HRS are Setup correctly for all Codes
    (Usually 8/Day &/or 40/Week).

In System Defaults/Processing Defaults
   -ENABLE AUTO OT must be set as **Yes**
   -REG EARN CLASS at 1
   -AUTO CALC OT CD set at AO (or otherwise designated) Automatic Overtime Attendance Code.

The system is now ready to process Automatic Overtime.

A Review of a typical Weekly payroll will help illustrate how the above setup would calculate Earnings on a Regular pay rate of $10.00 / Hour & Overtime at 50% of the Regular rate on all daily pay units above 8.

    Monday   - 10 Hours (2Hr OT)
    Tuesday   - 11 Hours (3 Hr OT)
    Wednesday - 6 Hours
    Thursday   - 9 Hours (1 Hr OT)
    Friday   - 10 Hours (2 Hr OT)
    Total   - 46 Hours

The Payroll Edit for these Timecards would Generate the following:

    46 units of **REGULAR** Earnings/Attendance @ $10.00/Unit = $460 reported under Attendance Code 01
     8 units of **A**uto**O**vertime Earnings Premium @ $5.00/Unit = $ 40 reported under Attendance Code AO

6.7.3 Automatic Numbering

This option sets up automatic numbering for Transactions, Check Nos. and Quarterly Tracking. The Transaction and Check Numbers should be taken from the last payroll processed by the previous system. Enter the number and End Date of the CURRENT Calendar Quarter (OR the quarter for any Historical Data you may be inputting and wish Pay-Ware to track by Quarter).

```
   04/27/00                    AUTOMATIC   NUMBERING   FILE   MAINTENANCE



NEXT TRANS NO.       000382
NEXT CHECK NO.       000597
CURRENT QUARTER      2


1ST QTR END DATE     03/31/00
2ND QTR END DATE     06/30/00
3RD QTR END DATE     09/30/00
4TH QTR END DATE     12/31/00




.                              <F5>=Process,   <Esc>=Return   to   Menu
```

Automatic Numbering File Maintenance

NEXT TRANS NO.	The Transaction and Check Numbers should be taken from the last payroll processed by the previous system
NEXT CHECK NO.	The Transaction and Check Numbers should be taken from the last payroll processed by the previous system
CURRENT QUARTER	Enter the number and End Date of the CURRENT Calendar Quarter (OR the quarter for any Historical Data you may be inputting and wish Pay-Ware to track by Quarter).
QUARTER END DATE (1,2,3,4)	Enter the number and End Date of the CURRENT Calendar Quarter (OR the quarter for any Historical Data you may be inputting and wish Pay-Ware to track by Quarter).
NEXT ACH BATCH NO.	Entry here will reset the Direct Deposit (ACH) Batch Number
NEXT ACH TRAN NO.	Entry here will reset the Direct Deposit (ACH) Transaction Number (preceded by an "A") that appears on the Payroll Register. It serves the same function as a Check Number.

6.7.4 Pay Rate Tables

This Menu option is used to set up Pay Rate tables. These tables are used to tie pay to specific **Position Code(s)** worked rather than an individual's Employee Master default pay rate. They are very useful for larger, position-specific, Industrial or Clerical Payrolls where pay is based on Piece Rate or Labor Contracts. Pay Rate Table information is fed to the Position Code File. It may be called up in timecard entry only if an Employee's pay category is Setup as "**Other**" (not Hourly or Salary) on Screen 1 of the Employee Master.

Each Rate/Shift Premium in the table must be assigned to a Position Code (see Position Code File Maintenance). The Position Code in turn may be accessed via Zoom Window from the Position Code (P-CD) field of the Time Card Entry & Correct Time Cards Screens. If a valid Position code is entered AND a Shift Code is entered AND the Employee's Pay Category is "Other" Pay-Ware will pick the Pay Rate and Shift Premium from the Rate Table.

6.7.4.a Shift Differentials/Premiums
Shift Differentials/Premiums may also Setup on these tables and used for any Employee pay category. This is done by assigning a Rate ID, leaving the Unit/Hourly Rate Field blank, and specifying the desired Dollar amount Pay Premium for each Shift. Here again, each Rate/Shift Premium in the table must be assigned to a Position Code (see Position Code File Maintenance). The Position Code in turn may be accessed via Zoom Window from the Position Code (P-CD) field of the Time Card Entry & Correct Time Cards Screens.

If the Employee's Pay Category is "Hourly" or "Salary" **AND** a valid Position Code & Shift Code are entered, Base Pay will default from the EE Master and Shift Premium will feed from the Rate Table.

```
 04/27/00                              PAY   RATE   FILE   MAINTENANCE
              Add    Change   Delete   Inquire   First   Last   Next   Prior




              _  RATE GROUP  _
              _  EXPIRATION DATE  _      /  /

           RATE       RATE            SHIFT DIFFERENTIAL
            ID      PER HOUR      1          2          3






          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Pay Rate Tables File Maintenance

RATE GROUP I D	Enter a number from 0 to 9 to be Used as the key to the rate file.
EXPIRATION DATE	Enter the date that the Rates in this table expire.
RATE LEVEL	Enter a number from 0 to 9 to be Used as the key to the rate level.
BASE PAY RATE	Enter the Base Pay Rate to be Used with this rate level.
SHIFT DIFFERENTIAL	Enter the additional amounts to be added to the base rate on this level if the

1 / 2 / 3   employee is working Shift 1/ Shift 2 / Shift 3

6.7.5 General Ledger Tax Account Numbers

General Ledger Tax Accounts need to be set up for all taxes to be reported as well as interfaced to the General Ledger.

```
   04/27/00                 GENERAL   LEDGER   TAX   ACCOUNTS   MAINTENANCE



  EMPLOYEE                            EMPLOYER   DEBIT ACCT NO.   CREDIT
ACCT NO.
                                     FICA        6110-0000        2202-0000
 CASH ACCT      1010-0000            FUI         6110-0000        2204-0000
                                     SUI         6110-0000        2207-0000

  FEDERAL             2201-0000                                    EARNINGS
 FICA           2203-0000            CLASS      DESCRIPTION        ACCOUNT
NO.
  STATE                                                          2205-0000
 SDI            2206-0000              1        REGULAR           6100-1000
 SUI            2207-0000              2        OVERTIME          6100-1000
 COUNTY         0000-0000              3        DBL TIME          6100-1000
 CITY           0000-0000              4        VACATION          6100-1000
 BOROUGH        0000-0000              5        DISABILITY        6120-1000
 DISTRICT       0000-0000              6        SALARY            6100-1000
 OCCUPATION     0000-0000              7        HOLIDAY           6200-1000
 TRANSPORT      0000-0000              8        COMMISSIONS       6100-1000
 OTHER          0000-0000              9        AUTO OT PREM      6100-1000

              <F5>=Process, <Esc>=Return to Menu
```

General Ledger Tax Account No. File Maintenance

CASH ACCOUNT NO(s). <Alt-Z>   Enter the GL Account number to be Used for these fields.

GEN LEDGER ACCT NOs. <Alt-Z>   Enter the GL Account number to be Used for these field.

EARNING CLASS DESCRIPTIONS   Enter the Description & GL Account for this earnings class. Earnings Class is utilized for grouping similar Attendance Codes for reporting purposes.

6.7.6 State Unemployment & Magnetic Media Information

This Option sets up the calculation, payment and tracking process for SUI. It also Enables Federal &
State reporting of Quarterly Payroll Tax-related calculations and payments via Diskette Magnetic Media.
The State format supports states using the Federal (SSA TIB-4) standard format. **If your State requires
a Customized format, Service Technologies will adapt the file format if the Diskette
specifications are provided to us.**

```
 04/27/00                          STATE   UNEMPLOYMENT   INFORMATION
                Add   Change   Delete   Inquire   First   Last   Next   Prior




                    STATE CODE          CA
                    STATE ID NO.        123-4567-1
                    SUI RATE              3.4000
                    AUTO DEPOSIT CHK    Yes
                    AUTO CHK PAYEE      STATE NATIONAL BANK


                MAGNETIC MEDIA TYPE  Federal




            <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
State Unemployment File Maintenance

STATE CODE <Alt-I><Alt-Z>	Enter (or select from the Zoom Window <Att Z> <Alt-I>) the two character State Code.
STATE ID	Enter the identification number assigned to the company for State Tax purposes
STATE UNEMPLOYMENT TAX RATE	Enter the company's unemployment tax rate percentage (2.5362% is entered as 2.5362) .
AUTO DEPOSIT CHECK	Y = Generate a state deposit check for each payroll. N = Do not generate a deposit check
AUTO DEPOSIT PAYEE	Enter the name to be printed on the auto deposit check.
GENERATE QUARTERLY REPORTS ON MAGNETIC MEDIA	Specify if the Quarterly Reports should be on magnetic media. Enter **F** - for Federal Format, **S** - for State Format **N** - None

6.7.9 Job Cost Interface Options - Maintenance

This Option sets the parameters for Pay-Ware's Interface to Job Cost

```
   04/27/00                     JOB   COST   INTERFACE   FILE   MAINTENANCE


 PR TO JC POSTING METHOD          Detail
 CONVERT PREMIUM TO REGULAR       No
 POST JC TO G/L(SUMMARY/DETAIL)   Detail



 ALLOW GL ACCT OVERWRITE FOR W/P  WIP Account
 DEFAULT GL ACCT FROM       M/D   Department



 WORK IN PROCESS - WIP ACCOUNT    0000-00000000
 PREMIUM PAY ACCOUNT                   -


                                  <F5>=Process,   <Esc>=Return   to   Menu
```

Job Cost Interface Maintenance

PAYROLL TO J C POSTING MODE   Enter <S> for Summary or <D> for Detail. Summary posts only totals for each Attendance code & Account Number; Detail posts every transaction.

CONVERT PREMIUM TO REGULAR   Enter <Y> to convert Premium Pay units to Regular before posting to individual jobs (so they are not burdened with premium rates). Premium pay will then be sent to the Overhead account specified in the last field on this screen.   Enter <N> to post premium pay to individual jobs..

POST JC TO GL (SUMMARY/DETAIL)   Enter the desired Job Cost to GL posting mode Summary <S> or Detail <D>. Summary posts only totals for each Attendance code & Account Number; Detail posts every transaction.

ALLOW GL ACCT OVERRIDE FOR WIP   Enter WIP <W> or <P> Premium

DEFAULT GL ACCOUNT FROM (M/D)   Enter the desired source file for GL Accounts (Department <D> or Employee Master <M>).

WORK IN PROCESS ACCT   Enter the GL Account number for WIP

PREMIUM PAY ACCOUNT   Enter the GL Account number Used for Premium Pay

6.7.10 General Ledger Interface Options - Maintenance

This Option sets the parameters for Pay-Ware's Interface to General Ledger

Pay-Ware is a true subledger to the GL. This screen sets up parameters for interfacing to a GL. Pay-Ware distributions may be moved to GL periodically throughout the month for accurate provisional reporting. Each time the Distribution to GL is printed, an intermediate GL file (PBGLTRAN) is created as the source for provisional GL module reporting.

```
   04/27/00                    AUTOMATIC  NUMBERING  FILE   MAINTENANCE



G/L JOURNAL KEY
CASH/ACCRUAL METHOD (C/A)



SUMMARY/DETAIL POSTING (S/D)
DETAIL DESCRIPTION



DIRECT/INTERMEDIATE POSTING
DIRECTORY PATH (OPTIONAL)
MULTI - FORMAT KEY


                                <F5>=Process,   <Esc>=Return  to  Menu
```

G/L Interface Maintenance

G/L JOURNAL KEY	Enter the code (Default is PR) which identifies Pay-Ware module transactions in the G/L.
CASH / ACCRUAL METHOD	Enter the Accounting Method in Use, Cash <C> or Accrual <A>. Cash basis posting date is Payroll Date, Accrual posting date is Pay Period Ending Date (see Pay Period Information)
SUMMARY/DETAIL POSTING	Specify the desired G/L posting Method, Summary <S> or Detail <D>. Summary posts only totals for each Attendance code & Account Number; Detail posts every transaction.
DETAIL DESCRIPTION (1/2/3)	Use this Option ONLY if you are posting transactions in DETAIL. Specify the preferred description format for each transaction. 1 = Employee Name 2 = Employee Key & Department Key 3 = Employee Key & Transaction Amount
DIRECT / INTERMEDIATE POSTING	Specify <D> for Direct posting to GLTRAN file. Specify <I> for Intermediate posting to the PRGLTRAN file
DIRECTORY PATH (OPTIONAL)	Specify Directory Path (other than GL data) files for posting. Use only with Intermediate Posting (above)
MULTI- FORMAT KEY	Specify the Multi-Format key if applicable. Enter the Key of the chart of accounts to be referenced during Pay-Ware transaction entry. If no key is entered, the Master chart of account will be used.

6.8 Processing Codes

This menu option is Used to set up automated tracking for Attendance, Position, Ethnic, EEO, Workmen's Comp, Terminations and Other Activities. Selecting PROCESSING CODES will display the following options:

```
                                          Pay-Ware  Payroll  System
      VER  4.65                                April  27,  2000
10:22am


          MAIN MENU
     PAY P        FILE MAINTENANCE MENU
     PERIO
        R        EM              PROCESSING CODES
     FI     CAFET
      F         D              ATTENDANCE  CODES
      U         S              POSITION CODES
               SY              ETHNIC CODES
               PR              EEO CLASS
                T            WORKMANS COMP CODE
                             TERMINATION REASONS
                              ACTIVITY TYPES



          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Processing Codes File Maintenance Menu

6.8.1   Attendance Code File Maintenance

This option provides Setup for Attendance codes which are interfaced with Department Codes, the Employee Master and Time Card Entry

```
   04/27/00                        ATTENDANCE  CODE  FILE  MAINTENANCE
                 Add    Change   Delete   Inquire   First   Last   Next   Prior


Apply to
                                                             Taxable
Wages?
 ATTENDANCE CODE      01                    FED TAXABLE      Yes
    DESCRIPTION       REGULAR               EMPLOYEE FICA    Yes
 SHORT DESCRIPTION    REG.                  EMPLOYER FICA    Yes
 EARNINGS CLASS       1                     FED UNEMPLYMT    Yes
 INCLUDE IN OT CALC   Yes                   STATE TAXABLE    Yes
                                            ST DISABILITY    Yes
                                            ST UNEMPLYMNT    Yes
          CALCULATION DEFINITION
                                            FLAT TAX RATE    No
                                            APPLY TO NET     Yes
 HOURS/SALARY/OTHER                                          Hour

 FORMULA TYPE         %                     GL ACCT NO.    6100-
1000
 MULTIPLIC RATE       100                   WIP ACCT NO.     -
 UNITS DESCRIPTION    HOURS                 PREM ACCT NO.    -

 Pay = Multiplication Factor * Pay Rate * Pay Units



          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Attendance Code File Maintenance

ATTENDANCE CODE <Alt-I><Alt-Z>	Enter (or select from the Zoom Window <Alt Z>) the 2-character Attendance Code to be Used as a key to the Attendance file.
ATTENDANCE DESCRIPTION <Alt-I> <Alt-Z>	Enter the Description of the Attendance Code. This field is also Used as a key to the Attendance file.
SHORT DESCRIPTION	The short description entered will be Used as a column header in reports.
EARNING CLASS <Alt-Z>	Enter the Earning Class (1 to 9) to be Used for grouping attendance codes during reporting. (Description of Earning Classes defined on Processing Defaults).
USE FOR OVERTIME CALCULATION	Y -- Use all time cards with this attendance code in the calculation of overtime. N -- Do not Use the time cards with this attendance code in the calculation of overtime.
HOURLY/SALARY/OTHER<Alt-Z>	H = The employee is being assigned a hourly pay rate. S = The employee is being assigned a annual pay rate. O = Indicates that no pay rate is assigned to the employee.
FORMULA TYPE	Enter **%** for an overtime percentage premium. Enter **$** or **%** for straight time earnings.
MULTIPLICATION FACTOR	If above Formula Type is % enter the premium percentage rate for this Attendance Code (generally 100 for Straight Time / 150 for Time and a Half / 200 for Double Time)
UNITS DESCRIPTION	Enter the description of the units of pay (generally Hours or Salary)
APPLY TO WAGES FEDERAL <Alt-Z>	Y = Include these earnings in Federal Taxable Income N = Do not Include these earnings in Federal Taxable Income.
EMPLOYEE FICA <Alt-Z>	Y = Include these earnings in employee FICA taxable wages. N = Do not Include these earnings in employee FICA taxable wages.
EMPLOYER FICA <Alt-Z>	Y = Include these earnings in employer FICA taxable wages. N = Do not Include these earnings in employer FICA taxable wages.
FEDERAL UNEMPLOYMENT	Y = Include these earnings in FEDERAL unemployment wages. N = Do not Include these earnings in FEDERAL unemployment wages.
STATE <Alt-Z>	Y = Include these earnings in state taxable income. N = Do not Include these earnings in state taxable income.
STATE UNEMPLOYMENT <Alt-Z>	Y = Include these earnings in state unemployment wages. N = Do not Include these earnings in state unemployment wages.
STATE DISABILITY <Alt-Z>	Y = Include these earnings in state disability wages. N = Do not Include these earnings in state disability wages.
USE FLAT TAX RATES <Alt-Z>	Y = Use flat rate for tax calculation. N = Do not Use flat rate tax calculation.
APPLY TO NET PAY <Alt-Z>	Y = Include these earnings in Net Pay. N = Do not Include these earnings in Net Pay.
GL ACCOUNT NO. <Alt-Z>	Specify the GL Account for this transaction
WIP GL ACCOUNT NO. <Alt-Z>	Specify the GL Account for this transaction

PREMINUM GL ACCOUNT NO.   Specify the GL Account for this transaction
<Alt-Z>

6.8.2 Position Code File Maintenance

This second Processing Code Menu Option sets up Position Codes to allow processing pay for employees working in multiple positions at multiple pay rates.

```
 04/27/00                        POSITION   CODE   FILE   MAINTENANCE
              Add   Change   Delete   Inquire   First   Last   Next   Prior




            POSITION CODE          OFFI
            POSITION DESC          OFFICE
            PAY RATE CODE
            WORKMAN COMP CODE      00001   ADMINISTRATION
            EEO CODE
            MAX DAILY REG HRS      99.000
            DFLT TC ENTRY HRS       8.000
            MAX WEEKLY REG HR      40.000




              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
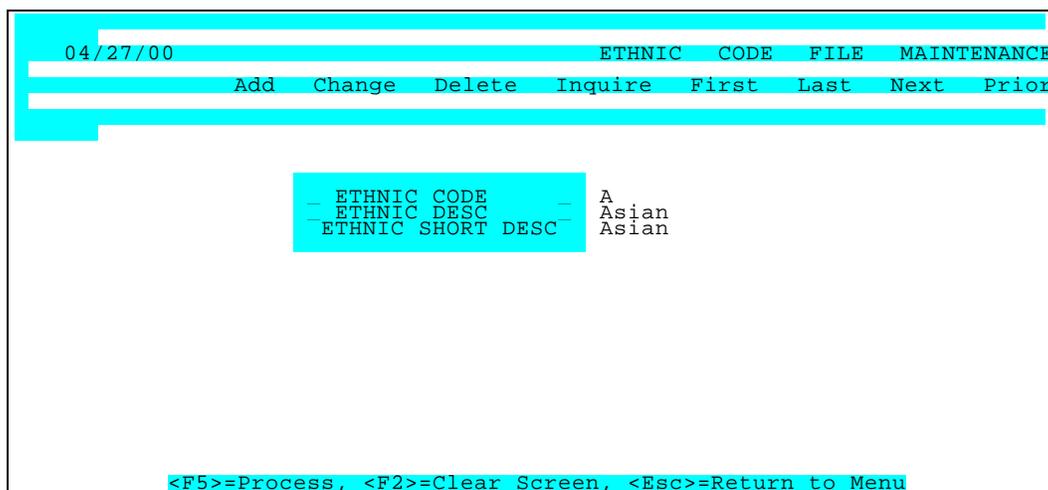
Position Code File Maintenance

POSITION CODE	Enter the 2-character Position Code to be Used as a key to the Position file.
POSITION DESCRIPTION	Enter the Description of the Position Code. This field is also Used as a key to the Position file.
PAY RATE CODE	If you are using the Pay Rate Tables, enter the Code that identifies the Pay Rate Table.
WORKMAN'S COMPENSATION CODE	Enter the Workman's Compensation Code (up to 5 characters).
E E O CODE	Enter the appropriate EEO Code for this Position (must be set up in EEO Code Maintenance.
MAXIMUM REGULAR HOURS IN A DAY	Enter the number of hours that can be worked in a day before overtime starts. If overtime is to be calculated only upon a weekly basis, enter 99 into this field.
STANDARD WORK HOURS IN A DAY	Enter the Standard number of hours worked in a day for this position. This field will be Used as the default for time card entry.
MAXIMUM REGULAR HOURS IN A WEEK	Enter the number of hours to be worked in a week before overtime starts. If overtime is not to be calculated on a weekly basis, enter 99 into this field.

6.8.3 Ethnic Code File Maintenance

This option enables tracking of Ethnic Origin Information for reporting to Government Agencies

```
 04/27/00                              ETHNIC   CODE   FILE   MAINTENANCE
                Add    Change   Delete   Inquire   First   Last   Next   Prior




               _ ETHNIC CODE       _   A
               _ ETHNIC DESC           Asian
                 ETHNIC SHORT DESC     Asian







          <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Ethnic Code File Maintenance

ETHNIC CODE <ALT-Z>   Enter (or select from the Zoom Window) the Ethnic Code
                                     (up to 5-characters.

ETHNIC DESCRIPTION   Enter the Description of the Ethnic Code.

ETHNIC SHORT DESCRIPTION   Enter the Short Description of any Ethnic codes to be
                                     tracked .

6.8.4 EEO Class Code

This option allows tracking of EEO Information for reporting to Government Agencies.

```
 04/27/00                        EEO   CLASS   CODE   FILE   MAINTENANCE
              Add    Change    Delete    Inquire    First   Last   Next   Prior




                    _  EEO CLASS CODE  _  00001
                    _  EEO CLASS DESC  _  Managers








              <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

EEO Class File Maintenance

EEO CLASS CODE <ALT-Z>   Enter (or select from the Zoom Window) the EEO Class
                                 Codes to be tracked (up to 5-characters).

EEO CLASS DESCRIPTION   Enter the Description of the EEO Class Code.

6.8.5 Workman's Compensation Class

This option allows tracking of Workman's Compensation activity .

```
 04/27/00                        WORKMANS   COMP   CODE   FILE   MAINTENANCE
                    Add    Change   Delete   Inquire   First   Last   Next   Prior



                    WORKMANS COMP COD   00001
                    WORKMANS COMP DES   ADMINISTRATION
                    WORKMANS COMP RATE   1.300










              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Workman's Compensation Class File Maintenance

WORKMAN'S COMPENSATION CODE <ALT-Z>	Enter the Workman's Compensation Code (5-character max).
WORKMAN'S COMPENSATION DESCRIPTION	Enter the Description of the Workman's Compensation Code.
WORKMAN'S COMPENSATION RATE	Enter the Workman's Compensation Rate assigned to this code class

.8.6 Termination Reasons

This option allows assignment of tracking codes for analysis & reporting of Terminations.

```
 04/27/00                        TERMINATION   REASONS   FILE   MAINTENANCE
                 Add    Change    Delete    Inquire    First    Last    Next    Prior




                    _TERMINATION CODE _    AB
                    _TERMINATION DESC _    ABSENTEEISM








         <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Termination Reasons File Maintenance

TERMINATION CODE <ALT-Z>   Enter the Termination Code (up to 5-characters.

TERMINATION DESCRIPTION   Enter the Description of the Termination Code.

6.8.7 Activity Types File Maintenance

This option allows assignment of tracking codes for Activities to be tracked (periodic license/credential renewal, training, etc.).

```
 04/27/00                              ACTIVITIES   FILE   MAINTENANCE
              Add    Change   Delete   Inquire   First   Last   Next   Prior



              _ACTIVITY CODE      _   DRUG
              _ACTIVITY DESC      _   DRUG TESTING








              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Activity File Maintenance

ACTIVITY CODE   Enter a code that will be used to identify this activity (up to 5-characters).

ACTIVITY DESCRIPTION   Enter a description of the activity (e.g.. Renew license, training, etc.).

6.9   Transactions Maintenance

This Menu may be used to review individual Employee Payroll Account **History, D/R/A's, Attendance** & **Direct Deposits** as well as **GL Distribution** & **BankBook Interface Transactions.** Transactions may be queried via Zoom Windows in designated fields. These fields are indicated under each Screen. All information will appear on the screen for the selected Transaction.

```
                                                    Pay-Ware  Payroll  System
        VER  4.65                                       April  27,  2000
10:23am


            MAIN MENU
        PAY P          FILE MAINTENANCE MENU
        PERIO
            R        EM          TRANSACTIONS MAINTENANCE
        FI     CAFET
        F               .            HISTORY  TRANSACTIONS
                                DRA HISTORY TRANSACTIONS
            U               S        ATTENDANCE TRANSACTIONS
                           SY      DIRECT DEPOSIT TRANSACTIONS
                           PR    DISTRIBUTION TO GENERAL LEDGER
                                        BANK BOOK INTERFACE
            TR


            PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

Transactions Maintenance Menu

CAUTION, Transactions may be adjusted here, but they will lack an audit trail.

6.9.1 History Transactions Maintenance

This option allows review of all Wage/Earnings Transaction Activity.
CAUTION - Balances may be changed here but they will lack an audit trail.

```
   04/27/00                    TRANSACTION   HISTORY   FILE   MAINTENANCE
                    Add    Change   Delete   Inquire   First   Last   Next   Prior


 EE KEY      ALLV01           UPDATE MTD   Y            STATE CODE   CA
 DEPT KEY    CORP                      QTD    Y                   REDUCTION
211.54
 DIVISION                              YTD    Y                   DEDUCTION
60.00
 CHECK NO    000210           VOID        N             ALLOWANCE
 DATE        01/12/00           RECUR        N                    GROSS  PAY
2115.38
 TRANS NO    0000000002        APPLY  QTR    1                    NET   PAY
1139.58

           TAXABLE                        TAXES                            TAXES
 FEDERAL          1903.84       FEDERAL          319.84       COUNTY
57.12
 EE FICA          2115.38       FICA             161.83       CITY
 STATE            1903.84       STATE            148.55       BORO
 SDI              2115.38       SDI               16.92       DISTRICT
 SUI              2115.38       SUI                           OCCUPATION
 SUI                                                          TRANSP
 ER FICA          2115.38       REM VAC     120.0000          OTHER
 FUI              2115.38       REM DISBL    60.0000

           <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

History Transaction File Maintenance

EMPLOYEE KEY<ALT Z> <ALT I>	Enter the appropriate Employee ID as defined in the Employee Master file --OR— Use <ALT-Z> to display a zoom window and select the correct Employee ID --OR— Use <F7> or <F8> to scroll to the desired employee. Upon selecting the correct Employee ID, the Employee's Name and all default data will display in the remaining fields. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
DEPARTMENT KEY <ALT Z>	Enter the appropriate Department code the employee worked in for this line item. The default Department code will be retrieved from the Pay-Ware Employee Master record. Use <ALT-Z> to present a zoom window from which to select the proper keys --OR— Use <F7> or <F8> to scroll to the desired key. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
DIVISION	Enter the DIVISION where the employee worked when the check was generated. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
CHECK NO.	Enter the Check Number assigned to this check. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
DATE	Enter the check date assigned to this check. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
TRANS NO. <ALT Z> <ALT I>	Select from the Zoom Window <Alt Z> <Alt I> the Transaction number assigned when this transaction was posted. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
UPDATE MTD	Type <Y> (or Press <Enter>) to include check in MTD Totals, Otherwise type <N> CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
UPDATE QTD	Type <Y> (or Press <Enter>) to include check in QTD Totals, Otherwise type <N> CAUTION, Transactions may be adjusted here, but they will lack an audit trail.

UPDATE YTD	Type <Y> (or Press <Enter>) to include check in YTD Totals, Otherwise type <N> CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
VOID CHECK	Type <Y> to void a prior manual check (and update Payroll and General Ledgers) CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
RECURRING	CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
APPLY TO QUARTER	Enter the Quarter where the wages were reported. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
STATE ID	Enter the State Id where the wages were reported. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
DEDUCTIONS	Enter the total deductions that were applied to this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
REDUCTIONS	Enter the total reductions that were applied to this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
ALLOWANCES	Enter the total allowances that were applied to this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
GROSS PAY	Enter the total amount that was paid based upon the time cards that were entered. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
NET AMOUNT	Enter the amount of Net Pay CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
FEDERAL TAXABLE WAGES	Enter the amount that was included in Federal Taxable wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
FICA TAXABLE WAGES	Enter the amount that was included in FICA Taxable wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
STATE TAXABLE WAGES	Enter the amount that was included in State Taxable wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
STATE UNEMPLOYMENT WAGES	Enter the amount that was included in State Unemployment wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
STATE DISABILITY WAGES	Enter the amount that was included in State Disability wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
EMPLOYER FICA TAXABLE WAGES	Enter the amount that was included in Employer FICA Taxable wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
FEDERAL UNEMPLOYMENT WAGES	Enter the amount that was included in Federal Unemployment wages CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
FED TAX	Enter amount of applicable tax to withhold from check. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
FICA TAX	Enter amount of applicable tax to withhold from check. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
STATE TAX	Enter amount of applicable tax to withhold from check. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
SUI TAX	Enter amount of applicable tax to withhold from check. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
SDITAX	Enter amount of applicable tax to withhold from check.

<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

COUNTY TAX

Enter amount of applicable tax to withhold from check.
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

CITY TAX

Enter amount of applicable tax to withhold from check.
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

BORO TAX

Enter amount of applicable tax to withhold from check.
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

DIST TAX

Enter amount of applicable tax to withhold from check.
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

OCCUP TAX

Enter amount of applicable tax to withhold from check.
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

TRANS TAX

Enter amount of applicable tax to withhold from check.
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

OTHER TAX

Enter amount of applicable tax to withhold from check
<u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.

6.9.2 D/R/A History Transaction Maintenance

This option allows review of all D/R/A Transaction Activity.
CAUTION - **Transactions may be changed here but they will lack an audit trail**.

```
   04/27/00                    DRA  TRANSACTION  HISTORY  FILE  MAINTENANCE
                    Add   Change  Delete   Inquire   First  Last  Next   Prior



N/A
                                                                       Taxable
Wages?
_  TRANSACTION NO.  _    0000000256                    FED TAXABLE     NO
   EMPLOYY KEY       _   COOB01 Cook/Brenda            EMPLOYEE FICA   NO
   DEPARTMENT KEY        CALIF  CA - Warehouse         EMPLOYER FICA   NO
   PLAN                  D15                           FED UNEMPLYMT   NO
   PLAN DESCRIPTION      SAVING BONDS                  STATE TAXABLE   NO
   TRANSACTION DATE      09/20/00                      ST DISABILITY   NO
   FREQUENCY             9 Every Period                ST UNEMPLYMNT   NO


   EMPLOYEE AMOUNT       20
   EMPLOYER AMOUNT
   GL ACCOUNT NO.        2225-0000

   TRACK BALANCE(Y/N)    NO
        BALANCE



         <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

D/R/A Transaction Maintenance

TRANS NO. <ALT Z> <ALT I>	Select from the Zoom Window <Alt Z> <Alt I> the Transaction number assigned when this transaction was applied..
EMPLOYEE KEY <ALT Z> <ALT I>	Select from the Zoom Window <Alt Z> <Alt I> the Employee key & Transaction to be queried
DEPARTMENT KEY <ALT Z>	Select from the Zoom Window <Alt Z> <Alt I> the Department key and Transaction to be queried.
BENEFIT PLAN (D/R/A)<Alt-Z>	Enter a code, Deduction, Reduction or Allowance (D, R or A) plus the two digit Priority Number) that identifies this Plan
DESCRIPTION	Enter the description that describes the plan this transaction represents.
TRANSACTION DATE	Enter the date that the transaction was processed.
FREQUENCY <Alt-Z>	Enter the frequency that was utilized to process the D/R/A. 1 to 5 = Process when this group is selected through Pay Period Information. 6 or 7 = Process every other pay period. 8 = Process the next pay period only. 9 = Process every pay period.
EMPLOYEE AMOUNT	Enter the amount that was determined as the employee's portion.
EMPLOYER AMOUNT	Enter the amount that was determined as the employer contribution. <u>CAUTION</u>,
G L ACCOUNT NO. <Alt-Z>	Enter the GL Account number fields assigned to this D/R/A.
TRACKED (Y/N)	Enter "Y" if this transaction was applied to a plan that had its balance being tracked.
TRACKED BALANCE	Enter the balance that remained after this transaction is applied.
APPLY TO WAGES FEDERAL <Alt-Z>	Y = Adjust Federal Taxable Income N = Do not Adjust Fed Taxable Income. <u>CAUTION</u>, Transactions may be adjusted here, but they will lack an audit trail.
APPLY TO EMPLOYEE FICA <Alt-Z>	Y = Adjust employee FICA taxable wages. N = Do not Adjust employee FICA taxable wages. .
APPLY TO EMPLOYER FICA	Y = Adjust employer FICA taxable wages. N = Do not Adjust employer FICA

<Alt-Z>	taxable wages.
	.
APPLY TO FEDERAL UNEMPLOYMENT <Alt-Z>	Y = Adjust Federal unemployment wages. N = Do not Adjust FUI wages.
APPLY TO STATE <Alt-Z>	Y = Adjust state taxable income. N = Do not Adjust state taxable income.
APPLY TO STATE DISABILITY <Alt-Z>	Y = Adjust state disability wages. N = Do not Adjust state disability wages.

6.9.3 Attendance History Transactions Maintenance

This option allows review of all Attendance Transaction Activity.
 CAUTION - **Balances may be changed here but they will lack an audit trail.**

```
 04/27/00          ATTENDANCE   TRANSACTION   HISTORY   FILE   MAINTENANCE
              Add    Change    Delete    Inquire   First   Last   Next   Prior




   TRANSACTION NO.      0000000256
   EMPLOYEE KEY         COOB01 Cook/Brenda
   ATTENDANCE CODE      01 REGULAR
   TRANSACTION DATE     09/20/00
   PAY AMOUNT                  650.25
   PAY UNITS                    76.5000
   CHECK NO.            000424




           <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Attendance Transactions File Maintenance

TRANS NO. <ALT Z> <ALT I>	Select from the Zoom Window <Alt Z> <Alt I> the Direct Deposit and Transaction to be queried
EMPLOYEE KEY <ALT Z> <ALT I>	Select from the Zoom Window <Alt Z> <Alt I> the Employee key and Transaction to be queried
ATTENDANCE CODE <Alt Z>	Enter the Attendance Code that identifies the type of earnings that this transaction represents.
TRANSACTION DATE	Enter the date that the transaction was processed.
PAY AMOUNT	Enter the gross amount paid by this transaction. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
PAY UNITS	Enter the number of units this transaction represents. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.
CHECK NO.	Enter the Check No. that generated this attendance record. CAUTION, Transactions may be adjusted here, but they will lack an audit trail.

6.9.4 Direct Deposit History Transactions

This option allows review of all Direct Deposit Transaction Activity.
CAUTION - Transactions may be changed here but they will lack an audit trail.

```
   04/27/00                    DIRECT  DEPOSIT  HISTORY  FILE  MAINTENANCE
                     Add   Change   Delete   Inquire   First   Last   Next   Prior


 _  TRANSACTION NO. _   0000000256
 _  EMPLOYEE KEY      _  COOB01 Cook/Brenda
    BATCH NO.            2009812
    TRACE NO.            12354671234455
    CHECK NO.            SAVING BONDS
    TRANSACTION DATE     09/20/00
    TRANSACTION TYPE     D Deposit
    ACCOUNT TYPE            CHECKING
    BANK NO.             0533333333
    BANK ACCOUNT         20102367
    ACH AMOUNT           563.31




           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Direct Deposit Transactions File Maintenance

TRANSACTION NO <ALT-Z> <ALT I >	Enter (or select from the Zoom Windows <Alt-Z> <Alt-I>) the DDA Transaction to be queried. CAUTION - Balances may be changed here but they will lack an audit trail.
EMPLOYEE KEY <ALT-Z> <ALT->	Enter (or select from the Zoom Windows <Alt-Z> <Alt-I>) the Employee Key to be queried. CAUTION - Balances may be changed here but they will lack an audit trail.
BATCH NO. <ALT-Z>	Enter (or select from the Zoom Windows <Alt-Z>)the Batch # to be queried. CAUTION - Balances may be changed here but they will lack an audit trail.
TRACE NO	Enter the Trace # to be queried. CAUTION - Balances may be changed here but they will lack an audit trail.
CHECK NO.	Enter the Check No. that generated this distribution record.
TRANSACTION DATE	Enter the date that the transaction was deposited.
TRANSACTION TYPE	Enter the deposit type for this transaction. (i.e. D = Deposit, P = Pre-Note)
ACCOUNT TYPE	Enter the type of account (i.e. C = Checking, S = Savings)
BANK NUMBER (RTN)	Enter appropriate Federal Reserved Designated RTN that identifies the bank where the employee has their account.
BANK ACCOUNT NUMBER	Enter appropriate account numbers in which the amount is to be deposited.
DEPOSIT AMOUNT	Enter the amount that was deposited into the bank account above.

6.9.5 Distribution to General Ledger Transactions Maintenance

This option allows review of all General Ledger Transaction Activity.
CAUTION - Transactions may be changed here but they will lack an audit trail.

```
  04/27/00                        DISTRIBUTION  TO  G/L  FILE  MAINTENANCE
                    Add    Change   Delete   Inquire   First   Last   Next   Prior


   TRANSACTION NO.  _   0000000256
   EMPLOYEE KEY     _   COOB01  Cook/Brenda
   DEPARTMENT KEY       CALIF   CA - Warehouse
   CHECK NO.            SAVING BONDS
   TRANSACTION DATE     09/20/00
   TRANSACTION TYPE     9 Cash
   ACCOUNT NUMBER       1010-0000
   DISTRIBUTION AMT     563.31




              <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Distribution to GL Transactions File Maintenance

TRANSACTION NO <ALT-Z> <ALT-I>	Enter (or select from the Zoom Windows <Alt-Z> <Alt-I> the DDA Transaction to be queried.
EMPLOYEE KEY <ALT-Z>	CAUTION - Balances may be changed here but they will lack an audit trail. Type (or select from the Zoom Window <Alt Z>) the Employee ID to be queried. CAUTION - Balances may be changed here but they will lack an audit trail.
DEPARTMENT KEY <ALT-Z>	Enter the Department Key that was utilized in determining the account number for this transaction.
CHECK NO.	Enter the Check No. that generated this distribution record.
TRANSACTION DATE	Enter the date that the transaction should effect the General Ledger.
DISTIBUTION TYPE <ALT-I>	Enter the distribution type for this transaction. (e.g.. Federal Withholdings, Earning Type, Employer FICA, etc.)
ACCOUNT NUMBER	Enter the General Ledger Account Number whose balance should be adjusted.
DISTRIBUTION AMOUNT	Enter the amount that the General Ledger balance for the account number above should be adjusted.

6.9.6 Bank Book Interface Transactions Maintenance

This option allows review of all BankBook Interface Activity.
CAUTION - Transactions may be changed here but they will lack an audit trail.

```
   04/27/00                                    BANK   BOOK   FILE   MAINTENANCE
                    Add    Change   Delete   Inquire   First   Last   Next   Prior




    CHECK NO.            0000000256
    DESCRIPTION          PAYROLL
    CHECK DATE           09/20/00
    CASH ACCOUNT         1020-0000
    CHECK NO.            424.93




           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Bank Book File Maintenance

CHECK NUMBER <Alt-Z>	Type (or select from the Zoom Window <Alt Z>) the check number to be maintained. CAUTION - Balances may be changed here but they will lack an audit trail.
DESCRIPTION	Verify (or Edit) this information CAUTION - Balances may be changed here but they will lack an audit trail.
CHECK DATE	Verify (or Edit) this information CAUTION - Balances may be changed here but they will lack an audit trail.
CASH ACCOUNT <Alt-Z>	Verify of Edit (by typing (or selecting from the Zoom Window <Alt Z>) the Cash Account to maintained. CAUTION - Balances may be changed here but they will lack an audit trail.
AMOUNT	Verify (or Edit) this information CAUTION - Balances may be changed here but they will lack an audit trail.

CHAPTER 7

FILE LISTINGS

7.0 <u>File Listings</u>

File Listings generates user-defined reports on information entered in File Maintenance, Manual Payroll and Time Card Entry. They are useful to verify data entry and a reference source for various Keys. The Employee Label Printing program is also accessed from this Menu

File Listing Parameters are Setup via the customary Sort Option & Maintenance/Parameters Screens used throughout Pay-Ware. Most listings require only specifying the sort option for the desired record, and selecting a previously defined Report Format or defining a new one.

```
                                              Pay-Ware  Payroll  System
       VER  4.65                                     April  27,  2000
10:24am


                MAIN MENU
           PAY P            FILE LISTINGS MENU
           PERIO
             R              EMPLOYEE MASTER
            FI          CAFETERIA PLANS (DRA)
             F              DEPARTMENT
             U            SAVINGS BONDS
                          TIME SHEETS
                           TIME CARDS
                        SYSTEM DEFAULTS
                        PROCESSING CODES
                          TRANSACTIONS



           PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

7.1 Employee Listing

This provides a User-defined listing of employees containing any or all of the following groups of information: - Personal data   - Pay information   - Benefit Plan information   - Dependent Information - Job Information   - Emergency contacts   - Accident/Workman's Comp Information.

```
   04/27/00                                    EMPLOYEE   MASTER   FILE   LISTING




                                SORT OPTIONS
                              EMPLOYEE KEY
                              EMPLOYEE NAME
                               DEPARTMENT
                              SOC. SEC. NO.
                           DIVISION/DEPARTMENT
                              USER DEFINED




 <Home> <End> <_> <_>=Move Windows,      <ENTER>=Select,     <Escape>
```
Employee Listings Sort Options Screen

A wide range of Sort Options are available including   a User-Defined option where virtually any information field(s) of the Employee Master can be queried for selected ranges of data items.

```
                                            EMPLOYEE   MASTER   FILE   LISTING
        VER   4.65                                                   04/27/00
10:24am




                                REPORT OPTIONS

                          ALL EMPLOYEES - PERSONAL
                       RANGE OF EMPLOYEES - BIRTHDAY
                           --- MAINTENANCE ---




   <Home> <End> <_> <_>=Move Windows,      <ENTER>=Select,     <Esc>=Return to
Menu
```

As with all Reports, the Parameters/Maintenance Screen is used to format a new report or adjust a Range of records to be processed for an existing report format.

```
   04/27/00                            EMPLOYEE   MASTER   FILE   LISTING
          Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                                                            BLANK = ALL
STATUS
 REPORT ID       02                            EMP STATUS   A
 REPORT NAME       RANGE OF EMPLOYEES - BIRTHDAY   SELECT DATE   BIRTHDAY
DATE
                                          FROM DATE   04/??/??
                                            TO DATE   04/??/??
 USER SELECT 1    STATE                              PRINT     EMP
INFO   HISTORY
```

```
 FROM STATE          <FIRST>                              PERSONAL      YES
NO
 TO STATE            <LAST >                              PAY  INFO      NO
NO
                                                          DRA INFO       NO
NO
 USER SELECT 2    ZIP                                     DEPENDNT       NO
NO
 FROM ZIP            <FIRST>                              JOB INFO       NO
NO
 TO ZIP              <LAST>                               EMERGENCY      NO
NO
                                                          ACCDT/WC       NO
NO
 USER          SORT        1                                          STATE
                    HISTORY
 USER SORT 2      ZIP                              FROM DATE   <FIRST>
.                                                    TO DATE   <LAST >

 BREAK ON EMP     NO
 SPECIAL TITLE    EMPLOYEES BY STATE AND ZIP

           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Employee Listings Parameters Screen (User Defined)

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
USER SELECT <ALT Z>>	Define an item (Employee key, Name, State, SSN, Dept, etc.) from the Zoom Window <Alt Z> you wish to include in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM/TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
USER SELECT <ALT Z>>	Define an item (Employee key, Name, State, SSN, Dept, etc.) from the Zoom Window <Alt Z> you wish to include in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the key(s) you wish to start and end with.>>
FROM /TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
FROM/TO	Specify the range of the above item(s) from the Zoom Window <Alt Z> you wish to be included in the report. Press <Tab> to default <<FIRST>> to <<Last>> or enter the individual key(s) you wish to start and end with.>>
USER SORT <ALT Z>	Define the Sort Criteria / Range (available in the Zoom Window <Alt Z>) you wish to include in the report
USER SORT <ALT Z>	Define the Sort Criteria / Range (available in the Zoom Window <Alt Z>) you wish to include in the report
PAGE BREAK ON EMPLOYEE	Enter "Y" if you want to print each employee on a new page.
SPECIAL TITLE	Type up to a 50 character name for this report (optional)
EMPLOYEE STATUS	Type <A>Active, <T>Terminated, <L>Leave of absence, or Leave Blank to Include ALL STATUS
SELECT DATE ID	Enter the Selection Code for any DATE field (Review, Hire, Termination, Next activity, or Birth date) from the Employee Master that should be Used to restrict the employees listed in this report. Select "NONE" (or Enter through the field) if no date field should be Used in the restrictions.
BEGINNING DATE RANGE	Enter the first date of the desired range for this report
ENDING DATE RANGE	Enter the last date of the desired range for this report.
INCLUDE PERSONAL INFORMATION	Enter a "Y" if you want the employee's Personal information printed. Otherwise enter "N".
INCLUDE PERSONAL HISTORY	Enter a "Y" if you want the employee's Personal History printed. Otherwise enter "N".
INCLUDE PAY INFORMATION	Enter a "Y" if you want the employee's Pay information printed. Otherwise enter "N".
INCLUDE PAY HISTORY	Enter a "Y" if you want the employee's Pay History printed. Otherwise enter "N".
INCLUDE D/R/A INFORMATION	Enter a "Y" if you want the employee's D/R/A information printed. Otherwise enter "N".
INCLUDE D/R/A HISTORY	Enter a "Y" if you want the employee's D/R/A History printed. Otherwise enter "N".
INCLUDE DEPENDENT INFORMATION	Enter a "Y" if you want the employee's Dependent information printed. Otherwise enter "N".

INCLUDE DEPENDENT HISTORY	Enter a "Y" if you want the employee's Dependent History printed. Otherwise enter "N".
INCLUDE JOB INFORMATION	Enter a "Y" if you want the employee's Job information printed. Otherwise enter "N".
INCLUDE JOB HISORY	Enter a "Y" if you want the employee's Job History printed. Otherwise enter "N".
INCLUDE EMERGENCY CONTACT INFORMATION	Enter a "Y" if you want the employee's Emergency Contact information printed. Otherwise enter "N".
INCLUDE EMERGENCY CONTACT HISTORY	Enter a "Y" if you want the employee's Emergency Contact History printed. Otherwise enter "N".
INCLUDE ACCIDENT/WORKMENS COMP INFORMATION	Enter a "Y" if you want the employee's Accident/Workman's Comp information printed. Otherwise enter "N".
INCLUDE ACCIDENT/WORKMENS COMP HISTORY	Enter a "Y" if you want the employee's Accident/Workman's Comp History printed. Otherwise enter "N".
PRINT HISTORY START DATE	Enter the first date of the desired range for this report
PRINT HISTORY END DATE	Enter the last date of the desired range for this report.

A sample Employee Listing is Shown below.

```
DATE 12/26/00                                    Demo Golf, Inc.                                              PAGE     2
TIME 08:05:26                          EMPLOYEE FILE LISTING BY EMPLOYEE KEY
      FROM EMP KEY: <FIRST>                                        TO EMP KEY: <LAST >          EMPLOYEE SSTATUS: ALL
====================================================================================================================
EE KEY: COOB01    SSN: 555-44-3456        STATUS:   ACTIVE     HIRE      10/31/90 REHIRE DT:      / /    MISC 01
NAME:   Cook/Brenda                       SEX MF:   FEMALE     BIRT      06/30/67 ADD SENIOR:            MISC 02
ADDR 1: 6075 Dunhill                      ETHINIC:  W-WHITE    REVI      10/31/91                        MISC 03
ADDR 2:                                   MISCCODE: OFFI       NXT        / /                            MISC 04
CITY:   Santa Ana CA  92345-              REM VAC HR   80                                                MISC 05
PHONE:  (714) 453-8899                    REM DIS HR   16      TERM       / /

PAY INFORMATION
----------------------
HSN:            HOURLY                                    FEDERAL   STATE   ---------------- LOCAL -- TAXES ----------------
PAY RATE:         8.5                     TAX STATUS:      S         S      DESC   RATE $/% BASIS  DESC   RATE $/% BASIS
PAY PERIODS:      24                      EXEMPTIONS:      1         1      COUNTY                 OCCU
DEFLT ATTEND CD: 01-REGULAR               ADDITN WTHLD:                     CITY                   TRAN
WKS WRKD QTD:     13                      STATE TAX CD:    CA             BORO                    OTHR
LOCALITY NAME:  Irvine                    SEC. RES CD:                     DIST

JOB INFORMATION
----------------------
DIVISION:            SHIFT:               WORK PHONE: (714) 757-3000 EXT:      POSITION:    OFFI-OFFICE
DEPT:    CALIF-CA - Warehouse             LOCATION: California Warehouse       SUPERVISOR: Walter-*** NOT FOUND ***

EMERGENCY CONTACTS
----------------------
CONTACT:                                  CONTACT:
ADDR 1:                                   ADDR 1:
ADDR 2:                                   ADDR 2:
ADDR 3:         -                         ADDR 3:         -
PHONE:    (  )   -                        PHONE:    (  )   -
--------------------------------------------------------------------------------------------------------------------
EE KEY: DURJ01    SSN: 559-13-1922        STATUS:   ACTIVE     HIRE      03/22/90 REHIRE DT:      / /    MISC 01
NAME:   Duran/James F.                    SEX MF:   MALE       BIRT      11/17/50 ADD SENIOR:            MISC 02
ADDR 1: 7033 Palmetto                     ETHINIC:  H-HISPANIC REVI      03/31/91                        MISC 03
ADDR 2:                                   MISCCODE: SALE       NXT        / /                            MISC 04
CITY:   Irvine CA  92714-                 REM VAC HR   160                                               MISC 05
PHONE:  (714) 551-0741                    REM DIS HR   80      TERM       / /

PAY INFORMATION
----------------------
HSN:            SALARY                                    FEDERAL   STATE   ---------------- LOCAL -- TAXES ----------------
PAY RATE:       58000                     TAX STATUS:      M         M      DESC   RATE $/% BASIS  DESC   RATE $/% BASIS
PAY PERIODS:      24                      EXEMPTIONS:      2         2      COUNTY                 OCCU
DEFLT ATTEND CD: 06-SALARY                ADDITN WTHLD:                     CITY                   TRAN
WKS WRKD QTD:     13                      STATE TAX CD:    CA             BORO                    OTHR
LOCALITY NAME:  Irvine                    SEC. RES CD:                     DIST

                            DEDUCTIONS, REDUCTIONS & ALLOWANCE INFORMATION
                                                                       FICA                    FLAT APPLY TRK
TYPE ID FREQ      DEPT DESCRIPTION      $/%   RATE  HOURS  FED  EE ER FUI ST SUI SDI RATE  TO NET BAL BALANCE
--------------------------------------------------------------------------------------------------------------------
D   01 9          CORP Medical          $ 25                    Y   Y  Y  Y  Y   Y   Y     N      Y   N   2225-0000

JOB INFORMATION
----------------------
DIVISION:            SHIFT:               WORK PHONE: (714) 757-3543 EXT:      POSITION:    SALE-SALESPERSON
DEPT:    CORP -Corporate - Executives     LOCATION: Corporate Office           SUPERVISOR:

EMERGENCY CONTACTS
----------------------
CONTACT:                                  CONTACT:
ADDR 1:                                   ADDR 1:
ADDR 2:                                   ADDR 2:
ADDR 3:         -                         ADDR 3:         -
PHONE:    (  )   -                        PHONE:    (  )   -
--------------------------------------------------------------------------------------------------------------------
```

Sample Employee Listing

7.2 Cafeteria Plans Listing

This provides a User-defined listing of all D/R/A Plans sorted by Plan Code or Description

```
 04/27/00                                    CAFETERIA   PLANS   (DRA)
          Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



                    _    REPORT ID       _   02
                         REPORT NAME          RANGE OF PLANS


                         FROM DRA PLAN        !
                         TO DRA PLAN          <LAST >




              <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```
Cafeteria Plans Listing Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING ITEM DESCRIPTION <Alt-Z>	Define the range of Items you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING ITEM DESCRIPTION <Alt-Z>	Define the range of Items you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.

Select the desired output Option (Screen, Disk or Printer) and press <F5> to process. A Sample DRA Listing is shown below.

```
DATE 12/26/00                              Demonstration, Inc.                                    PAGE      1
TIME 08:57:20                              CAFETERIA PLANS (DRA)
            FIRST                LAST

PLAN DESCRIPTION            TYPE   RATE          HOURS   W2 BF/A   GL ACCOUNT     FED    EE-FICA FUI SDI FLAT  REIMBURSE
     SHORT DESC    FREQUENCY MATCH  RATE CAP      RATE  EMPLR DEBIT EMPLR CREDIT STATE  ER-FICA SUI      A2N
================================================================================================================
 D01 Medical                $      25                     A       2225           Y       Y       Y   Y   N     N
     Medical      9         N            N                                       Y       Y       Y       Y

 R01 401K                   $      120.8                  A       2225           Y       Y       Y   Y   N     N
     401K         9         N            N                                       Y       Y       Y       Y
```
Sample DRA File Listings

7.3 Department File Listing &   These Listings are processed identically to the preceding D/R/A Listing .   No operator input is required, just process the Report

7.4 Savings Bonds File Listing   Option or format a new listing via the Parameters Screen

---

7.5 Time Sheets

Time sheets may be printed or sorted by the supervisor name entered on page 1 of the employee master file. The employee ID, name and the default information that will show on the Time Card Entry screen will be printed. A range of supervisors is available.

```
 04/27/00                                    EMPLOYEE   TIME   SHEETS
          Add    Change   Delete   Inquire   First  Last  Next   Prior   Output



                      REPORT ID
                     REPORT NAME


                    FROM SUPERVISOR
                      TO SUPERVISOR




        <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Time Sheets Utility Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY to save the record for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING SUPERVISOR KEY	Define the range of Supervisors to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING SUPERVISOR KEY	Define the range of Supervisors to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
PRINT PAY RATES	Y -- Print the Rate of Pay on the interface report.
	N -- do not print the Rate of Pay on the interface report.

7.6 Time Card Listing (**Note this same report is available on the Computed Payroll Menu)**

Active Time Cards may be printed and reviewed through List Time Cards which also offers Sort Options by Employee Code / Date, Date / Employee Code, Dept. / Employee Code / Date, or Dept. / Date / Employee Code. Ranges of sort keys are available, and the user may produce subtotals by Employee and/or Department and/or Job (for Job Cost Users). **Note that once Time Cards have been Purged (or processed in the job cost option), they are deleted from this file. If the "Save Time Cards" option in File Maintenance>System Defaults>Name & Options is set to "Yes", then old timecards may be listed via the Transactions>Time Card History File Listing.**

```
  09/07/94                                    TIME   CARD   FILE   LISTING

          Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



                              REPORT ID
                              REPORT NAME


        FROM EMPLOYEE                              FROM DEPARTMENT
          TO EMPLOYEE                                TO DEPARTMENT


        FROM DATE            /  /                 BREAK ON EMPLOYEE
          TO DATE            /  /                 BREAK ON DEPARTMENT

           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Time Card File Listing Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Department you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DATE	Specify the first date of the period to be reported. All transactions with dates on or after this transaction date will be reported.
ENDING DATE	Specify the last date of the period to be reported. All transactions with dates on or before this transaction date will be reported.
SUBTOTAL / BREAK ON PRIORITY/PLAN <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan). 0 = No subtotal and no page break 1 = Compute sub total but do not page break 2 = Compute subtotal and page break
SUBTOTAL / BREAK ON EMPLOYEE	If these options display, enter "0", "1", or "2" in this to obtain

<Alt-Z> subtotals and/or page breaks by employee/priority (plan).
0 = No subtotal and no page break
1 = Compute sub total but do not page break
2 = Compute subtotal and page break

Select the desired output Option (Screen, Disk or Printer) and press <F5> to process. A Sample Time Card Listing (non Job Cost) is shown below.

```
DATE 12/26/00                              Demo Golf, Inc.                              PAGE     1
TIME 08:10:45                     TIME CARD LISTING BY DEPT/DATE/EMP KEY
                FROM                        FROM                    TO:                   TO:

DEPT. WORK DATE EMP ID NAME                 POSITION CODE     ATT CODE     UNITS  SHIFT   PAY RATE  GL ACCT NO.
=================================================================================================================

CALIF  03/31/00 CITD01 Citrol/Daniel        OFFI OFFICE       01 REG.      97.00   1      9.00     6100-1000
CALIF  03/31/00 CITD01 Citrol/Daniel        OFFI OFFICE       02 O.T.       8.00   1      9.00     6100-1000
CALIF  03/31/00 COOB01 Cook/Brenda          OFFI OFFICE       01 REG.      97.00   1      9.50     6100-1000
CALIF  03/31/00 FOSW01 Foster/Walter          SALE SALESPERSON  06 SAL.            1.00   1        1250.00  6100-1000
--------
                                            DEPARTMENT TOTALS:    4 CARDS    201.00

CORP   03/31/00 ALLV01 Allen/Vickie         SUPR SUPERVISOR   06 SAL.       1.00   1   2291.67    6100-0000
CORP   03/31/00 ALLV01 Allen/Vickie         SUPR SUPERVISOR   07 COM.    1000.00   1   1875.00    6100-0000
CORP   03/31/00 DURJ01 Duran/James F.       SALE SALESPERSON  06 SAL.       1.00   1   2833.33    6100-0000
CORP   03/31/00 GALS01 Galloway/Steve       SUPR SUPERVISOR   06 SAL.       1.00   1   2416.67    6100-0000
CORP   03/31/00 MADD01 Maddox/Dan           SALE SALESPERSON  06 SAL.       1.00   1   1166.67    6100-0000
                                                                        ------------
1004.00                                     DEPARTMENT TOTALS:    5 CARDS

FLRDA  03/31/00 HEND01 Henry/David          OFFI OFFICE       01 REG.      88.00   1      8.50     6100-2000
FLRDA  03/31/00 HEND01 Henry/David          OFFI OFFICE       04 VAC.       8.00   1      7.00     6100-2000
FLRDA  03/31/00 MARJ01 Marshall/Janet       SUPR SUPERVISOR   06 SAL.       1.00   1   1166.67    6100-2000
FLRDA  03/31/00 STAR01 Stanton/Roger        OFFI OFFICE       01 REG.      97.00   1      8.00     6100-2000
FLRDA  03/31/00 STAR01 Stanton/Roger          OFFI OFFICE       02 O.T.             8.00   1        7.50     6100-2000
------------
                                            DEPARTMENT   TOTALS:                    5   CARDS               201.00
------------
                                              GRAND TOTALS:   14 CARDS   1406.00
```

Sample Time Card Listing

7.7 System Defaults File Listings
This Option lists Pay Rate Tables or State Unemployment Information.

```
                                              Pay-Ware  Payroll  System
       VER  4.65                                    April  27,  2000
10:25am


              MAIN MENU
         PAY P          FILE LISTINGS MENU
         PERIO
             R      EM              SYSTEM DEFAULTS
         FI      CAFET
          F          D          PAY RATE TABLES
             U          S    STATE UNEMPLOYMENT INFORMATION
                       T
                    SYSTEM DEFAULTS
                    PROCESSING CODES
                       TRANSACTIONS



              PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

7.7.1-2 <u>System Defaults File Listings</u> (Rate Tables & State Unemployment)

Rate Tables & **State Unemployment Information** may be printed and reviewed through these File Listings.   No operator input is required other than selection of an Output option.   A Sample Unemployment Defaults Listing is shown below.

```
DATE 12/26/00                                  Demonstration, Inc.                                    PAGE      1
TIME 08:57:41                             UNEMPLOYMENT DEFAULTS LISTING
                    FIRST              LAST

     STATE            STATE ID NO     SUI RATE AUTO DEP PAYEE                       MISC 1    MISC 2    MISC 3
==================================================================================================================
CALIFORNIA           123-4567-1        3.4000    Yes   STATE NATIONAL BANK
FLORIDA              FA-1122334        2.7000    Yes   STATE BANK OF FLORIDA
```

Sample S U I File Listing

7.8.1-7 Processing Codes File Listings (Attendance - Activity)

The Processing Codes Listings include Attendance, Position, Ethnic, EEO, Workmans Comp, Termination and Activity Codes.

```
                                              Pay-Ware  Payroll  System
       VER  4.65                                       April  27,  2000
10:25am


              MAIN MENU
       PAY P            FILE  LISTINGS MENU
       PERIO
          R          EM              PROCESSING  CODES
        FI        CAFET
         F          D              ATTENDANCE  CODES
         U          S               POSITION  CODES
                    T                ETHNIC  CODES
                   SY                 EEO CLASS
                   PR            WORKMANS  COMP  CODE
                    T             TERMINATION  REASONS
                                    ACTIVITY  TYPES



          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

These Listings may be easily printed and reviewed. A Range of sorts is available. No operator input is required, just process the defined Report Option or format an additional listing via the Parameters Screen.

```
 04/27/00                        ATTENDANCE   CODE   FILE   LISTING
        Add    Change   Delete   Inquire   First   Last   Next   Prior   Output




                    REPORT ID       02
                    REPORT NAME     RANGE OF ATTENDANCE CODES


         FROM ATTENDANCE CD     !
           TO ATTENDANCE CD     <LAST >







          <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Attendance Code Listing Parameters Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY   Type your Description for the above report format.. A Description is needed
DESCRIPTION   ONLY if the report format is to be saved for future use.

BEGINNING KEY <Alt-Z>   Define the range of Attendance (or other Processing Codes) to include in the report.   Press <Tab> to default <<FIRST>> or enter the key to begin with.

ENDING KEY <Alt-Z>   Define the range of Attendance (or other Processing Codes) to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

A Sample File Listing Reports for each Processing Code appears below.

```
DATE 12/26/00                                              Demonstration, Inc.                                                    PAGE     1
TIME 08:57:52                                          ATTENDANCE CODE FILE LISTING
              FIRST                        LAST
   KEY     DESCRIPTION                     EARNINGS TYPE  CR HOURS GRP  USE FOR OT
==============================================================================================================================================
01     REGULAR                     REG.  1  N  H  %  100.000  HOURS      Y Y Y Y Y Y Y N Y 6100 1000
02     OVERTIME                    O.T.  2  N  H  %  150.000  HOURS      Y Y Y Y Y Y Y N Y 6100 1000
03     DBL TIME                    D.T.  3  N  H  %  200.000  HOURS      Y Y Y Y Y Y Y N Y 6100 1000
04     VACATION                    VAC.  4  N  H  %  100.000  HOURS      Y Y Y Y Y Y Y Y Y 6100 1000
05     DISABILITY                  DIS.  5  N  H  %  100.000  HOURS      Y Y Y Y Y Y Y Y Y 6120 1000
06     SALARY                      SAL.  6  N  S  %  100.000  PERIODS    Y Y Y Y Y Y Y N Y 6100 1000
07     COMMISSION                  COM.  7  N  O  %   10.000  SALES      Y Y Y Y Y Y Y Y Y 6200 1000
08     HOLIDAYS                    HOL   8  N  H  %  100.000  HOURS      Y Y Y Y Y Y Y Y Y 6100 1000
```

Attendance Code File Listing

```
DATE 12/26/00                    Demonstration, Inc.                    PAGE     1
TIME 08:58:03                POSITION CODE FILE LISTING
              FROM: FIRST                TO: LAST
                                     ***********  HOURS  ************  RATE
    KEY      DESCRIPTION                 MAX DAILY   STD DAILY   MAX WEEKLY CODE
================================================================================
OFFI   OFFICE                             99.000      40.000       40.000
SALE   SALESPERSON                        99.000       1.000       40.000
SUPR   SUPERVISOR                         99.000       1.000       40.000
```

Position Code File Listing

```
DATE 12/26/00                    Demonstration, Inc.                    PAGE     1
TIME 08:58:13                ETHNIC CODE FILE LISTING
              FROM: FIRST                TO: LAST


    KEY     DESCRIPTION
================================================================================
A      ASIAN
B      BLACK
H      HISPANIC
W      WHITE
```

Ethnic Code File Listing

```
DATE 12/26/00                    Demonstration, Inc.                    PAGE     1
TIME 08:58:43             WORKMENS COMPENSATION CODE LISTING
              FROM: FIRST                TO: LAST


   KEY     DESCRIPTION
================================================================================
 00001   ADMINISTRATION
 00002   OUTSIDE SALES
```

Workmens Compensation Code Listing

```
DATE 12/26/00                    Demonstration, Inc.                    PAGE       1
TIME 08:58:54                 TERMINATION REASONS LISTING
                    FROM: FIRST              TO: LAST


   KEY    DESCRIPTION
==============================================================================
   AB    ABSENTEEISM

```

Terminations File Listing

```
DATE 12/26/00          Demonstration, Inc.          PAGE    1
TIME 08:59:09          ACTIVITY TYPES LISTING
         FROM: FIRST         TO: LAST


  KEY   DESCRIPTION
==============================================================================
TRKL  TRUCK DRIVER LICENSE

```

Key Activities Listing

7.9 Transactions File Listings

This provides a complete listing of all D/R/A, Bank Book Interface or Time Card History Transactions during the defined time period. Setup is similar to all File Listings.

```
                                        Pay-Ware  Payroll  System
        VER  4.65                           April  27,  2000
10:26am



              MAIN MENU
        PAY P              FILE LISTINGS MENU
        PERIO
                 EM                       TRANSACTIONS
        FI      CAFET
        F                     DEDUCTION/REDUCTION/ALLOWANCE
                                BANK BOOK INTERFACE
                                       TIME  CARD  HISTORY

                              S
                          SYSTEM DEFAULTS
                          PROCESSING CODES
                             TRANSACTIONS



            PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

7.9.1 D/R/A Transactions

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING D/R /A PLAN <Alt Z>	Define the range of D/R/A s you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the Plan/Priority to begin with.
ENDING D/R/A Plan <Alt Z>	Define the range of D/R/A s you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the Plan/Priority that to end on.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.

SUBTOTAL / BREAK ON PRIORITY/PLAN <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
	    0 = No subtotal and no page break
	    1 = Compute sub total but do not page break
	    2 = Compute subtotal and page break

SUBTOTAL / BREAK ON EMPLOYEE <Alt-Z>	If these options display, enter "0", "1", or "2" in this to obtain subtotals and/or page breaks by employee/priority (plan).
	    0 = No subtotal and no page break
	    1 = Compute sub total but do not page break
	    2 = Compute subtotal and page break

7.9.2 Bank Book Interface Transactions Listing

This option lists all Bank Book Interface Activity by Document Number.

```
 04/27/00                              BANK   BOOK   INTERFACE   LISTING
                Add   Change   Delete   Inquire   First   Last   Next   Prior




                            REPORT ID           _
                            REPORT NAME



                            FROM DOCUMENT NO
                              TO DOCUMENT NO




              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```
Bank Book Interface Listing Parameters Screen

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may
                              viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's K
                              Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY   Type your Description for the above report format.. A Description is needed ONL
DESCRIPTION   the report format is to be saved for future use.

FROM DOCUMENT NO.   Enter the first Document Number to be Listed.

TO DOCUMENT NO.   Enter the last Document Number to be Listed.

7.9.3 Time Card History Listing (Inactive Time Cards)

Old Time Cards may be printed and reviewed through List Time Card History which also offers Sort Options by Employee Code / Date, Date / Employee Code, Dept. / Employee Code / Date, or Dept. / Date / Employee Code. Ranges of sort keys are available, and the user may produce subtotals by Employee and/or Department and/or Job (for Job Cost Users).

```
 09/07/94                              TIME  CARD  HISTORY  FILE  LISTING
          Add   Change   Delete    Inquire   First   Last   Next   Prior   Output



                        REPORT ID
                        REPORT NAME


        FROM EMPLOYEE                          FROM DEPARTMENT
          TO EMPLOYEE                            TO DEPARTMENT


         FROM DATE          /  /              BREAK ON EMPLOYEE
           TO DATE          /  /              BREAK ON DEPARTMENT


              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

Time Card History File Listing Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DEPARTMENT KEY <Alt-Z>	Define the range of Department you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Department you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DATE	Specify the first date of the period to be reported. All transactions with dates on or after this transaction date will be reported.
ENDING DATE	Specify the last date of the period to be reported. All transactions with dates on or before this transaction date will be reported.
SUBTOTAL AFTER EMPLOYEE	If these options display, enter "Y" in this to obtain subtotals by employee. Otherwise, enter "N".
BREAK AFTER DEPARTMENT	If these options display, enter "Y" in this field to obtain subtotals by

department. Otherwise, enter "N". These options display only if the report is sequenced by Department.

Select the desired output Option (Screen, Disk or Printer) and press <F5> to process. A Sample Time Card Listing (non Job Cost) is shown below.

```
DATE 12/26/00                            Demo Golf, Inc.                                    PAGE    1
TIME 08:10:45                  TIME CARD HISTORY LISTING BY DEPT/DATE/EMP KEY
                    FROM                       FROM                    TO:                    TO:

DEPT. WORK DATE EMP ID NAME               POSITION CODE      ATT CODE      UNITS  SHIFT   PAY RATE   GL ACCT NO.
==============================================================================================================
CALIF  03/31/00 CITD01 Citrol/Daniel        OFFI OFFICE      01 REG.       97.00    1        9.00   6100-1000
CALIF  03/31/00 CITD01 Citrol/Daniel        OFFI OFFICE      02 O.T.        8.00    1        9.00   6100-1000
CALIF  03/31/00 COOB01 Cook/Brenda          OFFI OFFICE      01 REG.       97.00    1        9.50   6100-1000
CALIF  03/31/00 FOSW01 Foster/Walter        SALE SALESPERSON 06 SAL.        1.00    1     1250.00   6100-1000
------------
                                            DEPARTMENT TOTALS:     4 CARDS   201.00

CORP   03/31/00 ALLV01 Allen/Vickie         SUPR SUPERVISOR  06 SAL.        1.00    1     2291.67   6100-0000
CORP   03/31/00 ALLV01 Allen/Vickie         SUPR SUPERVISOR  07 COM.     1000.00    1     1875.00   6100-0000
CORP   03/31/00 DURJ01 Duran/James F.       SALE SALESPERSON 06 SAL.        1.00    1     2833.33   6100-0000
CORP   03/31/00 GALS01 Galloway/Steve       SUPR SUPERVISOR  06 SAL.        1.00    1     2416.67   6100-0000
CORP   03/31/00 MADD01 Maddox/Dan           SALE SALESPERSON 06 SAL.        1.00    1     1166.67   6100-0000
                                                                       ------------
                                            DEPARTMENT TOTALS:     5 CARDS  1004.00

FLRDA  03/31/00 HEND01 Henry/David          OFFI OFFICE      01 REG.       88.00    1        8.50   6100-2000
FLRDA  03/31/00 HEND01 Henry/David          OFFI OFFICE      04 VAC.        8.00    1        7.00   6100-2000
FLRDA  03/31/00 MARJ01 Marshall/Janet       SUPR SUPERVISOR  06 SAL.        1.00    1     1166.67   6100-2000
FLRDA  03/31/00 STAR01 Stanton/Roger        OFFI OFFICE      01 REG.       97.00    1        8.00   6100-2000
FLRDA  03/31/00 STAR01 Stanton/Roger        OFFI OFFICE      02 O.T.        8.00    1        7.50   6100-2000
                                                                       ------------
                                            DEPARTMENT TOTALS:     5 CARDS   201.00
                                                                       ------------
                                            GRAND TOTALS:     14 CARDS   1406.00
```

Sample Time Card History Listing

CHAPTER 8

UTILITIES

8.0 Utilities

Utilities contains options to Load or Purge Time Cards as well as to reprint Pay Checks. The Installation routines to Convert Platinum Payroll are here as well as System Utilities (Backup to / Restore from a floppy disk, Initialize Files routine & User Security Setup).

The Utilities Menu is mostly self-explanatory, options are shown below.

```
                                              Pay-Ware  Payroll  System
        VER  4.65                                April  27,  2000
10:27am


              MAIN MENU
        PAY P                    UTILITIES MENU
        PERIO
                              LOAD TIME CARD
           FI                REPRINT PAY CHECKS
            F            DIRECT DEPOSIT UTILITIES
                            PURGE TIME CARDS
                         PURGE/ARCHIVE EMPLOYEES
                      PURGE HISTORY TRANSACTIONS
                      CONVERT PLATINUM PAYROLL
                           SYSTEM UTILITIES



              PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

8.1 Load Time Cards

The load time cards utility is used to import time card information from another file to Pay-Ware's time card entry function.

Time Cards can be imported if they are stored in a "comma delimited " file. The first line in the file should identify what is stored in each column in the file. Listed below are the values that should be used to identify the information to be imported. Non-required information will default to the information stored on the employee master file record. Hours must be stored in columns (e.g.. Regular in one column, overtime in the next, etc.) with the attendance code stored in record 1 or the attendance code must be in each record with only one other column containing the hours.

Code	Description	Required
■ EMP	Employee Key	Yes
■ RATE	Pay Rate	No
■ DATE	Work Date	No
■ SHIFT	Shift	No
■ DEPT	Department	No
■ JC1	Job Level 1	No
■ JC2	Job Level 2	No
■ JC3	Job Level 3	No
■ JC4	Job Level 4	No
■ POS	Position	No
■ ATTCD	Attendance Code	Yes if HRS used
■ HRS	Hours	Yes if ATTCD used
■ XX	Attendance Code	Yes if HRS & ATTCD not used

("XX" represents the attendance code to be used for the hrs in this column)

```
 04/27/00                                            LOAD   TIME   CARDS
            Add   Change   Delete   Inquire   First   Last   Next   Prior   Output



 REPORT ID          01
 REPORT NAME        KRONOS FILE


 FILE NAME HRS      F:\KRONOS\TIMCRD.DAT
 DFLT WORK DATE     01/15/00




           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

PARAMETER KEY   Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.

PARAMETER KEY   Type your Description for the above report format.. A Description is needed ONLY if the
DESCRIPTION   report format is to be saved for future use.

FILE NAME HRS   Enter the name of the comma-delimited file to be imported

DEFAULT WORK DATE   This date will be assigned to all time cards in the file without an entry in the date field.

_____

8.2 Reprint Pay Checks

The reprint checks utility is used to reprint previously processed checks which are lost or missing. Ranges of check numbers and dates may be specified using the familiar Parameters Screen below.

```
   04/27/00                                             REPRINT   CHECKS
             Add   Change   Delete   Inquire   First   Last   Next   Prior   Output


REPORT ID
REPORT DESC


FROM CHECK                                  FROM DATE
    TO CHECK                                   TO DATE          /  /


PRINT
NEXT CHECK NO.                                            BASE PAY RATE
                                                         REMAINING VAC
MESSAGE ON STUB                                          REMAINING DISB




           <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING CHECK	Enter the first Check Number to be reprinted
ENDING CHECK	Enter the last Check Number to be reprinted
BEGINNING DATE	Enter the first date whose checks you wish to reprint. Press <Tab> to default <<FIRST>>
ENDING DATE	Enter the last date whose checks you wish to reprint. Press <Tab> to default to <<LAST>>
NEXT CHECK NUMBER	Defaults to the last check printed by the system. If a different number is desired, type the number of the next paycheck to be printed.
MESSAGE FOR STUB	You may type a message of up to 40 characters to appear at the bottom of each check printed.
PRINT-RATE, REMAINING VACATION/DISABILITY	Specify yes <Y> to print this information at the bottom of each check. Otherwise say no <N>.

8.3 Direct Deposit Utilities - **See section 6.5.1 for Direct Deposit setup information**

This Menu contains three options to assist in the processing and maintenance of Payroll Direct Deposit.

```
                                            Pay-Ware  Payroll  System
          VER  4.65                            April  27,  2000
10:27am


         MAIN MENU
      PAY P                UTILITIES MENU
      PERIO
                     LOAD TIME CARD
       FI          REPRINT PAY CHECKS
        F
                        DIRECT DEPOSIT UTILITIES
              CON  GENERATE DIRECT DEPOSIT PRENOTES
                    REPRINT DIRECT DEPOSIT ADVICE
                    REGENERATE DIRECT DEPOSIT FILE



         PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

 1 - Generate Pre-Notes (for employees new to direct deposit).
 2 - Reprint Direct Deposit Advices (to replace those missing or lost by payees).
 3 - Regenerate Direct Deposit File (allows recreation of a previous ACH file).

8.3.1 Generate Direct Deposit Pre-Notes

This option will scan current Employee Direct Deposit setups and generate pre-notes for any account that has not had one. A pre-note is a zero dollar transaction utilized to verify that the bank account information generated by the system is valid and accurate (and that the transaction processes through the banking system to reach the final payee). There are two options available "Trial" and "Final". Both options create a listing of all employees/accounts that require a pre-note and generate a NACHA formatted pre-note file to transmit to the bank. If generated in FINAL mode, all
"unprenoted" ACH transactions will be given a Pre-Note as of today's date when the file is generated. If run in TRIAL mode, no Pre-Note date will be assigned and Pre-Notes will be generated during the next pay processing cycle (or when the Utility is run in FINAL mode).

8.3.2 Reprint Deposit Advices

The Reprint Direct Deposit Advices utility is used to reprint previously processed direct deposit advices which are lost or missing. Ranges of direct deposit advice numbers and dates may be specified using the familiar Parameters Screen below.

```
   04/27/00                        REPRINT   DIRECT   DEPOSIT   ADVICES
            Add   Change   Delete   Inquire   First   Last   Next   Prior   Output


REPORT ID
REPORT DESC


FROM ADVICE                          FROM DATE      /  /
   TO ADVICE                            TO DATE      /  /


PRINT
.                                                BASE PAY RATE
                                                 REMAINING VAC
MESSAGE ON STUB                                  REMAINING DISB




            <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING ADVICE	Enter the first DIRECT DEPOSIT ADVICE Number to be reprinted
ENDING ADVICE	Enter the last DIRECT DEPOSIT ADVICE Number to be reprinted
BEGINNING DATE	Enter the first date whose DIRECT DEPOSIT ADVICEs you wish to reprint. Press <Tab> to default <<FIRST>>
ENDING DATE	Enter the last date whose DIRECT DEPOSIT ADVICEs you wish to reprint. Press <Tab> to default to <<LAST>>
MESSAGE FOR STUB	You may type a message of up to 40 characters to appear at the bottom of each DIRECT DEPOSIT ADVICE printed.
PRINT-RATE, REMAINING VACATION/DISABILITY	Specify yes <Y> to print this information at the bottom of each ADVICE. Otherwise say no <N>.

8.3.3 Regenerate Direct Deposit File

The regenerate direct deposit advices utility is used to recreate a previously-generated direct deposit file which may have been lost or damaged This utility can also be used to create a file that combines previously processed direct deposit batches. Ranges of direct deposit batch numbers and dates to be generated may be specified using the familiar Parameters Screen below.

```
 04/27/00                              REGENERATE   DIRECT   DEPOSIT   FILE
           Add    Change   Delete   Inquire   First   Last   Next   Prior   Output


REPORT ID
REPORT DESC


FROM ADVICE                                    FROM DATE          /  /
  TO ADVICE                                      TO DATE          /  /



FILE NAME



          <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING BATCH	Enter the first DIRECT DEPOSIT BATCH Number to be included.
ENDING BATCH	Enter the last DIRECT DEPOSIT BATCH Number to be included.
BEGINNING DATE	Enter the first date whose DIRECT DEPOSIT BATCHES you wish to include. <Tab> to default <<FIRST>>
ENDING DATE	Enter the last date whose DIRECT DEPOSIT BATCHES you wish to include. <Tab> to default to <<LAST>>
FILE NAME	Enter the Name assigned to the NACHA Deposit File to be transmitted. (Include Drive and Path)

8.4 Purge Time Cards

Pay-Ware time cards may be purged from the system through this utility. The purge may be limited to a range of Employees, Departments or Dates. **Be sure that you have backed-up Payroll Data before proceeding with purge.**

```
 04/27/00                                              PURGE   TIME   CARDS
        Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



                        _        REPORT ID          _
                                 REPORT NAME


        FROM EMPLOYEE ID                          FROM DEPARTMENT
          TO EMPLOYEE ID                            TO DEPARTMENT


          FROM DATE              /  /
            TO DATE              /  /


         <F5>=Process,  <F2>=Clear Screen,  <Esc>=Return to Menu
```

Purge Time Cards Parameters Screen

PARAMETER KEY	Type a Key to identify a new report setup. Previously defined report format(s) may be viewed/edited by typing [or selecting from the zoom window-press <Alt-I>] it's Key. Assigning a Key is necessary ONLY if the record is to be saved for future use.
PARAMETER KEY DESCRIPTION	Type your Description for the above report format.. A Description is needed ONLY if the report format is to be saved for future use.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key to begin with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key to end on.
BEGINNING DEPARTMENT KEY<Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<FIRST>> or enter the key to begin with.
ENDING DEPARTMENT KEY <Alt-Z>	Define the range of Departments you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that to end on.
BEGINNING DATE	Specify the first date of the period to be reported. All transactions with dates on or after this transaction date will be reported.
ENDING DATE	Specify the last date of the period to be reported. All transactions with dates on or before this transaction date will be reported.

8.5 PURGE / ARCHIVE (TERMINATED) EMPLOYEES

This Option purges Employee Records with a **Terminated** status on their Employee Master and no current year transactions from the current company.   Any range of Employee Keys, Employee Balances and/or Transaction History may be separately Purged or Archived to a designated historical company or left intact in the current company.

Purging Employees/Balances but not History, will make these Employee Keys available for re-use. Purging History may make running Transaction-based reports (such as Payroll Registers) Employees inaccurate. Archiving Employees/Balances/History will place all selected information in the designated "historical" company from which any report can be generated without effecting the current company.

```
    09/07/94                                     PURGE/ARCHIVE   EMPLOYEES

           Add    Change   Delete   Inquire   First   Last   Next   Prior   Output



       REPORT ID
       REPORT NAME


      FROM EMPLOYEE      FIRST
        TO EMPLOYEE      LAST


   PURGE/ARCHIVE
   BALANCE                ARCHIVE
   TRAN/DRA HISTORY       PURGE
   ARCHIVE COMPANY        COMP97


              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

PARAMETER KEY	Type a Key to identify a new parameter record. If you wish to view or change a previously saved record, type the appropriate key or press <Alt-I> to display a zoom window from which you may choose a predefined report. It is not necessary to enter a Parameter Key if you do not intend to save the record.
PARAMETER KEY DESCRIPTION	Type a Description to identify a new parameter record. It is not necessary to enter a Parameter Description if you do not intend to save the record.
BEGINNING EMPLOYEE KEY <ALT-Z>	Define the range of Employee Records on which to run the Purge/Archive routine. Press <Tab> to default <<FIRST>> or enter the key you wish to start with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employee Records on which to run the Purge/Archive routine. Press <Tab> to default to <<LAST>> or enter the key that you wish to end on.
PURGE OR ARCHIVE – EMPLOYEE BALANCES <ALT-Z>	Type (or select from the Zoom Window <Alt Z>) one of the following:~~ (**P)**urge deletes all Terminated Employees and their balance information from the current company (provided they have no current year Earnings) ~~ (**A**)rchive copies all Balance information to the designated Archive Company while Purging Terminated Employees/Balances from the current company.
PURGE OR ARCHIVE – EMPLOYEE HISTORY <ALT-Z>	Type (or select from the Zoom Window <Alt Z>) one of the following:~~ (**P)**urge deletes all Terminated Employees and their balance information from the current company (provided they have no current year Earnings) ~~ (**A**)rchive copies all Balance information to the designated Archive Company while Purging Terminated Employees/Balances from the current company..~~ (**S**)kip will leave all Transaction History in the current company while Purging Terminated Employees.
ARCHIVE COMPANY <ALT Z>	Type (or select from the Zoom Window <Alt Z>) the Short Name of the Company to which any Archived data will be saved.

8.6   Purge History Transactions - Terminated Employees

This Option purges Payroll Transactions History Information for a given Range of Employees with a **Terminated** status on their Master Record and no current year balances for any selected Date Range. This will prevent reports from being generated on these Terminated Employees.

```
   09/07/94                                      PURGE   PAYROLL   HISTORY

              Add   Change   Delete   Inquire   First   Last   Next   Prior   Output


                              REPORT ID
                              REPORT NAME


              FROM EMPLOYEE ID
                TO EMPLOYEE ID


              FROM DATE            /  /
                TO DATE            /  /

              <F5>=Process, <F2>=Clear Screen, <Esc>=Return to Menu
```

PARAMETER KEY	Type a Key to identify a new parameter record. If you wish to view or change a previously saved record, type the appropriate key or press <Alt-I> to display a zoom window from which you may choose a predefined report. It is not necessary to enter a Parameter Key if you do not intend to save the record.
PARAMETER KEY DESCRIPTION	Type a Description to identify a new parameter record. It is not necessary to enter a Parameter Description if you do not intend to save the record.
BEGINNING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default <<FIRST>> or enter the key you wish to start with.
ENDING EMPLOYEE KEY <Alt-Z>	Define the range of Employees you wish to include in the report. Press <Tab> to default to <<LAST>> or enter the key that you wish to end on.
BEGINNING DATE	Define the first date you wish to include in the report. Press <Tab> to default <<FIRST>>
ENDING DATE	Define the last date you wish to include in the report. Press <Tab> to default to <<LAST>>

8.7 Convert Platinum Payroll

This Option is Used with third party time & attendance reporting systems to Platinum Payroll. It allows that data to be imported into Pay-Ware.
Two version options are available.

1. **Convert only Platinum Time Cards**
2. **Convert only Platinum D/R/A's.**

```
                                          Pay-Ware  Payroll  System
       VER  4.65                                    April  27,  2000
10:28am


                MAIN MENU
          PAY P            UTILITIES MENU
          PERIO
             L                CONVERT PLATINUM PAYROLL
         FI      REP        CONVERT PLATINUM ONLY TIME CARDS
          F              PU     CONVERT PLATINUM ONLY D/R/A
                    CONVER
                       SYSTEM UTILITIES




            PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

8.8 System Utilities

This Last Utilities Option contains System Utilities which will 1)Backup or 2)Restore Pay-Ware to or from a Floppy Disk, 3) Set up User Security, 4) Initialize data files or 5)Recover Files.

```
                                        Pay-Ware  Payroll  System
      VER  4.65                              April  27,  2000
10:28am


          MAIN MENU
      PAY P            UTILITIES MENU
      PERIO
                  L            SYSTEM UTILITIES
        F
                 PU           BACKUP PAY-WARE
             CONVER          RESTORE  PAY-WARE
                 SY        CHANGE USERS PASSWORD
                            SET USER SECURITY
                             INITIALIZE FILES
                              RECOVER FILES


          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

8.8.1 Backup Pay-Ware Use this option to Backup Pay-Ware Data files to a Floppy Disk. Be sure you have an adequate supply of Disks before proceeding and follow the on-screen instructions.

8.8.2 Restore Pay-Ware Use this Option to Restore Pay-Ware Data Files from Floppy Disk. Follow the on-screen instructions.

8.8.3 Setting User Security (& Changing Users Password)

```
                                          Pay-Ware  Payroll  System
        VER  4.65                                April  27,  2000
10:28am



                MAIN MENU
      PAY P             UTILITIES MENU
      PERIO
        F               L                SYSTEM UTILITIES
              PU                     BACKUP PAY-WARE
           CONVER                    RESTORE PAY-WARE
              SY                     SET USER SECURITY
                                     INITIALIZE FILE
                                     RECOVER FILES
                                  CHANGE USERS PASSWORD


           PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

8.8.3 Set User's Security

This Option is used to ENABLE and to MODIFY Pay-Ware Security Settings for each User. **Pay-Ware Security is independent of other Modules**. Pay-Ware installs with Security Disabled & "**MASTER** " (all caps) as the default Administrator Password. Once Security is Enabled, each user will be required type a password to access Pay-Ware

To enable & customize Security for your company, the Administrator/Supervisor must type the current password "**MASTER**" (ALL CAPS) at the prompt to access the Menu (below).

```
                          SETTING  PAYROLL  SECURITY  FOR  USER
        VER  4.65                                April  27,  2000
10:00am

                                                    USER    LOGIN
DISABLED


                              MENU
                        PAY PERIOD PROCESSING
                        PERIOD END PROCESSING
                              REPORTS
                          FILE MAINTENANCE
                           FILE LISTINGS
                             UTILITIES



<F5>=SAVE   <F3>=CHG ADMIN PASSWORD   <F7>=USER LOGIN   <F9>=PROGRAM   <F10>=
MAINT.
```
Security Setup Menu

SET / ENABLE SECURITY Once the Security setup Menu (above) is successfully accessed, security settings should be customized.

<F3> is used to Globally Change the Administrative Password (same for all Users) by retyping twice. **It is recommended that the Administrator/ Supervisor immediately change the Administrative Password upon accessing the Security Screen for the first time**.

<F7> will Toggle between Enabling & Disabling Security for all users (Status displays in upper right hand corner of screen).
                    [**Pressing <F5.> is necessary to Process the changes just made**.]

SET / ENABLE USER ACCESS Once Security is Enabled, that User's Access to any Main Menu Area [e.g. Pay Processing, Period End Processing, Reports, File Maintenance, File can be blocked (**N)** OR it can be limited to Read only (**R**) by Highlighting/selecting the desired Sub-Menu Area and. . .

Pressing <**F9**> will toggle a status indicator (**N**) in the left margin indicating that Menu area is Not Accessible for that User (the item will be removed from that User's Menu).

Pressing <**F10**> will toggle an '**R**" in the right margin of SPECIFIC sub-menu Items, indicating the Item is "Read Only" status (data may be reviewed but not be changed).

Once access to all Menu Areas have been set up, Pressing <**F5**> will process/save that Security/Menu setup for that user.

Reviewing the Security Setup below for the Transactions sub-menu will help clarify this process.

```
                                        SETTING  PAYROLL  SECURITY  FOR  USER#1
        VER  4.65                                      April  27,  2000
10:00am


                                                USER LOGIN ENABLED

                   MAIN MENU
             PAY P          FILE MAINTENANCE MENU
             PERIO
               R                EM            TRANSACTIONS MAINTENANCE
               FI          CAFET
                            _
DRA HISTORY TRANSACTIONS       R
               U                S             ATTENDANCE TRANSACTIONS        R
                               SY       DIRECT DEPOSIT TRANSACTIONS         R
                               PR N          DISTRIBUTION TO GL
                                  N          BANK BOOK INTERFACE
                               TR


<F5>=SAVE   <F3>=CHG ADMIN PASSWORD   <F7>=USER LOGIN   <F9>=PROGRAM   <F10>=
MAINT.
```
Security Setup Menu

1.)The <**F7**> Key has been toggled to **ENABLE LOG IN** (Security) for ALL USERS &

Pressing <**F5**> processes the status change.

[All Users will now be REQUIRED to enter a password to access Pay-Ware.

-"Security/Password Request" Screen will appear when Pay-Ware is accessed.
(default password for all users is **MASTER** (ALL CAPS) & <Enter>))

-"Change User Password" option will appear on all Users' UTILITIES Menu.]

This User's Access to the Transactions Menu (File Maintenance>Transactions)was then restricted by the following

2.)Highlighting the first three Transactions Menu Items & Pressing <**F10**> restricts this User's access to "Read Only" - designated by "**R**" on the right margin of the Menu.

3.)Highlighting **DISTRIBUTION TO GL** & **BANK BOOK INTERFACE** Then Pressing <**F9**> blocks this Users access - designated by "**N**" (No access) on the left margin of the Security Menu - and removes the Option from this user's Transactions Menu.

8.8.6 Change User's Password

This option allows Authorized Users to change their password from the default (default password is MASTER [ALL CAPS]) & <Enter>) by typing the new Password twice.

8.8.4 Initialize Data Files Data files need to be Initialized for each & every Company before Pay-Ware can access them for the first time. Files may be initialized individually (page down through the list and select the desired file(s)) or an "**ALL FILES**" option is available at the end of the list.

CAUTION: Initializing Data Files deletes all Company information currently in the file.

8.8.5 Recover Files This Utility is available for 35 key data files and has two primary uses.
(1) In "emergency" situations, where it appears a data file may have been corrupted such that Processing is interrupted, it often can restore the file's integrity and allow it to process.
(2) It can free up disk space by "Streamlining" large data files which may have had many records added and deleted over time.
The Recover Files Utility works as follows
    (a) Reviews all of a file's records for validity with file parameters
    (b) Moves all valid records containing data to a temporary file
    (c) Reinitializes the original file (deleting all remaining empty and non-valid records)
    (d) Moves all valid records back into the original data file

```
                              Pay-Ware Payroll System
     VER 4.65                    April 27, 2000                        10:28am



                    MAIN MENU
            PAY P            UTILITIES MENU
            PERIO
                   L                    SYSTEM UTILITIES
              F
                   PU               BACKUP PAY-WARE
              CONVER               RESTORE PAY-WARE
                 SY             CHANGE USERS PASSWORD
                                 SET USER SECURITY
                                  INITIALIZE FILES
                                   RECOVER FILES


          PROCESSING COMPANY: DEMO - Demonstration, Inc.
```

CAUTION: It is recommended that files be backed up BEFORE attempting Recovery.

To use this utility, Select the RECOVER FILES Menu Option and Enter through the CAUTION message. Select the file to be Recovered from those listed and <Enter>.Verify the file name and <Enter> again to process.

[End of Document]