OPEN SYSTEMS® Accounting Software

Payroll
User's Manual

For Use With Contractors' Job Cost

2310.PA70

Open Systems Accounting Software for UNIX uses PKZIP utilities from PKWARE, Inc.,
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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Introduction 1

Welcome to OSAS

Welcome to the Payroll application for OPEN SYSTEMS Accounting Software® (OSAS®). Payroll helps you automatically figure employee wages; federal, state, and local withholding; and deductions. Payroll also tracks bonus pay and sick and vacation time and accumulates information for tax reporting. Finally, Payroll helps you produce paychecks, reports, and employee W-2 forms.

Payroll plugs into Resource Manager, the foundation of OSAS. Consult the Resource Manager guide for more information on basic OSAS functionality and details on how Resource Manager works within the OSAS system.

About This Guide

This guide describes the functions that make up the Payroll application and gives details on how Payroll fits into your existing business workflow. This guide is divided into these sections:

- Chapter 1 introduces OSAS and the Payroll application, and describes the basics of the Payroll system and how to navigate around OSAS.
- Chapter 2, Installation and Conversion, details how to install Payroll using Resource Manager and how to create or convert the data files it requires.
- Chapter 3, Getting Started, gives information and checklists on the steps you need to perform to set up Payroll.
- Chapters 4 through 12 contain function descriptions organized by menu. These chapters mirror the order that appears on the Payroll menu.
- The Appendixes contain supplimentary material not directly related to Payroll functionality.
- The Index is a topical reference to the information in the rest of the chapters, and concludes this guide.

Conventions

This guide uses the following conventions to present information.

Inquiry
Maint

When the **Inquiry** or **Maintenance** commands (or both) are available for a field, the Inquiry and Maint flags appear in the margin. See page 1-34 and page 1-39 for more information on these commands.

When you see the phrase “use the **Proceed** (**OK**) command” in this guide, press **Page Down** in either text or graphical mode to continue. In graphical mode, you can also click **OK** to proceed.

DD

If you use the Direct Deposit application that is available for Payroll, additional features and functions were added to Payroll when you installed Direct Deposit. When a feature or function has been added and is only available when you use Payroll with Direct Deposit, the Direct Deposit icon appears in the margin. See page 1-17 for more information.

CJC

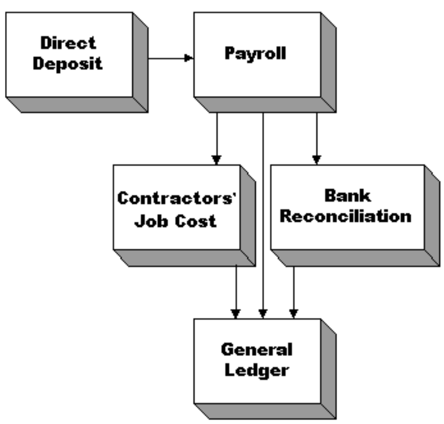
If you use Payroll with Contractors’ Job Cost, additional features and functions are added to Payroll when you install the Contractors’ Job Cost Enhancements. When a feature or function has been added and is only available when you use Payroll with Contractors’ Job Cost, the CJC icon appears in the margin.

The Payroll System

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

Application Interaction

Payroll can be used as a standalone application, but you can get optimal use from it when you interface it with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications, reducing data entry time and the number of errors that might creep in along the way.

Menu Structure

The Payroll menu structure is similar to the structure of other OSAS applications. Functions appear roughly in order of use.

Codes Maintenance

Use the functions on the **Codes Maintenance** menu to set up such codes for your payroll system as earning codes, deductions, and withholdings.

File Maintenance

Use the functions on the **File Maintenance** menu to set up and maintain information about your employees. For example, use the **Employees** function to establish and update information about your employees.

Employee Inquiry

Use the functions on the **Employee Inquiry** menu to view (but not change) information about employees. If you are running OSAS through a multiuser network, several people can look up the same information at the same time.

Daily Work

Once you establish the employee records using the functions on the **File Maintenance** and **Codes Maintenance** menus, you can use the functions on the **Daily Work** menu to enter transactions for your employees. The kind of entries you make depends on how your employees are paid—whether the employee is paid by the hour or piece or whether the employee is salaried. You might not use these functions every day; if your employees are paid monthly, for example, you might enter transaction information only once a month.

After you enter transactions, you can edit and review them. Then post the transactions so that you can produce paychecks.

Payday Work

Use the functions on the **Payday Work** menu to calculate and/or enter, produce, and post checks. The system can automatically calculate an employee’s pay (for example, if the employee is salaried), or you can manually enter checks (for example, if the employee is paid according to how many pieces he or she produced).

You can also void checks, adjust vacation and sick hours accruals, and produce several reports.

Reports

Payroll offers two categories of reports: **Payroll Reports** and **Personnel Reports**. Both types summarize information from files. Payroll reports list information primarily from the history files. Personnel reports list information from the employee files.

Use the functions on the **Reports** menu as often as necessary to produce summarized information about transactions, tax information, employees’ statuses, and salary history.

Periodic Processing

After doing daily work and producing reports, you can use the functions on the **Periodic Processing** menu to produce monthly, quarterly, and annual reports for federal, state, and local tax authorities. You can also produce a worksheet that helps you fill out the 941 form, and you can produce employee W-2s. Finally, you can close last year’s files in preparation for the new year.

Master File Lists

Information that you enter in the functions on the **File Maintenance** menu is kept in major files. Use the functions on the **Master File Lists** menu to produce lists containing the files’ contents: details about employees, withholdings and deductions, and payroll formulas.

File Information

The information you enter in Payroll functions is stored in files. Each file falls into one of four categories: employee files, attribute files, temporary files, and history files. (OSAS does not make a distinction between categories of files. The files are described in terms of categories to give you a better idea of how each fits in.)

Employee Files

The employee files serve as permanent sources of information: data stays in the files until you remove it.

The **PAEGxxx** (Employee General Information) file holds the following information, which you enter through the **Employees** function:

- general employee information (employee ID, name, address, and so on)
- employee codes (EEO code, vacation codes, earning code, and so on)
- department, group code, labor class, and payment type (hourly or salaried)
- salary and/or hourly pay rate
- pay periods per year
- job title
- accrued and taken sick and vacation time

The **PAEPxxx** (Employee Personnel) file holds the following additional employee information, which you enter through the **Employees** function:

- educational history
- pay change and bonus information
- ten user-defined dates
- comments

The **PAESxxx** (Employee Federal/State/Local Withholdings) file stores the federal, state and local withholding codes that an employee is set up to have money withheld for. A code is set up for each state or locality in which the employee works.

Attribute Files

The attribute files hold data that you can assign to each employee. These attributes often carry their own function names. These files serve as permanent sources of information: data stays in these files until you remove it.

The **PACO** (Payroll Codes) file stores information about federal, state, and local tax districts, which you enter through the **Tax Authority Setup** function. Each state or local code record contains the withholding code, tax table ID, and tax formula for the tax district. The file stores both employee- and employer-side withholding information.

The **PADExxx** (Employee Deductions) file stores information for each payroll deduction, which you enter through the **Deductions** function. Each deduction has a description and a general ledger account number; whether or not the deduction is deferred compensation, employer-paid, and calculated on gross or net pay is indicated. The **PADExxx** file also stores the employer liability account number for employer-paid withholdings and the override factors for deductions.

The **PADDxxx** (Company Deductions) file stores the payroll deduction codes and information relating to these codes, which you enter through the **Deductions** function.

The **PADPxxx** (Department) file stores general information for each department you set up: each earning code for the department, the employer-paid withholding and deduction, and pieces totals and total hours for the department. You enter this information through the **Departments** function.

The **PADXxxx** (Deduction Exclusion) file stores exclusions of earning codes from payroll deductions, which you enter through the **Deductions** function.

The **PAECxxx** (Earning Codes) file stores information that you use when entering time tickets or manual checks. Each earning code includes the following information, which you enter through the **Earning Codes** function:

- description
- whether the earning code is included in net pay and fixed withholding
- the earning type

- the general ledger account number
- the multiplier and add-to-base factor

The **PAETxxx** (Earnings Types) file stores earning codes information, which you enter through the **Earning Types** function. (Each earning code must be assigned an earning type.).

The **PAEXxxx** (Employee Exclusion) file stores withholding code exclusion records for employees and the override factors for each withholding code, which you enter through the **Employees** function.

The **PAFMHDR** (Formula Definitions) file stores the individual formula lines needed to process a function. Set up these formulas through the **Formula Maintenance** function.

The **PAFMLIN** (Formula Line Detail) file stores separate lines of a complete formula.

The **PAGDxxx** (Tax Group Detail) and the **PAGHxxx** (Tax Group Header) files store combinations of tax authorities and withholding codes for use in calculating tax withholdings for employees.

The **PAINxxx** (Payroll Information) file stores a variety of general information, which you enter through the **Payroll Information** function:

- records for state unemployment report
- company address
- bank account ID
- degree codes and descriptions

The **PALCxxx** (Labor Class) file stores the labor classes and their descriptions, which you enter through the **Labor Classes** function.

The **PARExxx** (Recurring Entries) file stores information about recurring time tickets, which you enter through the **Recurring Entries** function.

The **PAWIxxx** (Withholdings) file stores payroll information for federal, state, and local withholdings, which you enter through the **Withholdings** function. Each withholding has a description, a general ledger account number, a tax ID, and a fixed percentage (if appropriate); whether or not the withholding is employer-paid and the weeks worked limit are indicated. If the withholding is an employer-paid withholding, this file also holds the employer liability account.

The **PAWXxxx** (Withholding Exclusion) file stores the exclusions of deductions and earning codes from payroll withholding, which you enter through the Withholdings function.

Temporary files

The temporary files store information created from an action you perform and send that information to a different file—usually a history file—when you post.

The **PACDxxx** (Checks Deductions) file stores the deductions taken for each employee paycheck.

The **PACExxx** (Checks Earning) file stores the earning codes for each employee paycheck.

The **PACHxxx** (Checks) file stores the latest batch of unposted checks that have been prepared for employees.

The **PATPxxx** (Transactions Post) file stores records that were posted after transactions were entered. Records are stored for each earning code, deduction code, and pieces (if you pay employees piece rates). Earnings can be split between paychecks if a sequence number is assigned to each transaction. The **Calculate Checks** function creates checks based on the information stored in this file. When you post checks, this file is cleared.

The **PATRxxx** (Transactions) file stores the detailed records of time tickets and miscellaneous payroll entries you make through the **Payroll Transactions** function. You can view the contents of the file by producing the Time Ticket Journal and the Miscellaneous Deductions Journal. The file is cleared when you post transactions.

The **PACWxxx** (Checks Withholdings) file stores the withholdings for each employee paycheck.

History Files

The history files get information as a result of a post.

The **PAEDxxx** (Employee Deduction History) file stores month-to-date, quarter-to-date, and year-to date information about each employee’s payroll deductions.

The **PAEExxx** (Employee Earnings History) file stores each employee’s month-to-date, quarter-to-date, year-to-date earnings and hours worked—both gross and net pay amounts.

The **PAEMxxx** (Employee Miscellaneous History) file stores miscellaneous historical information for each employee: weeks worked, allocated tips, cost of GTLI, DCB, 457 and non-457 plans for each month, advance EIC payments, uncollected Medicare, and other information.

The **PAEWxxx** (Employee Withholding History) file stores month-to-date, quarter-to-date, and year-to date information about each employee’s payroll withholdings.

The **PAHCxxx** (Check History) file stores general information (employee ID, department, check number) for each check you disburse for payroll expenses. Check records are deleted through the **Periodic Maintenance** function.

The **PAHDxxx** (Check Deductions History) file stores a record of the deductions taken from each check you disburse for payroll expenses. Check records (and the deductions associated with them) are deleted through the **Periodic Maintenance** function.

The **PAHExxx** (Check Earnings History) file stores a record of the earnings associated with each check you disburse for payroll expenses. Check records (and the earnings associated with them) are deleted through the **Periodic Maintenance** function.

The **PAHWxxx** (Check Withholdings History) file stores a record of the withholdings associated with each check you disburse for payroll expenses. Check records (and the withholdings associated with them) are deleted through the **Periodic Maintenance** function.

The **PATHxxx** (Transaction History) file stores the time tickets and miscellaneous payroll entries you make through the **Payroll Transactions** function. Transaction history is deleted through the **Periodic Maintenance** function.

The **PAHVxxx** (Leave Adjustment History) file stores the positive and negative adjustments you make to an employee's sick and vacation pay.

File Interaction

Daily, Payday, and Periodic Work

Once your Payroll system is set up, nearly all the new data in the system comes through the **PATRxxx** file. This file stores the detailed records of each transaction entry. To view the contents of the file, produce the Time Ticket Journal and the Miscellaneous Deductions Journal.

Periodically you post detailed information from the **PATRxxx** file to the **PATHxxx**, **PATPxxx**, and **PADPxxx** files. After the information is posted, the system prints the totals for the earning codes; the grand totals of all hours and wages; the totals for deductions and one-time contributions; and the grand totals of all deductions.

How often you post this information is up to you, but you must post it before you can calculate payroll checks. After the information is posted, the data from the **PATRxxx** file is deleted to make room for the next series of entries.

Here is a closer look at the relationship between the **PATRxxx** file and other files in the Payroll system.

Posting Payroll Transactions

When you post payroll transactions, you can save the details of each transaction in the **PATHxxx** file. It keeps a record of all transactions so that you can analyze your payroll expenses. Posting payroll transactions also updates the **PATPxxx** file.

When you post payroll transactions, summary information is transferred to the **PADPxxx**, **PATHxxx**, and **PATPxxx** files. They store such information as the number of hours worked and pieces produced (if appropriate); hourly and premium wages; and vacation, sick leave, or other out-of-the-ordinary payroll transactions.

The information in the **PADPxxx** file is used when you print the **Department Report** and when you post labor expense to General Ledger. The information in the **PATHxxx** file is used when you print the Transaction History Report.

The information from the **PAHDxxx**, **PAEDxxx**, **PAEExxx**, **PAEMxxx**, **PAEWxxx**, **PAHCxxx**, **PAHExxx**, **PAHWxxx**, **PATHxxx**, **PAEGxxx**, and **PAESxxx** files is used to produce, for example,

- payroll checks
- the Quarterly Employer's Tax Report
- the Quarterly Withholding Report
- the Sick Leave and Vacation Report
- the Employee Detail List
- W-2 forms and magnetic media
- the Check History Register

Calculating Checks

With the Payroll system you can calculate checks for any number of pay periods a year.

To calculate checks for hourly employees, the system uses the accumulated totals of the summary information posted from the **PATRxxx** file to the **PATPxxx** file since the last time you calculated checks. For salaried employees, the system reads the amount stored in the **PAEGxxx** file. For both, it reads the deduction and withholding information in the **PADExxx**, **PAEMxxx**, **PAEWxxx**, and **PAESxxx** files to calculate appropriate deductions, withholdings, and net pay, protecting against exceeding withholding limits or declining balance deductions. Check records are stored in the **PACDxxx**, **PACExxx**, **PACHxxx**, and **PACWxxx** files.

If an employee is set up to receive more than one paycheck (for example, if the employee worked in different departments or is receiving a bonus), the system automatically calculates multiple checks for the employee. If you void one of the multiple checks, the system does not recalculate the remaining checks.

If you have produced manual checks, you can use the **Manual Checks** function to recalculate them.

Information from the **PACDxxx**, **PACExxx**, **PACHxxx**, and **PACWxxx** files is used to produce

- the Edit Register
- payroll checks
- the Check Register
- the Withholding Report
- the Employer's Tax Report

After you print the paychecks and the related reports, post the check detail to the **PAHCxxx**, **PAHDxxx**, **PAHExxx**, and **PAHWxxx** files. These files store the detail of the paychecks so that you can review checks when you need to investigate salary, deduction, or tax withholding questions. Information in these files appears in the Check History Register.

Posting checks transfers summary information to the **PAEGxxx**, **PAEDxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files. This information includes such things as the number of hours recorded for each employee and the type and amounts of pay each should receive for them. Specifically, it includes earning code entries from checks, tips, pieces completed, vacation and sick leave hours and pay, and deductions and withholdings from pay.

Year-End Maintenance

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure accomplishes the following things:

- clears out the quarter-to-date and year-to-date balances in the **PADPxxx** file
- removes history from the **PATHxxx** and **PAHCxxx** files previous to the date you specify (optional)
- clears out month-to-date and year-to-date balances and removes records of terminated employees from the **PAEDxxx**, **PAEWxxx**, **PAEPxxx**, **PAEGxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files
- creates last-year files

When you do year-end maintenance, files for the previous year are created with the extension **.LY**. You can begin processing in the new year while you are completing processing for the previous year. After you have produced your W-2s and backed up your files, you can use the **Close Last Year** function to delete last-year files and to make room for next year's entries.

Note: After you delete last-year files, you cannot produce W-2s unless you have backed up your files.

Productivity Reports

Payroll includes a number of productivity reports in Microsoft Excel® format. These reports connect directly to your OSAS data via the ODBC/JDBC driver (included with OSAS 7.0) and allow you to use spreadsheet tools to manipulate the data as you want and produce charts and graphs to visualize trends.

The spreadsheet reports are listed on the **Productivity Reports** menu. Double-click a report name to automatically launch Excel or any other spreadsheet program capable of opening an Excel-formatted spreadsheet to open the report. Use the selection boxes to filter the information that appears in the report, or use the tools within your spreadsheet software to create charts and graphs from the report's data.

Payroll with Direct Deposit

The Direct Deposit application is an add-on to the Payroll application that you can purchase separately through your value added reseller. Direct Deposit adds enhancements to Payroll functions and also adds new functions to help you set up and maintain an automatic method of depositing employee paychecks directly into employees' bank accounts. You can distribute an employee's pay among as many as six accounts.

The Direct Deposit application is an optional application that only adds functionality to support employee direct deposits; it does not alter normal Payroll processing. When you see the Direct Deposit icon in the margin, it alerts you that an enhancement or function is available if you have the Direct Deposit application installed. If you do not, skip that step or paragraph.

When you install the Direct Deposit application (after you install Payroll), the **Payroll** application menu on the main menu changes to **Payroll with Direct Deposit** to indicate that you added functionality. Installing Direct Deposit also adds to the following Payroll menus:

Payday Work — Enhancements are added to the **Calculate Checks** and **Manual Checks** functions to produce vouchers for employees participating in direct deposit. In addition, the **Print Direct Deposit Vouchers** and **Create Direct Deposit File** functions are added to the menu to print employee vouchers and create the file you need to send to your company's bank.

Periodic Processing — The **Create Prenotification File** function is added to the menu to create a file containing account numbers and routing codes for trial runs.

File Maintenance

The **Direct Deposit** function is added to the menu to set up and maintain information for employees participating in direct deposit. In addition, enhancements are added to the Employer Bank Information screen in the **Payroll Information** function to enter routing code and account number information.

Master File Lists

The Employee Direct Deposit Information function is added to the menu to print a list of direct deposit transaction records and check prenotificaiton status.

See “Installation and Conversion” on page 2-1 and “Setup” on page 3-1 for more information on installing and setting up Payroll with Direct Deposit.

File Information

Payroll with Direct Deposit uses files in addition to those described previously (page 1-8) to store employee and company direct deposit information.

The **DDDIxxx** (Direct Deposit) file stores employee information, such as names, account numbers, and bank and routing information.

The **DDVHxxx** (Voucher History) file stores voucher history. This file is cleared when you remove check history in the **Periodic Maintenance** function.

The **DDVKxxx** (Voucher) file stores voucher information used in conjunction with the **PACHxxx** (Checks) file.

Direct Deposit Work Flow

Your work flow is divided into daily and periodic tasks.

Daily Tasks

Depending on the size and nature of your company and your payroll, you might process your payroll once a month or every two weeks, or you might use manual checks weekly or daily to pay employees.

See “File Interaction” on page 1-13 for information on organizing other Payroll tasks.

You must do the following tasks to process direct deposit transactions:

1. Calculate checks and manual checks.
2. Print checks and vouchers for employees.
3. Generate the Direct Deposit file.
4. Send or transmit the file to your bank.
5. Produce the Paycheck Received Report.
6. Post checks.
7. Produce the Check History Register.

Calculate Checks and Manual Checks

When you have finished posting payroll transactions, use the **Calculate Checks** or the **Manual Checks** function to create check information before you print checks or vouchers. When you use the **Calculate Checks** function, you can have the system calculate direct deposit transactions at the same time. When you use the **Manual Checks** function, you can choose to create an employee voucher.

Print Vouchers

After you have calculated checks or created manual checks, use the **Print Direct Deposit Vouchers** function to produce vouchers for employees whose pay is directly deposited.

Generate and Transmit Direct Deposit File

Use the **Create Direct Deposit File** function to generate the ACH (Automated Clearing House) file you will send to the bank. Contact your company's bank to determine whether the file should be transmitted by modem or on a diskette. Back up this file on a diskette each time you process your payroll, and keep a copy of the ACH File Report.

Batching

You can process multiple payrolls in a pay period for transmittal to the bank on the same day. Banks refer to this process as batching. Each direct deposit file you transmit must have a unique batch number. When you process several payroll batches in a working day, the system increments the batch number. If you process one or more additional batches on different working days before sending your direct deposit transactions to the bank, the system begins numbering batches starting at 00000001 again. This may result in different batches with the same number. To edit the batch number, use the Employer Bank Information screen in the Payroll Information function.

For example, if you process batches 1, 2, and 3 on Monday and process another batch on Tuesday, you must change Tuesday's batch number to 4.

Note: You can have only one batch for each ACH file.

Print Paycheck Received Report

Produce a Paycheck Received Report to see which employees are scheduled to be paid for the pay period. The report shows which employees receive vouchers and which receive checks.

Post Checks

Before posting checks, you must create the Direct Deposit file.

If Payroll with Direct Deposit interfaces with Bank Reconciliation, a direct deposit transaction is posted to the **BRTRxxx** (Bank Reconciliation Transactions) file, along with the disbursement entries for the regular checks.

Print Check History Register

Produce the Check History Register as a record of earnings, deductions, withholdings, cash disbursements, and amounts that have been directly deposited, along with voucher numbers.

Periodic Tasks

You must do the following tasks periodically:

1. Create the Prenotification file.
2. Print selected reports and lists.

Create Prenotification File

Use the **Create Prenotification File** function whenever your company needs to add or change information for employees on direct deposit. Only employee records that have been added or changed since the last time you used this function are included in the new file, unless you choose to resend all prenotifications.

You must send the prenotification file to and receive approval from the bank before you can process direct deposit transactions for employees.

Print Selected Reports and Lists

Periodically you will print selected reports and lists to review information about your payroll and direct deposit information. Use the functions on the **Payday Reports and Posting** submenu of the **Payday Work** menu, the **Payroll Reports** menu, the **Personnel Reports** menu, the **Periodic Processing** menu, and the **Master File Lists** menu.

Starting OSAS

OSAS runs on an operating system supported by 150 MB of permanent storage and 4 MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

In Windows

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or access the program from the **Start** menu.

In Other Operating Systems

To start OSAS on an operating system other than Windows, enter osas at the operating system prompt. If your operating system has graphical capabilities, you can also use the OSAS shortcut to start OSAS.

Using Parameters

You can use the -u, -c, -a, and -t parameters in OSAS shortcut properties or after the **osas** command so that the system automatically uses the appropriate user ID, company ID, and access code to save time logging in.

In Windows, open the OSAS shortcut's properties and enter these parameters after the path in the **Target** field (as in the example below; be sure to use the correct directories for your system).

C:\basis\bin\bbj.exe osasstrt.txt **-q -t**T00 **-c**D:\osas70\progrm\config.bbx **-** **-u**Sam **-a**apple **-c**H

Note: In Windows, the **-u**, **-c**, and **-a** parameters must follow the separation dash.

In other operating systems, enter the parameters after the osas command, as in this example:

osas **-t** T2 **-c** B **-a** apple

Note: You can enter these parameters in any order, but you must leave a space between the parameter mark (**-t**, **-c**, or **-a**) and the parameter itself.

Refer to the Resource Manager guide for more information on these parameters.

Logging In

After you start OSAS, the login screen appears.

To log in to OSAS, enter your **User ID**, the **Company ID** you want to work with, and your **Access Code**. If you want to save your access code so that you do not need to enter it again, select the **Save Password?** check box (or enter **Y** in text mode) to save your information. Finally, click **OK** or press **Enter** to log in.

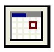
This screen appears only after you have set up users and access codes for the OSAS system.

Access Codes

Access codes limit use of the system and protect sensitive information. Each code allows access to specific applications, menus, and functions. If you cannot select a menu or function, your access code is not authorized for it. Use the **Access Codes** function in Resource Manager to set up access codes.

To change access codes, select **Access code** from the **File** menu, click the **Access Code** button on the toolbar, or press **F4** on the main menu. When the Access Code box appears, enter the access code to change to and press **Enter**.

Workstation Date



To change the workstation date, select **Workstation date** from the **File** menu, click the **Change Date** button on the toolbar, or press **F6**.

When the Workstation Date box appears, use the button or your keyboard to enter the date and press **Enter**.

Navigating OSAS

OSAS menus and functions are available in two modes: graphical and text. The graphical mode allows both keyboard and mouse commands and uses data entry fields and buttons similar to those found in any graphical software program. The text mode presents information in a simpler text format and uses keyboard commands to access functions and move around the screen. If you use an operating system that does not have graphical capabilities, the text mode is the only mode available.

You can use either text or graphical function screens indepently of the main menu. For example, you can use text function screens while using the graphical main menu, and vice versa. Select **GUI Functions** from the **Modes** menu or press **Shift+F6** to toggle between the text and graphical modes for function screens.

When available, press **Shift+F5** to switch between graphical and text menu modes, or press **Shift+F6** to switch between modes on function screens. You can also use the Resource Manager **Defaults** function to select the default mode to use for the main menu and function screens.

In text mode, use the **Page Up**, **Page Down**, arrow, and **Enter** keys to move between menus, select and enter functions, and move around function screens. When a list of commands appears at the bottom of a function screen, press the highlighted letter to use a command. These methods also work in graphical mode, or you can use the mouse to click on fields and command buttons.

Graphical Mode

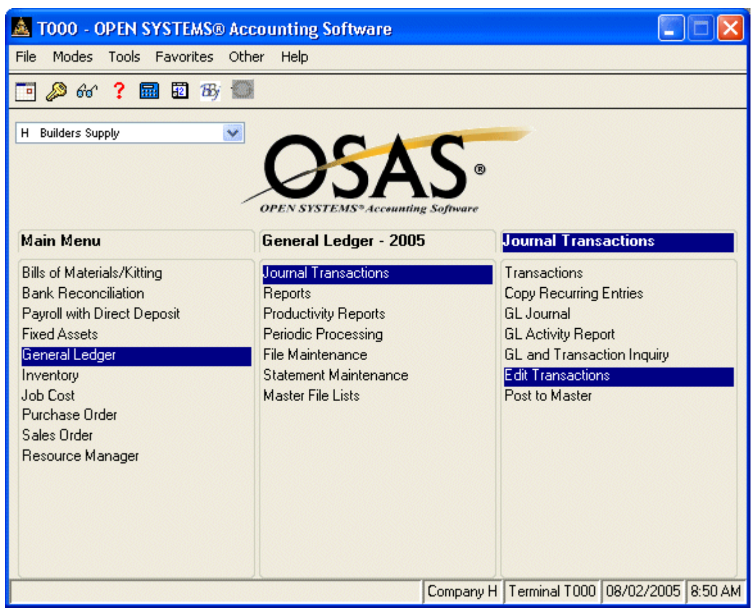
If you're familiar with other graphical software programs, you'll find it easy to navigate around the OSAS graphical mode, which uses buttons, toolbars, text entry boxes, and menus to help you move through your tasks.

Main Menu

If you use BBj in graphical mode, the main menu is available in two flavors: graphical and MDI. To switch between the two styles, press **Shift+F5**. If you use Visual PRO/5, the graphical main menu is the only graphical menu available.

Graphical Main Menu

The graphical main menu is shown below.

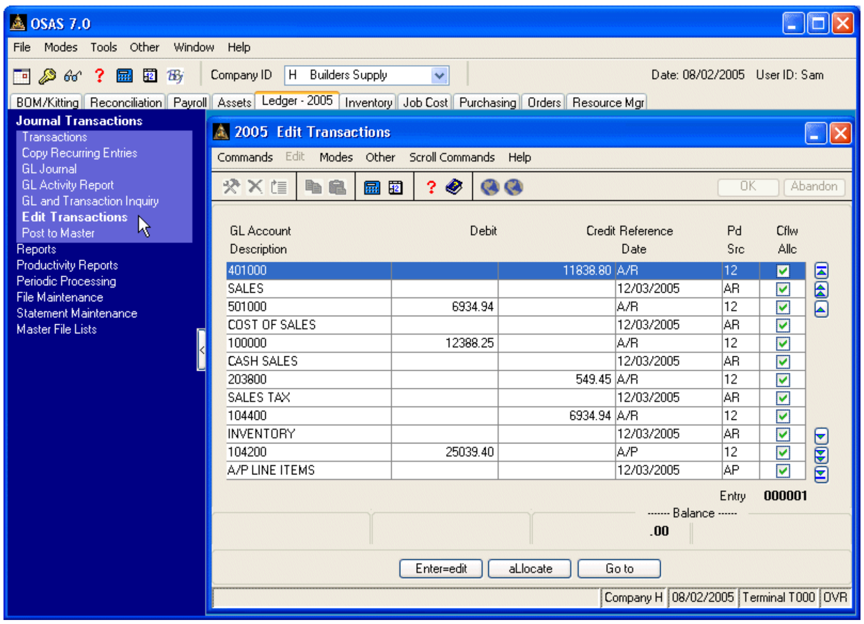


You can move around the graphical menu in these ways:

- Click an application to view that application's menu. Click a menu item to view its functions. Double-click a function name to enter that function.
- To exit from the graphical menu, click a different application or menu name or press **Tab** to return to the main menu.
- To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

MDI Main Menu

The MDI menu centralizes all OSAS functionality in one location: applications appear as tabs at the top of the screen, their menus and functions appear in a navigation pane on the left side of the screen, and function screens appear in the large pane on the right. Using this menu, you can open more than one function screen at a time and move or minimize screens as needed. However, you cannot open two functions that lock the same data file at the same time.

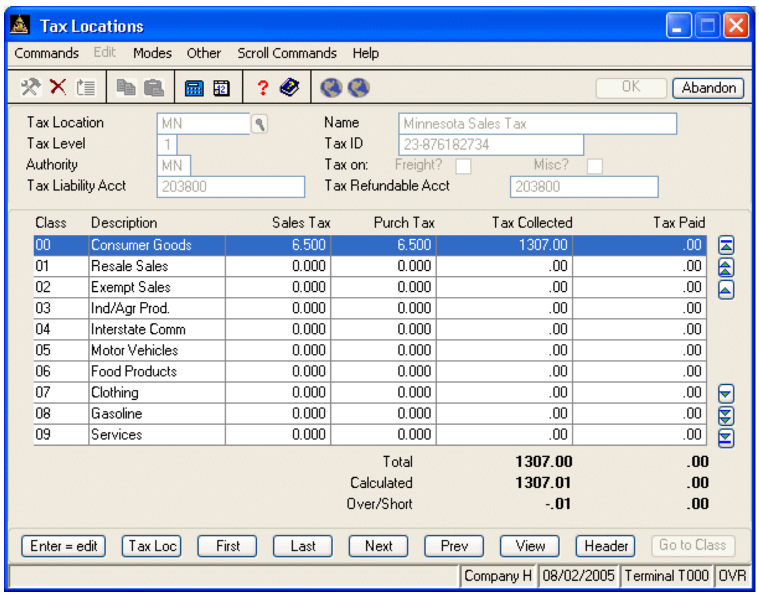


You can move around the MDI menu these ways:

- To view an application's menus, click that application's tab.
- To view the functions a menu contains, click the menu name. The menu expands to list the functions it contains. Click the function name to enter the function. The function screen appears in the right pane.
- To exit from a menu, click a different menu name or application tab. To exit from OSAS, click the **Close** box in the upper-right corner of the screen, press **F7**, or select **Exit** from the **File** menu.

Function Screens

Graphical screens contain the same functionality as text screens, presented in a graphical format that includes easy access to commands via the mouse.



You can move around the screen in these ways:

- Use the mouse or press **Tab** to move from field to field. Use the scroll buttons to move from line to line in scrolling regions.
- If a screen appears prompting for the kind of information to enter or maintain (such as on File Maintenance or Transactions screens), select the appropriate option and click **OK** to continue.
- Press **Page Down** if prompted to move to the next section.
- Click **Header** when it appears to return to the screen's header section.
- Press **F7** to exit the screen and return to the main menu.

Menus

Both the graphical main menu and graphical function screens contain drop-down menus that give you access to additional commands without using the function keys. While you can use the function keys to access commands in graphical mode, you may find it easier to access command through these menus.

To access a menu's commands, click a menu title. The commands for that menu appear, followed by any associated hot key combinations in brackets < >. To use a command, click the command name or press the hot key combination.

Refer to the Resource Manager guide for more information on the menus available in OSAS and their commands.

Shortcut Menu

OSAS gives you quick access to commands relating to the screen you're using via a shortcut menu. The commands that are available depend on the function and the field you are currently using. To use these commands, click the right mouse button and select the command from the menu that appears.

On the main menu, the shortcut menu gives you access to commands that help you manage your **Favorites** menu, switch between sample and live data, perform certain setup tasks, and view function information. On function screens, this menu helps you access help documentation, move around the function screen, work with EIS dashboards, and so on.

Other Commands Menu

The **Other Commands** (or **F4**) menu is available on both graphical and text menu and function screens and gives you access to additional utilities and commands not directly related to the function you're currently using. Among other things, these commands open calculators or allow you to view or enter additional information. In text mode, press **F4** twice on the menu or once on function screens to access this menu.

Consult Appendix A in the Resource Manager guide for more information on the commands available on the **Other Commands** menu.

Information Menu

The **Information** (or **Shift+F2**) menu is available in some graphical or text function screens in certain applications and gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. The commands available on the **Information** menu are determined by the applications you have installed, and can include:

- General Information
- Comments
- History
- Documents
- Address Lookup

Not all of the commands above appear on every **Information** menu; instead, commands are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors.

Consult Appendix A in the Resource Manager guide for more information on how to use the functions on the **Information** menu.

Favorites Menu

The **Favorites** menu gives you quick access to the OSAS functions you use most by allowing you to add selections for entire menus or particular functions to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

The **Favorites** menu saves you time by eliminating the need to switch between applications. You can add functions from several different applications to the **Favorites** menu and access them all there rather than switching between applications on the main menu to access the functions you need.

To add a function to the **Favorites** menu, select the function you want to add and press **F10**. Press **F2** to switch to the **Favorites** menu to confirm that your selection was added.

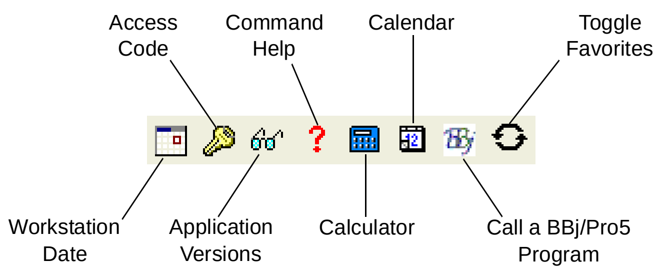
To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again.

Toolbars

As with menus, graphical screens also contain toolbars that give you fast access to the most frequently used OSAS commands. The toolbar for the main menu differs slightly from that of function screens.

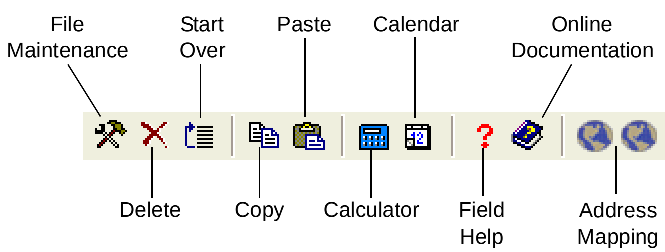
Main Menu Toolbar

The toolbar for the main menu is shown below. Click a button to access that command.



Function Screen Toolbar

The toolbar for function screens is shown below. Click a button to access that command.



Date Fields

If you use BBj in graphical mode, click the **Calendar** button when it appears next to date fields to open a calendar so that you can select the date you want to enter into that field.

Browse

If you use BBj in graphical mode, you can use the **Browse** button when it appears next to fields to navigate to directories and files and automatically enter file paths into that field. Click the **Browse** button to open the Select Directory/ File screen, then navigate to the directory or file and click **Open** to automatically enter the file path in the field.

Inquiry

The Inquiry command helps you look up and select valid entries for fields that are connected to master file records. For example, when you use the Inquiry command in a **Batch ID** field, OSAS lists all batches you have set up so that you can select the one you want to enter in that field. When the **Inquiry** button appears next to a field, you can either click the button or press **F2** to open the Inquiry screen and search for valid entries.

Maintenance

The Maintenance command allows you to enter or edit master file records on the fly from within functions. For example, you can use the Maintenance command to add a new customer or item from within the **Transactions** function. The Maintenance command is available when the **Maintenance** button appears on the toolbar. Click the button or press **F6** to open the File Maintenance function associated with that field and enter or edit a new master file record.

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

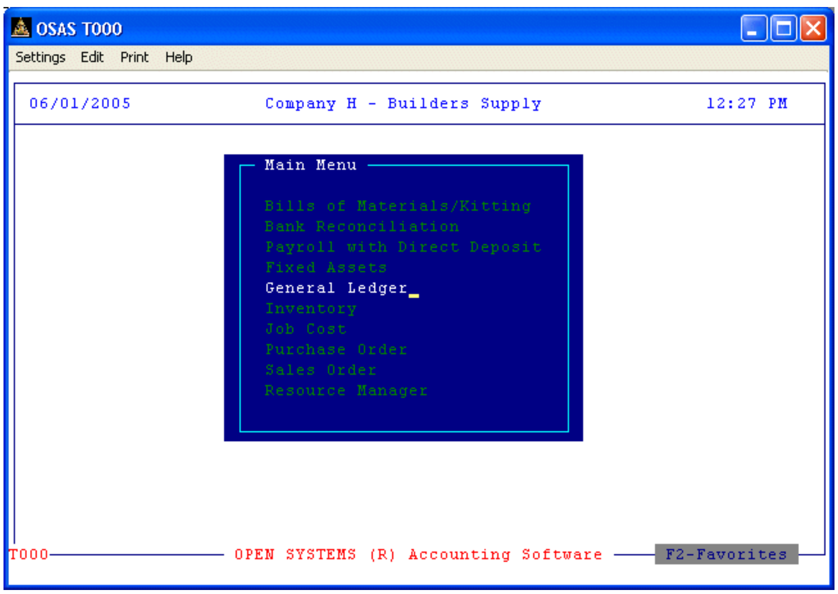
Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation’s web browser in the Resource Manager **Defaults** function.

Text Mode

The OSAS text mode is available on all operating systems. If you use OSAS on an operating system that does not have graphical capabilities, the text mode is the only mode available. In text mode, all screens are presented in an easy-to-use textual interface that you navigate through using keyboard commands.

Main Menu

The text main menu is shown below.



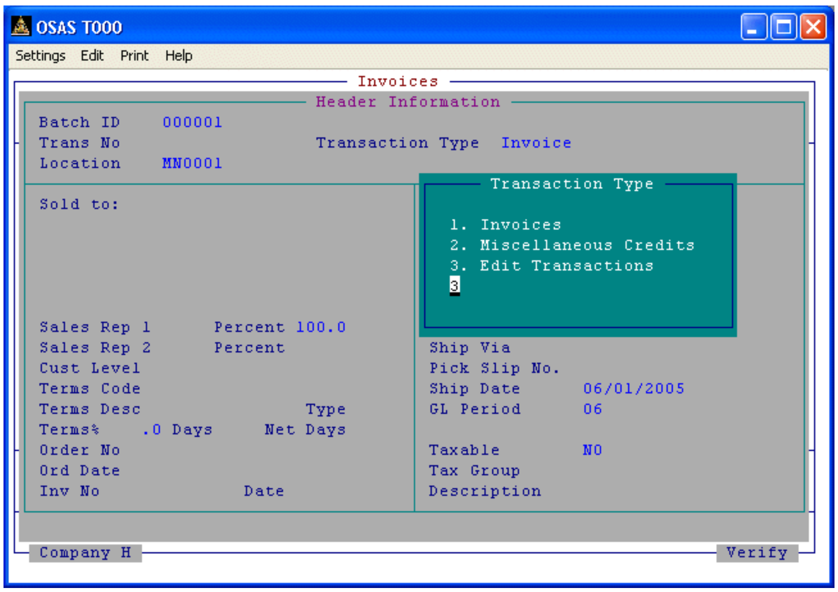
When you select an application, the application’s menu is superimposed over the main menu. Selecting an entry on an application menu opens a function screen or a submenu.

You can move around the text main menu in these ways:

- Use the arrow keys to move the cursor up and down to highlight the application you want. Then press **Enter** to select it.
- Press the first letter of the application you want to move the cursor to the first application beginning with that letter. Continue to press the letter key or the down arrow until the application you want is highlighted, then press **Enter** to select it.
- Use the mouse to click an application to view that application's menu.
- To move to the first application on the menu, press **Home**. To move to the last application on the menu, press **End**.
- On an application menu, press **Page Up** to move to the menu immediately behind it. If you are several levels away from the main menu, you can return to the main menu by pressing **Page Up** repeatedly or by pressing **Tab** once.
- To exit from OSAS, press **F7**.

Function Screens

Like the text menu, OSAS text function screens can be used on all operating systems and in combination with graphical menus.



You can move around the screen these ways:

- Press **Enter** or the down arrow to move from field to field.
- To use a command that is listed in the command bar, press the highlighted letter.
- Use hot key commands to access information screens or to toggle commands on and off. Refer to Appendix B in the Resource Manager guide for more information on these commands and their corresponding hot keys.
- If a screen contains more than one section, press **Page Down** when prompted to move to the next section.

- If a menu appears prompting you for the kind of information to enter or maintain (such as in the example and on Transaction and File Maintenance screens), select the appropriate option and press **Enter**.
- To exit the screen and return to the menu, press **F7**.

Menus

Like the graphical mode, the text mode also includes menus that give you access to commands that open additional utilities, show additional information about the task at hand, or set up a custom menu that contains frequently-used commands.

Refer to Appendix A in the Resource Manager guide for full details about the menus available in OSAS.

Other Commands

The **Other Commands** (or **F4**) menu gives you access to additional utilities and commands not directly related to the function you're currently using. In text mode, press **F4** twice on the menu or once on function screens to access this menu. See page 1-31 for more information on this menu.

Information Menu

The **Information** (or **Shift+F2**) menu gives you access to additional information about a customer, vendor, item, job, bill of material, or employee. In text mode, this menu is available when the Info flag appears at the bottom of a function screen.

The commands on the menu are available only as they are relevant to the task you are performing. For example, if you are entering a transaction in Accounts Receivable, you can access comments or documents about items or customers but not about employees or vendors. See page 1-32 for more information.

Favorites Menu

The **Favorites** menu allows you add the OSAS menus or functions you use most frequently to a custom menu. After you've set up the menu, select **Change to Favorites** from the graphical **Favorites** menu or press **F2** to access the functions.

To add a function to the **Favorites** menu, select the function you want to add from the main menu and press **F10**. To remove a function from the menu, select the function on the **Favorites** menu that you want to remove and press **F10** again. See page 1-32 for more information on this menu.

Commands and Flags

Both the text menu and text function screens let you use commands to drill down to more information, change companies or access codes, switch to sample data, and perform tasks related to the function you are using. These commands are analogous to the commands contained on drop-down menus in graphical mode.

You access commands by pressing the hot key combination for the command you want to use. If you're working with a keyboard that lacks function keys (labeled with an **F** followed by a number) or if you're working with an emulator in UNIX (which can cause function keys to become unavailable), press the appropriate alternate key combination to access the command.

Refer to Appendix B in the Resource Manager guide for a list of all OSAS commands and their associated hot keys.

Not all commands are available for every function or field; when a command is available, a flag appears at the bottom of the function screen. Common flags include **Quick**, **Info**, **Maint**, **Inquiry**, and **Verify**.

- The **Quick** flag reminds you that you are using the Quick Entry mode to skip fields that are not required. Press **Ctrl+F** to toggle quick entry on and off.

- When the **Info** flag appears, press **Shift+F2** to access the **Information** menu to access additional information about a customer, vendor, item, job, bill of material, or employee. See page 1-32 for more information on this menu.

- When the **Maint** flag appears, press **F6** to launch the appropriate File Maintenance function to edit a master file record or enter a new one "on the fly." When you finish, press **F7** to return to the function you were using.

- When the **Inquiry** flag appears, press **F2** to use the **Inquiry** command to look up additional information and select valid entries for the field you are in.

- The **Verify** flag reminds you that you are using verification. When this flag appears, you must provide verification when you press **Page Down** or use the **Proceed** (**OK**) command. Press **Ctrl+V** to toggle verification on and off.

Command Bar

The command bar appears at the bottom of function screen and gives you access to commands that allow you to move around the screen, add or edit information, change settings for selected lines, or select output devices.

```
Enter = edit, Append, Header, Totals, View, Online, Next trans
```

The commands that are available depend upon the function you are using, and are analogous to the command buttons available on graphical screens. Press the highlighted key to use a command.

Messages

Messages appear at the bottom of the screen when a command is unavailable or when OSAS needs information to continue.

```
Verification
Press <PgDn> to proceed
```

Address Mapping

When you are working with a screen that contains an address, you can use the **Address Mapping** command menu to view a map of that address. This command combines address information with the URL and search variables in the Resource Manager **Web Setup** function and the **Map Lookup ID** in the **Company Setup** function to direct your web browser to a mapping website and generate the map.

The **Address Mapping** command is available when the **Map** flag appears at the bottom of the screen. To view a map of the first address on the screen, press **Shift+F4**. To view a map of the second address (if present), press **Shift+F5**. The second command is not available when there is only one address.

Note: Before you can view maps, you must set up mapping website information in the Resource Manager **Web Setup** function, select the **Map Lookup ID** to use in the Resource Manager **Company Information** function, and enter the path to your workstation's web browser in the Resource Manager **Defaults** function.

Reports

All OSAS applications contain a variety of reports to help you view and analyze your business data. Each report function includes a selection screen that allows you to select the range of information to include in the report, which appears in alphabetical order when the report is produced. After you select the information to include, use one of these options to output the report:

- Select **Printer** (or enter **P** in text mode) to send the report to a printer, then select the printer to use.
- Select **Print Preview** (or enter **R**) to view the report in a preview window, from which you can print the report later. This option is only available on Windows or graphical Linux workstations running BBj.
- Select **File** (or enter **F**) to save the report to a file, then change the directory path and file name (followed by the .txt extension), if necessary. Directory paths and file names must be less than 35 characters in length.

  Note: To preserve formatting, view the reports you save to a text file with a fixed-width or monospaced font (Courier or Lucida Console, for example).
- In text mode, enter **S** to view the report directly in an OSAS function screen, then select whether to view it in Standard or Compressed width.
- When available, select **Email** (or enter **M**) to e-mail the report, then enter the e-mail address to sent the message to, the subject for the message, and whether to include the report as an attachment to the message.

  Generally, reports or forms that make up part of your audit trail cannot be e-mailed. You also must set up your e-mail system in Resource Manager before you can e-mail reports.

  Note: To preserve formatting, view e-mailed reports (or attachments) with a fixed-width or monospaced font (Courier or Lucida Console, for example).

Consult the Resource Manager guide for more information about reports.

Installation and Conversion 2

Payroll Installation

Before You Install Payroll

Make sure your system meets these minimum requirements before you install Payroll.

The Payroll system needs a minimum of 13 megabytes (13 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. You will also need more disk space available for the data files you create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Payroll

Use the **Install Applications** function on the Resource Manager **Installation** menu (see your Resource Manager installation manual) to install Payroll. Install the State Tax Routines after you install Payroll. If you intend to use Direct Deposit with Payroll, install it after you install the State Tax Routines.

Setting up Payroll

Once you install Payroll on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the Resource Manager **Company Setup** menu (see your Resource Manager installation manual). For instructions on converting your files, see “Conversion” on page 2-7.

If you want to use General Ledger, Bank Reconciliation, or Job Cost with Payroll, you must set up those applications before setting up Payroll.

Direct Deposit Installation

Use this section as a guide only if you have purchased the Direct Deposit add-on application for use with Payroll. If you do not have the Direct Deposit add-on application, skip this section.

Before You Install Direct Deposit

Make sure your system meets these minimum requirements before you install Direct Deposit.

Direct Deposit is an add-on module to the OSAS Payroll application. You must install OSAS Payroll before you install Direct Deposit.

The Direct Deposit system needs a minimum of 2 megabytes (2 Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files (in addition to the space required by Payroll). Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1 Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Direct Deposit

1. Use the **Install Applications** function in Resource Manager (see the *Resource Manager User's Manual*) to install Payroll. Install the State Tax Routines after you install Payroll.

2. Use the **Install Applications** function in Resource Manager to install Direct Deposit.

Setting up Direct Deposit

Once you install Direct Deposit on your system, you must prepare your data files for everyday use.

You can prepare files for use with Payroll with Direct Deposit in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the **Data File Creation** function on the **Company Setup** menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see "Conversion" on page 2-7.

If you plan to use General Ledger, Bank Reconciliation, or Contractors' Job Cost with Payroll with Direct Deposit, you must set up those applications before you set up Payroll and Direct Deposit.

Setting up Direct Deposit

Once you install Direct Deposit on your system, you must prepare your data files for everyday use. See "Setup" on page 3-1 for setup instructions.

Conversion

If you use an earlier version of OSAS Payroll or Payroll with Direct Deposit, you can convert your files from the older version to the current version.

When you are ready to convert files, use the **Data File Conversion** function on the Resource Manager **Company Setup** menu (see the *Resource Manager User's Manual*) to upgrade Payroll or Direct Deposit data files. You can upgrade from version 3.2, 4.xx, 5.xx, or 6.xx. If you want to convert to version 7.0 from a version earlier than 3.2, contact a client support representative.

Note

You must install the new versions of Payroll and Direct Deposit (if applicable) before you convert files. You can replace and update the programs properly only by using the **Install Applications** function in Resource Manager.

Before you convert an application's files, make note of the version number from the application you are converting. The **Data File Conversion** function has no way of determining the information from within the function.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you convert from your version of Payroll or Direct Deposit (if applicable), consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your Open Systems software provider.

If you are converting from version 6.5x to 7.0, no conversion is necessary. You should still use the **Data File Conversion** function to copy data files from the old data directory to the new directory, however.

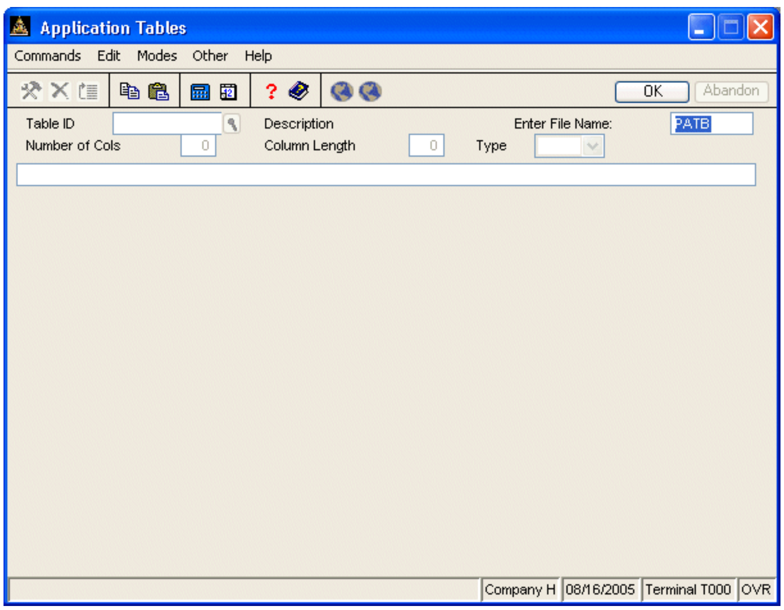
Converting from Version 4.x and Earlier

Before you begin the conversion from a version before 5.00, you must set up one table and gather some additional information.

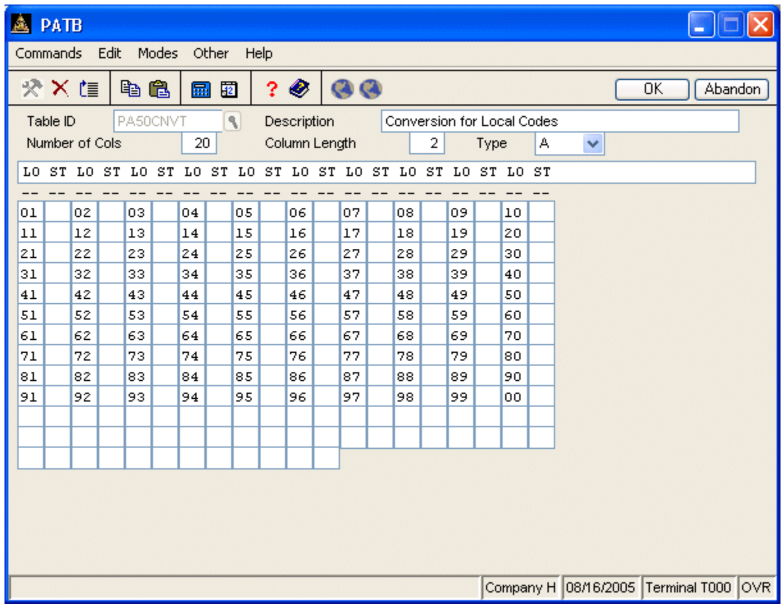
Each local code must be assigned to its respective state. The system looks for the **PA50CNVT** table and uses it to assign local codes to their respective states. To update the **PA50CNVT** table, follow these steps:

1. Select **Application Tables** from the Resource Manager **Data File Maintenance** menu.

2. In the **Enter Table Filename** field, enter **PATB**. The PATB screen appears.



3. Use the **Inquiry** (**F2**) command to select **PA50CNVT** or enter **PA50CNVT** in the **Table ID** field. The **PA50CNVT** table appears.



4. One hundred entries are in the table. You can enter state codes, assigning them to local codes. If you do not use local codes or do not add them to the table at this point, the conversion still completes successfully. When you finish entering codes, exit to the main menu.

Converting from Version 5.0x and Earlier

In previous versions of Payroll, earnings and withholdings amounts in employee history were broken down only to the quarter-to-date level. Beginning in version 5.1, those amounts are broken down to a month-to-date level. To accommodate this situation, the conversion program must allocate quarter-to-date figures from previous versions into the new month-to-date fields. The conversion program prompts you to select one of these methods:

- The **monthly** method divides total quarterly amounts evenly among the monthly fields. For example,

  January: 33.3%
  February: 33.3%
  March: 33.3%

- The **daily** method allocates amounts precisely. The program calculates days per month and the percentage of each day in the quarter. If the last payroll check run was in the middle of a month, the system allocates amount percentages correctly up to that date. If you select this option, you must enter the last check date. For example,

  Quarter 1

  January: 31 days of 90 in Quarter 1 = 34.44%
  February: 28 days of 90 in Quarter 1 = 31.11%
  March: 31 days of 90 in Quarter 1 = 34.44%

Note

If you are converting files from OSAS 4.0x or lower, do not use the following option.

- The **history** method reads check amounts from your previous Payroll version's Check History file, producing a quarterly total and calculating the monthly percentage by dividing each monthly subtotal into the quarter. The system adds only checks that fall within one calendar year.

  This choice requires accurate historic data and is the most time-consuming, yet accurate, of the three methods. If you select this option, you must enter the current payroll year. For example,

Employee ID	Check Number	Check Date	Gross Check Amount	Totals
John Doe	1111	01/15/00	$1000.00	
John Doe	2222	01/31/00	$1200.00	
				$2200.00
John Doe	3333	02/15/00	$1000.00	
John Doe	4444	02/28/00	$800.00	
				$1800.00
John Doe	5555	03/15/00	$1000.00	
				$1000.00

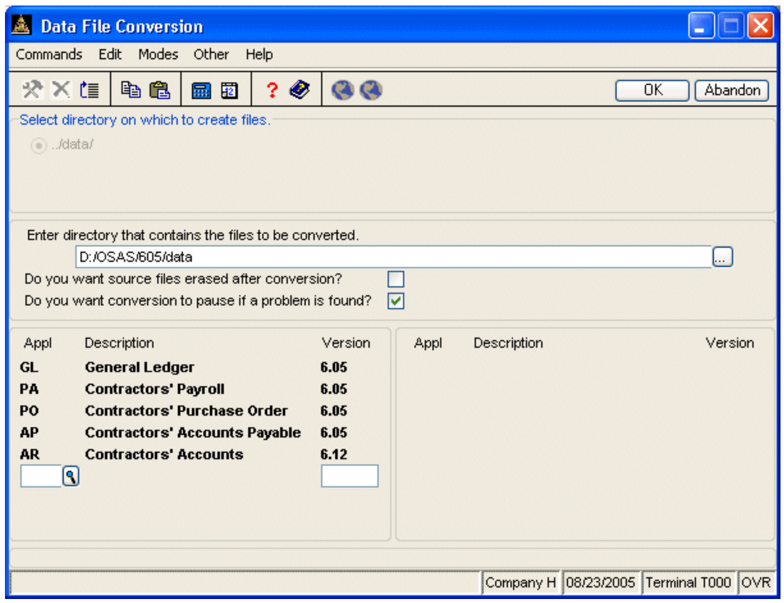
  Total

  January = $2200.00 out of total earnings of $5000.00 = 44%
  February = $1800.00 out of total earnings of $5000.00 = 36%
  March = $1000.00 out of total earnings of $5000.00 = 20%

  Any of these split methods can cause leftover amounts to be rounded. If this situation happens for the first quarter, the amount is entered in the first month of the quarter. If it happens for the year, the amount is entered in January.

Converting to Version 7.0

Select **Data File Conversion** from the Resource Manager **Company Setup** menu. The Data File Conversion function screen appears.



1. The system lists all valid OSAS data paths. Select the destination directory where your new data files will reside.

2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.

3. If you want source files to be erased after conversion, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. If you want the conversion process to pause if a problem occurs, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

5. If you are converting Payoll only, enter **PA** in the **Appl** column; **Payroll** appears.

   If you are converting Payroll with Direct Deposit, enter **DD** in the **Appl** column; **Direct Deposit** appears.

6. Enter your earlier version number of Payroll or Direct Deposit and press **Enter**. You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift+F2** in text mode.

Note

If you are converting from a Payroll version before 5.10 without Direct Deposit to the current version with Direct Deposit, you'll see the message **Some source files missing for DD. Do you want a printout of them?** Select **No** (or enter **N** in text mode) and continue with the remaining steps.

7. If data files already exist for Payroll or Direct Deposit in the intended destination path, the **PA/DD data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.

8. If you are converting Direct Deposit files, Payroll and its version number appear automatically. You must convert Payroll data files as well in order to use Direct Deposit. If data files already exist for Payroll in the intended destination path because you already converted them, the **PA data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and reconvert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode).

9. To begin the conversion process, use the **Proceed** (**OK**) command.

10. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Payroll files, your answer to this prompt makes no difference.

11. Answer the questions that appear relating to the conversion of the employee history and last-year files.

12. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).

13. When the process is finished, the files are converted. Select the output device for the error log. After the conversion finishes and the error log prints, the main menu—with **Contractors' Payroll** or **Contractors' Payroll with DD** added—appears.

Setup 3

Setup Considerations

After you have installed the software for the first time or after you have upgraded the software, you must set up the system. Follow the setup procedures carefully; the choices you make determine how the system will operate.

To properly set up the Payroll system, you need to gather and organize your payroll data. You need the following information:

- your payroll department procedures
- payroll records for each employee
- federal, state, and local tax publications
- the *Payroll State Tax Routines* media
- a chart of accounts for your business
- a list of the deductions you use
- a list of the other-pay types (bonuses, tips, and so on) you use

Codes and IDs

When you set up the system, you assign codes and IDs to tell the system how to identify each item on file. The system uses these identifiers to organize the information in reports and inquiry windows.

The system arranges code characters in a particular order. In the following list codes and IDs are sorted from lowest to highest, and dashes represent spaces.

— — — — — 0
— — — — — 1
— — — — — Z
— — — — — a
— — — — — 01
— — a — — —
0 0 0 0 0 0
0 0 0 0 0 1
1

The organization of these codes illustrates the following principles:

- The system reads codes from left to right until it finds something other than a blank space.
- Items that make up a code are *always* listed alphabetically. The items are listed in this order for each position:

  blank spaces
  characters (-, *, /, and so forth)
  numbers (0-9)
  uppercase letters (A-Z)
  lowercase letters (a-z)

Alphabetical rules are not intuitive when numbers are involved. Numbers are sorted as if they were letters: when the first characters of several IDs are compared, the ID with the smallest first character is placed first in the list. If the first character of the IDs is the same, the second characters are compared and the ID with the smallest second character is placed first in the list. This comparison is made for each character in the range of IDs until the IDs are clearly in alphabetical order.

If you use numbers for IDs, pad them with zeros so that they are all the same length and numeric rules can hold true. For example, in alphabetical sorting ID 112 comes before ID 60, since anything that starts with 1 comes before anything that starts with 6 *alphabetically.* If ID 60 were ID 000060 and ID 112 were ID 000112, ID 000060 would be listed first, since 060 is less than 112 alphabetically and numerically.

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

- To prevent organization problems, use zeros to make all IDs the same length. If IDs are divided into more than one part, the parts should be the same length in every ID. Do not use spaces to divide IDs into more than one part. For example, use ACE-01 and ACE-11 instead of ACE-1 and ACE-11 or ACE 01.

- If you use letters in IDs, use either all uppercase or all lowercase letters so that the IDs can be sorted correctly.
- Use descriptive IDs. For example, SALES01 and MKTG01 are more descriptive IDs than 000001 and 000002. (If you already use a numbered system, you might want to stick with it.)
- If you want to sort items by a particular attribute—name or group—put the attribute in the ID. For example, to organize employees by their last names, put the first characters of the last name in the employee ID.
- To ensure that you can insert new items into a sequence, use a combination of letters and numbers that leaves room in the sequence for later additions. For example, setting up two consecutive IDs of AND001 and AND005 leaves room for three IDs in between.

Setup Checklist

Follow the steps below to set up the Payroll system. Following the order of the steps should save you from repeating your work. Each step is explained in this section.

1. Set up the options and interfaces.

2. Set up earning types (**PAETxxx** file).

3. Set up earning codes (**PAECxxx** file).

4. Set up tables (**PATBxxx** file).

5. Set up tax tables (**PATXxxx** file).

6. Set up withholding codes for tax authorities (**PACO** file).

7. Set up withholdings (**PAWIxxx** file) and tax groups (**PATGxxx** file).

8. Set up company deductions (**PADDxxx** file).

9. If necessary, use the **Formula Maintenance** function to add formulas to the **PAFMHDR** (Formula Definition) and the **PAFMLIN** (Formula Line Detail) files.

10. Set up departments (**PADPxxx** file).

11. Set up payroll information (**PAINxxx** file).

CJC

12. Set up Contractors' Job Cost Payroll Information.

    - Quick Entry Table
    - Union and Worker's Compensation Options
    - Labor Burden Options

13. Set up worker’s compensation codes, union codes, and llabor classes (**PALCxxx** file).

14. Set up employees (**PAEGxxx** and **PAEPxxx** files).

15. Use the **Roll Up Leave Balances** function on the **Periodic Maintenance** menu to set up leave adjustments (**PAHVxxx** file).

16. If necessary, set up employee history (**PAEDxxx**, **PAEExxx**, **PAEMxxx**, and **PAEWxxx** files).

17. Enter initial balances.

18. Set up recurring time tickets and deductions.

19. Set up access codes.

20. Reset options and interfaces for using the system.

21. Set up a backup schedule.

Setup Functions

Options and Interfaces

An application can be interfaced to work in conjunction with other applications. Payroll can be interfaced with General Ledger, Bank Reconciliation, and Contractors' Job Cost.

General Ledger

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

If you void a payroll check after it has been posted, the check is backed out from General Ledger and the check record can be added to the Payroll **PACHxxx** (Checks), **PACDxxx** (Checks Deductions), **PACExxx** (Checks Earning), and **PACWxxx** (Checks Withholdings) files for a manual check or to the **PATRxxx** (Transactions) file for a calculated check.

Bank Reconciliation

When Payroll interfaces with Bank Reconciliation, posting checks in Payroll creates summary disbursement entries for the checks in the Bank Reconciliation **BRTRxxx** (Transactions) file for the bank account you specify.

The Payroll system can keep track of checks lost to alignment problems in the Bank Reconciliation application and in Payroll history to account for lost checks.

Contractors' Job Cost

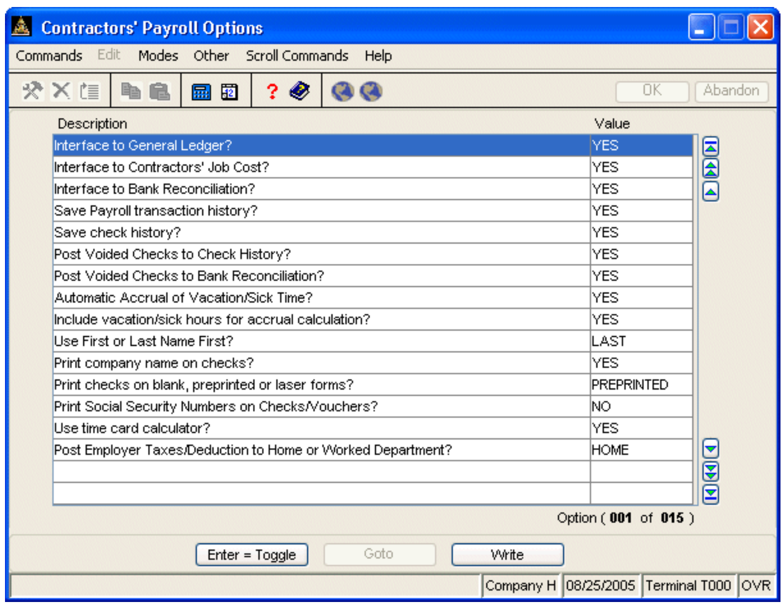
CJC

When Payroll interfaces with Contractors' Job Cost, you can assign actual labor hours and dollars to the appropriate job and phase in the Contractors' Job Cost **JOBSxxx** (Jobs) file. When and where appropriate, the interface also updates the number of pieces completed.

Options and Interfaces Screen

Select **Options and Interfaces** from the Resource Manager **Company Setup** menu. The **Options and Interfaces** screen appears.

The name of the company you are working with appears. Specify whether the Options table is **shared** or **owned**. (See the *Resource Manager User's Manual* for information about Options tables.) Then enter **PA** as the **Application ID**. The Payroll Options screen appears.



To toggle an option (for example, between **YES** and **NO**), press **Enter**.

1. Toggle between **YES** or **NO** to indicate whether or not you want to interface Payroll with General Ledger, Contractors' Job Cost, and Bank Reconciliation.

   The interface options work independently of each other. You can respond to them with any combination of settings.

2. Toggle between **YES** or **NO** to indicate whether you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle between **YES** or **NO** to indicate whether you want to save check history. You cannot produce the Check History Register or the 941 Worksheet unless you save check history.

4. Toggle between **YES** or **NO** to indicate whether you want voided checks to be posted to the **PAHCxxx** (Check History) file. These check forms have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

5. Toggle between **YES** or **NO** to indicate whether you want voided checks to be posted to Bank Reconciliation if Payroll interfaces with Bank Reconciliation. These check forms have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

6. Toggle between **YES** or **NO** to indicate whether you want to accrue vacation and sick time automatically.

7. Toggle between **YES** or **NO** to indicate whether you want to use vacation and sick hours for accrual calculations of additional sick and vacation time.

8. Toggle between **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports or whether you want to print last names first.

9. Toggle between **YES** or **NO** to indicate whether you want to print the company name on checks.

10. Toggle between **BLANK**, **PREPRINTED**, or **LASER** to indicate whether you want to print checks on blank check stubs, preprinted forms, or laser forms.

    If you use preprinted checks, the stub is printed first; if you use blank check stubs or laser forms, the check is printed first.

11. Toggle between **YES** or **NO** to indicate whether to print employees' social security numbers on checks and vouchers. Toggle this option to **NO** to protect your employees' sensitive information.

12. Toggle between **YES** or **NO** to indicate whether you want to use the time card calculator during entry of time tickets for hourly employees.

13. Toggle between **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employee's home department from the PAEGxxx (Employee General Information) file or the department(s) they worked in during the pay period.

14. When you finish setting options, press **W** to save your entries. The system returns you to the Options and Interfaces screen where you can select another application whose options you want to change or exit to the main menu.

Earning Types

Use the **Earning Types** function (page 11-13) to set up and modify the way the system uses earning codes. The system has nine preset earning types which are used by the system in special ways.

You cannot change or delete the preset earning types. You can, however, set up additional earning types. When you set up earning codes, you specify the earning type to which the code belongs. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under one earning type.

Earning Codes

An earning code stores pay rate information, the GL holding account number, the pay type, and other information for a particular kind of work. When entering time tickets or manual checks, you can enter an earning code and the number of hours worked; the system calculates the employee's pay based on the information stored in the **PAECxxx** (Earning Codes) file.

Use the **Earning Codes** function (page 11-9) to set up earning codes.

You can set up earning codes for types of work. For example, you can set up an earning code for work involving assembly, another for packaging, and so on. You can set up earning codes for overtime and double-time work that automatically multiply or add amounts to the base pay.

If your company offers Cost of GTLI, Cost of DCB, 457 Plan, or Non-457 Plan benefits, use earning codes to track these amounts as part of normal payroll processing. Previously, you manually entered these amounts in the appropriate fields on the Employee Miscellaneous History screen in the **Employee History** function. However, due to changes in federal regulations concerning Forms W2 and 941, and to eliminate reporting errors, Open Systems is discontinuing the use of these fields in any processing. After setting up these codes, use the **Tables** function to create the tables OSAS uses to identify these amounts, then enter the new codes into those tables.

Tables and Tax Tables

Tables store information relating to the system, data, options, and default settings for other applications. Tax tables are used to calculate federal, state, and local tax withholding.

Note

Use tables only to enter and store data. Do not delete lines or rearrange account descriptions. The system looks for information by the position of the lines in the table. For example, in the **FREQxxx** table, the system assumes that the first group code is on the first line, the second group code is on the second line, and so on.

You must set up and/or review the following system tables and tax tables before you build the Payroll data files:

- 457xxx
- ADJMNxxx

- DCBxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- GTLIxxx
- MAXVSxxx
- PACTLxxx
- SICccxxx
- TCACLxxx
- USRDDxxx
- USRDFxxx
- VACccxxx
- EIC
- FEDM
- FEDS
- FICA
- FUTAxxx
- LTXssllm
- PERSTx
- SOTss
- STSss
- STXssm
- SUTssxxx
- W2CODE
- W2CODE2

You can set up the **ADJMNxxx**, **FREQxxx**, **GLDEPxxx**, **GLPAYxxx**, **PACTLxxx**, **SICccxxx**, **TCALCxxx**, **USRDFxxx**, **USRDDxxx**, and **VACccxxx** system tables and the **FUTAxxx**, **STSss**, **STXssm**, **SUTssxxx**, **W2CODE**, and **W2CODE2** tax tables for individual companies and/or all companies that are in the system. You can set up one table for all the companies that are alike, and you can set up one table for each company that is different.

Note

You must enter **OWN** in the **Option Table Type** field in the **Options and Interfaces** function to be able to set up company-specific options.

For example, you can set up table **GLPAY** for companies that post payroll transactions to the same general ledger accounts, and you can set up table **GLPAYA01** for company A01, **GLPAYB01** for company B01, and so forth if those companies post payroll transactions to different general ledger accounts.

These tables are identified by a three-character to five-character prefix and a two-character to five-character suffix. The prefix is the table name—**FUTA** for federal unemployment tax, for example. For company-specific tables, the suffix is a company ID. Generic system-wide tables do not have suffixes. If you delete a company-specific table, that company uses the generic table. For example, if you delete table **GLPAYA01**, company A01 then uses the **GLPAY** table.

You can set up the **SUTssxxx**, **SOTss**, **STSss**, and **STXssm** tax tables for each state where you do business. For example, you can set up table **SUTAZ** to store the percentage and earnings limit that Arizona uses to calculate employer state unemployment.

You can set up the **LTXssllm** table for each locality where you do business. For example, you can set up table **LTX01** to store the base and percentage figures that the locality uses to calculate tax withholding.

In addition, you can set up the **LTXssllm** table for marital statuses. For example, you can set up table **LTX01S** to store the base and percentage figures that the locality uses to calculate tax withholding for unmarried employees.

You must set up a **MAXVSxxx** table for each company that uses the table.

For more information on setting up tables, see page 10-77. For more information on setting up tax tables, see page 10-99.

Withholding Codes for Tax Authorities

Use the **Tax Authority Setup** function (page 11-5) to enter and maintain withholding codes for federal, state, and local tax authorities that employees need for withholdings. You can also set up the formula names associated with each code for the states and localities. You can enter 15 additional employee and employer withholding codes for each federal, state, and local tax authority. Most federal and state codes are preset.

Withholdings

Use the **Withholdings** function (page 11-23) to set up and maintain federal, state, and local withholdings for your employees. The information is stored in the PAWIxxx (Withholdings) file. You can exclude deductions and/or earning codes from withholdings and set up employer-paid withholdings.

To establish the order in which withholdings are taken, use the **Tax Authority** Setup function (page 11-5).

Federal Withholdings

You can set up the following federal tax codes:

- **FWH** Federal withholding
- **OAS** Employee FICA
- **MED** Employee FICA
- **FUT** Unemployment insurance
- **EIC** Earned Income Credit
- **EOA** Employer FICA
- **EME** Employer FICA

Fixed percent withholding applies to the **FWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to **FICA** or **FUTA** tax codes.)

State Withholdings

To use state withholding, you must install the Payroll Tax Routines provided by Open Systems.

For each state authority, you can set up the following tax codes:

- **SWH** State withholding
- **SUI** State Unemployment Insurance (employer)
- **SO1** State-other withholding 1
- **SO2** State-other withholding 2
- **SO3** State-other withholding 3

The state withholding and state unemployment insurance tax codes are used by the system and should not be modified or deleted.

Use of the state-other withholding varies from state to state. See the *Payroll State Tax Routines* for information about the states where employees live. These codes must first be set up in the **Tax Authority Setup** function.

Fixed withholding applies to the **SWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (You cannot assign fixed withholding percentages to **SUI** or **SOx** tax codes.)

You can set up other codes (for example, **WKC** for worker's compensation) as you need them in the **Tax Authority Setup** function.

Local Withholdings

To use local withholding, you must create and install your own local tax routines in the **Tax Authority Setup** function. Contact your dealer or installer for more information.

For each local authority, you can set up these tax codes:

- **LWH** Local withholding
- **LO1** Local-other withholding

Fixed withholding applies to the **LWH** tax code only. If you have forms of other pay that are taxed at a fixed rate, you can enter the fixed percentage to withhold. (Do not assign fixed withholding percentages to the **LO1** tax code.)

Deductions

Use the **Deductions** function (page 11-17) to set up and maintain payroll deductions. You can enter 999 deductions. You must enter a description and a general ledger liability account number before you can use a deduction.

You can set up deductions that are strictly employer-paid. You can exclude some earning codes from deductions—for example, 401(k) programs—so that deductions will be withheld from specific earnings. You can flag deductions as deferred compensation (such as flexible spending account dependent care deductions), which is reported on employee W-2 forms. In addition, you can determine whether deductions are to be taken from net or gross pay. You can also copy deductions to a group of employees you specify.

The employer expense account for employer-paid deductions is stored, along with the deduction record, in the **PADDxxx** (Deductions) file. Deductions information updates the **PADDxxx** and **PADXxxx** (Deduction Exclusion) files.

Formulas

Most of the formulas you need are preset, but you can use the **Formula Maintenance** function (page 10-101) to set up and maintain the formulas needed to calculate deductions and withholdings. For a detailed explanation of formulas, see Appendix C.

After a formula has been set up, you can use the **Deductions** function (page 11-17) or the **Withholdings** function (page 11-23) to edit it.

Departments

Department records store amounts posted from time tickets and checks. This information is used to update accounts in the General Ledger system.

Use the **Departments** function (page 10-55) to set up and maintain departments. You can set up earning codes and employer-paid withholdings and deductions, and through Resource Manager you can specify precision for the Hours fields. New entries are automatically appended when you post time tickets or checks. The information is stored in the **PADPxxx** (Department) file.

Divisions summarize groups of departments in the Department Report, which summarizes the labor expenses posted to each department. If you use divisions, each department ID must begin with the two-character division ID. If you do not use divisions, department IDs must be at least three characters long.

Payroll Information

Payroll Information includes state unemployment reports and the company address. This information is essential to the Payroll system and must be set up before you begin processing. It is stored in the **PAINxxx** (Payroll Information) file.

State Unemployment Reports

Most states that collect unemployment taxes require a quarterly report that lists employee names, wages earned, and weeks or hours worked. Use the **Payroll Information** function (page 10-61) to set up your state unemployment reports for the states where you pay unemployment taxes.

The Payroll system credits employees for the full number of weeks they worked in pay periods they receive pay. The system looks at the Weeks Worked Limit field in the SWH record in the PAWIxxx (Withholdings) file for the minimum number of hours worked to be credited for one week of work. Consult the state tax authorities about the appropriate method for determining weeks worked in your state, and adjust the **Weeks Worked** field in the **Employee History** function as necessary before printing the report.

Company Address

Use the **Payroll Information** function to enter or change the company address.

Employer Bank Information

Use the **Payroll Information** function to enter the next check number for printing checks.

Degree Descriptions

Use the **Payroll Information** function to enter degrees and descriptions for employees. These descriptions are used in the **Personnel Information** function.

Contractors' Job Cost Payroll Information

CJC

Use **CJ Payroll Information** to set the quick entry stops for transaction entry and to set options for union, worker's compensation, and labor burden calculations. See "CJ Payroll Information" on page 10-111 for more information.

Quick Entry Table

Use the **Quick Entry Table** function to speed up data entry by defining the fields you want the system to skip when you press **Enter** on the **Enter Transactions** screen. If a field is skipped, you can use the up arrow key to return to it.

Union and Worker's Compensation Options

Use the **Union** and **Worker's Compensation Options** functions to define whether or not these codes are specified in transactions to calculate union and worker's compensation amounts. You can choose to have these amounts posted to General Ledger when you post checks.

Labor Burden Options

Use the **Labor Burden Options** function to define whether or not you want labor burden amounts posted to Job Cost and GL and which cost types should be updated in the Jobs Master file. The labor burden is calculated by adding employer paid taxes plus union amounts and worker's compensation amounts.

Worker's Compensation Codes

CJC

Use the **Worker's Compensation Codes** function to create or change worker's compensation codes and calculation information. See "Worker's Compensation Codes" on page 10-119 for more information.

Union Codes

Use the **Union Codes** function to create or change union deductions and benefits and the calculation information. Union benefit and deduction amounts are calculated when you use the **Calculate Checks** function. The information is printed in the Union Report. See “Union Codes” on page 10-121 for more information.

Job Rates by Class

Use the **Job Pay Rates by Class** function to establish a pay rate that is specific only to a particular job class or skill level for a particular job and phase. The pay rates default when you enter payroll transactions. See “Job Pay Rates by Class” on page 10-125 for more information.

Labor Classes

Use the **Labor Classes** function (page 11-3) to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class **EXM** for executive managers, **MIM** for midlevel management, and so on.

Labor classes are stored in the **PALCxxx** (Labor Class) file and are used in the Employees function. They are helpful for report sorting.

Employees

Each employee record consists of four sections: general information, salary information, tax information, and personnel information. Use the **Employees** function (page 10-3) to set up and maintain employee records.

The information is stored in the **PAEGxxx** (Employee General Information), **PAEPxxx** (Employee Personnel), **PAESxxx** (Employee Federal/State/Local Withholdings), **PAEXxxx** (Employee Exclusion), and **PADExxx** (Employee Deductions) files.

General Information

Use the **General Information** portion of the **Employees** function to enter and maintain such fundamental employee information as the employee's home address, sex, job title, and so on.

Salary Information

Use the **Salary Information** portion of the **Employees** function to enter and maintain pay information for the employee.

If the employee's normal salary may not meet federal minimum standards, you can use the **Adjust to Minimum** feature to automatically bring the employee's paycheck up to minimum wage.

Group Codes

Group codes identify the employees you want to pay when you calculate checks. Common practice is to use different group codes for different pay cycles. For example, hourly employees who are paid weekly might be group 1, salaried employees who are paid monthly might be group 2, and commissioned employees might be group 3.

Override Pay

You can enter override pay when you want to pay salaried employees something other than their normal salaries—for example, when employees start or quit within a pay period. Override pay applies only to the pay cycle you enter it in. When the pay cycle is completed, override pay is cleared from the system.

Tax Information

Use the **Tax Information** portion of the **Employees** function to enter federal, state, and local tax information. Research the state and local tax information before entering the data. In particular, marital status and number of exemptions can differ among tax authorities.

The valid marital statuses for federal tax purposes are **married** and **single**, but in some states employees can be married, single, unmarried heads of households, married filing jointly, or married filing jointly and both working. Consult the *Payroll Tax Routines* for information about marital status in the states where employees file. Open Systems does not supply information about local tax regulations.

Personnel Information

Use the **Personnel Information** portion of the **Employees** function to enter information about the employee's education, pay history, and so on.

Leave Adjustments

Before using the **Leave Adjustments** function, use the **Roll Up Leave Balances** function (page 9-49) if you elected to include vacation/sick hours for accrual calculation in the Resource Manager **Options and Interfaces** function. Then use the **Leave Adjustments** function (page 10-49) to make positive and negative adjustments to an employee's sick and vacation pay.

Employee History

If you start Payroll at any other time than the beginning of the year and you elect to create either check or transaction history (see "Initial Balances" below), you must collect and enter a lot of history information. Fortunately, you need enter data for only a handful of deductions for most employees. Remember to get month-to-date, quarter-to-date, and year-to-date figures for all fields.

The number of weeks worked is calculated on the basis of the number of pay periods the employee received a check for *any* amount. For example, if you use biweekly pay periods and an employee received one hour of sick pay in that pay period, the employee would be credited for two weeks worked. If you entered a week's worked limit for the state in the **Payroll Information** function, the number of hours worked would be compared to the limit, and in this case two weeks under limit would be recorded.

When you calculate **FUTA**, **SUI**, and **FICA** (**OASDI**), remember that there is no withholding above the ceiling on these wages.

Employee history information is stored in the **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

Note: Due to changes in federal regulations concerning Forms 941 and W2, the **Cost of GTLI**, **Cost of DCB**, **457 Plan**, and **Non-457 Plan** fields on the Employee Miscellaneous History screen in the **Employee History** function are no longer used in any OSAS processing. Instead, set up earning and deduction codes to track these amounts as part of normal payroll processing.

Initial Balances

Unless you are setting up the Payroll system at the beginning of the year, you must enter the payroll history for employees from the beginning of the current calendar year so that reports accurately reflect the payroll for the year. How you enter initial balances and payroll history depends on whether you are setting up the system with or without check, employee, and transaction history.

If you installed Payroll, General Ledger, Bank Reconciliation, and Contractors' Job Cost at the same time, leave the application interfaces turned on. If you are adding Payroll to an existing system, turn the application interfaces off to prevent double-posting while you set up initial balances.

Setting up Without Check or Transaction History

If you do not need check or transaction history, the simplest way to set up Payroll is to collect all the general ledger period-to-date, quarter-to-date, and year-to-date numbers for departments; use the **Departments** function to enter this information into your records. Then collect month-to-date and year-to-date numbers for employees; use the **Employee History** function (page 10-31) to enter this information into your records.

While this method produces records with accurate month-to-date and year-to-date information, you will have no history and no audit trail. Use this method only if you want to get started as quickly as possible.

Setting up With Check History Only

If you need only check history, turn off the interfaces with General Ledger, Bank Reconciliation, and Contractors' Job Cost. Do not enter period-to-date, quarter-to-date, or year-to-date numbers in the **Departments** function and do not enter month-to-date or quarter-to-date numbers for employees in the **Employee History** function. Instead, enter all the checks for each period, post the checks, and post expenses to General Ledger. Do quarter-end maintenance as necessary, and continue entering checks and printing reports until you are up to the current payroll period (see "Entering Manual Checks" below).

This method produces accurate check history, employee history records, department records, and an audit trail. It does not produce transaction history.

Setting up With Transaction, Employee, and Check History

If you need complete transaction, employee, and check history, you must re-create all the entries for the current year. After you set up the **PAINxxx** (Payroll Information), **PADPxxx** (Department), and **PAEHxxx** (Employee History) files (do not enter QTD and YTD information), set the system date to the beginning of the fiscal year and begin entering the payroll transactions in sequence. Post transactions at the end of each "day." Then reset the system date and enter the next day's transactions. When you reach the end of a payroll period, calculate checks and post expenses to General Ledger. (For information, see chapter 1.)

Note

When you post checks, you must select the tax month.

Do quarter-end maintenance as necessary, and continue processing transactions and printing reports until you are up to the current pay period.

This method produces the most accurate history and the most thorough audit trail, but is practical only if payroll records are small or if it is early in the year.

Entering Initial Balances

You can enter initial balances in one of two ways: by entering payroll transactions or by entering manual checks.

Entering Payroll Transactions

First verify that you have set up the options you want in the Resource Manager **Options and Interfaces** function. Then follow these steps to enter your initial balances based on payroll transactions:

1. Use the **Payroll Transactions** function (page 5-3) to enter transactions for the first pay period.

2. Print the Time Ticket Journal (page 5-21) and the Miscellaneous Deductions Journal (page 5-23) to verify that you entered the transactions correctly.

3. If you find an error in the journals, delete the incorrect transaction and enter the correct one. Repeat steps 2 and 3 until the Time Ticket Journal and Miscellaneous Deductions Journal are correct.

4. Back up your data files.

5. Post the transactions (see page 5-27).

6. Use the **Calculate Checks** function (page 6-3) to process the transactions and calculate checks.

7. Print the Edit Register (page 6-21) function to verify that the checks were calculated correctly.

8. If you find an incorrect entry in the Edit Register, use the **Payroll Transactions** function (page 5-3) to enter a reversing and a correct transaction. Post the correcting transactions, calculate checks again, and reprint the Edit Register to verify the corrections. Repeat this step until the Edit Register is correct.

9. If you do not need check numbers in the history, skip to step 11. If you want complete check history, print the checks on paper or save them in a file. (If you use the **Void Checks** function after the checks are posted to history, you must print checks to assign check numbers. Because you will void these checks immediately, use plain paper or send the output to a file.)
10. Print the reports on the **Payday Work** menu as an audit trail.
11. Back up your data files.
12. Post the checks (see page 6-61).
13. If the pay period falls on a quarter-end date, skip to step 14. If it does not, go back to step 1 and begin entering transactions for the next pay period.
14. After you post checks for the last pay period in a quarter, follow these steps:
    - Print the Department Report (page 9-13).
    - Back up your data files.
    - Post expenses to General Ledger (see page 9-15).
    - Print the quarterly tax, withholding, and unemployment reports necessary for the states where you do business.
    - Use the **Periodic Maintenance** function (page 9-55) to prepare your files for the next quarter.
15. Return to step 1 and begin entering payroll transactions for the next quarter. Repeat the above steps until you are up to the current pay period.

Entering Manual Checks

If you need to enter manual checks, use steps 1-3 below instead of the steps for entering payroll transactions above.

Follow these steps to enter your initial balances based on manual checks:

1. Enter manual checks for the first pay period (see page 6-9). Enter a check number for each entry.

2. Print the Edit Register (page 6-21) and verify that you entered the checks correctly.

3. If you find an error in the Edit Register, use the **Manual Checks** function again to change or delete the incorrect check. Repeat steps 1 and 2 until everything is correct.

4. If you have not assigned check numbers, use the **Print Checks** function (page 6-29) to assign check numbers. When the check numbers for all the checks have been entered, post the checks (see page 6-61).

   If you use the **Void Checks** function (page 6-37) after the checks are posted to history, you must print checks to assign check numbers.

Recurring Time Tickets and Recurring Deductions

Instead of entering the same time tickets and nonscheduled deductions repeatedly, you can set up and copy recurring time tickets and recurring deductions. After you have set them up, print the Recurring Time Ticket List and the Recurring Deductions List to verify that you have set these up correctly.

Access Codes

To safeguard your system, prevent access by unauthorized people. Use the Resource Manager **Access Codes** function to set up access codes on your system. You can set up access codes for the Payroll system itself, for menus in the system, and for individual functions. To control users' access to menus and functions, you can set up an access code for each user or group of users that performs the same functions.

A Code for Each Company

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

Because the codes are company-specific, you must set up a code for each company a user needs to access. You can use the same code for each company so that the user does not need to remember different codes. For example, you can set up the access code **CHARM** for companies A01, B01, and C01 so that a user can use the same code for each company.

What Should Be Protected

Because of the sensitive nature of some of the information in the Payroll data files and reports, you should limit access to the functions that provide confidential information or are sensitive to change. For maximum security, protect the Payroll application itself, each of the Payroll menus, and the individual functions. For more information about access codes, see the Resource Manager guide.

In particular, restrict access to the **Calculate Checks** and **Print Checks** functions. Assign different access codes to each function on the **Employee Inquiry** menu, restricting access to sensitive information such as salary information, while leaving general information accessible.

After you have set up your access codes, print a list of the codes and store it in a safe place.

Backup Schedule

Plan a backup schedule before you begin day-to-day operations.

You can lose files because of disk drive problems, power surges and outages, and other unforeseen circumstances. Protect yourself against such an expensive crisis by planning and sticking to a backup schedule.

Backing up Data Files

Back up your Payroll data files whenever they change—every day or every pay period—and before you run these functions:

- **Post Transactions**
- **Post Checks**

- **Post Expense to GL**
- **Periodic Maintenance**
- **Close Last Year**

Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed. If you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Backing up Programs

Once a month or so, back up your programs. Even though these files do not change, diskettes can be damaged or deteriorate, so it pays to have a fresh copy in storage in case you need it.

Backup Media

Keep more than one set of backups in case one set is bad or damaged. Rotate the sets of backup media, keeping one set off-site.

Setting Up Direct Deposit

If the Direct Deposit application is installed, you need to perform the tasks described in this section to set up the system for direct deposit in addition to those detailed previously.

Determining Options and Interfaces

To set up each company's options and interfaces, use the Resource Manager **Options and Interfaces** function (see the *Resource Manager User's Manual*). **DD** is the application ID.

Interfaces

Payroll with Direct Deposit has slightly different interfaces from Payroll, but you must set up the interfaces you want to use with Direct Deposit. You must have Payroll installed in order to use Direct Deposit.

Options

Your answers to the following questions determine how the system works and how information flows through it.

1. Toggle between **YES** or **NO** to indicate whether you want to interface Payroll/Direct Deposit with General Ledger, Contractors' Job Cost, and Bank Reconciliation. The interface options work independently of each other. You can respond to them with any combination of **YES** and **NO** settings.

2. Toggle between **YES** or **NO** to indicate whether you want to save Payroll transaction history. You cannot produce the Transaction History Report unless you save transaction history.

3. Toggle between **YES** or **NO** to indicate whether you want to save check history. You cannot produce the Check History Register or the 941 Report unless you save check history.

4. Toggle between **YES** or **NO** to indicate whether you want to post voided checks to the **PACHxxx** (Checks) file. These checks are voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

5. Toggle between **YES** or **NO** to indicate whether you want to post voided checks to Bank Reconciliation. These checks have been voided as a result of printing payroll checks, not as a result of using the **Void Checks** function.

6. Toggle between **YES** or **NO** to indicate whether you want employees to accrue vacation and sick time automatically.

7. Toggle between **YES** or **NO** to indicate whether you want to use vacation and sick hours for accrual calculations.

8. Toggle between **FIRST** or **LAST** to indicate whether you want to print the first names of employees first on checks and in reports, or whether you want to print last names first.

9. Toggle between **YES** or **NO** to indicate whether you want to print the company name on checks.

10. Toggle between **PREPRINTED**, **BLANK**, or **LASER** to indicate whether you want to print checks on preprinted forms, blank check stubs, or laser forms. If you use preprinted checks, the stub is printed first; if you use blank check stubs, the check is printed first.

11. Toggle between **YES** or **NO** to indicate whether to print employees' social security numbers on checks and vouchers. Toggle this option to **NO** to protect your employees' sensitive information.

12. Toggle between **YES** or **NO** to indicate whether you want to print the company name on direct deposit vouchers.

13. Toggle between **BLANK**, **LASER FORM**, or **PREPRINTED** to indicate whether you want to print vouchers on blank paper or preprinted forms.

14. Toggle between **BLANK** or **PREPRINTED** to indicate whether you want to use preprinted vouchers with blank stubs or preprinted stubs. If you use preprinted stubs, the stub is printed first; if you use blank stubs, the voucher is printed first. If you use laser vouchers, toggle to **BLANK**.

15. Toggle between **YES** or **NO** to indicate whether to print full account numbers on Direct Deposit vouchers. If you select **NO**, the system prints only the last four digits of the account number on vouchers.

16. Toggle between **YES** or **NO** to indicate whether you want to use the time card calculator during entry of time tickets for hourly employees.

17. Toggle between **HOME** or **WORKED** to indicate whether you want to post employer-paid taxes and deductions to the employees' home department from the **PAEGxxx** (Employee General Information) file or the department(s) they worked in during the pay period.

18. Press **W** when you finish setting options to save your changes.

Preparing Your Data

Follow these steps to prepare your data:

- Gather your bank information—routing codes, account numbers, and security codes for file transfers.

- Gather account information for your employees, such as account numbers and amounts/percentages to be allocated to various accounts.

Entering Your Data

When you set up Direct Deposit, gather and enter the information in the order below. As you complete the setup steps, use the **Master File Lists** functions to print the information you entered in each step; use the lists as references throughout the setup process.

1. Set up the Direct Deposit tables.

2. Set up employer bank information.

3. Enter direct deposit information for each employee who participates in direct deposit in the **Direct Deposit** function.

4. Create the prenotification file.

5. Send the prenotification file to your bank for approval. When you receive approval from the bank, use the **Create Prenotification File** function or the **Direct Deposit** function to mark direct deposit employees approved.

6. Set up access codes.

Direct Deposit Tables

Set up the **DDTB** file before you set up anything else. All companies use the **DDTB** file. You can set up company-specific tables in the **DDTB** file. See “Tables” on page 10-77 for table descriptions.

If you have already set up Payroll, and you do not want to set up all the tables again in Direct Deposit, use your operating system to make a copy of the **PATB** file in your data directory. Next, rename the copy to **DDTB**.

Employer Bank Information

Use the Employer Bank Information option in the **Payroll Information** function to enter the bank information necessary to process direct deposit transactions.

Direct Deposit

Use the **Direct Deposit** function on the **File Maintenance** menu to set up and maintain direct deposit transactions for employees. Have your bank routing codes and employee bank account numbers at hand for this step.

Prenotification File

Use the **Create Prenotification File** function on the **Periodic Processing** menu to set up a file to use as a trial run before you begin processing direct deposit transactions. Whenever an employee changes direct deposit information, you must process a new prenotification. You cannot produce a direct deposit voucher for an employee until a prenotification file has been sent to and received from your bank. Back up your data files before using this function.

Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager **Access Codes** function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned to the company you are in. After you set up your access codes, print a list of the codes and store it in a safe place.

Creating a Backup Schedule

Back up your Direct Deposit data files whenever they change and before you run the **Create Direct Deposit File** and **Post Checks** functions.

Back up your programs once a month as insurance against media damage or deterioration. Use the **Backup** function on the Resource Manager **Data File Maintenance** menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The **Backup** function backs up all the data files for a specified company in a data path at one time.

Employee Inquiry 4

Introduction

Use the functions on the **Employee Inquiry** menu to view employee information. You cannot use these functions to add or change information. If you want to add or change employee information, use the functions on the **File Maintenance** menu instead.

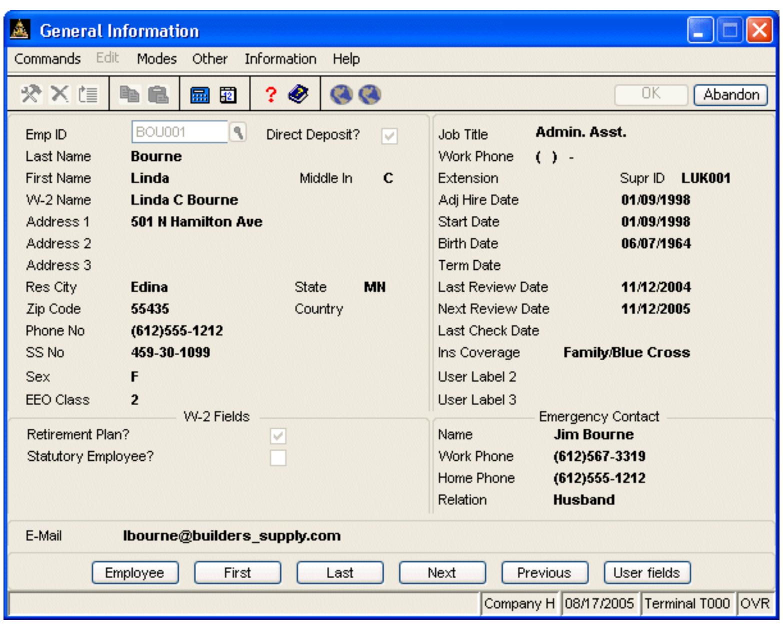
General Information

Use the **General Information** function to view general information about employees—name, address, phone number, and so on. The information comes from the **PAEGxxx** (Employee General Information) file and is entered in the **Employees** function (see page 10-3 for an explanation of the fields).

To add to or change this information, use the **Employees** function on the **File Maintenance** menu.

General Information Inquiry Screen

Select **General Information** from the **Employee Inquiry** menu. The inquiry screen appears.



Inquiry

1. Enter the ID of the employee whose information you want to view.

The **Direct Deposit?** flag appears only if Direct Deposit is installed to alert you that the employee participates in direct deposit.

2. Use the commands to find the information you need:

   - Press **E** to view a different employee record.
   - Press **N** to view the next employee record on file.
   - Press **P** to view the previous employee record on file.
   - Press **F** to view the first employee record on file.
   - Press **L** to view the last employee record on file.
   - Press **U** to view the employee's user-defined fields.

3. Press **Shift+F2** or use the **Information** menu to access any comments that have been made about the employee or to view any documents that have been attached to the employee record.

Exiting from General Information Inquiry

When you are finished viewing information for an employee, press **E** to clear the screen and return to the **Emp ID** field.

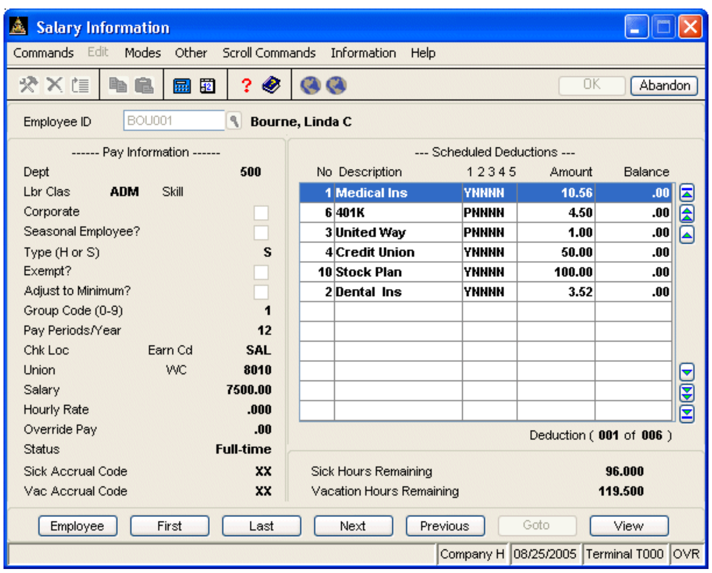
Enter a different employee ID or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Salary Information

Use the **Salary Information** function to view employee salary information—pay rate, scheduled deductions, remaining vacation hours, and so on. Use the **Employees** function on the **File Maintenance** menu to add or edit information.

Salary Information Inquiry Screen

Select **Salary Information** from the **Employee Inquiry** menu. The Salary Information screen appears.



Inquiry

1. Enter the ID of the employee whose salary information you want to view.

2. Use the commands to find the information you need.

   - Press **E** to view a different employee record.

   - Press **F** to view the first employee record on file.

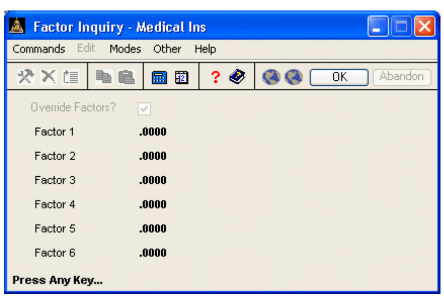
- Press **L** to view the last employee record on file.
- Press **N** to view the next employee record on file.
- Press **P** to view the previous employee record on file.
- Press **G** to view a specific scheduled deduction, then enter the deduction code or use the **Inquiry** (**F2**) command to select it. This command appears only if there is more than one screen of deductions.
- Press **V** to view factor information for a scheduled deduction. The Factor Inquiry screen appears.

3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.

4. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

Factor Inquiry Screen

The Factor Inquiry screen appears when you press **V** or click **View** to view information for a scheduled deduction.



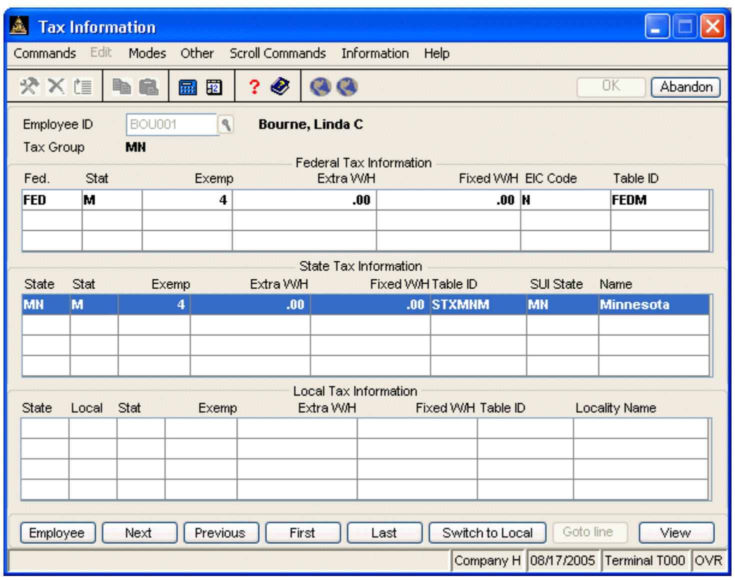
The information listed is pulled from the **PADExxx** (Employee Deductions) and **PAEGxxx** (Employee General Information) files and is entered in the **Employees** function (see page 10-3 for an explanation of the fields). Press any key to return to the **Salary Information** screen.

Tax Information

Use the **Tax Information** function to view employees' federal, state, and local payroll tax information. To add to or change this information, use the **Employees** function on the **File Maintenance** menu.

Tax Information Inquiry Screen

Select **Tax Information** from the **Employee Inquiry** menu. The Tax Information screen appears.



The information listed is pulled from the **PAEGxxx** (Employee General Information), **PAESxxx** (Employee Federal/State/Local Withholdings), **PAEXxxx** (Employee Exclusion), and **PAWIxxx** (Withholdings) files and is entered in the **Employees** function (see page 10-3 for more information).

Inquiry

1. Enter the ID of the employee whose tax information you want to view.

2. Use the commands to find the information you need:

    - Press **E** to view a different employee record.
    - Press **N** to view the next employee record on file.
    - Press **P** to view the previous employee record on file.
    - Press **F** to view the first employee record on file.
    - Press **L** to view the last employee record on file.
    - Press **G** to view a particular employee tax, then enter the line number or use the **Inquiry** (**F2**) command to select a line. This command appears only when there is more than one page of records.
    - Press **V** to view withholding exclusion information for a particular employee. The Employee Withholding Exclusions screen appears.

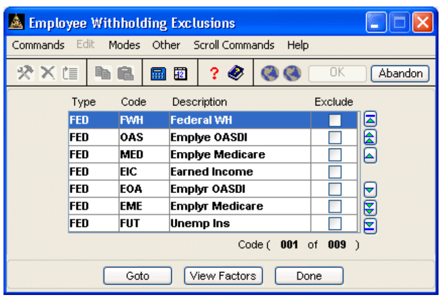
3. Press **Tab** to switch between the federal, state, and local sections of the screen.

4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.

5. When you finish viewing the tax information for an employee, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Withholding Exclusion Screen

The Employee Withholding Exclusions screen appears when you press **V** or click **View** to view withholding exclusion information for a specific employee..



Use the commands on the command bar to find the information you need:

- Press **G** to view a particular type of withholding, then enter the code or entry number or use the **Inquiry** (**F2**) command to select a type.
- Press **V** to view factors. The Factor Inquiry screen appears. See “Factor Inquiry Screen” on page 4-6 for more information.
- Press **D** to return to the Tax Information screen.

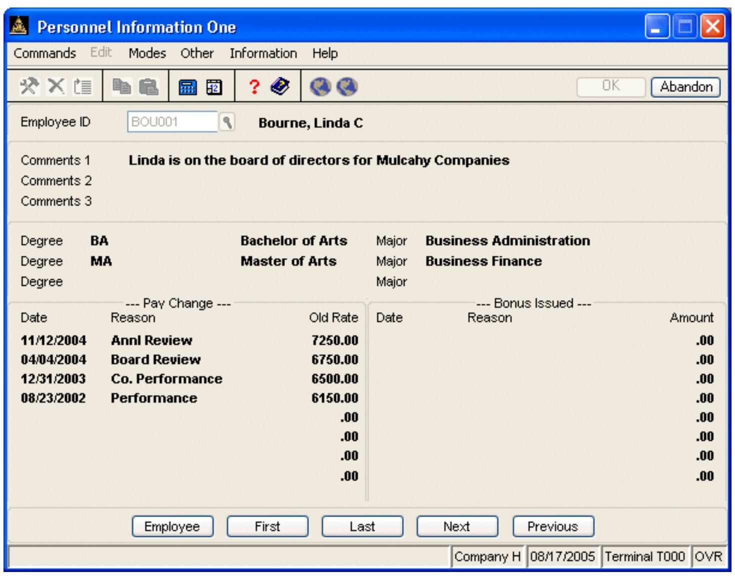
Personnel Information One/Two

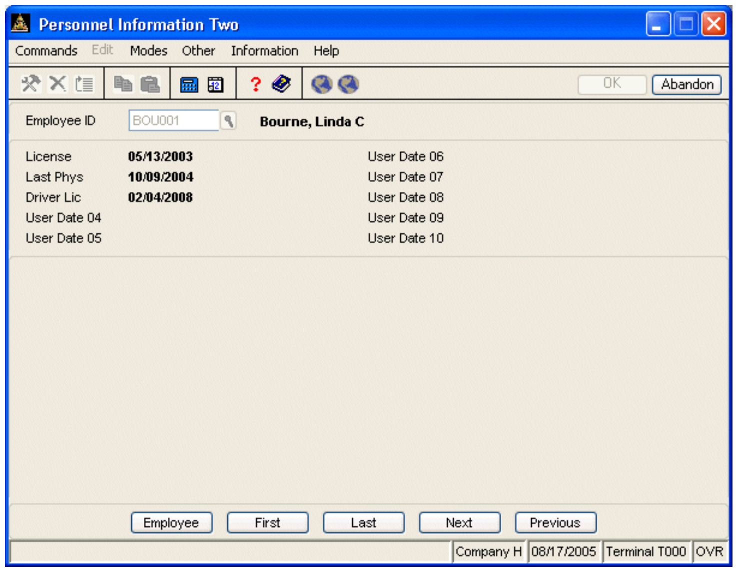
Use the **Personnel Information** function to view miscellaneous personnel information set up for employees. The Personnel Information One screen provides miscellaneous comments, degrees, pay change, and bonus information. The Personnel Information Two screen is user-defined; the field names are provided by the **USRDDxxx** table. The information that appears on both screens comes from the **PAEPxxx** (Employee Personnel) file and is entered in the **Employees** function (see page 10-3 for an explanation of the fields).

To add or change this information, use the **Employees** function on the **File Maintenance** menu.

Personnel Information Inquiry Screens

Select **Personnel Information One** or **Personnel Information Two** from the Employee Inquiry menu. The appropriate inquiry screen appears.





The commands and instructions for the two screens are identical:

Inquiry

1. Enter the ID of the employee whose personnel information you want to see.

2. Use the commands to find the information you need:

   - Press **E** to view a different employee record.
   - Press **F** to view the first employee record on file.
   - Press **L** to view the last employee record on file.
   - Press **N** to view the next employee record on file.
   - Press **P** to view the previous employee record on file.

3. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.

4. When you finish viewing the information, press **E** to clear the screen and return to the **Employee ID** field, or use the **Exit** (**F7**) command to return to the Employee Inquiry menu.

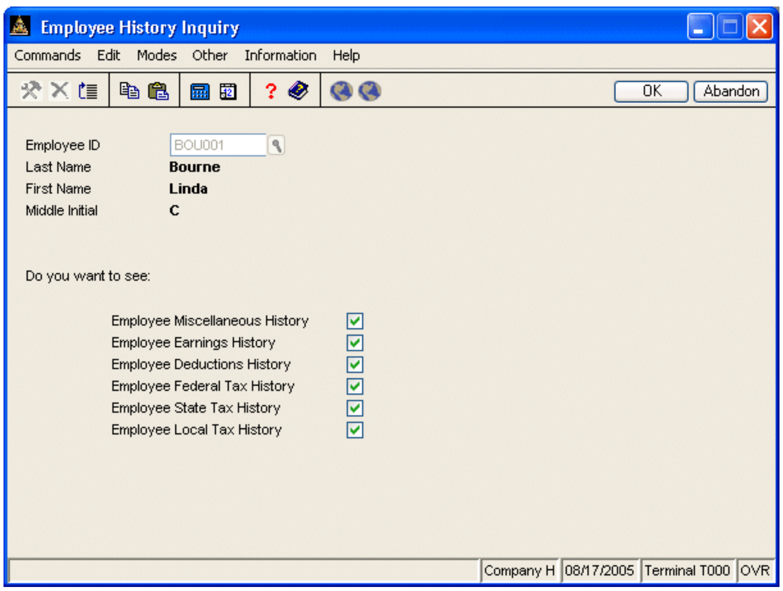
Employee History

Use the **Employee History** function to view employee payroll history—hours, pay, deductions, and so on—for each quarter and for the year. Information comes from the **PAEGxxx** (Employee General Information), **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

To add to or change this information, use the **Employee History** function on the **File Maintenance** menu (see page 10-31).

Employee History Inquiry Selection Screen

Select **Employee History** from the **Employee Inquiry** menu. The Employee History Inquiry selection screen appears.



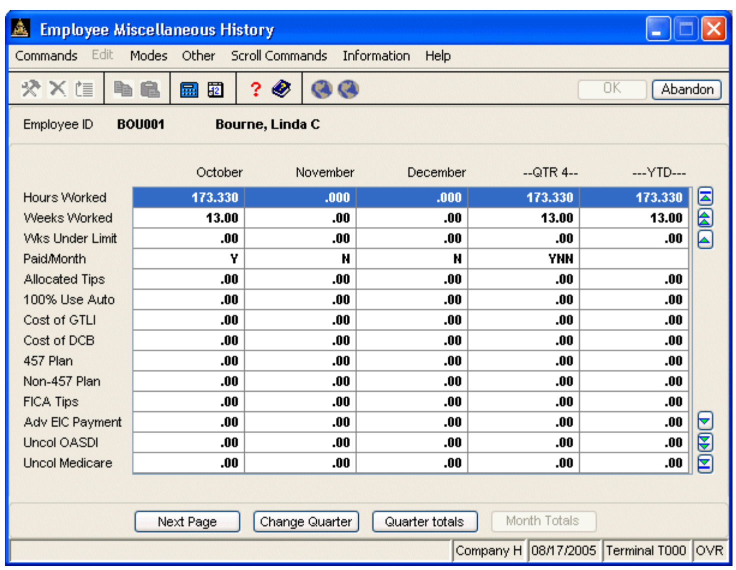
Inquiry

Enter the employee ID for whom you want to view information, then select the check box (or enter **Y** in text mode) next to each type of history you want to view. Clear a check box (or enter **N** in text mode) if you do not want to view that type of employee history. After you've selected the information to view, use the **Proceed** (**OK**) command to open the screen for the first history type selected.

Use the commands on the **Information** menu (press **Shift+F2** in text mode) when available to view any employee comments or documents. See "Employee Comments Screen" on page 10-24 and "Documents Screen" on page 10-27 for more information.

Employee Miscellaneous History Inquiry Screen

This screen appears when you select **Employee Miscellaneous History** on the selection screen.

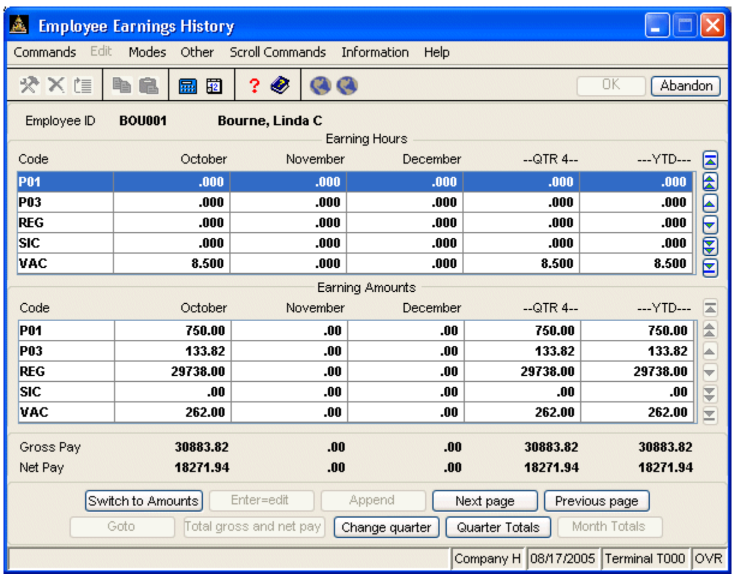


See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Earnings History Inquiry Screen

This screen appears when you select **Employee Earnings History** on the selection screen.

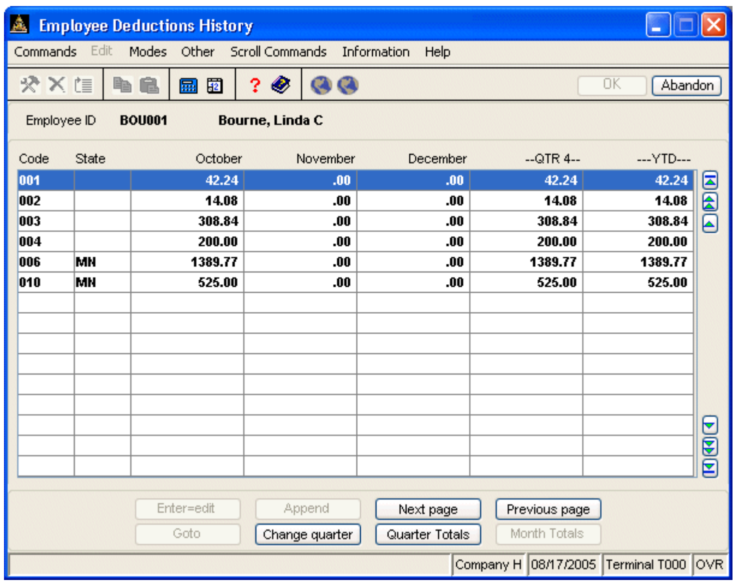


See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to exit to the **Employee Inquiry** menu.

Employee Deductions History Inquiry Screen

This screen appears when you select **Employee Deductions History** on the selection screen.

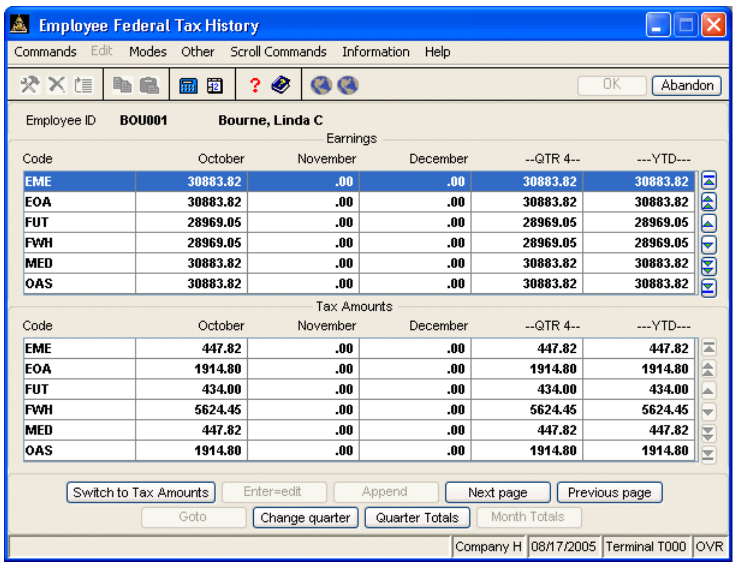


See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Federal Tax History Inquiry Screen

This screen appears when you select **Employee Federal History** on the selection screen.

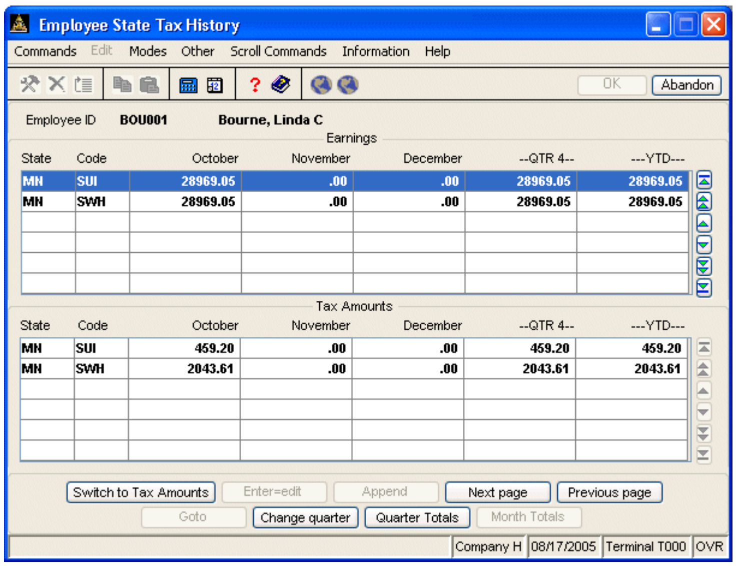


See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee State Tax History Inquiry Screen

This screen appears when you select **Employee State History** on the selection screen.

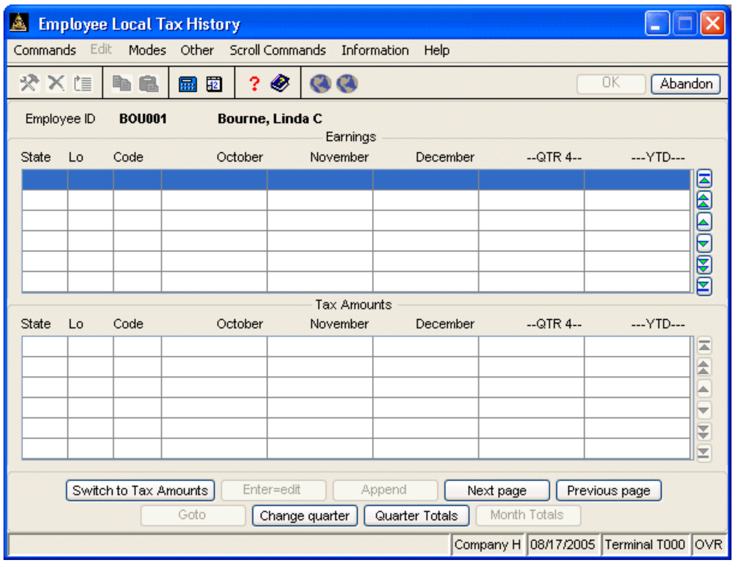


See page 10-3 for an explanation of the commands and fields.

When you finish viewing the screen, press **N** to view the next screen you selected. If you did not select another screen, the Employee History Inquiry selection screen appears; enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Employee Local Tax History Inquiry Screen

This screen appears when you select **Employee Local History** on the selection screen.



See page 10-3 for an explanation of the commands and fields.

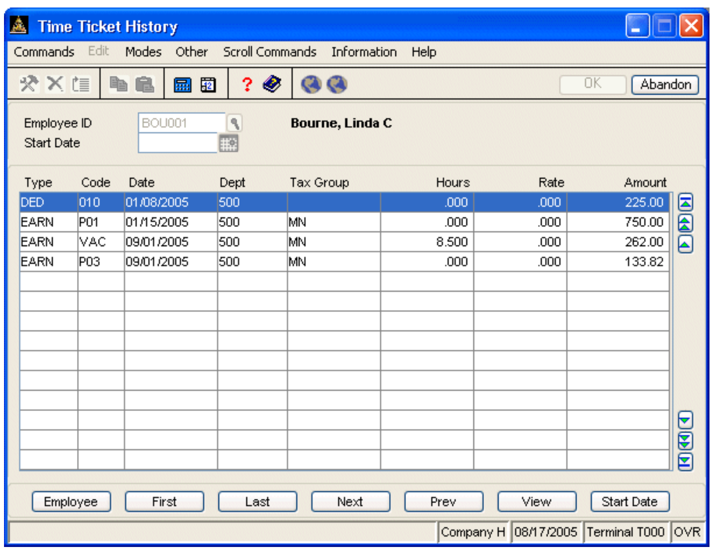
When you finish viewing the screen, press **N** to go to the Employee History Inquiry selection screen. Enter another employee for which to view history or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Time Ticket History

Use the **Time Ticket History** function to view an employee's time ticket history for each quarter and for the year.

Time Ticket History Screen

Select **Time Ticket History** from the **Employee Inquiry** menu. The Time Ticket History screen appears.



Inquiry

1. Enter the employee ID whose time ticket information you want to view.

2. Enter the start date for the time period you want to work with.

3. Use the commands to find the information you need:

   - Press **E** to view a different employee record.

   - Press **F** to view the first employee record on file.

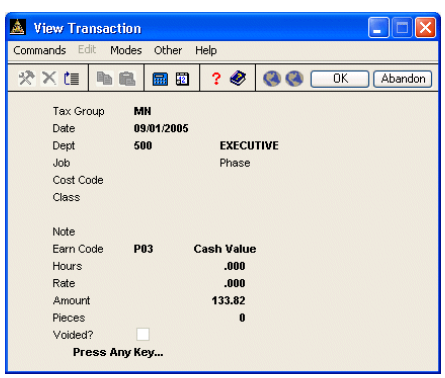
- Press **L** to view the last employee record on file.
- Press **N** to view the next employee record on file.
- Press **P** to view the previous employee record on file.
- Press **V** to view time ticket details for the selected entry. The View Transaction screen appears.
- Press **S** to change the start date.

4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.

5. When you finish viewing the information, press **E** to clear the screen and return to the **Employee ID** field or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

View Transaction Screen

The View Transaction screen appears when you select a transactions and press **V** (or click **View**). The screen lists detailed tax, employee, and amount information about the selected transaction.

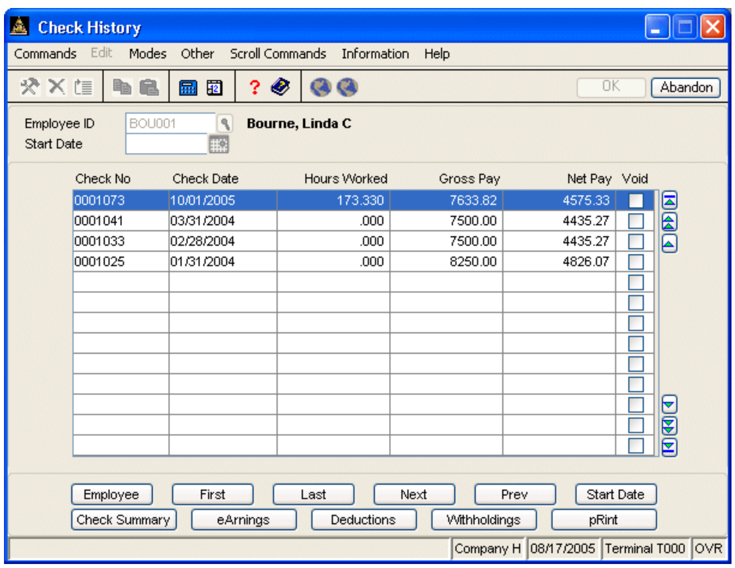


Check History

Use the **Check History** function to view an employee's check history for each quarter and for the year.

Check History Screen

Select **Check History** from the **Employee Inquiry** menu. The Check History screen appears.



Inquiry

1. Enter the employee ID whose time ticket information you want to view.

2. Enter the start date for the time period you want to view. Leave this field blank to view all check history.

3. Use the commands to find the information you need:

   - Press **E** to view a different employee record.

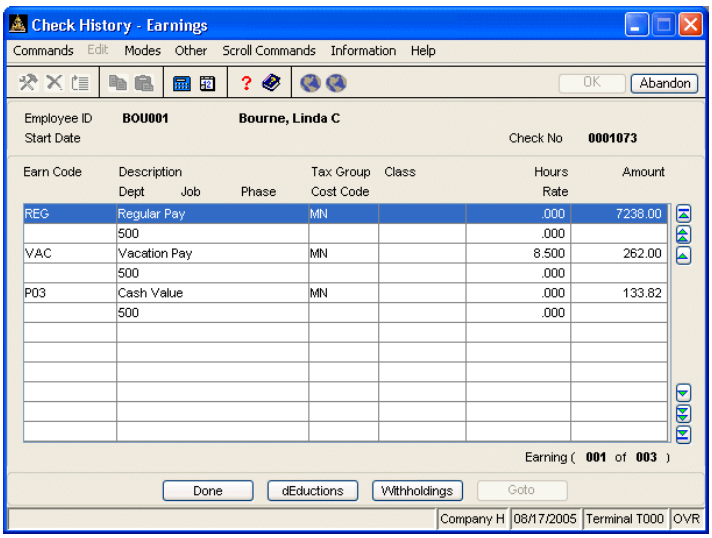
- Press **F** to view the first employee record on file.
- Press **L** to view the last employee record on file.
- Press **N** to view the next employee record on file.
- Press **P** to view the previous employee record on file.
- Press **S** to change the start date.
- Press **C** to view summary information about the selected check. The Check Summary screen appears.
- Press **A** to view summary earnings information about the selected check. The Check History Earnings screen appears.
- Press **D** to view deductions from the selected check. The Check History Deductions screen appears.
- Press **W** to view withholdings from the selected check. The Check History Withholdings screen appears.
- Press **R** to print the entry screen, then select the output device.

4. Use the commands on the **Information** menu (press **Shift+F2** in text mode) to view any employee comments or documents.

5. When you finish viewing information, press **E** to clear the screen and return to the **Employee ID** field. Enter a new employee ID for which to view information or use the **Exit** (**F7**) command to return to the **Employee Inquiry** menu.

Check History Earnings Screen

The Check History Earnings screen appears when you use the appropriate command on the Check History Inquiry, Check History Deductions, or Check History Withholdings screen to view earning information for the selected entry.



Field Descriptions

Field	Description
Earn Code	The employee's earning code appears.
Description/Dept/ Job/Phase	The earning code description, job, and phase IDs appear.
Tax Group/Cost Code	The tax group and job cost code appear.
Hours/Rate	The amount of hours and the rate of pay for the earning code appears.
Amount	The amount earned for each earning code appears.

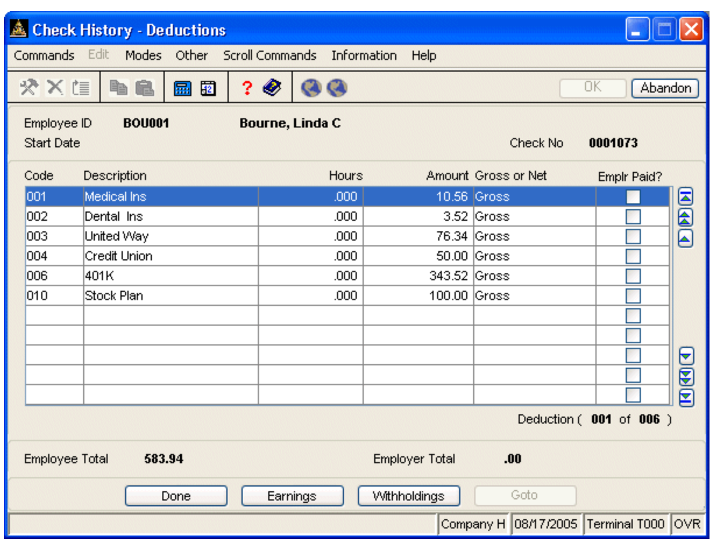
Commands

Use the commands on the Check History Earnings screen to perform the function you want and to find the information you need:

- Press **D** to return to the Check History Inquiry screen.
- Press **E** to view deductions for the selected entry. The Check History Deductions screen appears.
- Press **W** to view withholdings for the selected entry. The Check History Withholdings screen appears.
- Press **G** to go to a specific earning code. This command is available only when there is more than one page of earning codes.

Check History Deductions Screen

The Check History Deductions screen appears when you use the appropriate command on the Check History Inquiry, Check History Earnings, or Check History Withholdings screen to view deductions for a selected entry.



Field Descriptions

Field	Description
Code	The deduction code appears (see page 11-17 for more information on setting up on deductions).
Description	The description for the deduction code appears.
Hours	If the employee has elected to deduct pay by hours worked, the amount of hours appears.
Amount	The amount of money for the deductions appears
Gross or Net	Lists whether the amount is deducted before taxes (gross) or after taxes (net).
Emplr Paid?	If the box is selected, the deduction is paid by the employer, for example, a 401k matching amount.

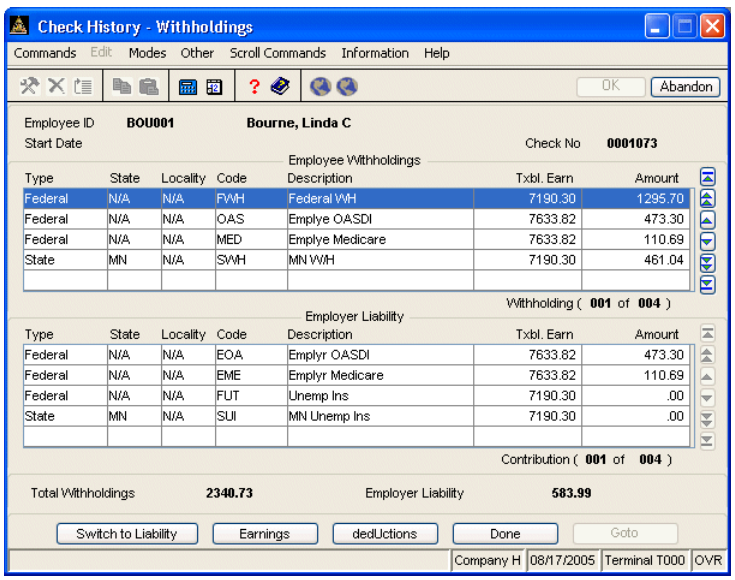
Commands

Use the commands on the Check History Deductions screen to perform the function you want and to find the information you need:

- Press **D** to return to the Check History Inquiry screen.
- Press **E** to view earnings for the selected entry. The Check History Earnings screen appears.
- Press **W** to view withholdings for the selected entry. The Check History Withholdings screen appears.
- Press **G** to go to a specific earning code. This command is available only when there is more than one page of earning codes.

Check History Withholdings Screen

The Check History Withholdings screen appears when you use the appropriate command on the Check History Inquiry, Check History Earnings, or Check History Deductions screen to view withholdings for a selected entry.



The screen contains two sections: **Employee Withholdings** and **Employer Liability**. The **Employee Withholdings** section displays information for the amount of taxes for which the employee is liable. The **Employer Withholdings** section displays the taxes for which the employer is liable.

Field Descriptions

Field	Description
Type	Lists the tax withholding description.
State	The state in which the employee pays taxes appears.
Locality	If the employee is subject to locality taxes, that locality appears.
Code	The code for the withholding type appears.
Description	The description for the code appears.
Txbl Earn	The amount of income subject to the withholding type appears.
Amount	The calculated amount of tax appears.

Commands

Use the commands on the Check History Withholdings screen to perform the function you want and to find the information you need:

- Press **Tab** to switch between the **Employee Withholdings** and **Employer Liability** sections.
- Press **E** to view earnings for the selected entry. The Check History Earnings screen appears.
- Press **U** to view deductions for the selected entry. The Check History Deductions screen appears.
- Press **D** to return to the Check History Inquiry screen.
- Press **G** to go to specific withholdings code. This command is available only if there is more than one page of withholdings present.

Daily Work 5

Payroll Transactions

Use the **Payroll Transactions** function to enter, change, or delete the number of hours each employee worked; allocate labor dollars, hours and pieces to various departments, jobs, and phases for hourly and salaried employees; and enter miscellaneous earnings and deductions that appear on employee payroll checks. If Payroll interfaces with Contractors' Job Cost, the **JOHIxxx** (Detail History), **JOBSxxx** (Jobs), and **JOCDxxx** (Cost Codes Detail) files are updated when you post.

You cannot use this function if you are working with last-year files.

How you use the **Payroll Transactions** function depends on whether employees are hourly or salaried and whether you enter a time ticket or make a miscellaneous payroll entry.

Hourly employees are paid according to the time ticket data you enter. Hour, dollar, and piece data are distributed to the department you specify and to the job and/or phase you specify if Payroll interfaces with Contractors' Job Cost.

Salaried employees are paid according to the salary you entered in the **PAEGxxx** (Employee General Information) file, not according to the time you enter in the **Payroll Transactions** function; but you must use this function to enter payroll transactions for salaried employees for other types of pay (such as bonuses, overtime, and double time), other deductions, and vacation and sick pay.

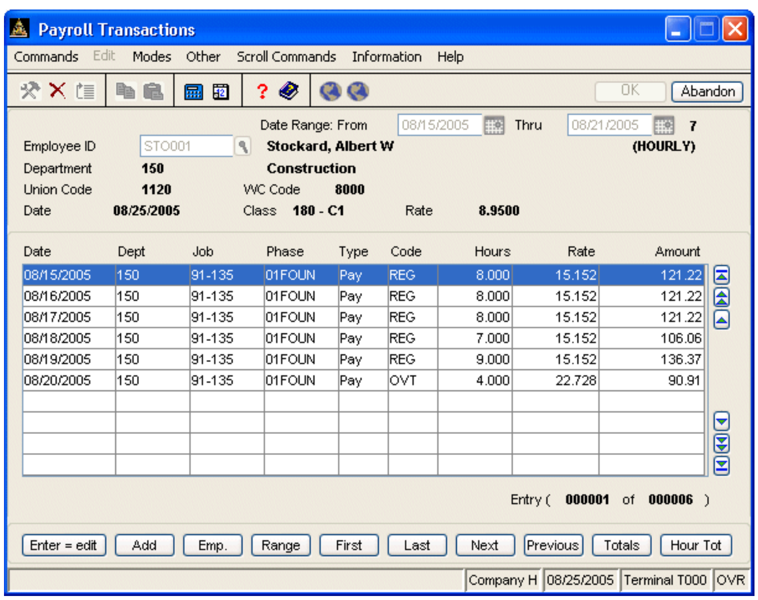
Salaries can be allocated to different departments by entering time tickets. The system keeps track of the employee's posted and unposted dollar amounts. You cannot exceed an employee's salary with time tickets if you elected to replace wages for salaried employees in the **Earning Types** function. If no time tickets are entered, all expenses go to the home department. If time tickets are entered, the earnings go to the specified department, and the employer withholdings and deductions go either to the home department or the department where the employee worked, based on the option you selected in the Resource Manager **Options and Interfaces** function. To determine hours for salaried employees, the system uses the information from the **FREQxxx** table.

To record other pay that employees have earned in addition to their regular pay (commission, tips, bonuses, and so on) and to record other deductions that are to be withheld from paychecks (items that are not regularly scheduled such as one-time contributions), make miscellaneous payroll entries. Define these deduction types through the **Deductions** function (page 11-17).

To reverse incorrect time tickets and miscellaneous entries that have been posted, enter the time ticket with a negative number of hours or the miscellaneous entry with negative amounts. This procedure provides an audit trail of the change.

Payroll Transactions Screen

Select **Payroll Transactions** from the **Daily Work** menu. The **Payroll Transactions** screen appears.



CJC

1. The first time you use this function for a pay period (after a post), you must enter a date range. The begin and end dates are stored in the **CYCLEx** table.

   Enter the **Date Range** for all transactions to be entered during this pay cycle.

Inquiry
Maint

2. Enter the ID of the employee for which you want to enter, change, or delete information. The data from the employee's record appears.

   If you use the **Maintenance** (**F6**) command, the **Employees** function temporarily comes up.

3. Use the commands to work with the information on the screen:

   - To edit the selected transaction, press **Enter**. See "Editing a Transaction" on page 5-6 for more information.
   - To add a transaction, press **A**. See "Adding a Transaction" on page 5-10 for more information.
   - To view a different employee record, press **E**.
   - To return to the **Date Range** boxes to enter a new date, press **R**.
   - To view the first employee record on file, press **F**.
   - To view the last employee record on file, press **L**.
   - To view the next employee record on file, press **N**.
   - To view the previous employee record on file, press **P**.

     The four commands above skip employees that have been terminated when locating the appropriate record to speed transaction entry. To view terminated employee information, select the appropriate employee ID.

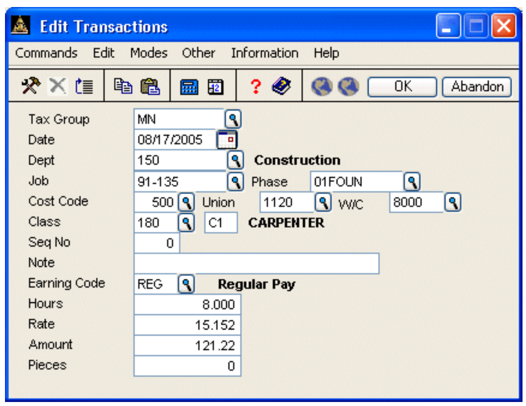
   - To view transaction totals for the employee, press **T**. See "Viewing Totals" on page 5-18 for more information.
   - To view the employee's hourly totals by date, press **H**. See "Viewing Hourly Totals" on page 5-19 for more information.

4. Press **Shift+F2** or use the **Information** menu to access employee comments or documents.

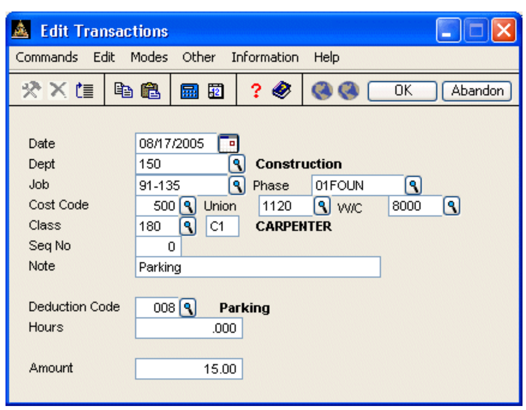
Editing a Transaction

When you press **Enter** at the line you want to edit on the Payroll Transactions screen, either the earnings or the deductions Edit Transactions screen appears. The deductions screen differs slightly from the earnings screen.

Edit Transactions Screen - Earnings



Edit Transactions Screen - Deductions



	Field	Description
Inquiry Maint	**Tax Group**	This field appears only if you are editing earning transactions. Use the **Maintenance** (**F6**) command to open the **Tax Groups** function to edit tax groups. Press **Enter** if you want to use the current tax group, or enter a different tax group.
	Date	Press **Enter** to accept today's date for the transaction, or enter a different date.
Inquiry	**Dept**	The department ID determines the distribution of expenses in General Ledger. It also indicates where the hours, amount, and pieces are distributed for accumulation in the **PADPxxx** (Department) file. Salary expense for salaried employees is automatically distributed to the employee's department. If you want to distribute expenses to different departments, you must enter payroll transactions for each employee to do so. Press **Enter** to accept the current department, or enter a different department ID.
Inquiry Maint	**Job**	Enter the job ID to which you want to charge the time and amount on the time ticket. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Contractors' Job Cost. The description appears at the bottom of the screen for verification.
CJC		If Payroll interfaces with Contractors' Job Cost and you want to charge the time ticket's hours, amount, and pieces to a particular job or phase, enter the job ID and, if applicable, the phase ID (below). When you post transactions, the data updates the **JOHIxxx** (Job Detail History) file.

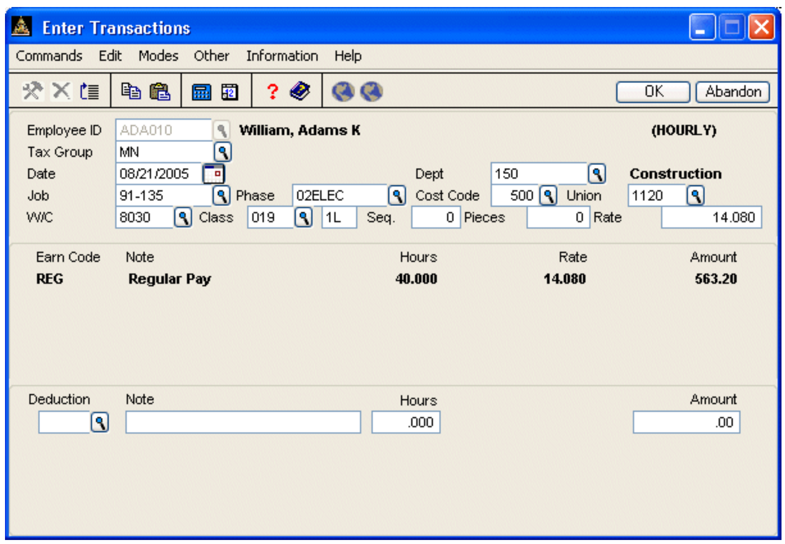
	Field	Description
		If Payroll does not interface with Contractors' Job Cost, you can enter job and phase information and then organize the Time Ticket Journal by job and/or phase for your records or produce the Transaction History Report for a historical record of job activity.
Inquiry Maint	**Phase**	If you entered a job ID for this entry, enter the phase ID to which you want to charge the time and amount, if any. The description appears at the bottom of the screen for verification.
Inquiry Maint	**Cost Code**	If you entered a job ID for this entry, enter the labor cost code for the job.
CJC	**Union**	Press **Enter** to accept the union ID that appears or enter a different one.
CJC	**W/C**	Press **Enter** to accept the worker's compensation code that appears or enter a different one.
Inquiry Maint	**Class**	Press **Enter** to accept the employee's current labor class or enter a different class for the time ticket. Use the **Maintenance** (**F6**) command to edit labor classes.
	Sequence No	If you want to split earnings and override deductions for an employee receiving two paychecks, enter a sequence number. The sequence number you use prints in the Time Ticket Journal.
	Note	Enter a description of the transaction entry.
Inquiry Maint	**Earn Code**	This field appears only if you are editing a time ticket earnings transaction. Press **Enter** to accept the employee's current earning code or enter a different earning code for the time ticket. Use the **Maintenance** (**F6**) command to edit earning codes.

Field	Description
Inquiry Maint **Ded Code**	This field appears only if you are editing a deduction. If you want to override an employee's scheduled deduction or give a deduction the employee is not scheduled to receive, enter the code for the deduction. Use the **Maintenance** (**F6**) command to open the **Deductions** function to edit a deduction code.
Hours	If you are entering a time ticket, press **Enter** if the employee worked the current number of hours or enter a different number of hours. If you are entering a deduction transaction, enter the number of hours to use in calculating the deduction.
Rate	Press **Enter** to accept the employee's current pay rate or enter a different pay rate for the time ticket. The rate will change depending on the earning code entered and the **Multiplier** and **Add to Base** fields for that earning code.
Amount	If you are entering a time ticket, the amount calculated for the time ticket appears. To change this figure, change the earning code, rate of pay, or number of hours worked. If you are entering a deduction transaction, enter the amount of the deduction.
Pieces	If the employee did piece work, the number of pieces he or she produced appears. Press **Enter** to accept it, or enter a different number. The Payroll system does not use piece information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, you can post period-to-date, year-to-date, and job-to-date pieces to the **JOBSxxx** file.

Use the **Proceed** (**OK**) command to save the information.

Adding a Transaction

The Enter Transactions screen appears when you press **A** on the Payroll Transactions screen to add a transaction.



CJC

If a range of Job GL accounts was entered in the **JOBGLx** table, and you enter a job and phase for a transaction, the system checks if the Hourly Wage account in the department file for that earning code is within the Job GL account range. A message appears if the account is not in the range, and you cannot proceed until you enter a different department ID or do not enter a job and phase.

Field	Description
Employee ID	Press **Enter** to add a transaction for the current employee or enter a different employee ID. Use the **Maintenance** (**F6**) function to enter the **Employees** function to edit employee information.

Inquiry
Maint

	Field	Description
Inquiry Maint	**Tax Group**	Press **Enter** to use the current tax group, or enter a different group if the employee is subject to tax in more than one group. Use the **Maintenance** (**F6**) command to enter the **Tax Group** function.
	Date	Press **Enter** to use the current date or enter a different date.
Inquiry	**Dept**	Press **Enter** to use the current department code or enter a different code. If you enter a department code that is different from the employee's default department, it is used to update the employer tax information in the **PADPxxx** (Department) file, depending on which option you selected in the Resource Manager **Options and Interfaces** function.
Inquiry Maint	**Job**	Enter the job ID to which you want to charge the time and amount.
Inquiry Maint	**Phase**	If you entered a job ID for this entry, enter the phase ID to which you want to charge the time and amount, if any.
Inquiry Maint	**Cost Code**	If you entered a job ID for this entry, enter the cost code for the job.
CJC	**Union**	Press **Enter** to accept the union ID that appears or enter a different one.
CJC	**W/C**	Press **Enter** to accept the worker's compensation code that appears or enter a different one.
Inquiry Maint	**Class**	Press **Enter** to accept the employee's current labor class or enter a different class for the time ticket. Use the **Maintenance** (**F6**) command to enter the **Labor Classes** function to edit labor classes.

Field	Description
Sequence No	If you want to produce multiple checks for an employee, enter all the transactions for the first paycheck under sequence number **0**. Then enter the transactions for the second paycheck under sequence number **1**, and so on.
Pieces	If the employee did piecework, enter the number of pieces the employee produced. The Payroll system does not use this information to calculate pay, but piece data can be distributed to and accumulated by department. In addition, you can post pieces to the **JOBSxxx** file.
Salary or Rate	If the employee is salaried, the employee's normal salary amount appears. If the employee is hourly, enter the hourly rate to apply to these transactions or press **Enter** to accept the current rate. CJC: If you selected the **Use Certified Payroll Grid** option on the Quick Entry table (page 10-112), the Certified Payroll Quick Entry grid (page 5-15) appears after you leave this field. Use this screen to enter several daily tickets for employees at once.
Earn Code (Inquiry, Maint)	Press **Enter** to accept the current earning code or enter an earning code for the time ticket. Use the **Maintenance** (**F6**) command to enter the **Earning Codes** function to edit earning codes. You can enter five line items for an employee on this screen; if you need to enter more items, use the **Proceed** (**OK**) command to save these transactions, return to the Payroll Transactions scroll region, and then reenter the Enter Transactions screen.

Field	Description
	If you elected to use the time card calculator (which is for hourly employees only) in the Resource Manager **Options and Interfaces** function, a message appears. If you elect to use the time card calculator, the Time Card Entry window appears (see “Time Card Entry” on page 5-16).
Note	A description of the earning code appears. Press **Enter** to accept that description, or enter a different description.
Hours	Enter the number of regular work hours recorded on the time ticket, or enter a negative number of hours to reverse a time ticket that has already been entered.
Rate	The pay rate for the earning code appears. Press **Enter** to accept the rate or enter a different rate.
Amount	The amount (the number of hours multiplied by the rate) appears. Press **Enter** to accept the amount or enter a different amount. If you enter a different amount, the rate is recalculated. When you accept the amount, the cursor moves to the next time ticket line. Enter another earning code or press **Enter** to leave the field blank and enter a deduction entry.
Inquiry Maint **Deduction**	Enter a deduction code. If you entered a job and phase, deductions are not posted to the job. Use the **Maintenance** (**F6**) command to enter the **Deduction Codes** function to edit deduction codes. You can enter five line items for an employee on this screen; if you have more than five deductions to enter, use the **Proceed** (**OK**) command to transfer the transactions to the Payroll Transactions scroll region and then reenter the Enter Transactions screen.

Field	Description
Note	The deduction’s description appears. Press **Enter** to accept that description, or enter a different description for this deduction.
Hours	Enter the number of hours associated with the deduction.
Amount	Enter the amount of the deduction.

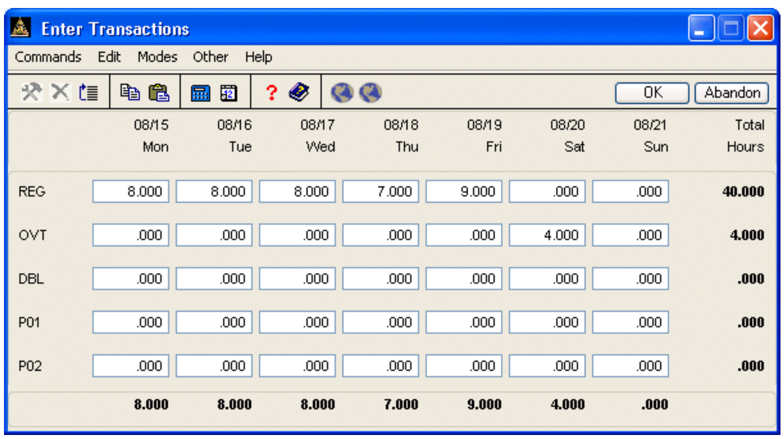
Use the **Proceed** (**OK**) command to save the information. Although the fields related to earnings and deductions are cleared, the employee and job information you entered remains on the screen. Change the information or enter a different employee ID. If you enter a different employee ID, job and phase information remains on the screen, making it easy to enter time tickets for the employees who worked on a job.

When you finish adding transactions, use the **Exit** (**F7**) command to return to the Payroll Transactions screen.

Certified Payroll Quick Entry Grid

CJC

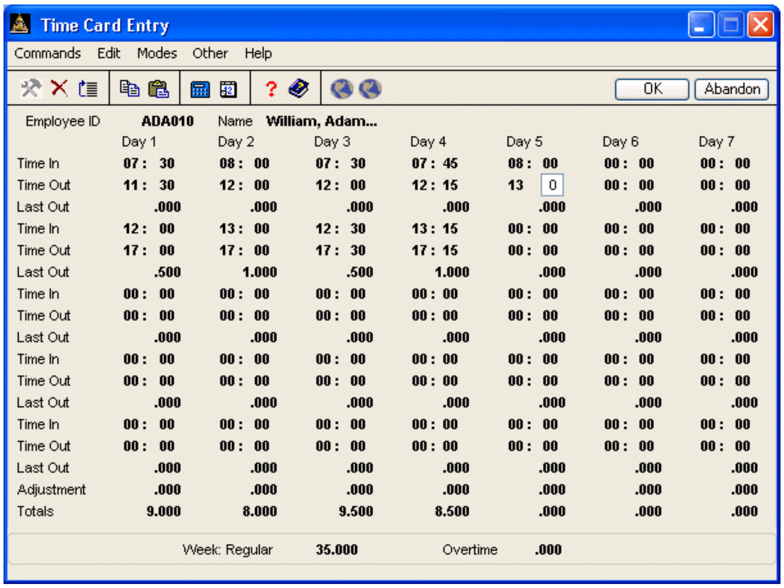
If the **Use Certified Payroll Grid** option in the Quick Entry table (page 10-112) is selected (or set to **YES**) to enter certified payroll transactions for project phases that require it, the quick entry screen appears after you leave the **Salary or Rate** field on the Enter Transactions screen. Use this screen to add several daily time ticket transactions for the employee at once.



For each day of the week, enter the hours the employee worked, then use the **Proceed** (**OK**) command to return to the Enter Transactions screen. Although the fields related to earnings and deductions are cleared, the employee and job information you entered remains on the screen to let you enter another time ticket transactions for the same or another employee. Each day's information you entered appears as an individual time ticket on the Payroll Transactions screen after you close the Enter Transactions screen.

Time Card Entry

Time cards can be filled out daily or weekly for each employee. If you elected to use the time card calculator in the Resource Manager **Options and Interfaces** function and in the **Enter Transactions** function, the **Time Card Entry** window appears.



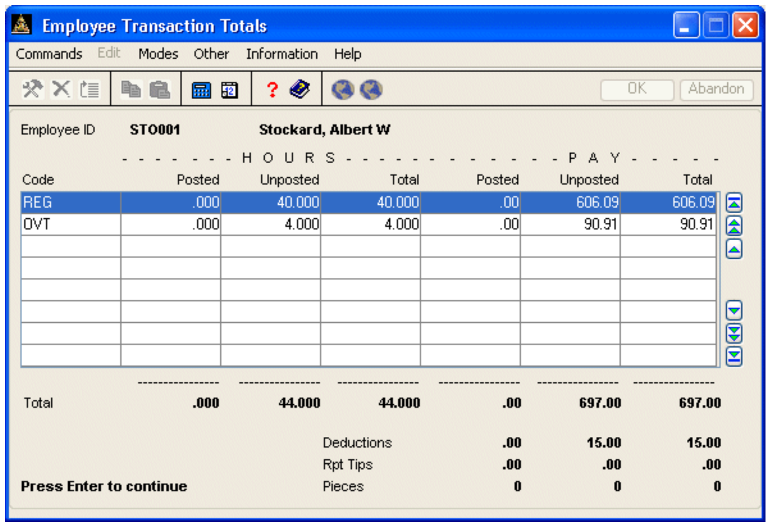
Field	Description
Employee ID/Name	The employee's ID and name appear.
Time In	For each day of the week, enter the hour and minute the employee punched in. Enter hours in military format. For example, if the employee started work at 5:00 P.M., enter **17**, press **Enter** to move to the minutes field, then enter **00**.

Field	Description
Time Out	For each day of the week, enter the hour and minute the employee punched out. Enter hours in military format. For example, if the employee finished work at 5:00 P.M., enter **17**, press **Enter** to move to the minutes field, then enter **00**.
Last Out	The time elapsed between the time in and the previous time out appears. No number appears in the first **Last Out** field.
Adjustment	Enter hours or minutes adjustments for each day. For example, if an employee worked after punching out, you can compensate for that here.
Totals	The total number of hours and minutes for each time in, time out, and adjustment (if any) appears.
Week: Regular	The total number of regular hours the employee worked for the week appears.
Week: Overtime	The total number of overtime hours the employee worked for the week is displayed, depending on how the **TCALCxxx** table is set up. If overtime has been calculated, you must enter the overtime codes on the Enter Transactions screen.

Use the **Proceed** (**OK**) command to save your entries. The Enter Transactions screen appears and lists the updated hours information.

Viewing Totals

When you press **T** on the Payroll Transactions screen, the Employee Transaction Totals screen appears.



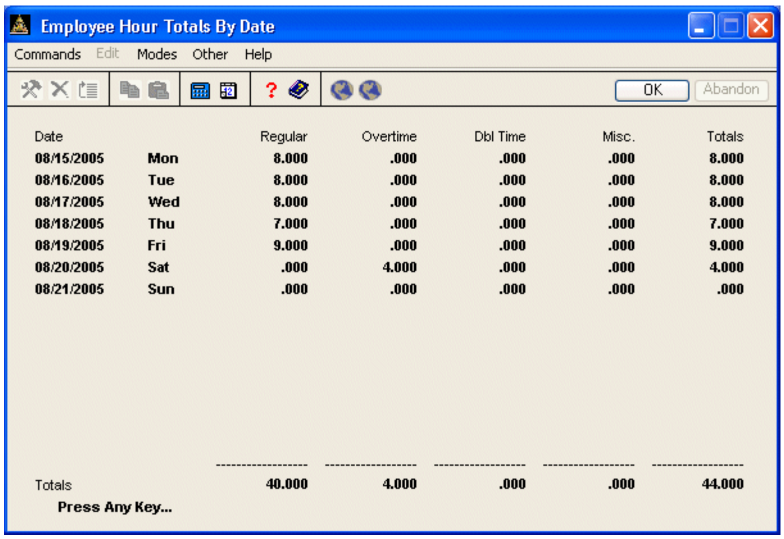
The posted, unposted, and total hours and pay appear for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces appear at the bottom of the screen.

When you finish viewing employee transaction totals, press **Enter** to return to the Payroll Transactions screen.

Viewing Hourly Totals

When you press **H** on the **Payroll Transactions** screen, the **Employee Hour Totals by Date** window appears.



Date		Regular	Overtime	Dbl Time	Misc.	Totals
08/15/2005	Mon	8.000	.000	.000	.000	8.000
08/16/2005	Tue	8.000	.000	.000	.000	8.000
08/17/2005	Wed	8.000	.000	.000	.000	8.000
08/18/2005	Thu	7.000	.000	.000	.000	7.000
08/19/2005	Fri	9.000	.000	.000	.000	9.000
08/20/2005	Sat	.000	4.000	.000	.000	4.000
08/21/2005	Sun	.000	.000	.000	.000	.000
Totals		40.000	4.000	.000	.000	44.000

The hourly totals by transaction date for the pay period appear.

When you are finished viewing employee transaction totals, press **Enter** to return to the **Payroll Transactions** screen.

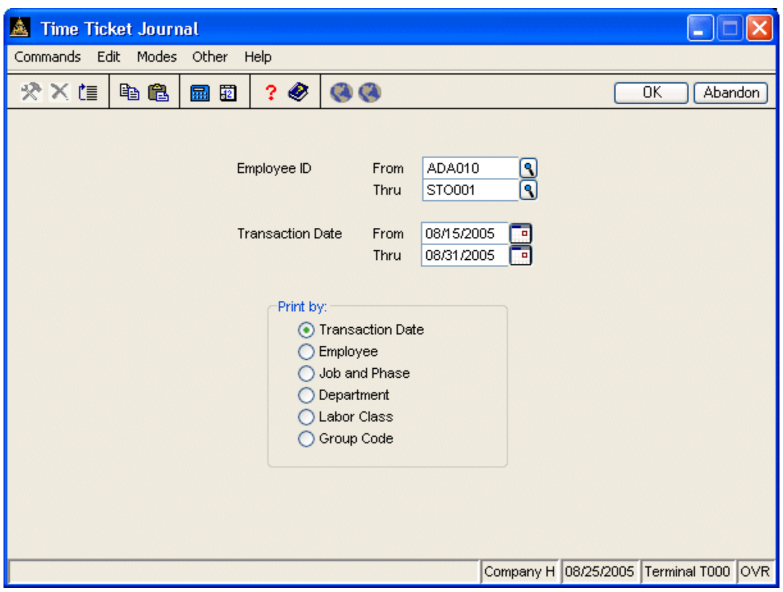
Time Ticket Journal

The time tickets you entered into the **PATRxxx** (Transactions) file but have not posted are listed in the Time Ticket Journal. Print the journal before you post transactions and use it to verify your entries and as part of your audit trail. The report includes union and worker's compensation codes.

You cannot use the **Time Ticket Journal** function if you are working with last-year files.

Time Ticket Journal Screen

Select **Time Ticket Journal** from the **Daily Work** menu. The **Time Ticket Journal** screen appears.



Inquiry

1. Enter the range of employees you want to include in the journal.

2. Enter the range of transaction dates to include in the journal. Use this option to isolate groups of transactions when printing the journal.

3. Select the order in which you want to organize the journal.

4. Select the output device to begin printing the report. See “Reports” on page 1-41 for more information. After the journal is produced, the **Daily Work** menu appears.

Time Ticket Journal

```
08/25/2005                                                  Builders Supply                                          Page    1
3:16 PM                                                   Time Ticket Journal
                                                          By Transaction Date

Employee                    Type  Date        Tax Group  Dept.  Job     Phase  Cost Union  Class    Earn              Rate       Pieces
ID      Name                Group                        ID     ID      ID     Code W/C    Seq.     Code              Hours      Amount
-----------------------------------------------------------------------------------------------------------------------------------------

ST0001 Stockard, A W          H   08/15/2005 MN          150    91-135 01FOUN 500  1120    180-C1   REG              15.152           0
                              1                                                    8000    000                        8.000      121.22
                                                                                                                -----------------------
                                                                       Pieces Totals                                                  0
                                                                       REG Regular Pay                                8.000      121.22
                                                                       Transaction Date 08/15/2005 Totals             8.000      121.22

ST0001 Stockard, A W          H   08/16/2005 MN          150    91-135 01FOUN 500  1120    180-C1   REG              15.152           0
                              1                                                    8000    000                        8.000      121.22
                                                                                                                -----------------------
                                                                       Pieces Totals                                                  0
                                                                       REG Regular Pay                                8.000      121.22
                                                                       Transaction Date 08/16/2005 Totals             8.000      121.22

ST0001 Stockard, A W          H   08/17/2005 MN          150    91-135 01FOUN 500  1120    180-C1   REG              15.152           0
                              1                                                    8000    000                        8.000      121.22
                                                                                                                -----------------------
                                                                       Pieces Totals                                                  0
                                                                       REG Regular Pay                                8.000      121.22
                                                                       Transaction Date 08/17/2005 Totals             8.000      121.22

ST0001 Stockard, A W          H   08/18/2005 MN          150    91-135 01FOUN 500  1120    180-C1   REG              15.152           0
                              1                                                    8000    000                        7.000      106.06
                                                                                                                -----------------------
                                                                       Pieces Totals                                                  0
                                                                       REG Regular Pay                                7.000      106.06
                                                                       Transaction Date 08/18/2005 Totals             7.000      106.06
```

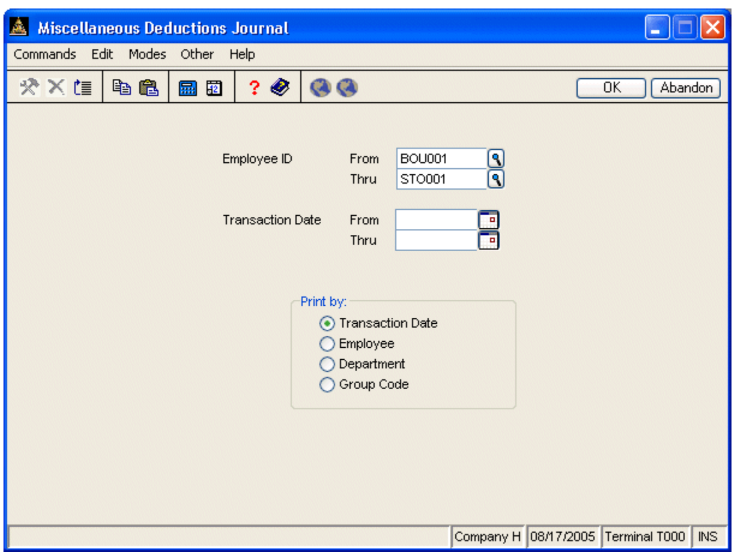
Miscellaneous Deductions Journal

The deductions you entered into the **PATRxxx** (Transactions) file but have not been posted are listed in the Miscellaneous Deductions Journal. Print the journal before you post transactions and use it to verify your entries and as part of your audit trail. The report includes union and worker's compensation codes.

You cannot use the **Miscellaneous Deductions Journal** function if you are working with last-year files.

Miscellaneous Deductions Journal Screen

Select **Miscellaneous Deductions Journal** from the **Daily Work** menu. The **Miscellaneous Deductions Journal** screen appears.



Inquiry

1. Enter the range of employees you want to include in the journal.

2. Enter the range of transaction dates to include in the journal. Use this option to isolate groups of transactions when printing the journal.

3. Select the order in which you want to organize the journal.

4. Select the output device to begin printing the report. See “Reports” on page 1-41 for more information. After the journal is produced, the **Daily Work** menu appears.

Miscellaneous Deductions Journal

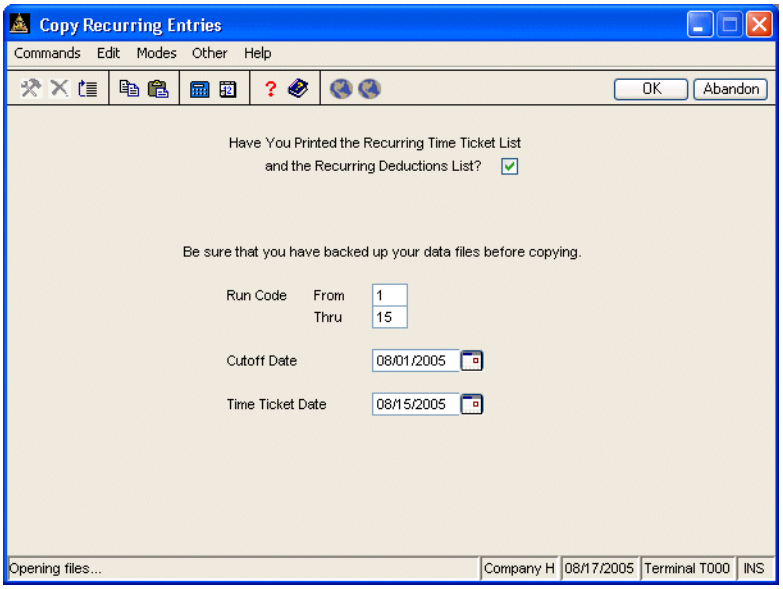
```
08/25/2005                                               Builders Supply                                              Page    1
3:19 PM                                           Miscellaneous Deductions Journal
                                                       By Transaction Date

Employee                   Type Group Date       Dept.                                 Ded.    Hours       Amount Note
ID     Name                                             Job    Phase  Class  Union WC  Code
----------------------------------------------------------------------------------------------------------------------------------

ST0001 Stockard A W             1    08/17/2005   150   91-135 01FOUN 180-C1 1120 8000 008      .000       15.00   Parking
                                                        -----------------------------------------
                                                        008  Parking            .000       15.00
                                                        Tran Date 08/17/2005     .000       15.00

                                                        =========================================
                                                        008  Parking            .000       15.00
                                                        Grand Total             .000       15.00

End of Report
```

Copy Recurring Entries

Use the **Copy Recurring Entries** function to copy recurring time tickets.

Copy Recurring Entries Screen

Select **Copy Recurring Entries** from the **Daily Work** menu. The Copy Recurring Entries screen appears.



1. Select the check box (or enter **Y** in text mode) when you have printed the Recurring Time Ticket List and the Recurring Deductions List. Clear the check box (or enter **N** in text mode) if you have not printed these lists and do so before proceeding.

   Verify that you have backed up your data files before proceeding.

2. Enter the range of run codes you want to copy.

3. Enter the cutoff date. Recurring entries that have a cutoff date after the date you enter here will be copied.

4. Enter the date you want the system to use as the transaction date.

5. Select the output device to begin printing the Copy Recurring Entries Log. See “Reports” on page 1-41 for more information. After the log is produced, the **Daily Work** menu appears.

Copy Recurring Entries Log

```
08/25/2005                                  Builders Supply                                   PAGE   1
3:21 PM                                 Copy Recurring Entries
                                             Audit Trail

Run           Dept.    Tax Group     Job      Phase    Cost  Seq   Pay/
Code  Emp ID  ID                     ID       ID       Code  No.   Ded      Hours         Rate          Amount
----------------------------------------------------------------------------------------------------------------
01    ST0001  150      MN            91-135   01FOUN   500   000   Pay      8.000       15.153          121.22
01    ST0001  150      MN            91-135   01FOUN   500   000   Pay      8.000       15.153          121.22
01    ST0001  150      MN            91-135   01FOUN   500   000   Pay      8.000       15.153          121.22
01    ST0001  150      MN            91-135   01FOUN   500   000   Pay      8.000       15.153          121.22
01    ST0001  150      MN            91-135   01FOUN   500   000   Pay      4.000       15.153           60.61
01    ST0001  150      MN            91-135   01FOUN   500   000   Pay      4.000       15.153           60.61
                                                                          ---------              --------------
                                     RUN CODE 01 PAY TOTALS              40.000                          606.10

01    ST0001  150                    91-135   01FOUN   500   000   Ded       .000                            15.00
                                                                          ---------              --------------
                                     RUN CODE 01 DED TOTALS                .000                            15.00

                                                                          =========              ==============
                                     Grand Total Pay                     40.000                          606.10
                                     Grand Total Ded                       .000                            15.00
```

Copy Recurring Entries Error Log

```
08/11/2005                                  Builders Supply                                   PAGE   1
3:20 PM                                 Copy Recurring Entries
                                              Error Log

Emp ID Seq No Message
----------------------------------------------------------------------------------------------------
ADA010 000001 Job/Phase 91-135/01FOUN has a finish date.
ADA010 000002 Job/Phase 91-135/01FOUN has a finish date.
ADA010 000003 Job/Phase 91-135/01FOUN has a finish date.
ADA010 000004 Job/Phase 91-135/01FOUN has a finish date.
ADA010 000005 Job/Phase 91-135/01FOUN has a finish date.
```

Post Transactions

When you post transactions, time ticket and miscellaneous deduction information is transferred from the **PATRxxx** (Transactions) file to the **PATPxxx** (Transactions Post) file. Once posted, you cannot change this information using the **Payroll Transactions** function. You can, however, view the totals of the posted entries using the **Totals** command in transaction entry. During posting, the detail from the time tickets is lost; only the summary information necessary to produce the next group of paychecks is stored.

In addition, the **PADPxxx** (Department) file is updated so that department records show the number of hours and pieces and the amount of the payroll expenses on the time tickets. The job and phase records are updated with labor expense (excluding deductions), hours, and units.

If you elected to save transaction history when you installed Payroll, the **PATHxxx** (Transaction History) file is updated with the detail from the time tickets and miscellaneous deduction entries from the **PATRxxx** file. After the post completes, the **PATRxxx** file is erased, clearing the way for more time ticket and miscellaneous deduction entries.

CJC

The **Post Transactions** function posts time ticket information to the Pay Period History file (**PAHPx**). This information is used in the **Calculate Checks** function to calculate union, worker's compensation, and labor burden amounts. The file was added to avoid duplicating union, worker's comp, and labor burden amounts if you process more than one payroll for the same pay period. The **PAHPx** file is cleared when you post checks.

You cannot use the **Post Transactions** function if you are working with last-year files.

Before Posting

Before you post, perform these tasks:

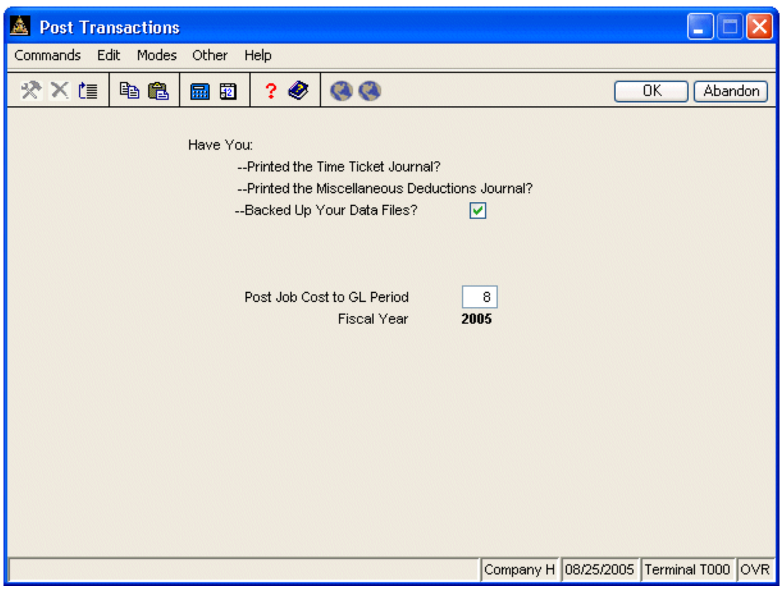
- If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using Payroll functions.
- Print the Time Ticket Journal (see page 5-21).
- Print the Miscellaneous Deductions Journal (see page 5-23).
- Back up your data files.

The information in the Time Ticket Journal and the Miscellaneous Deductions Journal comes from the **PATRxxx** file. Posted entries are cleared from this file to make room for the next group of entries. Because you cannot reconstruct the journals after you post, printing them before you post is important to maintain an audit trail.

Backing up your data files before you post is an important practice. Unforeseen problems such as a power surge or failure can interrupt the post and result in the loss of data.

Post Transactions Screen

Select **Post Transactions** from the **Daily Work** menu. The **Post Transactions** screen appears.



1. Before you post, print the Time Ticket and Miscellaneous Deductions Journals and back up your data files. If you have not performed these tasks, clear the box (or enter **N** in text mode) and do so now. When you have completed these tasks, select the box (or enter **Y** in text mode) to continue.

CJC

2. Change the GL period to which to post job cost, if necessary.

3. Select the output device to print the posting log. See “Reports” on page 1-41 for more information.

   The posting log lists the total hours and wages posted to the **PADPxxx**, **PATPxxx**, and **PATHxxx** files. After posting completes and the log is produced, the **Daily Work** menu appears.

Payroll Posting Log

```
08/25/2005                      Builders Supply                     Page   1
3:27 PM                     Payroll Post Transactions


 Pay or Deduction               --- Total Posted ---
Code    Description             Hours          Wages
-----------------------------------------------------

OVT     Overtime Pay              4.000         90.91
REG     Regular Pay             120.000       1775.39
                             ------------------------
        EARNING TOTALS          124.000       1866.30

008     Parking                                 30.00
                             ------------------------
        DEDUCTION TOTALS                        30.00


Post Job Cost to GL Period:  08, Fiscal Year: 2005
Jobs Total     124.000                        1866.30



End of Report
```

Payday Work 6

Payroll Reports and Posting

Introduction

Perform the functions in the order they appear on the menu, but do not use the **Void Checks** function until you have posted checks. First, calculate checks and enter manual checks. Then produce the Edit Register to check your work. Print the checks and the Check Register. Produce the reports you need and then post.

Several of the functions in this chapter appear on an additional **Payroll Reports and Posting** menu that appears on the **Payday Work** menu. To access these functions, select **Payroll Reports and Posting** from the **Payday Work** menu and then select the appropriate function.

CJC

CJ Payday Work Reports appears on the **Payroll Reports and Posting** submenu. To access these functions, select **CJ Payroll Work Reports** from the **Payroll Reports and Posting** submenu, then select the function from the **CJ Payday Work Reports** submenu.

Calculate Checks

The **Calculate Checks** function uses the information in the **PATPxxx** (Transactions Post) file to calculate checks for your employees. The **PATPxxx** file is updated when you post transactions to calculate taxes and deductions and to build the **PACDxxx** (Checks Deductions), **PACExxx** (Checks Earnings), **PACHxxx** (Checks), and **PACWxxx** (Checks Withholdings) files in preparation for check printing.

If Direct Deposit is installed, you can also use the **Calculate Checks** function to calculate direct deposit transactions at the same time you calculate checks.

You cannot use the **Calculate Checks** function if you are working with last-year files.

You can calculate multiple checks for each employee each time you produce checks. If you have entered manual checks, you can use the **Calculate Checks** function without having fully processed and printed the manual checks; manual and calculated checks can be processed in the same check run.

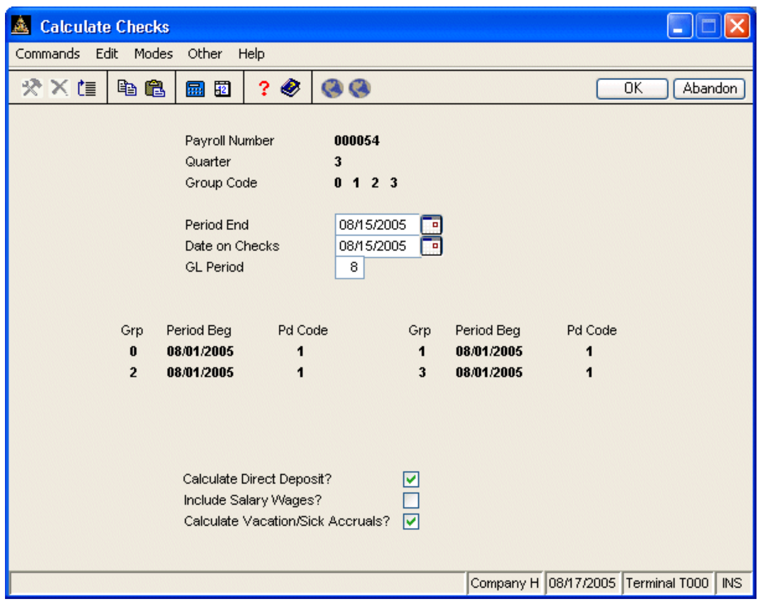
Note

You must calculate checks before you add manual checks. If you create manual checks before you calculate checks, the manual checks will be erased.

After you calculate checks, the Calculate Checks Log prints. Use the log to verify totals and earning code information and as part of your audit trail. If an error occurs during check calculation, a message prints in the log. See appendix A for an explanation of error messages.

Calculate Checks Screen

Select **Calculate Checks** from the **Payday Work** menu. The Calculate Checks screen appears.



If you calculated checks or entered manual checks without finishing the payday steps, the following message appears:

Checks are already on file. Do you want to start over?

Note

If you calculate checks again, the data that is on file is erased. Make sure that the previous day's payday work cycle was completed properly. If it was not, do not calculate checks again, because the checks that were issued are not reflected in the payroll totals or in the General Ledger balances. To verify checks that have been calculated, print the Check Register.

If you do not want to calculate checks, select **No** (or enter **N** in text mode) to exit to the **Payday Work** menu. If you want to calculate checks again, erasing the checks that are on file, select **Yes** (or enter **Y** in text mode).

Field	Description
Payroll Number	The payroll number from the **PACTLxxx** table appears.
Quarter	The quarter from the **PACTLxxx** table appears.
Group Code (0–9)	Enter group codes 0-9. The codes you enter determine which employees are paid. The codes are compared to the group code for each employee in the **PAEGxxx** (Employee General Information) file. You cannot add a check for an employee who is not in an included group code. If you elect to include salary wages in this check run, salaried employees with the group code you enter are paid their salary amount, less deductions and taxes. Hourly employees with the group code you enter are paid according to the earnings accumulated in the **PATPxxx** file from transactions entered, less deductions and taxes.
Period End	Enter the date the pay period ends. The system uses this date and the period beginning date you enter for each group code (and checks each employee’s start and termination dates in the employee records) to verify employment during the pay period.
Date on Checks	Enter the date you want to print on the checks.
GL Period (1–13)	The General Ledger period is used when you post checks. The totals for the checks produced are posted to the General Ledger period you specify. (The totals in the Payroll system are affected in the current period, regardless of the period you enter.) Press **Enter** to post the checks to the current period or enter a different period.

Field	Description
Grp	The group codes you entered above appear.
Period Beg	The system uses this date and the period ending date you entered above to verify employment during the pay period. For each group code you entered, enter a date for the start of the pay period, or press **Enter** to accept the current date.
Pd Code	The period code you entered in the **Scheduled Deductions** sectiion of the Employee Salary Information screen indicates when and how each scheduled deduction is taken. During check calculation, the period codes are compared to the codes in the employee record to determine which deductions will be taken. For each group code you entered, enter the appropriate period code (**1–5**), or enter **6** to skip deductions.
 **Calculate Direct Deposit?**	Select the box (or enter **Y** in text mode) to include direct deposit transactions in the check calculations. Clear the box (or enter **N** in text mode) to exclude direct deposit transactions and to produce checks for all employees. If you exclude them, paychecks are produced for employees whose pay is normally directly deposited.
Include Salary Wages?	Select the box (or enter **Y** in text mode) to include salary wages in the calculation for the group codes entered; clear the box (or enter **N** in text mode) to exclude the wages. Only time ticket and miscellaneous payroll information is processed, so you can process bonus checks without processing the salary wage.

Field	Description
Calculate Vacation/ Sick Accruals?	This field appears if you elected to use this option in the Resource Manager **Options and Interfaces** function. If you want the system to calculate vacation and sick accruals, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Select the output device to print the Calculate Checks Log. See “Reports” on page 1-41 for more information. After the calculation completes and the log prints, the **Payday Work** menu appears.

Calculate Checks Log

```
08/17/2005                                Builders Supply                              Page    1
8:45 AM                                   Calculate Checks


Group Codes  0 1 2 3

Period End      08/15/2005
Date on Checks 08/15/2005
GL Period        8

Grp  Period Beg  Pd Code        Grp  Period Beg  Pd Code
 0   08/01/2005    1             1   08/01/2005    1
 2   08/01/2005    1             3   08/01/2005    1



BOU001 Bourne Linda Neg. Net Pay of -94.96, Gross Pay of  136.00.  Deductions Reduced until Net is Zero.


Calculate Checks Totals
REG  Regular Pay                              1188.00
SAL  Salaried Wage                             136.00

Gross Pay                                     1324.00
Net Pay - Checks                               965.72
Number of Employees                                 4
Number of Checks                                    1
Number of Vouchers                                  3

End of Report
```

Manual Checks

Use the **Manual Checks** function when you want to produce payroll checks outside the normal payroll cycle. For example, if an employee resigns, is going on vacation, or is receiving a bonus or other type of compensation on a separate check, you can produce a manual check for the employee before the next payday or produce multiple checks on payday.

Note

If you issue and print a check for a previous year, make sure that the check is dated for the correct year.

You can also use the **Manual Checks** function to change deductions and withholdings of calculated checks that are already in the **PACHxxx** (Checks) file.

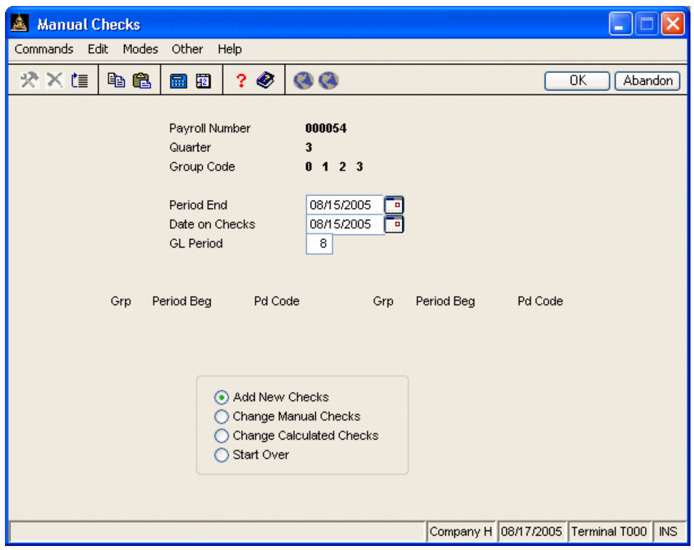
If Direct Deposit is installed, use the **Manual Checks** function to prepare or clear direct deposit vouchers.

Before You Begin

If you have a multiuser system, make sure that no one else is calculating checks. You cannot enter manual checks if someone else is using the **PACHxxx** file to calculate checks.

Manual Checks Selection Screen

Select **Manual Checks** from the **Payday Work** menu. The selection screen appears.



If manual checks are already on file, additional options appear at the bottom of the screen (as shown in the example). See “Options” on page 6-11 for more information. If no manual checks are on file, the entries you make in the other fields on the screen apply to all manual checks you enter until you post checks.

Field	Description
Payroll Number	The payroll number from the **PACTLxxx** table appears, which is stored in the **PATBxxx** file.
Quarter	The current quarter in the **PACTLxxx** table appears.
Group Code (0–9)	The codes you enter determine the employees for whom you can enter manual checks. The codes are compared to the group code for each employee in the **PAEGxxx** (Employee General Information) file.

Field	Description
Period End	Enter the last day of the pay period.
Date on Checks	Enter the date you want to print on the checks.
GL Period (1–13)	Press **Enter** to post the General Ledger entries to the current accounting period, or enter a different period.
Grp	The group codes you entered above appear.
Period Beg	For each group code you entered above, enter a date for the start of the pay period.
Pd Code	Enter the period code (**1–5**) that indicates which scheduled deductions should be taken for the manual checks in the group, or enter **6** if you do not want deductions to be taken for these checks. If you do not want deductions to be taken for certain checks, zero out deduction amounts as you enter checks.

When you finish making selections, the Manual Checks screens appear.

Options

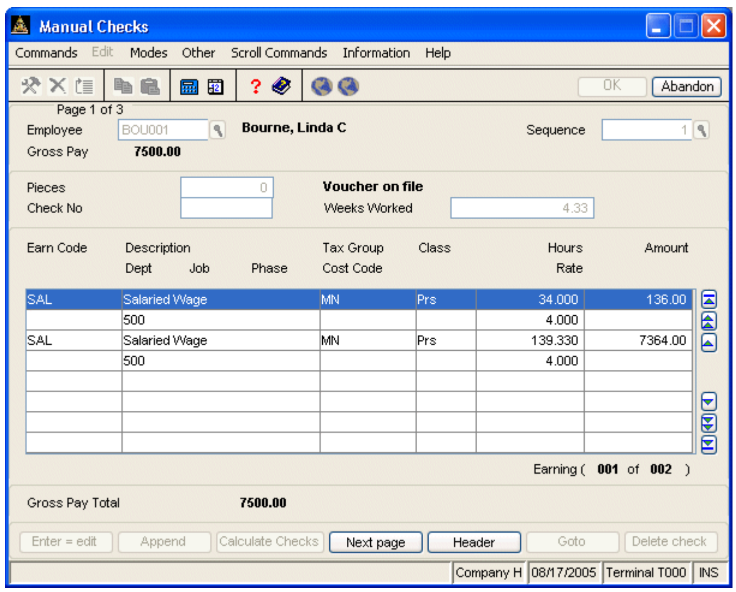
If checks are already on file, select the action you want to take. You can:

- enter a manual check (see “Manual Checks Screens” on page 6-12).
- change a manual check that is on file (see “Manual Checks Screens” on page 6-12 for more information).
- change calculated checks (you can edit deductions and withholding information for calculated checks, but not earnings information).
- erase the manual checks that are on file and then enter new manual checks.

Manual Checks Screens

Manual Checks Screen One

When you proceed from the Manual Checks selection screen, the first of three Manual Checks screens appears. Use this screen to enter and edit earning codes for manual checks or to change or delete unposted manual checks.



Field	Description
Employee	Enter the employee ID.

Inquiry

Maint

To change or delete an unposted manual check, enter the employee ID, then press **Enter** to list the first check in the file for that employee. If the check that appears is not the one you want, use the **Abandon** (**F5**) command to go to the **Employee** field and enter a different ID.

	Field	Description
Inquiry	**Sequence**	If you entered more than one check for the employee, enter the sequence number of the check with which you want to work.
	Gross Pay	The employee's gross pay for the check appears.
	Pieces	If applicable, enter the number of pieces for which the employee is being paid. Pieces are used for management information and job control and are not posted to Job Cost.
	**Create voucher?**	This prompt appears if you are entering a check for an employee participating in direct deposit. If you want to create a voucher for direct deposit, select the box (or enter **Y** in text mode). If you want to issue a check for the entire amount of the transaction, clear the box (or enter **N** in text mode).
	**Clear voucher?**	This prompt appears if you are editing a voucher. If you want to issue a check for the entire amount of the transaction, select the box (or enter **Y** in text mode). If you want to create a direct deposit voucher, clear the box (or enter **N** in text mode).
	Check No	If you are entering the check after it was issued, enter the number of the check you issued to the employee. If you do not enter a check number, check numbers are assigned automatically when you print checks.
	Weeks Worked	Enter the number of weeks the employee worked.

Use the **Proceed** (**OK**) command to go to the earning code scroll region, then use the commands to work with the information on the screen:

- To edit an earning code, press **Enter**. See "Editing and Adding Earning Codes" on page 6-15 for more information.
- To add an earning code, press **A**. See "Editing and Adding Earning Codes" on page 6-15 for more information.

- To calculate a check, press **C**.

  If you elected to accrue sick and vacation time for an employee in the Resource Manager **Options and Interfaces** function, this message appears:

  Do you wish to accrue Vacation/Sick for this employee?

  If you want to accrue vacation and sick time for the employee, click **Yes** (or enter **Y** in text mode); if not, click **No** (or enter **N** in text mode). The check is then calculated and the second manual checks screen appears.

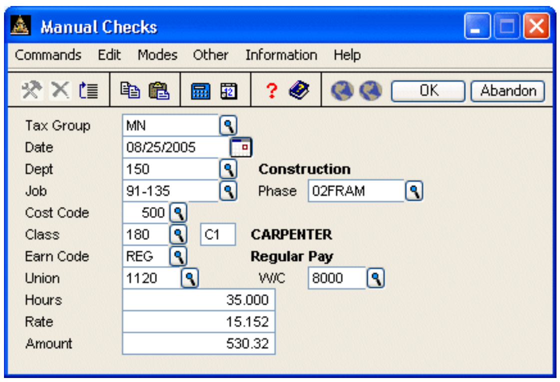
- If you elected not to accrue vacation and sick time for an employee, you can enter or edit a manual check or press **N** to go to the next page of line items.

- To enter or edit the number of pieces, the check number, or the weeks worked for the paycheck, press **H**.

- To delete the check, press **D**.

Editing and Adding Earning Codes

When you press **Enter** or **A** to edit or add a manual check line on the first Manual Checks screen, the Manual Checks screen appears:



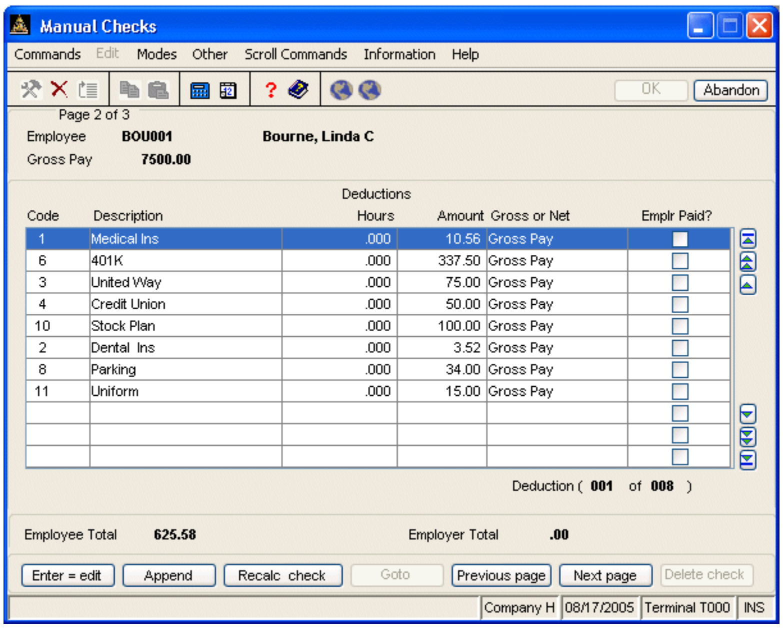
Field	Description
Tax Group	Press **Enter** to accept the current tax group ID or enter a different ID.
Date	Press **Enter** to accept the current date or enter a different one.
Dept	Press **Enter** to use the current department or enter a different department ID.
Job	If Payroll interfaces with Contractors' Job Cost, press **Enter** to use the current job ID or enter a different job ID. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Contractors' Job Cost.
Phase	If this earnings entry contains a job ID, press **Enter** to use the current phase ID or enter a different phase ID. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.

Field	Description
Cost Code	If this earnings entry contains a job ID, press **Enter** to use the current cost code or enter a different cost code. The **Inquiry** (**F2**) and **Maintenance** (**F6**) commands are available if Payroll interfaces with Job Cost.
Class/Skill Level	Press **Enter** to accept the employee's labor class and skill level or enter a different class.
Earn Code	Press **Enter** to accept the employee's earning code or enter a different code.
Union	Press **Enter** to accept the employee's union or enter a different one.
W/C	Press **Enter** to accept the employee's worker's compensation code or enter a different code.
Hours	Press **Enter** if the employee worked the number of hours that appears or enter a different number of hours.
Rate	Press **Enter** to accept the employee's pay rate or enter a different pay rate.
Amount	The check amount appears. To change this figure, you must change the earning code or number of hours worked. The pay rate is then recalculated.

When you have finished editing or adding transactions, use the **Proceed** (**OK**) command to save your changes. Use the **Next page** command to proceed to the second Manual Checks screen.

Manual Checks Screen Two

Use the second Manual Checks screen to enter and edit deduction codes for manual checks generated for each employee.



Use the commands to work with and add entries to the information on the screen:

- To edit a deduction code, press **Enter**. See “Editing and Adding Deductions” on page 6-18 for more information.
- To add a deduction code, press **A**. See “Editing and Adding Deductions” on page 6-18 for more information.
- To recalculate the employee withholdings and employer’s liability for a check, press **R**. The deductions are not recalculated.
- To go to the third Manual Checks screen, press **N**.

- To go to the previous page of items, press **P**.
- To go to a specific deduction, press **G**. This command appears only if there is more than one screen of items.
- To delete a check, press **D**.

Editing and Adding Deductions

Inquiry

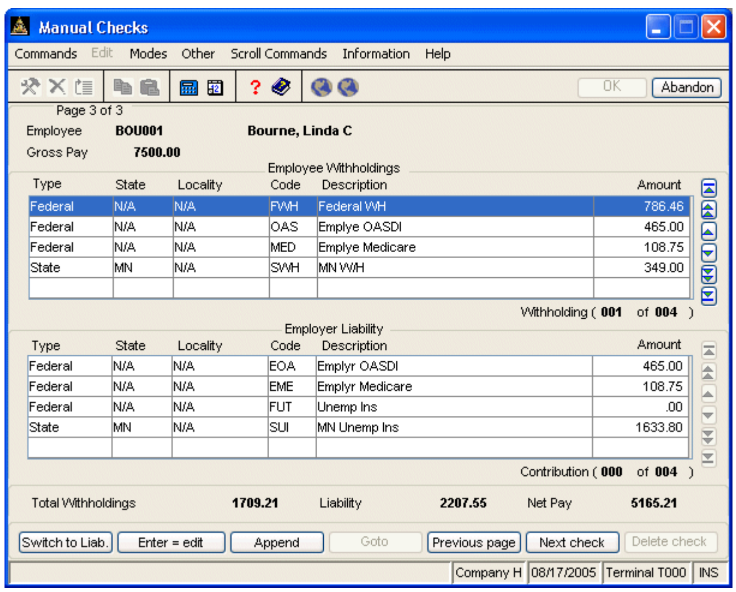
Field	Description
Code	If you are adding a new a deduction, press **Enter** to accept the current deduction code or enter a different code.
Description	The description of the deduction code appears.
Hours	Press **Enter** to accept the current number of hours worked or enter a different number.
Amount	Press **Enter** to accept the current amount or enter a different amount for the deduction.
Gross or Net	If the deduction is taken from gross pay, **Gross Pay** appears. If the deduction is taken from net pay, **Net Pay** appears.
Emplr Paid?	If the deduction is employer paid, the box is selected (or **Yes** appears in text mode); if not, the box is cleared (or **No** appears in text mode).

When you press **N** at the scroll region command bar, the third Manual Checks screen appears.

Manual Checks Screen Three

Use the third Manual Checks screen to enter and edit withholding and employer liability information for each manual check generated for each employee.

If you have entered a negative manual check (for example, to void a check without using the **Void Checks** function), the system will not calculate negative taxes. You must edit this information on Manual Checks screen three.



The withholding types that appear depend on the state and local taxes that apply to the employee.

Use the commands to work with the information on the screen:

- Press **S** to switch between the **Employee Withholdings** and **Employer Liability** sections of the screen.
- To edit a withholding or an employer liability, press **Enter**. See “Editing and Adding Withholding and Employer Liability” below for more information.

- To add a withholding or a liability, press **A**. See “Editing and Adding Withholding and Employer Liability” below for information. When you edit a withholding or employer liability, you can change only the amounts.
- To go to the previous page, press **P**.
- To go to the next check, press **N**.
- To delete the check, press **D**. Using the **Exit** (**F7**) command does not delete a new manual check.

Editing and Adding Withholding and Employer Liability

	Field	Description
	Type	Press **Enter** to accept the current withholding type, or enter **F** for federal withholdings, **S** for state withholdings, or **L** for local withholdings.
Inquiry	**State**	Press **Enter** to accept the current state code, or enter a different state code.
Inquiry	**Locality**	If the withholding is a local type, enter the locality code.
Inquiry	**Code**	Press **Enter** to accept the current withholding code, or enter a different withholding code.
	Description	The description of the withholding appears.
	Amount	Enter or edit the amount of the withholding.

If you add or change any employee deductions, recalculate the check. When you have finished entering checks, use the **Exit** (**F7**) command to return to the **Payday Work** menu. The information is automatically saved.

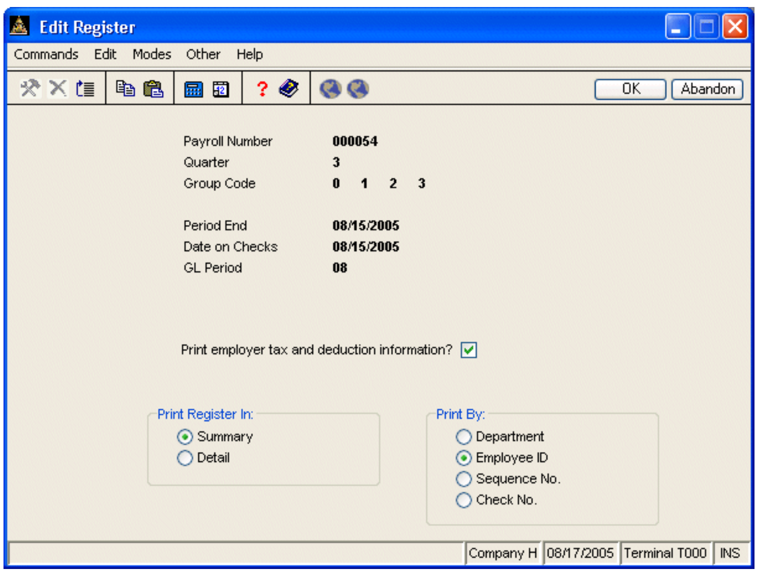
Edit Register

The Edit Register shows the earnings and deductions for the checks you calculated. Before you print the checks, produce the Edit Register to check the wages earned by hourly and salaried employees and the taxes and deductions. You can produce the Edit Register in detail or summary formats.

If you find inaccuracies in the check calculation, enter correcting transactions or change the general information in the **Employees** function on the **File Maintenance** menu (page 10-3). If you enter correcting transactions through the **Payroll Transactions** function, post the corrections, calculate checks a second time, then print the Edit Register again. If you find inaccuracies in checks you entered manually, use the **Manual Checks** (page 6-9) function to make changes.

Edit Register Screen

Select **Edit Register** from the **Payday Work** menu. The Edit Register screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want employer tax and deduction information to print in the register, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the amount of detail you want in the register. **Detail** prints earnings, withholdings, and deductions information for all employees, while **Summary** prints earnings, withholdings, and deductions involved in the checks.

3. Select the order in which you want to print the report.

4. Select the output device. See “Reports” on page 1-41 for more information. After the register is produced, the **Payday Work** menu appears.

Sample Register

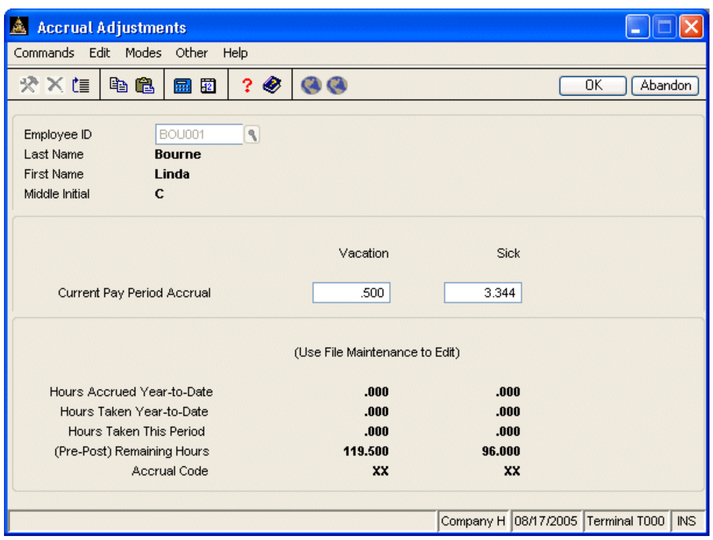
```
08/17/2005  Group Codes  0 1 2 3                          Builders Supply                                                      Page   2
9:08 AM     Periods      1 1 1 1                       Edit Register - Summary
                                                  For Pay Period Ending 08/15/2005
                          ---------- Earnings ----------- ------------ Withholdings -----------  ---------- Deductions ----------
Employee                                                 Salary or
ID        Soc Sec No.                     Hours          Wages Description                     Amount  Description              Amount
-----------------------------------------------------------------------------------------------------------------------------------
Rossini, Lucinda A           Total      40.000       230.00 Total Withholdings              17.60  Total Deductions         30.65
ROS001    460-39-9982                                       Total Emplr. With.             200.95  Total Emplr. Ded.          .00
  Gross Wages      230.00
  Net Pay          181.75

Stockard, Albert W           Total      40.000       358.00 Total Withholdings              27.39  Total Deductions         49.17
ST0001    449-58-4392                                       Total Emplr. With.             330.27  Total Emplr. Ded.          .00
  Gross Wages      358.00
  Net Pay          281.44
  Check Amount        .00
  Direct Dep       281.44


Deductions Descriptions                 Amount        Hours
-----------------------------------------------------------------------------------------------------------------------------------
  Earnings                                                   Incl. Net?

    Gross Wages                       39238.00
    Net Pay                           32456.33
    Check Amount                      24824.34
    Direct Deposit                     7631.99
    REG Regular Pay                    1188.00     160.000      YES
    SAL Salaried Wage                 38050.00    1039.980      YES
                                ---------------------------
    Earnings Total                    39238.00    1199.980

  Withholdings                                               Employer Tax?

    FED /EME  Emplyr Medicare           351.46                  YES
    FED /EOA  Emplyr OASDI             1502.76                  YES
    FED /FUT  Unemp Ins                    .00                  YES
    FED /FWH  Federal WH               2789.23                  NO
    FED /MED  Emplye Medicare           351.46                  NO
    FED /OAS  Emplye OASDI             1502.76                  NO
    MN/  /SUI MN Unemp Ins             6384.86                  YES
    MN/  /SWH MN W/H                   1084.00                  NO
                                --------------
    Employee Totals                    5727.45
    Employer Totals                    8239.08

  Deductions                                                 Employer Deduction?

    001 Medical Ins                      59.22                  NO
    002 Dental  Ins                      21.00                  NO
    003 United Way                      182.50                  NO
    004 Credit Union                     60.00                  NO
    005 Dues                             15.00                  NO
    006 401K                            487.50                  NO
    008 Parking                          39.00                  NO
    010 Stock Plan                      175.00                  NO
    011 Uniform                          15.00                  NO
                                --------------
    Employee Totals                    1054.22
    Employer Totals                        .00

End of Report
```

Accrual Adjustments

Use the **Accrual Adjustments** function to adjust sick and vacation time calculated through the **Calculate Checks** or **Manual Checks** functions. You can correct accrual errors or add to the accrual for a bonus.

Accrual Adjustments Screen

Select **Accrual Adjustments** from the **Payday Work** menu. The Accrual Adjustments screen appears.



Inquiry

1. Enter the employee ID whose accrual record you want to change. The employee's name appears.

2. Edit the vacation and sick accrual adjustments for the employee.

   The pay period-to-date and year-to-date hours accrued and hours taken totals appear in the lower portion of the screen. To edit vacation and sick accruals, use the **Leave Adjustments** function (page 10-49).

The employee’s remaining vacation and sick totals before posting appear.

Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Employee ID** field. Enter the next employee you want to enter accrual adjustments for or use the **Exit** (**F7**) command to return to the **Payday Work** menu.

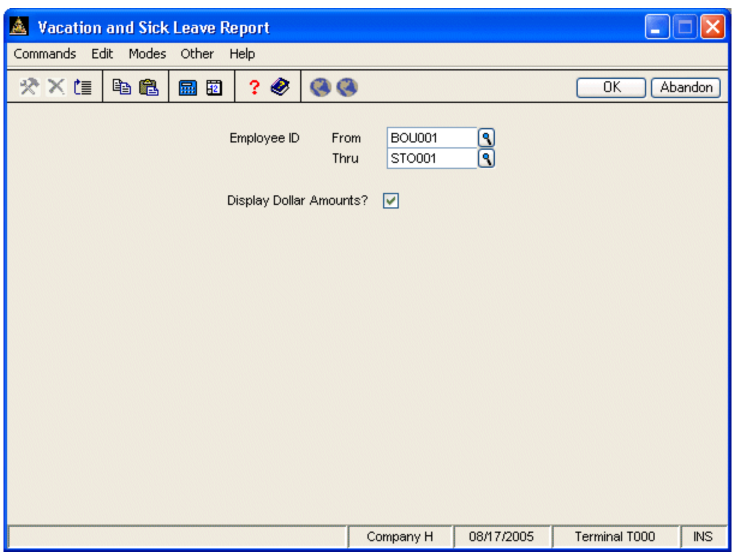
After you enter accrual adjustments, produce the Vacation and Sick Leave Report (page 6-27) to verify your changes.

Vacation and Sick Leave Report

The Vacation and Sick Leave Report lists the employees and their current vacation and sick accruals for the payroll run. Use the report to verify changes made through the **Accrual Adjustments** function and as part of your business records.

Vacation and Sick Leave Report Screen

Select **Vacation and Sick Leave Report** from the **Payday Work** menu. The Vacation and Sick Leave Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

2. If you want dollar amounts in the report (hours information is always included), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

08/17/2005 Builders Supply Page 1
Vacation and Sick Leave Report
Pay Check Date 08/15/2005

Employee ID	Name	Type Leave	Beginning Balance Hours	Beginning Balance Dollars	Accrued This Period Hours	Accrued This Period Dollars	Taken This Period Hours	Taken This Period Dollars	Ending Balance Hours	Ending Balance Dollars
BOU001	Bourne, Linda C	VAC	119.500	5170.65	.500	21.63	.000	.00	120.000	5192.28
		SICK	96.000	4153.82	3.344	144.69	.000	.00	99.344	4298.51
GER001	Gerard, Timothy G	VAC	160.000	5123.04	40.000-	1280.76-	.000	.00	120.000	3842.28
		SICK	80.000	2561.52	3.344	107.07	.000	.00	83.344	2668.59
JEN001	Jenkins, Kathy M	VAC	80.000	3461.52	14.456	625.50	.000	.00	94.456	4087.02
		SICK	32.000	1384.61	3.344	144.69	.000	.00	35.344	1529.30
JON001	Jonchim, Maria K	VAC	8.000-	60.00-	13.333	100.00	.000	.00	5.333	40.00
		SICK	16.000	120.00	3.340	25.05	.000	.00	19.340	145.05
LUK001	Lukas, George	VAC	80.000	1153.84	14.456	208.50	.000	.00	94.456	1362.34
		SICK	32.000	461.54	3.344	48.23	.000	.00	35.344	509.77
ROS001	Rossini, Lucinda A	VAC	40.000	230.00	13.333	76.66	.000	.00	53.333	306.66
		SICK	.000	.00	3.340	19.21	.000	.00	3.340	19.21
STO001	Stockard, Albert W	VAC	32.000	286.40	13.333	119.33	.000	.00	45.333	405.73
		SICK	30.000	268.50	3.340	29.89	.000	.00	33.340	298.39
T O T A L S		VAC	503.500	15365.45	29.411	129.14-	.000	.00	532.911	15236.31
		SICK	286.000	8949.99	23.396	518.83	.000	.00	309.396	9468.82

End of Report

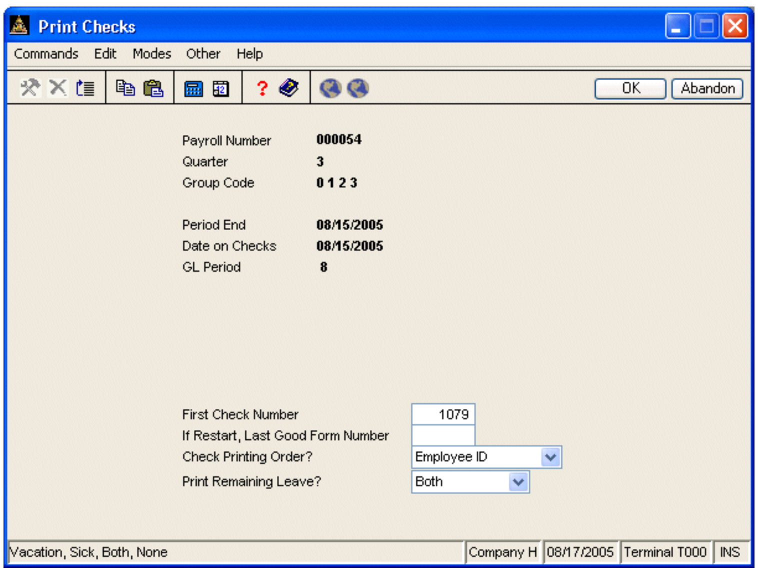
Print Checks

Use the **Print Checks** function to print checks created through the **Calculate Checks** function or that you entered through the **Manual Checks** function that do not have assigned check numbers.

Checks do not print for employees who have negative gross pay. If an employee has negative net pay, the employee's deductions and withholdings are reduced until the net pay is zero before a check prints.

Print Checks Screen

Select **Print Checks** from the **Payday Work** menu. The Print Checks screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. The next unused check number appears. Press **Enter** to use it or enter a different check number.

2. If you have problems when you print checks, you must restart the **Print Checks** function. To reprint checks that did not printed correctly, enter the number of the last check that printed correctly.

3. Select the order in which you want the checks to print: **Employee ID**, **Check Location**, or **Department**.

4. Select the kind of remaining leave you want the checks to include: **Vacation**, **Sick**, **Both**, or **None**.

5. Select the output device. If you select **Printer** as your output device, a message tells you to mount the checks.

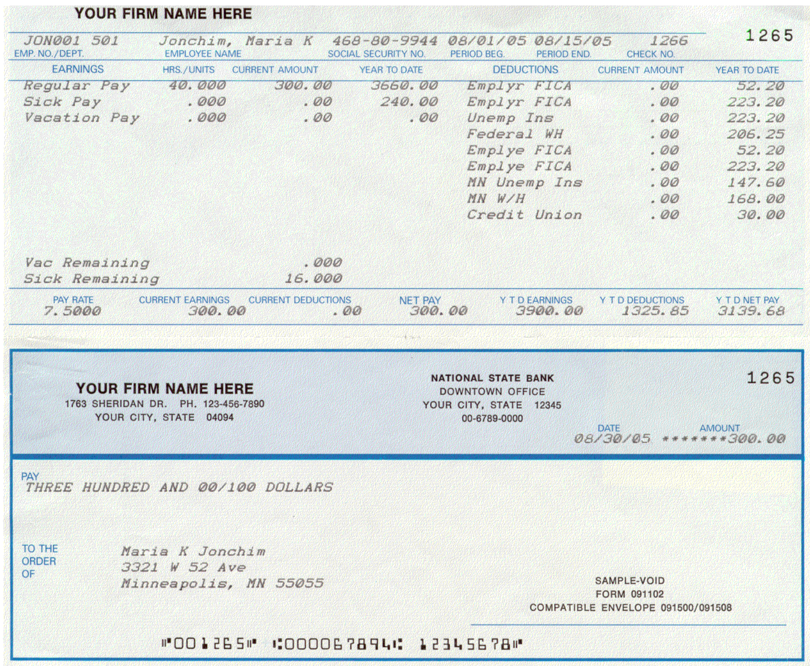
6. If you want to print an alignment form to make sure that the forms are lined up, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Whether the company name and address print on the checks depends on your selection in the Resource Manager **Options and Interfaces** function.

After the checks are produced, the message **Mount paper—Check log will now print** appears. Remove the check forms from the printer and insert regular paper. When you are ready to print the checks log, press **Enter**. If you selected **File** as your output device, the check log prints at the end of the check list.

After the check log prints, the **Payday Work** menu appears.

Sample Check



YOUR FIRM NAME HERE

EMP. NO./DEPT.	EMPLOYEE NAME	SOCIAL SECURITY NO.	PERIOD BEG.	PERIOD END.	CHECK NO.
JON001 501	Jonchim, Maria K	468-80-9944	08/01/05	08/15/05	1266

1265

EARNINGS	HRS./UNITS	CURRENT AMOUNT	YEAR TO DATE	DEDUCTIONS	CURRENT AMOUNT	YEAR TO DATE
Regular Pay	40.000	300.00	3660.00	Emplyr FICA	.00	52.20
Sick Pay	.000	.00	240.00	Emplyr FICA	.00	223.20
Vacation Pay	.000	.00	.00	Unemp Ins	.00	223.20
				Federal WH	.00	206.25
				Emplye FICA	.00	52.20
				Emplye FICA	.00	223.20
				MN Unemp Ins	.00	147.60
				MN W/H	.00	168.00
				Credit Union	.00	30.00
Vac Remaining		.000				
Sick Remaining		16.000				

PAY RATE	CURRENT EARNINGS	CURRENT DEDUCTIONS	NET PAY	Y T D EARNINGS	Y T D DEDUCTIONS	Y T D NET PAY
7.5000	300.00	.00	300.00	3900.00	1325.85	3139.68

YOUR FIRM NAME HERE
1763 SHERIDAN DR. PH. 123-456-7890
YOUR CITY, STATE 04094

NATIONAL STATE BANK
DOWNTOWN OFFICE
YOUR CITY, STATE 12345
00-6789-0000

1265

DATE 08/30/05 AMOUNT *******300.00

PAY THREE HUNDRED AND 00/100 DOLLARS

TO THE ORDER OF
Maria K Jonchim
3321 W 52 Ave
Minneapolis, MN 55055

SAMPLE-VOID
FORM 091102
COMPATIBLE ENVELOPE 091500/091508

⑈001265⑈ ⑆000067894⑆ 12345678⑈

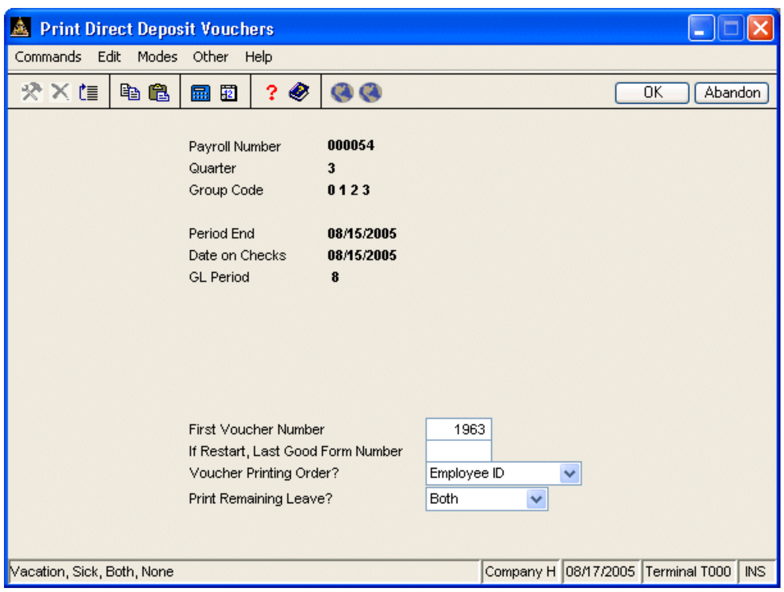
Check Log

```
STARTING CHECK NUMBER        1079
ENDING CHECK NUMBER          1082
DATE ON CHECK          08/15/2005
PERIOD ENDING          08/15/2005
TOTAL GROSS              22730.00
TOTAL NET-CHECKS         17324.34
NUMBER OF CHECKS            4


End of Report
```

Print Direct Deposit Vouchers

Use the **Print Direct Deposit Vouchers** function on the **Payday Work** menu to print the direct deposit pay vouchers you created in the **Calculate Checks** and **Manual Checks** functions. This function is available only if you have Direct Deposit installed.

Print Direct Deposit Vouchers Screen



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. The next unused voucher number appears. Press **Enter** to use it or enter a different voucher number.

2. If you have problems when you print vouchers, you must restart the **Print Direct Deposit Vouchers** function. To reprint vouchers that did not printed correctly, enter the number of the last voucher that printed correctly.

3. Select the order in which you want the vouchers to print: by **Employee ID**, **Check Location**, or **Department**.

4. Select the kind of remaining leave you want the vouchers to include: **Vacation**, **Sick**, **Both**, or **None**.

5. Select the output device. If you select **Printer** as your output device, place the correct forms in the printer.

Whether the company name and address print on the checks depends on your selection in the Resource Manager **Options and Interfaces** function.

A brief voucher log prints after all vouchers are produced. After the vouchers print, the **Payday Work** menu appears.

Sample Voucher

```
                D I R E C T   D E P O S I T   V O U C H E R
          Builders Supply
          1157 Valley Park Dr
          Suite 105
          Shakopee, MN 55379


               Direct Deposit Account Distribution    08/15/05

Chk Acct 234989834982934       150.25   Sav Acct 983997577485875       200.00



     LINDA C BOURNE                                 Paycheck    4814.96
     501 N HAMILTON AVE
     EDINA MN 55435






         Builders Supply
EMP NO/DEPT   EMPLOYEE NAME     SSN         PER BEG  PER END          VC NO.
BOU001 500    Bourne, Linda C    08/01/05 08/15/05     1963

Earnings     HRS/UNITS Curr Amt      YTD       Deductions   Curr Amt     YTD
Salaried Wag  173.330    7500.00   22500.00   Federal WH      786.46    6410.91
Bonus            .000        .00     750.00   Emplye OASDI    465.00    2379.80
Cash Value       .000        .00     133.82   Emplye Medic    108.75     556.57
Regular Pay      .000        .00   29738.00   MN W/H          349.00    2392.61
Vacation Pay     .000        .00     262.00   Medical Ins      10.56      52.80
                                              401K            337.50    1727.27
                                              United Way       75.00     383.84
                                              Credit Union     50.00     250.00
                                              Stock Plan      100.00     625.00
                                              Dental  Ins       3.52      17.60
Vac Remaining   120.000                       Parking          34.00      34.00
Sick Remaining   99.344                       Uniform          15.00      15.00

Pay Rate     Curr Earn    Curr Ded   Net Pay     YTD Earn   YTD Ded YTD Net Pay
                7500.00     2334.79    5165.21    53383.82   14845.40  38437.15
```

Void Checks

Use the **Void Checks** function to void checks that you have printed and posted but need to reverse or void. You can create a copy of the voided check so that a new check can be printed for the employee. You cannot, however, void a check from a previous version of Payroll. The check you want to void must be posted to history.

When you select a check to void, the system searches for and verifies the check in the **PAHCxxx** (Check History) file. Then the system checks the **PACHxxx** (Checks) file; if a batch of checks is in process (that is, calculated and/or entered but not posted), you cannot void a check. If the check has been calculated, the system prompts you to reenter time tickets. If you have produced manual checks, you are asked to reenter the check.

Voiding a check is the reverse of posting. The check is backed out; if Payroll interfaces with General Ledger and Bank Reconciliation, the check history is backed out of those applications. The check remains in the **PAHCxxx** file but is marked as a voided check. It prints in the Check History Register, but its totals are not added to the register.

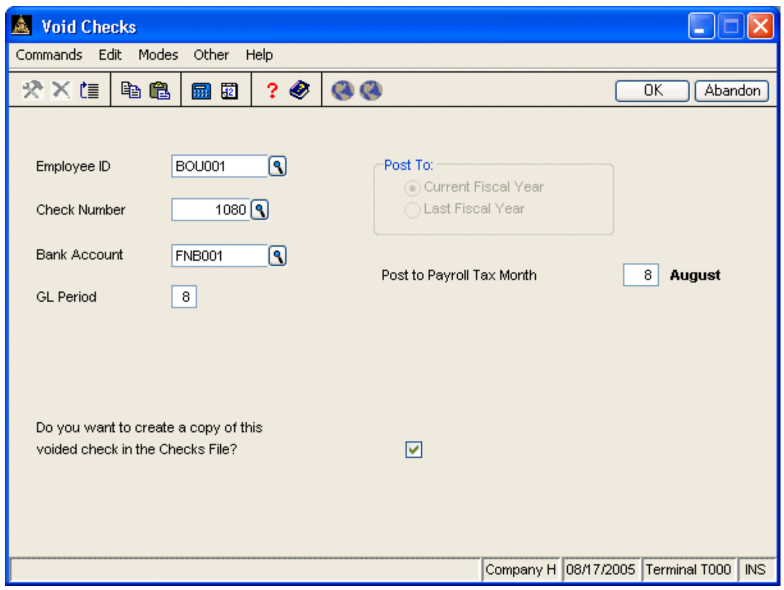
You can choose to make a copy of the check record in the **PACHxxx** file if the check is a manual check. If the check is a calculated check, you can make a copy of the time tickets used to calculate that check in the **PATRxxx** (Transactions) file. You can do this, though, only if the original time tickets are in the **PATHxxx** (Transaction History) file. The check or the transactions will then be re-created in the correct files, and you can edit the check in the **Manual Checks** function or the transaction in the **Payroll Transactions** function.

Before You Begin

Before you void a check, post the checks that you created through the **Calculate Checks** function or that you entered through the **Manual Checks** function.

Void Checks Screen

Select **Void Checks** from the **Payday Work** menu. The Void Checks screen appears.



Inquiry

1. Enter the ID of the employee for which you want to void a check.

Inquiry

2. Enter the check number you want to void.

Inquiry

3. If Payroll interfaces with Bank Reconciliation, enter the bank account to which the check was posted. This field appears only if Payroll interfaces with Bank Reconciliation.

4. The current period appears. Press **Enter** to accept the current period or enter a different GL period to which you want the resulting journal entries posted.

5. If last-year files exist in General Ledger, select the fiscal year to which you want to post.

6. Enter the payroll tax month to which you want to post.

7. If the check originated from transactions you entered in the **Transactions** function and you want to create a copy of the voided check in the Transactions file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

   If the check originated from entries made in the **Manual Checks** or **Calculated Checks** function and you want to create a copy of the voided check in the Checks file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

8. Select the output device to print the Void Checks Audit Log. See “Reports” on page 1-41 for more information. After the audit log is produced, the **Payday Work** menu appears.

Void Checks Audit Log

```
08/17/2005                        Builders Supply                         PAGE    1
10:22 AM                 Void Checks - Post to General Ledger
Description               GL Account               Debit                Credit
---------------------------------------------------------------------------------

Net Cash Entry            100000                 7,500.00
Hold. Acct Salaried Wage   202000                                      7,500.00
---------------------------------------------------------------------------------
GL Balance - Period 08                           7,500.00              7,500.00

Employee ID  BOU001
Check Number 0001080
Tax Month    08

Posted to Bank Account FNB001                                          7,500.00

                                                    Hours                 Wages
                                         ----------------------------------------
Job Totals                                           .000                   .00


End of Report
```

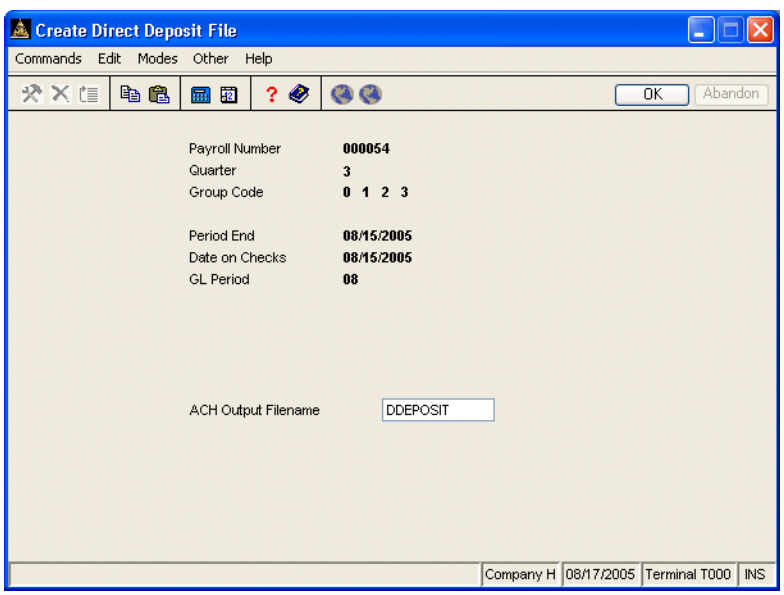
Create Direct Deposit File

Use the **Create Direct Deposit File** function on the **Payday Reports and Posting** submenu of the **Payday Work** menu to create an ACH (Automated Clearing House) file. This function is available only if you have Direct Deposit installed.

The ACH file contains all the direct deposit transaction information for your employees. After you have created the ACH file, send it to your company's bank. You cannot create this file if you are using last-year data, or if employer bank information has not been set up.

Create Direct Deposit File Screen

Select **Create Direct Deposit File** from the **Payday Reports and Posting** submenu. The Create Direct Deposit File screen appears.



The payroll number, quarter, group code, period end, date on checks and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

Press **Enter** to accept the current file name, or enter a different name. The system appends your company ID to this file name and lists the file's path.

Select the output device to print the ACH File Creation Report summarizing the contents of the file. See "Reports" on page 1-41 for more information on output devices. After this report is produced, the **Payday Work** menu appears. This report is for your information only; do not send it to your bank.

ACH File Creation Report

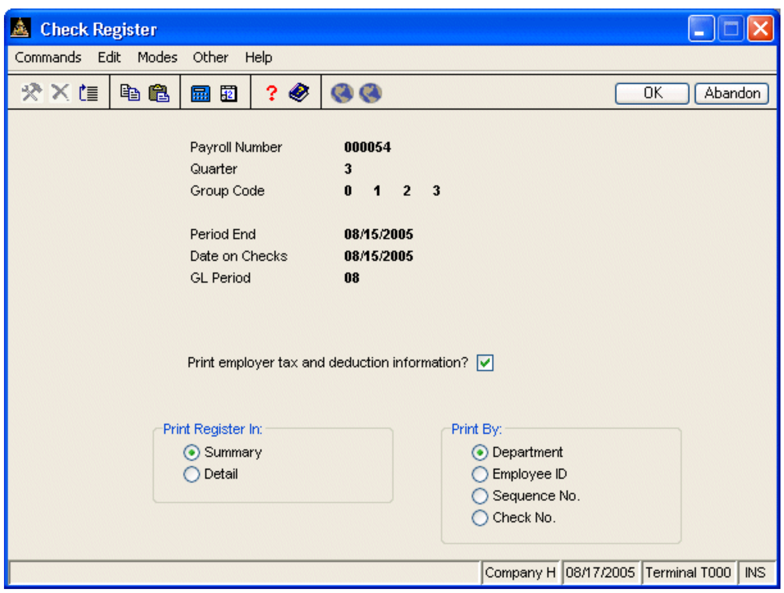
```
08/17/2005                                Builders Supply                                PAGE    1
9:41 AM                               ACH File Creation Report
                File D:/OSAS/progPA/../data/DDEPOSIT.H   Batch: 0000001   Pay Date 08/15/2005

Empl ID   Employee Name                                Type      Account Number     Routing Code      Amount
--------------------------------------------------------------------------------------------------------------
BOU001    Bourne, Linda                                Checking  234989834982934    000133333         150.25
                                                       Savings   983997577485875    000133333         200.00
                                                                                                      350.25

GER001    Gerard, Timothy                              Checking  54353355345335333  000000013         420.81
                                                       Savings   53453353453535353  000000013         420.81
                                                       Savings   54353434535345333  000000013         420.81
                                                       Savings   53453353535343353  055000165         420.81
                                                       Checking  53535345353533334  055000165         420.81
                                                       Checking  54353535353345333  055000165        2104.05
                                                                                                     4208.10

JON001    Jonchim, Maria                               Savings   0213561321         055002341         502.53
                                                                                                      502.53

LUK001    Lukas, George                                Savings   569885623          000000026        1717.25
                                                       Checking  232134641          000000026         572.42
                                                                                                     2289.67

ST0001    Stockard, Albert                             Savings   456789574          000000039         281.44
                                                                                                      281.44

Total Amount Debited to Company Bank Account:                    192839182939128    000000000        7631.99
Total Number of Transactions  12


*** End of Report ***
```

Check Register

The Check Register is a record of the checks issued for an employee group and pay period. It is similar to the Edit Register, except that it contains the number of the check that was printed for each employee and is sorted and subtotaled by department.

Check Register Screen

Select **Check Register** from the **Payday Reports and Posting** submenu. The Check Register screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want employer tax and deduction information in the report, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the level of detail you want to include in the register. **Detail** prints earnings, withholdings, and deductions information for all checks in the **PACHxxx** file, while **Summary** prints earnings, withholdings, and deductions involved in the checks.

3. Select the order in which you want to print the report.

4. Select the output device. See “Reports” on page 1-41 for more information. After the register is produced, the **Payday Work** menu appears.

Sample Register

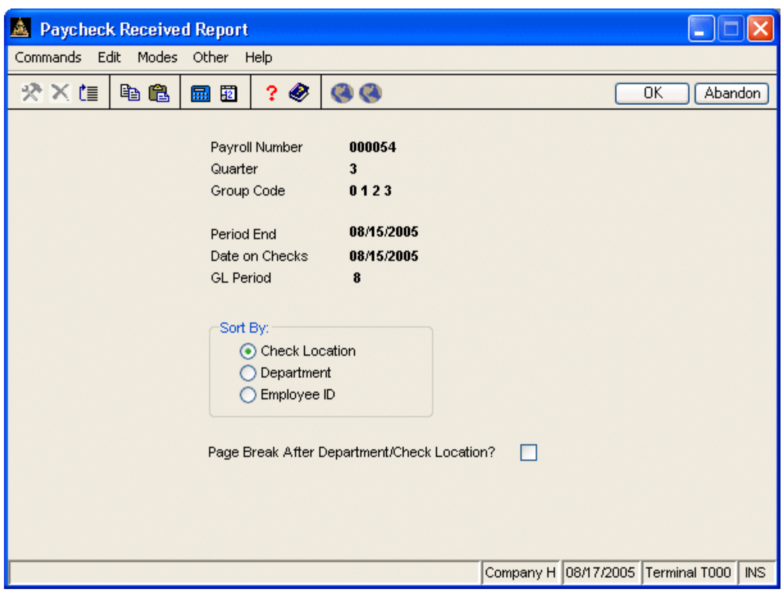
```
08/17/2005  Group Codes  0 1 2 3                       Builders Supply                                              Page   1
9:44 AM     Periods      1 1 1 1                  Check Register - Summary
                                                   Pay Check Date 08/15/2005
                                                For Pay Period Ending 08/15/2005
                                ---------- Earnings ----------- ------------ Withholdings -----------  ---------- Deductions ----------
Employee                                                 Salary or
ID        Soc Sec No.                      Hours       Wages Description                       Amount  Description                  Amount
------------------------------------------------------------------------------------------------------------------------------------


Stockard, Albert W           Total     40.000      358.00 Total Withholdings                27.39  Total Deductions              49.17
ST0001    449-58-4392                                     Total Emplr. With.               330.27  Total Emplr. Ded.               .00
  Gross Wages      358.00
  Net Pay          281.44
  No Check Printed
  Vhr# 0001967     281.44

Department 100    Totals
  Gross Wages      358.00    Total     40.000      358.00 Total Withholdings                27.39  Total Deductions              49.17
  Net Wages        281.44                                 Total Emplr. With.               330.27  Total Emplr. Ded.               .00

Bourne, Linda C              Total    173.330     7500.00 Total Withholdings              1709.21  Total Deductions             625.58
BOU001    459-30-1099                                     Total Emplr. With.              2207.55  Total Emplr. Ded.               .00
  Gross Wages     7500.00
  Net Pay         5165.21
  Chk# 0001079    4814.96
  Vhr# 0001963     350.25

Gerard, Timothy G            Total    173.330     5550.00 Total Withholdings              1152.81  Total Deductions             189.09
GER001    468-22-4819                                     Total Emplr. With.              2058.38  Total Emplr. Ded.               .00
  Gross Wages     5550.00
  Net Pay         4208.10
  No Check Printed
  Vhr# 0001964    4208.10

Jenkins, Kathy M             Total    173.330     7500.00 Total Withholdings              2583.29  Total Deductions              89.08
JEN001    460-39-9093                                     Total Emplr. With.              2207.55  Total Emplr. Ded.               .00
  Gross Wages     7500.00
  Net Pay         4827.63
  Check Number    0001081
```

Paycheck Received Report

The Paycheck Received Report lists employees scheduled to receive a paycheck. The list has a space for employees to sign for their paychecks. Use the report as a means for recording which employees have received their paychecks or to check which employees are scheduled to receive pay for that pay period.

Paycheck Received Report Screen

Select **Paycheck Received Report** from the **Payday Reports and Posting** submenu. The Paycheck Received Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. Select the order in which you want to print the report.

2. If you want each department or check location to be printed on a new page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

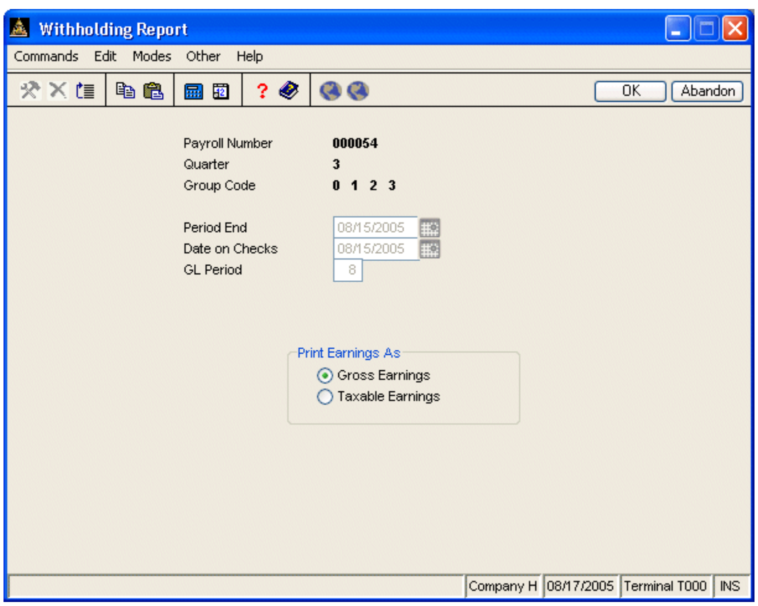
```
08/17/2005                                             Builders Supply                                              Page    1
9:48 AM                                            Paycheck Received Report
                                                  Pay Check Date 08/15/2005

Empl ID Employee Name                             SSN          Check #  Date        Ck Loc      Signature
-----------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                           459-30-1099  0001079  08/15/05                x

BOU001  Bourne, Linda C                           459-30-1099 V0001963  08/15/05                x

BOU001  Bourne, Linda C                           459-30-1099  0001159  08/15/05                x

BOU001  Bourne, Linda C                           459-30-1099  0001080  08/15/05                x

GER001  Gerard, Timothy G                         468-22-4819 V0001964  08/15/05                x

JEN001  Jenkins, Kathy M                          460-39-9093  0001081  08/15/05                x

JON001  Jonchim, Maria K                          468-80-9944 V0001965  08/15/05                x

LUK001  Lukas, George                             488-30-1281 V0001966  08/15/05                x

ROS001  Rossini, Lucinda A                        460-39-9982  0001082  08/15/05                x

STO001  Stockard, Albert W                        449-58-4392 V0001967  08/15/05                x

          5 Check(s) For Check Location
          5 Voucher(s) For Check Location


End of Report
```

Withholding Report

Federal, state, and local tax authorities may require your company to make a deposit based on the amounts you withheld from employees' checks. These deposits may be required after each pay period or at the end of every quarter. The Withholding Report is a summary of these employee payroll withholding amounts for one pay period. The Quarterly Withholding Report summarizes the statistics for one quarter.

Withholding Report Screen

Select **Withholding Report** from the **Payday Reports and Posting** submenu. The Withholding Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. Select the kind of earnings you want in the report. You can choose either gross earnings or taxable earnings.

2. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

```
08/17/2005                                                 Builders Supply                                               Page    2
9:51 AM                                                  Withholding Report
                                                   For Pay Period Ending 08/15/2005
                                                        Group Codes  0 1 2 3
                                                        Gross Earnings
            Gross Wages/         -------- Federal -------         --------- State ----------        ---------- Local ----------
               Tips       Code    Earnings           WH   Code       Earnings           WH  Code           Earnings            WH
------------------------------------------------------------------------------------------------------------------------------------

LUK001  Lukas, George                           488-30-1281
               2500.00    FWH      2500.00          .00   MN SWH      2500.00          .00
                   .00    OAS      2500.00       155.00
                          MED      2500.00        36.25

ROS001  Rossini, Lucinda A                      460-39-9982
                230.00    FWH       205.00          .00   MN SWH       205.00          .00
                   .00    OAS       230.00        14.26
                          MED       230.00         3.34

ST0001  Stockard, Albert W                      449-58-4392
                358.00    FWH       333.00          .00   MN SWH       333.00          .00
                   .00    OAS       358.00        22.20
                          MED       358.00         5.19

Local Total    Number of Employees       7
              24238.00    FWH     23575.50      2789.23   MN SWH     23575.50      1084.00
                   .00    OAS     24238.00      1502.76
                          MED     24238.00       351.46

State Total MN Number of Employees       7 (     7)
              24238.00    FWH     23575.50      2789.23   MN SWH     23575.50      1084.00
                   .00    OAS     24238.00      1502.76
                          MED     24238.00       351.46

Grand Total  Number of Employees       7 (     7)
              24238.00    FWH     23575.50      2789.23   MN SWH     23575.50      1084.0
                   .00    OAS     24238.00      1502.76
                          MED     24238.00       351.46

End of Report
```

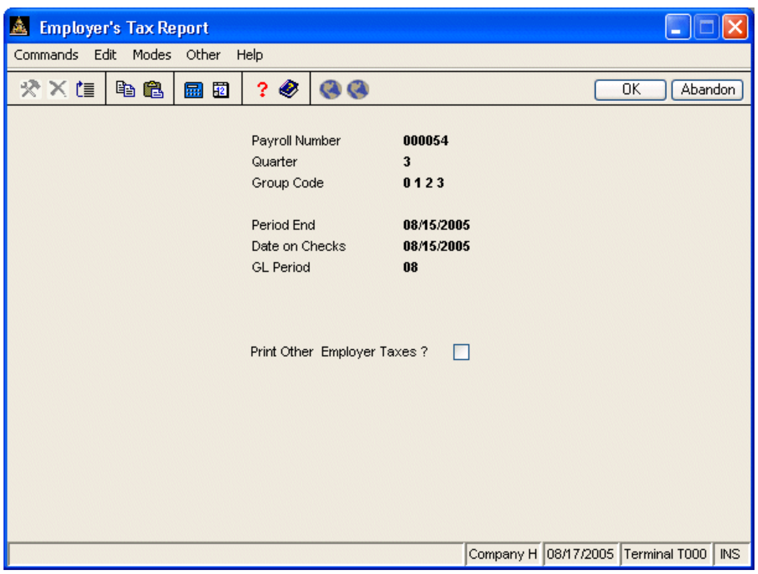
Employer's Tax Report

The Employer's Tax Report provides a record of the company's wage limits for taxes (for example, **OASDI**, Medicare, **SUI**, and **FUTA**) and wages in excess of the limits.

The liability calculations in this report are approximate because of rounding differences and may vary from actual posting totals. Compare the totals with those in the Employer's Liability Report for the actual liabilities.

Employer's Tax Report Screen

Select **Employer's Tax Report** from the **Payday Reports and Posting** submenu. The Employer's Tax Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want to print other employer taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

```
08/17/2005                                      Builders Supply                                          Page    2
9:55 AM                                      Employer's Tax Report
                                        For Pay Period Ending 08/15/2005
                                             Group Codes  0 1 2 3

State MN
                    Gross     Adv     -- Employer FICA (90000/NO LIMIT) --     ----- SUI (23000) -----     ------ FUTA ( 7000) ----
                    Wages     EIC       Earnings     FICA Tips  Excess FICA      Earnings    Excess SUI      Earnings   Excess FUTA
------------------------------------------------------------------------------------------------------------------------------------

LUK001  Lukas, George                            488-30-1281
                  2500.00       .00      2500.00           .00          .00       2500.00           .00           .00       2500.00
                                         2500.00                        .00

ROS001  Rossini, Lucinda A                       460-39-9982
                   230.00       .00       230.00           .00          .00        205.00           .00        205.00           .00
                                          230.00                        .00

ST0001  Stockard, Albert W                       449-58-4392
                   358.00       .00       358.00           .00          .00        333.00           .00        333.00           .00
                                          358.00                        .00

State Total MN Number of employees      7
                 24238.00      .00      24238.00           .00          .00       5013.00      18562.50       1113.00      22462.50
                                        24238.00                        .00

SUI Liability
          5013.00 * .09100  =       456.18


Grand Total     Number of employees      7  (      7)
                 24238.00      .00      24238.00           .00          .00       5013.00      18562.50       1113.00      22462.50
                                        24238.00                        .00

OASDI Liability
         24238.00  * .06200 =      1502.76

Medicare Liabliity
         24238.00  * .01450 =       351.45

FUTA Liability
          1113.00  * .00800 =         8.90

End of Report
```

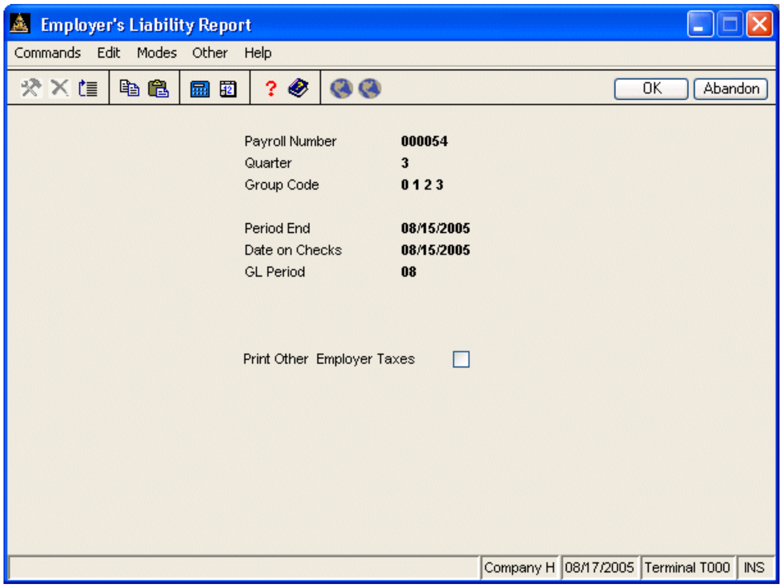
Employer's Liability Report

Federal and state authorities may require your company to make a deposit based on the amounts calculated for employer taxes. The deposits may be required after each pay period or at the end of every quarter. The Employer's Liability Report is a summary of the employer payroll liability amounts for one pay period. The Quarterly Employer's Tax Report summarizes the liabilities for one quarter.

The Employer's Liability Report shows the employer's liability for taxes (**OASDI**, Medicare, **SUI**, and **FUTA**) based on taxable earnings for the pay period. The totals in the report are the actual liability. Check them against the approximate totals in the Employer's Tax Report.

Employer's Liability Report Screen

Select **Employer's Liability Report** from the **Payday Reports and Posting** submenu. The Employer's Liability Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want to print other employer taxes, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the output device. See "Reports" on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

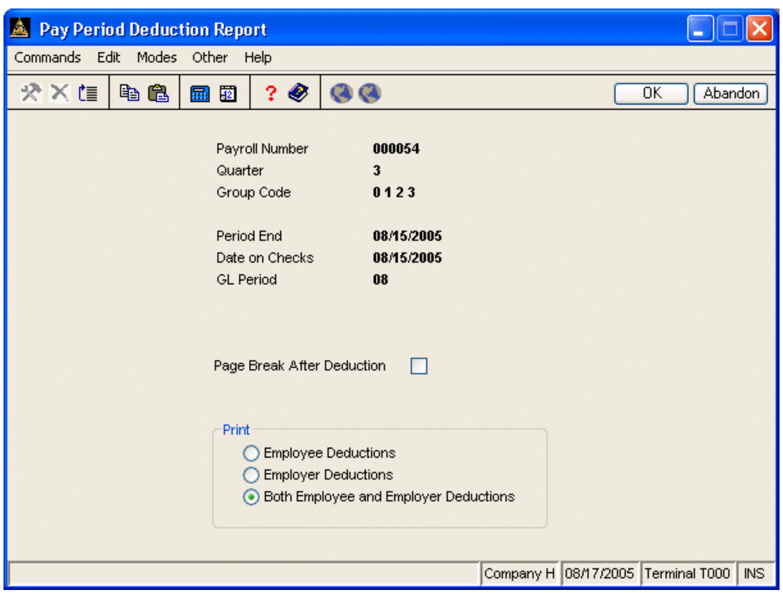
```
08/17/2005                                         Builders Supply                                           Page    1
9:59 AM                                          Employer's Liability
                                                     Audit Report
                                           For Pay Period Ending 08/15/2005
                                                Group Codes  0 1 2 3

State MN
               Gross    ----- OASDI (90000) ----   -- MEDICARE (NO LIMIT) --   ----- SUI (23000) ------   ----- FUTA ( 7000) -----
               Wages     Tax. Earn.     Liability  Tax. Earn.      Liability  Tax. Earn.     Liability  Tax. Earn.    Liability
---------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                         459-30-1099
             7500.00       7500.00        465.00     7500.00          108.75         .00       1633.80         .00          .00

GER001  Gerard, Timothy G                       468-22-4819
             5550.00       5550.00        344.10     5550.00           80.48     1400.00       1633.80         .00          .00

JEN001  Jenkins, Kathy M                        460-39-9093
             7500.00       7500.00        465.00     7500.00          108.75         .00       1633.80         .00          .00

JON001  Jonchim, Maria K                        468-80-9944
              600.00        600.00         37.20      600.00            8.70      575.00        269.73      575.00          .00

LUK001  Lukas, George                           488-30-1281
             2500.00       2500.00        155.00     2500.00           36.25     2500.00        727.50         .00          .00

ROS001  Rossini, Lucinda A                      460-39-9982
              230.00        230.00         14.26      230.00            3.34      205.00        183.35      205.00          .00

ST0001  Stockard, Albert W                      449-58-4392
              358.00        358.00         22.20      358.00            5.19      333.00        302.88      333.00          .00

State Total MN Number of employees      7
            24238.00      24238.00       1502.76    24238.00          351.46     5013.00       6384.86     1113.00          .00

Grand Total     Number of employees      7 (     7)
           24238.00      24238.00       1502.76    24238.00          351.46     5013.00       6384.86     1113.00          .00


End of Report
```

Pay Period Deduction Report

The Pay Period Deduction Report is a list of your company's payroll deductions and the employees who had amounts deducted from their paychecks for each deduction.

Pay Period Deduction Report Screen

Select **Pay Period Deduction Report** from the **Payday Reports and Posting** submenu. The Pay Period Deduction Report screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

1. If you want each deduction to be printed on a separate page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

2. Select the type of deductions you want to include in the report. You can include employee deductions, employer deductions, or both.

3. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

08/17/2005 Builders Supply Page 1
10:02 AM Pay Period Deductions Report 08/15/05
Employee Deductions

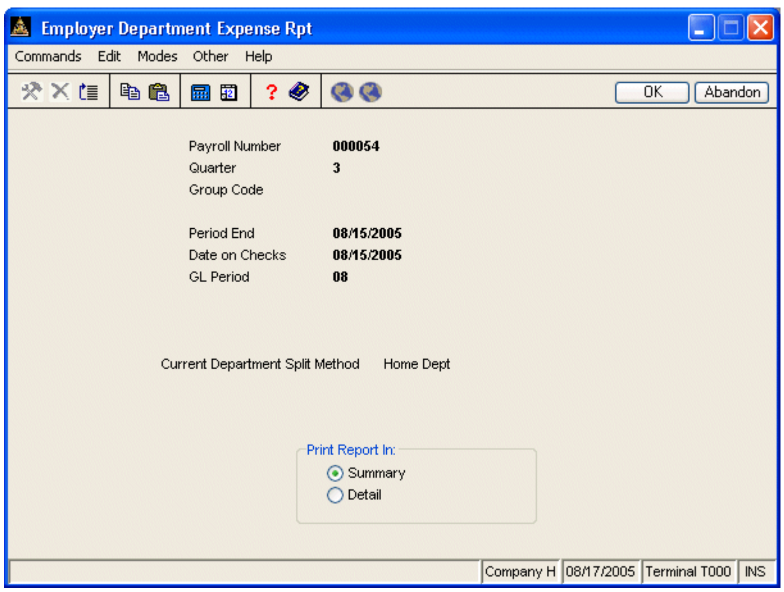
Name	ID	Dept.	Check	Amount
Bourne, Linda C	BOU001	500	1079	10.56
Gerard, Timothy G	GER001	500		10.56
Jenkins, Kathy M	JEN001	500	1081	10.56
Jonchim, Maria K	JON001	501		5.68
Lukas, George	LUK001	500		10.56
Rossini, Lucinda A	ROS001	501	1082	5.65
Stockard, Albert W	ST0001	100		5.65
Total for Deduction 001: Medical Ins				59.22
Bourne, Linda C	BOU001	500	1079	3.52
Gerard, Timothy G	GER001	500		3.53
Jenkins, Kathy M	JEN001	500	1081	3.52
Jonchim, Maria K	JON001	501		3.39
Lukas, George	LUK001	500		3.52
Stockard, Albert W	ST0001	100		3.52
Total for Deduction 002: Dental Ins				21.00
Bourne, Linda C	BOU001	500	1079	75.00
Gerard, Timothy G	GER001	500		25.00
Jenkins, Kathy M	JEN001	500	1081	75.00
Jonchim, Maria K	JON001	501		7.50
Total for Deduction 003: United Way				182.50
Bourne, Linda C	BOU001	500	1079	50.00
Jonchim, Maria K	JON001	501		10.00
Total for Deduction 004: Credit Union				60.00
Stockard, Albert W	ST0001	100		15.00
Total for Deduction 005: Dues				15.00
Bourne, Linda C	BOU001	500	1079	337.50
Gerard, Timothy G	GER001	500		150.00

Employer Department Expense Report

Produce the Employer Department Expense Report before posting to see how employer deductions and withholdings post to the department file.

Employer Department Expense Report Screen

Select **Employer Department Expense Rpt** from the **Payday Reports and Posting** submenu. The Employer Department Expense Report screen appears.



1. Select the amount of detail you want to include in the report.

2. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Payday Work** menu appears.

Sample Report

```
08/17/2005  Group Codes  0 1 2 3                         Builders Supply                                                Page   1
10:09 AM    Periods      1 1 1 1            Employer Department Expense Report - Summary
                                                  For Pay Period Ending 08/15/2005
                               ------- Earnings -------   ------------ Withholdings -----------  ---------- Deductions ----------
Employee                                      Salary or
ID        Soc Sec No.                  Hours      Wages   Description                       Amount  Description              Amount
-------------------------------------------------------------------------------------------------------------------------------

Department 100    Totals
  Gross Wages      358.00      REG   40.000      358.00   FED /EME   Emplyr Medicare       5.19
  Net Wages        281.44                                 FED /EOA   Emplyr OASDI         22.20
                                                          FED /FUT   Unemp Ins              .00
                                                          MN/  /SUI  MN Unemp Ins        302.88
Department 500    Totals
  Gross Wages    38050.00      SAL 1039.980    38050.00   FED /EME   Emplyr Medicare     334.23
  Net Wages      31490.61                                 FED /EOA   Emplyr OASDI       1429.10
                                                          FED /FUT   Unemp Ins              .00
                                                          MN/  /SUI  MN Unemp Ins       5628.90
Department 501    Totals
  Gross Wages      830.00      REG  120.000      830.00   FED /EME   Emplyr Medicare      12.04
  Net Wages        684.28                                 FED /EOA   Emplyr OASDI         51.46
                                                          FED /FUT   Unemp Ins              .00
                                                          MN/  /SUI  MN Unemp Ins        453.08

Earnings, Withholdings
Deductions Descriptions                Amount        Hours
-------------------------------------------------------------------------------------------------------------------------------

 Earnings                                                 Incl. Net?

    Gross Wages                      39238.00
    Net Pay                          32456.33

    REG Regular Pay                   1188.00      160.000      YES
    SAL Salaried Wage                38050.00     1039.980      YES
                               ---------------------------
    Earnings Total                   39238.00     1199.980


  Witholdings

    FED /EME  Emplyr Medicare          351.46
    FED /EOA  Emplyr OASDI            1502.76
    FED /FUT  Unemp Ins                   .00
    MN/  /SUI MN Unemp Ins            6384.86
                               --------------
    Employer Totals                   8239.08

  Deductions

                               --------------
    Employer Totals                       .00

End of Report
```

CJ Payday Work Reports

CJC

The **CJ Payday Work Reports** submenu includes four reports that are specific to Contractors' Job Cost.

- Worker's Compensation Report
- Union Report
- Certified Payroll Report
- Labor Burden Register

Information for these reports is calculated in the **Prepare Checks** function using data from the Period History file (**PAHPx**).

There are no pick or print by options for any of these reports. Select the desired output device and generate the report (see "Reports" on page 1-41 for more information on generating reports). The screen information comes from the **Prepare Checks** function.

Note

You cannot print these reports for manual checks.

Sample Worker's Compensation Report

```
08/19/2005                                Builders Supply                                          Page    2
3:57 PM                             Worker's Compensation Report
                                    For Pay Period Ending 08/15/2005
                                        Group Codes  1 2 3 4 5

WC Code: 8010  OFFICERS

Emp.    Employee                                      ----- Regular -----    ------ OT/DT ------     Total       WC
ID      Name                Soc. Sec. #   Class    Hours        Amount       Hours      Amount      Amount   Premium
-----------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C      459-30-1099   ADM    173.330      7500.00       .000         .00     7500.00     22.50

GER001  Gerard, Timothy G    468-22-4819   ADM    173.330      5550.00       .000         .00     5550.00     16.65

JEN001  Jenkins, Kathy M     460-39-9093   ADM    173.330      7500.00       .000         .00     7500.00     22.50


        WC     Total of OFFICERS                  519.990     20550.00       .000         .00    20550.00     61.65
```

Sample Union Report

```
08/19/2005                                         Builders Supply                                          Page    1
3:57 PM                                             Union Report
                                             For Pay Period Ending 08/15/2005
                                                 Group Codes  1 2 3 4 5

Union 1120        LOCAL 1120

Emp.   Employee                                     ---- Regular ----    ----- OT/DT -----        Total   Deduction     Benefit
ID     Name                   Soc. Sec. # Class    Hours         Gross   Hours         Gross        Gross      Amount      Amount
---------------------------------------------------------------------------------------------------------------------------------

ST0001 Stockard, Albert W      449-58-4392 180     44.000        666.70    .000           .00       666.70                  33.34

       Item  Total of DUES                         44.000        666.70    .000           .00       666.70         .00      33.34

ST0001 Stockard, Albert W      449-58-4392 180     44.000        666.70    .000           .00       666.70       33.00 <007>

       Item  Total of PENSION                      44.000        666.70    .000           .00       666.70       33.00        .00

ST0001 Stockard, Albert W      449-58-4392 180     44.000        666.70    .000           .00       666.70       10.00 <005>

       Item  Total of DUES                         44.000        666.70    .000           .00       666.70       10.00        .00


       Union Total of LOCAL 1120                                                                               43.00      33.34


       Grand Total of All Unions                                                                               43.00      33.34


End of Report
```

Sample Certified Payroll Report

You must use a date range of exactly seven days when you prepare checks in order to print the Certified Payroll Report.

```
08/29/2005                                                Builders Supply                                                      Page    1
8:38 AM                                              Certified Payroll Report
                                                 For Pay Period Ending 09/02/2005
                                                          Group Code  2

Job   PROJ01      Sandler Condos

Employee                      Hrs.  8/27  8/28  8/29  8/30  8/31  9/1   9/2          Pay Rate                 Other Pay  Gross Wages
Address                       Type  *Mon* *Tue* *Wed* *Thu* *Fri* *Sat* *Sun* Total   Job Total  Tax W/H      Total Ded    Net Pay

ADA010    SSN:570-29-3456      R     8.00  8.00              7.50  6.00  6.00  35.50  14.0800   FWH   175.00       .00    1341.12
William, Adams K               O                             1.50        2.50   4.00            OAS    83.15               759.70
3123 EAGLE WAY                 D                                                 .00    654.72  MED    19.45    222.66
EDEN PRAIRE ,MN 88204          M                                   2.50  2.50   5.00      SWH:   MN    81.16
                                                                                       Other State:      .00
Married (3)                                                                     Deduction Detail:
Sex: Male                                                                       Medical Ins    =    5.68  Dental  Ins    =    3.39
EEO= White                                                                      United Way     =    7.50  Credit Union   =   10.00
Class/Level/Skill: LABORER  019  1L  LABORER 90 Z-1                             Dues           =   60.62  401K           =   66.92
                                                                                IRA Plan       =   68.55

AIL020    SSN:129-31-9233      R     8.00        8.00                          16.00  17.3200   FWH   174.07       .00     892.73
TROY, AILMAN J                 O     1.00        2.50                  8.00    11.50            OAS    55.35               528.50
502 GARDEN ROAD                D                                                 .00    575.89  MED    12.94     67.00
RIVER SIDE ,MN 50234           M                                                 .00      SWH:   MN    54.87
                                                                                       Other State:      .00
Single (0)                                                                      Deduction Detail:
Sex: Male                                                                       Medical Ins    =    5.25  Dental  Ins    =   13.26
EEO= Black                                                                      IRA Plan       =   35.10  Dues           =   13.39
Class/Level/Skill: CEMENT MASON  160  M1  FINISHER 91
```

Sample Labor Burden Register

Labor burden is everything an employer pays on behalf of its employees: employer FICA, FUTA, SUI, union benefits, and worker's compensation. The Labor Burden Register lists the labor burden amounts for each employee/job/phase.

```
08/19/2005                                    Builders Supply                                        Page    1
3:58 PM                                    Labor Burden Register
                                      For Pay Period Ending 08/15/2005
                                          Group Codes  1 2 3 4 5

Job      Phase    Emp.       Total    Total    Worker's
ID       ID       ID         Hours    Amount      Comp.     Union     OASDI    Medicare     FUTA      SUI     Total
--------------------------------------------------------------------------------------------------------------

91-135   01FOUN   ST0001    44.000   666.70      20.00     33.34     41.34        9.67      .00      .00    104.35
91-135   *Job Total*        44.000   666.70      20.00     33.34     41.34        9.67      .00      .00    104.35


GRAND TOTAL                 44.000   666.70      20.00     33.34     41.34        9.67      .00      .00    104.35


End of Report
```

Post Checks

When you post checks, these things happen:

- The **PAEDxxx** (Employee History Deduction), **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), **PAEWxxx** (Employee Withholding History), **PAEMxxx** (Employee Miscellaneous History), and **PAHVxxx** (Leave Adjustment History) files are updated with check information.

- The **PATPxxx** (Transactions Post) file is cleared to accept the next set of transactions entered through the **Payroll Transactions** function.

- The department records for salaried employees are updated. If an employee works in more than one department, the taxes paid by the employer are posted to each of those departments.

- If Payroll interfaces with Job Cost, manual checks are posted to Job Cost.

- The paychecks detail is transferred to the **PAHCxxx** (Check History), **PAHDxxx** (Check Deductions History), **PAHExxx** (Check Earnings History), and **PAHWxxx** (Check Withholdings History) files if you elected to keep check history in the Resource Manager **Options and Interfaces** function.

- The pay period detail is posted to the **GLJRxxx** (Journal) file for the current or the last fiscal year (if Payroll interfaces with General Ledger).

- Summary disbursement entries of the checks are created in the **BRTRxxx** (Transactions) file (if Payroll interfaces with Bank Reconciliation).

- The information in the **PACHxxx** (Checks) file is erased to make way for check calculation for other groups of employees.

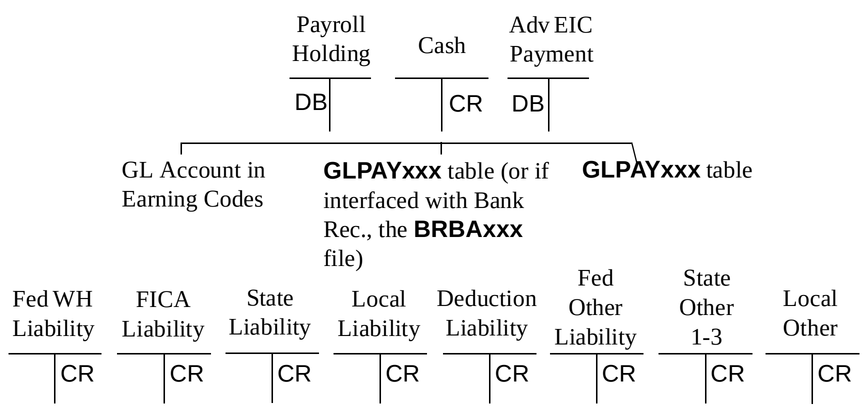
- The number of weeks each employee worked is calculated.

- The payroll number in the **PACTLxxx** table is incremented.
- The vacation and sick hours for employees are automatically updated if you selected this option.

When you post checks, the information that is posted cannot be edited later.

Employee Posting Entries

Below is an illustration of the employee portion of the entries that are made when Payroll interfaces with General Ledger:

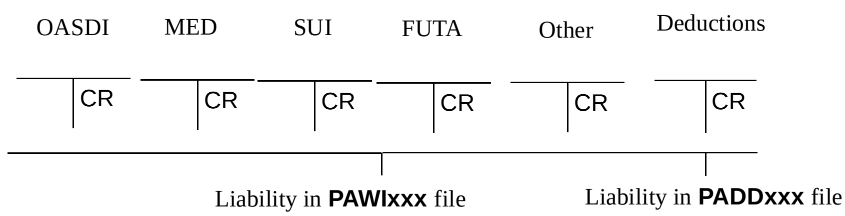


All these accounts are set up in the **PAWIxxx** (Withholdings) file and post to the GL account number entered in the file, except for the deduction liability account, which posts to the **PADDxxx** (Deductions) file.

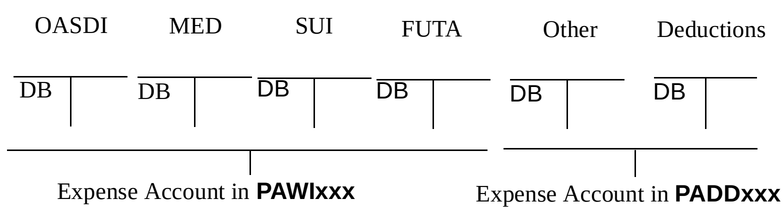
If Payroll interfaces with Bank Reconciliation, the cash account comes from the BR bank account you enter in the **Post Checks** function; otherwise, it comes from the **GLPAYxxx** table. The payroll holding account comes from the earnings code and advance EIC payment account comes from the **GLPAYxxx** table. The liability, state-other, and local-other accounts come from the **PAWIxxx** file.

Employer Posting Entries

Below is an illustration of the employer portion of the entries that are made to General Ledger:



After posting:



The entries required for payroll processing are made in two parts:

- When you post checks, credits for net pay, deductions and taxes are posted; a payroll holding account is debited for the gross pay; advance EIC is debited; and employer expenses are posted.
- Posted amounts do not include the types of other pay that are excluded from the employer's net pay, nor are these other-pay types posted to department expense accounts. Only the types of other pay that are included in net pay are posted.
- When you post expenses to General Ledger, gross pay is distributed to the appropriate departmental expense accounts.

Before You Post

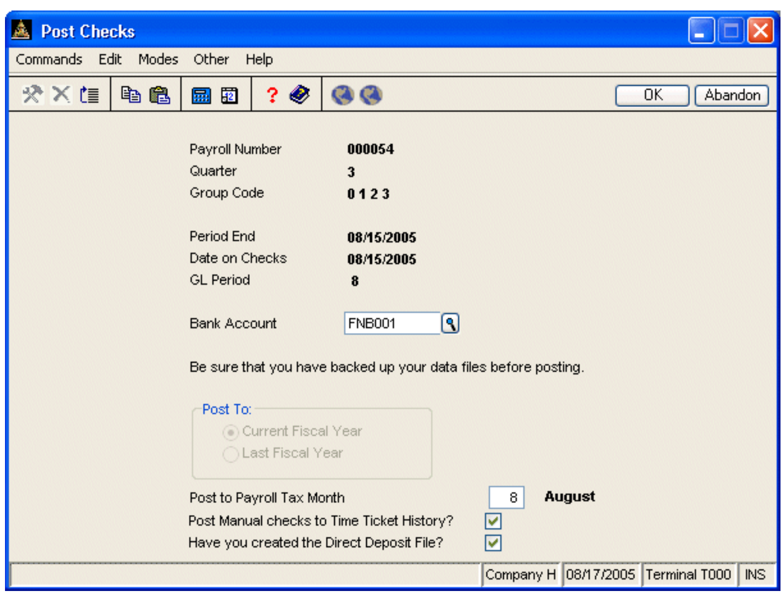
If you have a multiuser system, make sure that no one else is using the Payroll system. You cannot post if someone else is using Payroll functions. In addition, if Payroll interfaces with General Ledger, make sure that no one else is accessing the **GLJRxxx** file.

Back up your data files. Power surges or equipment failures can result in the loss of information.

If you have Direct Deposit installed, you must use the **Create Direct Deposit File** function before you can post.

Post Checks Screen

Select **Post Checks** from the **Payday Reports and Posting** submenu. The Post Checks screen appears.



The payroll number, quarter, group code, period end, date on checks, and GL period appear. You entered this information in the **Calculate Checks** or **Manual Checks** functions.

Inquiry

1. If Payroll/Direct Deposit interfaces with Bank Reconciliation, enter the bank account on which these checks are drawn.

2. If Payroll interfaces with General Ledger and the system detects last-year files, you must select the current or the previous fiscal year to which to post the checks.

3. Enter the payroll tax month you want updated by the post for month-end processing. The month you enter prints on the Post Checks Log to help you summarize checks for reporting purposes.

4. If you want manual check entries to be posted to time ticket history, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

DD

5. If you have created the direct deposit file, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode), exit the function, and do so before continuing.

6. Select the output device for the posting log. See “Reports” on page 1-41 for more information.

The liabilities listed in the posting log may differ from those in the Employer’s Tax Report because of rounding differences in the Employer’s Tax Report. The Post Checks Log and the Employer’s Liability Report show actual totals.

After posting completes and the posting log is produced, the **Payday Work** menu appears.

Post Checks Log

```
08/17/2005                    Builders Supply                          PAGE  1
10:19 AM                        Post Checks
Description              GL Account                Debit              Credit
--------------------------------------------------------------------------------

Medical Ins              535000                                        59.22
Dental  Ins              535000                                        21.00
United Way               204000                                       182.50
Credit Union             999900                                        60.00
Dues                     999900                                        15.00
401K                     205000                                       487.50
Parking                  801000                                        39.00
Stock Plan               205000                                       175.00
Uniform                  801000                                        15.00
Emplyr Medicare          203200                                       351.46
Emplyr OASDI             203200                                     1,502.76
Federal WH               203000                                     2,789.23
Emplye Medicare          203200                                       351.46
Emplye OASDI             203200                                     1,502.76
MN Unemp Ins             203700                                     6,384.86
MN W/H                   203400                                     1,084.00
Net Cash Entry           100000                                    32,456.33
Hold. Acct Regular Pay   202000                 1,188.00
Hold. Acct Salaried Wage 202000                38,050.00
Emplyr Medicare          530000                   351.46
Emplyr OASDI             530000                 1,502.76
MN Unemp Ins             530000                 6,384.86
                                         ---------------------------------------
GL Balance - Period 08                         47,477.08           47,477.08

Posted to Tax Month  8

Posted to Bank Account FNB001                                      32,456.33

                                                    Hours              Wages
                                        ---------------------------------------
Job Totals                                          .000                 .00

End of Report
```

Payroll Reports 7

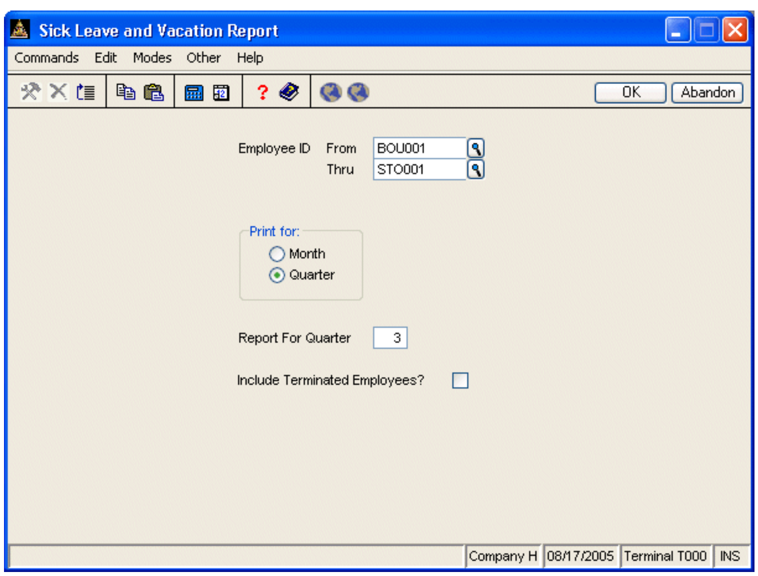
Printing a Payroll Report

The functions on the **Payroll Reports** menu let you print reports of information resulting from transaction and check entry, such as employee earning and deduction amounts or employee leave amounts. These lists give you valuable information about your employees' payroll totals and serve as part of your company's audit trail.

You produce all payroll reports in the same way. Use the instructions below to print a payroll report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a payroll report:

1. Select the report you want to print from the **Payroll Reports** menu. The selection screen for that report appears. The Sick Leave and Vacation report screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, check number ranges, codes, or financial quarters or periods), enter the appropriate values to use when printing the report.

4. If the screen contains options that control whether the report is printed in summary or in detail, select the option you want to use. Summary reports generally present only grand totals for employees while detail reports print totals for each employee.

5. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

6. If the screen contains options or combo boxes that control what prints on the report, select the option corresponding to the type of information you want to print. You can select only one print option.

7. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

8. Select the output device to begin printing the report. See “Reports” on page 1-41 for more information. After you produce the report, the **Payroll Reports** menu appears.

Earnings and Deductions Report

Use the **Earnings and Deductions Report** function to print a detail or a summary report of employee month-to-date, quarter-to-date, and year-to-date earnings and deductions. The information in this report comes from the **PAEDxxx** (Employee Deductions History), **PAEExxx** (Employee Earnings History), and **PAEGxxx** (Employee General Information) files.

Sample Report

```
08/17/2005                                      Builders Supply                                          Page    1
2:45 PM                                   Earnings and Deductions Report
                                            Detail Report - August
                                                by Last Name

Emp. ID   Employee Name                              SSN           Dept. ID
Code Earn. Desc.           Amount  Code   Deduction Desc.       Amount   Earning Desc.       Amount YTD  Deduction        Amount YTD
-------------------------------------------------------------------------------------------------------------------------------------

BOU001    Bourne, Linda C                            459-30-1099   500

P01  Bonus                    .00  001    Medical Ins            10.56   Bonus                      .00  Medical Ins           10.56
P03  Cash Value               .00  002    Dental  Ins             3.52   Cash Value                 .00  Dental  Ins            3.52
REG  Regular Pay              .00  003    United Way             75.00   Regular Pay                .00  United Way            75.00
SAL  Salaried Wage       15000.00  004    Credit Union           50.00   Salaried Wage         15000.00  Credit Union          50.00
SIC  Sick Pay                 .00  006 MN 401K                  337.50   Sick Pay                   .00  401K                 337.50
VAC  Vacation Pay             .00  008    Parking                34.00   Vacation Pay               .00  Parking               34.00
                     ------------  010 MN Stock Plan            100.00                   ------------  Stock Plan           100.00
Earning Totals           15000.00  011    Uniform                15.00   Earning Totals        15000.00  Uniform               15.00
Gross Wages              15000.00                          -----------   Gross Wages           15000.00                  -----------
Net Pay                  12665.21  Emp. Totals                  625.58   Net Wages             12665.21  Emp. Totals          625.58
                                   Emplr. Totals                   .00                                   Emplr. Totals           .00

GER001    Gerard, Timothy G                          468-22-4819   500

P02  Travel Exp               .00  001    Medical Ins            10.56   Travel Exp                 .00  Medical Ins           10.56
REG  Regular Pay              .00  002    Dental  Ins             3.53   Regular Pay                .00  Dental  Ins            3.53
SAL  Salaried Wage        5550.00  003    United Way             25.00   Salaried Wage          5550.00  United Way            25.00
                     ------------  006 MN 401K                  150.00                   ------------  401K                 150.00
Earning Totals            5550.00                          -----------   Earning Totals         5550.00                  -----------
Gross Wages               5550.00  Emp. Totals                  189.09   Gross Wages            5550.00  Emp. Totals          189.09
Net Pay                   4208.10  Emplr. Totals                   .00   Net Wages              4208.10  Emplr. Totals           .00

JEN001    Jenkins, Kathy M                           460-39-9093   500

REG  Regular Pay              .00  001    Medical Ins            10.56   Regular Pay                .00  Medical Ins           10.56
SAL  Salaried Wage        7500.00  002    Dental  Ins             3.52   Salaried Wage          7500.00  Dental  Ins            3.52
                     ------------  003    United Way             75.00                   ------------  United Way            75.00
Earning Totals            7500.00                          -----------   Earning Totals         7500.00                  -----------
Gross Wages               7500.00  Emp. Totals                   89.08   Gross Wages            7500.00  Emp. Totals           89.08
Net Pay                   4827.63  Emplr. Totals                   .00   Net Wages              4827.63  Emplr. Totals           .00

JON001    Jonchim, Maria K                           468-80-9944   501

OVT  Overtime Pay             .00  001    Medical Ins             5.68   Overtime Pay               .00  Medical Ins            5.68
REG  Regular Pay           600.00  002    Dental  Ins             3.39   Regular Pay             600.00  Dental  Ins            3.39
SIC  Sick Pay                 .00  003    United Way              7.50   Sick Pay                   .00  United Way             7.50
VAC  Vacation Pay             .00  004    Credit Union           10.00   Vacation Pay               .00  Credit Union          10.00
                     ------------  010 MN Stock Plan             25.00                   ------------  Stock Plan            25.00
Earning Totals             600.00                          -----------   Earning Totals          600.00                  -----------
Gross Wages                600.00  Emp. Totals                   51.57   Gross Wages             600.00  Emp. Totals           51.57
Net Pay                    502.53  Emplr. Totals                   .00   Net Wages               502.53  Emplr. Totals           .00
```

Sick Leave and Vacation Report

The Sick Leave and Vacation Report lists the month-to-date, quarter-to-date, and year-to-date sick leave and vacation hours employees have used, the number of such hours they have left for the year, and the amounts they have been paid so far for vacation and sick time for both current and terminated employees. The report's information comes from the **PAEExxx** (Employee Earnings History) and **PAEGxxx** (Employee General Information) files.

This report is useful in several situations. For example, employees might need to know how much vacation time they have left for the year. (You can also choose to print remaining sick and vacation time on the employee's paychecks—see page 6-29.) Managers might want to know how much vacation time employees have left so that they can plan staffing for projects. And the personnel department might want to acknowledge perfect attendance records with an award.

Sample Report

08/17/2005 Builders Supply Page 1
2:43 PM Sick Leave and Vacation Report
for Quarter Number 3

Employee		Quarter 3				Year to Date				Remaining	
		Vacation		Sick		Vacation		Sick		Vacation	Sick
ID	Name	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Pay	Hours	Hours
BOU001	Bourne, Linda C	.000	.00	.000	.00	8.500	262.00	.000	.00	.500	3.344
GER001	Gerard, Timothy G	.000	.00	.000	.00	.000	.00	.000	.00	40.000-	3.344
JEN001	Jenkins, Kathy M	.000	.00	.000	.00	.000	.00	.000	.00	14.456	3.344
JON001	Jonchim, Maria K	.000	.00	.000	.00	40.000	300.00	.000	.00	13.333	3.340
LUK001	Lukas, George	.000	.00	.000	.00	.000	.00	.000	.00	14.456	3.344
ROS001	Rossini, Lucinda A	.000	.00	.000	.00	.000	.00	8.000	46.00	13.333	3.340
STO001	Stockard, Albert W	.000	.00	.000	.00	48.000	429.60	2.000	17.90	45.333	33.340
TOTALS		.000	.00	.000	.00	96.500	991.60	10.000	63.90	61.411	53.396

End of Report

Transaction History Report

Use the **Transaction History Report** function to print a detail or a summary report of the miscellaneous deductions and time ticket entries you recorded. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PATHxxx** (Transaction History) files.

If you did not elect to save transaction history in the Resource Manager **Options and Interfaces** function, you cannot produce this report.

Sample Report

```
08/17/2005                                           Builders Supply                                              Page    2
2:48 PM                                          Transaction History Report
                                                     Detail by Employee

Employee Name
Emp ID H/S Date        Dept    Job     Phase    Cost Code Class      Rate  Pieces Type Code   Hours      Amount  Note
-----------------------------------------------------------------------------------------------------------------------------------

ST0001  H  01/08/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  01/08/2005  100                                SHP       8.950       0 PAY  OVT    5.500       73.84
ST0001  H  01/15/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  01/15/2005  100                                SHP       8.950       0 PAY  OVT    8.000      107.40
ST0001  H  01/15/2005  100                                SHP       8.950       0 PAY  DBL    2.000       35.80
ST0001  H  01/22/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  01/29/2005  100                                SHP       8.950       0 PAY  REG   30.000      268.50
ST0001  H  01/29/2005  100                                SHP       8.950       0 PAY  VAC    8.000       71.60
ST0001  H  01/29/2005  100                                          8.950       0 PAY  SIC    2.000       17.90
ST0001  H  02/05/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  02/12/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  02/19/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  02/26/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  02/26/2005  100                                SHP       8.950       0 PAY  OVT    1.250       16.78
ST0001  H  03/04/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  03/11/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  03/18/2005  100                                SHP       8.950       0 PAY  REG   40.000      358.00
ST0001  H  03/25/2005  100                                SHP       8.950       0 PAY  VAC   40.000      358.00
ST0001  H  04/08/2005  100                                SHP       8.950       0 PAY  REG   48.000      429.60
ST0001  H  04/15/2005  100                                SHP       8.950      75 PAY  REG   40.000      358.00
ST0001  H  04/15/2005  100                                SHP        .000       0 DED  010     .000       25.00
                                                                              --------------------------------------
Employee ST0001 Stockard, Albert W Earning Totals                                75            584.750     5317.42
Deduction Totals                                                                                  .000       25.00
                                                                          ======================================
Grand Totals; Earnings                                                           75           1939.830    22153.27
Grand Totals; Deductions                                                                          .000      399.00

End of Report
```

401(k) Report

The 401(k) Report displays the deductions and matching codes and amounts for each employee in the selection. Use the report to audit employee and employer contributions to employee retirement plans.

Sample Report

```
08/17/2005                                            Builders Supply                                                Page    1
2:50 PM                                                401(k) Report
                                                  Detail Report - Quarter 3
                                                     by Employee ID
                                                                                  ******** Year to Date *********
Emp ID  Name                                Dept    SSN                  401K                          401K
---------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                      500    459-30-1099        337.50                        337.50
GER001  Gerard, Timothy G                    500    468-22-4819        150.00                        150.00
JEN001  Jenkins, Kathy M                     500    460-39-9093           .00                           .00
JON001  Jonchim, Maria K                     501    468-80-9944           .00                           .00
LUK001  Lukas, George                        500    488-30-1281           .00                           .00
ROS001  Rossini, Lucinda A                   501    460-39-9982           .00                           .00
ST0001  Stockard, Albert W                   100    449-58-4392           .00                           .00
                                                                 ============================================================
                                                    GRAND TOTALS       487.50                        487.50

End of Report
```

Check History Register

The Check History Register shows the payroll checks you have written for the employees and dates you select. Use the register as a record of earnings, deductions, withholdings, and cash disbursements. The information in the register comes from the **PAHCxxx** (Check History), **PAHDxxx** (Check Deductions History), **PAHExxx** (Check Earnings History), and **PAHWxxx** (Check Withholdings History) files.

Note

OASDI and Medicare amounts appear as one sum in the FICA field in the register for history accumulated before installation of Payroll version 4.06 or higher.

You cannot print this report if you did not elect to save check history in the Resource Manager **Options and Interfaces** function.

If Direct Deposit is installed, and if you selected the **Print Voucher Split Information?** option, employee direct deposit voucher information appears on the register along with check information.

Sample Register

```
08/17/2005                                        Builders Supply                                          Page   7
2:51 PM                                       Check History Register
                                         Printed in Summary by Employee ID

                              ------- Earnings --------   ----------- Withholdings ------------  --------- Deductions ----------
Employee                                    Salary or
ID        Soc. Sec. No.       Code     Hours     Wages   Type/Code  Description          Amount  Code Description          Amount
------------------------------------------------------------------------------------------------------------------------------------

Albert W Stockard,             Total 120.000   1432.00   Total Withholdings              372.40  Total Deductions           24.17
ST0001                                                   Total Emplr. With.                 .00  Total Emplr. Ded.            .00
  Gross Wages       1432.00
  Net Pay           1023.11
  Check Number      0001040
  Date           03/31/2005

Stockard, Albert W             Total  98.000    921.85   Total Withholdings              187.73  Total Deductions           24.17
ST0001    449-58-4392                                    Total Emplr. With.              165.47  Total Emplr. Ded.            .00
 Gross Wages        921.85
  Net Pay            700.73
  Check Number      0001072
  Date           07/01/2005

Stockard, Albert W             Total  40.000    358.00   Total Withholdings               27.39  Total Deductions           49.17
ST0001    449-58-4392                                    Total Emplr. With.              330.27  Total Emplr. Ded.            .00
  Gross Wages        358.00
  Net Pay            281.44
  No Check Printed
  Vhr #  0001967     281.44
  Date           08/15/2005
  ********9574       500.00

Employee ST0001 Totals         Total 584.750   5809.67   Total Withholdings             1404.00  Total Deductions          145.85
   Net Pay Total    4211.63                              Total Emplr. With.              495.74  Total Emplr. Ded.            .00
```

Detail Leave Report

The Detail Leave Report serves as an audit trail of your employees' sick and vacation time accruals and earnings. It gets the information from the **PAHVxxx** (Leave Adjustment History) file.

Sample Report

08/17/2005 Builders Supply Page 1
2:54 PM Detail Leave Report
Posted And Unposted Leave by Employee

		-------- Vacation --------			---------- Sick -----------		
Employee	Date	Earned	Used	Bal	Earned	Used	Bal
BOU001 Bourne Linda C	Beg Bal	.500	.000	.500	3.344	.000	3.344
Total For: BOU001 Bourne Linda C		.500	.000	.500	3.344	.000	3.344
GER001 Gerard Timothy G	Beg Bal	.000	40.000	40.000-	3.344	.000	3.344
Total For: GER001 Gerard Timothy G		.000	40.000	40.000-	3.344	.000	3.344
JEN001 Jenkins Kathy M	Beg Bal	14.456	.000	14.456	3.344	.000	3.344
Total For: JEN001 Jenkins Kathy M		14.456	.000	14.456	3.344	.000	3.344
JON001 Jonchim Maria K	Beg Bal	13.333	.000	13.333	3.340	.000	3.340
Total For: JON001 Jonchim Maria K		13.333	.000	13.333	3.340	.000	3.340
LUK001 Lukas George	Beg Bal	14.456	.000	14.456	3.344	.000	3.344
Total For: LUK001 Lukas George		14.456	.000	14.456	3.344	.000	3.344
ROS001 Rossini Lucinda A	Beg Bal	13.333	.000	13.333	3.340	.000	3.340
Total For: ROS001 Rossini Lucinda A		13.333	.000	13.333	3.340	.000	3.340
STO001 Stockard Albert W	Beg Bal	45.333	.000	45.333	33.340	.000	33.340
Total For: STO001 Stockard Albert W		45.333	.000	45.333	33.340	.000	33.340
GRAND TOTAL		101.411	40.000	61.411	53.396	.000	53.396

End of Report

Profit Sharing Census

The Profit Sharing Census shows the total hours and gross dollars invested by an employee based on check history. The information in the census comes from the **PAEGxxx** (Employee General Information) and **PAHCxxx** (Check History) files.

If you did not elect to save check history in the Resource Manager **Options and Interfaces** function, you cannot produce this report.

Sample Census

```
08/17/2005                                        Builders Supply                                       Page   1
3:05 PM                                        Profit Sharing Census
                                                 by Employee ID

Emply     Check  Date                     Hours           Gross Wages
---------------------------------------------------------------------------------------------------------------------------------------


BOU001     1025  01/31/2004                .000               8250.00
BOU001     1033  02/28/2004                .000               7500.00
BOU001     1041  03/31/2004                .000               7500.00
BOU001     1073  10/01/2005             173.330               7633.82
BOU001     1079  08/15/2005             173.330               7500.00
BOU001     1159  08/15/2005             173.330               7500.00
                                     ----------         -------------
Employee BOU001 Totals                  519.990              45883.82       Birth: 06/07/1964   Hire: 01/09/1998   Term:
459-30-1099    Linda C Bourne

GER001     1026  01/31/2004                .000               6050.00
GER001     1034  02/28/2004                .000               5550.00
GER001     1042  03/31/2004                .000               5550.00
GER001     1074  10/01/2005             173.330               5550.00
GER001           08/15/2005             173.330               5550.00
                                     ----------         -------------
Employee GER001 Totals                  346.660              28250.00       Birth: 12/31/1959   Hire: 01/23/1992   Term:
468-22-4819    Timothy G Gerard

JEN001     1027  01/31/2004                .000               7500.00
JEN001     1035  02/28/2004                .000               7500.00
JEN001     1043  03/31/2004                .000               7500.00
JEN001     1075  10/01/2005             173.330               7500.00
JEN001     1081  08/15/2005             173.330               7500.00
                                  ----------         -------------
Employee JEN001 Totals                  346.660              37500.00       Birth: 10/26/1964   Hire: 05/31/1992   Term:
460-39-9093    Kathy M Jenkins

JON001     1029  01/31/2004             128.000               1200.00
JON001     1037  02/28/2004             160.000               1200.00
JON001     1045  03/31/2004             160.000               1200.00
JON001     1077  10/01/2005              98.500                748.13
JON001           08/15/2005              80.000                600.00
                                  ----------         -------------
Employee JON001 Totals                  626.500               4948.13       Birth: 04/22/1969   Hire: 03/31/1998   Term:
468-80-9944    Maria K Joachim
```

Worker's Compensation History Report

The Worker's Compensation History Report shows worker's compensation history by employee, worker's comp code, or by date. The report lists the worker's compensation code, transaction date, the employee's name, social security number, class code, regular and overtime hours and earnings, and the amount of the worker's compensation premium. The information comes from the Worker's Compensation History file (PAHWx).

An asterisk (*****) appears next to items that were entered manually through the **Worker's Comp History Adjustment** function.

If you find missing or incorrect information, use the **Worker's Comp History Adjustments** function to correct the information.

Sample Report

08/25/2005 Builders Supply Page 6
4:06 PM Worker's Compensation History Report
(Date: All)

WC Code: 8030 CONCRETE

Date	Employee Name	Soc. Sec. #	Class	----- Regular ----- Hours	Amount	------ OT/DT ------ Hours	Amount	Total Amount	WC Amount	
	William, Adams K	570-29-3456	019	16.000	276.00	2.000	51.75	327.75	17.51	
01/07/2005	William, Adams K	570-29-3456	019	8.000	112.64	.000	.00	112.64	6.35	
03/31/2005	William, Adams K	570-29-3456	019	183.000	2648.26	74.500	1784.87	4433.13	208.53	
04/04/2005	William, Adams K	570-29-3456	019	10.000	400.00	.000	.00	400.00	5.00	*
06/07/2005	William, Adams K	570-29-3456	019	41.125	709.42	3.500	90.56	799.98	43.42	
11/27/2004	Jonchim, Maria K	468-80-9944	OFF	6.000	45.00	2.000	22.50	67.50	3.38	
CONCRETE Total				264.125	4191.32	82.000	1949.68	6141.00	284.19	

* Item was entered through Worker's Comp History Adjustments

GRAND TOTAL	2545.925	116438.42	267.000	5575.26	122013.68	1040.41

End of Report

Union History Report

The Union History Report shows union history by employee, union ID, or by date. The report lists the union code, transaction date, employee's name, social security number, class code, regular and overtime hours and earnings, and deduction and benefit amounts. The information comes from the Union History file (PAHUx).

An asterisk (*****) appears next to items that were entered manually through the **Union History Adjustments** function.

If you find missing or incorrect information, use the **Union History Adjustments** function to correct the information.

Sample Report

```
08/25/2005                                           Builders Supply                                      Page    1
4:09 PM                                           Union History Report
                                                       (Date: All)
Union 1120       LOCAL 1120

           Employee                                ---- Regular ----   ----- OT/DT -----     Total  Deduction          Benefit
Date       Name                        Soc. Sec. #    Hours     Gross     Hours     Gross     Gross     Amount           Amount
------------------------------------------------------------------------------------------------------------------------------


02/07/2005 William, Adams K            570-29-3456    1.000     18.00      .000       .00     18.00                        .90
02/08/2005 William, Adams K            570-29-3456   10.000    178.50      .000       .00    178.50                       8.93
06/07/2005 TROY, AILMAN J              129-31-9233   31.000    479.62     2.000     45.46    525.08                      26.25
10/01/2004 William, Adams K            570-29-3456  100.000   1000.00      .000       .00   1000.00                     200.00 *
01/01/2005 William, Adams K            570-29-3456  100.000    100.00      .000       .00    100.00                      30.00 *
01/01/2005 TROY, AILMAN J              129-31-9233  100.000     20.00      .000       .00     20.00                       3.00 *
01/01/2005 TROY, AILMAN J              129-31-9233   12.000    200.00      .000       .00    200.00 *
02/02/2005 William, Adams K            570-29-3456  100.000    100.00      .000       .00    100.00                      20.00 *
02/02/2005 William, Adams K            570-29-3456  100.000    200.00      .000       .00    200.00                     300.00 *

   Item Total of DUES                               554.000   2296.12     2.000     45.46   2341.58        .00          589.08
* Item was entered through Union History Adjustments

02/07/2005 William, Adams K            570-29-3456    1.000     18.00      .000       .00     18.00        .75 <007>
02/08/2005 William, Adams K            570-29-3456   10.000    178.50      .000       .00    178.50       7.50 <007>
03/03/2005 William, Adams K            570-29-3456  200.000     30.00      .000       .00     30.00       4.00 <007>*
06/07/2005 William, Adams K            570-29-3456   41.125    709.42     3.500     90.56    799.98      33.99 <007>
06/07/2005 TROY, AILMAN J              129-31-9233   31.000    479.62     2.000     45.46    525.08      25.05 <007>
06/07/2005 William, Adams K            570-29-3456   41.000    707.26     3.500     90.56    797.82      33.90 <007>
06/07/2005 TROY, AILMAN J              129-31-9233   31.000    479.62     2.000     45.46    525.08      25.05 <007>
11/20/2004 Jonchim, Maria K            468-80-9944    6.000     45.00     2.000     22.50     67.50       6.30 <007>

   Item Total of PENSION                            361.125   2647.42    13.000    294.54   2941.96     136.54              .00
* Item was entered through Union History Adjustments

02/07/2005 William, Adams K            570-29-3456    1.000     18.00      .000       .00     18.00        .27 <005>
02/08/2005 William, Adams K            570-29-3456   10.000    178.50      .000       .00    178.50       2.68 <005>
06/07/2005 William, Adams K            570-29-3456   41.125    709.42     3.500     90.56    799.98      12.00 <005>
06/07/2005 TROY, AILMAN J              129-31-9233   31.000    479.62     2.000     45.46    525.08       7.88 <005>
06/07/2005 William, Adams K            570-29-3456   41.000    707.26     3.500     90.56    797.82      11.97 <005>
06/07/2005 TROY, AILMAN J              129-31-9233   31.000    479.62     2.000     45.46    525.08       7.88 <005>
11/20/2004 Jonchim, Maria K            468-80-9944    6.000     45.00     2.000     22.50     67.50       1.01 <005>

   Item Total of DUES                               161.125   2617.42    13.000    294.54   2911.96      43.69              .00


  Union Total of LOCAL 1120                                                                             180.23           589.08


  Grand Total of All                                                                                    180.23           589.08


End of Report
```

Personnel Reports 8

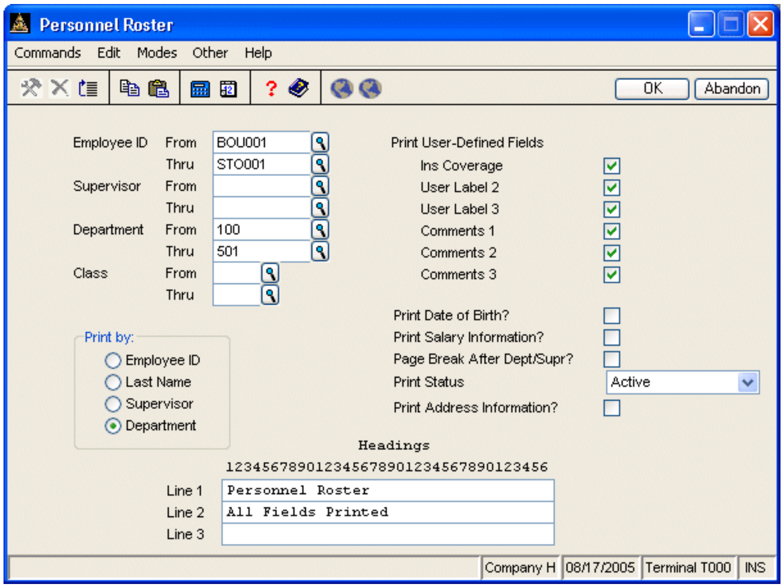
Printing a Personnel Report

The functions on the **Personnel Reports** menu let you print reports containing employee information, such as key dates, education and degree data, or personnel rosters. These lists give you valuable information about your employees and help you plan for salary reviews, orientation meetings, anniversaries, or birthdays.

You produce all personnel reports in the same way. Use the instructions below to print a personnel report, modifying the procedure as necessary for the report you are printing. For example, if the screen for the report you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a personnel report:

1. Select the report you want to print from the **Personnel Reports** menu. The selection screen for that report appears. The Personnel Roster screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains entry fields (for example, for entering date ranges, birth months, or report headings), enter the appropriate values to use when printing the report.

4. If the screen contains options that control the order in which information is sorted or printed, select the option you want to use to sort the information. You can select only one sort option.

5. If the screen contains check boxes or Yes/No fields that control how additional information prints on the report, select the check box (or enter **Y** in text mode) to use that option or print that field when printing the report. Clear the check box (or enter **N** in text mode) if you do not want to use that option or print that field.

6. If the screen contains options or combo boxes that control which types of information print on the report (for example, active or terminated employees or start date or adjusted hire date), select the option corresponding to the type of information you want to print. You can select only one print option.

7. Select the output device to begin printing the report. See “Reports” on page 1-41 for more information. After you produce the report, the **Personnel Reports** menu appears.

Salary Review Report

The Salary Review Report shows employees who are due for a salary review. It can help you determine when employees are due for a review, or you can use it to review salary and bonus history. A worksheet version of the report is also available, which you can use while figuring salary increases or bonuses. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Sample Report

```
08/17/2005                                Builders Supply                              Page   1
3:41 PM                                 Salary Review Report
                                          By Employee ID

Emp. ID Employee Name                            Dept.       Next Review Title
Sup. ID Supervisor Name                          Hire Date   Last Review Labor Class
---------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                          500         11/12/05    Admin. Asst.
LUK001  George Lukas                             01/09/98    11/12/04    President

GER001  Gerard, Timothy G                        500         04/01/06    V P Sales
BOU001  Linda Bourne C                           01/23/92    04/01/05    Vice President

JEN001  Jenkins, Kathy M                         500
                                                 05/31/92                Vice President

JON001  Jonchim, Maria K                         501                     Secretary
LUK001  George Lukas                             03/31/98                Secretary

LUK001  Lukas, George                            500
                                                 04/01/91                Management

ROS001  Rossini, Lucinda A                       501
                                                 11/04/94                Secretary

ST0001  Stockard, Albert W                       100
                                                 11/30/97                Shipping


End of Report
```

Employee Birthday Report

Use the **Employee Birthday Report** function to produce a list of employees born during a specified month or range of months. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Sample Report

```
08/17/2005                                    Builders Supply                                  Page    1
3:42 PM                                  Employee Birthday Report
                                            By Employee ID

Emp. ID  Employee Name                         Supervisor Name                       Dept. ID   Date of Birth        Age
------------------------------------------------------------------------------------------------------------------------

BOU001   Bourne, Linda C                       George Lukas                          500        June 07

GER001   Gerard, Timothy G                     Linda Bourne C                        500        December 31

JEN001   Jenkins, Kathy M                                                            500        October 26

JON001   Jonchim, Maria K                      George Lukas                          501        April 22

LUK001   Lukas, George                                                               500        November 15

ROS001   Rossini, Lucinda A                                                          501        July 04

STO001   Stockard, Albert W                                                          100        December 18


End of Report
```

Employment Anniversary Report

Use the **Employment Anniversary Report** function to produce a list of employees, their start dates, and their length of employment with the company. The information in this report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Sample Report

```
08/17/2005                                        Builders Supply                                          Page    1
3:44 PM                                    Employment Anniversary Report
                                                  By Employee ID

Emp. ID Employee Name                        Dept.    Start Date  YRS  Adj. Hire                    Last Review Date
Sup. ID Supervisor Name                                                                             Next Review Date
-----------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                      500      01/09/1998   7   01/09/1998                   Last: 11/12/2004
LUK001  Lukas, George                                                                               Next: 11/12/2005

GER001  Gerard, Timothy G                    500      01/23/1992  13   01/23/1992                   Last: 04/01/2005
BOU001  Bourne, Linda C                                                                             Next: 04/01/2006

JEN001  Jenkins, Kathy M                     500      05/31/1992  13   05/31/1992                   Last:
                                                                                                    Next:

JON001  Jonchim, Maria K                     501      03/31/1998   7   03/31/1998                   Last:
LUK001  Lukas, George                                                                               Next:

LUK001  Lukas, George                        500      04/01/1991  14   04/01/1991                   Last:
                                                                                                    Next:

ROS001  Rossini, Lucinda A                   501      11/04/1994  10   11/04/1994                   Last:
                                                                                                    Next:

ST0001  Stockard, Albert W                   100      11/30/1997   7   11/30/1997                   Last:
                                                                                                Next:


End of Report
```

Personnel Roster

The Personnel Roster is a list of employees and miscellaneous information about them. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Sample Roster

```
08/17/2005                                        Builders Supply                                     Page    1
3:35 PM                                           Personnel Roster
                                                  All Fields Printed


Emp. ID  Employee Name                         D.O.H.      SSN          Dept.       Sex  EEO       Class  H/S  Group  Chk. Loc.
         Title                                 Adj. D.O.H. D.O.T.
------------------------------------------------------------------------------------------------------------------------------

ST0001   Stockard, Albert W                    11/30/1997  449-58-4392  100         M    5         SHP    HRL  1
                                               11/30/1997

Ins Coverage:                    User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

BOU001   Bourne, Linda C                       01/09/1998  459-30-1099  500         F    2         Prs    SAL  1
         Admin. Asst.                          01/09/1998

Ins Coverage: Family/Blue Cross    User Label 2:                       User Label 3:
Comments 1  : Linda is on the board of directors for Mulcahy Companies
Comments 2  :
Comments 3  :

GER001   Gerard, Timothy G                     01/23/1992  468-22-4819  500         M    1         VP     SAL  1
         V P Sales                             01/23/1992

Ins Coverage: Family/Blue Cross    User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

JEN001   Jenkins, Kathy M                      05/31/1992  460-39-9093  500         F    1         VP     SAL  1
                                               05/31/1992

Ins Coverage: Single/Amer. Family  User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

LUK001   Lukas, George                         04/01/1991  488-30-1281  500         M    1         MGR    SAL  1
                                               04/01/1991

Ins Coverage: Family/ Amer. Family User Label 2:                       User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :
```

Education Report

The Education Report shows employees' education history and other user-defined information. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Sample Report

```
08/17/2005                                          Builders Supply                                         Page    1
3:45 PM                                             Education Report
                                                     By Employee ID

Emp. ID  Employee Name                         Dept. ID  D.O.H.      Degree  Description          Major
-------------------------------------------------------------------------------------------------------------------------------------

BOU001   Bourne, Linda C                       500       01/09/1998  BA      Bachelor of Arts     Business Administration
                                                                     MA      Master of Arts       Business Finance


Ins Coverage: Family/Blue Cross     User Label 2:                    User Label 3:
Comments 1  : Linda is on the board of directors for Mulcahy Companies
Comments 2  :
Comments 3  :

GER001   Gerard, Timothy G                     500       01/23/1992



Ins Coverage: Family/Blue Cross     User Label 2:                    User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :

JEN001   Jenkins, Kathy M                      500       05/31/1992



Ins Coverage: Single/Amer. Family   User Label 2:                    User Label 3:
Comments 1  :
Comments 2  :
Comments 3  :
```

Key Date Report

Use the **Key Date Report** function to produce a list of employees based on a date you select. The key dates are taken from the **USRDDxxx** table.

Sample Report

08/17/2005 Builders Supply Page 1
3:46 PM Key Date Report
Report on License

Emp. ID	Employee Name	Dept.	SSN	Class	Work Phone	Ext.	Job Title	Sup.	License
BOU001	Bourne, Linda C	500	459-30-1099	Prs			Admin. Asst.	LUK001	05/13/03
GER001	Gerard, Timothy G	500	468-22-4819	VP			V P Sales	BOU001	
JEN001	Jenkins, Kathy M	500	460-39-9093	VP					
JON001	Jonchim, Maria K	501	468-80-9944	SEC			Secretary	LUK001	
LUK001	Lukas, George	500	488-30-1281	MGR					
ROS001	Rossini, Lucinda A	501	460-39-9982	SEC					
ST0001	Stockard, Albert W	100	449-58-4392	SHP					

End of Report

Additions and Terminations Report

Use the **Additions and Terminations Report** function to produce a report listing new and former employees for verification or for information purposes, such as scheduling benefits meetings, orientation sessions, or both. Information for the report comes from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

Sample Report

```
08/17/2005                                              Builders Supply                                              Page    1
3:48 PM                                        Additions and Terminations Report
                                                        By Employee ID

Emp. ID Employee Name                           Supervisor Name                         Dept.   SSN         Start Date End Date
-------------------------------------------------------------------------------------------------------------------------------------

BOU001  Bourne, Linda C                         George Lukas                            500     459-30-1099 01/09/1998
        501 N Hamilton Ave
        Edina, MN 55435

GER001  Gerard, Timothy G                       Linda Bourne C                          500     468-22-4819 01/23/1992
        13330 E 32nd Ave
        Minneapolis, MN 55055

JEN001  Jenkins, Kathy M                                                                500     460-39-9093 05/31/1992
        1200-24 Wright Blvd
        Apt 402
        Minneapolis, MN 55055

JON001  Jonchim, Maria K                        George Lukas                            501     468-80-9944 03/31/1998
        3321 W 52 Ave
        Minneapolis, MN 55055

LUK001  Lukas, George                                                                   500     488-30-1281 04/01/1991
        4862 Sky View Dr
        Plymouth, MN 55427

ROS001  Rossini, Lucinda A                                                              501     460-39-9982 11/04/1994
        2285 West Lake Drive
        Minneapolis, MN 55055

ST0001  Stockard, Albert W                                                              100     449-58-4392 11/30/1997
        9201 W. Broadway
        St. Paul, MN 55101


End of Report
```

Periodic Processing 9

Introduction

The functions explained in this chapter are to be performed periodically—some monthly, some quarterly, some annually. Check with the federal, state, or local governments to determine which of the reports you are required to produce and file.

At the end of every general ledger period, produce the Department Report before you post expenses to General Ledger. At the end of the month, you may need to produce the Monthly Withholding Report. Every quarter, produce the Quarterly Employer's Tax Report, the Quarterly Withholding Report, the Quarterly State Unemployment Report, and the 941 Worksheet. At the end of the quarter, perform periodic maintenance. At the end of the year, perform year-end maintenance, produce W-2s from last year's files, and close last year. Periodically, you should use the Roll Up Leave Balances function, unless you want to have a permanent record of employees' sick and vacation time.

Enhanced Payroll Tax Reports

Use the **Enhanced Payroll Tax Reports** function to build comprehensive tax reports from your OSAS Payroll data. This function works in conjunction with FormsViewer, an interactive application from Aatrix Software that creates tax reports based on Payroll data. See Appendix D for more details on FormsViewer.

Before using this function, check the code mappings in the **Enhanced Payroll Tax Codes** function (page 11-29) to make sure they are correct for your system.

This function works in two steps:

1. First, OSAS builds a text file from Payroll history that contains information that is valid for the dates you specify.

   Note: This file contains Payroll information only if you chose to save check history in the Payroll **Options and Interfaces** function. If you do not save check history, this file is blank. You can still use this function and FormsViewer to create interactive forms and print tax reports, but these forms and reports will also be blank. You will need to enter all information manually into the forms if you do not save check history.

2. If you use Windows, OSAS launches FormsViewer to create the form you selected and fill it with data from the file. When the tax report appears, color coded areas alert you when data is required or where information can be edited. After you complete and approve the form, you can print it and send it to the appropriate tax authority (depending on the state; some states require that you file electronically. Check your state's requirements carefully.) or use Aatrix's optional eFile service to electronically file the information.

Since FormsViewer works only with Windows, OSAS cannot launch it automatically if you use Linux, UNIX, or Mac OS X. Instead, OSAS creates the file and optionally compresses it into a .ZIP file. After creating the file, copy it to a diskette or network location, move to the Windows workstation on which you installed FormsViewer, and then use FormsViewer to open the file and create a tax form. See page D-13 for details.

Demo Mode

By default, FormsViewer opens in demonstration mode. Although this mode is fully functional, registration messages appear when you open FormsViewer and a “DEMO” watermark prints on all tax forms. You need to register FormsViewer with an annual subscription to remove these messages and watermarks. Contact your Open Systems software provider for subscription information and to receive a registration key. If you choose not to register FormsViewer, you can continue to use it indefinitely in demonstration mode.

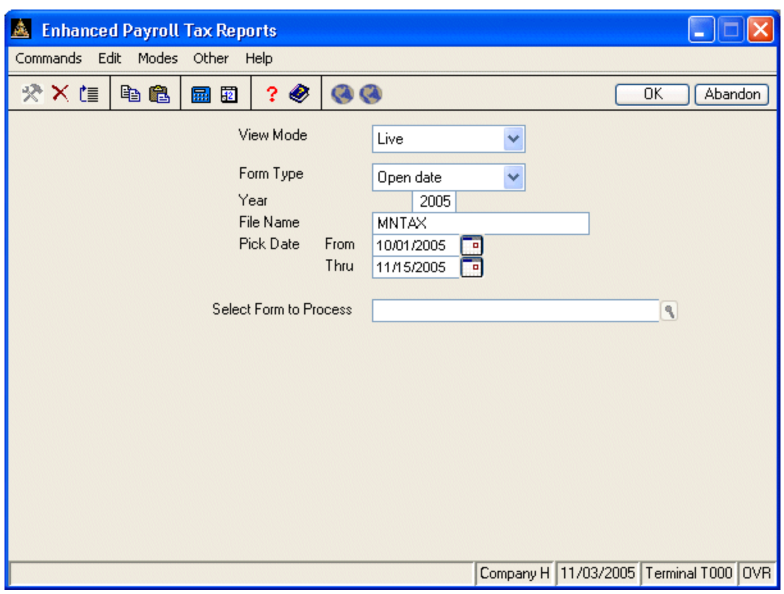
Check Reports Carefully

Be sure to check the forms you create with FormsViewer carefully. Due to differences between required information on forms and how OSAS records data, you need to manually check the forms generated in FormsViewer carefully for accuracy. See “Notes” on page D-19 for more information on the values you need to pay special attention to.

Creating Files on Windows

Follow these steps to create the file on a Windows workstation:

1. Select **Enhanced Payroll Tax Reports** from the Payroll **Periodic Processing** menu. The **Enhanced Payroll Tax Reports** screen appears.



2. Select the **View Mode** in which to open FormsViewer:

    - Select **Live** to use the data in the current file and open FormsViewer to the new form you select below.

    - Select **History** to work with a form you saved previously. OSAS automatically launches FormsViewer, which opens a screen from which you can select the existing form that you want to work with.

3. Select the **Form Type** to generate:

    - Select **Open Date** to generate a form that contains data that is valid between the dates you enter. After selecting **Open Date**, enter the year to assign to the data and the dates to use when generating the file in the **Year** and **Pick Date** fields below.

    - Select **Monthly** to generate a form that contains data for the month and year you select. When the **Month/Year** fields appear, enter the month and year to use when generating the file.

    - Select **Quarterly** to generate a form that contains data for the quarter and year you enter. When the **Quarter/Year** fields appear, enter the quarter and year to use when generating the file.

    - Select **Annual** to generate a form that contains data for the year you enter. When the **Year** field appears, enter the year to use when generating the file.

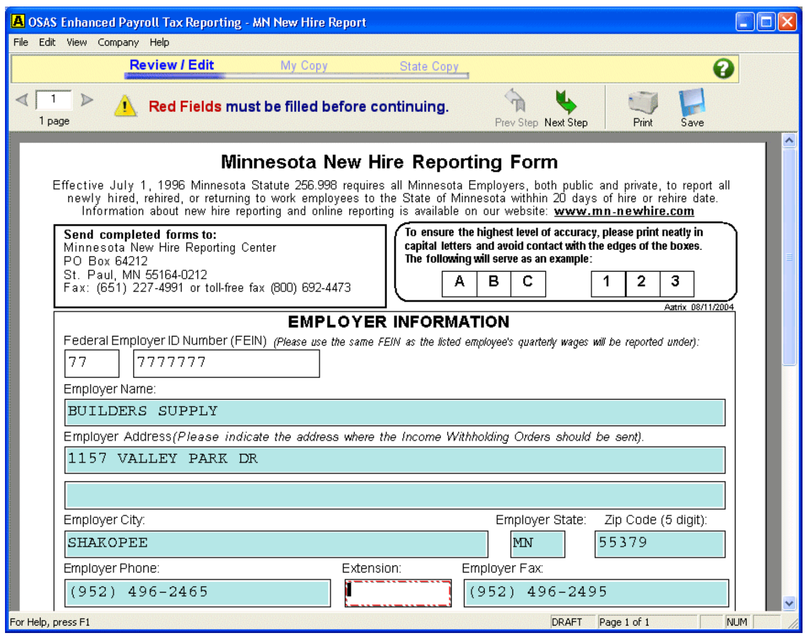
4. Enter the **File Name**. If you select **Monthly**, **Quarterly**, or **Annual** in the **Form Type** field, OSAS automatically enters a file name based on the month or quarter and year you entered. If you select **Open Date** in the **Form Type** field, be sure to enter the **.AUF** extension after the file name.

    If you enter an existing file name, a message appears warning you that a file with that name exists. To overwrite this file with new information based on your selections, select **Yes**. If you want to use the information in the current file with a new form, select **No**. The system jumps to the **Select Form to Process** field where you can select the form to use with the existing data.

5. If you selected **Open Date** in the **Form Type** field, enter the dates to use when generating the file in the **Pick Date** fields. If you selected **Monthly**, **Quarterly**, or **Annual**, OSAS automatically enters the dates that correspond to the month or quarter and year you selected.

6. Select the tax form you want to create from the data in the file.

   After you select the form, OSAS automatically launches FormsViewer. FormsViewer pulls the information from the file and creates the form.



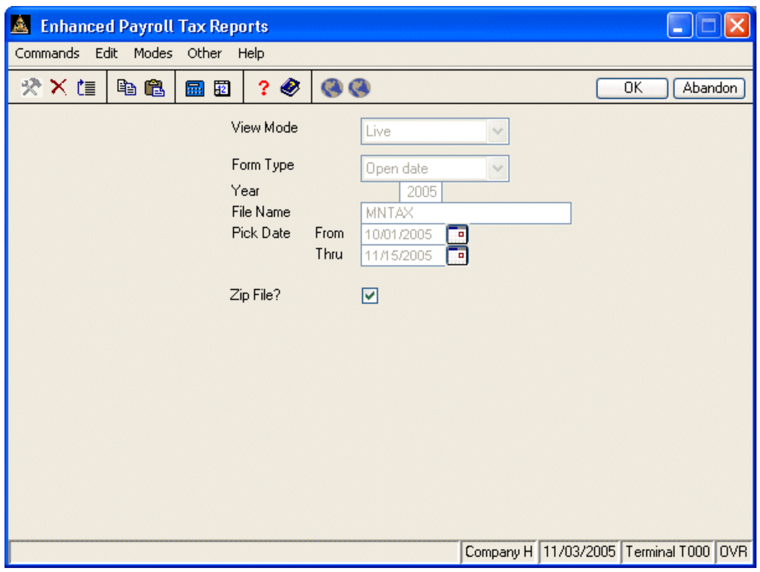
   Use the FormsViewer tools and commands to verify and complete the form.

7. When you finish working with the form, close FormsViewer (and save the form, if necessary). When you return to OSAS, press **F7** to exit the **Enhanced Payroll Tax Reports** function. When the **Do you wish to erase .AUF file?** message appears, select **Yes** to delete the file or **No** to retain it. Delete the file if you want to prevent unauthorized users from opening it. If you want to use the file with another form, be sure to select **No** to retain it.

Creating Files on UNIX, Linux, or Mac OS X

Follow these steps to create the file from OSAS Payroll data on a UNIX, Linux, or Mac OS X system, then work with it to create forms in FormsViewer on Windows:

1. Select **Enhanced Payroll Tax Reports** from the Payroll **Periodic Processing** menu. The **Enhanced Payroll Tax Reports** screen appears.



   Because you cannot automatically launch FormsViewer from OSAS on UNIX, the **View Mode** field is not available—you always use the **Enhanced Payroll Tax Reports** function on UNIX to create a new file or prepare an existing one for use with FormsViewer.

2. Select the **Form Type** to generate:

   - Select **Open Date** to generate a form that contains data that is valid between the dates you enter. After selecting **Open Date**, enter the year to assign to the data and the dates to use when generating the file in the **Year** and **Pick Date** fields below.

- Select **Monthly** to generate a form that contains data for the month and year you select. When the **Month/Year** fields appear, enter the month and year to use when generating the file.

- Select **Quarterly** to generate a form that contains data for the quarter and year you enter. When the **Quarter/Year** fields appear, enter the quarter and year to use when generating the file.

- Select **Annual** to generate a form that contains data for the year you enter. When the **Year** field appears, enter the year to use.

3. Enter the **File Name**. If you select **Monthly**, **Quarterly**, or **Annual** in the **Form Type** field, OSAS automatically enters a file name based on the month or quarter and year you entered. If you select **Open Date** in the **Form Type** field, be sure to enter the **.AUF** extension after the file name.

4. If you selected **Open Date** in the **Form Type** field, enter the dates to use when generating the .AUF file in the **Pick Date** fields. If you selected **Monthly**, **Quarterly**, or **Annual**, OSAS automatically enters the dates that correspond to the month or quarter and year you selected.

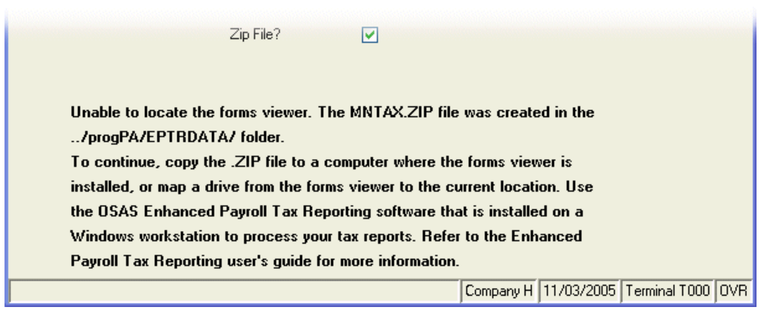
   Press **Page Down** to enable the **Zip File?** check box and continue.

5. If you want to compress the file into a .ZIP file, select the **Zip File?** check box (or enter **Y** in text mode), then press **Page Down** to create the file.

   When you select this check box, the file is compressed into a .ZIP file, which may be easier to transport on a disk. You need to unzip the file to a directory on the Windows workstation (or on the network) and then import the unzipped file into FormsViewer. See “Importing Files from UNIX, Linux, or Mac OS X” on page D-13 for details on importing the file.

   To save the file as a simple text .AUF file without compression, clear the check box (or enter **N** in text mode) and press **Enter**, then press **Page Down** when prompted to create the file. Although this file is not compressed, you still use the FormsViewer importer to open the file and create tax reports from the data it contains. See page D-13 for details on importing the file.

6. Because OSAS cannot locate the FormsViewer on your UNIX, Linux, or Mac OS X system (since it is not installed), a message appears after the file is created.



   The file is created in the directory listed in the message. You need to transfer the file to the Windows workstation on which you installed FormsViewer, then import the file using the FormsViewer importer. See page D-13 for more information.

7. After the file is created, press **F7** to exit to the OSAS menu. When the **Do you wish to erase .AUF file?** message appears, select **Yes** to delete the file or **No** to retain it.

   Delete the file if you want to prevent unauthorized users from opening it. If you want to use the file with another form, be sure to select **No** to retain it.

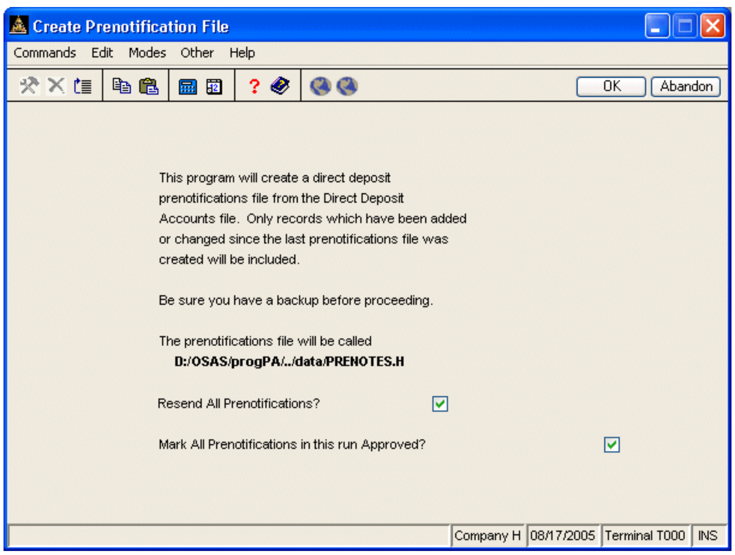
Create Prenotification File

Use the **Create Prenotification File** function to create the file necessary for your bank to verify account numbers and routing codes in a trial run. You cannot produce vouchers until you receive approval from your bank.

This function is available only if you have Direct Deposit installed.

Create Prenotification File Screen

Select **Create Prenotification File** from the **Periodic Processing** menu. The Create Prenotification File screen appears.



The path for the prenotification file appears. The system appends your company ID to the file name.

If you are sending the prenotification file only for employees who have been added or changed, clear the **Resend All Prenotifications?** check box (or enter **N** in text mode). If you want to resend the prenotification file for all employees, select the box (or enter **Y** in text mode).

To mark all employees in the prenotification run approved, select the second check box (or enter **Y** in text mode). The system then sets the **Prenote In** field in the File Maintenance **Direct Deposit** function to **Yes**. Marking all employees approved here saves you from having to update employees individually in the **Direct Deposit** function. If you do not want to mark all employees in the run approved until you receive a reply from the bank, clear the box (or enter **N** in text mode). Once you receive the bank's reply, use the **Direct Deposit** function to mark employees as approved.

Select the output device for the Create Prenotification File log. See "Reports" on page 1-41 for more information. This log file summarizes which employees' account information is included in the prenotification file for verification. After the log is produced, the **Periodic Processing** menu appears.

Create Prenotification File Log

```
08/17/2005                                  Builders Supply                                Page    1
10:47 AM                              Create Prenotification File Log

Emp. ID  Employee Name                               Account Type  Account Number     Routing Number
----------------------------------------------------------------------------------------------------

BOU001   Linda, Bourne C                             Checking      *************2934  000133333
                                                     Savings       *************5875  000133333
GER001   Timothy, Gerard G                           Checking      *************5333  000000013
                                                     Savings       *************5353  000000013
                                                     Savings       *************5333  000000013
                                                     Savings       *************3353  055000165
                                                     Checking      *************3334  055000165
                                                     Checking      *************5333  055000165
JON001   Maria, Jonchim K                            Savings       *************1321  055002341
LUK001   George, Lukas                               Savings       *************5623  000000026
                                                     Checking      *************4641  000000026
ST0001   Albert, Stockard W                          Savings       *************9574  000000039

End of Report
```

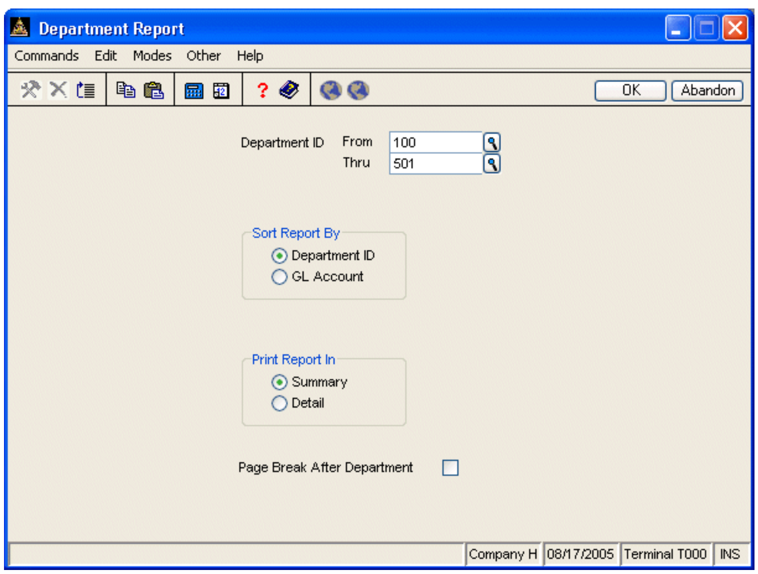
Department Report

The Department Report is a summary of labor expenses posted to each department. It serves as an audit trail of the entries posted to the **PADPxxx** (Department) file from the **PATRxxx** (Transactions) and **PACHxxx** (Checks) files.

Produce this report at the end of an accounting period to review the accumulated expense amounts before you post labor expenses to General Ledger.

Department Report Screen

Select **Department Report** from the **Periodic Processing** menu. The Department Report screen appears.



Inquiry

1. Enter the range of departments you want to include in the report.

2. Select the order in which you want to sort the report.

3. Select the amount of information you want to include for each department selected. You can print in the report in summary (a summation of the General Ledger accounts, if you chose to sort by account) or in detail.

4. If you want each department to begin on a new page, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Periodic Processing** menu appears.

Sample Report

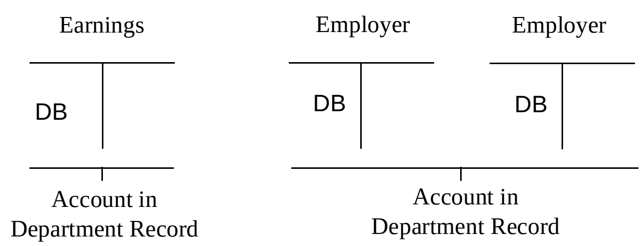
```
08/17/2005                        Builders Supply                         Page    1
10:52 AM                         Department Report
                          Printed in Summary by Department

Department      Name
Expense Type          GL Account     Period to Date     Quarter to Date     Year to Date
-----------------------------------------------------------------------------------------

100             WAREHOUSE

Hours                                      90.000              40.000          584.750
Pieces                                         75                  75               75
                                     ------------        ------------     ------------
Department Liability Totals               1345.99              853.74          6305.41

200             RETAIL SALES

Hours                                        .000                .000             .000
Pieces                                          0                   0                0
                                     ------------        ------------     ------------
Department Liability Totals                   .00                 .00              .00

Grand Totals

Hours                                      90.000              40.000          584.750
Pieces                                         75                  75               75
Overtime Pay                               134.25                 .00           218.15
Bonus                                         .00                 .00           447.50
Travel Exp                                    .00                 .00              .00
Cash Value                                    .00                 .00              .00
Commissions                                   .00                 .00              .00
Rpt Tips                                      .00                 .00              .00
Regular Pay                                716.00              358.00          5144.02
Salaried Wage                                 .00                 .00              .00
Sick Pay                                      .00                 .00              .00
Vacation Pay                                  .00                 .00              .00
Emplyr Medicare                             18.56               18.56            18.56
Emplyr OASDI                                79.35               79.35            79.35
Unemp Ins                                   57.15               57.15            57.15
MN Unemp Ins                               340.68              340.68           340.68
                                    =============       =============    =============
TOTAL                                     1345.99              853.74          6305.41

End of Report
```

Post Expense to GL

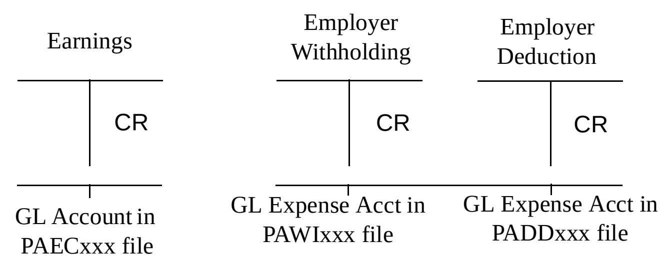
After you produce the Department Report at the end of an accounting period, post expenses to General Ledger to create accounting entries for the payroll expenses for the period. If Payroll interfaces with General Ledger, these entries update the **GLJRxxx** (Journal) file.

When you post checks at the end of a payday, accounting entries for withholding, tax and net pay are created. To complete this transaction, the gross pay amount is debited to a payroll holding account. (See page 6-61 for more information.)

The **Post Expense to GL** function finishes the accounting entries for the period. It credits the holding account and distributes the amount to various department expense accounts in the ledger.



When the general ledger entries are made, the general ledger post-to-date amounts in the **PADPxxx** (Department) file are cleared to make way for a new accounting period.



Before You Post

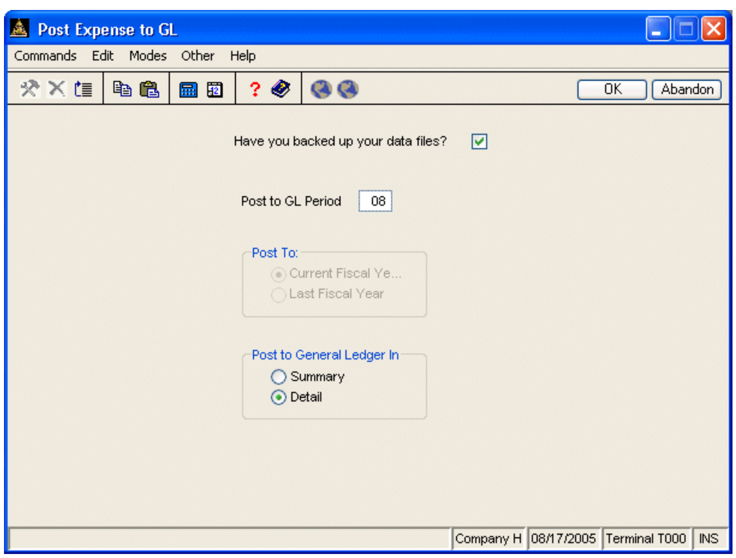
If you have a multiuser system, make sure that no one else is using the Payroll system before you post expenses to General Ledger. Other users cannot access the **PADPxxx** file in Payroll, and if Payroll interfaces with General Ledger, other users cannot access the **GLJRxxx** file while you are posting.

Back up your data files. Power surges or equipment failures can result in the loss of information.

Be sure that you have a copy of the Department Report.

Post Expense to GL Screen

Select **Post Expense to GL** from the **Periodic Processing** menu. The Post Expense to GL screen appears.



1. If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before continuing.

2. Enter the GL period to which you want to post expenses (**1–13**).

3. If last-year General Ledger files exist and Payroll interfaces with General Ledger, select the fiscal year to which you want to post.

4. Select the output device for the posting log. See “Reports” on page 1-41 for more information. After posting completes and the log is produced, the **Periodic Processing** menu appears.

Post Expense to GL Log

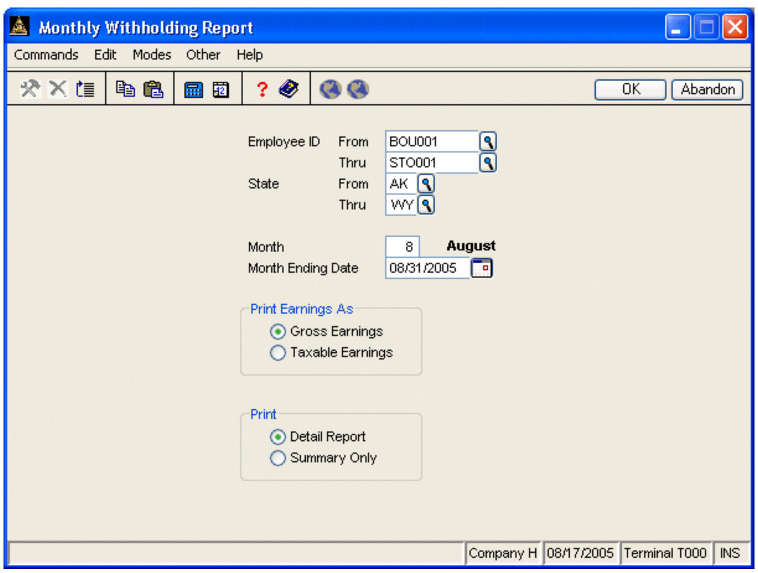
```
08/17/2005                    Builders Supply                       PAGE   1
10:56 AM                     Post Expense to GL
                             Posting in Detail

Posted to Period  8
Description      Department   GL Account              Debit             Credit
------------------------------------------------------------------------------

Overtime Pay     WAREHOUSE    520000                 134.25
Regular Pay      WAREHOUSE    520000                 716.00
Emplyr Medicare  WAREHOUSE    520000                  18.56
Emplyr OASDI     WAREHOUSE    520000                  79.35
Unemp Ins        WAREHOUSE    520000                  57.15
MN Unemp Ins     WAREHOUSE    520000                 340.68
Salaried Wage    EXECUTIVE    530000              53,338.00
Emplyr Medicare  EXECUTIVE    530000                 674.14
Emplyr OASDI     EXECUTIVE    530000               2,866.50
MN Unemp Ins     EXECUTIVE    530000               5,731.40
Overtime Pay     EXEC. SECRET 530000                  28.13
Regular Pay      EXEC. SECRET 530000               1,360.00
Vacation Pay     EXEC. SECRET 530000                  60.00
Emplyr Medicare  EXEC. SECRET 530000                  30.23
Emplyr OASDI     EXEC. SECRET 530000                 129.21
Unemp Ins        EXEC. SECRET 530000                  77.75
MN Unemp Ins     EXEC. SECRET 530000                 504.50
Overtime Pay                  202000                                    162.38
Regular Pay                   202000                                  2,076.00
Salaried Wage                 202000                                 53,338.00
Vacation Pay                  202000                                     60.00
Emplyr Medicare               530000                                    722.93
Emplyr OASDI                  530000                                  3,075.06
Unemp Ins                     530000                                    134.90
MN Unemp Ins                  530000                                  6,576.58
                                        --------------------------------------
Balance                                           66,145.85          66,145.85

End of Report
```

Monthly Withholding Report

Your company may be required to make monthly tax deposits based on the amounts you withheld from employees' checks. The Monthly Withholding Report summarizes these statistics. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

Monthly Withholding Report Screen

Select **Monthly Withholding Report** from the **Periodic Processing** menu. The Monthly Withholding Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the month number (**1** to **12**) for which you want to print the report.

4. Press **Enter** to use the current month ending date or enter the last day of the month for which you are producing the report. You cannot enter a date after the last day of the current month.

5. Select the kind of earnings you want to include in the report. You can choose either gross earnings or taxable earnings.

6. Select the level of detail you want to include in the report.

7. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Periodic Processing** menu appears.

Sample Report

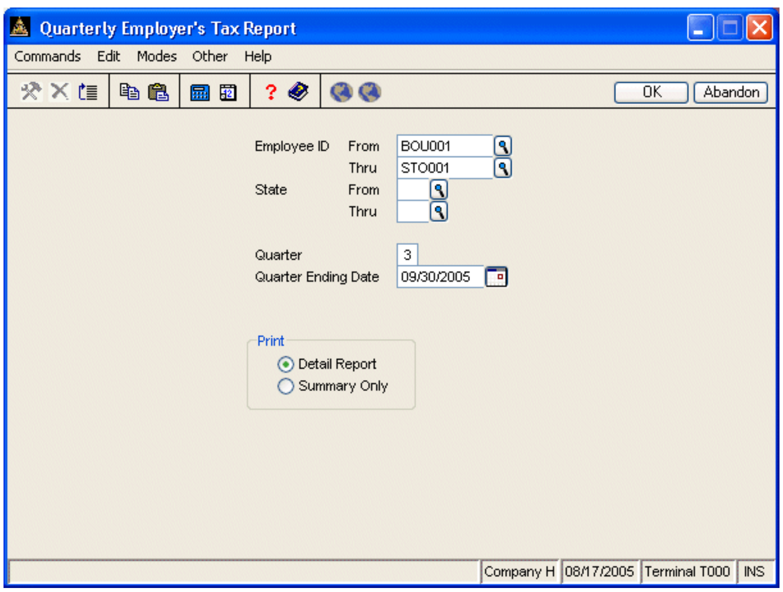
```
08/17/2005                                         Builders Supply                                          Page    2
11:00 AM                                   Monthly Withholding Report in Detail
                                             For the Month Ending 08/31/2005
                                                      Gross Earnings
Emp. ID Employee Name                            Soc. Sec. #
            Gross Wages/         -------- Federal -------       --------- State ----------       ---------- Local ----------
               Tips       Code     Earnings          WH   Code       Earnings           WH  Code           Earnings           WH
-------------------------------------------------------------------------------------------------------------------------------------
YTD             230.00    FWH        205.00          .00  MN SWH       205.00          .00
                   .00    OAS        230.00        14.26
                          MED        230.00         3.34

ST0001  Stockard, Albert W                     449-58-4392
MTD             358.00    FWH        333.00          .00  MN SWH       333.00          .00
                   .00    OAS        358.00        22.20
                          MED        358.00         5.19
YTD             358.00    FWH        333.00          .00  MN SWH       333.00          .00
                   .00    OAS        358.00        22.20
                          MED        358.00         5.19

Local Total    Number of Employees      7
MTD           31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                   .00    OAS      24238.00      1502.76
                          MED      24238.00       351.46
YTD           31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                   .00    OAS      24238.00      1502.76
                          MED      24238.00       351.46

State Total MN Number of Employees      7 (      7)
MTD           31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                   .00    OAS      24238.00      1502.76
                          MED      24238.00       351.46
YTD           31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                   .00    OAS      24238.00      1502.76
                          MED      24238.00       351.46

Grand Total  Number of Employees      7 (      7)
MTD           31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                   .00    OAS      24238.00      1502.76
                          MED      24238.00       351.46
YTD           31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                   .00    OAS      24238.00      1502.76
                          MED      24238.00       351.46

End of Report
```

Quarterly Employer's Tax Report

State and federal authorities usually require that your company submit employer withholding and unemployment statistics every quarter. The Quarterly Employer's Tax Report shows these statistics in either detail or summary form. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History) files.

Quarterly Employer's Tax Report Screen

Select **Quarterly Employer's Tax Report** from the **Periodic Processing** menu. The Quarterly Employer's Tax Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the number of the quarter for which you want to produce the report.

4. Press **Enter** to accept the current date, or enter a different date. The date you enter will print on the report.

5. Select the level of detail you want to include in the report.

6. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Periodic Processing** menu appears.

Notes on the Report

The number of weeks an employee worked (Weeks Worked) is calculated from information that is stored in the employee records.

The employer FICA earnings include FICA tips.

The numbers in the **Employer FICA**, **SUI**, and **FUTA** column headings are the limits in the **FICA**, **FUTAxxx**, and **SUTyyxxx** tables. The QTD liability totals are the percentages you set in those tables.

Sample Report

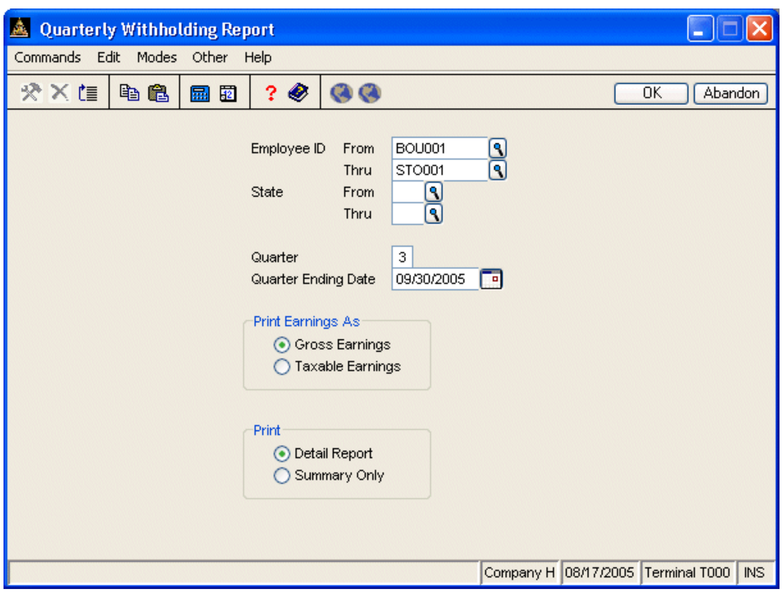
```
08/17/2005                                    Builders Supply                                      Page    2
12:59 PM                              Quarterly Employer's Tax Report in Detail
                                          For the Quarter Ending 09/30/2005

State MN
Emp. ID  Name                                  Soc. Sec. #
      Weeks      Gross        Adv      -- Employer FICA (90000/NO LIMIT) --     ---- SUI (23000) ----     ---- FUTA ( 7000 ) ----
      Worked     Wages        EIC      Earnings     FICA Tips  Excess FICA      Earnings   Excess SUI     Earnings  Excess FUTA
-------------------------------------------------------------------------------------------------------------------------------

ROS001  Rossini, Lucinda A                     460-39-9982
QTD   4.33       230.00        .00       230.00          .00          .00        205.00          .00        205.00          .00
                                         230.00                       .00
YTD   4.33       230.00        .00       230.00          .00          .00        205.00          .00        205.00          .00
                                         230.00                       .00

STO001  Stockard, Albert W                     449-58-4392
QTD   4.33       358.00        .00       358.00          .00          .00        333.00          .00        333.00          .00
                                         358.00                       .00
YTD   4.33       358.00        .00       358.00          .00          .00        333.00          .00        333.00          .00
                                         358.00                       .00

State Total MN Number of employees      7
QTD             31738.00       .00     24238.00          .00          .00      23575.50          .00      23013.00       562.50
                                       24238.00                       .00
YTD             31738.00       .00     24238.00          .00          .00      23575.50          .00      23013.00       562.50
                                       24238.00                       .00

SUI Liability
         23575.50 * .09100  =      2145.37



Grand Total     Number of employees      7 (      7)
QTD             31738.00       .00     24238.00          .00          .00      23575.50          .00      23013.00       562.50
                                       24238.00                       .00
YTD             31738.00       .00     24238.00          .00          .00      23575.50          .00      23013.00       562.50
                                       24238.00                       .00

OASDI Liability
         24238.00  * .06200 =      1502.76

Medicare Liabliity
         24238.00  * .01450 =       351.45

FUTA Liability
         23013.00  * .00800 =       184.10

End of Report
```

Quarterly Withholding Report

Your company may be required to make quarterly tax deposits based on the amounts you withheld from employees' checks. The Quarterly Withholding Report summarizes these statistics. The information in this report comes from the **PAEExxx** (Employee Earnings History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

Quarterly Withholding Report Screen

Select **Quarterly Withholding Report** from the **Periodic Processing** menu. The Quarterly Withholding Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report.

3. Enter the quarter for which you want to print the report.

4. Press **Enter** to accept the current date, or enter a different date. The date you enter will print on the report.

5. Select the kind of earnings you want to include in the report. You can choose to include either gross earnings or taxable earnings.

6. Select the level of detail you want to include in the report.

7. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Periodic Processing** menu appears.

Sample Report

```
08/17/2005                                          Builders Supply                                                    Page    2
1:06 PM                                   Quarterly Withholding Report in Detail
                                            For the Quarter Ending 09/30/2005
                                                      Gross Earnings
Emp. ID Employee Name                       Soc. Sec. #
            Gross Wages/         -------- Federal -------       --------- State ----------      ---------- Local ----------
               Tips      Code     Earnings           WH  Code       Earnings           WH  Code            Earnings           WH
------------------------------------------------------------------------------------------------------------------------------------

ST0001  Stockard, Albert W                449-58-4392
QTD            358.00    FWH        333.00          .00  MN SWH       333.00          .00
                  .00    OAS        358.00        22.20
                         MED        358.00         5.19
YTD            358.00    FWH        333.00          .00  MN SWH       333.00          .00
                  .00    OAS        358.00        22.20
                         MED        358.00         5.19

Local Total    Number of Employees       7
QTD          31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                  .00    OAS      24238.00      1502.76
                         MED      24238.00       351.46
YTD          31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                  .00    OAS      24238.00      1502.76
                         MED      24238.00       351.46

State Total MN Number of Employees       7 (      7)
QTD          31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                  .00    OAS      24238.00      1502.76
                         MED      24238.00       351.46
YTD          31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                  .00    OAS      24238.00      1502.76
                         MED      24238.00       351.46

Grand Total  Number of Employees       7 (      7)
QTD          31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                  .00    OAS      24238.00      1502.76
                         MED      24238.00       351.46
YTD          31738.00    FWH      23575.50      2789.23  MN SWH     23575.50      1084.00
                  .00    OAS      24238.00      1502.76
                         MED      24238.00       351.46

End of Report
```

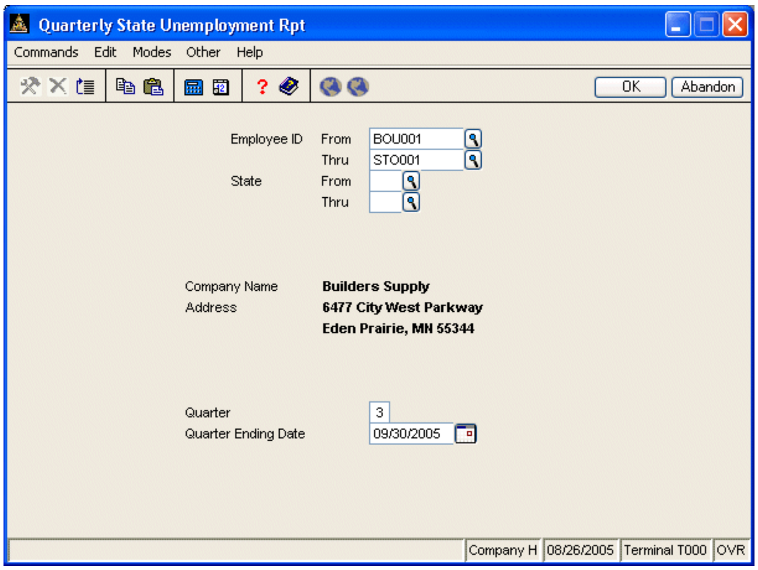
Quarterly State Unemployment Report

The Quarterly State Unemployment Report consists of two parts: a detailed wage report and a worksheet that shows the calculation for the employer's quarterly unemployment contribution. Depending on a state's requirements, you can sort the report by social security number or employee name, and you can choose to exclude employees with zero earnings from the report. These options must be set up in the **PAINxxx** (Payroll Information) file (page 10-61).

You must use the **Set Up State Unemployment Reports** option in the **Payroll Information** function to define this report before you can print it. If a state uses SUI or SDI employee withholding, retrieve that information from the Quarterly Withholding Report.

Quarterly State Unemployment Report Screen

Select **Quarterly State Unemployment Rpt** from the **Periodic Processing** system. The Quarterly State Unemployment Report screen appears.



Inquiry

1. Enter the range of employees you want to include in the report.

Inquiry

2. Enter the range of states you want to include in the report. If you enter a range of states, a report is printed for each state.

   The company name and address and the current quarter appear.

3. Enter the quarter for which you want to print the report.

4. The workstation date appears. Press **Enter** to print this date on the report, or enter a different date.

5. If you want the report to include employees with zero earnings, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Select the output device. See “Reports” on page 1-41 for more information. After the report is produced, the **Periodic Processing** menu appears.

Sample Report

Employer's Quarterly Detailed Wage Report
for MN - Minnesota
Page 2 of 2

Builders Supply
1157 Valley Park Dr
Suite 105
Shakopee, MN 55379

Federal ID Number: 77-7777777
State ID Number: AA1234
Quarter Ending: 09/30/2005

Employee Name	Soc Sec No.	Wk Wd	Total Wages QTD	Excess Wages QTD	Taxable Wages QTD
Stockard, Albert W	449-58-4392	5	333.00	.00	333.00
Bourne, Linda C	459-30-1099	5	7063.00	.00	7063.00
Jenkins, Kathy M	460-39-9093	5	7500.00	.00	7500.00
Rossini, Lucinda A	460-39-9982	5	205.00	.00	205.00
Gerard, Timothy G	468-22-4819	5	5400.00	.00	5400.00
Jonchim, Maria K	468-80-9944	5	575.00	.00	575.00
Lukas, George	488-30-1281	5	2500.00	.00	2500.00

Number of employees for this Page: 7
Page Totals:

Page Totals:	23576.00	.00	23576.00

Total Number of employees this State: 7
State Totals:

State Totals:	23576.00	.00	23576.00

08/17/2005
1:33 PM
Page 1 of 2

Builders Supply

Employer's Quarterly Unemployment Contribution Report
for MN - Minnesota

Quarter Ending Date	09/30/2005
Total Gross Wages Paid This Quarter	23,576.00
State Taxable Wage Limit	23,000.00
Total Excess Wages Paid This Quarter	0.00
Total Taxable Wages Paid This Quarter	23,576.00
Employer's Tax Rate	9.100%
Total Amount of Tax Due	2,145.00

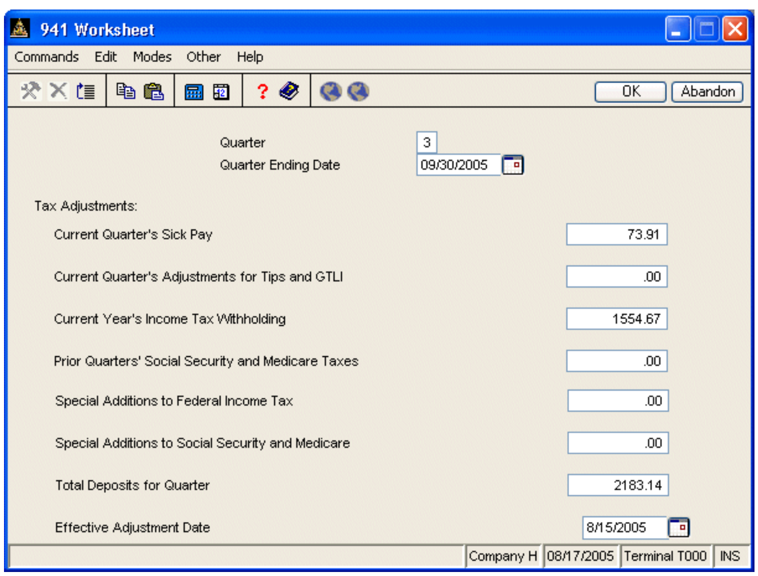
941 Worksheet

The 941 Worksheet contains the information needed to complete federal form 941. Using the **PAHCxxx** (Check History) and **PAHWxxx** (Check Withholdings History) files, it also computes the eighth monthly period breakdown.

You cannot file the 941 Worksheet. Use it as a reference while filling out the official government-produced form.

Follow these steps to print the 941 Worksheet:

1. Select **941 Worksheet** from the **Periodic Processing** menu. The 941 Worksheet screen appears.



2. Edit the number of the quarter for which you want to print the worksheet, along with the date the quarter ends, if necessary. The current **Quarter** and **Quarter Ending Date** appear automatically, based on the values in the **PACTLx** (Payroll Control) table.

3. Enter values for the amounts that OSAS does not track automatically.

    - Enter the adjustment for the employee share of social security and Medicare taxes that were withheld by your third-party sick pay payer for the current quarter in the first box. The value you enter here appears on line 7b of the worksheet.
    - Enter adjustment amounts for any uncollected employee share of social security and Medicare taxes on tips and on group-term life insurance premiums paid for former employees for the current quarter in the second box. The value you enter here appears on line 7c.
    - Enter adjustments for the current year's income tax withholding in the third box. For example, enter the adjustment to make if you made a mistake when withholding income tax from wages paid in earlier quarters of the same calendar year. This value appears on line 7d.
    - Enter adjustments for social security and Medicare taxes for preceding quarters of the calendar year in the fourth box. For example, enter the adjustment to make if you made a mistake when reporting social security and Medicare taxes on previously filed Forms 941. The value you enter here appears on line 7e.
    - If you are an employer with special circumstances, enter the adjustment amounts for special additions to federal income tax and social security and Medicare in the fifth and sixth boxes. Enter amounts only if you have received a notice from the IRS that instructs you to do so. These amounts appear on lines 7f and 7g.
    - Enter the total deposits for the quarter in the last box. The value you enter here appears on line 11.

    The remaining values pulled and calculated from OSAS data.

4. Enter the date from which the adjustments take effect (or the date you realized the adjustments were necessary) in the **Effective Adjustment Date** box.

5. Select the output device to produce the worksheet. See "Reports" on page 1-41 for more information. After the worksheet is produced, the **Periodic Processing** menu appears.

941 Worksheet, Part 1

```
        941 for 2005: Employer's Quarterly Federal Tax Return
-----------------------------------------------------------------------------                -----------------------------------
| Employer identification number                                              |              | Report for this Quarter...        |
|                               ---------------------------------------      |              | (Check one.)                      |
| Name (not your trade name) ---------------------------------------------    |              | X 1: January, February, March     |
| Trade name (if any) ----------------------------------------------------    |              | _ 2: April, May, June             |
| Address ----------------------------------------------------------------    |              | _ 3: July, August, September      |
|         -------------------------------  -----  ----------------------     |              | _ 4: October, November, December|
|         City                             State  Zip                        |              |                                   |
-----------------------------------------------------------------------------                -----------------------------------
Read the separate instructions before you fill out this form. Please type or print within the boxes.
---------------------------------------------------------------------------------------------------------------------------------
Part 1: Answer these questions for this quarter.
---------------------------------------------------------------------------------------------------------------------------------
| 1 Number of employees who received wages, tips, or other compensation for the pay period                                       |
|   including: Mar. 12 (Quarter 1), June 12 (Quarter 2), Sept. 12 (Quarter 3), Dec. 12 (Quarter 4)   1 _____________________     |
|                                                                                                                                |
| 2 Wages, tips, and other compensation. . . . . . . . . . . . . . . . . . . . . . . . . . . . . .   2                  .00     |
|                                                                                                                                |
| 3 Total income tax withheld from wages, tips, and other compensation . . . . . . . . . . . . . .   3                  .00     |
|                                                                                                                                |
| 4 If no wages, tips, and other compensation are subject to social security or Medicare tax . . . ___ Check and go to line 6.  |
|                                                                                                                                |
| 5 Taxable social security and Medicare wages and tips:                                                                         |
|                                        Column 1                           Column 2                                             |
|   5a Taxable social security wages                    .00    * .124 =                .00                                       |
|   5b Taxable social security tips                     .00    * .124 =                .00                                       |
|   5c Taxable Medicare wages and tips                  .00    * .029 =                .00                                       |
|   5d Total social security and Medicare taxes (Column 2, lines 5a + 5b + 5c = line 5d) . . . . .  5d                 .00     |
|                                                                                                                                |
| 6 Total taxes before adjustments (lines 3 + 5d = line 6) . . . . . . . . . . . . . . . . . . . .   6                  .00     |
|                                                                                                                                |
| 7 Tax adjustments (If your answer is a negative number, write it in brackets.):                                                |
|   7a Current quarter's fractions of cents. . . . . . . . . . . . . . . . .                .00                                  |
|   7b Current quarter's sick pay. . . . . . . . . . . . . . . . . . . . . .              73.91                                  |
|   7c Current quarter's adjustments for tips and group-term life insurance.                .00                                  |
|   7d Current year's income tax withholding (Attach Form 941c). . . . . . .            1554.67                                  |
|   7e Prior quarters' social security and Medicare taxes (Attach Form 941c)                .00                                  |
|   7f Special additions to federal income tax (reserved use). . . . . . . .                .00                                  |
|   7g Special additions to social security and Medicare (reserved use). . .                .00                                  |
|   7h Total adjustments (Combine all amounts: lines 7a through 7g.) . . . . . . . . . . . . . . .  7h              1628.58     |
|                                                                                                                                |
| 8 Total taxes after adjustments (Combine lines 6 and 7h.). . . . . . . . . . . . . . . . . . . .   8              1628.58     |
|                                                                                                                                |
| 9 Advance earned income credit (EIC) payments made to employees. . . . . . . . . . . . . . . . .   9                  .00     |
|                                                                                                                                |
|10 Total taxes after adjustment for advance EIC (lines 8 - 9 = line 10) . . . . . . . . . . . . .  10              1628.58     |
|                                                                                                                                |
|11 Total deposits for this quarter, including overpayment applied from a prior quarter. . . . . .  11              1628.58     |
|                                                                                                                                |
|12 Balance due (lines 10 - 11 = line 12) Make checks payable to the United States Treasury. . . .  12                  .00     |
|                                                                                                                                |
|13 Overpayment (if line 11 is more than line 10, write the difference here.)              .00   Check one                       |
|                                                                                                ___ Apply to next return.       |
|                                                                                                ___ Send a refund.              |
---------------------------------------------------------------------------------------------------------------------------------
```

941 Worksheet, Part 2

```
Name (not your trade name)                                                        | Employer identification Number
                                                                                  |
------------------------------------------------------------------------------------------------------------------------
Part 2: Tell us about your deposit schedule for this quarter.
------------------------------------------------------------------------------------------------------------------------
| If you are unsure about whether you are a monthly schedule depositor or a semiweekly schedule depositor, see Pub. 15   |
| (Circular E), section 11.                                                                                              |
|  14 ___ ___  Write the state abbreviation for the state where you made your deposits OR write "MU" if you made your    |
|              deposits in multiple states.                                                                              |
|                                                                                                                        |
|  15 Check one: __  Line 10 is less than $2,500. Go to Part 3.                                                          |
|                __  You were a monthly schedule depositor for the entire quarter. Fill out your tax                     |
|                    liability for each month. Then go to Part 3.                                                        |
|                                                                                                                        |
|                    Tax liability:  Month 1                  .00                                                        |
|                                    Month 2                  .00                                                        |
|                                    Month 3                  .00                                                        |
|                                    Total                    .00    Total must equal line 10.                            |
|                                                                                                                        |
|                __  You were a semiweekly schedule depositor for any part of this quarter. Fill out Schedule B (Form 941):|
|                    Report of Tax Liability for Semiweekly Schedule Depositors, and attach it to this form.             |
------------------------------------------------------------------------------------------------------------------------
```

941 Worksheet, Part 3

```
Schedule B (Form 941):
Report of Tax Liability for Semiweekly Schedule Depositors                           -----------------------------------
                                                                                     | Report for this Quarter...      |
Employer identification number    ______________________________                     | (Check one.)                    |
                                                                                     |                                 |
Name (not your trade name)    __________________________________                     | X 1: January, February, March   |
                                                                                     | _ 2: April, May, June           |
                                                                                     | _ 3: July, August, September    |
                                                                                     | _ 4: October, November, December|
                                                                                     -----------------------------------
Use this schedule to show your tax liability for the quarter; DO NOT use it to show your deposits. You must fill out this form
and attach it to Form 941 (or Form 941-SS) if you are a semiweekly schedule depositor or became one because your
accumulated tax liability on any day was $100,000 or more. Write your daily tax liability on the numbered space that
corresponds to the date wages were paid. See Section 11 in Pub. 15 (Circular E), Employer's Tax Guide, for details.
------------------------------------------------------------------------------------------------------------------------
| Month 1                                                                                                                |
| 1              .00    9             .00   17             .00   25             .00   Tax liability for Month 1        |
| 2              .00   10             .00   18             .00   26             .00                                    |
| 3              .00   11             .00   19             .00   27             .00                  .00               |
| 4              .00   12             .00   20             .00   28             .00                                    |
| 5              .00   13             .00   21             .00   29             .00                                    |
| 6              .00   14             .00   22             .00   30             .00                                    |
| 7              .00   15             .00   23             .00   31             .00                                    |
| 8              .00   16             .00   24             .00                                                         |
|                                                                                                                        |
| Month 2                                                                                                                |
| 1              .00    9             .00   17             .00   25             .00   Tax liability for Month 2        |
| 2              .00   10             .00   18             .00   26             .00                                    |
| 3              .00   11             .00   19             .00   27             .00                  .00               |
| 4              .00   12             .00   20             .00   28             .00                                    |
```

W-2 Forms

You can print W-2 forms after you have processed the payrolls for the year but before you do year-end maintenance. You can also print W-2 forms from last-year Payroll files after you perform year-end maintenance.

The forms summarize each employee's wages and taxes withheld during a calendar year. Employees use these forms to fill out local, state, and federal tax returns, and you must send a copy of each employee summary to the tax authorities when you complete the company's tax forms. The information on W-2 forms comes from the **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), **PAEGxxx** (Employee General Information), and **PAEWxxx** (Employee Withholding History) files.

If you have employees who have worked in several states, the system prints the deferred compensation for each state. You may have to send copies of individual state W-2s to each state when you file your federal income tax return.

The Payroll system does not handle legal representative and 942 employee reporting, third-party sick pay, Medicare for government employees, or golden parachute payments. You must calculate these amounts yourself and enter them in each employee's history record in the **Employee History** function (page 10-31).

The Payroll system does handle dependent care benefits, 457 Plans, Non-457 Plans, and group term life insurance if you enter the necessary information in the **Employee History** function.

Before you use this function to produce magnetic media, get the guidelines for this procedure from the Social Security Administration (SSA). While Open Systems magnetic media has received general approval from the SSA, *your* company must apply for and receive SSA approval before filing on magnetic media.

Magnetic media can only be produced in the MMREF-1 format for 2002. Previous formats are not accepted by the SSA and are not supported by OSAS. Check SSA regulations before you submit magnetic media.

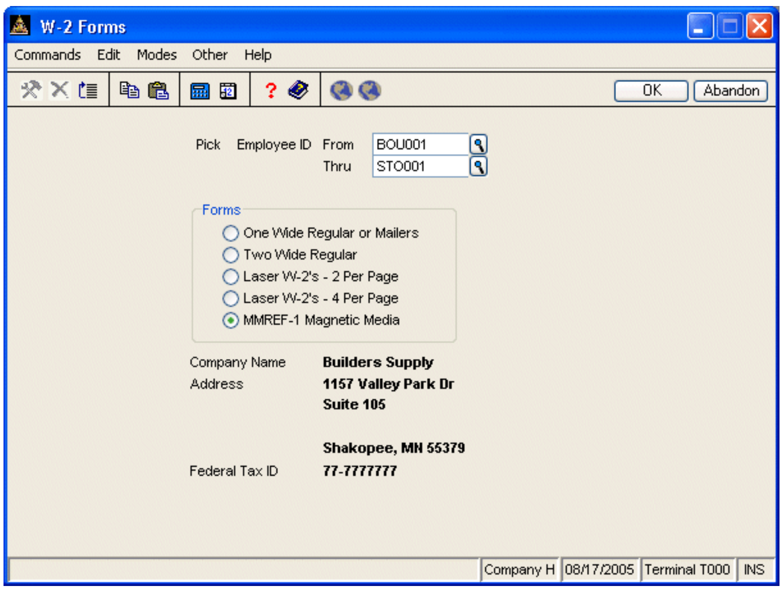
In addition, some states now require companies with more than 250 employees to file W-2 information on magnetic media; contact your state tax authorities for more information. OSAS does not support state magnetic media. However, some states will accept the federal media format, and OSAS includes the state records in the MMREF-1 format file. Check with your state for more information.

Before You Produce W-2 Forms

Check the relevant fields—such as statutory employee and allocated tips—in the **PAEGxxx** (Employee General Information) file (page 10-3) and **PAEMxxx** (Employee Miscellaneous History) file to make sure that the information is what you want on the W-2 forms.

W-2 Forms Screen

Select **W-2 Forms** from the **Periodic Processing** menu. The W-2 Forms screen appears.



Inquiry

1. Enter the range of employees for which you want to produce W-2 forms.

2. Select the format for the W-2 forms:

    - Choose **One-Wide Regular or Mailers** or **Two-Wide Regular** to produce regular or mailer forms. OSAS does support two-wide mailers. If you select two-wide forms, change the standard printer to 135 columns in Resource Manager.

    - Choose one of the **Laser W-2** options to print W-2 forms on standard laser printers. Use the four per page option for employee forms only.

    - Choose **MMREF-1 Magnetic Media** to produce W-2 magnetic media. See “MMREF-1 Magnetic Media” on page 9-39 for more information.

The company name, address, and federal tax ID appear.

3. If you selected any option other than **MMREF-1 Magnetic Media**, select the output device.

Note

Selecting the **File** output device option for the W-2 forms is **not** the same as the magnetic media reporting functions described below. Do not send the resulting file to the government.

4. If you selected the **Printer** output device option, insert the forms into the printer. A control form prints first with **CONTROL NUMB** printed in the upper left corner of the form. If **CONTROL NUMB** is not printed inside the Control Number box, adjust the forms and select **No** (or enter **N** in text mode) at the **Is Form Aligned?** prompt to print it again. Continue this procedure until the words print in the correct place, and then select **Yes** (or enter **Y** in text mode).

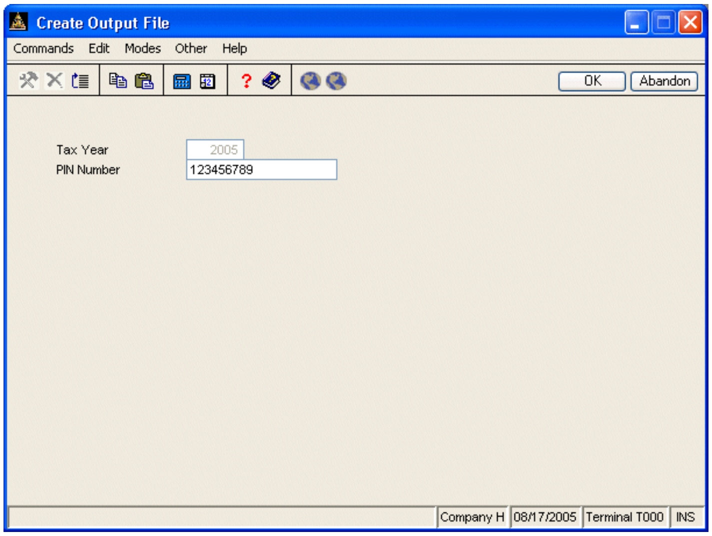
   W-2 forms are printed two or four to a page. The first W-2 that is printed should be the first W-2 on the page.

   If you print four forms to a page to a direct laser printer (that is, you selected a **/dev/prn**, **/dev/lptx/**, **/dev/comx**, or **LPTx** printer for four per page laser forms) and you have problems with alignment, use the **Tables** function (page 10-77) to add and set up the **LASERW2** table. This table fine-tunes form alignment for direct printers.

   After the forms are produced, the **Periodic Processing** menu appears.

MMREF-1 Magnetic Media

When you select **MMREF-1 Magnetic Media** on the W-2 Forms screen, the Create Output File screen appears.



Press **Enter** to use the current tax year or enter a different tax year. This year is included in the tax file that is created. If a work file already exists for this tax year, this prompt appears:

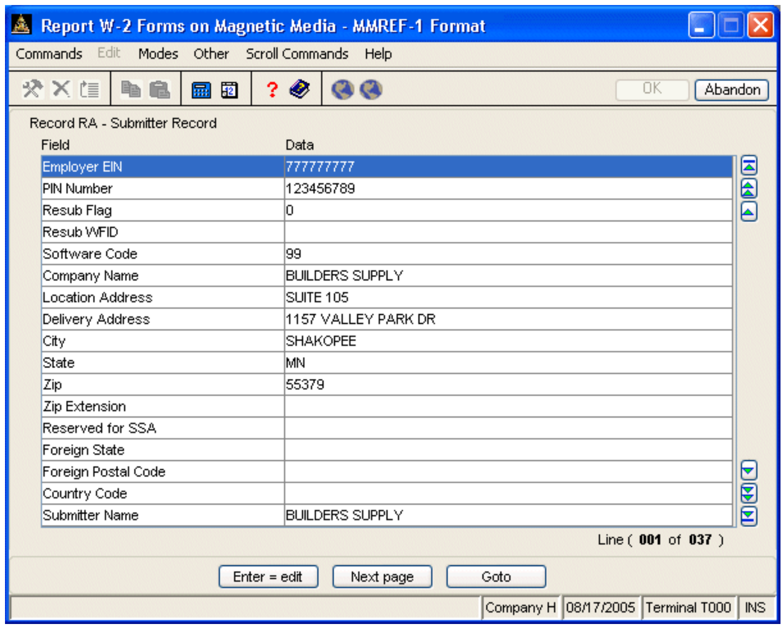
Magnetic media scratch file already exists. Do you want to start over?

To continue working with the existing file, select **No** (or enter **N** in text mode) and skip to “Processing Employees Selection Screen” on page 9-42. To prepare magnetic media from scratch, select **Yes** (or enter **Y** in text mode).

Next, enter the PIN number assigned to you by the Social Security Administration (SSA). A PIN number is required before you can file using the MMREF-1 format, and you must acquire it from the SSA before you create magnetic media.

Use the **Proceed** (**OK**) command to proceed to the submitter record screen.

Submitter Record Screen



For an explanation of these fields and their contents, consult the Magnetic Media Reporting and Electronic Filing handbook available from the Social Security Administration.

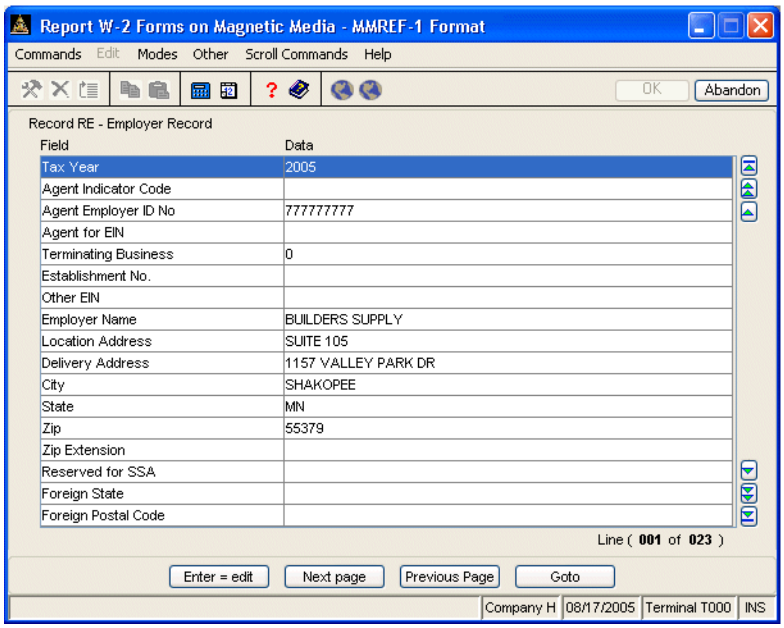
Verify the information presented on the Submitter Record screen. To change a value, press **Enter** and enter the new value.

Note

Changing some of these values may cause the Social Security Administration to reject your file. Consult the MMREF handbook before you change the values that appear.

To save your entries, press **N**. The Employer Record screen appears.

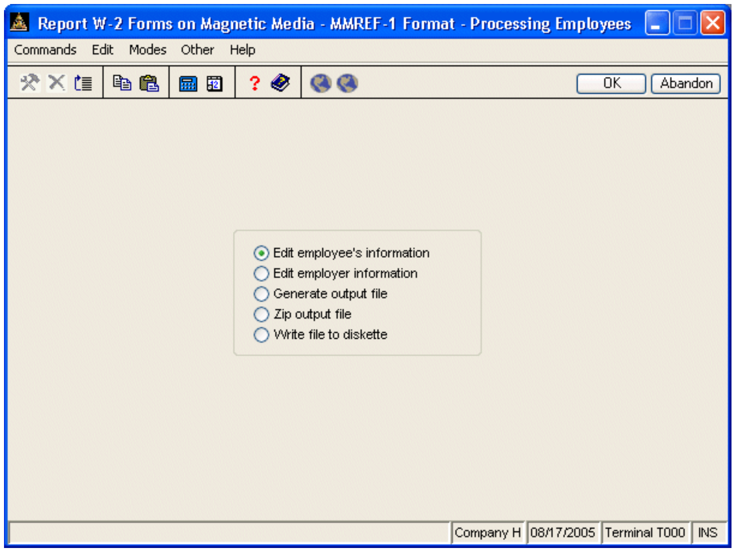
Employer Record Screen



Verify the information presented on the Employer Record screen. To change a value, press **Enter** and enter the new value.

To return to the Submitter Record screen, press **P**. To continue to the Processing Employees selection screen, press **N**.

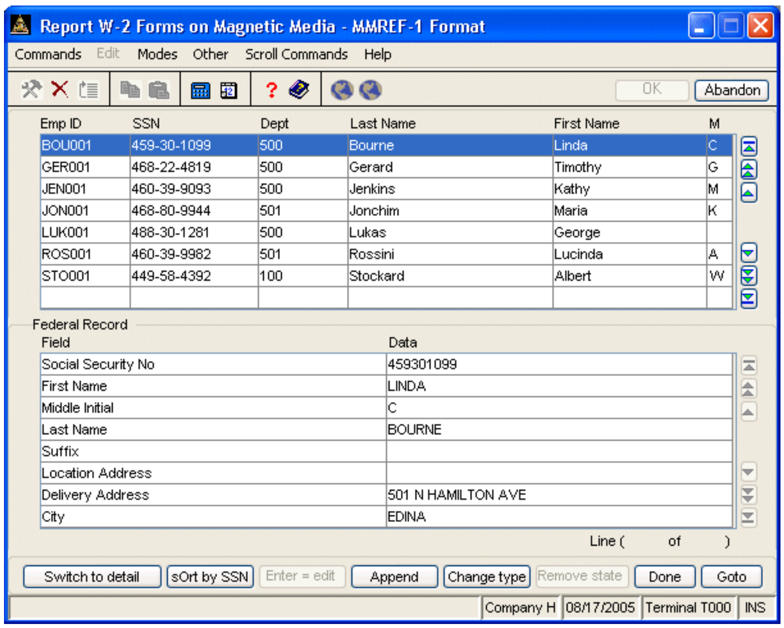
Processing Employees Selection Screen



The Processing Employees selection screen contains five options to edit and create the magnetic media file.

- Select **Edit employee's information** to edit the federal and state tax information for your employees. See "Employee Information Screen" on page 9-43 for more information.
- Select **Edit employer information** to return to the Submitter Record and Employer Record screens to edit the employer submitter and employer records. See page 9-40 and page 9-41 for more information.
- Select **Generate output file** to generate the magnetic media file. See "Generate MMREF-1 File Screen" on page 9-45 for more information.
- Select **Zip output file** to compress or zip the output file before you write it to the diskette. Use this function if the file is too large to fit on one diskette.
- Select **Write file to diskette** to copy the MMREF-1 file to a diskette. See "Write File to Diskette Screen" on page 9-47 for more information.

Employee Information Screen



The Employee Information screen is divided into two parts. The top section lists all the employees in the range you specified that have wage and federal tax information on file. In the bottom section, the federal and state records for the selected employee appear. You can edit the federal and state records, if needed, and you can also append and delete state records from the file.

To edit an employee's information, select the employee in the top section of the screen. Then use any of these commands:

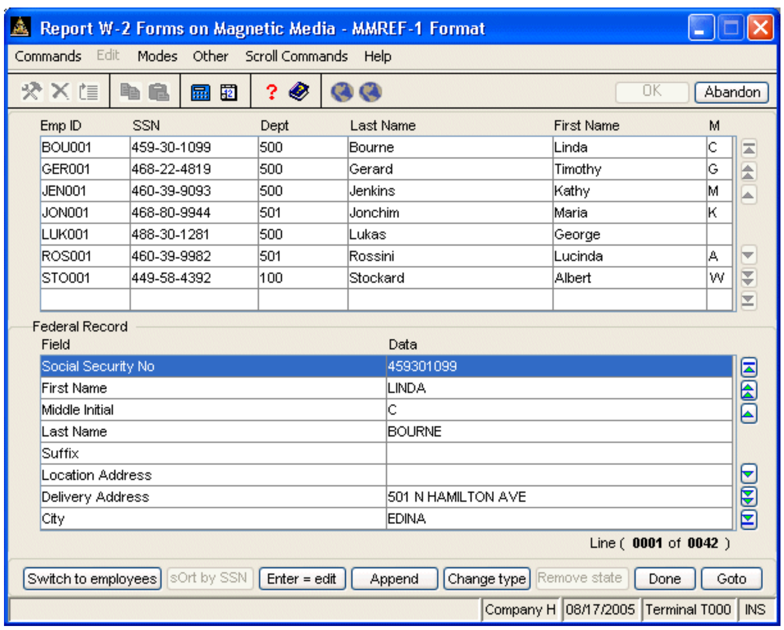
- Press **S** to switch to the tax record section for the selected employee.
- Press **O** to change the order in which the employees are listed. You can sort, alternately, by employee ID, social security number, department ID, and employee name.
- Press **A** to add an employee to the end of the file.

- Press **C** to change the tax authority record type (federal or state) that appears for the selected employee in the bottom section of the screen.

- Press **D** to return to the Processing Employees selection screen.

- Press **G** to move to a specific employee record in the list, then enter the employee code or use the **Inquiry** (**F2**) command to select an employee.

When you press **S** to work with the federal and state information for an employee, the bottom of the screen is activated:



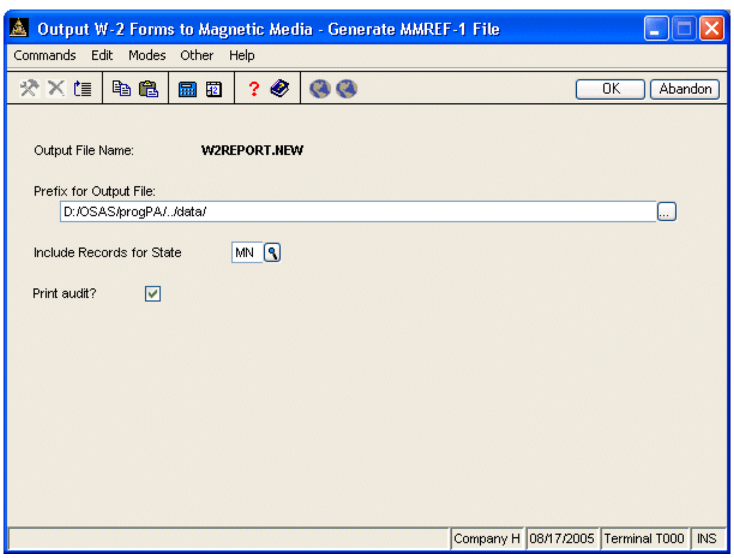
To work with an employee's federal or state records, use any of these commands:

- Press **S** to return to the top section of the screen and select a new employee record.

- Press **Enter** to change the current field value.

- Press **A** to add a state record for the employee.
- Press **C** to switch between federal and state records for the employee.
- Press **R** to remove the current state record for the selected employee.
- Press **D** when you are finished to return to the Processing Employees selection screen.
- Press **G** to move to a specific field in the federal or state record, then use the **Inquiry** (**F2**) command to select the field from the list that appears.

Generate MMREF-1 File Screen



Follow these steps to create the MMREF-1 file:

1. Enter the path where you want the file to be created. If the file already exists, this prompt appears:

   MMREF-1 output file already exists. Do you want to overwrite?

If you do not want to re-create the output file, select **No** (or enter **N** in text mode) and enter a different path for the file. To erase the existing file and create a new one, select **Yes** (or enter **Y** in text mode).

2. If you want to create magnetic media for filing with federal authorities, press **Enter** to leave the **Include Records for State** field blank. The resulting file contains the federal records and the state records for all states with activity.

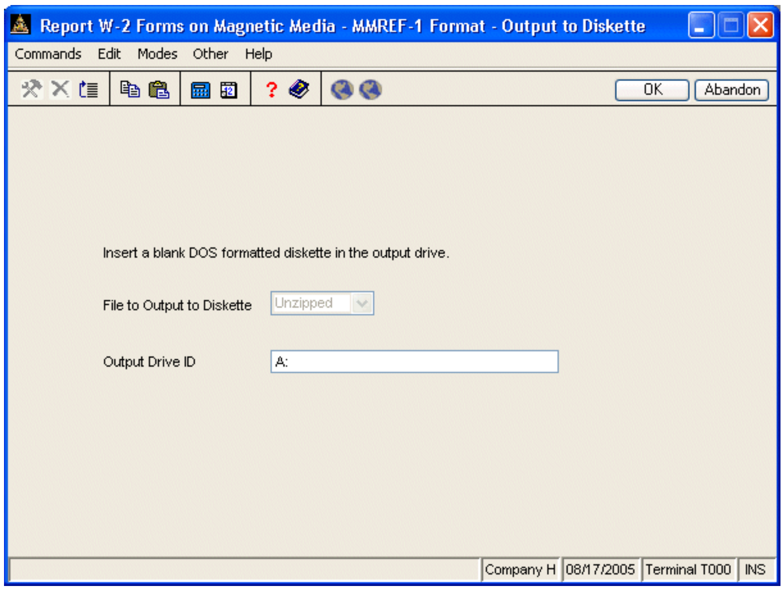
   If you want to include only a single state's records and the associated federal records, enter the state ID or use the **Inquiry** command to look up and select a state from the list that appears.

   If you enter a state, OSAS warns you that the state records that are generated will use the MMREF-1 format approved by the SSA for federal records. Your state may require a different format for state records. Check with your state for more information.

3. If you want an audit report of the information to be printed as it is written to the diskette, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

4. Use the **Proceed** (**OK**) command to create the magnetic media file. After the file is created, a message appears describing the size of the resulting file. Press **Enter** to return to the Process Employees selection screen.

Write File to Diskette Screen



To write the file to a diskette, follow these steps:

1. Insert a blank, formatted diskette into the drive.
2. Select the type of file to write to the diskette. Enter **Z** if you zipped (compressed) the file, or **U** if you did not zip the file.
3. Enter the drive letter of the floppy drive.
4. Use the **Proceed** (**OK**) command to copy the file to the diskette and return to the **Periodic Processing** menu.

Roll Up Leave Balances

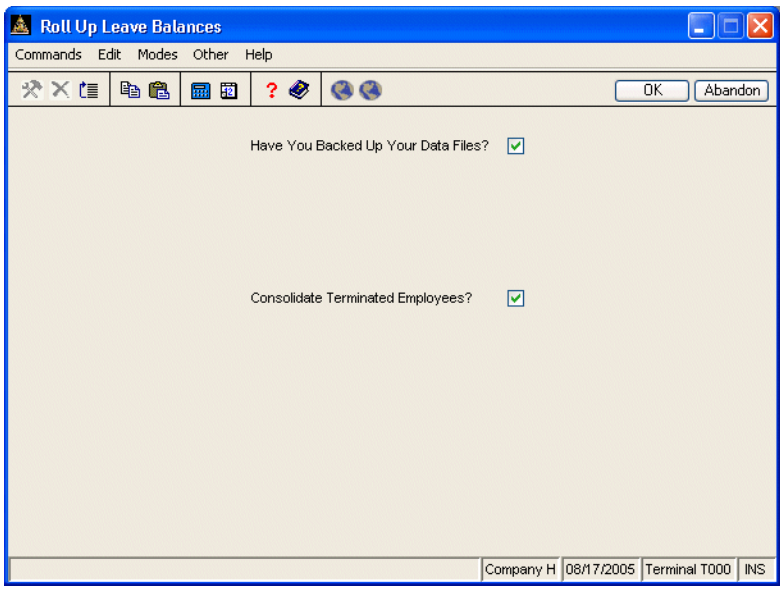
The **Roll Up Leave Balances** function combines all leaves taken and accrued into one total, comparing it with the total that has been updated in the **PAEGxxx** (Employee General Information) file. The beginning vacation and sick balances are kept in the **PAHVxxx** (Leave Adjustment History) file, along with the detail posted from **Post Checks**, **Void Checks**, and **Leave Adjustments** functions. If the system determines that there is a difference between the hours posted to the **PAHVxxx** file and the **PAEGxxx** file, it writes the number from the **PAHVxxx** file into the **PAEGxxx** file and creates an audit log recording the change.

Note

Back up your data files before you proceed with this function. Print the Sick Leave and Vacation Report, because sick and vacation accruals are cleared by this function.

Roll Up Leave Balances Screen

Select **Roll Up Leave Balances** from the **Periodic Processing** menu. The Roll Up Leave Balances screen appears



1. If you have backed up your data files, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, exit to the menu and do so before proceeding.

2. If you want to consolidate terminated employees, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. Select the output device to print the audit log. See “Reports” on page 1-41 for more information. After the log is produced, the **Periodic Processing** menu appears.

Consolidate Leave Audit Log

08/17/2005 Builders Supply Page 1
2:20 PM Consolidate Leave Audit Log

		Vacation			Sick			
ID	Employee Name	Summary	Detail	Differ	Summary	Detail	Differ	Error Message
BOU001	Bourne, Linda C	120.000	.500	119.500-	99.344	3.344	96.000-	
GER001	Gerard, Timothy G	120.000	40.000-	160.000-	83.344	3.344	80.000-	
JEN001	Jenkins, Kathy M	94.456	14.456	80.000-	35.344	3.344	32.000-	
JON001	Jonchim, Maria K	5.333	13.333	8.000	19.340	3.340	16.000-	
LUK001	Lukas, George	94.456	14.456	80.000-	35.344	3.344	32.000-	
ROS001	Rossini, Lucinda A	53.333	13.333	40.000-	3.340	3.340	.000	
		487.578	16.078	471.500-	276.056	20.056	256.000-	

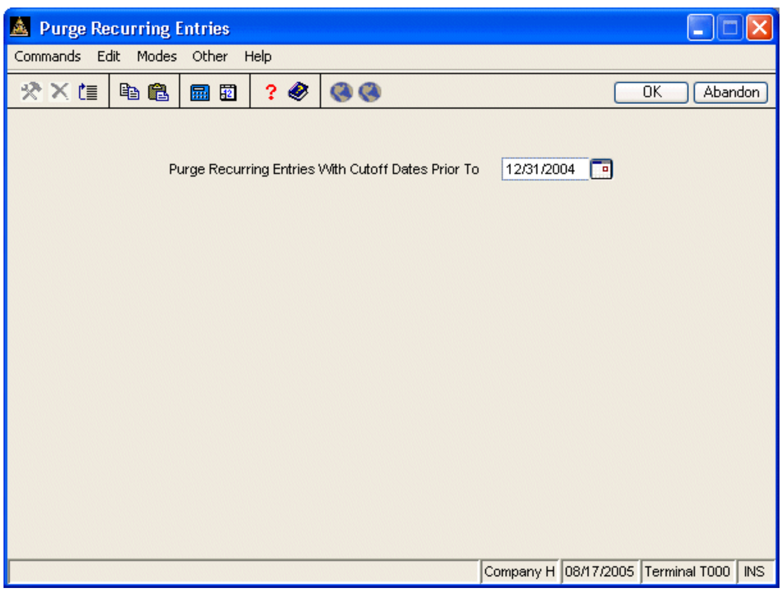
End of Report

Purge Recurring Entries

Use the **Purge Recurring Entries** function to delete recurring time tickets. When the **PARExxx** (Recurring Entries) file gets too large, use this function to create more room on your system.

Purge Recurring Entries Screen

Select **Purge Recurring Entries** from the **Periodic Processing** menu. The Purge Recurring Entries screen appears.



Recurring entries with a cutoff date before the date you enter here are purged. Use the **Proceed** (**OK**) command to purge recurring entries. After the entries are purged, the **Periodic Processing** menu appears.

Periodic Maintenance

At the end of each calendar quarter, do quarter-end maintenance to prepare for next quarter's data. This procedure clears out the quarter-to-date balances in the **PADPxxx** (Department) file, deletes history records before the date you specify (if you keep history), and increments the current quarter number in the **PACTLxxx** table.

At the end of each calendar year, do year-end maintenance to prepare your files for next year's entries. This procedure clears out the quarterly and year-to-date balances in the **PAEMxxx** (Employee Miscellaneous History) file and the year-to-date information in the **PADPxxx** file, deletes records of terminated employees from the **PAEGxxx** (Employee General Information) and **PAEMxxx** files, and creates these last-year files with the *.LY* extension:

- **PACDxxx** (Checks Deductions)
- **PACExxx** (Checks Earning)
- **PACHxxx** (Checks)
- **PACWxxx** (Checks Withholdings)
- **PADDxxx** (Deductions)
- **PADExxx** (Employee Deductions)
- **PADPxxx** (Department)
- **PADXxxx** (Deduction Exclusion)
- **PAECxxx** (Earning Codes)
- **PAEDxxx** (Employee Deduction History)
- **PAEExxx** (Employee Earnings History)
- **PAEGxxx** (Employee General Information)
- **PAEMxxx** (Employee Miscellaneous History)
- **PAEPxxx** (Employee Personnel)
- **PAESxxx** (Employee Federal/State/Local Withholdings)
- **PAETxxx** (Earnings Types)
- **PAEWxxx** (Employee Withholding History)
- **PAEXxxx** (Employee Exclusion)
- **PAINxxx** (Payroll Information)
- **PALCxxx** (Labor Class)
- **PATBxxx** (Tables)

- **PATXxxx** (Tax Tables)
- **PAWIxxx** (Withholdings)
- **PAWXxxx** (Withholding Exclusion)

The **PATB.LY** (*LY* represents last-year data) and **PATX.LY** files are created so that the system can distinguish differences between prior-year and current-year tax percentages.

You cannot use the **Periodic Maintenance** function if you are working with prior-year files. You must be in quarter 4 of the current year to run year-end maintenance.

Because year-end maintenance automatically does quarter-end maintenance, you do not have to perform both quarter-end and year-end maintenance at the end of period 4.

Before You Begin

Before you do quarter-end or year-end maintenance, produce these reports:

- Earnings and Deduction Report (page 7-5)
- Sick Leave and Vacation Report (page 7-7)
- Quarterly Employer's Tax Report (page 9-21)
- Quarterly Withholding Report (page 9-25)
- Quarterly State Unemployment Report (page 9-27)
- 941 Worksheet (page 9-31)
- Department Report (page 9-13)

If you are deleting history, you should also produce the Transaction History Report (page 7-9) and the Check History Register (page 7-13).

Back up your data files. Then post expenses to General Ledger (page 9-15) and back up your data files again.

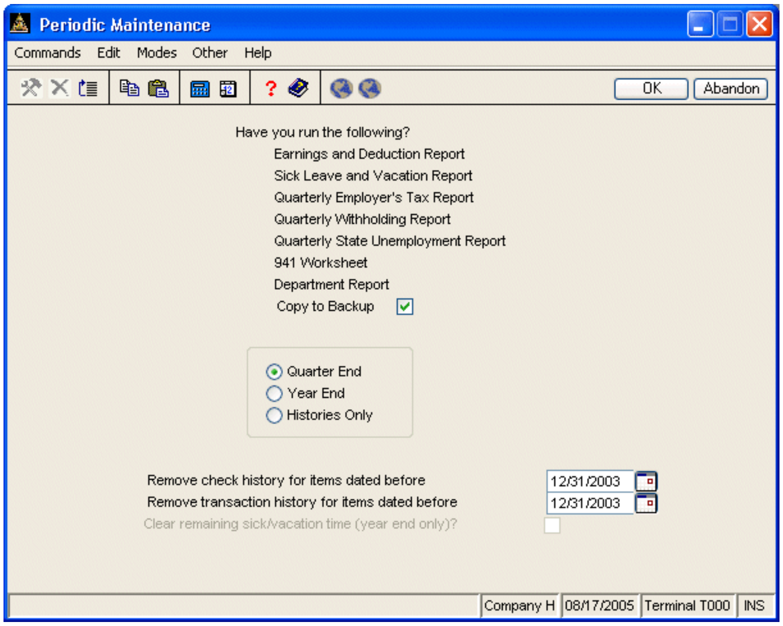
Note

If you delete check history and then print the 941 Worksheet from last year's files, the eighth monthly period breakdown on the 941 Worksheet is incorrect.

Finally, if you have a multiuser system, make sure that no one else is using the Payroll system. You cannot perform quarter-end and year-end maintenance if someone else is using Payroll functions.

Periodic Maintenance Screen

Select **Periodic Maintenance** from the **Periodic Processing** menu. The Periodic Maintenance screen appears.



1. Before you perform quarter-end or year-end maintenance, print the reports listed on the screen and back up your data files. Select the box (or enter **Y** in text mode) when you have completed the listed tasks.

2. Select the kind of maintenance you want to perform. You can perform quarter-end or year-end maintenance, or you can purge history only (which does not close the quarter or year).

3. If you want to delete history because your files are getting too large or because you no longer need check and transaction history before a particular date, enter the dates for check and transaction history to indicate where the deletion should stop. For example, if you enter **12/31/2001**, history before and including that date is deleted.

   If you do not want to delete history, press **Enter** to leave the date blank.

4. If you want to clear remaining sick and vacation time, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

5. Use the **Proceed** (**OK**) command to save your entries and begin maintenance processing. When the procedure finishes, the **Periodic Processing** menu appears.

Close Last Year

After you have performed year-end maintenance and completed all processing on last-year's files (for example, printing W-2s), use the **Close Last Year** function to delete last year's files.

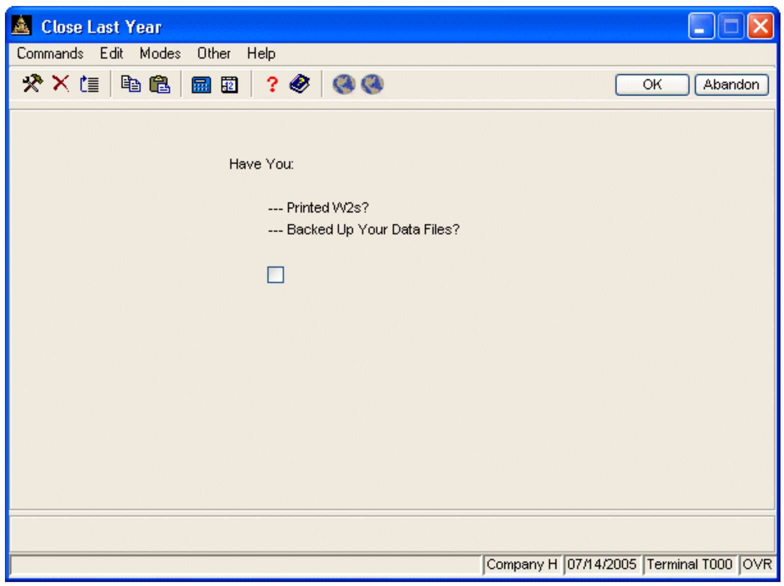
You cannot use the **Close Last Year** function if you are currently working with prior-year files.

Before You Begin

Before you close last year's files, print W-2s and back up your data files. Once you delete last year's files, you cannot reprint W-2s for that year unless you have a backup copy.

Close Last Year Screen

Select **Close Last Year** from the **Periodic Processing** menu. The Close Last Year screen appears.



If you have printed W-2s and backed up your data files (see “Before You Begin” on page 9-56), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you have not backed up your files, use the **Exit** (**F7**) command to exit to the menu and do so before closing.

Use the **Proceed** (**OK**) command to begin purge processing. When the purge finishes, the **Periodic Processing** menu appears.

File Maintenance 10

CJ File Maintenance

Introduction

Several of the functions in this chapter appear on additional submenus available on the **CJ File Maintenance** submenu: **CJ Payroll Information**, **Class Codes**, **Worker's Compensation Codes**, **Union Codes**, **Job Pay Rates by Class**, **Purge CJ History Files**, **Union History Adjustments**, and **Worker's Comp History Adjustments**. To access these functions, select **CJ File Maintenance** from the **File Maintenance** menu and then select the function.

Employee

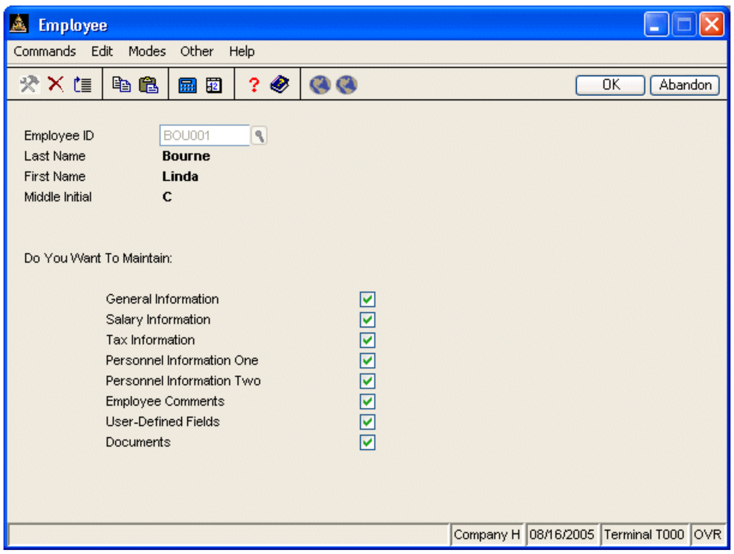
Use the **Employee** function to add employee records, change descriptive data in employee records that are on file, and delete employee records (only when they have been added in error).

You cannot use the **Employee** function to change earnings or withholdings figures. You can, however, use the **Employee History** function (see page 10-31) to change withholding figures. If you edit employee history, a log is printed so that you can maintain an audit trail.

Because you must print W-2 forms and other year-end reports for all employees—including terminated ones—you cannot delete employee records that have amounts in their history files. Instead, terminated employee records are deleted for current-year data when you do year-end maintenance. They are retained in last year's files so that you can produce W-2 forms.

Employee Screen

Select **Employees** from the **File Maintenance** menu. The Employees selection screen appears.



Inquiry

Enter the ID of the employee whose record you want to add, edit, or delete. If you enter an existing ID, the employee's name appears. If you need to add an employee (for example, for W-2 reporting), press enter the new ID and select General Information below.

If you try to add an employee to the **PAEGxxx.LYx** (last year Employee General Information) file, the **PAEGxxx** (current Employee General Information) file is not updated. Instead, the system warns you that adding employees in last year files does not update current-year files.

To delete an employee record, use the **Delete** (**F3**) command. Both the employee's record and the employee's history record are deleted. If values greater than zero exist in the employee's record, the system warns you that you cannot delete employees with existing history. Records of terminated employees are automatically deleted from current year files during year-end processing.

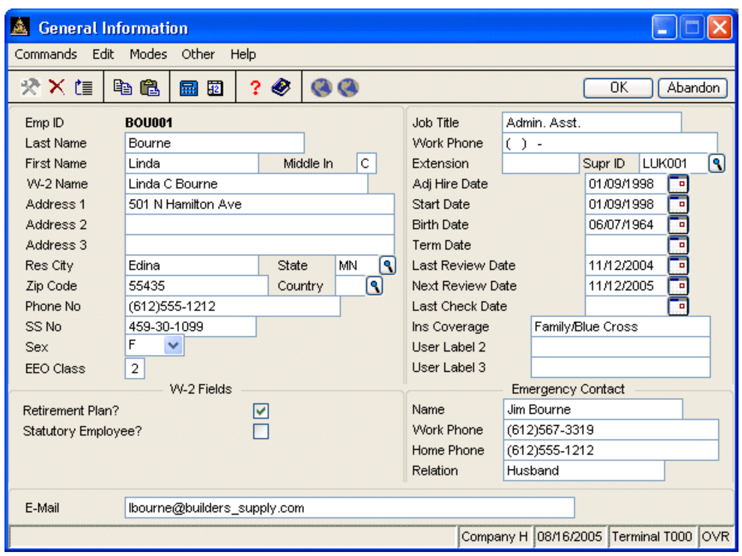
Inquiry

The **Copy From** field appears if you add a new employee ID. Use this field to copy salary and tax information from another employee's record to save time.

Select the boxes (or enter **Y** in text mode) next to the information types you want to view, add, or edit. If you do not need to change that type of information, clear the box (or enter **N** in text mode). When you have selected the information you want, use the **Proceed** (**OK**) command to go to the first information screen.

General Information screen

Use the General Information screen to enter basic information about your employees: address, phone number, dates of hire and review, and contacts.



Field	Description
Last Name/First Name/Middle In	Enter the employee's last and first name and middle initial.
W-2 Name	Enter the employee's name as it should appear on the W-2 forms you print.

Field	Description
Address 1/2/3	Enter the employee's street address, city, and state of residence.
Res City/State/Zip Code/Country	Inquiry Enter the employee's city, state, zip or postal code, and country of residence. The **Inquiry** (**F2**) command is available in the **State** and **Country** fields.
Phone No	Enter the employee's home phone number using the mask that appears.
SS No	Enter the employee's social security number.
Sex	Enter **M** if the employee is male or **F** if the employee is female.
EEO Class	Enter the employee's Equal Employment Opportunity classification: **1** White **2** African-American **3** Latino **4** Asian-American or Pacific Islander **5** Native American or Native Alaskan
Retirement Plan?	If the employee participates in your company's retirement program, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). This information is used on W-2 forms.
Statutory Employee?	If the employee qualifies as a statutory employee, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). This information is used on W-2 forms.
Job Title	Enter the employee's job title.
Work Phone/ Extension	Enter the employee's work phone number and extension.

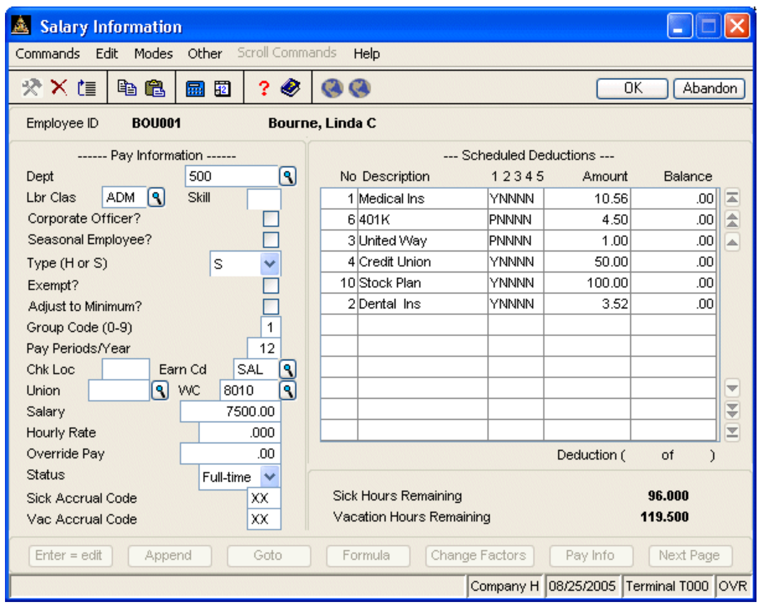
Inquiry

Field	Description
Supr ID	Enter the ID of the employee's supervisor or manager.
Adj Hire Date	Enter the employee's adjusted hire date, which is the date the employee actually began working for the company (as opposed to when the employee accepted the job). This date is used in personnel reports.
Start Date	Enter the date of employment for the employee. This date is used to calculate sick time and vacation time.
Birth Date	Enter the employee's date of birth.
Term Date	If the employee no longer works for the company, enter the date of the employee's termination. Employee records that contain a termination date are deleted automatically during year-end maintenance.
Last Review Date/ Next Review Date	Enter the employee's last and next review dates.
Last Check Date	Enter the date of the last check the employee received. This field is updated when you post checks.
User-Defined Labels 1/2/3	Enter information in these user-definable fields, if necessary. You can define the prompts that appear using the **USRDFxxx** table (see page 10-95).
Name/Work Phone/ Home Phone/ Relation	Enter the emergency contact information for the employee: the name of the person to contact in case of an emergency, the emergency contact's home and work phone numbers, and the contact's relation to the employee.
E-Mail	Enter the employee's e-mail address.

Use the **Proceed** (**OK**) command to save your changes. If you selected another type of information on the Employee selection screen, that screen appears. If you did not select any other screens, the Employee selection screen appears.

Salary Information Screen

Use the Salary Information screen to enter and maintain pay information for your employees. If you copied an employee record, make sure that the information on this screen is correct for each employee.



Pay Information

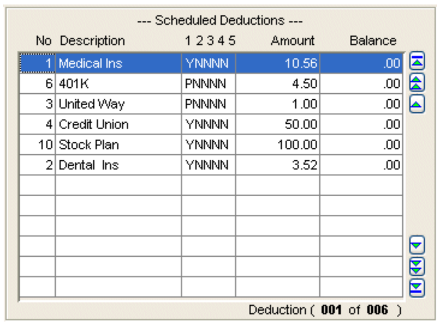
	Field	Description
Inquiry	**Dept**	Enter the employee's department. If necessary, you can indicate that an employee worked in a different department when you enter payroll transactions.
Inquiry Maint	**Lbr Clas**	Enter the employee's labor classification. Use the **Maintenance** (**F6**) command to add or edit labor classes.

Field	Description
	The labor class you enter here appears in the **Class** field when you enter a time ticket for the employee.
CJC **Skill**	Enter the employee's skill level code. If skills have been defined for the employee's labor classification, the codes appear near the bottom of this screen.
Corporate Officer?	If the employee is a corporate officer, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Seasonal Employee?	If the employee is a seasonal employee, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).
Type (H or S)	Enter **H** if the employee is paid by the hour or **S** if the employee is paid a salary.
Exempt?	If the employee is salaried, select the box (or enter **Y** in text mode) if the employee is exempt and does not receive overtime pay. Clear the box (or enter **N** in text mode) if the employee is nonexempt and should receive overtime pay.
Adjust to Minimum?	If the employee does not receive tips, clear the box (or enter **N** in text mode). If the employee receives tips as part of his or her earnings, select the box (or enter **Y** in text mode) so that the wages are adjusted to bring the employee's earnings up to minimum wage if the reported tips do not.
Group Code	When you calculate checks, use the group code to identify the employees you want to pay. Common practice is to use a unique group code for each pay cycle (weekly, biweekly, semimonthly, and so on). Enter the code that identifies the check processing group to which the employee belongs.

	Field	Description
	Pay Periods/Year	Enter the number of times the employee is paid during the year. This number is used when taxes are calculated during check calculation.
	Check Location	Enter the employee's check location. You can use this location as a sort option when you print checks.
Inquiry Maint	**Earn Code**	Enter the default earning code for the employee. The earning code you enter here appears in the **Earning Code** field when you enter an employee time ticket. For a salaried employee, the system uses this code create earnings entries when you calculate checks.
CJC	**Union**	Enter a Union ID. The **Inquiry** (**F2**) command is available.
CJC	**WC**	Enter a Worker's Compensation Code. The **Inquiry** (**F2**) command is available.
	Salary	If the employee is paid a salary, enter the salary he or she receives each pay period. You must enter a salary for salaried employees to ensure correct calculations.
	Hourly Rate	Enter the employee's hourly pay rate. You can override the rate when you enter time tickets. The hourly rate is used to calculate pay for hourly employees, calculate amounts allocated to other departments for salaried employees, place dollar values on sick and vacation time for salaried employees, allocate labor expense to a job (if Job Cost is interfaced), and calculate overtime pay for nonexempt salaried employees. If you change a salaried or an hourly employee's pay rate, the following prompt appears: **Pay Rate has changed. Add Change to Pay Change History?**

Field	Description
	If you select **Yes** (or enter **Y** in text mode), the Pay Rate Change window appears and lists the date of the change and the old pay rate. You can enter a reason for the change.
Override Pay	If a salaried employee is supposed to receive pay other than the usual pay—usually when employees start or terminate within a pay period—enter the amount. When you calculate checks, the amount is calculated in the next run only. After you post checks, this amount is removed from the employee's record.
Status	Enter **F** if the employee works full time or **P** if the employee works part time.
Sick Accrual Code	Enter the code (from the **SICccxxx** table) for the accrual rate of sick hours for the employee.
Vac Accrual Code	Enter the code (from the **VACccxxx** table) for the accrual rate of vacation hours for the employee.
Sick Hours Remaining	This field is updated when you post checks that contain sick pay hours. A negative value indicates sick hours taken; a positive value indicates sick hours accrued. You cannot change this value.
Vacation Hours Remaining	This field is updated when you post checks that contain vacation pay hours. A negative value indicates vacation time taken; a positive value indicates vacation time accrued. You cannot change this value.

Scheduled Deductions



--- Scheduled Deductions ---

No	Description	1 2 3 4 5	Amount	Balance
1	Medical Ins	YNNNN	10.56	.00
6	401K	PNNNN	4.50	.00
3	United Way	PNNNN	1.00	.00
4	Credit Union	YNNNN	50.00	.00
10	Stock Plan	YNNNN	100.00	.00
2	Dental Ins	YNNNN	3.52	.00

Deduction (001 of 006)

Press **Enter** in the **Vac Accrual Code** box to switch to the **Scheduled Deductions** section of the screen. Each employee can have 999 scheduled deductions.

Use the commands to work with scheduled deduction information:

- Press **Enter** to edit the selected deduction. See "Editing or Adding a Scheduled Deduction" on page 10-13 for more information.
- Press **A** to add a scheduled deduction. See "Editing or Adding a Scheduled Deduction" on page 10-13 for more information.
- Press **G** to go to a specific deduction, then enter the deduction ID. This command appears only when there is more than one screen of deductions.
- Press **F** to add or edit a deduction formula. The Formula Maintenance screen appears. See page 10-101 and appendix C for more information.
- Press **C** to edit factors for a selected deduction. See "Factor Entry" on page 10-14 for more information.
- Press **P** to return to the **Pay Information** section of the screen.
- Press **N** to save your entries and move to the next screen you selected. Each time you add or edit a deduction line, that entry is saved in the employee record. You can also use the **Proceed** (**OK**) command to save the change.

Editing or Adding a Scheduled Deduction

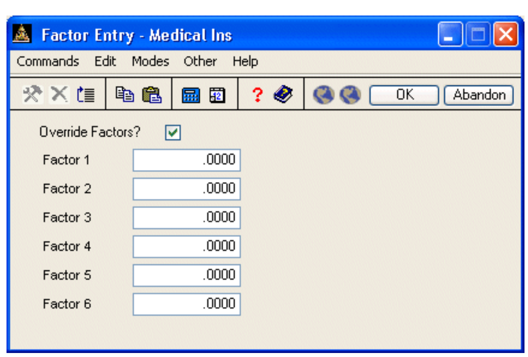
When you press **Enter** to edit a scheduled deduction or **A** to add a scheduled deduction, the fields for the line item become activated.

Field	Description
Inquiry **No**	Enter the number of the scheduled deduction. You cannot use the same deduction number more than once for an employee. If you want the same deduction taken twice, you must enter a new deduction number.
Description	The description of the deduction appears.
12345	Each of the five characters represents a period code. You might use the pay periods to identify the five weekly pay periods in some months or five pay periods in which different combinations of deductions are taken. For each pay period, enter one of these codes: **N** the deduction is not taken in the pay period **Y** the amount you enter is deducted **P** a percentage of the employee's gross pay is deducted **H** a fixed rate per hour worked is deducted **D** the amount is taken against a declining balance **E** the amount is a declining balance by percentage **G** the amount is a declining balance by formula (If you enter **H** for a salaried employee, you must enter a time ticket to get the deduction.) If you press **Enter**, all pay periods are set to **N**.
Amount	If you entered **Y** for a pay period, enter the dollar amount that should be deducted.

Field	Description
	If you entered **P** for a pay period, enter the percentage of the employee's gross pay that should be deducted. If you entered **H** for a pay period, enter the dollar amount per hour that should be deducted. If you entered **D** for a pay period, the amount that is deducted is less than or equal to the balance. If you entered **E** for a pay period, the percentage that is deducted equals an amount less than or equal to the remaining balance. If you entered only **F** as the pay period code for the deduction, leave this field blank. The formula calculates the deduction.
Balance	If you entered **D**, **E**, or **G** for a pay period, enter the maximum amount that can be deducted for the employee. If this amount is deducted for an employee for a fiscal year, this deduction is not taken.

Factor Entry

When you press **C** to change or override the established factors for a scheduled deduction, the Factor Entry window appears.

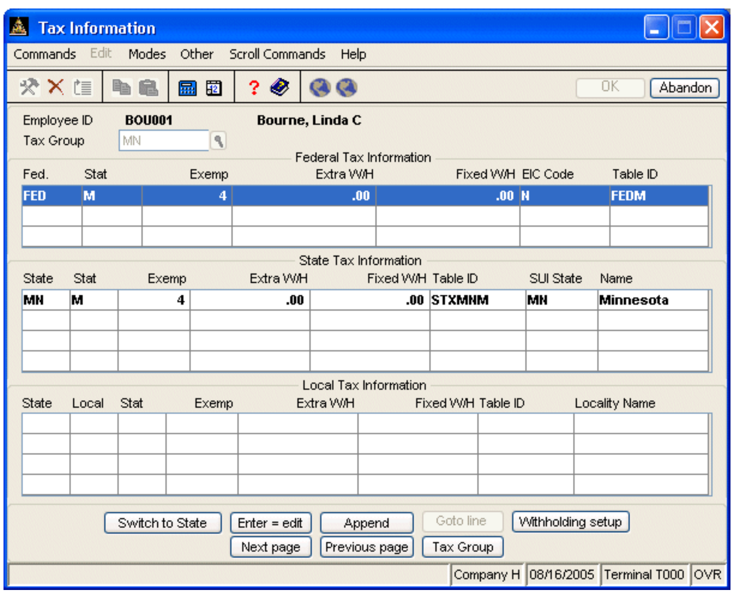


If you want to override the factors you established for the scheduled deduction, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). Next, enter up to six override factors. The factors you enter here take precedence over the factors established in the **Formula Maintenance** function (page 10-101). Factors can represent anything form dollars to percents, depending on how they are used in a formula.

Use the **Proceed** (**OK**) command to save your changes. The Salary Information screen appears with the **Scheduled Deductions** section active.

Tax Information Screen

Use the **Tax Information** screen to set up federal, state, and local withholding information for each employee and to edit withholding formulas. If you copied an employee record, make sure that the information on this screen is correct for each employee.



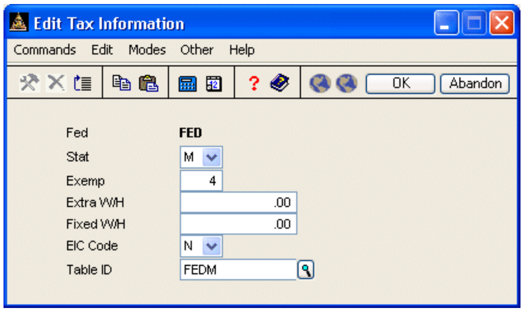
Enter the ID of the tax group that applies to this employee's earnings. A tax group can combine withholding codes for several states and localities. You can change this tax group if necessary during time ticket and manual check entry.

Use the commands to work with the information on this screen:

- Press **S** to move between the Federal, State, and Local Tax Information sections of the screen.
- Press **Enter** to edit the selected withholding line. The Edit Tax Information screen appears.
- Press **A** to add a withholding line. The Append Tax Information screen appears.
- Press **G** to go to a specific withholding line, then enter the line number or use the **Inquiry** (**F2**) command to select a line number. This command is available only when there is more than one screen of withholding items.
- Press **W** to exclude withholding tax or to change factors. All possible withholding codes for the employee appear; toggle them on or off.
- Press **N** to save your entries and move to the next screen you selected.
- Press **P** to save your entries and return to the last screen you selected.
- Press **T** to return to the Tax Group ID field to change the assigned tax group.

Append/Edit Federal Tax Information

The Append Tax Information screen appears when you add a withholding to the Tax Information screen. The Edit Tax Information screen appears when you edit an existing withholding line. Other than the title, these screens are identical.

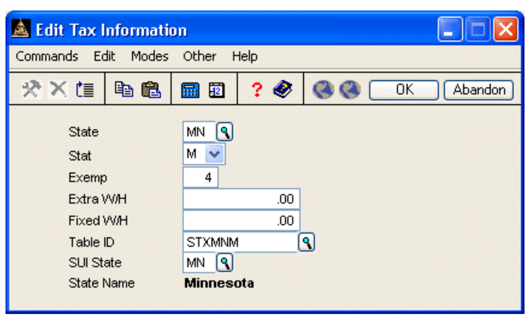


Field	Description
Fed	The Federal tax withholding ID appears.
Stat	Enter **M** if the employee is married or **S** if the employee is single.
Exemp	Enter the number of exemptions that are claimed on the employee's W-4 form for federal tax purposes. If no federal taxes are withheld for the employee, enter **99**.
Extra WH	If the employee wants money withheld in addition to the regular federal withholding, enter the extra dollar amount that should be withheld.
Fixed WH	You can enter an amount of withholding to deduct instead of the calculated federal taxes.

	Field	Description
	EIC Code	Enter **N** if the employee did not request EIC payments, **E** if the employee requested EIC payments only for himself or herself, or **B** if both the employee and his or her spouse file for advance EIC payments. (See *Circular E* for details.)
Inquiry	**Table ID**	Select **FEDM** for a married employee or **FEDS** for a single employee. If you do not select the correct table ID, an employee may be taxed incorrectly.

State Tax Information

When you press **Enter** or **A**, you can edit or append state withholding tax in an employee's record.

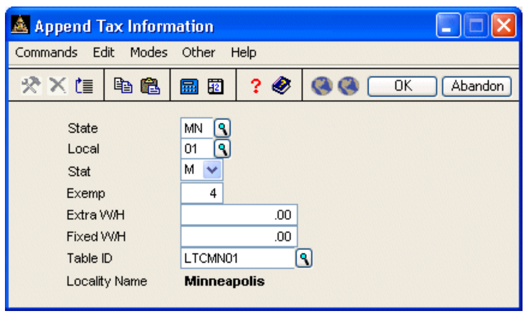


	Field	Description
Inquiry	**State**	Enter the employee's state postal code. The state you enter determines which state tax routines are used when the employee's state withholding is calculated. If the employee works in more than one state, the first state code must be the code for the employee's home state. If you enter the code for a state that is not in the **PACO** (Codes) file, an invalid entry message appears.

	Field	Description
	Stat	For state withholding, enter **S** if the employee is single, **M** if the employee is married, **U** if the employee is an unmarried head of a household, **J** if the employee is married and files jointly, or **B** if the employee is married to a working spouse and they file jointly. Some states do not allow all these codes. Check with the state tax authorities for more information.
	Exempt	Enter the number of exemptions the employee claims for state tax purposes. If no state taxes are withheld for the employee, enter **99**. (Rules for determining the number of exemptions vary from state to state; see the state regulations for information.)
	Extra WH	If the employee wants money withheld in addition to the regular state withholding, enter the extra dollar amount that should be withheld.
	Fixed WH	You can enter an amount of withholding to deduct instead of the calculated state taxes.
Inquiry	**Table ID**	Enter the **STXssm** tax table ID used to calculate the withholding tax. If you do not enter a table ID, the system will use the default in the **Tax Authority Setup** function (see page 11-5 for more information).
Inquiry	**SUI State**	Enter the state used to accrue the employer's unemployment insurance.
	State Name	The name of the state tax authority appears.

Local Tax Information

When you press **Enter** or **A**, you can edit or append local withholding tax in an employee's record. .

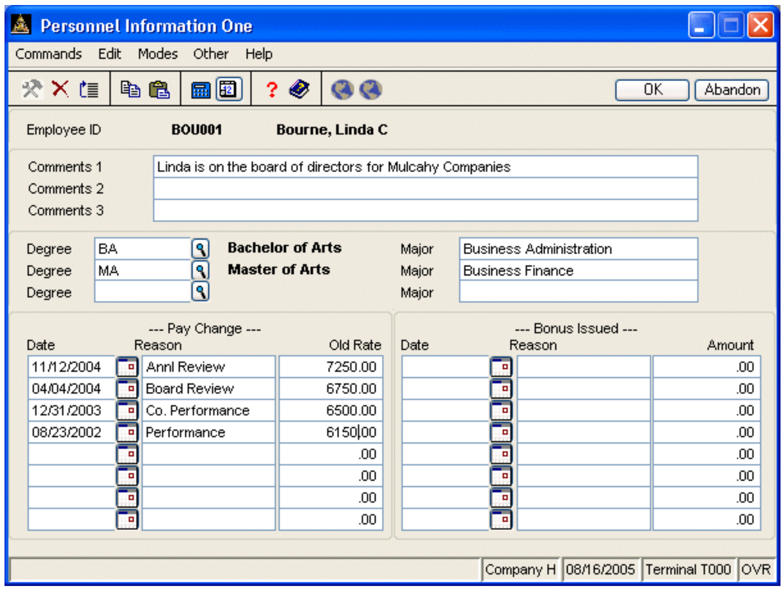


	Field	Description
Inquiry	**State**	Enter the employee's state postal code that corresponds to the local tax ID you want to add.
Inquiry	**Local**	Enter the local tax code. If the employee works in more than one locality, the first local tax code must be the code for the employee's home locality. If you have not defined a valid local tax record, you cannot enter a local code.
	Stat	For local withholding, enter **S** if the employee is single, **M** if the employee is married, **U** if the employee is an unmarried head of a household, **J** if the employee is married and files jointly, or **B** if the employee is married to a working spouse and they file jointly. Some localities do not allow all these codes; others use codes unique to that locality.
	Exemp	Enter the number of exemptions the employee claims for local tax purposes. If no local taxes are withheld for the employee, enter **99**.

Field	Description
Extra WH	If the employee wants money withheld in addition to the regular local withholding, enter the extra dollar amount that should be withheld.
Fixed WH	You can enter an amount of withholding to deduct instead of the calculated local taxes.
Inquiry **Table ID**	Enter the **LTXssllm** tax table ID used to calculate the withholding tax. If you do not enter a table ID, the default in the **Tax Authority Setup** function (see page 11-5) is used.
Locality Name	The name of the local tax authority appears.

Personnel Information Screen One

Use the first Personnel Information screen to record and maintain miscellaneous personnel information for each employee.



1. Enter miscellaneous comments about the employee.

Inquiry

2. Enter up to three degrees for the employee; a description of each degree appears.

   Set up degree codes in the **Payroll Information** function (see page 10-61).

3. Enter the employee's academic major for each degree.

4. Enter the date of up to 10 pay changes.

5. Enter the reason for the pay changes; the pay rate preceding each pay change appears in the **Old Rate** field.

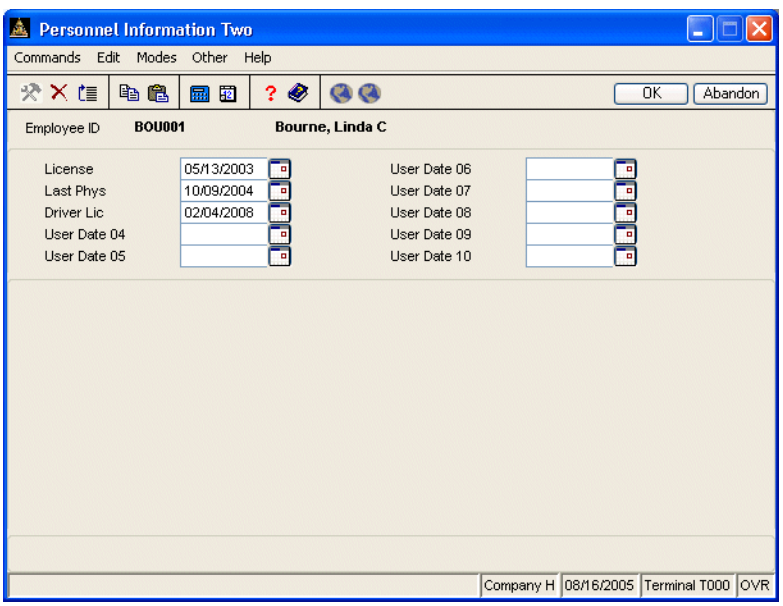
6. Enter the issue date of up to 10 pay bonuses.

7. Enter the reason for the pay bonuses; the amount of the bonus appears in the **Amount** field.

When you save your entries, the second Personnel Information screen appears, or if you did not elect to modify the screen, the Employee selection screen appears.

Personnel Information Screen Two

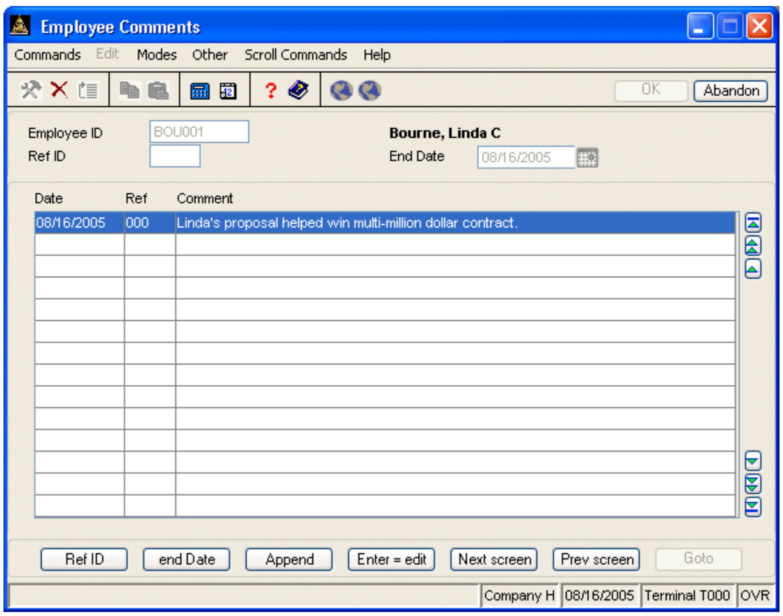
Use the second Personnel Information screen to record and maintain miscellaneous information for each employee. The fields on this screen are user-defined; the field names are taken from the **USRDDxxx** table (see page 10-94).



Use the **Proceed** (**OK**) command to save your changes. If you selected another type of information on the Employee selection screen, that screen appears. If you did not select any other screens, the Employee selection screen appears.

Employee Comments Screen

Use the Employee Comments screen to view and add comments about the employee.



1. The ID of the terminal you are working at appears in the **Ref ID** field. To work with comments for only the default reference ID, press **Enter**. To work with comments for a different reference ID, enter that ID. To work with all comments, clear this field and press **Enter**.

2. Enter the date of the most recent comment you want to work with in the **End Date** field, or press **Enter** to work with all comments.

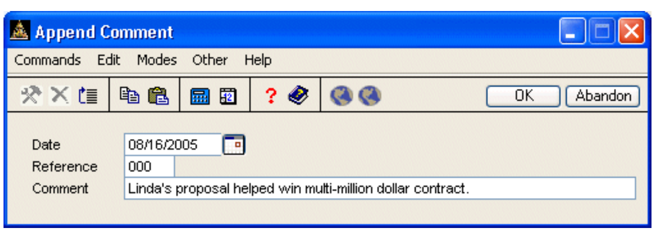
   The comments are arranged by date—the most recent date first—then by reference ID.

3. Use the commands to work with the comments on the screen:

   - Press **R** to return to the **Ref ID** field to enter a new reference ID.
   - Press **D** to return to the **End Date** field and enter a new end date by which to sort comments.
   - Press **A** to add a new comment. The Append Comment screen appears.
   - Press **E** to edit a selected comment. The Edit Comment screen appears.
   - Press **N** to save your changes and move to the next screen you selected. If you did not select another screen, the Employee selection screen appears.
   - Press **P** to save your changes and return to the previous screen.

Append/Edit Comment Screen

The Append Comment screen appears when you add a new comment. The Edit Comment screen appears when you edit an existing comment. Other than the title, these screens are identical.



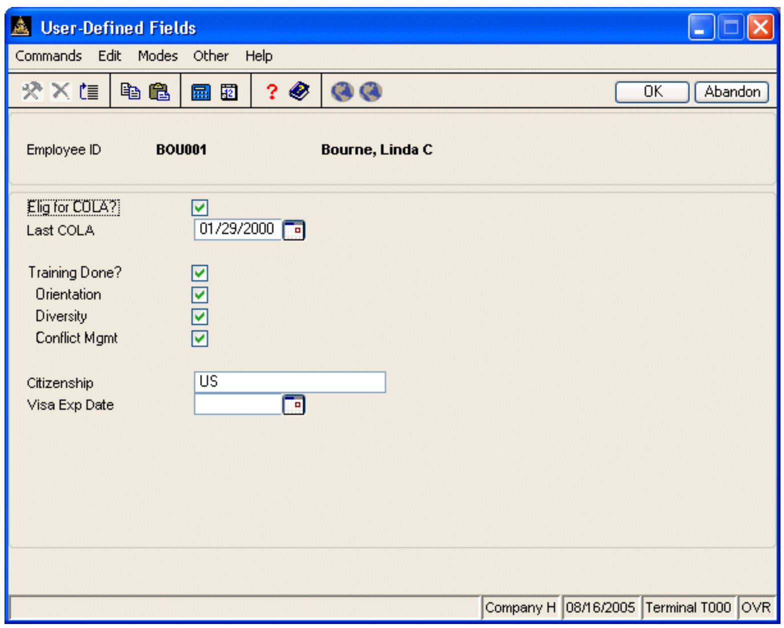
1. If you are working with a new comment, the system date appears; otherwise, the date of the last comment you worked with appears. Accept the default date, or enter a different date.

2. The current terminal ID appears in the **Reference** field. Edit this reference, if necessary.

3. Enter or edit the comment, then press **Enter** to save the comment record.

User-Defined Fields Screen

If you elected to add or change user-defined field information, the User-Defined Fields screen appears.



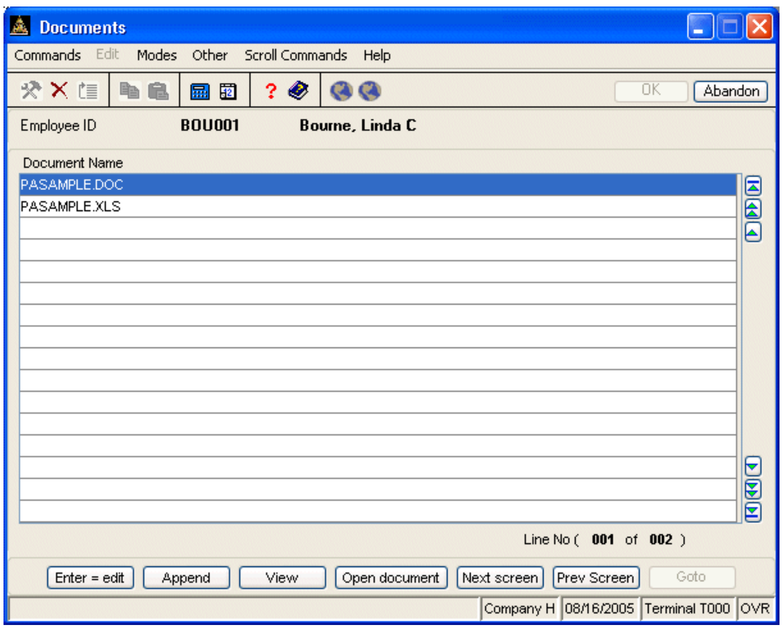
Enter the appropriate information for each user-defined field you set up using the Resource Manager **User-Defined Fields Setup** function. See the Resource Manager guide for more information on setting up user-defined fields.

When you save the entries using the **Proceed** (**OK**) command, the next screen you selected appears. If you did not select another screen, the Employee selection screen appears.

Documents Screen

If you elected to add or edit employee documents, the Documents screen appears. Use the screen to attach documents to the employee record.

Note: You must set up file types in Resource Manager before you can attach a document to a master file record. Refer to the Resource Manager guide for more information.



Use the commands to work with employee documents:

- Press **Enter** to edit the selected document. The Edit Documents screen appears.
- Press **A** to attach a document to the employee record.
- Press **V** to view file information about the attached document.

- Press **O** to launch the appropriate application and open the document.

Note

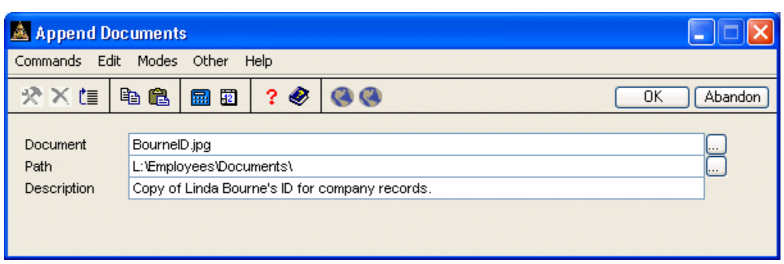
If you have problems opening a document, press **Enter** to change the direction of the slashes used in the attachment's directory path. If the directory path contains backward slashes (****), change them to forward slashes (**/**) and vice versa.

- Press **P** to save your changes and return to the previous screen.
- Press **G** to go to a specific document line item. This command is available only when there is more than one screen of documents.

Use the **Exit** (**F7**) command to save your changes and return to the **File Maintenance** menu.

Append/Edit Documents Screen

The Append Documents screen appears when you press **A** to attach a document to the employee record. The Edit Documents screen appears when you edit an existing document line. Other than the name, these screens are identical.



Enter the document file name and extension, the full file path followed by a terminating slash (**/**), and a description of the file you want to attach to the master file record. Use the **Proceed** (**OK**) command to attach the file and return to the Documents screen.

You can use the **DocumentShare** directory (as specified in the Resource Manager **Directories** function) to simplify entering document information. To use this directory, make sure all users have access to the **DocumentShare** directory, then store document attachments in that directory. When you enter document information in the Append Documents screen, enter **(DOC)** in the **Path** field (remember to include the parenthesis).

When you use this convention with the **Open** command to open an attachment, OSAS automatically replaces the **(DOC)** variable with the appropriate path and opens the attachment from that directory.

If you do not store the file in the **DocumentShare** directory, do not use the **(DOC)** variable. Instead, enter the full file path in the **Path** field. OSAS will not be able to locate the file to open it if you enter an incorrect path.

Use the **Proceed** (**OK**) command to attach the file and return to the Documents screen.

Employee History

Use the **Employee History** function to enter historical information about employees. The type of information you enter depends on the method you use to set up initial balances (see page 3-24). After your system is set up, use the **Employee History** function to enter values for fields that are not calculated by the system—**Allocated Tips**, **100% Use Auto**, **FICA Tips**, and so on.

Because of changes in federal regulations, and to eliminate errors on W2 forms, OSAS no longer reports the values in the **Cost of GTLI**, **Cost of DCB**, **457 Plan**, and **Non-457 Plan** fields on the Employee Miscellaneous History screen on W2s. While these fields remain on the screen, they are no longer used in any processing. Instead, Open Systems recommends using earning and deduction codes to process and track these values during payroll runs.

You should not use this function to change earnings or withholding information. Instead, use the **Manual Checks** function (see page 6-9) to enter adjustments so that you will have an audit trail of the changes.

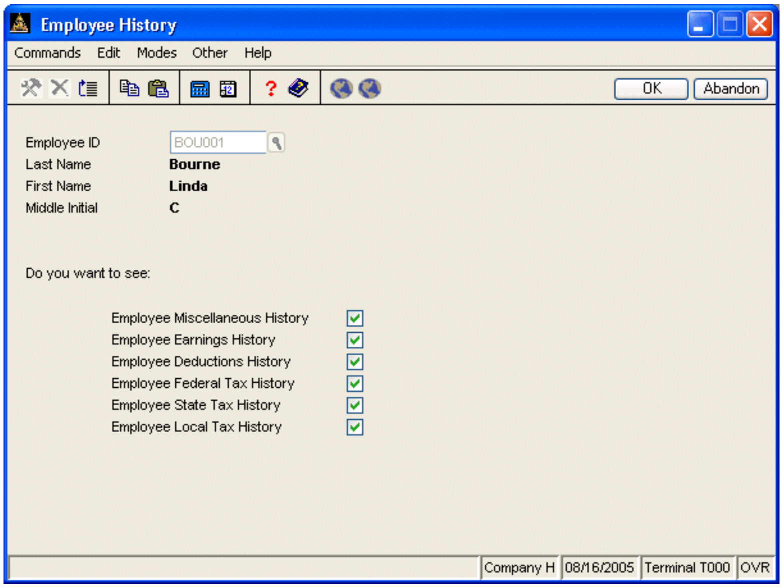
Note

If you use the **Enhanced Payroll Tax Reports** function (page 9-3) to create tax forms, use the Check History Only (page 3-25) or Transaction, Employee, and Check History (page 3-25) method to enter initial balances and to create the history needed for valid reports before you create tax forms.

Remember that if you manually change any of the values using this function instead of entering and posting manual checks, employee history will not match check history. Since OSAS uses a combination of employee history and check history to generate tax reports in the **Enhanced Payroll Tax Reports** function, you must check all values carefully if you make manual changes to make sure that the report's values are correct. See "Notes" on page D-19 for more information.

Employee History Screen

Select **Employee History** from the **File Maintenance** menu. The Employee History selection screen appears.



Inquiry
Maint

1. Enter the employee ID for whom you want to view and edit history. Use the **Inquiry** (**F2**) or **Maintenance** (**F6**) commands to select the employee from a list or edit employee information.

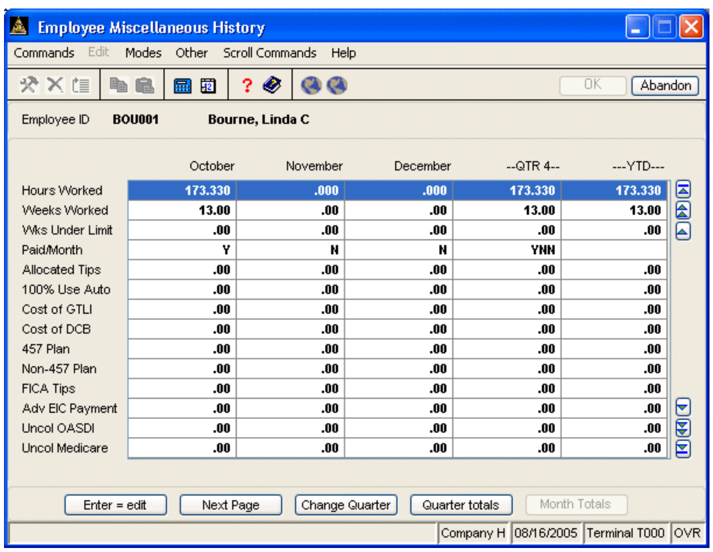
2. Select the check box (or enter **Y** in text mode) next to the type of employee history you want to view or edit; clear the box (or enter **N** in text mode) if you do not want to view the screen for that type of employee history.

3. Use the **Proceed** (**OK**) command to go to the first screen selected. Use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Employee Miscellaneous History Screen

Use the Employee Miscellaneous History screen to enter and maintain various payroll information. You can enter and edit information for three months at a time, and view monthly, quarterly, and year-to-date totals.

The Employee Miscellaneous History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is very similar..



Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item. See page 10-34 for more information.
- Press **N** to save your entries and move to the next screen selected.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Editing a Line Item

To edit a line item, select the line in which you want to change information and press **Enter**. The Edit Employee Miscellaneous History screen appears and lists values for the selected line. Make your changes, then use the **Proceed** (**OK**) command to save your changes and return to the Employee Miscellaneous History screen. Refer to the table below for descriptions of the various lines.

You must enter amounts in the **Allocated Tips**, **100% Use Auto**, **FICA Tips**, **Adv EIC Payment**, **Uncol OASDI**, and **Uncol Medicare** fields.

The **Hours Worked**, **Weeks Worked**, **Wks Under Limit**, and **Paid/Month** fields are updated when you post checks. The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

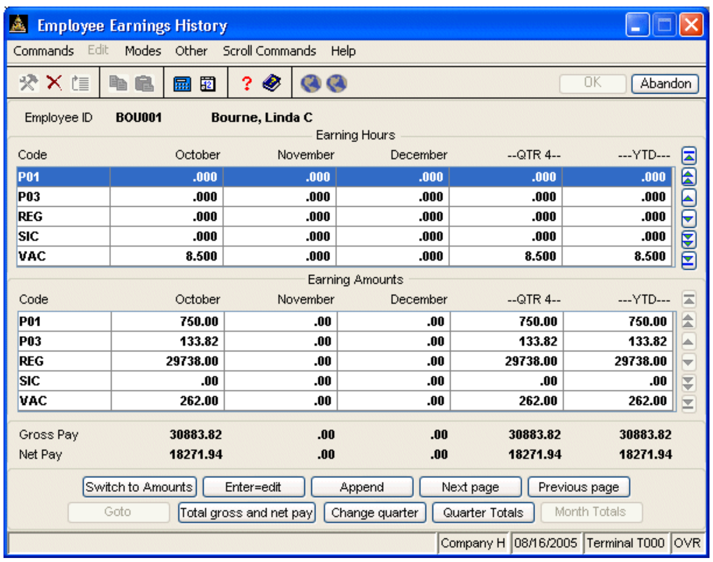
Field	Description
Hours Worked	Enter the total number of hours the employee worked each month. The precision of these fields is defined in Resource Manager (see the Resource Manager guide).
Weeks Worked	Enter the number of weeks the employee worked in the month. Hourly employees are credited for the full number of weeks in the normal pay period (for example, 1 week for weekly pay periods or 2 weeks for biweekly pay periods) for any pay period they report regular, sick, or vacation time. The system calculates this number by dividing 52 by the number of pay periods in a year (with a maximum of 13 weeks in a quarter). Salaried employees are credited for the number of weeks in the pay period for which a check is cut.
Wks Under Limit	Enter the number of weeks the employee received credit for working but was under the state’s minimum number of hours for each month.

Field	Description
	When you set up the information for each state withholding, you entered the minimum number of hours an employee must work to qualify for one week of work. The **Weeks Worked** fields track the number of weeks the employee was credited for working.
Paid/Month	For each month, select the box (or enter **Y** in text mode) if the employee received a paycheck, or clear the box (or **N** in text mode) if the employee did not receive a paycheck.
Allocated Tips	Additional tips are allocated to an employee when reported tips are less than a fixed percentage of house sales. This tip allocation is required by the government to encourage accurate tip reporting. Enter the dollar amount of tips allocated to the employee.
100% Use Auto	If the employee drives a company automobile for personal *and* business use, enter the monetary value of the use of the automobile each month. (The value in this field is added to W-2s in the appropriate box. Use the federal tax publication *Circular E, Employer's Tax Guide* for guidelines.)
Cost of GTLI	Not used in OSAS processing. To track Cost of GLTI amounts and report them on W2s, set up earning codes and enter them into the **GTLIxxx** table.
Cost of DCB	Not used in OSAS processing. To track Cost of DCB amounts and report them on W2s, set up earning and deduction codes and enter them into the **DCBxxx** table.
457 Plan	Not used in OSAS processing. To track nonqualifying 457 plan amounts and report them on W2s, set up earning codes and enter them into the **457xxx** table.

Field	Description
Non-457 Plan	Not used in OSAS processing. To track nonqualifying non-457 plan amounts and report them on W2s, set up earning codes and enter them into the **457xxx** table.
FICA Tips	Enter the earnings that were subject to FICA withholding.
Adv EIC Payment	Enter the amount the employee received in advance EIC payments each month.
Uncol OASDI	Uncollected OASDI is the OASDI withholdings that were not collected from an employee. For example, if an employee receives tips and the OASDI contribution on those tips would reduce the employee's pay to a negative value, OASDI is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the amount of uncollected OASDI is deducted from the employee's check. Enter the OASDI withholdings that were not collected from the employee each month.
Uncol Medicare	Uncollected Medicare is the Medicare withholdings that were not collected from an employee. For example, if an employee receives tips and the Medicare contribution on those tips would reduce the employee's pay to a negative value, Medicare is withheld from the check only until the amount is zero. The remainder is stored in these fields. The next time you calculate and print checks, the uncollected Medicare amount is deducted from the employee's check. Enter the Medicare withholdings that were not collected from the employee each quarter.

Employee Earnings History Screen

Use the Employee Earnings History screen to add or edit earnings information for your employees. The Employee Earnings History screen has two screens: **Month Totals** and **Quarter Totals**. Month totals can be edited, while quarter totals are view-only. Only the Month Totals screen is shown below; the Quarter Totals screen is similar. Earnings information is updated when you post checks.



Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earning Hours** and **Earning Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

  Line items in both the **Earning Hours** and **Earning Amounts** sections are identified by earning codes, which are set up in the **Earning Codes** function (see page 11-9).

When you add or edit earning hours information, you can enter hours for three months. The field masks in the **Earning Hours** section of the screen are user-defined; for more information, see the Resource Manager guide.

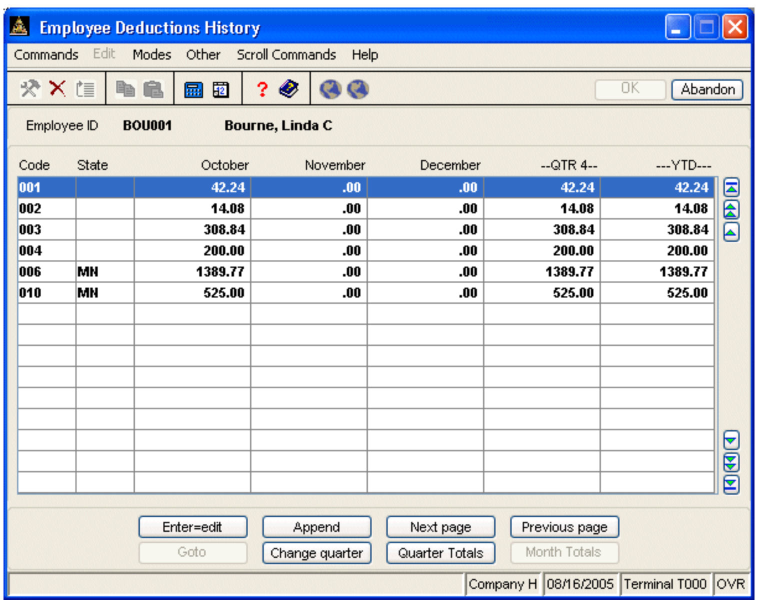
The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to save your entries and move to the next selected screen.
- Press **P** to save your entries and return to the previous screen.
- Press **G** to go to a specific line, then enter the earning code or use the **Inquiry** (**F2**) command to select the earning code. This command is available only when there is more than one page of item.
- Press **T** to edit gross and net pay.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee Deductions History Screen

Use the Employee Deductions History screen to add or edit deductions information for your employees. The Employee Deductions History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The deduction amounts listed on both the monthly and quarterly screens are updated when you post checks.



Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item.
- Press **A** to add a line item.

  Line items are identified by deductions codes, which are set up in the **Deductions** function (see page 11-17).

When you add or edit monthly deduction information, you can enter amounts for three months for each deduction. Each field’s mask is user-defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

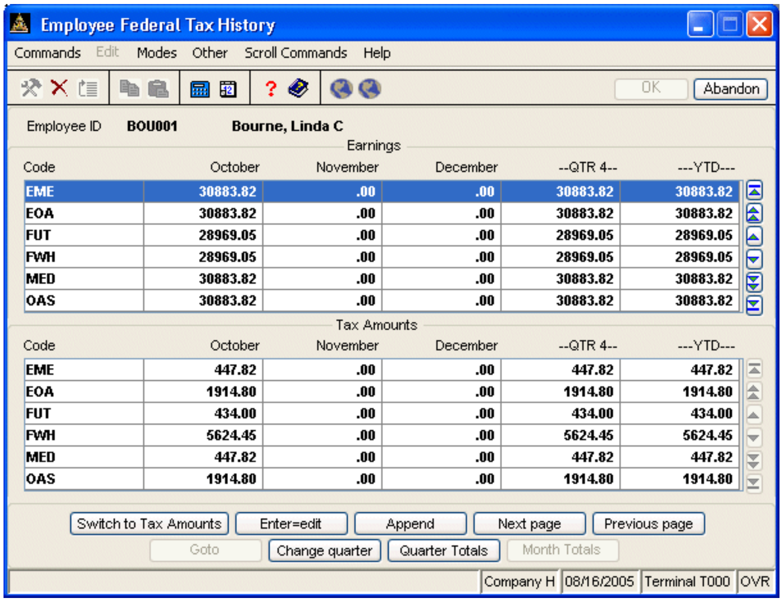
If the deduction code is excluded from state withholdings (deferred compensation), you must enter the state code. If you leave the **State** field empty, the system assumes that the withholding is for federal deferred compensation.

- Press **N** to save your entries and move to the next screen you selected.
- Press **P** to save your changes and return to the previous screen.
- Press **G** to go to a specific line item, then enter the deduction code or use the **Inquiry** (**F2**) command to select a code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee Federal Tax History Screen

Use the Employee Federal Tax History screen to add or edit federal tax earnings and tax amount information for your employees. The Employee Federal Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The federal earnings and tax amounts are updated when you post checks.



Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earnings** and **Tax Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earnings** and **Tax Amount** sections are identified by federal tax authority codes, which are set up in the **Tax Authority Setup** function (see page 11-5).

When you add or edit earnings information, you can enter amounts for three months. Your changes are saved and take effect immediately.

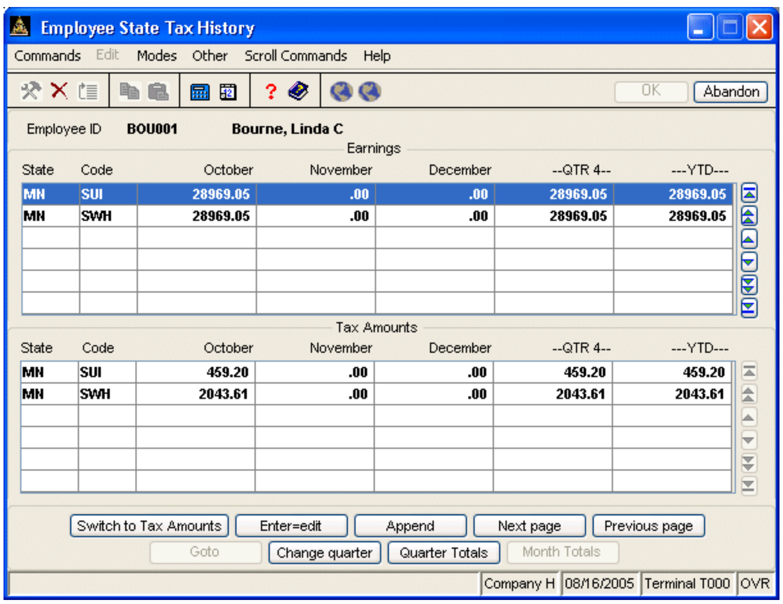
The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the federal tax authority code or use the **Inquiry** (**F2**) command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee State Tax History Screen

Use the Employee State Tax History screen to add or edit state tax earnings and contributions information for your employees. The Employee State Tax History screen has two screens: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The state earnings and tax amounts are updated when you post checks.



Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earnings** and **Tax Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earnings** and **Tax Amount** portions of the screen are identified by state and state tax authority codes. State tax authority codes are set up in the **Tax Authority Setup** function.

When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined. When you add or edit tax amount information, you can enter amounts for three months; each field's mask is user-defined.

Once you enter a state line, you cannot change the state code that withholding is for. If you need to enter a different state, press **A**.

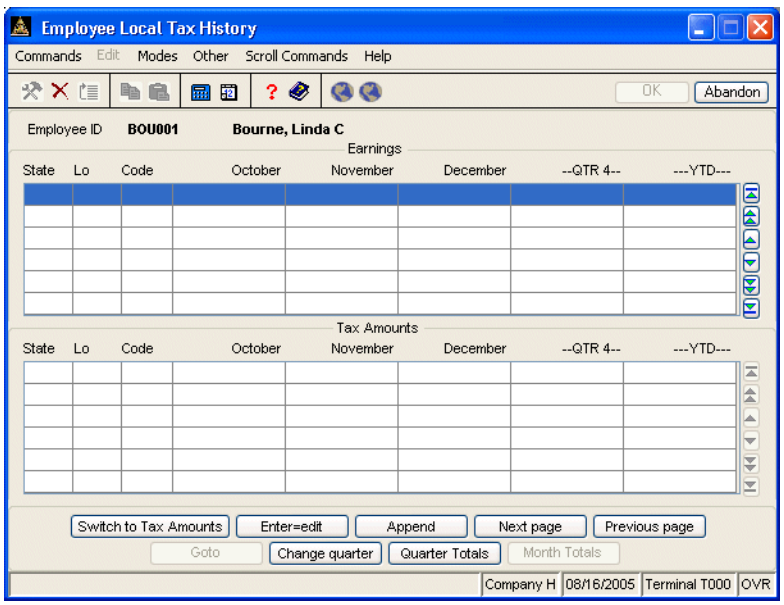
The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the state tax authority code or use the **Inquiry** (**F2**) command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee Local Tax History Screen

Use the Employee Local Tax History screen to add or edit local tax earnings and contributions information for your employees. The Employee Local Tax History screen has two windows: Month Totals and Quarter Totals. Month totals can be edited, while quarter totals are for viewing only. Only the Month Totals screen is shown in the example; the Quarter Totals screen is similar.

The local earnings and tax amounts are updated when you post checks.



Use the commands to work with the information on the screen:

- Press **S** to switch between the **Earnings** and **Tax Amounts** sections of the screen.
- Press **Enter** to edit a line item.
- Press **A** to add a line item.

Line items in both the **Earnings** and **Tax Amount** portions of the screen are identified by state, locality, and local tax authority codes. Local tax authority codes are set up in the **Tax Authority Setup** function.

When you add or edit earnings information, you can enter amounts for three months; each field's mask is user-defined.

The quarter totals and year-to-date totals are updated by the sum of the values you enter for the three months.

- Press **N** to move to the next screen you selected.
- Press **P** to return to the previous screen.
- Press **G** to go to a specific line item, then enter the state tax authority code or use the **Inquiry** (**F2**) command to select the code. This command is available only when there is more than one screen of items.
- Press **C** to change the current quarter.
- Press **Q** to view quarter and year-to-date totals side by side. On the Quarter Totals screen, press **M** to view month and quarter-to-date totals side by side.

Employee History Audit Log

The preferred way to change a field on a history screen is to enter a payroll transaction or a manual check, and then post the item. If you manually change a history field and then exit from the screen, the following message appears:

An Employee Maintenance Audit Log exists. You must print it or send it to a file before you leave this function.

Select the output device.After the log is produced, the **File Maintenance** menu appears.

Audit Log

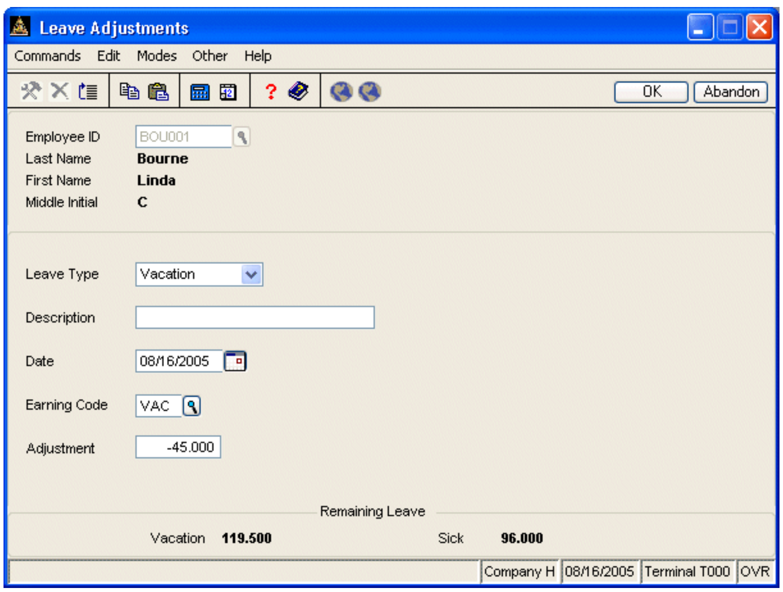
```
08/09/2005                     Builders Supply                        Page    1
10:17 AM                 Employee History - Audit Log

Employee BOU001

October Weeks Worked was changed from  4.34 to  2.34

End of Report
```

Leave Adjustments

Use the **Leave Adjustments** function to make positive and negative adjustments to an employee's sick and vacation pay. Any changes you make here will update the **PAHVxxx** (Payroll Leave Adjustment History) file.

Leave Adjustments screen

Select **Leave Adjustments** from the **File Maintenance** menu. The Leave Adjustments screen appears.



Inquiry

1. Enter the ID of the employee. The employee's name appears.

2. Enter the leave type you want to adjust: **Sick** or **Vacation**.

3. Enter a description for the adjustment. For example, you may want a reason for the adjustment in the file.

4. Enter the date you make the adjustment.

Inquiry

5. Enter an earning code with an earning type of **V** for vacation or **S** for sick.

6. Enter the amount of the adjustment, using a plus (**+**)sign to add hours and a minus (**-**) sign to subtract hours.

7. Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Earning Code** field.

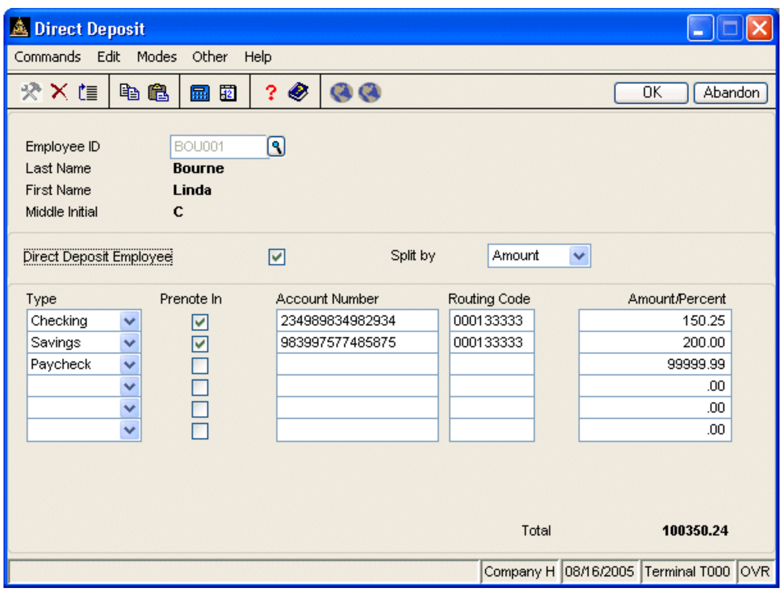
8. Use the arrow keys to move to the **Leave Type** field to enter another adjustment for the employee, use the **Abandon** (**F5**) command to enter an adjustment for a new employee, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Direct Deposit

Use the **Direct Deposit** function to set up and maintain direct deposit information for employees who want their net pay to be directly deposited into their bank accounts. This function is available only if you have Direct Deposit installed.

Direct Deposit Screen

Select **Direct Deposit** from the **File Maintenance** menu. The Direct Deposit screen appears.



Inquiry

1. Select the employee ID whose direct deposit information you want to add or edit.

2. If you want to set up the employee for direct deposit transactions, select the **Direct Deposit Employee** box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

3. In the **Split By** field, enter **A** if the employee's net pay is to be divided by monetary amounts. Enter **P** if the employee's net pay is to be divided by percentages.

4. Enter **C** if the account type is a checking account, **S** if the account type is a savings account, or **P** if the account type is a paycheck (for example, if any remaining funds are to be paid by check).

5. If the bank has notified you that the prenotification file was successfully received for the employee, select the **Prenote In** box (or enter **Y** in text mode) to indicate that the employee's record is ready for direct deposit transactions.

   If the bank has not notified you about a successful prenotification file transfer or if you have not yet sent the file for the employee, clear the box (or enter **N** in text mode) to indicate that live vouchers should not be created for the employee.

6. Enter the employee's bank account number. You can enter up to six accounts for each employee.

7. Enter the employee's bank routing code.

   If you change either of the above two fields in an existing direct deposit record, the **Prenote In** field is cleared (or changes to **No**). A new prenotification file must be processed before direct deposit transactions can be processed for the employee.

8. If the employee's direct deposit transaction is divided by amount, enter the net amount of the employee's pay that is directly deposited into each of the specified bank accounts. If any net pay remains after distribution, the system applies the remainder to the last authorized account.

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

If the employee's direct deposit transaction is divided by percentages, enter the percentage of the employee's pay that is directly deposited into each of the specified bank accounts. The sum of the percentages you enter must equal 100.

9. Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Employee ID** field. Enter a new employee ID for which to edit or add a direct deposit record or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Departments

Use the **Departments** function to add department and division records during installation and when new departments are created, change descriptive data about departments and divisions that are in the file, track pieces and hours worked, and delete department and division records you no longer use. Department information is stored in the **PADPxxx** (Department) file.

Along with transactions, manual or calculated checks also affect department records. Do not use the **Departments** function to change the dollar amounts in a department record. Instead, use the **Payroll Transactions** function or the **Manual Checks** function to make adjustments so that you have an audit trail of the changes.

Department Records

Department records store expenses posted from time tickets, salaries, vacation and sick pay, FICA expense, SUI and FUTA accruals and other pay. Department records also store employer withholdings and deductions calculated by the system. This information updates expense accounts in General Ledger when you run the **Post Expense to GL** function (see page 9-15).

Time tickets update the department in which the employee worked. Employer withholdings and deductions are updated in either the home department or the department in which the employee worked, depending on which option you selected in the Resource Manager **Options and Interfaces** function.

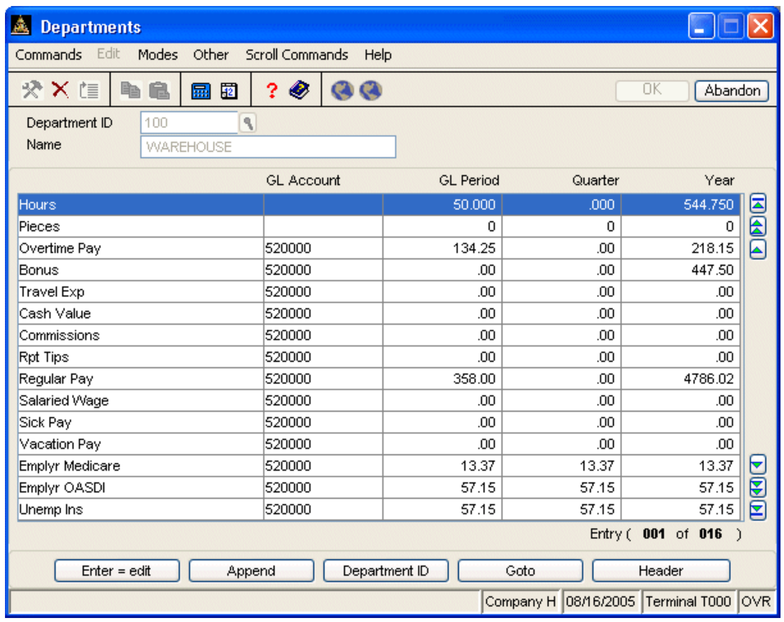
Divisions

Divisions are used to group some departments together for the purpose of analysis and reporting. For example, division records summarize groups of departments in the Department Report (see page 9-13).

If you use divisions, each department ID must begin with the two-character division ID. For example, if the ID of the sales division is SA, departments in the sales division could be identified as **SA001** or **SACITY**.

Departments Screen

Select **Departments** from the **File Maintenance** menu. The Departments screen appears.



Inquiry

1. Enter the ID of the department or division whose record you want to add or change. If you use divisions, each department ID must begin with the two-character division ID.

   To delete a department or division record, enter the department ID and then use the **Delete** (**F3**) command. You cannot delete department records that have amounts in the **GL Period** column. An error message appears if you try to delete a department record that has balances.

Inquiry

2. The **Copy From** field appears if you enter a new department ID. Enter the ID of the department or division record you want to copy, or press **Enter** to skip this field.

3. Enter or edit the department or division name.

   If you enter a new division name, approve the entry, then enter the ID of another department or division to work with or use the **Exit** (**F7**) command to exit to the **File Maintenance** menu.

4. Use the **Proceed** (**OK**) command to move to scroll region on the screen.

Scroll Region

General Ledger period-to-date balances are amounts accumulated since the last time you posted expenses to General Ledger. Quarter-to-date and year-to-date balances are amounts accumulated since the last time you completed quarter-end and year-end maintenance.

The mask for these fields is defined in Resource Manager; for more information, see the Resource Manager guide.

The **GL Period**, **Quarter**, and **Year** fields accumulate numbers posted to the department from time tickets.

Use the commands to work with the information on the screen:

- Press **Enter** to edit a line item. See “Editing a Line Item” on page 10-58 for more information.
- Press **A** to add a line item. See “Appending a Line Item” on page 10-58 for more information.
- Press **G** to go to a specific line item, then enter the line item number or use the **Inquiry** (**F2**) command to select the line item number. This command is available only when there is more than one screen of line items.
- Press **D** to move the cursor to the **Department ID** field to select a new department or division.
- Press **H** to move the cursor to the **Name** field to edit the department or division name.

Editing a Line Item

When you press **Enter** on the command bar to edit a line item, the Edit Departments screen appears.

Inquiry
Maint

1. Edit the account number associated with this line item. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.

2. Edit the amount accumulated since you posted expenses to General Ledger in the **GL Period** field.

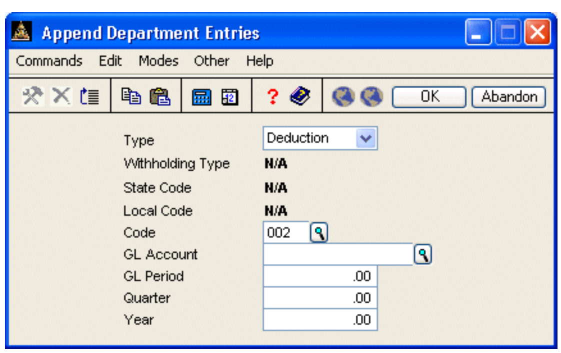
3. Edit the quarter-to-date amount for the line item in the **Quarter** field.

4. Edit the year-to-date amount for the line item in the **Year** field.

5. Use the **Abandon** (**F5**) command to return to the **Department ID** field or the **Exit** (**F7**) command to return to the **File Maintenance** menu. Your changes are saved as you enter them.

Appending a Line Item

The Append Department Entries screen appears when you press **A** to add a department entry.



	Field	Description
	Type	Enter **D** if the line item is a deduction, **E** if the line item is an earning, or **W** if the line item is a withholding.
	Withholding Type	This field is active only if you entered **W** in the **Type** field. Enter **F** if the withholding type is federal, **S** if it is state, or **L** if it is local.
Inquiry	**State Code**	This field is active only if you entered **W** in the **Type** field and **S** or **L** in the **Withholding Type** field. Enter the state tax authority ID for the line item.
Inquiry	**Local Code**	This field is active only if you entered **W** in the **Type** field and **L** in the **Withholding Type** field. Enter the local tax authority ID for the line item.
Inquiry	**Code**	If you entered **D** in the **Type** field, enter the deduction code for the line item. If you entered **E** in the **Type** field, enter the earning code for the line item. If you entered **W** in the **Type** field, enter the withholding code for the line item.
Inquiry Maint	**GL Account**	Enter the account number associated with the line item. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.
	GL Period	Enter the amount accumulated since you posted expenses to General Ledger.
	Quarter	Enter the quarter-to-date amount for the line item.

Field	Description
Year	Enter the year-to-date amount for the line item.

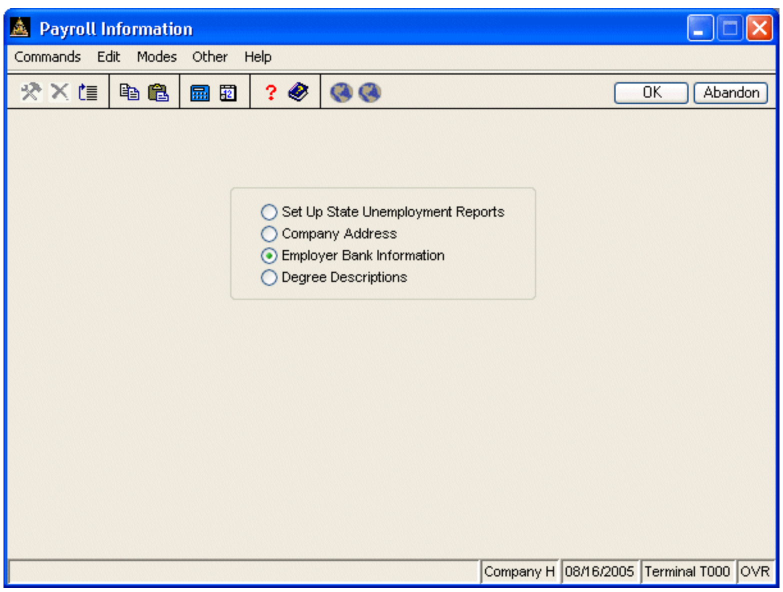
Use the **Proceed** (**OK**) command to save your entries and return to the Departments screen.

Payroll Information

Use the **Payroll Information** function to set up and maintain state unemployment reports, company address information for use in report headers, employer bank information, and degree descriptions for use in employee personnel information records. Changes you make here update the **PAINxxx** (Payroll Information) file.

Payroll Information Screen

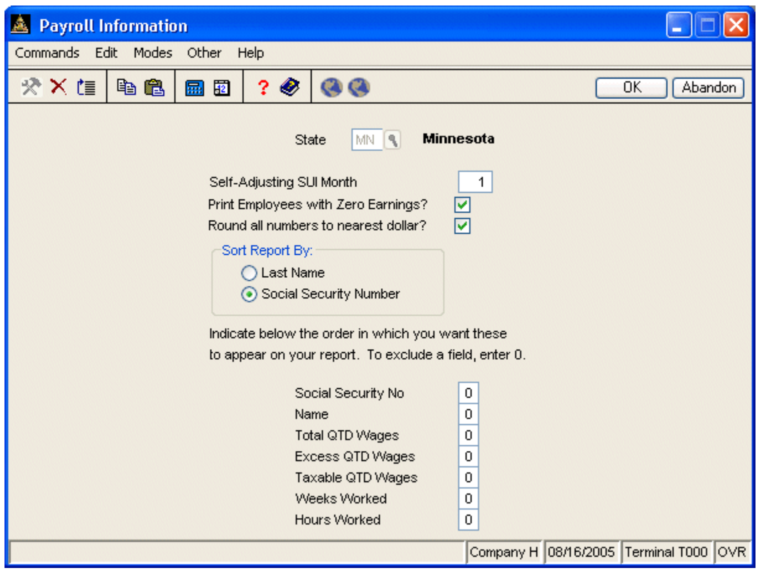
Select **Payroll Information** from the **File Maintenance** menu. The Payroll Information screen appears.



Select the type of the information you want to work with, then use the **Proceed** (**OK**) command to open the screen for that information type. You can set up or maintain state unemployment report formats, the company name and address to use in report headings, your employer bank information, or the degree descriptions for use in employee personnel information records.

Set Up State Unemployment Reports Screen

Use this screen to define and customize Quarterly State Unemployment Reports.



Field	Description
Inquiry **State**	Enter the code for the state tax authority. This code is verified against the **PACO** (Codes) file. You can enter report formats for as many states as you need.
Self-Adjusting SUI Month	State unemployment insurance (SUI) withholdings are calculated on a yearly basis. Most states that change the SUI rate during the year require that the next check run self-adjust for the entire year, based on the new percentage. Some states require that you adjust the SUI withholdings only back to the month that the rate changed.

Field	Description
	Enter the number of the month that the change takes effect. The SUI withholding amount is calculated with the new rate from this month forward, but the limit is still calculated from the beginning of the year.
Print Employees with Zero Earnings?	If you want to exclude employees with no pay from the State Unemployment Report, select the box (or enter **Y**); if not, clear the box (or enter **N**).
Round All Numbers to Nearest Dollar	If you want all dollar amounts to be rounded to the nearest dollar, select the box (or enter **Y**); if not, clear the box (or enter **N**).
Sort Report By:	Select the order in which you want to print the report. You can organize the report by employee last name or by employee social security number.

Arranging the Report

The Quarterly State Unemployment Report has seven columns. To indicate the order of the columns, enter a number from **1** through **7** in each of the fields. If you do not want the column to appear in the report, enter **0**.

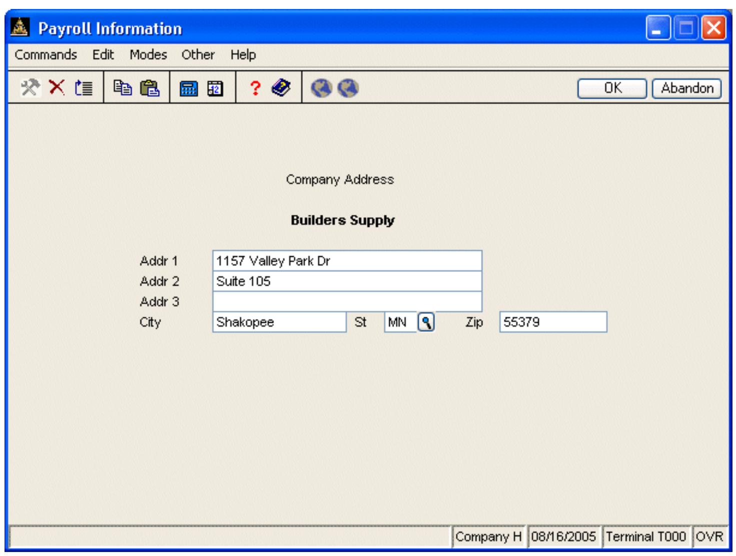
Social Security No	Employee’s social security number.
Name	Employee’s name.
Total QTD Wages	Total SUI wages paid to the employee for the quarter.
Excess QTD Wages	Quarter-to-date wages minus the state’s SUI wage limit.
Taxable QTD Wages	Total quarter-to-date SUI wages, up to the SUI limit.
Weeks Worked	Number of weeks the employee worked, taken from the number of quarter-to-date weeks worked in the **PAEHxxx** (Employee History) file.

Hours Worked Number of hours the employee worked, taken from the number of quarter-to-date hours worked in the **PAEHxxx** (Employee History) file.

Use the **Proceed** (**OK**) command to save your entries. The cursor returns to the **State** field. Enter the code for the next state you want to work with, or use the **Exit** (**F7**) command to return to the **Payroll Information** selection screen.

Company Address Screen

Use this screen to define the company address as it should appear on reports.



1. Enter the company address as you want it to appear in reports.

Inquiry

2. Enter the city, state, and zip code in which your company is located. The **Inquiry** (**F2**) command is available in the state field.

3. Use the **Proceed** (**OK**) command to save your entries. The Payroll Information selection screen appears.

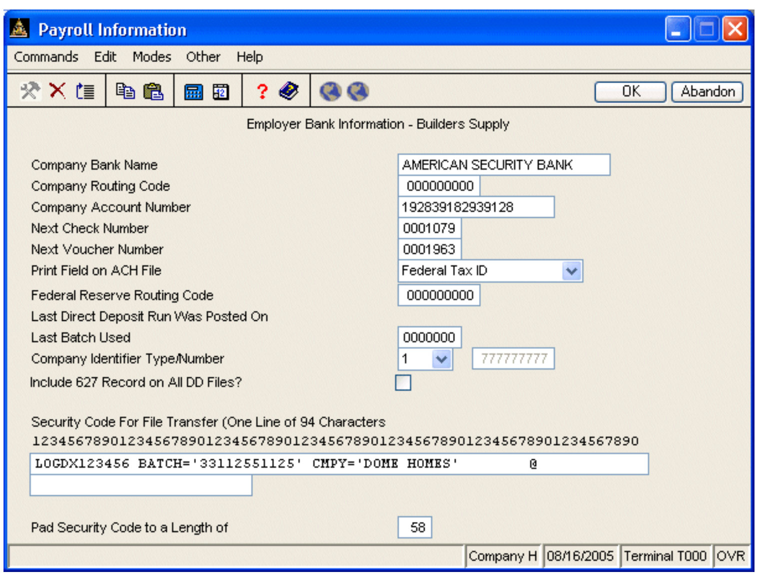
Employer Bank Information Screen

If you do not have Direct Deposit installed, the **Next Check Number** field is the only field that appears on the screen. Use the field to set up the next check number to be used when you print payroll checks.

If Direct Deposit is installed, use the screen to identify your company's bank name, routing code, account number, and ACH security code for file transfers.

Note

The settings on the Bank Information screen control the way in which your direct deposit media is created for your bank. Check with your bank for the proper settings before you set up this screen.



1. Enter the name of the bank to which you transmit your ACH file.

2. Enter the routing code of your company's bank.

3. Enter your company's bank account number.

Inquiry

4. Enter the number you want to use for the next check you print. This field is updated when you print checks.

5. Enter the number you want to use for the next direct deposit voucher you print. This field is updated when you print checks.

6. In the **Print Field on ACH File** field, enter **F** to include your company's federal tax ID number in the ACH file you produce, **R** to include your company's routing code, or **B** to include the federal reserve bank routing code.

7. If your bank is a federal reserve bank, enter the federal reserve routing code.

8. The last direct deposit postig date appears. This field is updated when you post checks and vouchers.

9. The last batch number transferred to the bank for direct deposit appears. Accept this batch number or enter the number of the first batch you want to transfer to the bank if you are transferring several batches posted on different days.

10. Enter the identifying code your bank requires for direct deposit records in the **Company Identifier Type/Number** field:

    - Enter **1** if the bank requires your federal tax employer ID number
    - Enter **3** if the bank requires you DUNS number
    - Enter **9** if the bank requires a different number of the bank's choosing

    After you enter the code, enter the corresponding number.

11. If your bank requires the 627 record to be included in your direct deposit media files, select the box (or enter **Y**); if not, clear the box (or enter **N**).

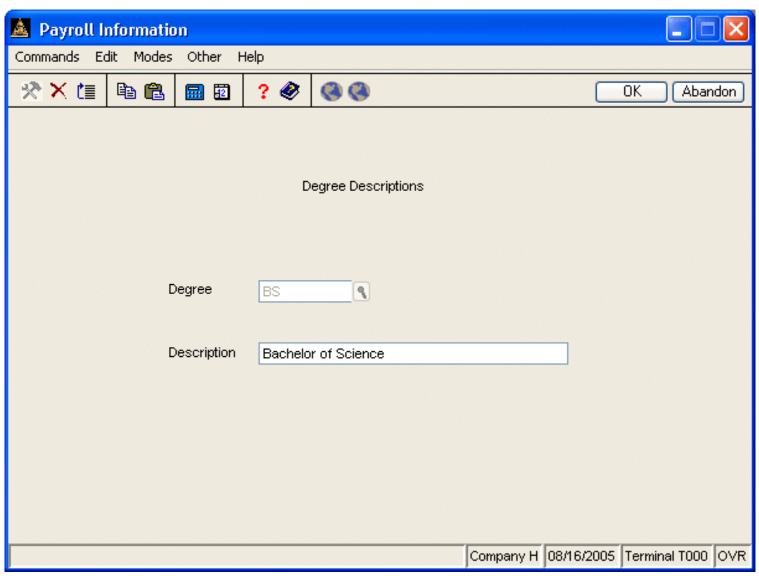
12. If your bank expects your ACH file to begin with a security code, enter the code in the field at the bottom of the screen. If your bank does not require a security code, leave this field blank.

13. Enter the required length of the security code for your bank. If your code is shorter than required, the system appends the required number of characters to your security code. The maximum length you can enter is **94**.

14. Use the **Proceed** (**OK**) command to save your changes and return to the Payroll Information selection screen.

Degree Descriptions Screen

Use this screen to set up degree codes and their descriptions for use on the first Personnel Information screen in the **Employees** function. Degree codes identify various educational degrees: a high school diploma, a B.A., and so on.



Inquiry

1. Enter the degree code you want to add, change, or delete.

2. Enter or edit the degree code's description.

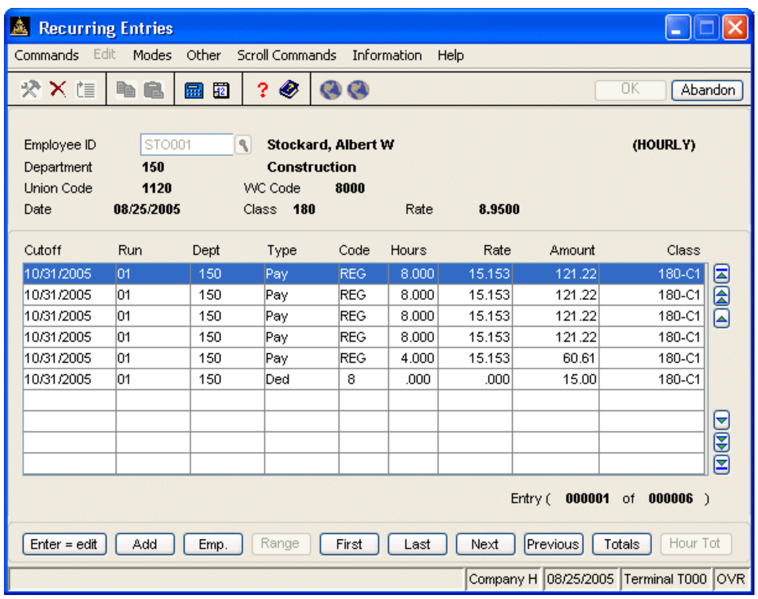
3. Use the **Proceed** (**OK**) command to save your entries. The cursor returns to the **Degree** field. Enter the next degree you want to work with, or use the **Exit** (**F7**) command to return to the Payroll Information selection screen.

Recurring Entries

Use the **Recurring Entries** function to set up or change recurring time tickets for an employee.

Recurring Entries Screen

Select **Recurring Entries** from the **File Maintenance** menu. The **Recurring Entries** screen appears.



1. Enter the employee's ID. The employee's name, department, cutoff date, class, and pay rate appear.

2. Use the commands to work with the information on the screen:

   - Press **Enter** to edit the current recurring entry. See "Editing a Recurring Entry" on page 10-70 for more information.

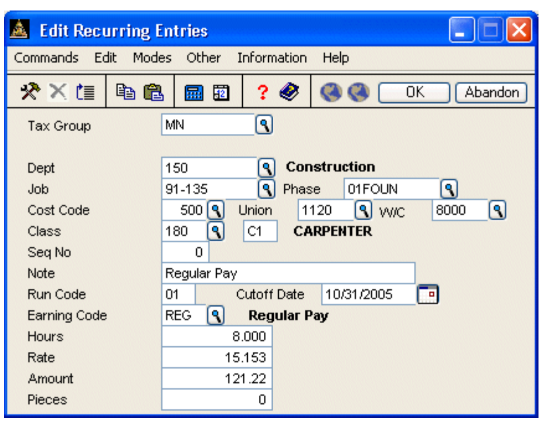
- Press **A** to add a recurring entry. See page 10-73 for more information.
- Press **E** to return to the **Employee ID** field to select a new employee.
- Press **F** to view recurring entries for the first employee on file.
- Press **L** to view recurring entries for the last employee on file.
- Press **N** to view recurring entries for the next employee on file.
- Press **P** to view recurring entries for the last employee on file.
- Press **T** to view transaction totals for the employee. See “Viewing Transaction Totals” on page 10-75 for more information.

The **Range** and **Hour Tot** commands are not available for recurring entries.

3. When you finish with the recurring entries for this employee, press **E** and enter another employee ID for which to add recurring entries, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Editing a Recurring Entry

When you press **Enter** on the **Recurring Entries** screen for a recurring entry, the **Edit Recurring Entries** screen appears.



	Field	Description
Inquiry Maint	**Tax Group**	Press **Enter** to accept the current tax group, or enter a different tax group ID.
Inquiry	**Dept**	Press **Enter** to accept the current department ID, or enter a different department ID. The department name appears.
Inquiry Maint	**Job/Phase/Cost Code**	Press **Enter** to accept the default job ID, phase ID, and cost code, or enter different ones. If this recurring entry does not pertain to a job, leave these fields blank.
CJC	**Union**	Press **Enter** to accept the default union code or enter a different one. The **Inquiry** (**F2**) command is available.
CJC	**W/C**	Press **Enter** to accept the default worker's compensation code or enter a different one. The **Inquiry** (**F2**) command is available.
Inquiry Maint	**Class**	Press **Enter** to accept the employee's current labor class and skill level, or enter a different one.
	Seq No	If you want to produce multiple paychecks for the employee, enter recurring entries for the first check under sequence number **0**. Use sequence number **1** for recurring entries for the second paycheck, and so on.
	Note	Enter a description of the entry.
	Run Code	Press **Enter** to accept the current run code, or enter a different run code.
	Cutoff Date	Press **Enter** to accept the current cutoff date, or enter a different cutoff date.

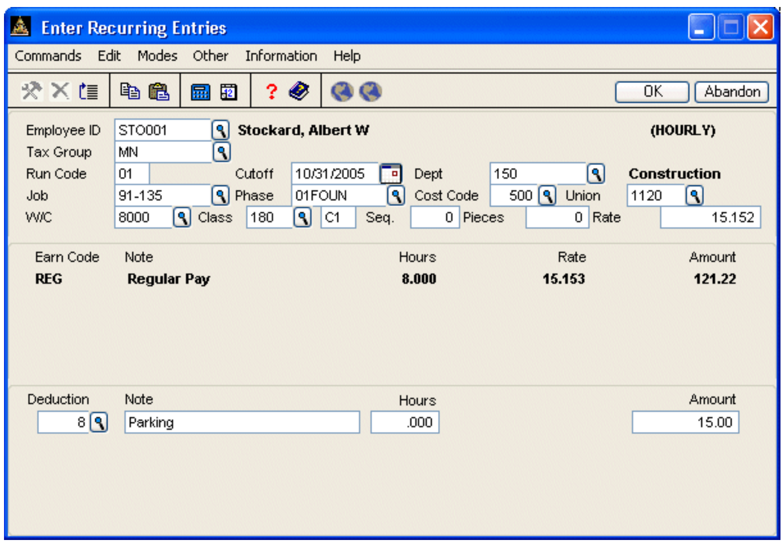
Inquiry
Maint

Field	Description
Earn Code/ Deduction	If you are entering a recurring time ticket, press **Enter** to accept the employee’s current earning code, or enter a different earning code. If you are entering a recurring deduction, enter the deduction code.
Hours	Press **Enter** to accept the current number of hours the employee worked or that the deduction is based on, or enter a different number of hours.
Rate	If you are entering a recurring time ticket, press **Enter** to accept the employee’s current pay rate, or enter a different pay rate.
Amount	If you are entering a recurring time ticket, the amount of the time ticket appears. If you change this figure, the rate is recalculated. If you are entering a recurring deduction, enter the amount of the deduction.
Pieces	If you are entering a recurring time ticket and the employee did piece work, the number of pieces the employee produced appears. Press **Enter** to accept it, or enter a different number.

To save your entries and exit to the **Recurring Entries** screen, use the **Proceed** (**OK**) command.

Adding a Recurring Entry

The Enter Recurring Entries screen appears when you press **A** to add a recurring entry.



	Field	**Description**
Inquiry Maint	**Employee ID**	Press **Enter** to accept the current employee ID or enter a different employee ID for the recurring time ticket.
Inquiry Maint	**Tax Group**	Enter the employee’s tax group code.
	Run Code	Enter the run code for the recurring time ticket. The system uses this field to determine which groups of recurring entries to copy when you use the **Copy Recurring Entries** function. You can set up run codes for groups of employees for whom you want to copy recurring time tickets, such as seasonal or part-time employees.

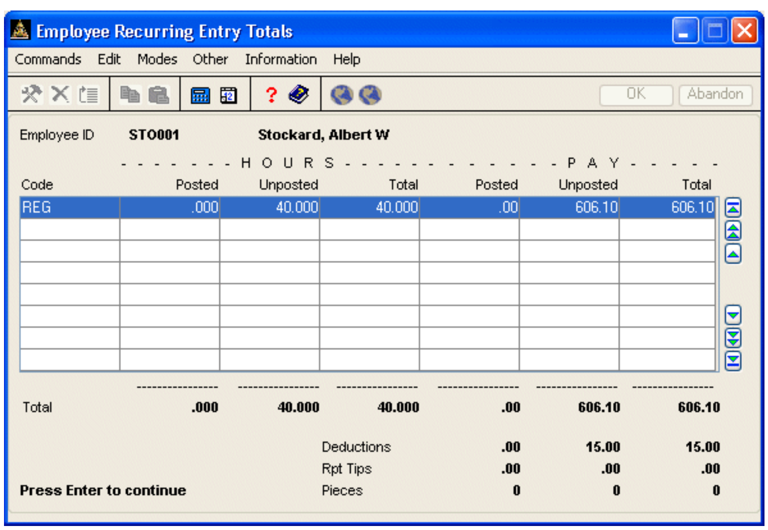
	Field	Description
	Cutoff	Enter the cutoff date for the recurring time ticket. This date determines which time tickets are copied when you use the **Copy Recurring Entries** function.
Inquiry	**Dept**	Enter the employee's department ID.
Inquiry Maint	**Job/Phase/Cost Code**	If these recurring entries pertain to a job, enter the job ID, phase ID, and cost code. If you leave the fields blank, the labor expenses will not post to Contractors' Job Cost.
CJC	**Union**	Enter the union code if this entry is for union work. The Inquiry (F2) command is available.
CJC	**W/C**	Accept or enter the worker's compensation code.The Inquiry (F2) command is available.
Inquiry Maint	**Class**	Enter the employee's labor class code.
	Sequence No	If you want to produce multiple paychecks for the employee, enter recurring entries for the first paycheck under sequence number **0**. Then enter recurring entries for the second paycheck under sequence number **1**, and so on.
	Pieces	Enter the number of pieces produced, if applicable.
	Salary/Rate	The current information appears. You can change hourly employee's salary and rate, but not salaried employees.
Inquiry Maint	**Earn Code**	Enter the employee's earning code.
	Note	Enter the description of the current earning code.
	Hours	Enter the number of hours the employee worked.
	Rate	If the employee is hourly, enter the pay rate. If the employee is salaried, accept the current rate.

Field	Description
Amount	Enter the amount paid for the time ticket. If you change the calculated amount, the rate is recalculated.
Inquiry **Deduction**	Enter the code for the deduction.
Note	If you want, enter a note about the deduction.
Hours	Enter the number of hours associated with the deduction.
Amount	Enter the amount to be deducted.

Save your changes and enter a new recurring entry or use the **Exit** (**F7**) command.

Viewing Transaction Totals

The Employee Transaction Totals screen appears when you press **T** on the Recurring Entries screen.



The posted, unposted, and total hours and pay are displayed for each earning code assigned to the employee. If there are more earning codes than fit on one screen, you can scroll up and down to view additional earning codes.

Deductions, reported tips, and pieces are displayed at the bottom of the screen.

When you finish viewing employee transaction totals, press any key to return to the Recurring Entries screen.

When you finish with the recurring entries for this employee, press **E** and enter another employee ID to add recurring entries for, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Tables

Use the **Tables** function to set up and maintain the Payroll system tables. Tables store information about the system, data, options, and default settings for other applications. The following tables are related to Payroll:

- 457xxx
- ADJMNxxx
- CYCLExxx
- DCBxxx
- ENTRYxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- GTLIxxx
- MAXVSxxx
- PACTLxxx
- SICccxxx
- TCALCxxx
- USRDDxxx
- USRDFxxx
- VACccxxx

For information about each of these tables, see their individual descriptions in this section.

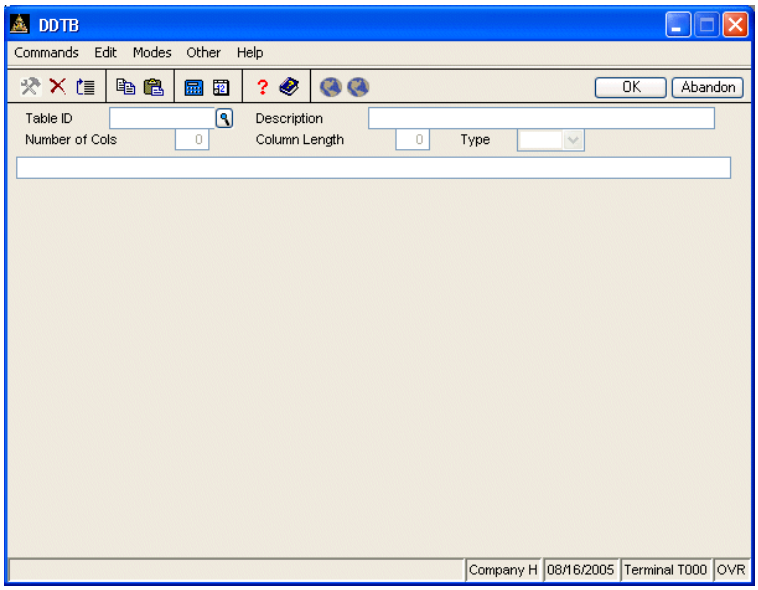
If you're having alignment problems with W2 forms that you print four per page to a direct printer, use this function to add and set up the **LASERW2** table. This table fine-tunes form alignment for direct printers. See page 10-97 for more information.

For information about shareable and unshared tables, see page 3-13.

Note: The **OPTxxx** and **OP2xxx** (Options) tables store options and interfaces settings. Maintain the information stored in these tables through Payroll and Resource Manager **Options and Interfaces** function, not through the table itself.

Tables Screen

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.



Inquiry

1. To add or change a table, enter the **Table ID**. To set up a company-specific table, enter the table ID plus the one-character to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID. To delete the table, use the **Delete** (**F3**) command.

Inquiry

2. If you entered a new table ID, the **Copy From** field appears. To copy a company-specific or terminal-specific table, enter the table ID plus the company ID and terminal ID.

   A set of tables comes with the sample company, Builders Supply. You can copy the sample tables for a company and then change the appropriate fields. To copy a sample table, enter the table ID.

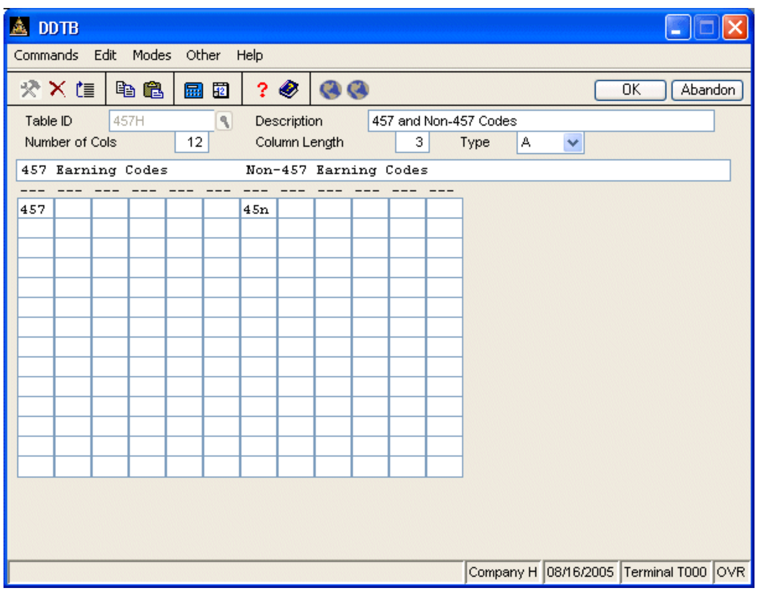
3. Press **Enter** to accept the current table **Description** or enter a different one.

The number of columns, the length of the columns, and the type of characters you can enter—alphanumeric (**A**), numeric with two decimal places (**N**), numeric with three decimal places (**3**), or numeric with four decimal places (**4**)—appear.

457xxx Table

If your company distributes any amounts from 457 or non-457 plans to employees, you must report the amounts distributed on W2s. Previously, you entered these amounts on the Employee Miscellaneous History screen in the **Employee History** function.

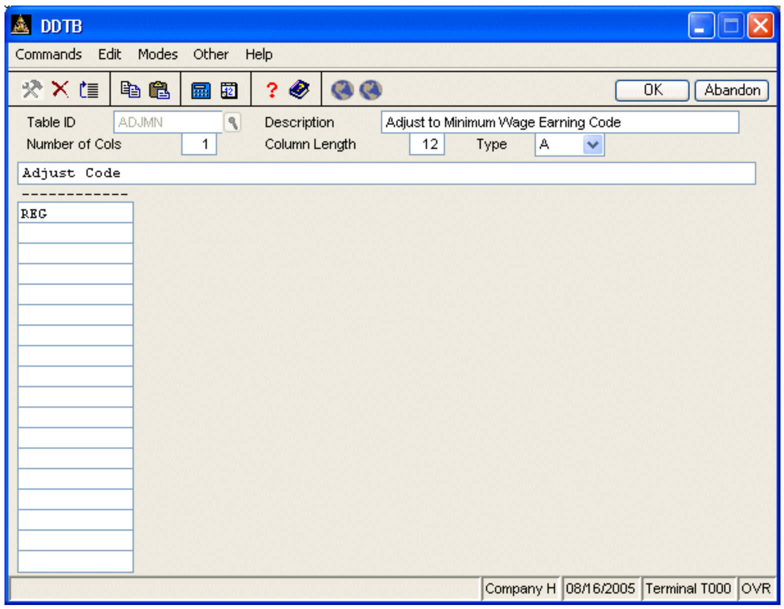
Due to changes in federal regulations, OSAS no longer reports those amounts on W2s. Instead, Open Systems strongly recommends that you set up earning codes to track any 457 and non-457 amounts as part of payroll processing.



After setting up earning codes, use the **Tables** function to enter the 457 and non-457 plan codes you set up into the **457xxx** table under the appropriate heading. OSAS uses this table to determine which amounts are 457 or non-457 plan amounts and report them on W2s correctly.

ADJMNxxx Table

The **ADJMNxxx** table stores the earning code that is used when adjusting an employee's pay to meet federal minimum wage standards.



When you enter the **Table ID**, the rest of the **ADJMNxxx** table appears.

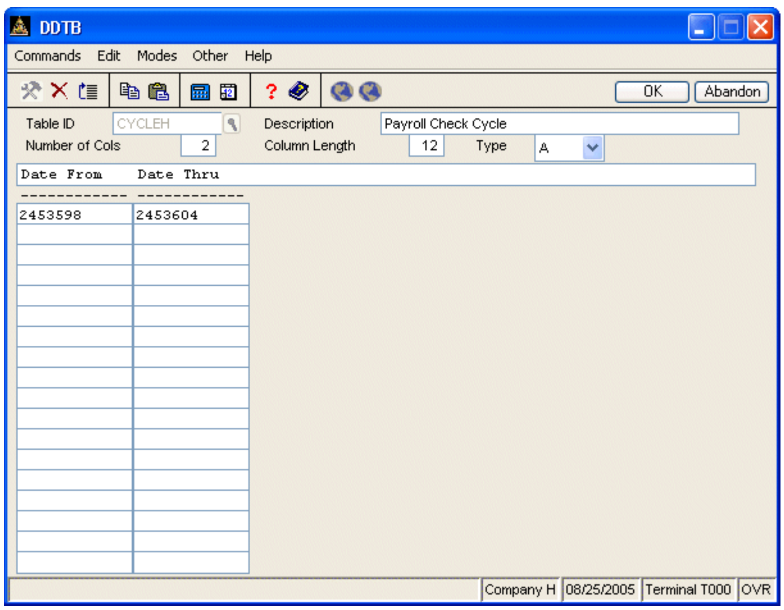
Enter the earning code that will be used to adjust an employee's pay to meet federal minimum wage standards.

CYCLExxx Table

CJC

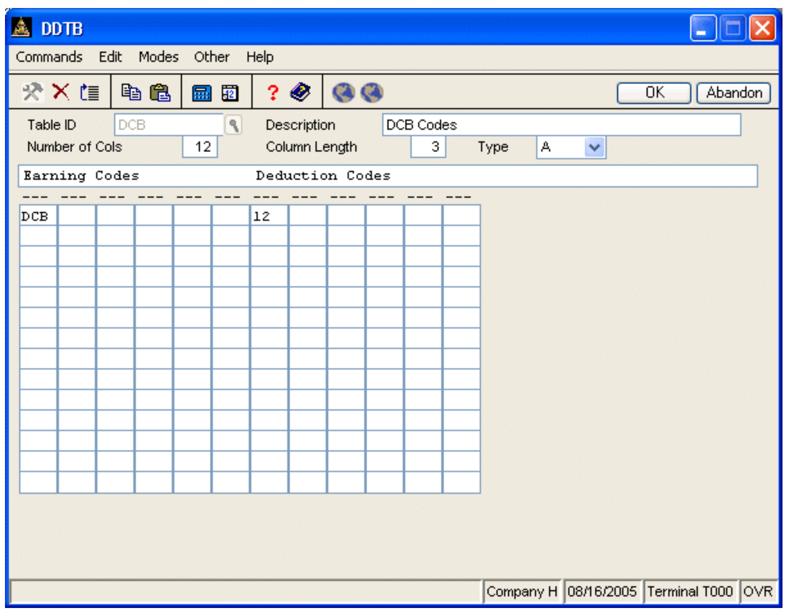
The **CYCLExxx** table stores the beginning and ending dates (in Julian format) of the date range you entered using the **Transactions** function.

When you enter the **Table ID**, the rest of the **CYCLExxx** table appears. The system updates this table.



DCBxxx Table

Due to changes in federal regulations, OSAS does not reports the **Cost of DCB** amount you entered on the Employee Miscellaneous History screen in the **Employee History** function on W2s. Instead, Open Systems strongly recommends that you set up earning codes to track the amounts you paid for on-site day care facilities or that you reimbursed to employees for day care expenses; and that you set up deduction codes to track amounts deducted from employee paychecks for dependent care flexible spending accounts.

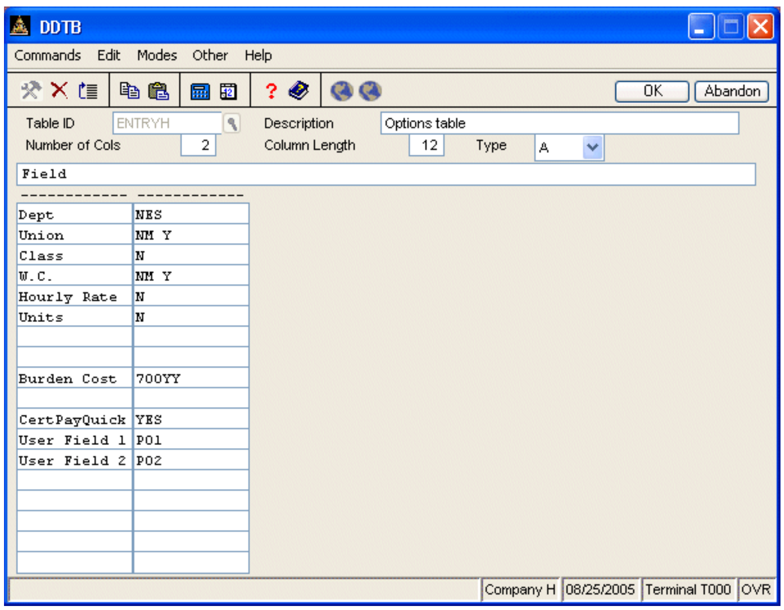


After you set up the earning and deduction codes to track Cost of DCB amounts, use the **Tables** function to enter the codes you set up into the **DCBxxx** table under the appropriate heading. OSAS uses this table when generating W2s to determine which amounts are Cost of DCB amounts and report them correctly.

ENTRYxxx Table

CJC

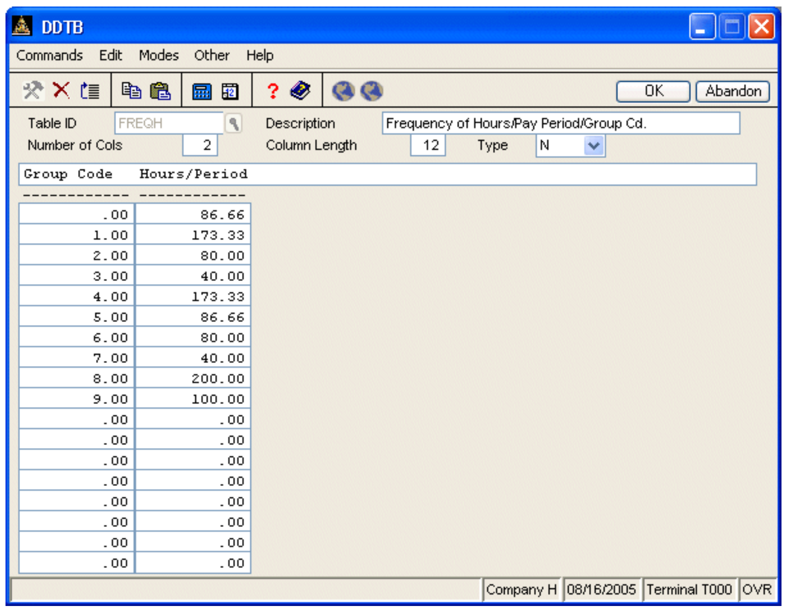
The **ENTRYxxx** table stores quick entry stops for time ticket entry, as well as union, workers' compensation, and labor burden options. Maintain these values using the **CJ File Maintenance** function (page 10-111).



FREQxxx Table

The **FREQxxx** table stores the number of hours in a pay period for each group code for salaried employees.

When you enter the **Table ID**, the rest of the **FREQxxx** table appears.

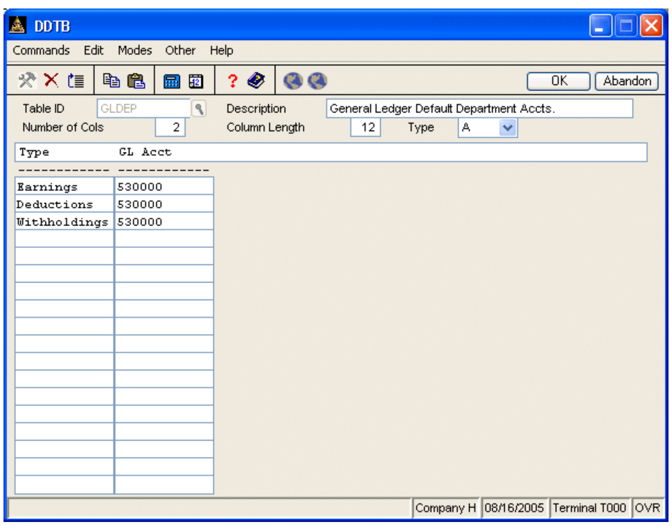


Field	Description
Group Code	Valid group codes are **0** through **9**. Do not change, delete, or rearrange the codes. The system looks for the codes by their position in the table. It assumes that group code **0** is on the first line, group code **1** is on the second line, and so on.
Hours/Period	For each group code, enter the number of hours that are in a pay period.

GLDEPxxx Table

The **GLDEPxxx** table stores the default accounts for earnings and employer-paid deductions and withholdings used when new expenses for a department are added by posting transactions or checks. If you post new transactions or checks to the **PADPxxx** (Department) file that do not have a specified GL account, they are posted to the default GL account, which you can edit, in the **Departments** function. If Payroll does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report.

When you enter the **Table ID**, the rest of the **GLDEPxxx** table appears.



Field	Description
Type	The three types of accounts appear. Do not change, delete, or rearrange the types. The system looks for the types by their position in the table; it assumes that **Earnings** is on the first line, **Deductions** is on the second line, and **Withholdings** is on the third line.
GL Acct	Enter the default General Ledger account for each type.

GLPAYxxx Table

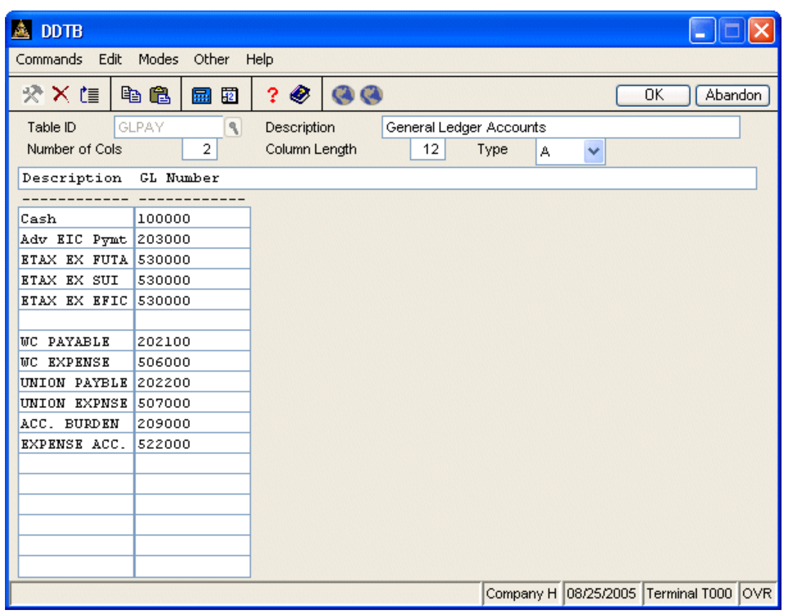
The **GLPAYxxx** table stores the general ledger cash and advance EIC account numbers used by Payroll. It is used when checks are posted to the **GLJRxxx** (Journal) file.

If Payroll does not interface with General Ledger, you must still build this table because the account numbers appear in the posting report. If Payroll interfaces with Bank Reconciliation, however, the Cash account is assigned from the bank account in Bank Reconciliation.

CJC

The Worker's Comp Payable and Expense, Union Payable and Expense, and Labor Burden Payable and Expense accounts are added to this table when you use Payroll with Contractors' Job Cost. When you post checks and you have the options set in **CJ File Maintenance** to post to General Ledger, the system posts to GL using these accounts.

When you enter the **Table ID**, the rest of the **GLPAYxxx** table appears.

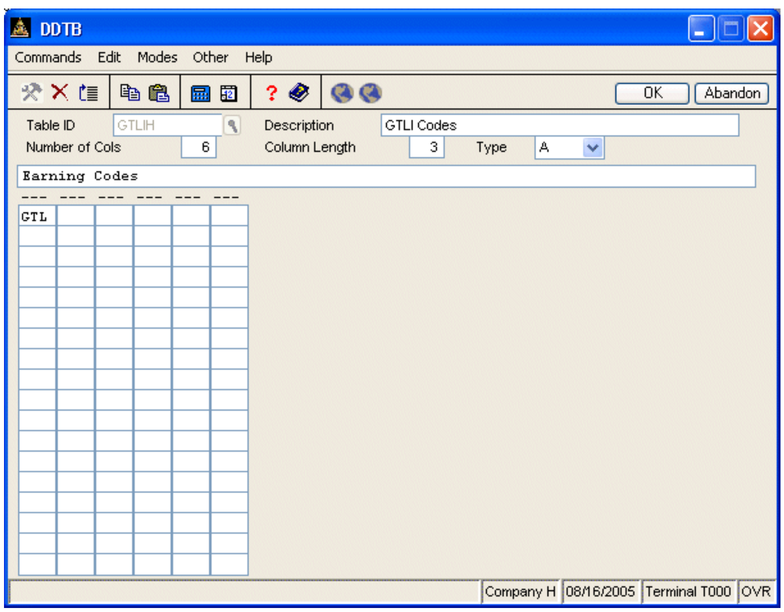


Field	Description
Description	Enter a description for the accounts that cash disbursed and advance EIC payments made or press **Enter** to use the description that appears.
GL Number	Enter the account numbers you use for these purposes. Be sure to leave the seventh row of the table blank. This position is reserved for future use.

GTLIxxx Table

If your company pays premiums for group-term life insurance over $50,000 for current or former employees, you must report the taxable cost of excess coverage on W2s as determined from tables provided by the IRS.

Formerly, OSAS reported the **Cost of GTLI** amount you entered on the Employee Miscellaneous History screen in the **Employee History** function on W2s. Because of new regulations, and to eliminate errors in W2s, Open Systems has discontinued this practice and now strongly recommends using earning codes to automatically track these amounts during payroll runs.

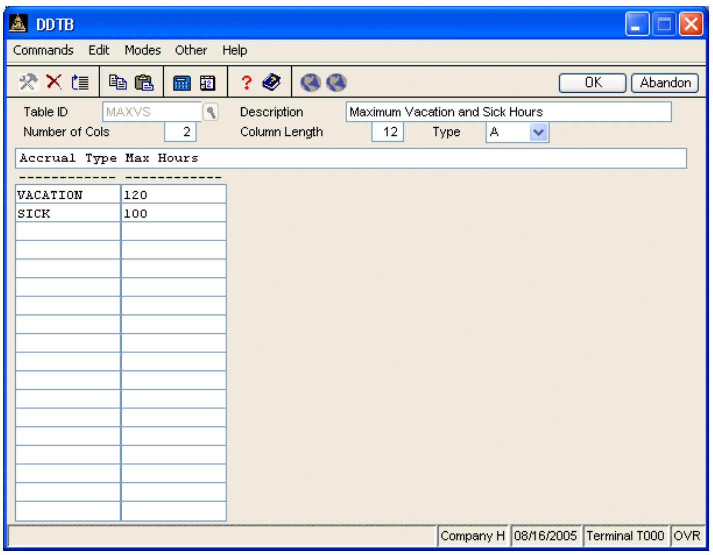


After you set up an earning code to track Cost of GTLI amounts, use the **Tables** function to enter the earning codes you set up into the **GTLIxxx** table. OSAS uses this table to determine which amounts are Cost of GTLI amounts and sum them correctly into the amounts reported on W2s.

MAXVSxxx Table

The **MAXVSxxx** table stores the maximum number of hours an employee can accrue for vacation or sick hours remaining. You must set up a **MAXVSxxx** table for each company that uses the table.

When you enter the **Table ID**, the rest of the **MAXVSxxx** table appears.

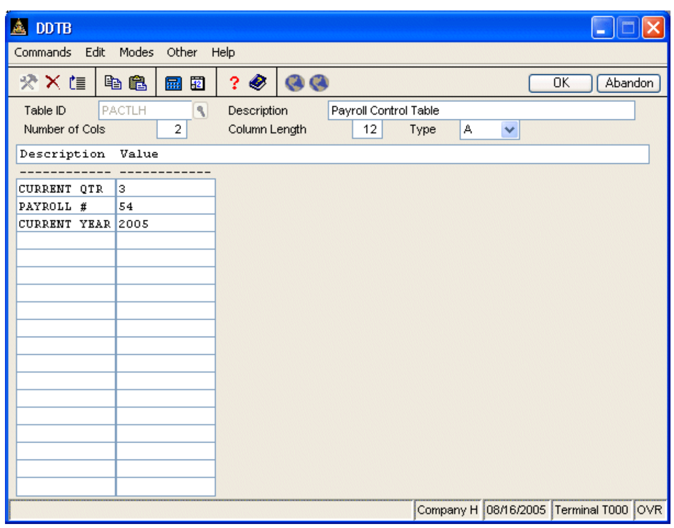


Field	Description
Accrual Type	Enter the accrual type: **Vacation** or **Sick**. Do not change the order of the rows in the table. The system expects **Vacation** to be on the first line and **Sick** to be on the second.

Field	Description
Max Hours	Enter the maximum number of hours an employee can accrue for remaining vacation and sick time. Hours accrue until this number is reached; then no more can be accrued until the employee uses some vacation and sick time. If you set this field to zero, an employee can accrue vacation or sick hours indefinitely.

PACTLxxx Table

The **PACTLxxx** table stores the current quarter, payroll number, and current year. When you enter the **Table ID**, the rest of the **PACTLxxx** table appears.



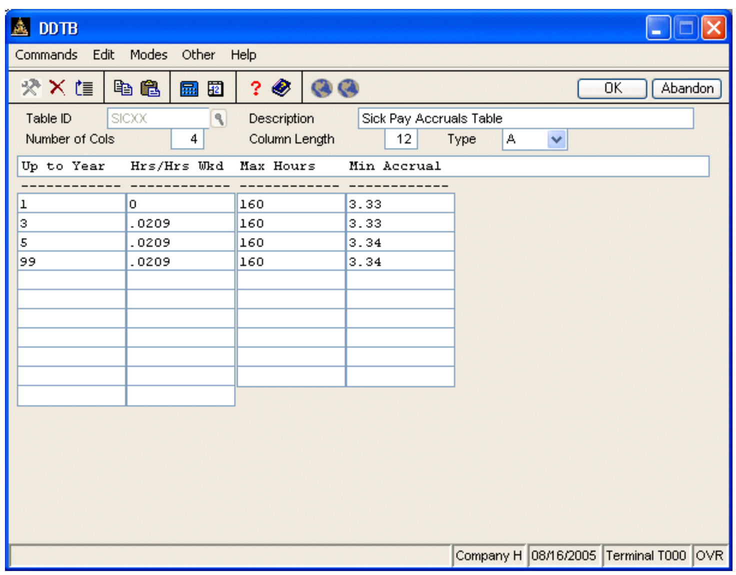
Field	Description
Description	The descriptions of the information you can enter in the table appear.

Field	Description
	Do not delete lines or rearrange the descriptions. The system looks for the descriptions by their position in the table. It assumes that the current quarter is on the first line, the payroll number is on the second line, and the current year is on the third line.
Value	On the first line, enter the number of the current quarter. This value is updated when you do quarter- or year-end maintenance. On the second line, enter the payroll number. This value is updated when you post checks and is reset to **1** when you do year-end maintenance. On the third line, enter the current calendar year. This value is updated when you do year-end maintenance.

SICccxxx Table

The **SICccxxx** table (**cc** represents the sick code abbreviation) is used to calculate the accrual rate of sick days for employees, based on the number of years worked. If no time ticket hours are entered or manual checks are issued, salaried employees accrue the minimum number of sick and vacation days. Salaried employees' sick hours are assigned from their group code in the FREQxxx table.

When you enter the **Table ID**, the rest of the **SICccxxx** table appears.

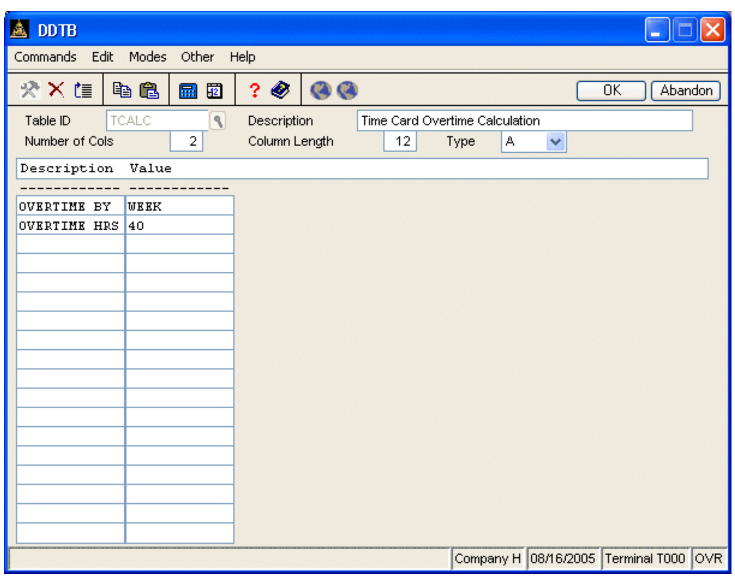


Field	**Description**
Up to Year	Enter the number of years worked by employees that the entries affect. For example, enter **1** for employees with one year of employment, **3** for employees with up to three years of employment, and so on.
Hrs/Hrs Wkd	The system multiplies this number by the number of hours worked to calculate the total hours accrued.

Field	Description
Max Hours	Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.
Min Accrual	The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the **Hrs/Hrs Wkd** field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used.

TCALCxxx Table

The **TCALCxxx** table determines the setting for the time card calculator in the **Payroll Transactions** function.When you enter the **Table ID**, the rest of the **TCALCxxx** table appears.

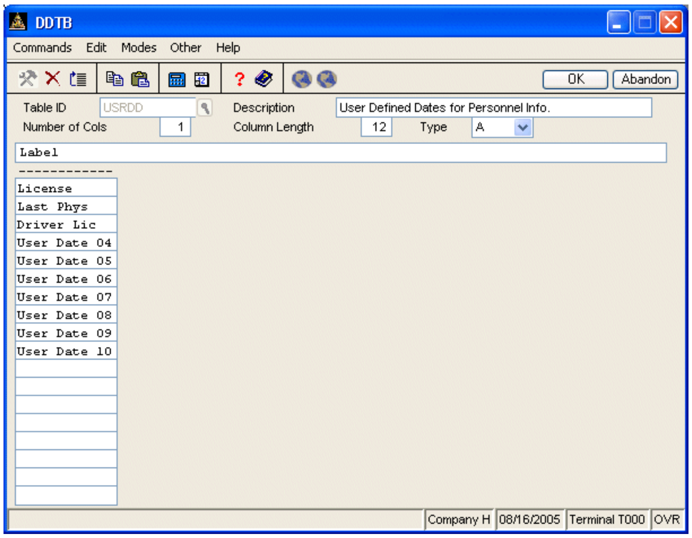


Field	Description
Description	Enter **Week** if you want overtime to be calculated by the week. Enter **Day** if you want overtime to be calculated on a day-by-day basis.
Value	Enter the number of regular hours reached before overtime is automatically calculated.

If overtime is calculated, a message notifies you that overtime has been calculated, and the dollar amount of the overtime appears. You should enter the overtime code as the next earning code.

USRDDxxx Table

The **USRDDxxx** table holds the user-defined labels that appear on the second **Personnel Information** screen and the Key Date Report.When you enter the **Table ID**, the rest of the **USRDDxxx** table appears.

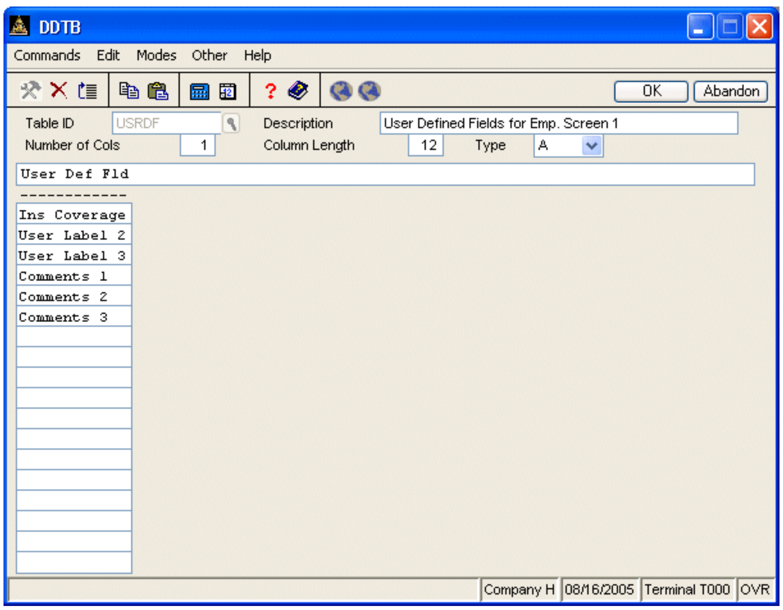


Enter up to ten date labels.

USRDFxxx Table

The **USRDFxxx** table holds the user-defined labels that appear on the Employees General Information screen and the first Personnel Information screen.

When you enter the **Table ID**, the rest of the **USRDFxxx** table appears.



Six entries appear.

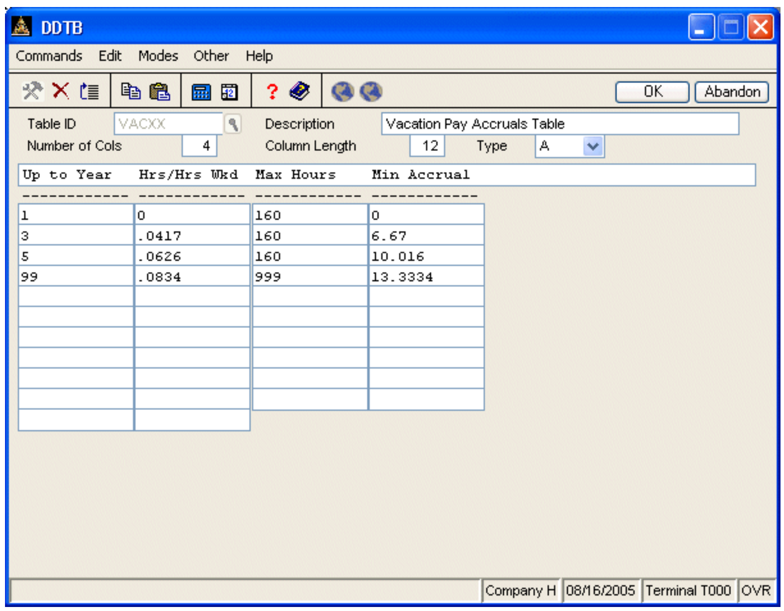
The first three appear on the Employees General Information screen. Enter the labels you want to appear on the screen.

The last three appear on the first Personnel Information screen. Enter the labels you want to appear on the screen.

VACccxxx Table

The **VACccxxx** (**cc** represents the vacation code abbreviation) table is used to calculate the accrual rate per pay period of vacation time for employees based on the number of years worked.

When you enter the **Table ID**, the rest of the **VACccxxx** table appears.



Field	Description
Up to Year	Enter the number of years worked by employees that the entries affect. For example, enter **1** for employees with one year of employment, **3** for employees with up to three years of employment, and so on.
Hrs/Hrs Wkd	The system multiplies the number in this field by the number of hours worked to calculate the total hours accrued.

Field	Description
Max Hours	Enter the maximum number of hours an employee can work to calculate the accrual amounts for each pay period.
Min Accrual	The number in this field is the minimum number of vacation hours an employee can accrue for each pay period. If the number in the **Hrs/Hrs Wkd** field is less than the number in this field after calculation, the number in this field is used. If the calculation of the accrual amount is less than the minimum accrual, the minimum accrual is used.

LASERW2 Table

If you're having alignment problems with W2 forms that you print four per page to a direct printer (that is, a **/dev/prn**, **/dev/lptx/**, **/dev/comx**, or **LPTx** printer), add the **LASERW2** table to Payroll. This table allows you to adjust the vertical alignment of forms printed to direct printers.

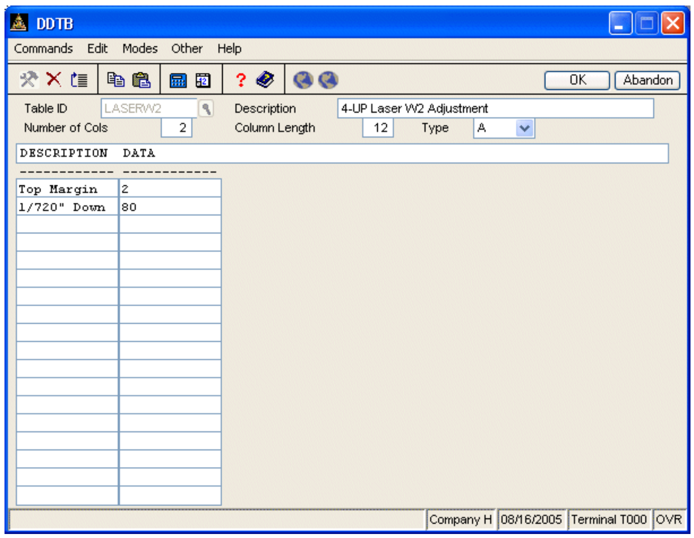
Follow these steps to set up the **LASERW2** table:

1. Select **Tables** from the **File Maintenance** menu.
2. When the Tables screen appears, enter **LASERW2** as the **Table ID** to create the new table.
3. Press **Enter** to skip the **Copy From** field.
4. Enter a **Description** for the table; for example, **4-Up Laser W2 Adjustment**.
5. Enter **2** as the number of columns, **12** as the **Column Length**, and **A** as the table's **Type**.

   When you press **Enter** after selecting the table's type, OSAS creates the table and lists rows for the tables two columns.

6. Enter **DESCRIPTION** and **DATA** as the headings for the two columns.

7. In the left column, enter **Top Margin** and **1/720" Down**. In the right column, enter the values to use for these settings. Adjusting these values allows you to control the position of the form vertically on the page.



- The **Top Margin** value controls the number of whole inches OSAS moves from the top of the page before printing the first line on the W2. The default value is 2.

- The **1/720" Down** value controls the additional incremental distance OSAS moves down from the top margin value before printing the first line. Use this value to adjust the form up or down in fine increments.

  The number you enter here becomes the numerator of the 1/720 fraction. For example, entering **80** moves the first line down an additional 1/9 of an inch, entering **180** moves the first line down an additional 1/4 of an inch, and so on. The default value is 80, the maximum is 720.

8. Use the **Proceed** (**OK**) command to save the new table.

Tax Tables

Use the **Tax Tables** function to set up and maintain the Payroll system tax tables. The tax tables are used to calculate state, federal, and local tax withholding and are stored in the **PATX** (Tax Tables) file. Tax tables are preset in the system.

Because the tax tables vary, depending on the state(s) in which the company's employees live and work, the tables are not dealt with in detail in this manual.

Federal Tax Tables

The following federal tax tables are used in the Payroll system:

- The **EIC** table stores the percentages that are used to calculate the advance earned income credits for eligible employees.
- The **FEDM** and **FEDS** tables store the earnings base, tax base, and percentage figures that are used to calculate federal tax.
- The **FICA** table stores the percentage and maximum earnings limit for employee and employer FICA calculations and the current federal minimum wage. It also stores the DCB limit.
- The **FUTAxxx** table stores percentage and maximum earnings limit for the employer FUTA calculations.
- The **W2CODE** table stores the code and the first four characters of the description of the deferred compensation deductions to be printed in box 13 on employees' W-2 forms.
- The **W2CODE2** table stores the first four characters of the deductions to be printed in box 14 on employees' W-2 forms.

State Tax Tables

The following state tax tables are used in the Payroll system:

- The **STXssm** tables (**ss** represents the state abbreviation; **m** represents marital status) store the earnings base, tax base, and tax percentages for each state where withholding is required.
- The **SUTssxxx** table stores the percentage and earnings limits that are used to calculate employer state unemployment tax.
- The **STSss** tables (**ss** represents the state abbreviation) store special fields that appear on the Employees Tax Information screen and are required to calculate state withholding.
- The **SOTss** tables (**ss** represents the state abbreviation) are used to calculate other state employee withholdings such as disability insurance.

Local Tax Tables

- The **LTXssllm** table stores the earning base, tax base, earnings limit, and tax percentages for the locality where the withholding is required.

A Note on Tax Tables

The last entry in the first column of a tax table must be **99999999.99**, because the **Tables** function goes to the next higher entry than the amount it is looking for and then goes back one line.

Formula Maintenance

Use the **Formula Maintenance** function to set up and maintain the formulas needed to calculate deductions and withholdings. (For a detailed explanation of formulas and a list of valid variables, functions, and operations, see appendix C.)

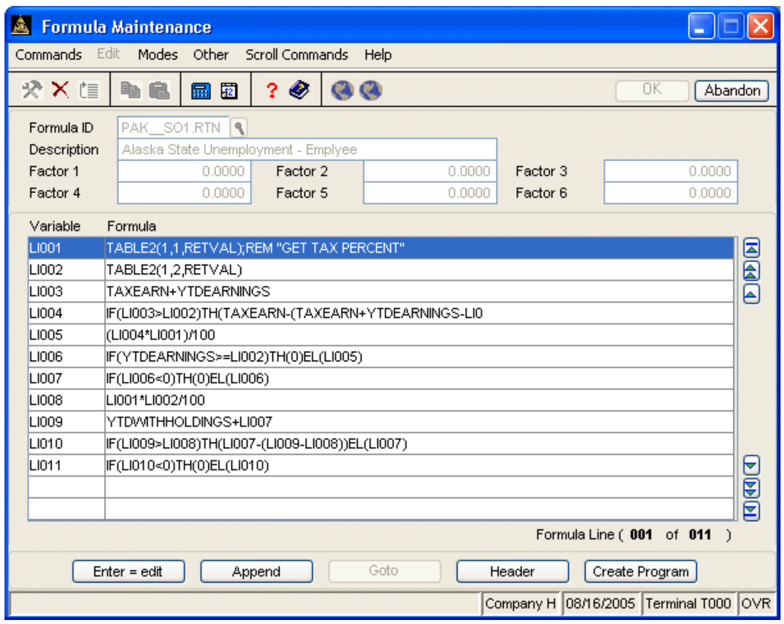
Once a formula has been set up, you can edit it through the Employee Salary Information screen (page 10-8), **Deductions** function (page 11-17), or **Withholdings** function (page 11-23). Changes you make here update the **PAFMHDR** (Formula Definitions) and **PAFMLIN** (Formula Line Detail) files.

Note

If you build a formula while you are in the sample data path to test it, the system stores the formula in the program directory, destroying the formula that was created with your live data. If you try to do this, the following warning appears: **Building formula in sample data will erase live formula. Y/N?** Select **Yes** (or enter **Y** in text mode) to replace the existing formula.

Formula Maintenance Screen

Select **Formula Maintenance** from the **File Maintenance** menu. The Formula Maintenance screen appears.



Field	Description
Inquiry **Formula ID**	If you are entering the Formula Entry screen through the Employees Pay Information screen, **Deductions** function, or **Withholdings** function, the formula ID appears; if not, enter the formula ID. The **.RTN** extension is not automatically appended to the formula ID. You should add this extension to the withholding formula names, and you *must* add it to the deduction formula names.

Field	Description
	Names for federal formulas should be in this format: **PFED_OAS.RTN**, where OASDI withholding would be used, for example. Names for state formulas should be in this format: **PMN_ _SUI.RTN**, where **MN** would be the state and **SUI** would be Employer State Unemployment Insurance, for example. Names for local formulas should be in this format: **PMNyyLWH.RTN**, where **MN** would be the state and **yy** would be the local code.
Copy From	This field appears if you entered a new formula ID. Enter the ID of the formula from which you want to copy information, or press **Enter** to skip this field.
Description	Enter a description of the formula.
Factors 1–6	Formula factors are variables used to change the base rate in a formula without changing the actual formula. Each formula can have six factors. Enter up to six formula factors.

Press **PgDn** to save your entries and move the cursor from the header section to the scroll region.

Use the commands to work with the information in this region:

- Press **Enter** to edit a formula line. See “Editing or Adding a Line” on page 10-104 for more information.
- Press **A** to add a formula line. See “Editing or Adding a Line” on page 10-104 for more information.

- Press **G** to go to a particular line, then enter the formula line number. This command appears only if there is more than one screen of items.

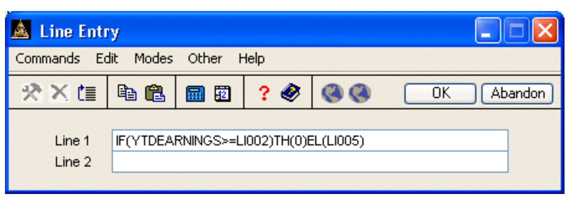
- Press **H** to return to the header section of the screen.

- Press **C** to convert the formula to a program when you are finished editing or entering a formula.

  Use the **Create Program** command anytime you enter or edit a formula. If you do not use the **Create Program** command before exiting from the **Formula Maintenance** function, the system automatically executes the command when you use the **Exit** (**F7**) command to return to the **File Maintenance** menu. If you use the **Abandon** (**F5**) command to return to the header section of the screen, your changes are not saved and the formula is not compiled into a program.

Editing or Adding a Line

When you press **Enter** or **A** on the command bar, the Line Entry screen appears:



Each line in a formula can be 100 characters long. You enter the line in two “segments.” When you press **Enter** to exit the Line Entry window, the two lines join to form one longer line, only the first 50 characters of which are displayed on the Formula Maintenance screen. To delete one line at a time, use the **Delete** (**F3**) command.

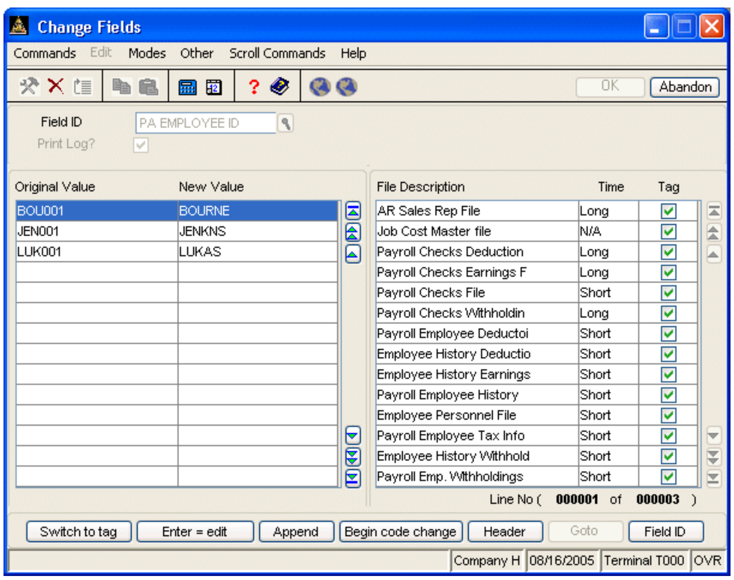
See appendix C for a detailed explanation of how formulas work and for a list of valid variables, functions, and operations.

When you finish entering or editing a formula, use the **Exit** (**F7**) command to save your changes (and create a program) and return to the **File Maintenance** menu.

Change Fields

Use the **Change Fields** function on the **File Maintenance** menu to change any code from one value to another. The **Change Fields** function can change codes within Payroll as well as in other applications. To produce a list of fields changed, use the Print Log feature. A sample of the log appears on page 10-109.

When you select **Change Fields** from the **File Maintenance** menu, the Change Fields screen appears:



The screen contains three sections. The top **Header** section, which includes the **Field ID** and **Print Log?** fields, is where you select the code or ID to change and whether to produce the printed log. The lower left **Values** section is where you build a list of the values to change by specifying the old value and the new value. The lower right **Files** section contains a list of the files that are changed in the applications you installed on your system.

Header

Inquiry

1. Enter the **Field ID** you want to change. You can change only Payroll fields from the **Payroll** or **Payroll with Direct Deposit** menus. To change IDs and codes from other applications, run the **Change Fields** function in the respective application.

2. Select the **Print Log?** check box to print a list of the files that are changed.

3. After you enter the **Field ID** and indicate your preference for printing the log, use the **Proceed** (**OK**) command to begin entering field values to change.

Values

4. To edit or add original/new values in this section, select a line and press **Enter** to edit the current line. The Edit Original/New Values dialog box appears. Press **A** to append another value to the list. The Add Original/New Values dialog box appears.

5. Enter the current field value you want to change in the **Original Value** box.

6. Enter the new value that you want to use for this field in the **New Value** box.

7. Select a command.

   - Press **Tab** to switch to the **File Description** section to specify which files change during processing.

   - Press **Enter** to edit the current line.

   - Press **A** to append another value to the list.

   - Press **B** to begin the change field process.

   - Press **H** to return to the header section to change the selection you made for printing the log.

- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.

- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

8. Continue entering old values and new values until you have specified all of the values you want to change in the **Values** section.

Files

The files that contain the **Field ID** you selected appear in the **File Description** section. You should change IDs in all of the files as a general rule. Exclude files from the change process only when your reseller or support representative instructs you to so.

9. The **Time** field gives you an idea of the relative time it takes to change the field in a given file. Files where this code or ID are a part of the key to the file can be changed more quickly than files where each record in the file must be scanned for the code or ID. Each file is rated as **Short** or **Long** to denote the estimated time required to change the field.

10. The **Tag** field denotes whether the file is affected by the copy process. Tag the file to change fields in the file.

11. Select a command.

    - Press **Tab** to switch to the **Values** section of the screen.

    - Press **Enter** to toggle a file as included or excluded from the copy process.

    - Press **A** to tag all of the files.

    - Press **N** to untag all of the files.

    - Press **B** to begin the change field process.

- Press **H** to return to the header section to change the selection you made for printing the log.
- Press **G** to go to a particular entry. This option is only available when there is more than one page of entries.
- Press **F** to choose a new field ID (this abandons any field changes you entered, but have not yet saved).

12. When you have tagged the files you want to change, press **B** to begin the change process. When the changes are complete, the log prints if you elected to produce it.

13. Enter a new **Field ID** to change, or use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

Change Fields Log

08/16/2005 Builders Supply Page 1
2:46 PM Change Field Log

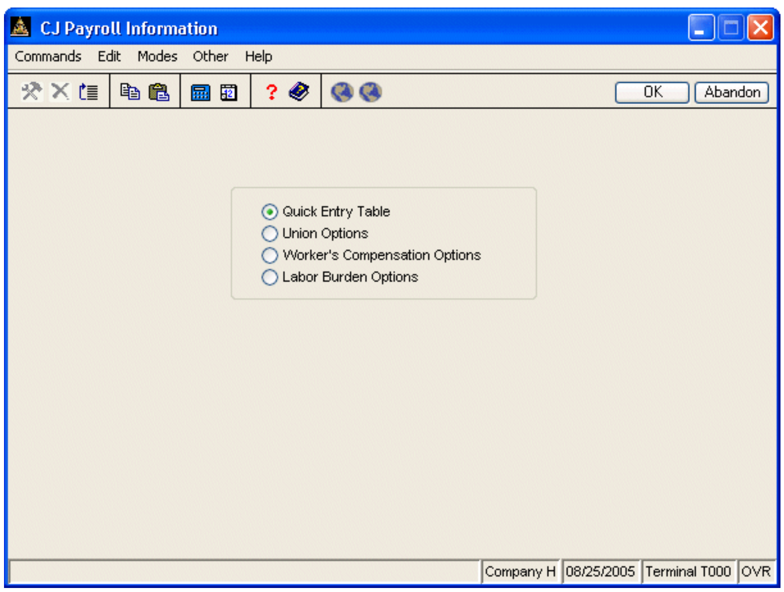
File Name	Records Read	Records Converted	Original Total Record	New Total Records
PAEGH	6	3	7	7
ARSRH	4	0	4	4
CJBSH	Could not open file.			
PACDH	0	0	0	0
PACEH	0	0	0	0
PACHH	0	0	0	0
PACWH	0	0	0	0
PADEH	15	12	24	24
PAEDH	15	12	25	25
PAEEH	13	10	28	28
PAEMH	6	3	7	7
PAEPH	2	1	1	1
PAESH	9	6	14	14
PAEWH	27	24	56	56
PAEXH	0	0	0	0
PAHCH	15	12	28	28
PAHDH	24	21	45	45
PAHEH	18	15	43	43
PAHVH	0	0	0	0
PAHWH	63	60	140	140
PAREH	3	0	6	6
PATHH	7	4	53	53
PATPH	0	0	0	0
PATRH	0	0	0	0
PAEGH.UD	9	6	14	14
PAEGH.UF	27	24	56	56
DDDIH	6	3	7	7
DDVHH	3	2	3	3
DDVKH	3	2	3	3
JOBSH	27	24	25	25
JOHIH	70	38	189	189

CJ Payroll Information

CJC

Use the **CJ Payroll Information** function to set quick entry stops for transaction entry and to set options for union, worker's compensation, and labor burden calculations.

Select **CJ Payroll Information** from the **CJ File Maintenance** submenu. The CJ Payroll Information screen appears.

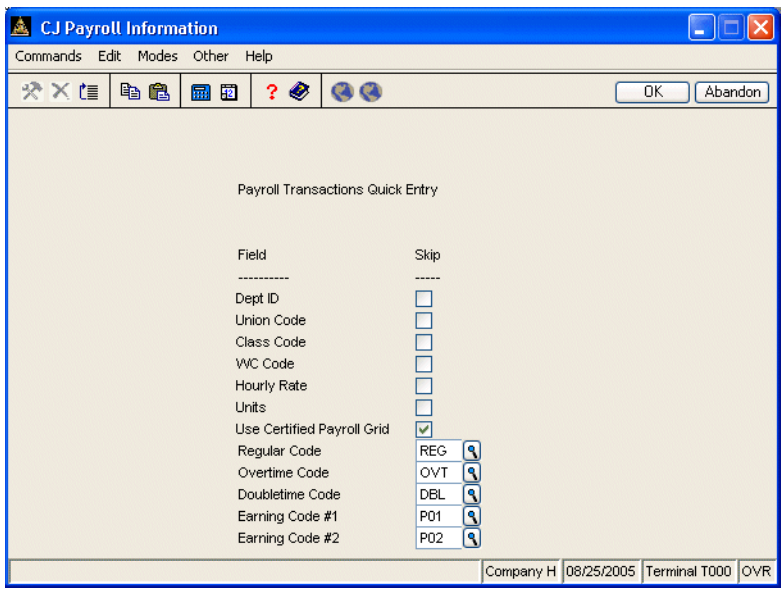


Select the items you want to edit and use the **Proceed** (**OK**) command to open those screens. After you edit the information on the associated screens, use the **Proceed** (**OK**) command to save your changes and return to this selection screen.

Use the **Exit** (**F7**) command to return to the main menu.

Quick Entry Table

Select **Quick Entry Table** from the **CJ Payroll Information** screen. The following screen appears.



To speed up data entry during time ticket and miscellaneous deductions entry, select the check box (or enter **YES** in text mode) in the **Skip** column for each field you want the system to skip when you press **Enter** on the **Enter Transactions** screen. If a field is skipped, you can use the up arrow key to return to it.

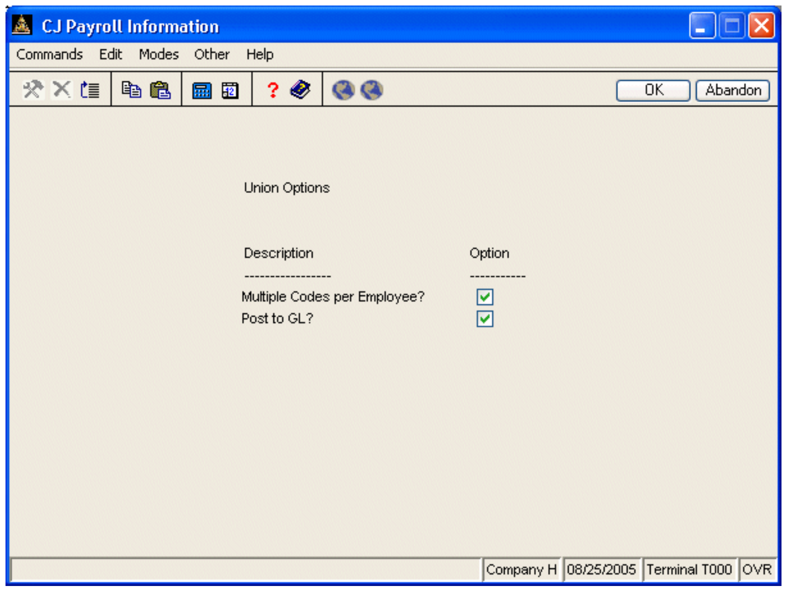
Field	Description
Dept ID/Union Code/ Class Code/WC Code/Hourly Rate/ Units	To skip the field on the **Enter Transactions** screen of the **Payroll Transactions** function, select the check box (or enter **YES**); otherwise, clear it (or enter **NO**).

Field	Description
Use Certified Payroll Grid	If you want the Certified Payroll Quick Entry Grid to appear each time you enter a transaction for a Certified Payroll job, select the check box (or enter **YES**); otherwise, clear it (or enter **NO**). You can still use the Quick Entry Grid by entering an asterisk (*****) in the **Earning Code** field of the transaction even if you do not select this option or are not using a Certified Payroll job.
Regular/Overtime/ DoubleTime Code	These fields are used with Quick Entry Grid and jobs flagged as Certified Payroll. **REG**, **OVT**, and **DBL** Earning Codes you define here appear each time you enter a transaction for a Certified Payroll job. You can also leave these fields blank and enter the codes as you enter transactions.
Earning Code #1 and #2	These fields are used with the Quick Entry Grid. The Quick Entry Grid automatically comes up with the **REG**, **OVT**, and **DBL** Earning Codes. Earning Code #1 and #2 allow you to add two more fields into the Quick Entry Grid. Enter these codes or use the **Inquiry** (**F2**) command to look them up.

Use the **Proceed** (**OK**) command to save your entries and return to the **CJ Payroll Information** screen.

Union and Worker’s Comp Options

The **Union Options** and **Worker’s Comp Options** screens are very similar. Select either **Union Options** or **Worker’s Comp Options** from the **CJ Payroll Information** screen. The following screen appears.



If you select the **Multiple Codes per Employee** check box (or enter **YES** in text mode), the system uses the union and worker’s compensation codes specified in the transactions to calculate union and worker’s compensation amounts. If you clear this check box (or enter **NO**), all union and worker’s compensation amounts are calculated using the default union and worker’s compensation codes in the Employee file.

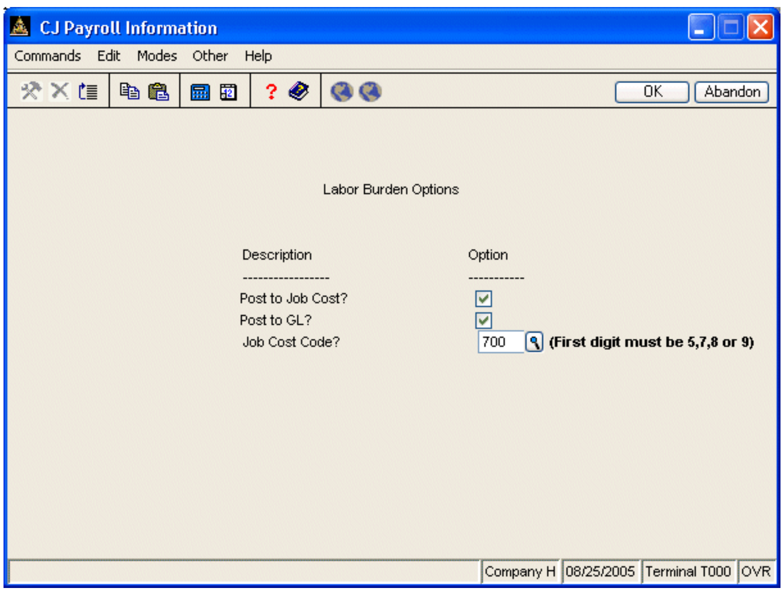
Select the **Post to GL?** check box (or enter **YES** in text mode) to have the union and worker’s compensation amounts posted to General Ledger when you post checks.

Use the **Proceed** (**OK**) command to save your entries and return to the **CJ Payroll Information** screen.

Labor Burden Options

Labor burden is calculated by adding employer paid taxes plus union amounts and worker's compensation amounts.

Select **Labor Burden Options** from the **CJ Payroll Information** screen. The following screen appears.



Select whether to post labor burden amounts to Job Cost and General Ledger, then select which cost type is updated in the Jobs master file.

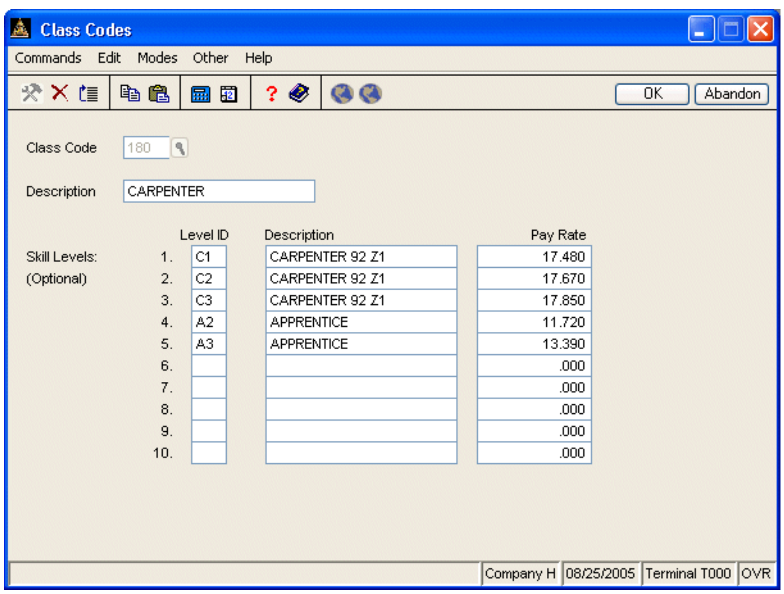
Use the **Proceed** (**OK**) command to save your entries and return to the **CJ Payroll Information** screen.

Class Codes

CJC

Use the **Class Codes** function to create or change class codes and skill levels, descriptions and pay rates. The pay rates are used as defaults when you enter time tickets. You can also set up union deductions and benefits to be calculated on certain classes and skill levels.

Select **Class Codes** from the **CJ File Maintenance** submenu. The **Class Codes** screen appears.



Every employee must have a class code. Skill levels are not required. You can specify up to ten different skill levels and pay rates for each class code.

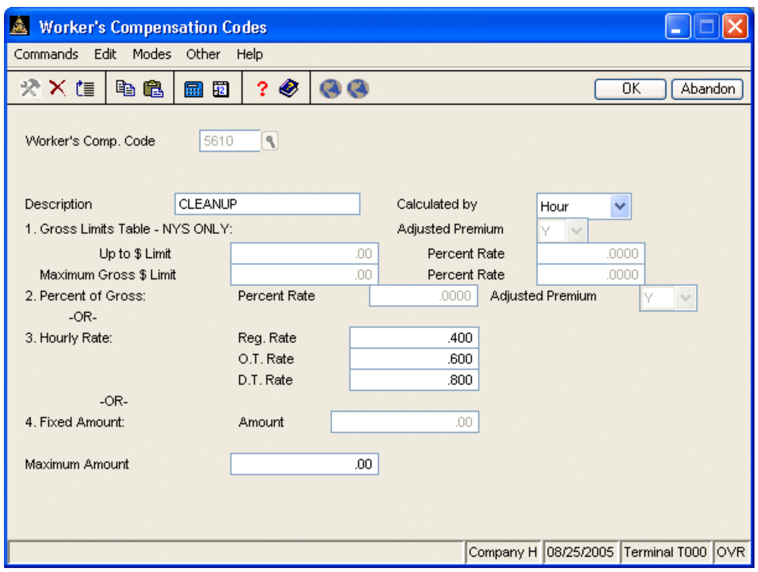
Use the **Proceed** (**OK**) command to save your entries and return to the **CJ Payroll Information** screen. Use the **Exit** (**F7**) command to exit the screen and return to the **CJ File Maintenance** menu

Worker’s Compensation Codes

CJC

Use the **Worker’s Compensation Codes** function to create or change worker’s compensation codes and calculation information.

Select **Worker’s Compensation Codes** from the **CJ File Maintenance** submenu. The **Worker’s Compensation Codes** screen appears.



Inquiry

1. Enter a **Worker’s Comp Code**.

2. Edit the **Description** that appears if the **Worker’s Comp Code** already exists or press the arrow key to skip it and go to the next field.

3. In the **Calculated by** field, enter **P** to calculate worker’s compensation as a percentage of gross wages, enter **H** to calculate it at an hourly rate, or enter **F** if the worker’s compensation premium is a fixed amount for each pay period. Based on what is entered in this field, the cursor goes to different sections of the screen.

Percent—if you entered **P**, the cursor jumps to the **Adjusted Premium** field in section **1** (**Gross Limits Table - NYS ONLY**). This section is only for New York City rate defining.

- Enter **Y** to have overtime and double-time pay rates adjusted back to the regular pay rate for the calculation. Enter **N** if you do not want these rates adjusted back to regular pay.
- Enter either the **Up to $ Limit** or **Percent Rate** up to which worker’s compensation premiums are calculated for New York employees.
- Enter either the **Maximum Gross $ Limit** or **Percent Rate** on which worker’s compensation premiums are calculated for New York employees.
- Enter the **Percent of Gross** wages to be used in calculating worker’s compensation premium.
- Enter **Y** to adjust the percent of gross overtime and double-time pay rates to the regular pay rate for the calculation. Enter **N** if you do not want these rates adjusted back to regular pay.

Hourly—if you entered **H**, the cursor jumps to the **Hourly Rate** section of the screen. Enter the hourly rate to be used for calculating worker’s compensation premiums to be paid by the employer for regular (**Reg. Rate**), overtime (**O.T. Rate**), and double-time (**D.T. Rate**) earnings codes.

Fixed Amount—if you entered **F** for fixed amount, the cursor jumps to the **Fixed Amount** section of the screen. Enter a fixed amount of worker’s compensation premiums to be paid by the employer each pay period. This field is only available when using a fixed method of calculation.

4. For any calculation method you choose, you can specify a **Maximum Amount** of the premium to be paid by the employer each pay period. If there is no maximum, enter **0** for no limit.

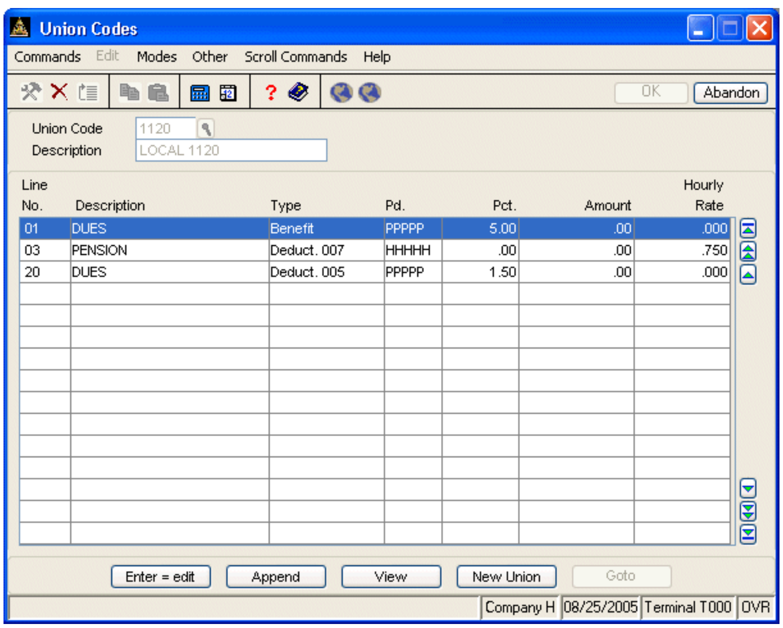
5. Use the **Proceed** (**OK**) command to save your entries. Next, use the **Exit** (**F7**) command and return to the **CJ File Maintenance** submenu.

Union Codes

CJC

Use the **Union Codes** function to create or change union deductions and benefits and the calculation information. Union benefit and deduction amounts are calculated when you use the **Calculate Checks** function. The information is printed in the Union Report.

Select **Union Codes** from the **CJ File Maintenance** menu. A blank **Union Codes** screen appears.



Inquiry

1. Enter the **Union Code** you want to add or edit.

2. Edit the **Description** that appears if the **Union Code** already exists or press the arrow key to skip it.

3. Use the **Proceed** (**OK**) command to save any changes made to the header.

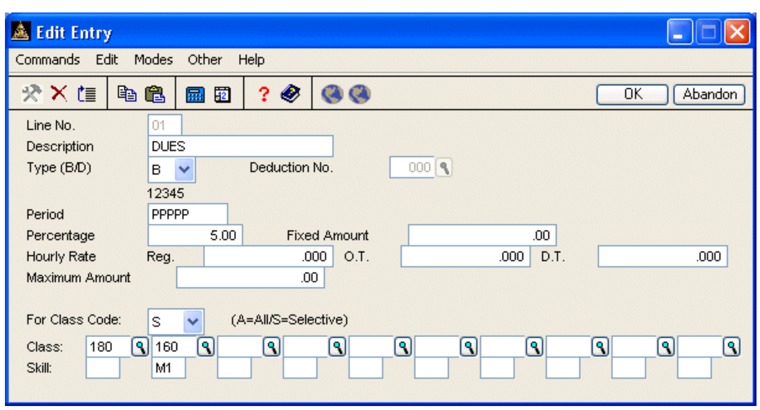
4. Use the commands to work with the code's line items:

   - Press **Enter** to edit the selected line item. The Line-Item Entry screen appears.
   - Press **A** to add a line to the union code. The Line-Item Entry screen appears.
   - Press **V** to view more information about the selected line. You cannot edit this information when it appears.
   - Press **N** to return to the **Union Code** field to select a new code.

Line-Item Entry Screen

If line items don't exist for the information you defined in the **Union Codes** header, the line-item entry window appears. This window appears for one of three reasons:

- You are creating a union code and have entered header information.
- You use the **Append** command to add an item to the end of the list.
- You use the **Edit** command to edit an item in the list. If you use this command, the entry screen is titled **Edit Entry** instead of **Append Entry**.



1. If you are appending an entry, enter the line number for this entry. The line number affects the order in which a deduction is taken from earnings.

2. If you are appending an entry, enter a **Description** for the line item.

3. Enter a **B** in the **Type** (**B/D**) field if the line is for a union benefit (employer paid). Enter a **D** if the line is for a union deduction (employees paid).

Inquiry

4. If you entered **D** in the **Type** field, enter the deduction entry number from the payroll deductions function associated with this entry. A description of the code and the GL No. appears below the deduction code.

5. Specify how the deduction or benefit should be calculated for each of the five pay periods:

   - **N**—The deduction/benefit should not be applied in the pay period.
   - **Y**—The amount you enter in the **Fixed Amount** field should be applied.
   - **P**—A percentage of the employee's gross pay should be applied.
   - **H**—A fixed rate per hour worked should be applied.

6. Enter the **Percentage**, **Fixed Amount**, or **Hourly Rate** as needed for the pay periods defined in the **Period** field.

7. Enter the **Maximum Amount** of the benefit or deduction for a pay period. Enter **0** if there is no maximum.

8. Enter **A** (All) if the deduction/benefit applies to all classes or **S** (Selective) if it applies to only a particular class and skill level.

Inquiry

A **Selective** choice allows you to specify up to 10 job classes for the deduction/benefit. For each job class, you can specify a skill level. If the deduction/benefit applies to all skill levels for that job class, press **Enter**.

Note

Union deductions are withheld from an employee's paycheck without being entered as a scheduled deduction in the employee file. Union benefits are not added to an employee's paycheck unless an Other Pay transaction is entered and posted through the **Transactions** function.

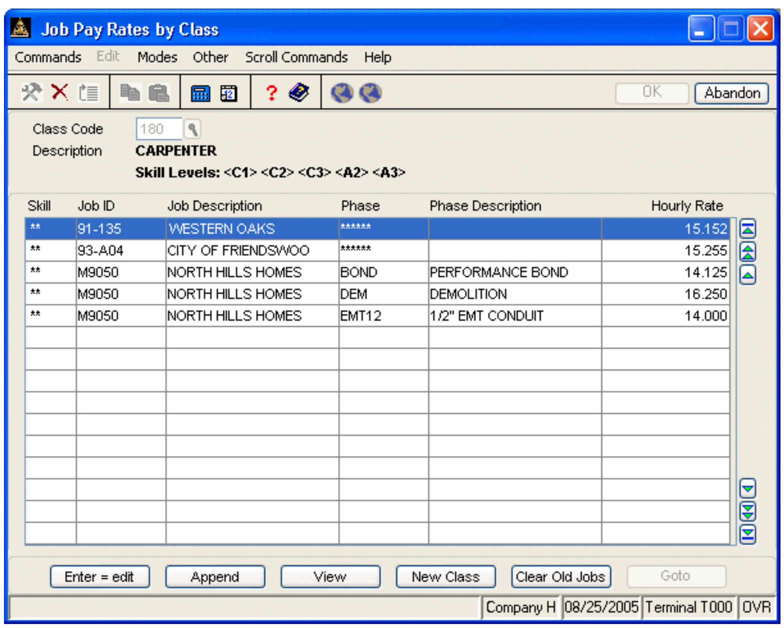
9. Use the **Proceed** (**OK**) command to save your changes and return to the Union Codes screen.

Job Pay Rates by Class

CJC

Use the **Job Pay Rates by Class** function to establish a pay rate that is specific only to a particular job class or skill level for a particular job and phase. The pay rates default when you enter payroll transactions.

Select **Job Pay Rates by Class** from the **CJ File Maintenance** menu. The blank **Job Pay Rates by Class** screen appears.



Inquiry

1. Enter the **Class Code** you want to add or edit.
2. Edit the **Description** that appears if the **Class Code** already exists or enter a new one.
3. Use the **Proceed** (**OK**) command to save any changes made to the header.

4. Use the commands to work with the class code's line items:

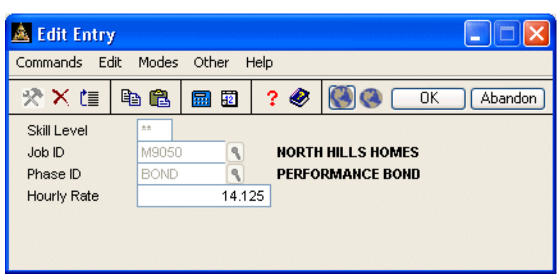
   - Press **Enter** to edit a line item. The Line-Item Entry screen appears.
   - Press **A** to add a line item to the end of the list. The Line-Item Entry screen appears.
   - Press **V** to view more information about the line item. You cannot edit the information that appears.
   - Press **N** to enter job pay rates for a new class code.
   - Press **C** to remove job pay rates for old jobs that have been deleted.

Line-Item Entry Screen

If you have line items on file, the line-item entry window appears. If not, the scrolling region appears. The available commands are listed at the bottom of the screen.

The line-item entry window appears for one of three reasons:

- You are creating a pay rate and have finished entering header information.
- You use the **Append** command to add an item to the end of the list.
- You use the **Edit** command to edit an item in the list. If you use this command, the entry screen is titled **Edit Entry** instead of **Append Entry**.



1. If you are adding an entry, enter a **Skill Level** available from the class or press **Enter** to select all skill levels for this class (****** appear).

2. If you are adding an entry, enter the **Job ID** associated with this rate.

3. If you are adding an entry, enter the **Phase ID** or press **Enter** to indicate all phases for this job should use the rate (********** appear).

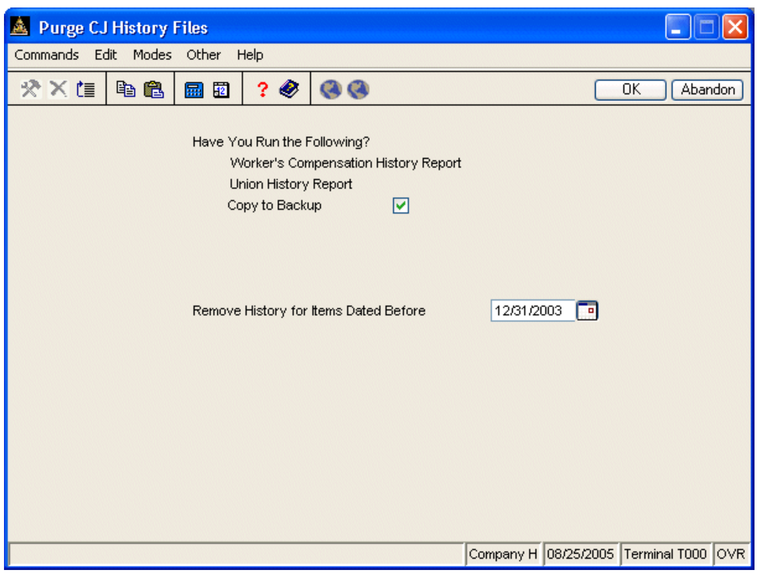
4. Enter the **Hourly Rate** of pay for this skill level, job, and phase.

5. Use the **Proceed** (**OK**) command to save your entries and return Job Pay Rates by Class screen.

Purge CJ History Files

Use the **Purge CJ History Files** function to purge old worker's compensation and union history information from the **PAWUx** and **PAHUx** files.

Select **Purge CJ History Files** from the **CJ File Maintenance** submenu. The **Purge CJ History Files** screen appears.



Before purging CJ History files, make sure you print the Worker's Compensation and Union History Reports and back up your files. If you do not answer **YES** to all the questions on the screen, you are prompted to exit to the **CJ File Maintenance** submenu.

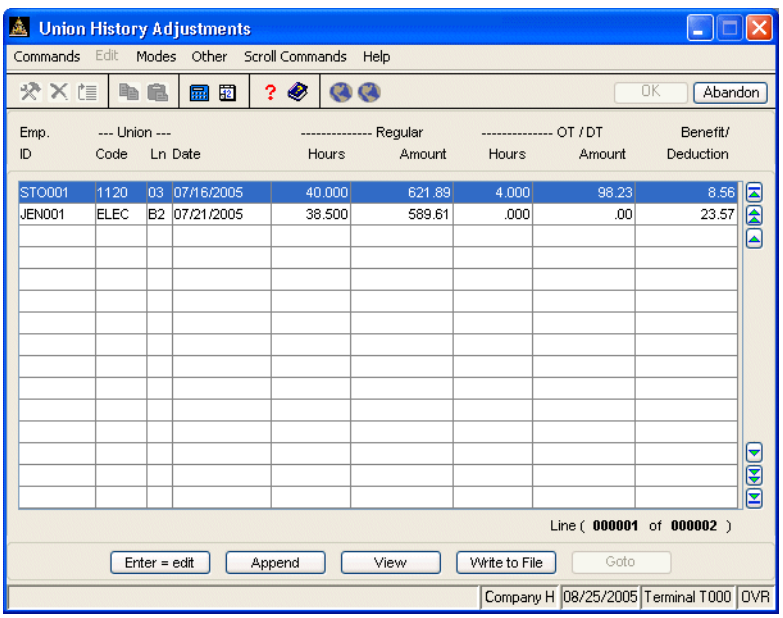
Enter a date prior to which all worker's compensation and union history will be deleted.

Confirm the date before using the **Proceed** (**OK**) command. When the purge finishes, you are returned to the **CJ File Maintenance** menu.

Union History Adjustments

Use the **Union History Adjustments** function to correct union benefit and deduction amounts that were posted incorrectly. Use the Union History Report to locate existing history information that require adjustments. The **Union History Adjustments** function does not let you edit existing history information, but you can add adjusting records.

Select **Union History Adjustments** from the **CJ File Maintenance** submenu. The **Union History Adjustments** screen appears.



If you do not have line items on file, the Append Entry window overlays the screen. If not, the scrolling region appears. Use these commands to work with line items:

- Press **Enter** to edit the selected line. The Line-Item Entry screen appears.

- Press **A** to add a line item. The Line-Item entry screen appears.
- Press **V** to view the entries available for adjustments. You cannot edit the entries that appear.
- Press **W** to write the entries to the union history file after you have made all corrections.

Use the **Proceed** (**OK**) command to save your changes, then use the **Exit** (**F7**) command to return to the **CJ File Maintenance** submenu.

Line-Item Entry Screen

Inquiry

1. Enter the **Employee ID** for which you want to correct a union adjustment.

Inquiry

2. The **Union Code** from the employee file is appears. Press **Enter** to accept it.

Inquiry

3. Enter a line number from those set up in the union code record.
4. Enter the transaction history **Date** you want to correct.
5. Enter the **Regular**, **Overtime**, and **Double-Time Hours** and the **Amount** of the adjustment, if necessary. Use negative numbers to reduce amounts and positive numbers to increase amounts.
6. Enter the total **Benefit Amount** and **Deduction Amount** to adjust. Negative numbers reduce amounts and positive numbers increase amounts.

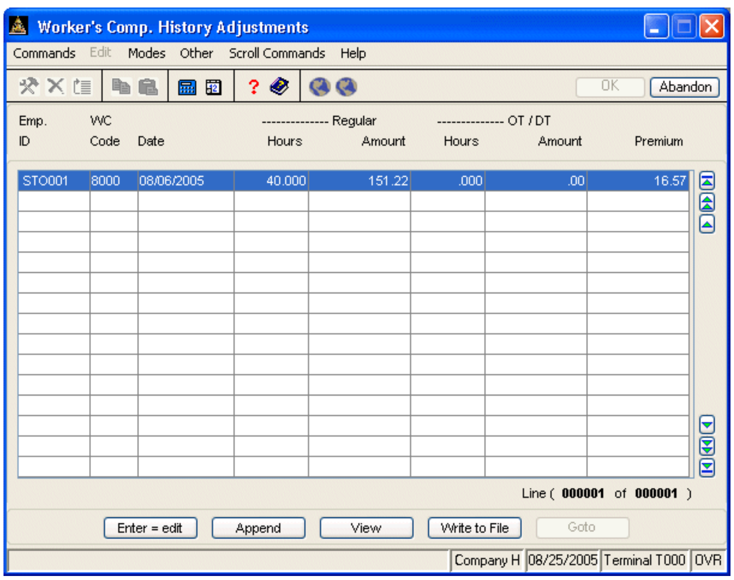
Inquiry

7. If the line number used is a deduction type, the default **Deduction Code** appears. Press **Enter** to use it.
8. Use the **Proceed** (**OK**) command to save your adjustments. The scrolling region appears and lists available commands at the bottom of the screen.
9. After entering adjustments, press **W** to write them to the history file. An asterisk (*****) appears on the Union History Report next to manual adjustment transactions. You must manually update General Ledger for any adjustments made.

Worker’s Comp History Adjustments

Use the **Worker’s Comp History Adjustments** function to correct worker’s compensation amounts that were posted incorrectly. Use the Worker’s Comp History Report to locate existing history information that require adjustments. The **Worker’s Comp History Adjustments** function does not let you edit existing history information, but you can add adjusting records.

Select **Worker’s Comp History Adjustments** from the **CJ File Maintenance** submenu. The **Worker’s Comp History Adjustments** screen appears.



If you do not have line items on file, the **Append Entry** window overlays the screen. If not, the scrolling region appears. Use these commands to work with line items:

- Press **Enter** to edit the selected line. The Line-Item Entry screen appears.

- Press **A** to add a line item to the end of the list. The Line-Item entry screen appears.
- Press **V** to view the entries available for adjustments. You cannot edit the entries that appear.
- Press **W** to write the entries to the union history file after you have made all corrections.

Use the **Proceed** (**OK**) command to save your changes, then use the **Exit** (**F7**) command to return to the **CJ File Maintenance** submenu.

Line-Item Entry Screen

Inquiry

1. Enter the **Employee ID** for which you want to correct a worker's comp adjustment.

Inquiry

2. The **WC Code** from the employee file appears. Press **Enter** to accept it .
3. Enter the transaction history **Date** you want to correct.
4. Enter the **Regular**, **Overtime**, and **Double-Time Hours** and the **Amount** of the adjustment, if necessary. Use negative numbers to reduce amounts and positive numbers to increase amounts.
5. Enter the total **Worker's Comp Premium** adjustment. Use negative numbers to reduce amounts and positive numbers to increase amounts.
6. Use the **Proceed** (**OK**) command to enter the adjustments. The scrolling region appears and lists available commands at the bottom of the screen.
7. After entering adjustments, press **W** to write them to the history file. An asterisk (*****) appears on the Union History Report next to manual adjustment transactions. You must manually update General Ledger for any adjustments made.

Codes Maintenance 11

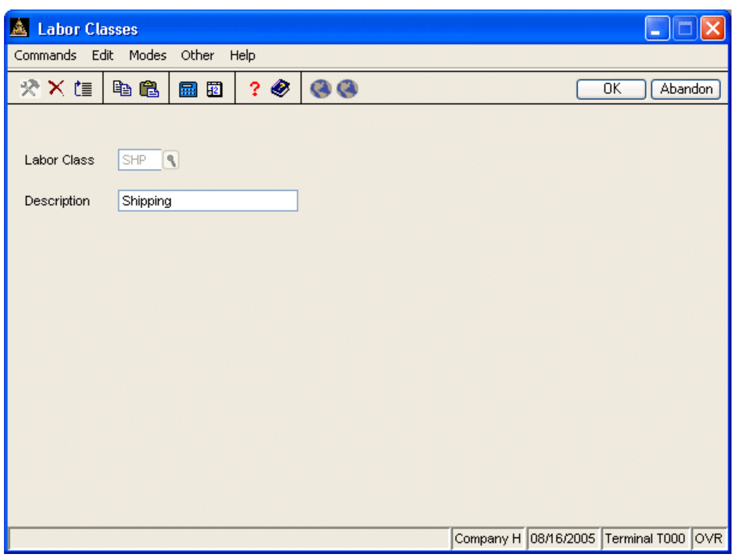
Labor Classes

Use the **Labor Classes** function to set up and maintain labor classes. Labor classes can be used to group types of employees. For example, you might set up labor class **EXM** for executive managers, **MIM** for mid-level managers, and so on. The classes you set up can be useful for report sorting.

Labor classes are stored in the **PALCxxx** (Labor Class) file and are used in the **Employees** function.

Labor Classes Screen

Select **Labor Classes** from the **Codes Maintenance** menu. The Labor Classes screen appears.



Inquiry

1. Enter the labor class code.

2. Enter a description of the labor class code.

3. Use the **Proceed** (**OK**) command to save your changes. The cursor returns to the **Labor Class** field. Enter another labor class code, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

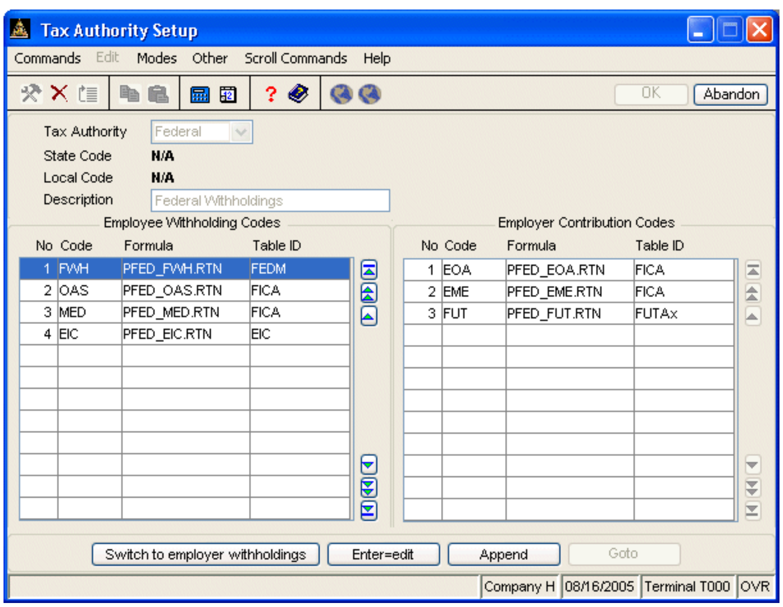
Tax Authority Setup

Use the **Tax Authority Setup** function to enter and maintain withholding codes for federal, state, and local tax authorities for which employees need withholdings. You can also set up the necessary formula names and tax table IDs associated with each code. Changes you make here update the **PACO** (Codes) file.

You can enter 15 employee and employer withholding codes for each federal, state, and local tax authority.

Tax Authority Setup Screen

Select **Tax Authority Setup** from the **Codes Maintenance** menu. The Tax Authority screen appears.



1. In the **Tax Authority** field, enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.

Inquiry

2. If you entered **S** in the **Tax Authority** field, the **State Code** field becomes available. Enter the state code you want to set up or adjust.

Inquiry

3. If you entered **L** in the **Tax Authority** field, both the **State Code** and **Local Code** fields become available. Enter the state code, then enter the local code you want to set up or adjust.

4. Enter or edit the description of the tax authority. For example, if you are working with a federal tax authority, enter the name of the withholding.

5. To move to the scroll region, use the **Proceed** (**OK**) command.

6. Use the commands on the command bar to move around the screen:

   - Press **Tab** to switch between the **Employee Withholding Codes** and **Employer Contribution Codes** sections of the screen.

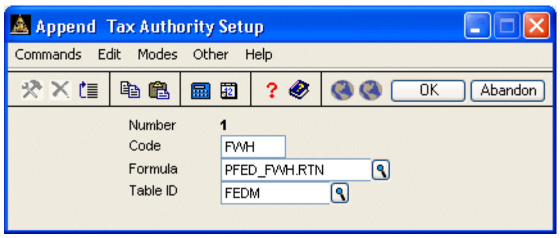
   - Press **Enter** to edit a line item. See “Adding or Editing a Line Item” on page 11-7 for more information.

   - Press **A** to add a line item. See “Adding or Editing a Line Item” on page 11-7 for more information.

   - Press **G** to go to a particular line item, then enter the line item number or use the **Inquiry** (**F2**) command to select the line item number. This command is available only if there is more than one screen of items.

7. Your changes are saved as you enter them. Use the **Exit** (**F7**) command when you are finished to close the screen and return to the **Codes Maintenance** menu.

Adding or Editing a Line Item



The Append Tax Authority Setup screen appears when you add or edit a tax authority line tiem. You can add or edit 15 tax authority withholding codes for both employees and employers.

Enter the code for the withholding tax. **FHW**, **SWH**, and **LWH** must be the first employee withholdings.

Next, enter the name of the formula that is to be used when calculating the withholding. You must add the extension **.RTN** to the formula name so that the system will not overwrite part of itself.

Then, enter the ID of the tax table that will be used when calculating the withholding. If you are working with **FWH**, **SWH**, or **LWH**, these withholdings usually depend on marital status. They can be overridden on the Employees Tax Information screen (page 10-15). If the table must be company-specific (for example, **FUTA** and **SUI**), the last character of the table ID must be a lowercase **x**. To accommodate the full three-character company ID, you must limit the table ID to five characters. If the system cannot locate the company-specific table, the generic table is the default.

Your work is automatically saved as you enter it. When you are finished, use the **Abandon** (**F5**) command to return to the **Tax Authority** field, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Earning Codes

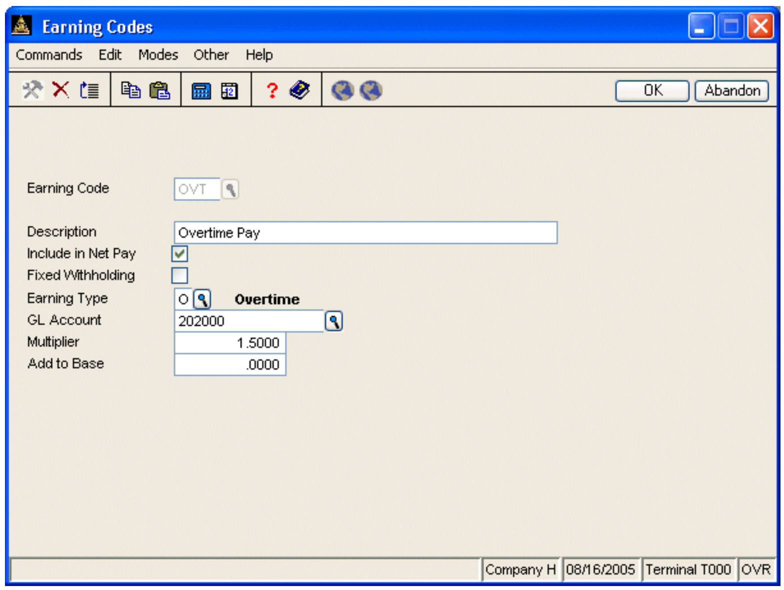
An earning code stores pay rate information, the GL account number, the earning type, and other information for a particular kind of work. If you enter an earning code and the number of hours the employee worked when you enter time tickets or manual checks, the system calculates the employee’s pay based on the information you enter here. You can have an unlimited number of earning codes. Changes you make here update the **PAECxxx** (Earning Codes) file.

You can set up earning codes for types of work (for example, for assembly and packaging) and for overtime or double-time work that automatically multiplies or adds amounts to the base pay.

If your company provides group term life insurance, dependent care, 457 plan, or non-457 plan benefits for employees, use earning codes to track these amounts as part of normal payroll processing. Previously, you entered these amounts on the Employee Miscellaneous History screen in the **Employee History** function, and OSAS simply reported the amounts you entered on W2s. Due to changes in federal regulations, and to eliminate errors, OSAS no longer uses these fields. Instead, Open Systems strongly recommends that you set up earning codes to track these amounts so that they are reported correctly as required.

Earning Codes Screen

Select **Earning Codes** from the **Codes Maintenance** menu. The Earning Codes screen appears.



Field Descriptions

	Field	Description
	Field	**Description**
Inquiry	**Earning Code**	Enter the earning code.
	Description	Enter a description of the earning code. The description you enter here appears when you enter or edit time tickets.
	Include in Net Pay	If the pay should be included in the employee's paycheck, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Field	Description
	Including or excluding the pay from net pay does not affect taxable income. To exclude an earning code from taxable income, use the exclusion switches in your federal, state, and local withholding records. If you are setting up an earning code to track Cost of GLTI, Cost of DCB, 457 Plan or Non-457 Plan amounts, clear this check box.
Fixed Withholding	If you use a fixed percentage for all withholding (specified in the federal, state, and local withholding formulas), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode). If you do not use a fixed percentage, withholding is calculated according to the regular federal, state, and local tax routines.
Inquiry **Earning Type**	Enter an earning type for the earning code. Each earning code must be assigned an earning type. (For more information, see page 11-14). An earning code of type **T** has special meaning (**Tips**) in the system. Tip amounts are accumulated in the **FICA Tips** field for government reporting. An earning code of type **F** also has special meaning (**Fringe**) in the system. Any earning code of type **F** that an employee receives throughout the year is accumulated and printed as **fringe** on an employee's W-2 form. Use this type for Cost of GTLI, Cost of DCB, 457 Plan, and non-457 Plan earning codes. Earning codes of type **V** or **S** to determine the amount of vacation and sick time taken during the year. Any earning codes that use a user-defined type are treated as regular pay, using the **Multiplier** and **Add to Base** fields to determine pay.

Inquiry
Maint

Field	Description
GL Account	Enter the number of the account to which the earning code is posted. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger. The GL account is debited when you post checks for the selected earning code. That account is credited in the department when you post expense to GL.
Multiplier	The number you enter in this field is multiplied by the employee’s base hourly pay rate. For example, you enter an earning code with a multiplier of **1.2500**. Then you enter a time ticket for an employee who uses that earning code and whose base hourly pay rate is $10 per hour. The system performs the calculations, resulting in a pay rate of $12.50 per hour for the employee. You must enter a value in this field. If you do not want to use a multiplier, enter **1**.
Add to Base	The number you enter in this field is added to the employee’s base hourly pay rate. For example, you enter an earning code with an Add to Base factor of **0000.50**. Then you enter a time ticket for an employee who uses that earning code and whose base hourly pay rate is $10 per hour. The system adds the factor to the employee rate, resutling in a pay rate of $10.50 per hour for the employee. If both a **Multiplier** and an **Add to Base** factor exist for the earning code, the **Add to Base** factor is added to the employee’s base pay rate first. This new base pay rate is then multiplied.

After you approve the entries, enter another earning code, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Earning Types

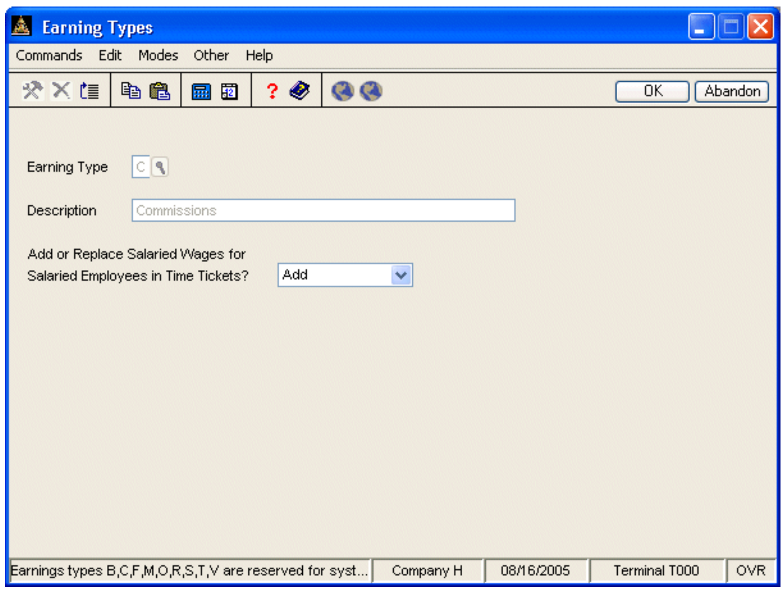
Use the **Earning Types** function to create groups of earning codes. The Payroll system has nine preset earning types:

- Bonus
- Commission
- Fringe
- Miscellaneous
- Overtime
- Regular Earnings
- Sick
- Tips Reported as Federal Earnings
- Vacation

You cannot change or delete the preset earning types, but you can set up additional earning types. When you set up earning codes (see page 11-9), you specify which earning type the code belongs to. For example, you might have four kinds of bonus pay. You set up each kind of bonus pay as an earning code and group them all under the Bonus earning type. Changes you make here update the **PAETxxx** (Earnings Types) file.

Earning Types Screen

Select **Earning Types** from the **Codes Maintenance** menu. The Earning Types screen appears.



Inquiry

1. Enter the ID of the earning type you want to add or change.

   Earning type **T** has special meaning (**Tips**) in the system. Tip amounts are accumulated in the **FICA Tips** field for government reporting.

   Earning type **F** also has special meaning to the system. Any earning types **F** that an employee receives through the year are accumulated and printed as **fringe** on an employee’s W-2 form.

   Earning types **V** and **S** are used to determine the amount of vacation and sick time taken throughout the year.

   Any other earning types that use a user-defined type are treated as regular pay, using the **Multiplier** and **Add to Base** fields to determine pay.

2. Enter a description of the earning type.

3. The last field on the screen applies only to salaried employees for whom you enter time tickets. Press **A** to add pay entered through time tickets to salary amounts for this earning code. Press **R** to replace salary amounts with pay entered through time tickets for this earning code.

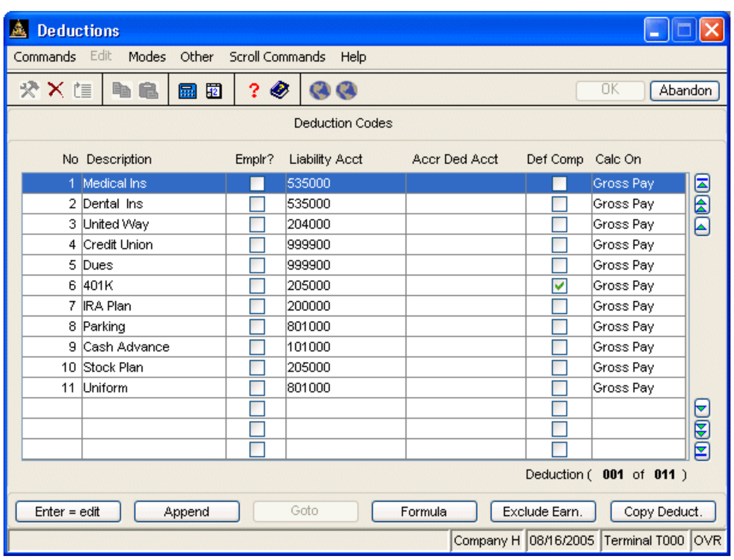
4. When you save the earning type, the cursor returns to the **Earning Type** field. Enter the next earning type you want to work with, or use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Deductions

Use the **Deductions** function to set up, change, or delete deductions from the Payroll system. Deductions are assigned codes, which can then be referenced when you set up employees using the **Employees** function. You can set up 999 deduction codes. Changes you make here update the **PADDxxx** (Deductions) and **PADXxxx** (Deduction Exclusion) files.

If your company offers “cafeteria plans” or flexible spending accounts for employee dependent care costs, use the **Deductions** function to set up a deduction code to track these amounts deducted from employee paychecks to report them on W2s as required. After you set up these deduction codes, use the **Tables** function to enter the new codes into the **DCBxxx** table, then use the **Withholdings** function to exclude the new deduction from federal FWH tax. Depending on your state’s regulations, you may need to exclude the deduction from your state’s SWH tax, as well.

Select **Deductions** from the **Codes Maintenance** menu. The Deductions screen appears.



Use the commands to work with the information on the screen:

- Press **Enter** to edit a deduction code. See “Editing or Adding a Line Item” on page 11-18 for more information.

- Press **A** to add a deduction code. See “Editing or Adding a Line Item” on page 11-18 for more information.

- Press **G** to go to a specific line item, then enter the deduction code or use the **Inquiry** (**F2**) command to select the code. This command is available only if there is more than one screen of deductions.

- Press **F** to edit deduction formulas. The Formula Maintenance screen appears. See page 10-102 and appendix C for more information on formulas

- Press **E** to exclude earning codes from the selected deduction. See “Earning Exclusions” on page 11-19 for more information.

- Press **C** to copy the selected deduction. See “Copying Deductions” on page 11-20 for more information.

Editing or Adding a Line Item

To edit or add a line item, follow these steps:

1. Enter a description of the deduction.

   If this is a deferred compensation deduction, the first four characters of the description you enter are used as the deferred compensation description on W-2 forms.

   If the deduction is for a 401(k) program, you must enter **401K**. If the deduction is for dependent care benefits, you must enter **DCB**.

2. If the deduction is employer-paid, select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

Inquiry
Maint

3. Enter the number of the liability account to which the deduction is credited. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.

Inquiry
Maint

4. If the deduction is employer-paid, enter the expense account number. The **Maintenance** (**F6**) and **Inquiry** (**F2**) commands are available if Payroll interfaces with General Ledger.

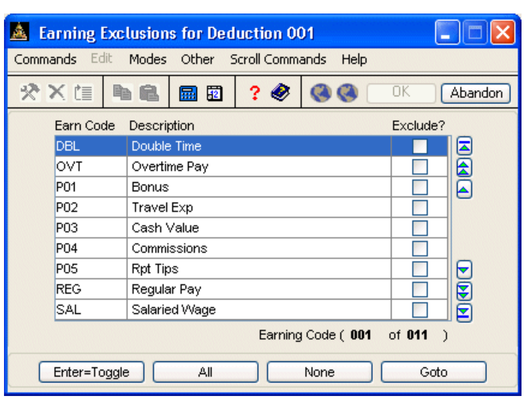
5. If the deduction is deferred compensation or any other pretax deduction that should be reported on employees' W-2 forms (such as dependent care benefits), select the box (or enter **Y** in text mode); if not, clear the box (or enter **N** in text mode).

6. Enter **G** if the deduction is calculated on gross pay or **N** if it is calculated on net pay. Select **G** if this deduction is for dependent care flexible spending accounts.

Earning Exclusions

You can exclude earning codes from a deduction. For example, you might set up a pay deduction for uniforms that applies to workers in a store and then exclude particular earning codes for warehouse workers so that uniform costs are not deducted from these employees' pay.

When you press **E** on the Deductions screen to exclude earning codes from deductions, the Earning Exclusions screen appears.



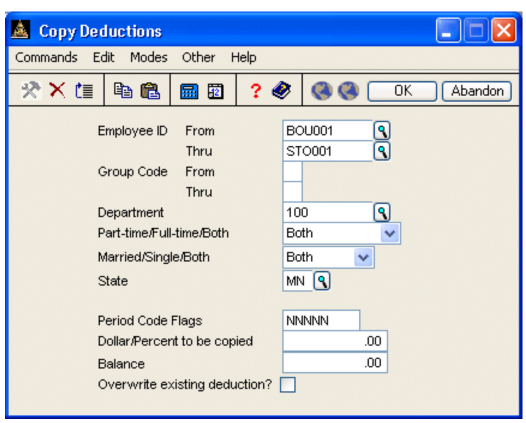
Use the command to work with the information on the screen:

- Press **Enter** to toggle the earning code’s exclusion status for the deduction. The **Exclude?** check box status changes from selected to cleared (for graphical screens) or from **Yes** to **No** (for text screens).
- Press **A** to exclude all earning codes from the deduction.
- Press **N** to include all earning codes in the deduction.
- Press **G** to go to a specific earning code, then enter the earning code or use the **Inquiry** (**F2**) command to select the earning code. This command is available only when there is more than one screen of earning codes.

Your changes are saved automatically as you enter them. When you are finished with the Earning Exclusions screen, use the **Exit** (**F7**) command to return to the line item scroll region of the Deductions screen.

Copying Deductions

When you press **C** on the Deductions screen to copy a deduction, the Copy Deduction screen appears.



Inquiry

1. Enter the range of employees to whose records you want to copy the deduction.

2. Enter the range of group codes to which you want the deduction to apply.

Inquiry

3. Enter the department to which you want the deduction to apply. Leave this field blank to apply the deduction to all departments.

4. Enter **P** to appy the deduction to part-time employees, **F** to apply the deduction to full-time employees, or **B** to apply the deduction to both types of employees.

5. Enter **M** to apply the deduction to married employees, **S** to apply the deduction to single employees, or **B** to apply the deduction to both types of employees.

Inquiry

6. Enter the state code to which you want the deduction to apply.

7. Enter the period codes to which you want the deduction to apply.

8. Enter the dollar amount or percentage of the deduction you want to copy.

9. If the deduction has a declining balance, enter the amount in the **Balance** box.

10. If you want to replace any existing deduction information with the same number in your employee files, select the box (or enter **Y** in text mode). If you want to leave existing deduction information as is, clear the box (or enter **N** in text mode).

11. When you have finished entering information for the deduction you want to copy, select the output device to print the Copy Deductions Log.

12. When you are finished entering and editing deductions, use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Copy Deductions Log

```
08/09/2005                     Builders Supply                  Page    1
10:58 AM                       Copy Deductions Log
```

Employee	Deduction Code	Period Codes	Amount	Balance
BOU001	001	NNNNN	100.00	0
GER001	001	NNNNN	100.00	0

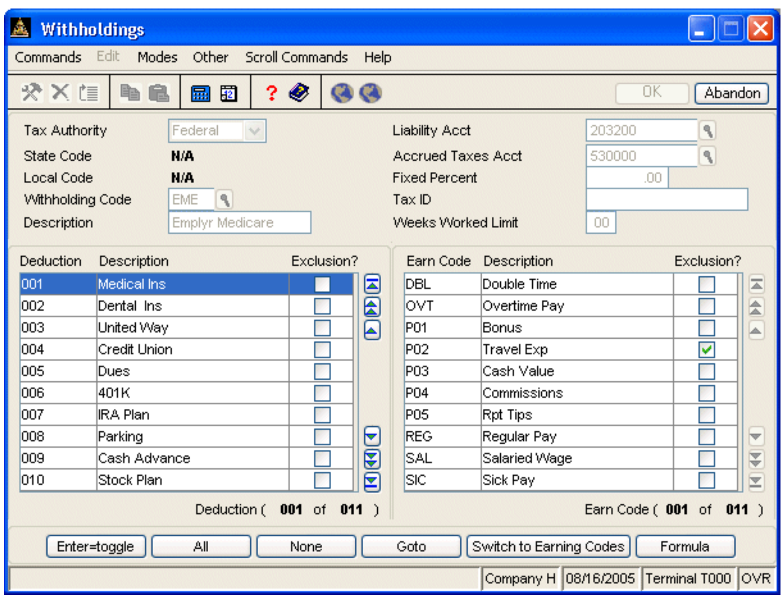
End of Report

Withholdings

Use the **Withholdings** function to set up and maintain federal, state, and local withholding tax information for employees. You can exclude particular deductions and earning codes from withholding and you can maintain formulas. Changes you make here update the **PAWIxxx** (Withholdings) and **PAWXxxx** (Withholding Exclusion) files.

Withholdings Screen

Select **Withholdings** from the **Codes Maintenance** menu. The Withholdings screen appears.



1. In the **Tax Authority** field, enter **F** to work with federal tax authority codes, **S** to work with state tax authority codes, or **L** to work with local tax authority codes.

Inquiry

2. If you entered **S** in the **Tax Authority** field, the **State Code** field becomes available. Enter the state code you want to set up or adjust.

   The state code must be defined in the **Tax Authority Setup** function (see page 11-5) before you set up the state/locality withholding.

Inquiry

3. If you entered **L** in the **Tax Authority** field, both the **State Code** and **Local Code** fields become available. Enter the state code, then enter the local code you want to set up or adjust.

   Local codes must be defined in the **Tax Authority Setup** function before you set up the state/locality withholding. In employee records, code **00** means that there is no local tax.

4. Enter one of the taxation codes displayed at the bottom of the screen in the **Withholding Code** field. The kind of tax code you can enter depends on whether you are working with the federal, state, or local tax authority. These codes are reserved by the system and should not be modified in the Tax Authority Setup function.

EIC	Earned Income Credit
EOA	Employer OASDI
EME	Employer Medicare
FUT	FUTA
FWH	Federal Withholding
MED	Medicare
OAS	OASDI Withholding
SUI	Employer State Unemployment Insurance
SWH	State Withholding
LWH	Local Withholding

5. The description of the withholding code you selected appears. Edit it, if necessary.

Inquiry
Maint

6. Enter the account number of the liability account to which the withholding is posted. If Payroll interfaces with General Ledger, use the **Maintenance** (**F6**) or **Inquiry** (**F2**) commands to select the account number.

Inquiry
Maint

7. The **Expense Acct** field is available only if the withholding is employer-paid. Select the account number of the expense account to which the withholding is posted. If Payroll interfaces with General Ledger, use the **Maintenance** (**F6**) or **Inquiry** (**F2**) commands to select the account number.

8. The **Fixed Percent** field is available only if the withholding is employer-paid. If you are working with a **FWH**, **SWH**, or **LWH** record, enter the percentage of pay to be withheld.

9. If you are working with a **FWH** record, enter the employer's federal tax ID in the **Tax ID** field. This ID prints on W-2 forms. Only the first 10 characters are used.

   If you are working with a **SWH** or **LWH** record, enter your state or local tax ID. If you are entering a **SUI** record, enter the tax ID you want to print in the Quarterly State Unemployment Report.

10. The **Weeks Worked Limit** field is available only if you entered a state withholding tax in the **Tax Code** field. Enter the minimum number of hours an employee must work to qualify as one week of work, or enter **00** if the state has no minimum.

    If an employee works less than the minimum number of hours you enter here, the **Weeks Under Limit** field in the employee's history record is updated.

11. Press **PgDn** to save your entries in the header section and move to the scroll region.

12. Use the commands to work with the entries in the scroll region:

    - Press **Enter** to change the **Exclusion?** status of a deduction or earning code. The check box status alternates between selected and cleared (in graphical mode) or **YES** and **NO** (in text mode).

    - Press **A** to exclude all deductions or earning codes.

    - Press **N** to include all deductions or earning codes in the withholding.

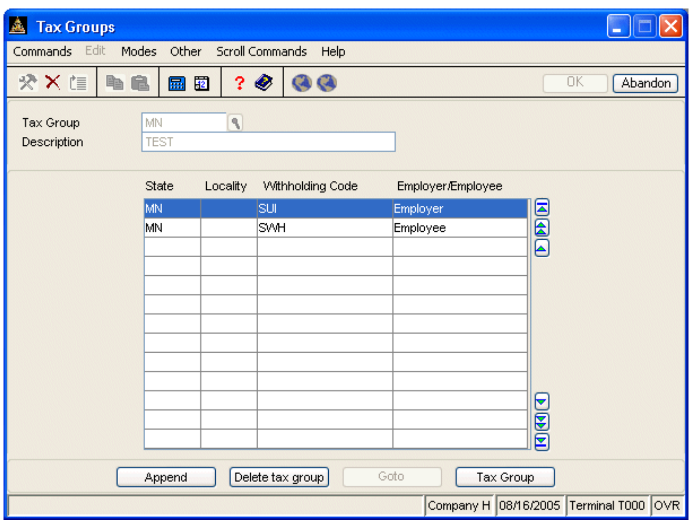
- Press **G** to go to a specific line item, then enter the deduction or earning code or use the **Inquiry** (**F2**) command to select the code. This command appears only if there is more than one screen of items.
- Press **Tab** to switch between the deductions and earning codes scroll regions.
- Press **F** to edit the withholding formula for the withholding you are working with. See page 10-102 and appendix C for more information on formulas.

Tax Groups

Use the **Tax Groups** function to create and edit the withholding codes for a tax group used to calculate withholdings from employees earnings. The **Tax Groups** function allows you to set up multiple withholding codes for employees who, for example, live in one state and work in another and need different withholdings drawn from their paycheck. To use the **Tax Group** function, you must first set up withholding codes.

Tax Groups Screen

Select **Tax Groups** from the **Codes Maintenance** menu. The function screen appears.



Inquiry

1. Enter the ID of the tax group you want to add or change.

   For the selected tax group ID, a description appears. If you are entering a new tax group, enter a description.

2. Press **PgDn** to move to the scroll region.

3. Use the commands to work with the line items in the scroll region:

   - Press **A** to add a line item. The Append Tax Groups screen appears.

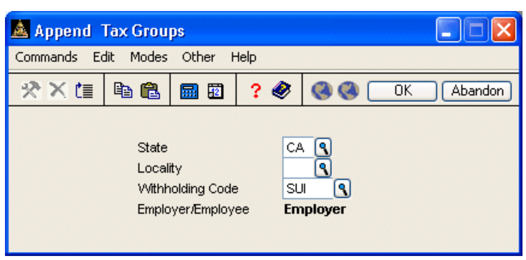
   - Press **D** to delete the selected withholding code from the tax group.

   - Press **G** to go to a specific withholding code in the tax group. This command is available only when there is more than one screen of tax groups.

   - Press **T** to move the cursor to the **Tax Group** field to select a new tax group.

4. When you are finished entering and editing deductions, use the **Exit** (**F7**) command to return to the **Codes Maintenance** menu.

Append Tax Groups Screen



The Append Tax Groups screen appears when you press **A** on the Tax Groups screen to add a withholding code to a tax group.

Inquiry

- Enter the state for the employee’s withholding code.

- Enter the local withholding code, if any, for the employee.

- Enter the withholding code to include in the tax group. Use the **Proceed** (**OK**) command to save your changes and return to the Tax Groups screen.

Enhanced Payroll Tax Codes

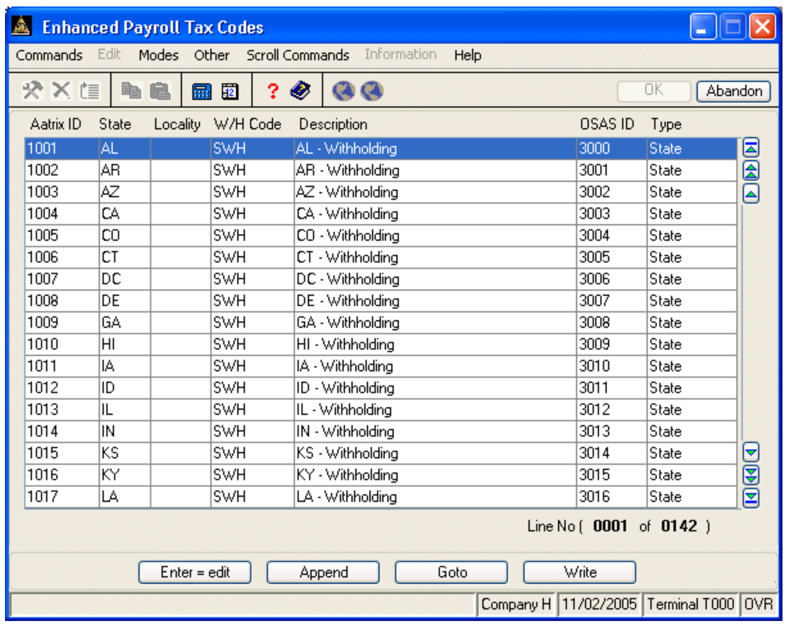
The **Enhanced Payroll Tax Codes** function matches the codes used internally by the Aatrix FormsViewer to the tax codes OSAS uses to build tax forms correctly when you use the **Enhanced Payroll Tax Reports** function (page 9-3). If you do not use the **Enhanced Payroll Tax Reports** function to generate interactive tax forms, you do not need to use this function.

Because FormsViewer uses different codes for tax withholding than does OSAS, you need to match the codes OSAS uses to those used by FormsViewer to correctly generate tax forms. The tax codes OSAS uses have already been matched to FormsViewer codes for you, but you need to check these mappings (especially those with a type of **Local**) to make sure they use the correct codes for your system.

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

Periodically, new tax codes may be added. Contact OSAS technical support or your Open Systems software provider when you need to add a new tax code for information on the FormsViewer code to use.

To view and change enhanced payroll tax codes, select **Enhanced Payroll Tax Codes** from the **Codes Maintenance** menu. The Enhanced Payroll Tax Codes screen appears and lists all code mappings.

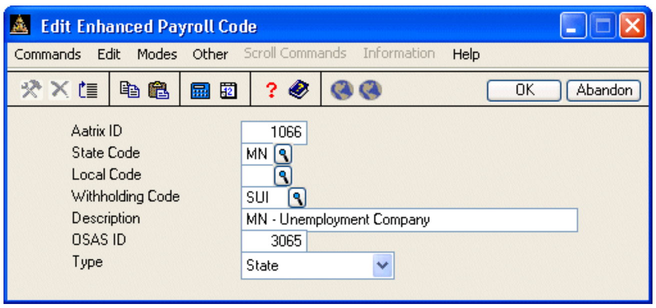


Select a command:

- To edit an existing tax code mapping, select the record to edit and press **Enter**. To add a new mapping, press **A** or click **Append**. The Edit/Append Enhanced Payroll Code screen appears. See page 11-31 for details.
- To go to a specific code in the list, press **G** or click **Goto**.
- When you finish, press **W** or click **Write** to save your changes and return to the main menu.

Adding or Editing Code Mappings

To add a new tax code, press **A** or click **Append** on the Enhanced Payroll Tax Codes screen. To edit an existing code, select the code to edit and press **Enter**. The Append/Edit Enhanced Payroll Code screen appears—the title of this screen changes depending on the command you selected.



Enter or edit the information in the fields on the screen, as needed.

- The code used by FormsViewer appears in the **Aatrix ID** box. When a new code is added, contact Open Systems for the ID you need to enter here.
- Select the **State Code** to associate with the FormsViewer code.
- If the tax code is for a local tax authority, select the **Local Code** to use.
- Select the **Withholding Code** to associate with the FormsViewer code.
- Enter or edit the code mapping's **Description**.
- The **OSAS ID** is a unique number that is used to identify the code mapping to FormsViewer. When a new code is added, contact Open Systems or your software provider for information on the ID you need to enter here.
- Select the tax code's **Type**: **State** or **Local**.

When you finish, use the **Proceed** (**OK**) command to save your changes and return to the Enhanced Payroll Tax Codes screen.

Master File Lists 12

Introduction

Several of the functions in this chapter appear on an additional submenu available on the **Master File Lists** menu: **CJ Payroll Information Lists**, **Class Code List**, **Worker's Comp List**, **Union List**, **Class Pay Rate List**. To access these functions, select **CJ Master File Lists** from the **Master File Lists** menu and then select the function.

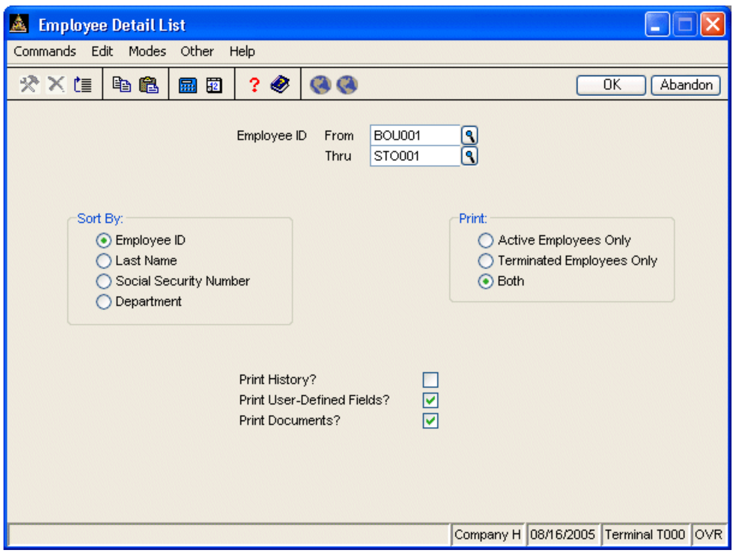
Printing a Master File List

The functions on the **Master File Lists** menu let you print lists of the information you entered using the **File Maintenance** menu. These lists do not contain any calculations, formulas, or transaction amounts, but rather list only the basic file information used in the Payroll system. If any of the information on a master file list is incorrect, use the appropriate function on the **File Maintenance** menu to correct it, then reprint the master file list.

You produce all master file lists in the same way. Use the instructions below to print a master file list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master File Lists** or **CJ Master File Lists** menu. The selection screen for that list appears. The Employee Detail List screen is shown below as an example.



Inquiry

2. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

3. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

4. If the screen contains options that control what prints on the list, select the option corresponding to the type of information you want to print. You can select only one print option.

5. If the screen contains check boxes or Yes/No fields that control how additional information prints on the list, select the check box (or enter **Y** in text mode) to use that option when printing the list. Clear the check box (or enter **N** in text mode) if you do not want to use that option.

6. Select the output device to begin printing the list. See “Reports” on page 1-41 for more information. After you produce the list, the **Master File Lists** menu appears.

Employee Detail List

The Employee Detail List shows the information that is on file for each employee, from basic personal data to quarter-to-date and year-to-date earnings and deductions. The information in the list comes from the **PAEGxxx** (Employee General Information), **PADExxx** (Employee Deductions), and **PAESxxx** (Employee Federal/State/Local Withholdings) files. If you print history, these additional files are used: **PAEDxxx** (Employee Deduction History), **PAEExxx** (Employee Earnings History), **PAEMxxx** (Employee Miscellaneous History), and **PAEWxxx** (Employee Withholding History).

Sample List

```
08/16/2005                                  Builders Supply                                  Page    1
3:15 PM                                   Employee Detail List
                         By Employee ID For Both Active and Terminated Employees


BOU001 (Page  1)
  Bourne, Linda C                       SS#          459-30-1099            --------- Emergency Contact ---------
  501 N Hamilton Ave                    US Citizen                          Name             Jim Bourne
                                        Job Title    Admin. Asst.           Work Phone       (612)567-3319
                                        Supr ID      LUK001                 Home Phone       (612)555-1212
  Edina          MN  55435              Supr Name    G. Lukas               Relation         Husband
  (612)555-1212                         Last Review  11/12/2004
  Sex                        F          Next Review  11/12/2005             Degree Major
  EEO Class                  2          Last Chk Date                       BA     Business Administration
  Start Date        01/09/1998          Ins Coverage  Family/Blue Cross     MA     Business Finance
  Birth Date        06/07/1964          User Label 2
  Term Date                             User Label 3
  Adj Hire Date     01/09/1998
  Dept                    500           ---- Pay Rate Change Information ----   --------- Bonus Information ---------
  Labor Class             Prs           Date        Reason          Old Rate    Date        Reason            Amount
  Corp.Officer               N          11/12/2004  Annl Review     7250.000                                     .00
  Seasonal Empl              N          04/04/2004  Board Review    6750.000                                     .00
  Type (H or S)              S          12/31/2003  Co. Performance 6500.000                                     .00
  Exempt From OT             N          08/23/2002  Performance     6150.000                                     .00
  Adjust to Minimum          N                                          .000                                     .00
  Group Code                 1                                          .000                                     .00
  Pay Periods Per Year      12                                          .000                                     .00
  Salary               7500.00                                          .000                                     .00
  Hourly Rate             .000
  Earning Code             SAL
  Status             Full-time
  Override Pay             .00          ---------------- User-Defined Dates ----------------
  Check Location                        License      05/13/2003     User Date 06
  Work Phone     (   )   -              Last Phys    10/09/2004     User Date 07
  Extension                             Driver Lic   02/04/2008     User Date 08
  Sick Accrual Code         XX          User Date 04                User Date 09
  Vacation Accrual Code     XX          User Date 05                User Date 10
  Remaining Sick Leave  96.000
  Remaining Vacation   119.500
  Tax Group             MN
  E-Mail Address        lbourne@builders_supply.com
  W-2 Name              Linda C Bourne
```

Employee Comments List

Print the Employee Comments List to view the comments you have entered about your employees.

Sample List

```
08/16/2005                                   Builders Supply                                     Page    1
3:20 PM                                   Employee Comments List
                                            By Employee ID/Date

Emp ID  Employee Name            Date       Ref Comment
-----------------------------------------------------------------------------------------------------------
BOU001  Bourne, Linda C          08/16/2005 000 Linda's proposal helped win multi-million dollar contract.


End of Report
```

Employee Labels

Use the **Employee Labels** function to print mailing labels for checks, notices, newsletters, and so on, or to print the names and addresses of employees in a reference list. Information printed on labels comes from the **PAEGxxx** (Employee General Information) file.

Sample Labels

```
BOU001
LINDA C BOURNE
501 N HAMILTON AVE
EDINA MN 55435


GER001
TIMOTHY G GERARD
13330 E 32ND AVE
MINNEAPOLIS MN 55055


JEN001
KATHY M JENKINS
1200-24 WRIGHT BLVD
APT 402
MINNEAPOLIS MN 55055

JON001
MARIA K JONCHIM
3321 W 52 AVE
MINNEAPOLIS MN 55055
```

Employee Direct Deposit Information

Use the **Employee Direct Deposit Information** function to produce a list of the direct deposit transaction records. You can use the list to verify that you have entered information correctly and to check prenotification status. This function is available only if Direct Deposit is installed.

Before the system creates the direct deposit file, the **In** column on the list must have a value of **Y** and the **Out** column must have a value of **N**. You can change this status using the **Create Prenotification File** or **Direct Deposit** functions.

Sample Information List

```
08/16/2005                      Builders Supply                  Page    1
3:23 PM               Employee Direct Deposit Information

Empl ID   Employee Name
Acct Type Out In    Acct Number       Routing Code       Amount  $ or %
--------------------------------------------------------------------------------
BOU001    Bourne, Linda
Checking  N    Y    234989834982934    000133333          150.25    $
Savings   N    Y    983997577485875    000133333          200.00    $
Paycheck                                                 99999.99    $
                                                        100350.24    $

GER001    Gerard, Timothy
Checking  N    Y    54353355345335333  000000013           10.00    %
Savings   N    Y    53453353453535353  000000013           10.00    %
Savings   N    Y    54353434535345333  000000013           10.00    %
Savings   N    Y    53453353535343353  055000165           10.00    %
Checking  N    Y    53535345353533334  055000165           10.00    %
Checking  N    Y    54353535353345333  055000165           50.00    %
                                                          100.00    %

JON001    Jonchim, Maria
Savings   N    Y    0213561321         055002341          200.00    $
                                                          200.00    $

LUK001    Lukas, George
Savings   N    Y    569885623          000000026           75.00    %
Checking  N    Y    232134641          000000026           25.00    %
                                                          100.00    %

ST0001    Stockard, Albert
Savings   N    Y    456789574          000000039          500.00    $
                                                          500.00    $

*** End of Report ***
```

Formulas List

Use the **Formulas List** function to review the deduction and withholding formulas set up through the **Formula Maintenance** function and stored in the **PAFMHDR** and **PAFMLIN** files.

Sample List

```
08/16/2005                                      Builders Supply                                        Page    1
3:26 PM                                          Formulas List

Formula ID     Description                                                    Factor 1       Factor 2       Factor 3
Line No. Type  Detail                                                         Factor 4       Factor 5       Factor 6
---------------------------------------------------------------------------------------------------------------------

PAK__S01.RTN   Alaska State Unemployment - Emplyee                               .0000          .0000          .0000
                                                                                 .0000          .0000          .0000
001      N     TABLE2(1,1,RETVAL);REM "GET TAX PERCENT"
002      N     TABLE2(1,2,RETVAL)
003      N     TAXEARN+YTDEARNINGS
004      N     IF(LI003>LI002)TH(TAXEARN-(TAXEARN+YTDEARNINGS-LI002))EL(TAXEARN)
005      N     (LI004*LI001)/100
006      N     IF(YTDEARNINGS>=LI002)TH(0)EL(LI005)
007      N     IF(LI006<0)TH(0)EL(LI006)
008      N     LI001*LI002/100
009      N     YTDWITHHOLDINGS+LI007
010      N     IF(LI009>LI008)TH(LI007-(LI009-LI008))EL(LI007)
011      N     IF(LI010<0)TH(0)EL(LI010)

PAK__SUI.RTN   Alaska State Unemployment Ins.                                    .0000          .0000          .0000
                                                                                 .0000          .0000          .0000
001      N     TABLE2(1,1,RETVAL)
002      N     TABLE2(1,2,RETVAL)
003      N     TAXEARN+YTDEARNINGS
004      N     IF(LI002>LI003)TH(LI003)EL(LI002)
005      N     (LI004*LI001)/100
006      N     LI005-YTDWITHHOLDINGS
007      N     IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006)
008      N     IF(LI007<0)TH(0)EL(LI007)

PAK__SWH.RTN   Alaska State Withholding                                          .0000          .0000          .0000
                                                                                 .0000          .0000          .0000
001      N     (0)
```

Department List

Use the **Department List** function to review the departments set up for your payroll application.

Sample List

08/16/2005 Builders Supply Page 1
4:09 PM Department List

Dept. ID	Department Name	Type	Code	GL Account
100	WAREHOUSE	Earning	OVT	520000
		Earning	P01	520000
		Earning	P02	520000
		Earning	P03	520000
		Earning	P04	520000
		Earning	P05	520000
		Earning	REG	520000
		Earning	SAL	520000
		Earning	SIC	520000
		Earning	VAC	520000
		Withholding	FED EME	520000
		Withholding	FED EOA	520000
		Withholding	FED FUT	520000
		Withholding	MN SUI	520000
200	RETAIL SALES	Earning	OVT	510000
		Earning	P01	510000
		Earning	P02	510000
		Earning	P03	510000
		Earning	P04	510000
		Earning	P05	510000
		Earning	REG	510000
		Earning	SAL	510000
		Earning	SIC	510000
		Earning	VAC	510000
		Withholding	FED EME	510000
		Withholding	FED EOA	510000
		Withholding	FED FUT	510000
		Withholding	MN SUI	510000

Payroll Information List

Use the **Payroll Information List** function to review state unemployment report setup, company addresses, employer bank information, and degree descriptions set up through the **Payroll Information** function and stored in the **PAINxxx** (Payroll Information) file.

Sample List

```
08/16/2005                          Builders Supply                              Page    1
4:11 PM                          Payroll Information List

State Unemployment Report Setup
-------------------------------
State MN
  Self-Adjust SUI Month     1
  Print employees with zero eernings?       YES
  Round all numbers to the nearest dollar?  YES
  Sort report by Social Security Number

  Social Security No.   0
  Name                  0
  Total QTD Wages       0
  Excess QTD Wages      0
  Taxable QTD Wages     0
  Weeks Worked          0
  Hours Worked          0

Company Address
---------------
 Company Name    Builders Supply
 Address         1157 Valley Park Dr
                 Suite 105
                 Shakopee,MN 55379

Bank Account Information
------------------------
       Bank Name  AMERICAN SECURITY BANK
    Next Check #     1079              Next Voucher #     1963
    Routing Code  000000000            Account #  192839182939128
 Federal Reserve  F                    Federal Reserve Routing Code  000000000
   Log DX Record  LOGDX123456 BATCH='33112551125' CMPY='DOME HOMES'
                        @
ACH Batch Number  000000               Log DX Pad Record Length  58

Degree Code  Description
------------------------
BA           Bachelor of Arts
BS           Bachelor of Science
MA           Master of Arts
MS           Master of Science


End of Report
```

Recurring Time Ticket List

Use the **Recurring Time Ticket List** function to produce a list of the entries you entered using the **Recurring Entries** function.

Sample List

08/25/2005 Builders Supply Page 1
2:21 PM Recurring Time Ticket List
By Employee

Employee ID	Name	Type Group	Run Code Cutoff	Tax Group	Dept. ID	Job ID	Phase ID	Cost Code	Union W/C	Class Seq.	Earn Code	Rate Hours	Pieces Amount
ADA010	William, A K	H	A1	MN	150	91-135	01FOUN	500	1120	019-1L	REG	14.080	0
		2	08/15/2008						8000	000		8.000	112.64
ADA010	William, A K	H	A1	MN	150	91-135	01FOUN	500	1120	019-1L	OVT	21.120	0
		2	08/15/2008						8000	000		8.000	168.96
ADA010	William, A K	H	A1	MN	150	91-135	01FOUN	500	1120	019-1L	DBL	28.160	0
		2	08/15/2008						8000	000		8.000	225.28
ADA010	William, A K	H	A1	MN	150	91-135	01FOUN	500	1120	019-1L	P01	14.080	0
		2	08/15/2008						8000	000		2.000	28.16
ADA010	William, A K	H	A1	MN	150	91-135	01FOUN	500	1120	019-1L	P02	14.080	0
		2	08/15/2008						8000	000		2.000	28.16

	Hours	Amount
Pieces Totals		0
DBL Double Time	8.000	225.28
OVT Overtime Pay	8.000	168.96
P01 Bonus	2.000	28.16
P02 Travel Exp	2.000	28.16
REG Regular Pay	8.000	112.64
Employee ADA010 Totals	28.000	563.20

Recurring Deductions List

Use the **Recurring Deductions List** function to produce a list of deductions used in the **Recurring Entries** function and the withholdings and amounts for the deductions.

Sample List

```
08/16/2005                                    Builders Supply                                               Page    1
4:17 PM                                  Recurring Deductions List
                                               By Employee

Employee                    Type Group Run Cutoff     Dept.  -----Deduction---      Hours      Amount  Note
ID     Name                                                  Code Description
-----------------------------------------------------------------------------------------------------------------------

JON001 Jonchim M K            H   1    A1             501    010  Stock Plan         .000       25.00
                                                             -----------------------------------------
                                                             010  Stock Plan         .000       25.00
                                                             Emp. JON001 Totals      .000       25.00

ROS001 Rossini L A            H   1    A1             501    010  Stock Plan         .000       25.00
                                                             -----------------------------------------
                                                             010  Stock Plan         .000       25.00
                                                             Emp. ROS001 Totals      .000       25.00

ST0001 Stockard A W           H   1    C9             100    010  Stock Plan         .000       25.00
                                                             -----------------------------------------
                                                             010  Stock Plan         .000       25.00
                                                             Emp. ST0001 Totals      .000       25.00

                                                             =========================================
                                                             010  Stock Plan         .000       75.00
                                                             Grand Total             .000       75.00

End of Report
```

Tables List

The **Tables List** function shows the number of columns, column length and type, and data for any or all Payroll tables.

Use the **Tables List** function to review information entered into the Payroll tables using the **Tables** function and stored in the **PATBxxx** file.

Sample List

```
08/16/2005                          Builders Supply                                Page    1
4:19 PM                               Tables List
                               Payroll with Direct Deposit

  Table ID 457H       Description 457 and Non-457 Codes
  No. of Columns   12 Column Length   3     Type  A

 457 Earning Codes         Non-457 Earning Codes
 --- --- --- --- --- --- --- --- --- --- --- ---
 457                    45n

  Table ID ADJMN      Description Adjust to Minimum Wage Earning Code
  No. of Columns   1  Column Length   12    Type  A

 Adjust Code
 ------------
 REG

  Table ID DCB        Description DCB Codes
  No. of Columns   12 Column Length   3     Type  A

 Earning Codes             Deduction Codes
 --- --- --- --- --- --- --- --- --- --- --- ---
 DCB                    12

  Table ID FREQH      Description Frequency of Hours/Pay Period/Group Cd.
  No. of Columns   2  Column Length   12    Type  N

 Group Code   Hours/Period
 ------------ ------------
          .00        86.66
         1.00       173.33
         2.00        80.00
         3.00        40.00
         4.00       173.33
         5.00        86.66
         6.00        80.00
         7.00        40.00
         8.00       200.00
         9.00       100.00

End of Report
```

CJ Payroll Information Lists

Use the **CJ Payroll Information Lists** function to review the Quick Entry table setup and the Union, Worker’s Comp, and Labor Burden options. You can elect to print the list for one of these options or for all of them.

Sample List

08/25/2005 Builders Supply Page 1
2:26 PM CJ Payroll Information List

Payroll Transactions Quick Entry

Field	Skip
Dept ID	NO
Union Code	NO
Class Code	NO
WC Code	NO
Hourly Rate	NO
Units	NO
Use Certified Payroll Grid	YES
Regular Code	REG
Overtime Code	OVT
Doubletime Code	DBL
Earning Code #1	P01
Earning Code #2	P02

Union Options

Description	Option
Multiple Codes per Employee?	YES
Post to GL?	YES

Worker's Compensation Options

Description	Option
Multiple Codes per Employee?	YES
Post to GL?	YES

Labor Burden Options

Description	Option
Post to Job Cost?	YES
Post to GL?	YES
Job Cost Code?	700

End of Report

Class Code List

Use the **Class Code List** function to review class and skill level information. You can print the list for a range of class codes you specify.

Sample List

```
08/25/2005                    Builders Supply                        Page  1
2:28 PM                       Class Code List

Class     Class                    Level     Level
Code      Description              Code      Description               Pay Rate
-------------------------------------------------------------------------------

019       LABORER                  1L        LABORER 90 Z-1              14.080
                                   2L        LABORER 90 Z-1              14.230
                                   3L        FOREMAN 90 Z-1              14.630

160       CEMENT MASON             M1        FINISHER 91                 17.320
                                   M2        LD FINISHER 91              17.820

180       CARPENTER                C1        CARPENTER 92 Z1             17.480
                                   C2        CARPENTER 92 Z1             17.670
                                   C3        CARPENTER 92 Z1             17.850
                                   A2        APPRENTICE                  11.720
                                   A3        APPRENTICE                  13.390

ADM       ADMINISTRATIVE

OFF       OFFICE


End of Report
```

Worker's Compensation List

Use the **Worker's Compensation List** function to review worker's compensation codes. You can print the list for a range of worker's compensation codes you specify.

Sample List

08/25/2005 Builders Supply Page 1
2:30 PM Worker's Compensation List

Worker's Compensation Code	Description	Calculate Method	*** Percentage of Gross *** Percent	Adj. Prem.	******* Hourly Rate ******* Reg.	O.T.	D.T.	* Fixed * Amount	Maximum Amount
5610	CLEANUP	HOUR	.0000	Y	.400	.600	.800	.00	.00
5641	CARPENTRY	PERCENT	6.2500	Y	.000	.000	.000	.00	.00
8000	WORKERS COMP	PERCENT	3.0000	Y	.000	.000	.000	.00	.00
8010	OFFICERS	PERCENT	.3000	N	.000	.000	.000	.00	.00
8020	CLERICAL	PERCENT	.2500	N	.000	.000	.000	.00	.00
8030	CONCRETE	PERCENT	5.6400	Y	.000	.000	.000	.00	.00

End of Report

Union List

Use the **Union List** function to review union code information. You can print the list for a range of union codes you specify.

Sample List

08/25/2005 Builders Supply Page 1
2:32 PM Union List

Line	Ben/ Ded	Name	Deduction Code	GL Account	Period	Amount/ Percent	Regular Rate	Overtime Rate	D. Time Rate	Maximum Amount	Class Code
1120	LOCAL 1120										
01	Ben.	DUES	0		PPPPP	5.00	.000	.000	.000	.00	S
			Valid Class-Skill: 180, 160-M1								
03	Ded.	PENSION	007 IRA Plan	200000	HHHHH	.00	.750	.900	1.200	.00	A
20	Ded.	DUES	005 Dues	999900	PPPPP	1.50	.000	.000	.000	.00	A
ELEC	ELECTRICAL										
B1	Ben.	VACATION	0		PPPPP	2.40	.000	.000	.000	.00	A
B2	Ben.	PENSION	0		HHHHH	.00	1.400	.800	.500	.00	S
			Valid Class-Skill: 160-M1								
D1	Ded.	DUES	005 Dues	999900	YYYYY	1.20	.000	.000	.000	.00	A

End of Report

Class Pay Rate List

Use the **Class Pay Rate List** function to review job pay rates you set up per class. You can print the report for a range of class codes and job IDs that you specify.

Sample List

08/25/2005 Builders Supply Page 1
2:33 PM Class Pay Rate List

Class Code	Class Description	Skill Level	Job ID & Description	Phase ID & Description	Pay Rate
019	LABORER	2L	93-A04 CITY OF FRIENDSWOOD	All Phases	14.950
180	CARPENTER	**	91-135 WESTERN OAKS	All Phases	15.152
		**	93-A04 CITY OF FRIENDSWOOD	All Phases	15.255
		**	M9050 NORTH HILLS HOMES	BOND PERFORMANCE BOND	14.125
		**	M9050 NORTH HILLS HOMES	DEM DEMOLITION	16.250
		**	M9050 NORTH HILLS HOMES	EMT12 1/2" EMT CONDUIT	14.000
APP		**	91-135 WESTERN OAKS	All Phases	12.000
FOR		**	91-135 WESTERN OAKS	01FOUN FOUNDATION	15.150
		01	91-135 WESTERN OAKS	01FOUN FOUNDATION	20.125
		A1	M9050 NORTH HILLS HOMES	All Phases	35.000

End of Report

Master Codes List 13

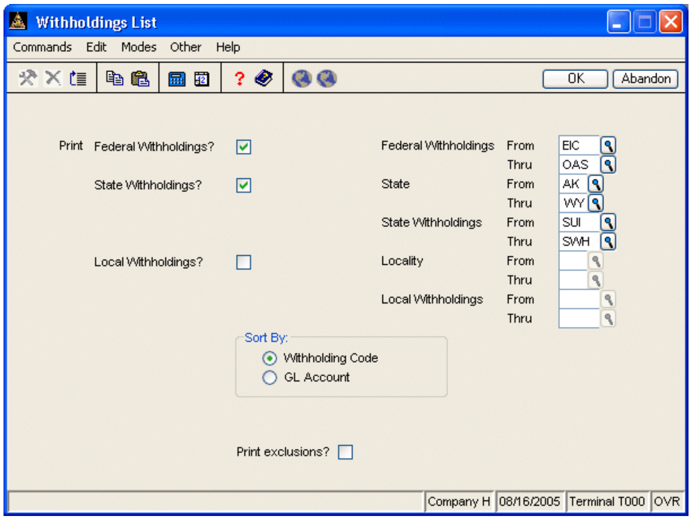
Printing a Master Code List

The functions on the **Master Codes List** menu let you print lists of the codes you entered using the **Codes Maintenance** menu. These lists do not contain any calculations, formulas, or transaction amounts, but rather list only the codes the system uses to make the necessary calculations for employee payroll and federal, state, and local taxes. If any of the information on a master code list is incorrect, use the appropriate function on the **Codes Maintenance** menu to correct it, then reprint the master code list.

You produce all master code lists in the same way. Use the instructions below to print a master code list, modifying the procedure as necessary for the list you are printing. For example, if the screen for the list you want to print does not contain check box options, ignore that step and continue to the next.

Follow these steps to print a master list:

1. Select the list you want to print from the **Master Codes List** menu. The selection screen for that list appears. The Withholdings List screen is shown below as an example.



2. If the screen contains options that control what information appears in the list, select the check box (or enter **Y** in text mode) to include the information or clear the check box (or enter **N** in text mode) to exclude that information.

Inquiry

3. Select the range of information to include in the list in the **From** and **Thru** fields. The **Inquiry** (**F2**) command is usually available for these fields to let you select beginning and end range values from the list that appears.

   Leave these fields blank to include all values in the list.

4. If the screen contains options that control how information is sorted, select the option you want to use to sort the information. You can select only one sort option.

5. If the screen contains options that control what groups of information appear in the list (employee deductions versus employer deductions, for example), select the group you want to print. You can select only one print option.

6. Select the output device to begin printing the list. See “Reports” on page 1-41 for more information. After you produce the list, the **Master Codes List** menu appears.

Labor Classes List

Use the **Labor Classes List** function to view the labor classes and descriptions stored in the **PALCxxx** (Labor Class) file. You set up labor classes using the **Labor Classes** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Sample List

```
08/16/2005                        Builders Supply                     Page    1
4:26 PM                           Labor Class List


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

End of Report
```

Tax Authorities List

Use the **Tax Authorities List** function to view the federal, state and local codes and descriptions stored in the **PACO** (Codes) file. You set up federal, state, and local codes using the **Tax Authority Setup** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Sample List

08/16/2005 Builders Supply Page 3
4:27 PM Tax Authorities List

			---Employee Tax Information---			--- Employer Tax Information---		
State	Locality	Description	Code	Formula	Table ID	Code	Formula	Table ID
TN		Tennessee	SWH	PTN__SWH.RTN		SUI	PTN__SUI.RTN	SUTTNx
TX		Texas	SWH	PTX__SWH.RTN		SUI	PTX__SUI.RTN	SUTTXx
UT		Utah	SWH	PUT__SWH.RTN	STXUTS	SUI	PUT__SUI.RTN	SUTUTx
VA		Virginia	SWH	PVA__SWH.RTN	STXVA	SUI	PVA__SUI.RTN	SUTVAx
VT		Vermont	SWH	PVT__SWH.RTN	STXVTS	SUI	PVT__SUI.RTN	SUTVTx
WA		Washington	SWH	PWA__SWH.RTN		SUI	PWA__SUI.RTN	SUTWAx
WI		Wisconsin	SWH	PWI__SWH.RTN	STXWIS	SUI	PWI__SUI.RTN	SUTWIx
WV		West Virginia	SWH	PWV__SWH.RTN	STXWV	SUI	PWV__SUI.RTN	SUTWVx
WY		Wyoming	SWH	PWY__SWH.RTN		SUI	PWY__SUI.RTN	SUTWYx

End of Report

Earning Codes List

Use the **Earning Codes List** function to view the earning codes and descriptions stored in the **PAECxxx** (Earning Codes) file. You set up earning codes using the **Earning Codes** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Sample List

08/16/2005 Builders Supply Page 1
4:30 PM Earning Codes List
By Earning Code

Earn. Code	Description	Include in Net?	Fixed WH	Earn. Type	Add or Replace Salary	GL Account	Multiplier	Add to Base
DBL	Double Time	YES	NO	O	Add	202000	2.0000	.00
OVT	Overtime Pay	YES	NO	O	Add	202000	1.5000	.00
P01	Bonus	YES	YES	M	Add	202000	1.0000	.00
P02	Travel Exp	YES	NO	M	Add	202000	1.0000	.00
P03	Cash Value	NO	NO	F	Add	202000	1.0000	.00
P04	Commissions	YES	NO	M	Add	202000	1.0000	.00
P05	Rpt Tips	NO	NO	T	Add	202000	1.0000	.00
REG	Regular Pay	YES	NO	R	Replace	202000	1.0000	.00
SAL	Salaried Wage	YES	NO	R	Replace	202000	1.0000	.00
SIC	Sick Pay	YES	NO	S	Add	202000	1.0000	.00
VAC	Vacation Pay	YES	NO	V	Add	202000	1.0000	.00

End of Report

Deductions List

Use the **Deductions List** function to view the deduction codes and descriptions stored in the **PADExxx** (Employee Deductions) file. You set up deductions using the **Deductions** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Sample List

08/16/2005 Builders Supply Page 1
4:31 PM Deductions List
By Deduction Number
All Deductions

Number	Description	Liab. Acct.	Expense Acct.	Deferred Comp.?	Employer Paid?	Calculate On?
1	Medical Ins	535000		NO	NO	Gross Pay
2	Dental Ins	535000		NO	NO	Gross Pay
3	United Way	204000		NO	NO	Gross Pay
4	Credit Union	999900		NO	NO	Gross Pay
5	Dues	999900		NO	NO	Gross Pay
6	401K	205000		YES	NO	Gross Pay
7	IRA Plan	200000		NO	NO	Gross Pay
8	Parking	801000		NO	NO	Gross Pay
9	Cash Advance	101000		NO	NO	Gross Pay
10	Stock Plan	205000		NO	NO	Gross Pay
11	Uniform	801000		NO	NO	Gross Pay

End of Report

Withholdings List

Use the **Withholdings List** function to list the withholding codes and descriptions stored in the **PAWIxxx** (Withholdings) file. You set up withholdings using the **Withholdings** function on the **Codes Maintenance** menu. Use the list as a reference or to check your entries.

Sample List

08/16/2005 Builders Supply Page 1
4:24 PM Withholdings List
By Withholding Code

Withholding Auth. Code	Description	Liab. Acct.	Expense Acct.	Fixed Pct.	Tax ID	Employer WH?	Weeks Worked Limit
CA - SUI	CA SUI	203700	530000	.00		YES	
CA - SWH	CA W/H	203400		1.00	12345678912	NO	
FED - EIC	Earned Income			7.00		NO	
FED - EME	Emplyr Medicare	203200	530000	.00		YES	
FED - EOA	Emplyr OASDI	203200	530000	.00		YES	
FED - FUT	Unemp Ins	203600	530000	.00		YES	
FED - FWH	Federal WH	203000		20.00	77-7777777	NO	
FED - MED	Emplye Medicare	203200		.00		NO	
FED - OAS	Emplye OASDI	203200		.00		NO	
MN - SUI	MN Unemp Ins	203700	530000	.00	AA1234	YES	
MN - SWH	MN W/H	203400		7.00	46-9783645	NO	

End of Report

System Messages A

Messages on the screen or in a report indicate an error or tell you how to enter data or what is happening in the function you are using. Self-explanatory messages are not listed.

A bank account is required.

You must enter a bank account ID if Payroll interfaces with Bank Reconciliation.

Access to File Maintenance denied.

Your access code is not set up to use the **Maintenance** (**F6**) command in this field. You must be set up to access the **File Maintenance** function associated with this field.

Bank account ID xxxxxx not found.

The bank account ID you entered (if Payroll interfaces with Bank Reconciliation) is not on file. Enter a different ID or use the **Inquiry** (**F2**) command to look it up and select it.

Basic Error = nn LINE = nnn Program = xxxxx

A serious error has occurred. Write down the information that appears and get help from a support technician.

Cannot define file.

The Payroll system cannot create the work file it needs for magnetic media production. Make sure that enough disk space is available and that the directory you specified exists. If the problem persists, get help from a support technician.

Cannot delete during inquiry.

The functions on the **Employee Inquiry** menu are read-only. To delete employee records, you must have access to the appropriate **File Maintenance** functions.

Cannot delete employee with history.

Before you can delete an employee record that has quarter-to-date and/or year-to-date balances in reported earnings or tax withholdings, you must change the balances to zero through the **Employees** function (page 10-3). Print W-2s for the employee before you delete the record.

Records of terminated employees are deleted automatically during year-end processing.

Cannot find last-year files for this company. You must run the year-end maintenance function.

There are no last-year data files for the company. Press **Enter** to return to the main menu. Then do periodic maintenance (page 9-55).

Cannot find (table name) table.
Cannot find (table name) tax table.

The system cannot find the table shown in this message. Use the **Tables** (page 10-77) or the **Tax Tables** (page 10-99) function to set up the tables.

Check has already been voided from Bank Reconciliation. Cannot void.

If you have not posted, you can remove the voided check from Bank Reconciliation.

Check history is not implemented.

You cannot print the Check History Register or use the **Void Checks** function because you did not elect to save check history in the Resource Manager **Options and Interfaces** function. The file contains no history. Use the **Options and Interfaces** function to elect to save check history.

Check was not found in BRTRx file. Cannot void.

If Payroll interfaces with Bank Reconciliation, the check you want to void must be in the **BRTRx** (Transactions) file before it can be voided.

Checks file is empty.

You cannot print payday reports if the **PACHxxx** (Checks) file is empty. Return to the **Payday Work** menu and select the **Calculate Checks** function.

CJ information not set up.

Check the Payroll options and interfaces to make sure that Payroll interfaces with Contractors' Job Cost. (Enter **YES** in the **Interface with Contractors' Job Cost** field.)

CJ table OPT does not exist.

The **OPTx** table for Contractors' Job Cost is missing or corrupted. Use the Resource Manager **Options and Interfaces** function set up options and interfaces before continuing to work with Payroll.

Class code (code) not on file.

The class code you entered is not on file. Use the **Class Codes Maintenance** function to add the code or enter a different class code.

Code is not set up in PACO file.

Federal, state, and local tax codes must be set up in **Tax Authority Setup** function (page 11-5).

Cost code has a type other than labor.

You must enter a cost code with a type of **labor** for the job and phase.

Cost code has an invalid cost type entered.

The cost code entered does not belong to the type entered. Enter a cost code of the appropriate type.

Delete not available.

The **Delete** (**F3**) command is not available for the function.

Diskette contains file(s), directory, or label.

The diskette you want to use for W-2 magnetic media has some files on it or contains a disk label. Use a blank, formatted disk that does not have a label. See page 9-35 for instructions and information about accepted formats.

Division ID not allowed.

You must enter a department ID, not a division ID, for the employee.

Drive not available.

The disk drive ID you entered is not available on your system. Press **Enter** and enter a different drive ID. If this message appears when you enter the correct drive ID, get help from a support technician.

Employee (ID) has a termination date

The employee the item is to be applied to has a termination date. Make sure that you do not apply anything to the employee's record after that date.

Employee (ID) not found.

Before you can enter history for an employee, you must use the **Employees** function (page 10-3) to set up a record for the employee.

Employee is exempt from overtime

You cannot apply overtime for the current employee. Use the **Employee** function (see “Employee” on page 10-3) on the **File Maintenance** menu to change the employee’s overtime status or enter non-overtime information.

FICA table not found in PATX table.

You must build this table in the **Tax Tables** function (page 10-99).

(filename) source file not found. Unable to continue with conversion.

Check the directory you are working in and copy the necessary file into the new directory. See Chapter 2 for more information about conversion.

FWH record missing from PAWIx file. Cannot assign employer tax ID.

These codes must be entered in the **Withholdings** function (page 11-23).

GL account xxxxxxxxxxxx is not on file.

If Payroll interfaces with General Ledger, you must enter the correct account number or add the account to General Ledger.

GLDEPx table was not found in xxxxxx.

You have posted new entries to the **PADPxxx** (Department) file, but no general ledger account has been specified with the department. If the new entries do not exist in the department, entries are posted to a default general ledger account. If you do not want entries posted to the default account, you must select a different account.

Invalid period conversion table.

The **CNVTxxx** table for the company is invalid (for example, because you are on a quarterly system and you have not updated the table with corresponding data for the next quarter). Use the Resource Manager **Period Setup** function to make corrections.

Invalid quarter in PACTLx table.

The current quarter you entered in the **PACTLxxx** table is invalid. Use the **Tables** function (page 10-77) to correct the table. Valid quarters are **1**, **2**, **3** or **4**.

Job has a finish date.

The job that the item is to be applied to has a finish date. Make sure that you do not apply costs to the job after that date.

Job has phases.

The job has phases assigned to it. You must enter a valid phase ID for the job.

Last-year data files not found for company X.

The last-year data files have been erased manually or by closing them.

Must build (table name) table first.

You must build the table shown in this message before you can use this function.

Must enter (value)

You must enter the kind of value specified in this message.

Must set up quick entry grid in CJ payroll information first.

If the transaction you are entering is for a job that has the **Certified Payroll** flag set to **YES** on the Quick Entry table, you must first set up the quick entry grid information before you can enter a transaction for that job.

NAMES table missing for Company (ID).

You have not set up the **NAMESxxx** table in Contractors’ Job Cost for the specified company.

No check on file for employee xxxxxx.

You must calculate checks before printing. You might also see this message if you try to edit an accrual for an employee who does not have a check on file. Use the **Calculate Checks** (page 6-3) or the **Manual Checks** (page 6-9) function.

No tax information located for this employee.

You must enter this information on the **Employees Tax Information** screen (page 10-15).

NOTE: Check history is not implemented for this company. The record of federal tax liability might be incorrect.

The **PAHCxxx** (Check History) file may not be present. It is required to provide complete information in 941 reports.

No transactions

You must first have entered payroll transactions before you can post transactions.

Option for Transaction History is not in use. Transactions will not be re-created in Transaction file.

You did not elect to save payroll transaction history in the Resource Manager **Options and Interfaces** function.

Phase has a finish date.

The phase that the item is to be applied to has a finish date. Make sure that you do not apply costs to the phase after that date.

Quarter-end processing not valid in quarter 4. Use year-end processing instead.

You cannot use the **Quarter-End Maintenance** function if the current quarter in the **PACTLxxx** table is **4**.

Record is in use.

Someone else is using the record you are trying to access. Press **Enter** to try again.

Set up CJ payroll information first.

You cannot enter any payroll transactions until you set up **CJ Payroll Information** in **File Maintenance**.

SUI record for state xx not found.

The **SUI** record in the **PAINxxx** (Payroll Information) file is not on file for the selected state. Build the table through the **Payroll Information** function (page 10-61) or restore it from a backup and try again.

This entry will exceed this employees salary. Use Manual Checks to exceed a salaried employees' salary.

When entering payroll transactions, the amount entered cannot be more than the salary recorded in the system for that employee. You must use the **Manual Checks** function to enter an amount that is more than the employee's salary.

The federal tax authority was not found in the PACO file.

You must enter this information in the **Tax Authority Setup** function (page 11-5).

The employee specified does not have a valid department ID entered.

Enter a valid department ID. The department ID determines the distribution of expenses in General Ledger. It also indicates where the hours, amount, and pieces are distributed for accumulation in the **PADPxxx** (departmental) file.

This function is not allowed with last-year data files.
Switch to current-year files first.

If you are trying to use a function that cannot be used with last-year data files, switch to the current-year files.

Thru value cannot be less than from value.

The value you entered at **Thru** is smaller than the value you entered at **From**. Press **Enter** and then enter the correct value at **Thru**.

Transaction history is not implemented.

You cannot print the Transaction History Report if you did not elect to save history in the Resource Manager **Options and Interfaces** function. Use the **Options and Interfaces** function to elect to save transaction history.

Unable to allocate sort file.
Unable to create sort file.

The system cannot create a required sort file. Check directory permissions in the OSAS directories. If the condition persists, contact support technician.

Unable to find original transactions in transaction history. Transactions will not be re-created in Transaction file.

If the original transactions are not found in the **PATHxxx** (Transaction History) file on a calculated check, transactions are not re-created.

User-defined field record 'USRDD' not found in PATB file.
User-defined field record 'USRDF' not found in PATB file.

These user-defined files must be set up in the **Tables** function (page 10-77).

Warning: Adding employees in last-year files will not update current-year files.

Adding an employee in the **PAEGxxx.LYx** (last-year Employee General Information) file does not update the **PAEGxxx** (current-year Employee General Information) file.

Warning: GLDEPx table was not found in PATB. New department entries needing GL accounts will not have GL accounts.

You must build this table in the **Tables** function. (See page 10-77 for information about the **GLDEPxxx** table.)

Warning: Hourly rate for each displayed transaction will be adjusted.

Changing the rate for an employee when entering transactions will adjust all the transactions that appear on the screen for that employee.

Warning: Posted transactions exist. You may have to re-calculate checks.

The **Post Transactions** function posts time ticket information to the Pay Period History file (**PAHPx**). This information is used in the **Calculate Checks** function to calculate union, worker's compensation, and labor burden amounts. The file was added to avoid duplicating union, worker's comp, and labor burden amounts if you process more than one payroll for the same pay period. The file is cleared when you post checks.

W2CODE was not found in PATB.

Before you print W-2s, you must set up this table in the **Tables** function (page 10-77).

Year-end processing not valid in quarters 1 - 3.

You can use the **Year-End Maintenance** function only if the current quarter in the **PACTLxxx** table is **4**.

You cannot delete an employee with existing history.

When deleting an employee record, values greater than zero have been found in the employee's history record.

You cannot use a job template in transactions.

If the job you are working with is set up as a template, you cannot use it to do transactions.

You must build the FYEARxxx table before (doing operation).

You must build the **FYEARxxx** table for the company before you can use the **Periodic Maintenance** and **Post Transactions** functions. These functions rely on being able to sort by period.

You must set up codes for federal withholdings first.

You must set up federal withholdings codes in the **Tax Authority Setup** function (page 11-5).

You must set up TCALCx table before using time card calculator.

You must set up this table in the **Tables** function.

Common Questions B

These commonly asked questions about the Payroll system are divided into the following categories: Installation and Setup, Daily Work, Payday Work, and Periodic Processing.

Installation and Setup

How do I set up worker's compensation codes?

Follow these steps to set up worker's compensation codes:

1. In the **Tax Authority Setup** function (see page 11-5), enter **State** as the tax authority.

2. Enter the state code.

3. Press the **Tab** key to move to the Employer Contribution Codes screen.

4. Press **A** to add the code you use (for example, **WKC**).

5. Enter the formula name you will use (for example, **PMN_ _WKC.RTN**. The formula name must follow this format and have the extension **.RTN**.

6. Enter the table ID, if necessary (for example, **WKCMN**).

7. Use the **Exit** (**F7**) command to return to the **File Maintenance** menu.

8. In the **Withholdings** function, select the state tax authority and the tax code you entered for worker's compensation. (See page 11-23 for information on how to proceed with setting up the withholding.) When you have finished setting up the withholding, exit to the **File Maintenance** menu.

9. In the **Formula Maintenance** function, use the formula ID name you used in the **Tax Authority Setup** function. (See page 10-101 for information on how to proceed with setting up the formula.)

There are many ways to calculate worker's compensation. Depending on your state, the formula could be based on labor class or sex. Contact your state tax authorities for more information.

How do I use multistate or multilocal taxes?

Use the Tax Information screen in the **Employees** function (see page 10-3) to add states and localities for which the employee needs withholdings. When you enter or edit transactions in the **Payroll Transactions** function (see on page 5-3), specify the states and localities for the employee's withholding. If you use the **Manual Checks** function (see page 6-9) to calculate checks, specify the states and localities on the first and third manual checks screens.

Why are my departments and my employee history blank?

You have not posted to departments or employee history. You can set up entries for employees and departments, but the system automatically adds entries in the **Post Transactions** and **Post Checks** functions.

How can I set up a 401(k) match?

In the **Deductions** function, enter the employer deduction code. Then use the Employees Salary Information screen (see page 10-3) to add the deduction code. (For information on deductions, see page 11-17.)

How can I exclude earning codes from deductions?

In the **Deductions** function, select the appropriate deduction number and then select the earning code(s) you want to exclude.

I have an employee (for example, a minister) whom I need to exclude from withholdings. How do I handle that?

In the **Employees** function (see page 10-3), select the employee you want to exclude from withholdings. On the Tax Information screen, use the **Withholding** setup command and select the withholdings you want to exclude.

Daily Work

Can I enter time tickets for a salaried employee?

Yes, in the **Payroll Transactions** function (see on page 5-3). You cannot enter a time ticket that will exceed a salaried employee's wage. The system warns you if a posted or unposted amount exceeds the employee's wage.

Can I enter one day in the time card calculator and have that day repeat for the rest of the week?

Yes. In the Payroll Transactions Time Card Entry window (see on page 5-3), you can enter an employee's time in and time out five times.

Can I pay an employee a vacation and a bonus check in the same pay period?

Yes. If you need separate checks, you can change the sequence number in time ticket entry or enter separate manual checks. The system accounts for multiple checks in the **PACHxxx** (Checks) file when calculating withholdings and declining balance deductions.

Payday Work

How can I void a check?

You can void only checks that have been posted. If the check has already been posted, use the **Void Checks** function (see page 6-37).

To void a manual check that you have not posted, you must delete the check through the **Manual Checks** function (see page 6-9).

To void a calculated check, you must post checks (see page 6-61). Then use the **Void Checks** function to void it, or enter negative time tickets in the **Calculate Checks** function (see page 6-3) and recalculate checks.

You cannot delete a calculated check because those earnings have already been posted to the departments.

Can I void a check from a previous version of Payroll?

No, because this version of Payroll contains additional information that previous versions of Payroll did not have.

What happens if I delete or void a separate bonus check for an employee? Is the other check recalculated?

The other check is not recalculated, but you can use the **Calculate Checks** function (see page 6-3) or the **Manual Checks** function (see page 6-9) to recalculate the deductions and withholdings on the check.

Periodic Processing

How do I print periodic quarterly reports for previous quarters?

On the report function screen, enter the quarter number for which you want to produce the report.

Why aren’t federal withholdings printing on my W-2s?

If you have multistate employees or if you have additional deferred compensation or local withholdings that will not fit on one W-2 form, a second W-2 form might be printed. Federal guidelines specify that the federal earnings information be printed on only one W-2 form.

About Formulas C

The Payroll system uses formulas to calculate deductions and withholdings based on earnings and/or tables. You can use variables for numbers such as year-to-date amounts, gross earnings, and so on, which you can manipulate using operations and functions, much like a spreadsheet program. You can also look up tax rates and other variable factors in tax tables.

A summary of valid variables, operations, and functions is below. If you are new to formulas or if you need to review them, you will find several examples at the end of this appendix.

The fields and commands available on the Formula Maintenance screen are described on page 10-101.

Summary of Variables, Operations and Functions

Below is a summary of the variables, operations, and functions you can use in setting up deductions and withholdings.

Variables

You can use positive or negative numbers (constants) in formulas. You can also use these variables in place of the numbers:

Variable	Description
ADJEARN	Adjusted earnings for net pay deductions.[1]
ADJHR	Adjusted hours (minus exclusions).
ADJMIN$	Adjust to minimum wage flag.

Variable	Description
ADJSUIEARN	Total SUI earnings before the **Self Adjust Month** changed.
ADJSUIWITH	Total SUI withholdings before the **Self Adjust Month** changed.
DEDEXCL	Total amount of deductions exclusions.
DEDUCTIONTOT	Total deductions for the current check.
EARNEXCL	Total amount of earnings excluded.
EICCODE$	EIC code for each employee (**N**, **E**, or **B**).
EMPFICAWH	Employee FICA Contribution (OASDI and Medicare).
EXEMPTIONS	Number of exemptions per employee; taken from the **PAESxxx** file.
EXTRAWH	Extra withholdings for the employee; taken from the **PAEGxxx** file.
FEDWITH	Total employee federal withholdings (including OASDI, Medicare, and EIC).
FIXEDEARN	Total fixed earnings for the employee; taken from the earning codes.
FIXEDPCT	Fixed percent for the withholding; taken from the **PAWIxxx** file.
FIXEDWH	Fixed withholding amount; from the **PAEGxxx** file.
FWHWITH	Employee federal withholdings (not including OASDI, Medicare, and EIC).
GRANDTOTEARN	Total gross earnings, not including earnings that are not included in net pay.
GRANDTOTGROSS	Total gross earnings, including all earnings.
HOURS	Total hours worked.

Variable	Description
LOCALWITH	Total employee local withholdings.
MINWAGE	Minimum wage.
PAYPERIODS	Total pay periods for the year; from the **PAEGxxx** file.
PERIODCODE	Current deduction run code for the group code the current employee is in.
REGHRS	Regular hours worked, excluding sick and vacation hours.
STATEWITH	Total employee state withholdings.
TAXEARN	Taxable earnings per tax authority (total earnings minus all exclusions).
TIPS	Tips accumulated for the employee.
TOTEARN	Total earnings.
UNCOLMED	Year-to-date uncollected Medicare.
UNCOLOASDI	Year-to-date uncollected OASDI.
YTDEARNINGS	Year-to-date earnings for the withholding.
YTDFICATIPS	Year-to-date FICA tips (used in employee OASDI to figure FICA tips).
YTDTIPS	Year-to-date tips deemed as wages (used in employer OASDI adjustments).
YTDWITHHOLDINGS	Year-to-date withholdings for the withholding.

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

Formula Factors

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

For example, you can set up a formula that multiplies taxable earnings by a percentage. The formula can be one line long: TAXEARN * FC1. If you set factor one to .05, the employee's taxable earnings will be multiplied by five percent. Later you can change the factor or override it in the employee record.

Formula factors can be overridden for deductions on the Employees Salary Information screen (see page 10-8) or for withholdings on the Employees Tax Information screen (see page 10-15).

Formula Lines

Each line of a formula sets the value of a variable **LInnn** (**nnn** is the line number). Lines are calculated in sequential order: line LI001 is calculated before LI002 and so on. You can use the results of previous lines with other variables in later formula lines. The result of the entire formula is the result of the last line you defined.

Operations

Formulas are calculated line by line. Calculations in a line proceed according to the standard order of mathematical operations: numbers are multiplied, then divided, then added, and finally subtracted. Below is a table of the valid operations and the order in which they are performed (1 = performed first, 5 = performed last).

Operator	Priority	Description
–	1	Negative Sign
^	2	Exponentiation
*	3	Multiplication

Operator	**Priority**	**Description**
/	3	Division
+	4	Addition
–	4	Subtraction
=	5	Equal to
<>	5	Not equal to
>	5	Greater than
<	5	Less than
>=	5	Greater than or Equal to
<=	5	Less than or Equal to

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

Functions

You can use two types of functions when constructing formulas: Tables Lookup and Conditionals. Both are explained below.

Tables Lookup

Use the **TABLE** and **TABLE2** functions to look up items in tax tables.

Use the **TABLE** function to look up information in a tax table that is arranged gradationally. The format for the command is **TABLE (x, y, RETVAL)**, where **x** is the line (or gradation) in the tax table and **y** is the column number. (**RETVAL** is a BB^{x} command and must be included in a **TABLE** function.) The tax table the **TABLE** function goes to is specified in the **Tax Authority Setup** function (see page 11-5).

For example, you set up withholding SWH for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table **STXMNM**. In the formula, you use the command **TABLE (30000, 2, RETVAL)**. The system looks at the first column of the tax table until it finds a gradation greater than 30000. It then goes to the line *before* that one and returns the value found in the second column of that line.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to find the gradation in a tax table—for example, **TABLE (LI002, 2, RETVAL)**.

You can use only one table lookup for a formula line.

Use the **TABLE2** function to look up information in a tax table that is *not* arranged gradationally. The format for the command is **TABLE2 (x, y, RETVAL)**, where **x** is the row in the tax table and **y** is the column number. (**RETVAL** is a BB^x command and must be included in a **TABLE2** function.) The tax table the **TABLE2** function goes to is specified in the **Tax Authority Setup** function.

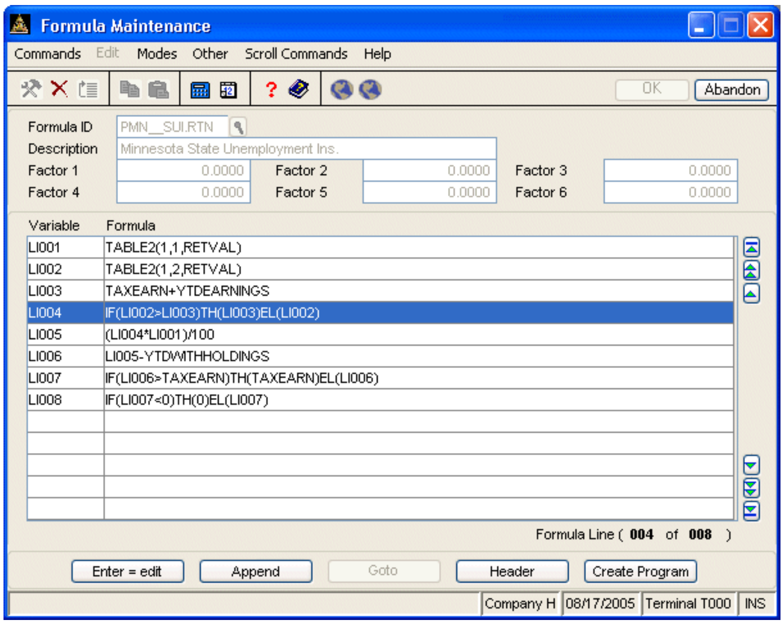
For example, you set up withholding SUI for the state of Minnesota. The withholding has a formula assigned to it and refers to tax table **SUTMN**. In the formula, you use the command **TABLE2 (1, 2, RETVAL)**. The system returns the value found in the first row and second column of the tax table.

You can also use variables in table lookups. You can, for example, use a variable calculated in a previous line to specify a location in a tax table—for example, **TABLE2 (1, LI002+2, RETVAL)**.

You can use only one table lookup for a formula line.

Conditionals

You can use the **IF(x)TH(y)EL(z)** function (If-Then-Else) to evaluate formulas conditionally



In the example above, lines LI001, LI002, and LI003 establish values. Line LI004 then uses the If-Then-Else function to evaluate and select the value to use in the rest of the formula.

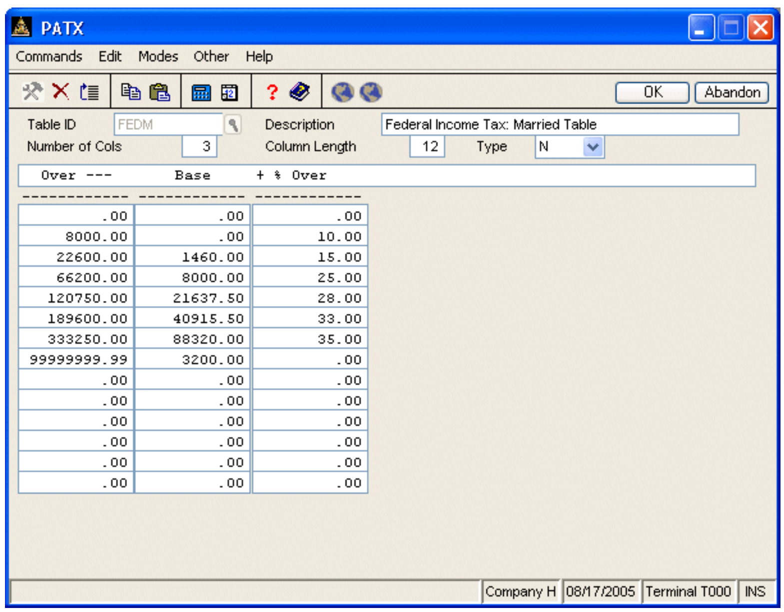
Formula Examples

To get an idea of how formulas and tables work together, read the examples below.

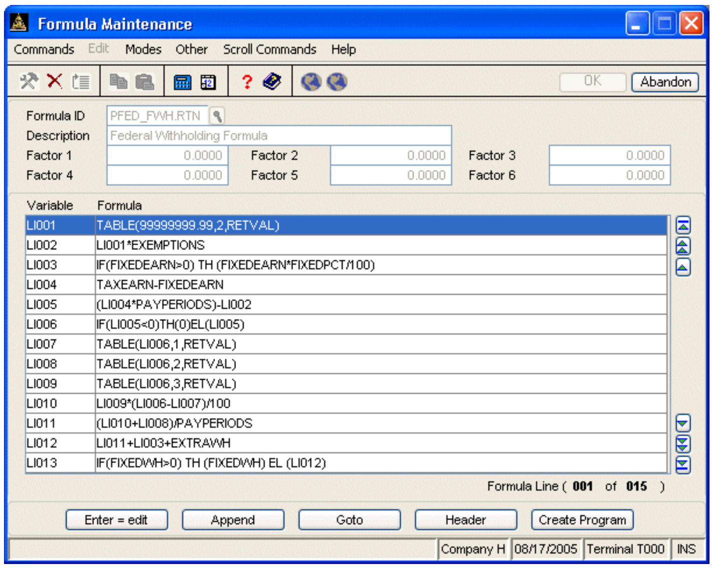
Federal Withholding

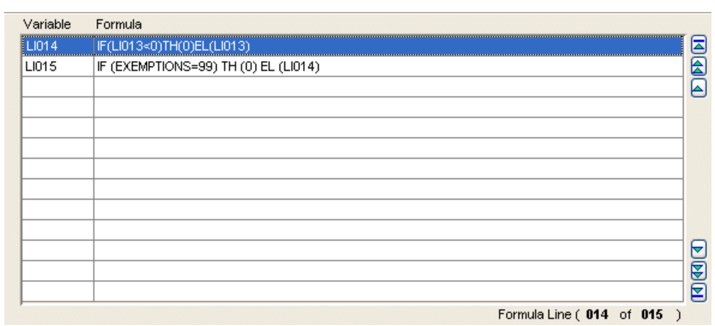
When you establish federal tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID associated with the federal withholding code.

The federal withholding formula **PFED_FWH.RTN** uses the tax table **FEDM**:



The following formula is used to calculate federal withholding:





1. The table lookup checks the first column of the **FEDM** tax table until it finds a number larger than 99999999.99. Because there can be no larger number, the table returns the value found in the second column of the last line: 2800. Variable LI001 is equal to 2800.

2. Variable LI002 is the product of LI001 times the value of the variable EXEMPTIONS (the number of federal exemptions claimed by the employee; this information is taken from the **PAEGxxx** file).

3. Line LI003 employs a conditional function. If the value of the variable FIXEDEARN (the total fixed earnings for the employee) is greater than zero, that value is multiplied by the value of FIXEDPCT (the fixed percentage for the withholding tax), and then divided by 100. Variable LI003 is equal to a fixed withholding dollar amount.

4. Fixed earnings are subtracted from taxable earnings.

5. Variable LI004 is multiplied by the total number of pay periods. Variable LI002 is then subtracted from the product.

6. If the value of LI005 is less than zero, zero is used. Otherwise, the value of LI005 is used.

7. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 1, which is LI007.

8. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 2, which is LI008.

9. The table lookup uses LI006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 3, which is LI009.

10. LI007 is subtracted from LI006. This number is then multiplied by LI009. The product is divided by 100.

11. LI010 is added to LI008; the sum is divided by the number of pay periods.

12. LI011 is added to LI003 and the value of EXTRAWH (the employee’s extra withholdings, if any).

13. Line LI013 is equal to one of two values. If the employees fixed withholding amount is greater than zero, it is equal to that number. If the employees fixed withholding amount is zero, LI013 is equal to the value of LI012.

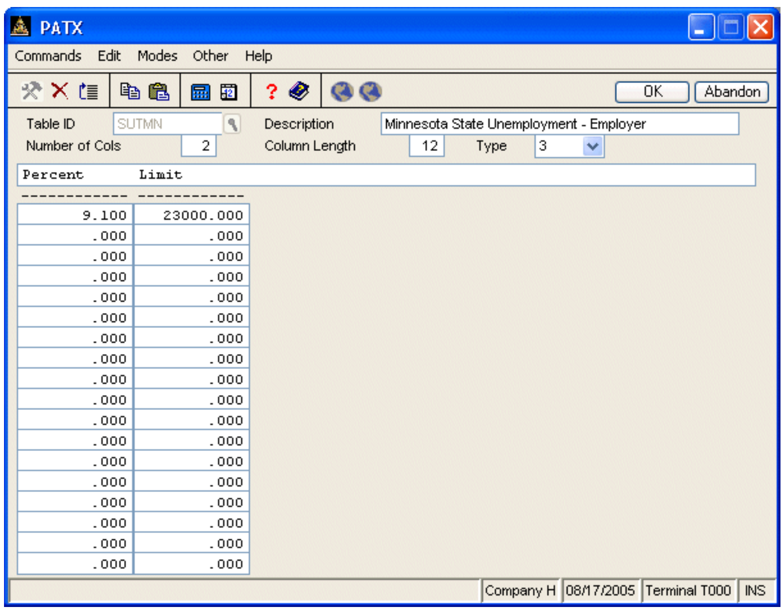
14. If the value of LI013 is less than zero, the value of LI014 is zero. Otherwise, the value of LI014 is equal to LI013.

15. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. If the number of federal exemptions is 99, the result of the formula is zero; if not, the result of the formula is equal to LI014.

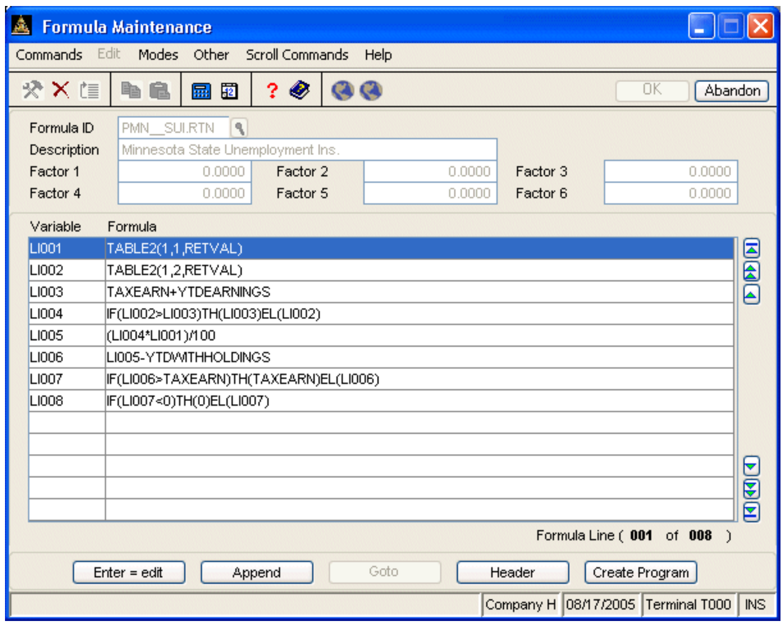
State Unemployment Insurance

When you establish state tax authorities in the **Tax Authority Setup** function, you specify both the formula ID and tax table ID associated with the withholding code.

The Minnesota state employer-side unemployment withholding formula **PMN__SUI.RTN** uses tax table **SUTMN**.



The following formula is used to calculate Minnesota state employer-side unemployment withholding taxes:



1. The **TABLE2** function looks for the value in line 1, column 1 of the tax table, which in this case equals 9.10.

2. The **TABLE2** function looks for the value in line 1, column 2 of the tax table, which in this case equals 19000.

3. TAXEARN (taxable earnings) is added to YTDEARNINGS (year-to-date earnings for that withholding).

4. Line 4 of the formula employs the conditional function; in this case the result is the smaller of LI002 or LI003.

5. The value established in LI004 is multiplied by LI001; the product is divided by 100.

6. YTDWITHHOLDINGS (year-to-date withholdings) is subtracted from LI005.

7. The conditional function is used to determine the value of LI007. If LI006 is greater than TAXEARN, LI007 is equal to TAXEARN; if not, LI007 is equal to LI006.

8. The result of the entire formula is the result of its last line. In this case the result is based on a conditional. In this case if LI007 is less than zero, the result of the formula is zero. If LI007 is greater than zero, that is the result of the formula.

FormsViewer D

Enhanced Payroll Tax Reporting

Open Systems has partnered with Aatrix Software to bring you enhanced payroll tax reporting via FormsViewer, an interactive application that streamlines tax reporting to save you time. FormsViewer works by pulling your accounting data from OSAS and placing it into the tax forms that you file with the appropriate authorities. Once the data is in the form, it is completely editable, and color coded areas alert you when data is required or where data can be changed. After approving the form, you can then print and send it, or use the Aatrix eFile service to electronically file the tax information.

This appendix introduces FormsViewer, details how it works with OSAS to generate tax forms from your accounting data, and describes how to use FormsViewer to generate tax reports if you use OSAS on UNIX, Linux, or Mac OS X. Finally, the appendix ends with tips that you should keep in mind when working with tax reports.

How FormsViewer Works with OSAS

When you install FormsViewer, the **Enhanced Payroll Tax Codes** function (page 11-29) and the **Enhanced Payroll Tax Reports** function (page 9-3) are added to the OSAS Payroll application. The first function matches the tax codes OSAS uses with those used in FormsViewer so that tax reports are generated correctly. The second produces a text file from Payroll check history for use with FormsViewer and prompts you to select the tax form to create.

After you select the form, OSAS automatically launches FormsViewer (if you use Windows) and opens that form. FormsViewer pulls data from the file and places it in the correct locations in the tax form, then presents you the completed form for editing and approval. After you've approved the form, you can print it and send it to the appropriate tax authority or use Aatrix's optional eFile service to electronically file the tax information.

If you do not save check history in OSAS, the **Enhanced Payroll Tax Reports** function generates a blank file. FormsViewer will still open and generate a report, but the report will be blank; you will need to enter all information manually. For best results, make sure to set the Payroll **Save check history?** option to **Yes**.

FormsViewer works only on Windows. If you use UNIX, Linux, or Mac OS X, you need to have at least one Windows workstation on which to install FormsViewer. Creating tax forms in a mixed environment is a two step process. First, use OSAS on UNIX, Linux, or Mac OS X to create the file, and save it to a diskette or a network location. Second, from the Windows workstation, launch FormsViewer, and use FormsViewer's tools to open the file from the diskette or network location and create a tax form. See "Importing Files from UNIX, Linux, or Mac OS X" on page D-13 for more information.

Registering FormsViewer

When FormsViewer opens the first time, it automatically opens in demonstration mode. This mode is fully functional (that is, there are no restrictions when you use FormsViewer in demonstration mode), but registration messages appear when you open FormsViewer and a "DEMO" watermark is printed on all tax forms when you print them. After you register FormsViewer, these messages and watermark no longer appear, allowing you to file the reports you print.

Registration for FormsViewer is valid for one year. To activate or renew your subscription and receive forms as they are updated, you need to enter a registration key. Contact your Open Systems software provider for subscription information or to obtain a registration key.

To register FormsViewer, click **Register** on the dialog box that appears after you launch FormsViewer to open a form. Enter your registration code and click **Enter**, then click **Done** to return to the form you generated.

eFile

Although you can print out the forms you create with OSAS and FormsViewer and send them to the appropriate tax authorities (depending on the state; some states require you to file electronically. Check your state's regulations carefully.), you can also use Aatrix's optional eFile service to electronically file the information. When you use eFile, you can file faster, reduce deadline worries, and eliminate the hassle of paper forms and magnetic media.

Before you can use eFile, you need to sign up with Aatrix and establish an ID and password.

Manually Verify Tax Reports

Due to differences between required information on reports and the way OSAS records information, you need to manually verify or enter some required information on the reports FormsViewer generates from your OSAS data.

The information you need to verify and enter includes pay period beginning and ending dates and the number of employees reported in check runs for state unemployment insurance. Because OSAS does not record this information, it will not be pulled into the reports you generate, and must be entered manually. See "Notes" on page D-19 for more information.

In addition, be sure to check the W2 forms you create in FormsViewer closely. If you manually change information in the **Employee History** function in OSAS, the values on these forms may not be correct. See "W2 Forms" on page D-19 for more information.

As with all information that you file with tax authorities, check the tax reports you generate carefully for accuracy. Although the information is pulled from OSAS, it is possible for it to be incorrect due to data entry errors or invalid transactions. Because the reports you generate with FormsViewer are editable, simply type in the correct information when you notice an incorrect value.

Installing FormsViewer

If you use OSAS on Windows, the FormsViewer is installed automatically in the **\progPA\EPTR** directory when you install Payroll. Data and related files and programs are stored in the **\progPA\EPTRDATA** directory.

If you use OSAS on UNIX, Linux, or Mac OS X, the **Enhanced Payroll Tax Reports** function (page 9-3) and its components are automatically installed when you install Payroll. However, the FormsViewer application itself is not—FormsViewer works only on Windows. If you use OSAS on UNIX, Linux, or Mac OS X, you need to manually install FormsViewer on a Windows workstation that is separate from your OSAS system.

When you install FormsViewer on a separate Windows workstation, all FormsViewer files are stored in the directory you specify during installation (rather than in the **progPA** directory as in the OSAS combined installation).

Follow these steps to install FormsViewer on a Windows workstation:

1. From a Windows workstation, start the operating system, and log in (if necessary).

2. Insert the installation CD-ROM into the drive. The installation screen should appear automatically. If it does not, do the following:

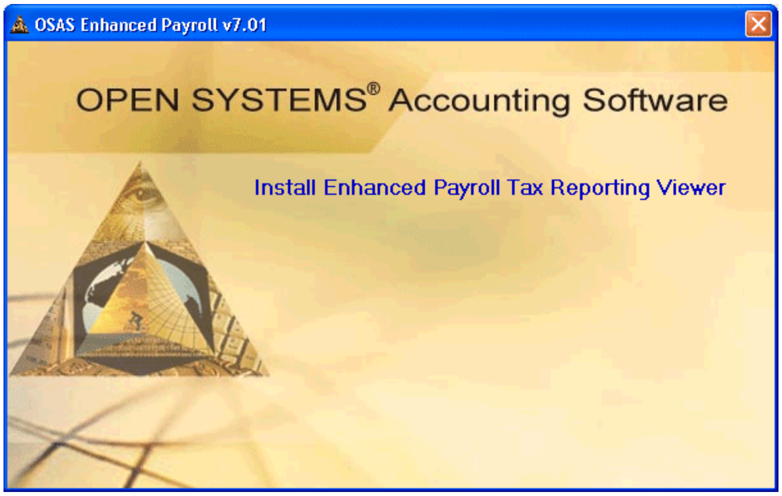
   - Click **Start** and select **Run**.

   - When the Run dialog box appears, type the letter of the CD-ROM drive, a colon, and a backslash. Then type **autorun** to start the installation program. For example,

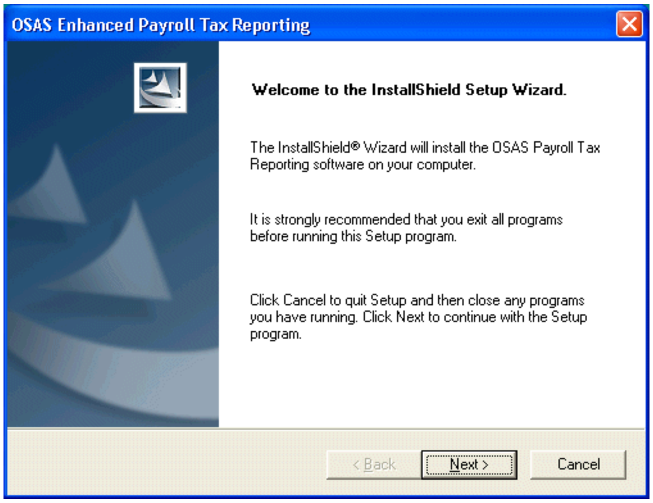
     e:\autorun

   - Click **OK** to launch the installation program.

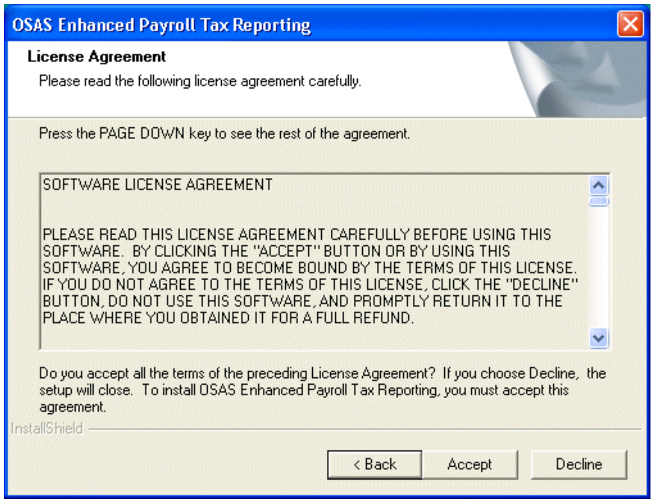
3. When the installation screen appears, double-click **Install Enhanced Payroll Tax Reporting Viewer** to launch the installation program.



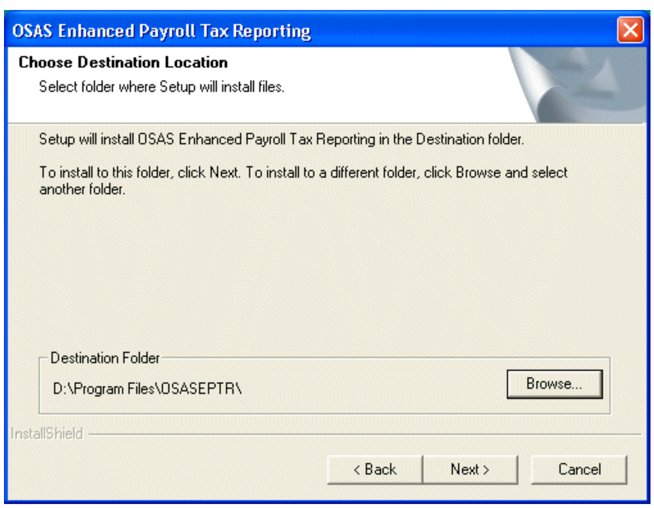
4. When the OSAS Enhanced Payroll Tax Reporting Welcome screen appears, click **Next**.



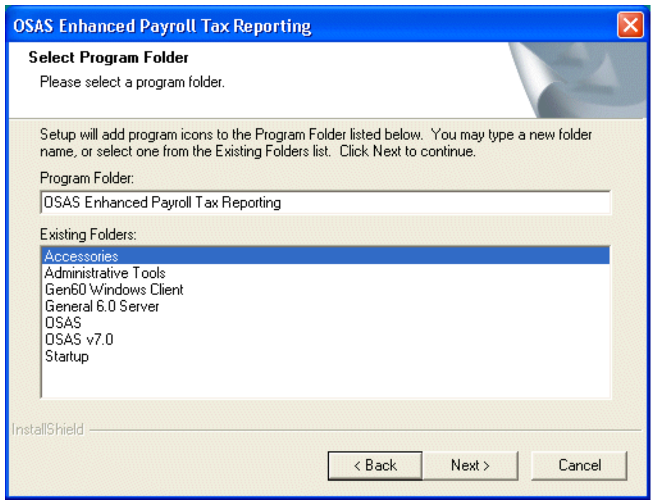
5. Read the license agreement carefully, then click **Accept** to continue.



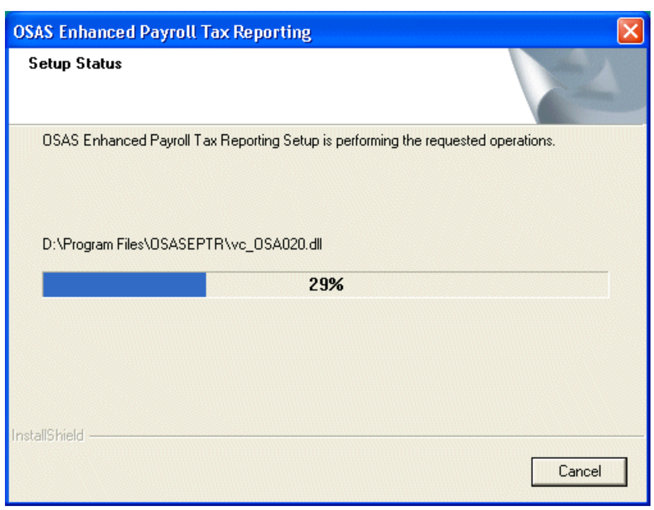
6. Change the installation directory, if necessary, by clicking **Browse** and navigating to the directory in which you want to install FormsViewer. Click **Next** to continue.



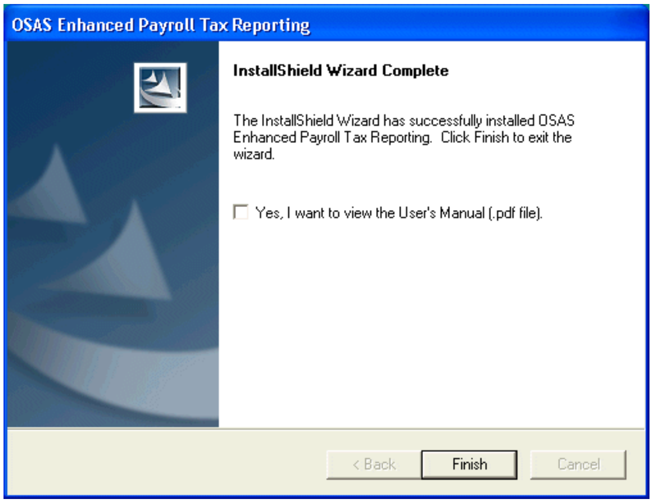
7. Change the folder in which to create a shortcut to FormsViewer and its importer on the **Start** menu, if necessary, and click **Next** to continue.



The installation program begins copying and installing files. A status screen appears to show you the installation's progress.



8. When the installation completes successfully, the InstallShield Wizard Complete screen appears.



Select the check box if you want to view the manual and click **Finish** to complete the installation.

9. After completing the installation, double-click the **OSAS Enhanced Payroll Tax Reporting** icon on your desktop (or launch it from the **Start** menu) to open the FormsViewer importer. Use the importer to select the file to use to create and process tax reports. See page D-13 for more information.

Importing Files from UNIX, Linux, or Mac OS X

FormsViewer works only on Windows. If you use OSAS on UNIX, Linux, or Mac OS X, you need to install FormsViewer on a Windows workstation separate from your OSAS system, then save the file you create to a diskette or network directory and import the file on the Windows workstation. After you've imported the file, you can use it to process tax forms.

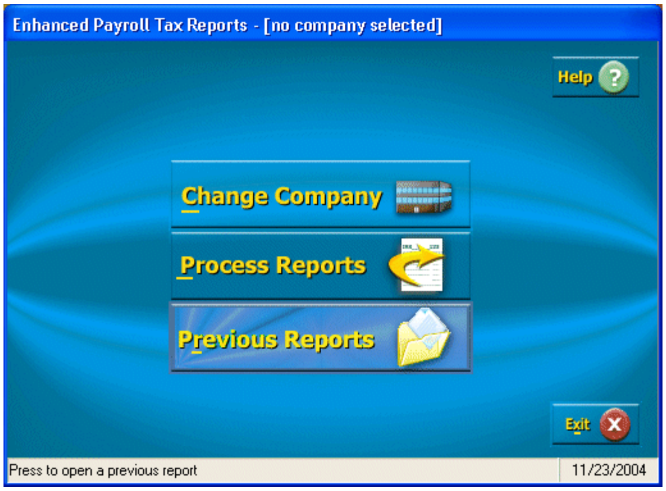
Follow these steps to import the file you created with OSAS on UNIX, Linux, or Mac OS X into FormsViewer on a Windows workstation:

1. After creating the file with OSAS, save that file to a diskette or network directory. The message that appears at the bottom of the Enhanced Payroll Tax Reports screen lists the directory in which the file is saved.

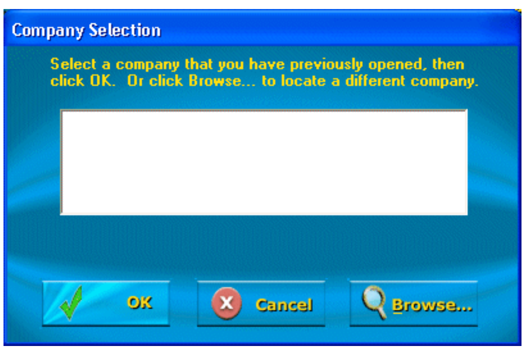
2. Move to the Windows workstation on which you installed FormsViewer (and insert the diskette into the drive, if necessary).

3. Double-click the **OSAS Enhanced Payroll Tax Reports** shortcut on the desktop (or select **OSAS Enhanced Payroll Tax Reports** from the **Start** menu) to launch the FormsViewer importer.

4. When the selection screen appears, click **Change Company**.



5. If the file you want to work with is already listed when the Company Selection screen appears, select that file and click **OK**.

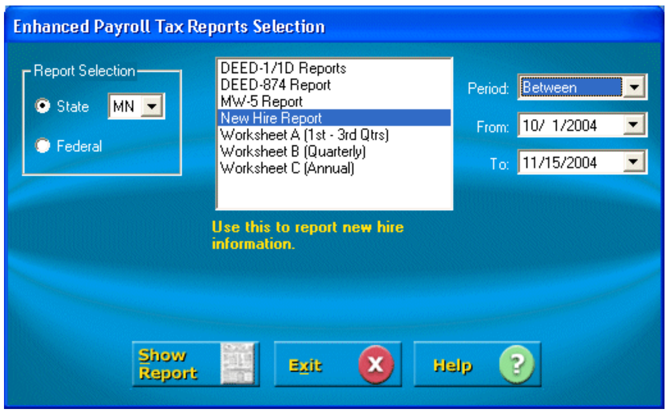


If the file you want to work with is not listed, click **Browse**. When the Open dialog box appears, navigate to the directory containing the file you created with OSAS on UNIX, Linux, or Mac OS X and click **Open**.

After you click **Open**, you are returned to the Company Selection screen and the file you selected is listed. Click **OK** to continue.

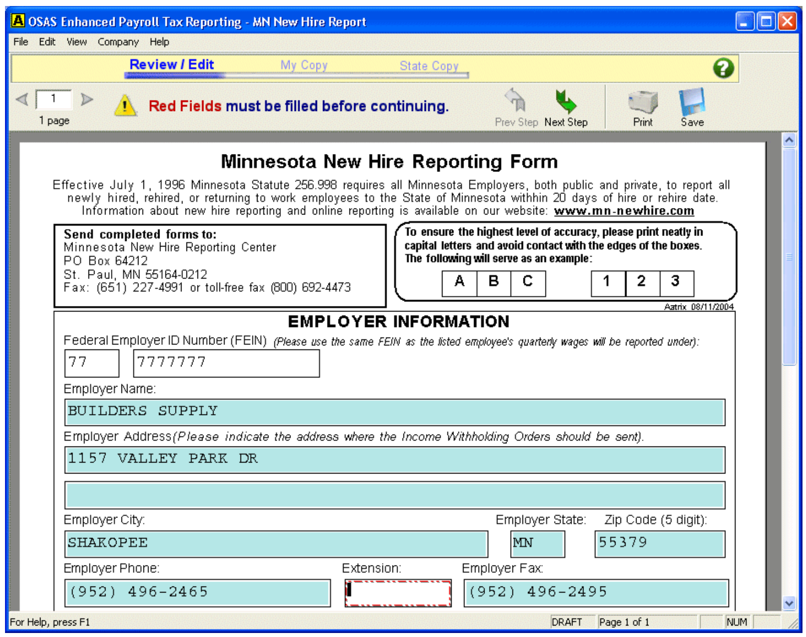
6. When the selection screen reappears, click **Process Reports**.

7. When the Report Selection screen appears, select the report information.



- In the **Report Selection** box, select the type of report to work with. If you select **State**, select the state for which to create the report.
- Select the report you want to create from the middle of the screen.
- Use the boxes on the right side to select the dates for the report.
- Click **Show Report** to create the report and open FormsViewer.

8. After you click **Show Report**, FormsViewer opens, pulls the information the report requires from the file you selected, and generates the report



Use the FormsViewer tools and commands to verify and complete the form.

Opening Saved Reports

Follow these steps to open a report you saved previously in FormsViewer:

1. Follow steps 3–5 above to open the FormsViewer importer and select the file to work with.

2. When the selection screen reappears, click **Previous Reports**. When the Open Report dialog box appears, select the report you want to work with and click **Edit**.

Notes

Due to differences between required information on reports and the way OSAS records information, you may need to manually verify or enter some required information on the reports FormsViewer generates from your OSAS data. The information you need to verify and enter includes pay period beginning and ending dates and the number of employees reported in check runs for state unemployment insurance.

Pay Period Beginning and Ending Dates

Some state reports require that you enter the pay period beginning and ending dates when you file the report. However, OSAS does not save the pay period beginning and ending dates you enter when you generate checks to history (instead, OSAS saves only the generated check date to history). You need to verify and manually enter these dates when you generate the report.

Number of Employees

Some states require that employees must be still employed by a given date in the month (generally the 12th, but laws vary from state to state) to qualify for state unemployment insurance for that month. However, OSAS does not track the number of employees in a payroll run as of a given date. OSAS does track the number of employees in a payroll run, but you must verify (and manually change, if necessary) the number of employees for state unemployment reports.

W2 Forms

To create W2 forms with FormsViewer, OSAS pulls information both from Payroll check history (for the majority of the values) and from employee history (for example, the value printed in box 8 that OSAS does not track). Because you can manually change any of the employee history values using the Payroll **Employee History** function without those changes appearing in check history, you need to check the W2 forms you generate using FormsViewer closely to verify these values.

For example, you can manually change an employee's federal tax amounts using the **Employee History** function in Payroll. However, because federal tax values are pulled from check history when you generate W2s, and not from employee history, the values printed on the W2 will not reflect your manual changes and could be incorrect.

To ensure that the values that are tracked by OSAS are correct, use the **Manual Checks** function in Payroll to enter adjustments to correct values that are in error. When you use the **Manual Checks** function, Payroll check history is also updated, meaning that your changes will be reflected in the W2s you generate.

The values that OSAS does not track (Allocated Tips, for example) are always drawn from employee history to generate W2 forms. Since these values are not calculated by OSAS and must be manually entered (and therefore do not appear in check history), there should be no discrepancy between this value in OSAS and the value printed on the W2.

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