# OPEN SYSTEMS® Accounting Software

## Payroll User's Manual

For Use With Contractors' Job Cost

2310.PA70

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## Welcome to OSAS

Welcome to the Payroll application for OPEN SYSTEMS Accounting Software<sup>®</sup> (OSAS<sup>®</sup>). 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.



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.



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, quarterto-date, and year-to date information about each employee's payroll deductions.

The **PAEExxx** (Employee Earnings History) file stores each employee's monthto-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<sup>®</sup> 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. Doubleclick 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 <b>Calculate Checks</b> and <b>Manual Checks</b> 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 <b>Direct Deposit</b> 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 <b>Payroll Information</b> 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 prenotification 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 <b>Start</b> 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 <b>osas</b> 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 <b>Target</b> field (as in the example below; be sure to use the correct directories for your system).
	C:\basis\bin\bbj.exe osasstrt.txt -q -tT00 -cD:\osas70\progrm\config.bbxuSam -aapple -cH
	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
	<b>Note:</b> 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.

🙇 OSAS Login		
OPENSISTE	SAS® MS® Accounting Software	
User ID	Sam	
Company ID	H Builders Supply	
Access Code	****	
Save Password? 🔽		
	OK	

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**.

Introduction

## **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.

🙇 TOOO - OPEN SYSTEMS® Acc	ounting Software	
File Modes Tools Favorites Oth	er Help	
🛅 🖉 66° ? 🔜 🖬 189 🍏		
H Builders Supply		
Main Menu	OPEN SYSTEMS® Accounting Software General Ledger - 2005	Journal Transactions
Bills of Materials/Kitting Bank Reconciliation Payroll with Direct Deposit Fixed Assets General Ledger Inventory Job Cost Purchase Order Sales Order Resource Manager	Journal Transactions Reports Productivity Reports Periodic Processing File Maintenance Statement Maintenance Master File Lists	Transactions Copy Recurring Entries GL Journal GL Activity Report GL and Transaction Inquiry Edit Transactions Post to Master
	Company H	Terminal T000 08/02/2005 8:50 AM

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.
#### Introduction

#### 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.

🛓 OSAS 7.0													
File Modes Tools Other Window	w Help												
🗔 🖉 🄐 ? 🕅 🗐 16	Company ID H Builders Supply	· ·		Date: 08/	02/2005	User ID: 9	Sam						
	A Lodger 2005 L												
SUMPRITING Reconciliation Payroli	Assets Fedder - 2003   Invento	y Job Cost   Furchas	ing Urders hesourc	e Mgr									
Transactions	🛕 2005 Edit Transaction	s											
Copy Recurring Entries	Commands Edit Modes Other Scroll Commands Help												
GL Activity Report	🛠 X 🗄 🖬 📾	🗊 ? 🦑 🄇	•		OK	Ab	andon						
Edit Transactions	GL Account	Debit	Credi	t Beference	Pd	Cflw							
Reports	Description	0.004	erod.	Date	Src	Allc							
Productivity Reports	401000		11838.80	A/B	12								
Periodic Processing	SALES			12/03/2005	AB		Ā						
File Maintenance Statement Maintenance	501000	6934.94		A/R	12		Ā						
Master File Lists	COST OF SALES			12/03/2005	AR	<ul> <li>Image: A start of the start of</li></ul>	0						
	100000	12388.25		A/R	12	<b>V</b>							
	CASH SALES			12/03/2005	AR	Image: A start of the start							
	203800		549.45	A/R	12	<ul> <li>Image: A set of the set of the</li></ul>							
	SALES TAX			12/03/2005	AR	<ul> <li>Image: A start of the start of</li></ul>							
	104400		6934.94	A/R	12	<ul> <li>Image: A start of the start of</li></ul>							
	INVENTORY			12/03/2005	AR	Image: A start of the start							
	104200	25039.40		A/P	12	<b>V</b>	3						
	A/P LINE ITEMS			12/03/2005	AP	<ul> <li>✓</li> </ul>							
					Entry	000001	1						
	ý			Balar	nce								
				.00									
		Enter=edit	aLlocate G	o to									
			C	ompany H 08/0	2/2005 Te	erminal TO	00 0VR						

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.

🛓 Tax Lo	ocations				
Commands	Edit Modes Other	Scroll Commands	Help		
🛪 🗙 t		] ? 🛷 🄇	0		OK Abandon
Tax Local Tax Level Authority Tax Liabili	tion MN I 1 MN ity Acct 203800	Na Ta Ta Ta	ame Minnesc ax ID 23-8761 ax on: Freight? ax Refundable Acct	ta Sales Tax 82734	
Class	Description	Sales Tax	Purch Tax	Tax Collected	Tax Paid
00	Consumer Goods	6.500	6.500	1307.00	.00 🗖
01	Resale Sales	0.000	0.000	.00	.00 🚖
02	Exempt Sales	0.000	0.000	.00	.00 🔼
03	Ind/Agr Prod.	0.000	0.000	.00	.00
04	Interstate Comm	0.000	0.000	.00	.00
05	Motor Vehicles	0.000	0.000	.00	.00
06	Food Products	0.000	0.000	.00	.00
07	Clothing	0.000	0.000	.00	.00 🕞
08	Gasoline	0.000	0.000	.00	.00 😴
09	Services	0.000	0.000	.00	.00 🔽
			Total Calculated Over/Short	1307.00 1307.01 01	.00 .00 .00
Enter = e	dit Tax Loc F	rst Last	Next Pr	rev View Head	er Go to Class
				Company H 08/02/2005	Terminal T000 OVR

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 <b>Favorites</b> 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 <b>Other Commands</b> (or <b>F4</b> ) 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 <b>F4</b> 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 <b>Other Commands</b> menu.

Information The Information (or Shift+F2) menu is available in some graphical or text Menu 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 The Favorites menu gives you quick access to the OSAS functions you use most Menu 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.

Introduction

#### **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 MenuThe toolbar for the main menu is shown below. Click a button to access that<br/>command.



FunctionThe toolbar for function screens is shown below. Click a button to access that<br/>command.Screencommand.Toolbar



## **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.

🛓 OSAS TOOO		
Settings Edit Print Help		
06/01/2005	Company H - Builders Supply	12:27 PM
	Nain Menu Bills of Materials/Ritting Bank Reconsiliation Payroll with Direct Deposit Fixed Assets General Ledger_ Inventory Job Cost Purchase Otder Bales Order Resource Hanager	
.000		F2-Favorites

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.

Settings Edit Print Help										
Invoices —										
Header Information										
Batch ID 000001										
- Trans No Transaction Type Invoice	-									
Location MN0001										
Transaction Type										
Sold to:										
1. Invoices										
2. Miscellaneous Credits										
3. Edit Transactions										
3										
Sales Rep 1 Percent 100.0										
Sales Rep 2 Percent Ship Via										
Cust Level Pick Slip No.										
Terms Code Ship Date 06/01/2005										
Terms Desc Type GL Period 06										
Terms% .0 Days Net Days										
- Order No Taxable NO	-									
Ord Date Tax Group										
Inv No Date Description										
	-									
Company H Ver	ify —									

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.

- OtherThe Other Commands (or F4) menu gives you access to additional utilities and<br/>commands not directly related to the function you're currently using. In text<br/>mode, press F4 twice on the menu or once on function screens to access this<br/>menu. See page 1-31 for more information on this menu.
- InformationThe Information (or Shift+F2) menu gives you access to additional informationMenuabout a customer, vendor, item, job, bill of material, or employee. In text mode,<br/>this menu is available when the Info flag appears at the bottom of a function<br/>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.

FavoritesThe Favorites menu allows you add the OSAS menus or functions you use mostMenufrequently to a custom menu. After you've set up the menu, select Change to<br/>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.
- Maint

Inquiry

- 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.

Press <PgDn> to proceed

#### Address Mapping

Verification -

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	2-3
Direct Deposit Installation	2-5
Conversion	2-7

# **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.

Application Tables			
Commands Edit Modes Other I	Help		
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Table ID	Description Column Length 0 T	Enter File Name: Type	ZATE
		Company H 08/16/2005	Terminal T000 OVR

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3.	L	32		33		34		35		36		37		38		39		40						
4.	L	42		43		44		45		46		47		48		49		50						
5.	-	52		53		54		55		56		57		58		59		60						
6.	-	62		63		64		65		66		67		68		69		70						
7.	-	72		73		74		75		76		77		78		79		80						
8.	-	82		83		84		85		86		87		88		89		90						
9.	-	92		93		94		95		96		97		98		99		00						
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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.

🛓 Dat	a File Conversion						X
Comman	nds Edit Modes Other Help						
* *	(12 🖻 🛍 🖩 🖬 ? 🧶					OK Aban	don
Select	directory on which to create files.						
(). (e)	data/						
Enter	directory that contains the files to be co	nverted.					
	D:/OSAS/605/data						
Do you	want source files erased after conver	sion?					
Do you	want conversion to pause if a problem	is found?					
A	Bernsteller	Manadam	(	Description			
Аррі	Description	version	Appi	Description		vers	ion
GL	General Ledger	6.05					
PA	Contractors' Payroll	6.05					
РО	Contractors' Purchase Order	6.05					
AP	Contractors' Accounts Payable	6.05					
AR	Contractors' Accounts	6.12					
	3						
				Company H	08/23/2005	Terminal T000	OVR

- 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.
- 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).
- 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.

 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.

- 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.

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# **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.

 $\begin{array}{c}
- & - & - & - & 0 \\
- & - & - & - & 1 \\
- & - & - & - & Z \\
- & - & - & - & a \\
- & - & - & - & 01 \\
- & - & a - & - & - \\
0 0 0 0 0 0 0 0 \\
0 0 0 0 0 0 1 \\
1
\end{array}$ 

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).



- 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**



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.

Contractors' Payroll Options				
Commands Edit Modes Other Scroll Commands Help				
🔆 X 🗄 🛍 📾 🔟 🙎 🏈 🄇	OK	Abandon		
Description	Value			
Interface to General Ledger?	YES			
Interface to Contractors' Job Cost?	YES			
Interface to Bank Reconciliation?	YES			
Save Payroll transaction history?	YES			
Save check history?	YES			
Post Voided Checks to Check History?	YES			
Post Voided Checks to Bank Reconciliation?	YES			
Automatic Accrual of Vacation/Sick Time?	YES			
Include vacation/sick hours for accrual calculation?	YES			
Use First or Last Name First?	LAST			
Print company name on checks?	YES			
Print checks on blank, preprinted or laser forms?	PREPRINTED			
Print Social Security Numbers on Checks/Vouchers?	NO			
Use time card calculator?	YES			
Post Employer Taxes/Deduction to Home or Worked Department?	HOME			
		3		
Optic	ption (001 of 015)			
Enter = Toggle Goto Write				
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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.

- 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.
- 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

Setup

- DCBxxx
- FREQxxx
- GLDEPxxx
- GLPAYxxx
- GTLIxxxMAXVSx
- 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 twocharacter 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 **LTXSSIIm** 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.

Setup

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.

#### Setup

# **Contractors' Job Cost Payroll Information**



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



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**

SLD

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.

Payroll User's Manual

Setup

#### **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.

Setup

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-todate 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, quarterto-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 recreate 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.
- 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.
- 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**



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Salary Information	4-5
Tax Information	4-7
Personnel Information One/Two	4-11
Employee History	4-13
Time Ticket History	4-21
Check History	4-23

#### 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.

🛕 General	Information						
Commands Eq	it Modes Other Information Help						
2× 🛠 🗉	14 <b>1 1 1 1 1</b>	OK Abandon					
Emp ID Last Name First Name W-2 Name	BOUDD1 Direct Deposit? Bourne Linda Middle In C Linda C Bourne	Job Title Admin. Asst. Work Phone () - Extension Supr ID LUK001 Adj Hire Date 01/09/1998					
Address 1 Address 2 Address 3	501 N Hamilton Ave	Start Date 01/09/1998   Birth Date 06/07/1964   Term Date					
Res City Zip Code Phone No	Edina State MN 55435 Country (612)555-1212 459, 30, 4999	Last Review Date 11/12/2004 Next Review Date 11/12/2005 Last Check Date Earnib//Plue Crosse					
SS NU Sex EEO Class	403-30-1033 F 2 W/2 Fields	User Label 2 User Label 3					
Retirement Pl Statutory Emp	an?	Name Jim Bourne   Work Phone (612)567-3319   Home Phone (612)555-1212   Relation Husband					
E-Mail	lbourne@builders_supply.com						
Employee First Last Next Previous User fields							
		Company H 08/17/2005 Terminal T000 OVR					

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.

🙇 Salary Information						X
Commands Edit Modes Other	Scroll Comm	ands Information Help				
🛠 🗶 🗈 🖬 🖬 🖬	? 🦑	<b>(3)</b>		OK	Aban	don
Employee ID BOU001	S Bourn	ie, Linda C				
Pay Information		Sc	heduled Ded	uctions		
Dept	500	No Description	12345	Amount	Balance	
Lbr Clas ADM Skill		1 Medical Ins	YNNNN	10.56	.00	
Corporate		6 401K	PNNNN	4.50	.00	
Seasonal Employee?		3 United Way	PNNNN	1.00	.00	
Type (H or S)	S	4 Credit Union	YNNNN	50.00	.00	
Exempt?		10 Stock Plan	YNNNN	100.00	.00	
Adjust to Minimum?		2 Dental Ins	YNNNN	3.52	.00	
Group Code (0-9)	1					
Pay Periods/Year	12					
Chk Loc Earn Cd	SAL					
Union VVC	8010					
Salary	7500.00					3
Hourly Rate	.000					
Override Pay	.00			Deduction (	001 of 006 )	
Status	full-time					
Sick Accrual Code	XX	Stroll Commands Information Help				
Vac Accrual Code	XX	Vacation Hours Remainin	ng		119.500	
Employee First	Last	Next Previ	ous	Goto	View	
		c	ompany H	18/25/2005 Te	rminal T000	OVR

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.
- 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.

🔺 Factor Inquiry - Medical Ins								
Commands Edit Modes Other Help								
** × 白	<b>h B</b>		? 🤣		OK Abandon			
Override Fa	otors?							
Factor 1		0000						
Factor 2		0000						
Factor 3		0000						
Factor 4		0000						
Factor 5		0000						
Factor 6		0000						
Press Any Ke	y							

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.

🙇 Tax	Infor	mation										
Comman	<b>ds</b> Edi	t Modes	Other :	Scroll Comma	ands Inforr	nation H	Help					
* *		•	<b>.</b>	? 🧶	00						K 🛛 🗖	bandon
Employ Tax Gr	Employee ID BOUDDI S Bourne, Linda C Tax Group MN Endered Tax Information											
Fed.	Stat	t .	Exemp		Extra W/H		Fixe	d W/H	EIC Code	•	Table ID	
FED	M		4		.00			.00	N		FEDM	
	_											
					State Tay Inf	ormation						
State	Stat	E>	emp	Extra VW	H F	Fixed W/H	Table ID		SUI Stat	te N	ame	
MN	М		4	.00	1	.00	STXMN	vi	MN	M	linnesota	
		_										
										_		
					ocal Tay Info	rmation -						
State	Local	Stat	Exem	p i	Extra VWH	Fi	xed W/H	Table ID	)	Locali	ty Name	
		1		1								
Emplo	yee	Next	Previo	us Fi	rst 🛛	ast	Switch	to Loc	al G	oto line		'iew
							Com	pany H	08/17/2	005 T	erminal TO	

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.
- 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..

🙇 Emplo	yee Witl	hholding	Exclusions					
Commands	Edit M	lodes Ot	her Scroll Comn	nands Help				
* × (		8	2 ? 🗞	0	OK	Abandon		
	Туре	Code	Description		Exclude			
	FED	FWH	Federal WH					
	FED	OAS	Emplye OASDI					
	FED	MED	Emplye Medic	аге				
	FED	EIC	Earned Incom	e		_		
	FED	EOA	Emplyr OASDI					
	FED	EME	Emplyr Medica	are		₹		
	FED	FUT	Unemp Ins					
Code ( 001 of 009 )								
		Goto	View Factor	rs Do	ne			

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.

🙇 Personnel Information Or	ie				X
Commands Edit Modes Other	Information Help				
* X te 🖬 🛍 📾 🖬	? 🗶 🎯 🎯			OK Aban	don
Employee ID BOU001	N Bourne, Linda C				
Comments 1 Linda is on the Comments 2 Comments 3	board of directors fo	r Mulca	hy Companies		
Degree <b>BA</b> Degree <b>MA</b> Degree	Bachelor of Arts Master of Arts	Major Major Major	Business Administration Business Finance		
Date Reason 11/12/2004 Annl Review 04/04/2004 Board Review 12/31/2003 Co. Performance 08/23/2002 Performance	Old Rate 7250.00 6750.00 6500.00 6150.00 .00 .00 .00	Date	Bonus Issued Reason	Amo	ount .00 .00 .00 .00 .00 .00
Employee	First La	st	Next Previous		

🛓 Personne	l Information Tv	vo				
Commands Eq	it Modes Other	Information	Help			
* × 🕼		? 🧶	0		OK	Abandon
Employee ID	BOU001	Bourn	e, Linda C			
License	05/13/2003		User Date 06			
Last Phys	10/09/2004		User Date 07			
Driver Lic	02/04/2008		User Date 08			
User Date 04			User Date 09			
User Date 05			User Date 10			
	Employee	First	Last N	lext Previou	IS	
				Company H 08/17/2	005 Termi	inal T000 OVR

The commands and instructions for the two screens are identical:

- 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.

Inquiry

# **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.

🛓 Employee Miscellaneous History									
Commands Edit Modes Other Scroll Commands Information Help									
☆ ★ til         ■ ●         ■         ■         ■         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●         ●									
Employee ID BOU001 Bourne, Linda C									
	October	November	December	QTR 4	YTD				
Hours Worked	173.330	.000	.000	173.330	173.330				
Weeks Worked	13.00	.00	.00	13.00	13.00				
Wks Under Limit	.00	.00	.00	.00	.00				
Paid/Month	Y	N	N	YNN					
Allocated Tips	.00	.00	.00	.00	.00				
100% Use Auto	.00	.00	.00	.00	.00				
Cost of GTLI	.00	.00	.00	.00	.00				
Cost of DCB	.00	.00	.00	.00	.00				
457 Plan	.00	.00	.00	.00	.00				
Non-457 Plan	.00	.00	.00	.00	.00				
FICA Tips	.00	.00	.00	.00	.00	_			
Adv EIC Payment	.00	.00	.00	.00	.00				
Uncol OASDI	.00	.00	.00	.00	.00	U			
Uncol Medicare	.00	.00	.00	.00	.00				
	Next Page	Change Quarter	Quarter totals	Month Totals					
			Co	mpany H 08/17/20	105 Terminal T000	OVR			

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  $\ensuremath{\mathsf{Employee}}$   $\ensuremath{\mathsf{Earnings}}$   $\ensuremath{\mathsf{History}}$  on the selection screen.

🛓 Employe	e Earnings History								
Commands Eq	dit Modes Other S	5croll Commands 🛛 I	nformation Help						
***		? 🗶 🔇 🤇	3		OK Abandor				
Employee ID BOU001 Bourne, Linda C									
		Ear	ning Hours						
Code	October	November	December	QIR 4	YID				
P01	.000	.000	.000	.000	.000				
P03	.000	.000	.000	.000	.000				
REG	.000	.000	.000	.000	.000				
SIC	.000	.000	.000	.000	.000				
VAC	8.500	.000	.000	8.500	8.500				
		Earni	ng Amounts						
Code	October	November	December	QTR 4	YTD				
P01	750.00	.00	.00	750.00	750.00				
P03	133.82	.00	.00	133.82	133.82				
REG	29738.00	.00	.00	29738.00	29738.00				
SIC	.00	.00	.00	.00	.00				
VAC	262.00	.00	.00	262.00	262.00				
Gross Pav	30883.82	.00	.00	30883.82	30883.82				
Net Pay	18271.94	.00	.00	18271.94	18271.94				
Sv	Switch to Amounts         Enter=edit         Append         Next page         Previous page           Goto         Total gross and net pay         Change quarter         Quarter Totals         Month Totals								
			C	ompany H 08/17/200:	5 Terminal T000 OV				

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.

🔺 Employee Deductions History									
Comman	<b>ds</b> Edil	Modes	Other S	croll Comm	ands Info	ormation Help			
* X	Ċ≣	h ß	🔜 🗓	? 🧶			(	OK Aban	don
Employee ID BOU001 Bourne, Linda C									
Code	State		Octobe	r Þ	November	December	QTR 4	YTD	
001			42.24		.00	.00	42.24	42.24	
002			14.08		.00	.00	14.08	14.08	
003			308.84		.00	.00	308.84	308.84	
004	мы		1389 77		.00	.00	200.00	1389.77	
010	MN		525.00		.00	.00	525.00	525.00	
		_							
	-								
		_							R
						<u></u>		_	
		En	ter=edit	Ap	pend	Next page	Previous page		
			Goto	Chang	e quarter	Quarter Totals	Month Totals		
						Co	mpany H 08/17/200	05 Terminal T000	OVR

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.

🛓 Emple	🛓 Employee Federal Tax History 📃 🗆 🔀								
Commands	Edit Me	odes Other	Scroll Comm	ands Inf	ormation Help				
*× (*	☆ X (II)         ● ●         ●         ?          ●         ●         ●         Abandon								
Employee ID BOU001 Bourne, Linda C									
Code		Octol	ber I	November	December	QTR 4	YTD		
EME		30883.	82	.00	.00	30883.82	30883.82		
EOA		30883.	B2	.00	.00	30883.82	30883.82		
FUT		28969.	05	.00	.00	28969.05	28969.05		
FWH		28969.	05	.00	.00	28969.05	28969.05		
MED		30883.	B2	.00	.00	30883.82	30883.82		
OAS		30883.	B2	.00	.00	30883.82	30883.82		
				— Tax Am	iounts			-	
Code		Octol	ber I	Vovember	December	QTR 4	YTD		
EME		447.	B2	.00	.00	447.82	447.82		
EOA		1914.	BO	.00	.00	1914.80	1914.80		
FUT		434.	DO	.00	.00	434.00	434.00		
FWH		5624.	45	.00	.00	5624.45	5624.45		
MED		447.	B2	.00	.00	447.82	447.82	3	
OAS		1914.	B0	.00	.00	1914.80	1914.80		
Switch to Tax Amounts Enter=edit Append Next page Previous page Goto Change quarter Totals Month Totals									
			Chang		Co	mpany H 08/17/200	05 Terminal T000	OVR	

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.

🛕 Emp	🛓 Employee State Tax History										
Comman	<b>ds</b> Edit	Modes Other So	croll Commands In	formation Help							
* *			? 🗶 🄇			OK Abar	ndon				
Employ	Employee ID BOU001 Bourne, Linda C Earnings										
State	Code	October	November	December	QTR 4	YTD					
MN	SUI	28969.05	.00	.00	28969.05	28969.05					
MN	SWH	28969.05	.00	.00	28969.05	28969.05					
			Tax Ai	mounts							
State	Code	October	November	December	QTR 4	YTD					
MN	SUI	459.20	.00	.00	459.20	459.20					
MN	SWH	2043.61	.00	.00	2043.61	2043.61					
	Switch to Tax Amounts Enter=edit Append Next page Previous page										
	Goto Change quarter Quarter Totals Month Totals										
				C	ompany H 08/17/20	005 Terminal T000	OVR				

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.

A	🚨 Employee Local Tax History									
Comr	mands	Edit Modes	Other S	Scroll Comm	ands Inforn	nation Help				
*	×t	<b>B B</b>	<b>.</b>	? 🧶	00			OK Abandon		
Em	Employee ID BOU001 Bourne, Linda C Earnings									
Stat	te Lo	Code	Oc	tober	November	December	QTR 4	YTD		
					Tau Amar	-4-				
Stat	te Lo	Code	Oc	tober	November	us December	QTR 4	YTD		
								N N N N N N N N N N N N N N N N N N N		
	Switch to Tax Amounts Enter=edit Append Next page Previous page Goto Change quarter Quarter Totals Month Totals									
						Com	pany H 08/17/200	5 Terminal T000 OVR		

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.

🛓 Time	e Ticke	t History							
Command	s Edit	Modes Other	Scroll Com	mands Informat	ion Help				
$\times$			3 ? 🧇	0			OK Aban	idon	
Employee ID BOU001 Start Date Bourne, Linda C									
Туре	Code	Date	Dept	Tax Group	Hours	Rate	Amount		
DED	010	01/08/2005	500		.000	.000	225.00		
EARN	P01	01/15/2005	500	MN	.000	.000	750.00		
EARN	VAC	09/01/2005	500	MN	8.500	.000	262.00		
EARN	P03	09/01/2005	500	MN	.000	.000	133.82		
Emp	Employee First Last Next Prev View Start Date								
					Compa	any H  08/17/200	15 Terminal T000	OVR	

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.

🛕 View Tran	🛓 View Transaction 📃 🗖 🔀									
Commands Edit Modes Other Help										
☆×≡		3 ? 🔗		OK /	Abandon					
Tax Grou	up MN									
Date	. 09/01/200	15								
Dept	500	EXECU	TIVE							
Job		Phase								
Cost Coo	le									
Class										
Note										
Earn Coo	de PO3	Cash Value	•							
Hours		.000								
Rate		.000								
Amount		133.82								
Pieces		0								
Voided?										
Pres	ss Any Key									

# **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.

🛕 Check Histor	гу								
Commands Edit	Modes Other S	croll Commands	Information	Help					
·** 注 🖻		? 🗶 🄇	0		OK	Abandon			
Employee ID BOU001 S Bourne, Linda C Start Date									
Check No	Check Date	Hours	Worked	Gross Pay	Net Pay	Void			
0001073	10/01/2005	1	73.330	7633.82	4575.33				
0001041	03/31/2004		.000	7500.00	4435.27				
0001033	02/28/2004		.000	7500.00	4435.27				
0001025	01/31/2004		.000	8250.00	4826.07				
Employe	ee First	Last	Ne Ne	ext Pre	v Start	Date			
Check St	ummary eAr	nings D	eductions	Withholdings	pRint				
				Company H	08/17/2005 Te	rminal T000 OVR			

#### 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.

Check History - Earnings								
Commands Edit	Modes	Other	Scroll Comma	inds Informa	tion Help			
<b>☆×</b> ⊡	h R	<b>a</b>	? 🧶	00			OK Abar	ndon
Employee ID Start Date	BOU001		Bourne,	Linda C		Check No	0001073	
Earn Code	Descript Dept	ion Job	Phase	Tax Group Cost Code	Class	Hours Rate	Amount	
REG	Regular I	Pay		MN		.000	7238.00	
	500					.000		
VAC	Vacation	i Pay		MN		8.500	262.00	
	500					.000		
P03	Cash Va	lue		MN		.000	133.82	
	500					.000		
								ె
	(	Done	dE	iductions	Withholdings	Earning Goto	( 001 of 003	)
					Com	pany H 08/17/200	5 Terminal T000	OVR

## **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.

🛓 Check	🗟 Check History - Deductions 📃 🗖 🔀							
Commands	Edit Modes Other So	roll Comm	ands Informatio	on Help				
*×		? 🤣	۵ 🕲			OK Aband	don	
Employee Start Dat	Employee ID BOU001 Bourne, Linda C Start Date Check No 0001073							
Code	Description		Hours	Amount	Gross or Net	Emplr Paid?		
001	Medical Ins		.000	10.56	Gross			
002	Dental Ins		.000	3.52	Gross			
003	United Way		.000	76.34	Gross			
004	Credit Union		.000	50.00	Gross			
006	401K		.000	343.52	Gross			
010	Stock Plan		.000	100.00	Gross			
	Deduction ( 001 of 006 )							
Employee Total 583.94 Employer Total .00								
	Done	Earr	nings VV	ithholdings	Goto			
				Comp	any H 08/17/2005	Terminal T000	OVR	

#### **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.

📓 Check History - Withholdings 📃 🗖 🔀								
Commands E	Commands Edit Modes Other Scroll Commands Information Help							
<b>☆</b> × t≣	🛠 🗙 (1) 🖿 🛍 📾 🔯 💡 🏈 🄇 🔿 🔿 OK Abandon							
Employee ID BOU001 Bourne, Linda C Start Date Check No 0001073								
Туре	State	Locality	Code	Description	Txbl. Earn	Amount 🗖		
Federal	N/A	N/A	EVVH	Federal WH	7190.30	1295.70		
Federal	N/A	N/A	OAS	Emplye OASDI	7633.82	473.30		
Federal	N/A	N/A	MED	Emplye Medicare	7633.82	110.69 🗧		
State	MN	N/A	SWH	MN W/H	7190.30	461.04		
						Ē		
				Employer Liability	Withholding ( 0	01 of 004 )		
Туре	State	Locality	Code	Description	Txbl. Earn	Amount 🔼		
Federal	N/A	N/A	EOA	Emplyr OASDI	7633.82	473.30 😭		
Federal	N/A	N/A	EME	Emplyr Medicare	7633.82	110.69		
Federal	N/A	N/A	FUT	Unemp Ins	7190.30	.00		
State	MN	N/A	SUI	MN Unemp Ins	7190.30	.00		
	Contribution ( 001 of 004 )							
Total Withho	Total Withholdings 2340.73 Employer Liability 583.99							
Switch to Liability Earnings dedUctions Done Goto								
				Col	mpany H 08/17/2005	Terminal T000 OVR		

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
Туре	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



5-3
5-21
5-23
5-25
5-27

# **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.

Payroll Transactions									
Commands Eq	Commands Edit Modes Other Scroll Commands Information Help								
🛠 🗙 🗇	<b>h R</b>	🔜 🗓	? 🧶 (	00				OK Abar	ndon
Date Range:         Date Range:         Thru         D8/15/2005         Thru         D8/21/2005         7           Employee ID         ST0001         Stockard, Albert W         (HOURLY)         (HOURLY)           Department         150         Construction         (HOURLY)           Union Code         1120         WC Code         8000           Date         08/25/2005         Class         180 - C1         Rate         8,9500									
Date	Dept	Job	Phase	Туре	Code	Hours	Rate	Amount	
08/15/2005	150	91-135	01FOUN	Pay	REG	8.000	15.152	121.22	
08/16/2005	150	91-135	01FOUN	Pay	REG	8.000	15.152	121.22	
08/17/2005	150	91-135	01FOUN	Pay	REG	8.000	15.152	121.22	
08/18/2005	150	91-135	01FOUN	Pay	REG	7.000	15.152	106.06	
08/19/2005	150	91-135	01FOUN	Pay	REG	9.000	15.152	136.37	
08/20/2005	150	91-135	01FOUN	Pay	OVT	4.000	22.728	90.91	
									_
									3
Entry ( 000001 of 000006 )									
Enter = edit Add Emp. Range First Last Next Previous Totals Hour Tot									
						Company	H 08/25/2005	Terminal T000	OVR



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.

## Daily Work

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 <b>Maintenance</b> ( <b>F6</b> ) command, the <b>Employees</b> function temporarily comes up.
	3.	Use the commands to work with the information on the screen:
		• To edit the selected transaction, press <b>Enter</b> . See "Editing a Transaction" on page 5-6 for more information.
		• To add a transaction, press <b>A</b> . See "Adding a Transaction" on page 5-10 for more information.
		• To view a different employee record, press <b>E</b> .
SLD	•	• To return to the <b>Date Range</b> boxes to enter a new date, press <b>R</b> .
		• To view the first employee record on file, press <b>F</b> .
		• To view the last employee record on file, press L.
		• To view the next employee record on file, press <b>N</b> .
		• To view the previous employee record on file, press <b>P</b> .
		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 <b>T</b> . See "Viewing Totals" on page 5-18 for more information.
SIC		• To view the employee's hourly totals by date, press <b>H</b> . See "Viewing Hourly Totals" on page 5-19 for more information.
	4.	Press <b>Shift+F2</b> or use the <b>Information</b> 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** 

🛓 Edit Transac	🔺 Edit Transactions 📃 🗖 🔀						
Commands Edit I	Modes Other Information Help						
* X 🗇 🖻	🛍 🖬 😰 ? 🏈 🔇 🔍 OK Abandon						
·							
Date	08/17/2005						
Dept	150 Construction						
Job	91-135 • Phase 01FOUN •						
Cost Code	500 S Union 1120 S VV/C 8000 S						
Class	180 C1 CARPENTER						
Seq No	0						
Note	Parking						
Deduction Code	008 🗨 Parking						
Hours	.000						
Amount	15.00						

# Daily Work

	Field	Description
Inquiry Maint	Tax Group	This field appears only if you are editing earning transactions. Use the <b>Maintenance</b> ( <b>F6</b> ) command to open the <b>Tax Groups</b> function to edit tax groups.
		Press <b>Enter</b> if you want to use the current tax group, or enter a different tax group.
	Date	Press <b>Enter</b> 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 <b>PADPxxx</b> (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 <b>Enter</b> 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 <b>Inquiry</b> ( <b>F2</b> ) and <b>Maintenance</b> ( <b>F6</b> ) commands are available if Payroll interfaces with Contractors' Job Cost. The description appears at the bottom of the screen for verification.
SIC		If Payoll 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 <b>JOHIxxx</b> (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.
SLO	Union	Press <b>Enter</b> to accept the union ID that appears or enter a different one.
SLO	W/C	Press <b>Enter</b> to accept the worker's compensation code that appears or enter a different one.
Inquiry Maint	Class	Press <b>Enter</b> to accept the employee's current labor class or enter a different class for the time ticket. Use the <b>Maintenance</b> ( <b>F6</b> ) 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 <b>Enter</b> to accept the employee's current earning code or enter a different earning code for the time ticket. Use the <b>Maintenance</b> ( <b>F6</b> ) command to edit earning codes.

## Daily Work

## Payroll Transactions

	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 <b>Maintenance</b> ( <b>F6</b> ) command to open the <b>Deductions</b> function to edit a deduction code.
	Hours	If you are entering a time ticket, press <b>Enter</b> 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 <b>Enter</b> 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 <b>Multiplier</b> and <b>Add to Base</b> 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 <b>Enter</b> 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 <b>JOBSxxx</b> file.

Use the  $\ensuremath{\text{Proceed}}$  (OK) command to save the information.

# **Adding a Transaction**

The Enter Transactions screen appears when you press  ${\bf A}$  on the Payroll Transactions screen to add a transaction.

🛓 Enter Tra	ansactions			
Commands Ec	dit Modes Other I	information Help		
☆×信	🖻 🛍 🖬 🖬	? 🕙 🌏 🄇		OK Abandon
Employee ID Tax Group Date Job VWC	ADA010 MN 08/21/2005 91-135 8030 Class	filliam, Adams K Iase 02ELEC Q 019 Q 1L Seq.	Dept 150 Cost Code 500 <b>Q</b> 1 0 Pieces	(HOURLY) (HO
Earn Code <b>REG</b>	Note <b>Regular Pay</b>	4	Hours R: 0.000 14.0	ate Amount 80 563.20
Deduction	Note	[	tours .000	Amount



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

**Employee ID** 

#### Description



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.

## Daily Work

## Payroll Transactions

	Field	Description
Inquiry Maint	Tax Group	Press <b>Enter</b> 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 <b>Maintenance</b> ( <b>F6</b> ) command to enter the <b>Tax Group</b> function.
	Date	Press <b>Enter</b> to use the current date or enter a different date.
Inquiry	Dept	Press <b>Enter</b> 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 <b>PADPxxx</b> (Department) file, depending on which option you selected in the Resource Manager <b>Options and</b> <b>Interfaces</b> 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.
SCIC	Union	Press <b>Enter</b> to accept the union ID that appears or enter a different one.
SCIC	W/C	Press <b>Enter</b> to accept the worker's compensation code that appears or enter a different one.
Inquiry Maint	Class	Press <b>Enter</b> to accept the employee's current labor class or enter a different class for the time ticket. Use the <b>Maintenance</b> ( <b>F6</b> ) command to enter the <b>Labor</b>

**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 <b>0</b> . Then enter the transactions for the second paycheck under sequence number <b>1</b> , 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 <b>JOBSxxx</b> 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 <b>Enter</b> to accept the current rate.
SCIC		If you selected the <b>Use Certified Payroll Grid</b> 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.
Inquiry Maint	Earn Code	Press <b>Enter</b> to accept the current earning code or enter an earning code for the time ticket. Use the <b>Maintenance</b> ( <b>F6</b> ) command to enter the <b>Earning</b> <b>Codes</b> 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 <b>Proceed</b> ( <b>OK</b> ) command to save these transactions, return to the Payroll Transactions scroll region, and then reenter the Enter Transactions screen.

Payroll User's Manual

	Field	Description
		If you elected to use the time card calculator (which is for hourly employees only) in the Resource Manager <b>Options and Interfaces</b> 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 <b>Enter</b> 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 <b>Enter</b> to accept the rate or enter a different rate.
	Amount	The amount (the number of hours multiplied by the rate) appears. Press <b>Enter</b> 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 <b>Enter</b> 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 <b>Maintenance</b> (F6) command to enter the <b>Deduction</b> <b>Codes</b> 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 <b>Proceed</b> ( <b>OK</b> ) 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 <b>Enter</b> 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

SCIC

Daily Work

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.

🙇 Enter Tr	ansaction	IS						
Commands E	dit Modes	Other H	elp					
※×信	B 🔒	<b>i</b>	? 🧶	00			OK	Abandon
	08/15 Mon	08/16 Tue	08/17 Wea	7 08/18 3 Thu	08/19 Fri	08/20 Sat	08/21 Sun	Total Hours
REG	8.000	8.000	8.000	7.000	9.000	.000	.000	40.000
οντ 🗌	.000	.000	.000	.000	.000	4.000	.000	4.000
DBL	.000	.000	.000	.000	.000	.000	.000	.000
P01	.000	.000	.000	.000	.000	.000	.000	.000
P02	.000	.000	.000	.000	.000	.000	.000	.000
	8.000	8.000	8.000	) 7.000	9.000	4.000	.000	

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.

🙇 Time Car	d Entry						
Commands Ec	lit Modes O	ther Help					
≫×≣	<b>h f</b>	8 🗊 ? 🔇				OK	Abandon
Employee ID	ADA010	Name Willi	am, Adam				
	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Time In	07: 30	08: 00	07: 30	07:45	08: 00	00: 00	00: 00
Time Out	11: 30	12: 00	12: 00	12:15	13 0	00: 00	00: 00
Last Out	.000	.000	.000	.000	.000	.000	.000
Time In	12: 00	13: 00	12: 30	13:15	00: 00	00: 00	00: 00
Time Out	17: 00	17: 00	17: 30	17:15	00: 00	00: 00	00: 00
Last Out	.500	1.000	.500	1.000	.000	.000	.000
Time In	00: 00	00: 00	00: 00	00:00	00: 00	00: 00	00: 00
Time Out	00: 00	00: 00	00: 00	00:00	00: 00	00: 00	00: 00
Last Out	.000	.000	.000	.000	.000	.000	.000
Time In	00: 00	00: 00	00: 00	00:00	00: 00	00: 00	00: 00
Time Out	00: 00	00: 00	00: 00	00:00	00: 00	00: 00	00: 00
Last Out	.000	.000	.000	.000	.000	.000	.000
Time In	00: 00	00: 00	00: 00	00:00	00: 00	00: 00	00: 00
Time Out	00: 00	00: 00	00: 00	00:00	00: 00	00: 00	00: 00
Last Out	.000	.000	.000	.000	.000	.000	.000
Adjustment	.000	.000	.000	.000	.000	.000	.000
Totals	9.000	8.000	9.500	8.500	.000	.000	.000
	We	ek: Regular	35.000	Overtime	.000		

### 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 <b>17</b> , press <b>Enter</b> to move to the minutes field, then enter <b>00</b> .
Last Out	The time elapsed between the time in and the previous time out appears. No number appears in the first <b>Last Out</b> 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 <b>TCALCxxx</b> 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  $\mathbf{T}$  on the Payroll Transactions screen, the Employee Transaction Totals screen appears.

🛓 Employee	📓 Employee Transaction Totals														
Commands Edit	Commands Edit Modes Other Information Help														
後×目	2 X CE 🖻 📾 🖾 🧱 😨 ? 🛷 🔇 🔇														
Employee ID	Employee ID STO001 Stockard, Albert W														
H O U R S P A Y															
Code	Posted	Unposted	Total	Posted	Unposted	Total									
REG	.000	40.000	40.000	.00	606.09	606.09 🗖									
OVT	.000	4.000	4.000	.00	90.91	90.91 🚖									
lotal	.000	44.000	44.000	.00	697.00	697.00									
			eductions	.00	15.00	15.00									
		F	Rpt Tips	.00	.00	.00									
Press Enter to	o continue	F	lieces	0	0	0									

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.

### Daily Work

### Viewing Hourly Totals



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

🛓 Employee	🛓 Employee Hour Totals By Date 📃 🗖 🔀													
Commands Edi	Commands Edit Modes Other Help													
* × 🗇	☆ X (1)         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■         ■<													
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								
Press A	ny Key													

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.

🛕 Time Ticket Journal				
Commands Edit Modes Other Help				
🛠 X 🛅 🖻 🛍 🖬 🖬 😨 🙎 🏈 🎯 🎯			OK Abar	idon
Employee ID From ADAC Thru STOO Transaction Date From 08/15 Thru 08/31 Print by:	110 <b>(</b> ) 01 <b>(</b> ) 12005 <b>(</b> ) 12005 <b>(</b> )			
	Company H	08/25/2005	Terminal T000	JOVR

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/ 3:16 P	08/25/2005 Builders Supply D 3:16 PM Time Ticket Journal By Transaction Date											Page	1		
Employ ID	ee Name		Type Group	Date	Tax Group	Dept. ID	Job ID	Phase ID	Cost Code	Union W/C	Class Seq.	Barn Code	Rate Hours		Pieces Amount
ST0001	Stockard, A	W	H 1	08/15/2005	MN	150	91-135	OIFOUN	500	1120 8000	180-C1 000	REG	15.152 8.000		0 121.22
								Pieces REG Re Transs	s Tot: egula: actio:	als r Pay n Date	08/15/200	5 Totals	8.000 8.000		0 121.22 121.22
ST0001	Stockard, A	W	H 1	08/16/2005	MN	150	91-135	Olfoun	500	1120 8000	180-C1 000	REG	15.152 8.000		0 121.22
								Pieces REG Re Trans:	s Tot: egula: action	als r Pay n Date	08/16/200	5 Totals	8.000 8.000		0 121.22 121.22
ST0001	Stockard, A	W	Н 1	08/17/2005	MN	150	91-135	Olfoun	500	1120 8000	180-C1 000	REG	15.152 8.000		0 121.22
								Pieces REG Re Transs	s Tot: egula: action	als r Pay n Date	08/17/200	5 Totals	8.000 8.000		0 121.22 121.22
ST0001	Stockard, A	W	H 1	08/18/2005	MN	150	91-135	Olfoun	500	1120 8000	180-C1 000	REG	15.152 7.000		0 106.06
								Pieces REG Re Transs	s Tot: egula: actio:	als r Pay n Date	08/18/200	5 Totals	7.000 7.000		0 106.06 106.06

# **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.

🛕 Miscellaneous Deductions Journal	
Commands Edit Modes Other Help	
** * * * * * * * * * * * * * * * * * *	OK Abandon
Employee ID From BOU001 Thru STO001 Transaction Date From Thru Print by: ① Transaction Date ○ Employee ○ Department ○ Group Code	
	Company H 08/17/2005 Terminal T000 INS

Inquiry

- 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.

1.

- 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 3:19 PM Miscellaneous Deductions Journal By Transaction Date												Page	1	
Employ ID	ee Name	Туре	Group	Date	Dept.	Job	Phase	Class	Union WC	Ded. Code	Hours	Amount	Note	
ST0001	Stockard A W		ı	08/17/2005	150	91-135	OIFOUN	180-C1	1120 8000	008	. 000	15.00	Parking	
						008 P Tran D	arking ate 08/:	17/2005	. 000 . 000		15.00 15.00			
						008 P Grand	arking Total		.000 .000		15.00 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.

🛕 Copy Recurring Entries													
Commands Edit Modes Other Help													
※×値 �� @ @ @ ? 《 《 《	OK Abandon												
Have You Printed the Recurring Time Ticket List and the Recurring Deductions List?													
Be sure that you have backed up your data files before copying. Run Code From 1 Thru 15													
Cutoff Date 08/01/2005													
Time Ticket Date 08/15/2005													

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 3:21	/2005 PM		Builders Supply Copy Recurring Entries Audit Trail											
Run Code	Emp ID	Dept. ID	Tax Group	Job ID	Phase ID	Cost Code	Seq No.	Pay/ Ded	Hours	Rate	Amount			
01	ST0001	150	MN	91-135	Olfoun	500	000	Pay	8.000	15.153	121.22			
01	ST0001	150	MIN	91-135	OIFOUN	500	000	Pay	8.000	15.153	121.22			
01	ST0001	150	MIN	91-135	OIFOUN	500	000	Pay	8.000	15.153	121.22			
01	ST0001	150	MN	91-135	OIFOUN	500	000	Pay	8.000	15.153	121.22			
01	ST0001	150	MN	91-135	OIFOUN	500	000	Pay	4.000	15.153	60.61			
01	ST0001	150	MN	91-135	OlfOUN	500	000	Pay	4.000	15.153	60.61			
				RUN COD	E O1 PAY	TOTAI	s		40.000		606.10			
01	ST0001	150		91-135	OIFOUN	500	000	Ded	.000		15.00			
				RUN COD	E O1 DED	TOTAI	s		. 000		15.00			
				Grand I	otal Pay				40.000		606.10			
				Grand I	otal Ded				.000		15.00			

# **Copy Recurring Entries Error Log**

08/11/2005 3:20 PM			Coj	Вı	uilders Recurr: Error	Supply ing Entries Log	PAGE	1	
Emp ID Sec	q No M	essage						 	
ADA010 000	0001 J	ob/Phase	91-135/01FOUN	has	a	finish	date.		
ADA010 000	0002 J	ob/Phase	91-135/01FOUN	has	a	finish	date.		
ADA010 000	0003 J	ob/Phase	91-135/01FOUN	has	a	finish	date.		
ADA010 000	0004 J	ob/Phase	91-135/01FOUN	has	a	finish	date.		
ADA010 000	0005 J	ob/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.



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

Daily Work

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

🙇 Post Tra	nsactions								
Commands Ec	lit Modes	Other H	lelp						
淡米信	Ba 🛍	<b>II</b>	? 🧶	۵ 🕲				OK Abar	ndon
		Have You { {	: Printed the 1 Printed the 1 Backed Up 1	Time Ticket Journ Miscellaneous De Your Data Files?	al? ductions 	Journal? ]			
		F	'ost Job Co:	st to GL Period Fiscal Year	200	8 I <b>5</b>			
						Company H	08/25/2005	Terminal T000	OVR

 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.



- 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.

r

# **Payroll Posting Log**

08/25/3 3:27 PI	2005 1	Builders S Payroll Post Tr	Supply ansactions	Page	1
Pay o: Code	r Deduction Description	Total Hours	Posted Wages		
OVT REG	Overtime Pay Regular Pay	4.000 120.000	90.91 1775.39		
	EARNING TOTALS	124.000	1866.30		
008	Parking		30.00		
	DEDUCTION TOTALS		30.00		
Post Jo Jobs To	ob Cost to GL Period: otal 124.000	08, Fiscal Yes	ar: 2005 1866.30		
End of	Report				

# **Payday Work**

Calculate Checks 6-3 Manual Checks 6-9 **Edit Register** 6-21 6-25 Accrual Adjustments Vacation and Sick Leave Report 6-27 **Print Checks** 6-29 Print Direct Deposit Vouchers 6-33 Void Checks 6-37 **Payroll Reports and Posting Create Direct Deposit File** 6-41 **Check Register** 6-43 Paycheck Received Report 6-45 Withholding Report 6-47 **Employer's Tax Report** 6-49 **Employer's Liability Report** 6-51 Pay Period Deduction Report 6-53

Employer Department Expense Report6-55CJ Payday Work Reports6-57Post Checks6-61

### 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.



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.

🛓 Calculate	e Checks							X
Commands Ec	dit Mode	s Other H	lelp					
沙×は	<b>A</b>	<b>m 1</b>	? 🧶	00			OK Aban	don
	Grp 0 2	Payroll Nu Quarter Group Col Period Enc Date on Cl GL Period Period Beg 08/01/2005 08/01/2005 Calculate I Include Sa Calculate 1	mber de hecks Pd Co 1 1 Direct Depo: lary Wages vacation/Si	000054 3 0 1 2 3 08/15/2005 • 8 ide Grp 1 3 sit? ¥ ck Accruais? ¥	Period Beg 08/01/2005 08/01/2005	Pd Code 1 1		
					Company H	08/17/2005	Terminal T000	INS

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 <b>PACTLxxx</b> table appears.
Quarter	The quarter from the <b>PACTLxxx</b> 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 <b>PAEGxxx</b> (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 <b>PATPxxx</b> 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 <b>Enter</b> 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 <b>Enter</b> to accept the current date.
Pd Code	The period code you entered in the <b>Scheduled</b> <b>Deductions</b> 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 ( <b>1–5</b> ), or enter <b>6</b> to skip deductions.
Calculate Direct Deposit?	Select the box (or enter <b>Y</b> in text mode) to include direct deposit transactions in the check calculations. Clear the box (or enter <b>N</b> 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 $\mathbf{Y}$ in text mode) to include salary wages in the calculation for the group codes entered; clear the box (or enter $\mathbf{N}$ 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 <b>Options and Interfaces</b> function.
	If you want the system to calculate vacation and sick accruals, select the box (or enter $\mathbf{Y}$ in text mode); if not, clear the box (or enter $\mathbf{N}$ 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 8:45 AM	Builders Supply Calculate Checks	Page	1
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 Be 0 08/01/2005 1 1 08/01/200 2 08/01/2005 1 3 08/01/200	rg Pd Code 15 1 15 1		
BOUOOl Bourne Linda Neg. Net Pay of -94.96, G	ross Pay of 136.00. Deductions Reduced until N	/et is Ze	ro.
Calculate Checks Totals REG Regular Pay SAL Salaried Wage	1188.00 136.00		
Gross Pay	1324.00		ļ
Net Pay - Checks Number of Employees	965.72		
Number of Checks	1		
Number of Vouchers	3		
End of Report			ļ

# **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.

🙇 Manual (	hecks							
Commands E	dit Modes	Other H	Help	_				
※× 値	B 💼	🔜 🗓	? 🧶	<b>(3)</b>			OK Aban	idon
	Grp Pr	Payroll Nu Quarter Group Co Period En Date on C GL Period eriod Beg	mber de hecks Pd Co	000054 3 0 1 2 3 08/15/2005 8 obde Grp	Period Beg	Pd Code		
Add New Checks     Change Manual Checks     Change Calculated Checks     Start Over			r Checks fanual Checks Calculated Checks ir					
					Company H	08/17/2005	Terminal T000	INS

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 <b>PACTLxxx</b> table appears, which is stored in the <b>PATBxxx</b> file.
Quarter	The current quarter in the <b>PACTLxxx</b> 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 <b>PAEGxxx</b> (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 <b>Enter</b> 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 ( <b>1–5</b> ) that indicates which scheduled deductions should be taken for the manual checks in the group, or enter <b>6</b> 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.

🙇 Manual C	hecks			
Commands Ed	it Modes Other Scroll Comm	ands Information Hel	0	
** X 🗇	ha 🖬 🖬 ? 🔗	00		OK Abandon
Page 1 o Employee Gross Pay	BOUD01 Bourne, 7500.00	Linda C	Sequence	1
Pieces	0	Voucher on file		
Check No		Weeks Worked	4.33	
Earn Code	Description Dept Job Phase	Tax Group Clas: Cost Code	s Hours Rate	Amount
SAL	Salaried Wage	MN Prs	34.000	136.00 🗖
	500		4.000	🖻
SAL	Salaried Wage	MN Prs	139.330	7364.00
	500		4.000	
			Earning (	001 of 002 )
Gross Pay To	tal <b>7500.00</b>			
Enter = edit	Append Calculate Che	cks Next page	Header Goto	Delete check
			Company H 08/17/2005	5 Terminal T000 INS

Field



Employee

Enter the employee ID.

Description

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.

### Payday Work

#### Manual Checks

	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 $\mathbf{Y}$ in text mode). If you want to issue a check for the entire amount of the transaction, clear the box (or enter $\mathbf{N}$ 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 $\mathbf{Y}$ in text mode). If you want to create a direct deposit voucher, clear the box (or enter $\mathbf{N}$ 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.	
	<ul> <li>Use the Proceed (OK) command to go to the earning code scroll region, the the commands to work with the information on the screen:</li> <li>To edit an earning code, press Enter. See "Editing and Adding Earning Codes" on page 6-15 for more information.</li> </ul>		

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

### Manual Checks

	Field	Description
Inquiry Maint	Cost Code	If this earnings entry contains a job ID, press <b>Enter</b> to use the current cost code or enter a different cost code. The <b>Inquiry (F2)</b> and <b>Maintenance (F6)</b> commands are available if Payroll interfaces with Job Cost.
Inquiry Maint	Class/Skill Level	Press <b>Enter</b> to accept the employee's labor class and skill level or enter a different class.
Inquiry Maint	Earn Code	Press <b>Enter</b> to accept the employee's earning code or enter a different code.
SIC	Union	Press <b>Enter</b> to accept the employee's union or enter a different one.
SIC	W/C	Press <b>Enter</b> to accept the employee's worker's compensation code or enter a different code.
	Hours	Press <b>Enter</b> if the employee worked the number of hours that appears or enter a different number of hours.
	Rate	Press <b>Enter</b> 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.

🙇 Manu	📓 Manual Checks 📃 🗖 🗙					
Commands	Commands Edit Modes Other Scroll Commands Information Help					
🛪 🗙 (	🛠 🗙 📋 📾 📾 🗊 💡 🏈 🄇 🔿 OK 🛛 Abandon					idon
Pag Employee Gross Pa	Page 2 of 3 Employee <b>BOU001 Bourne, Linda C</b> Gross Pay <b>7500.00</b>					
		Deductio	ns			
Code	Description	Hours	Amount	Gross or Net	Emplr Paid?	
1	Medical Ins	.000	10.56	Gross Pay		
6	401K	.000	337.50	Gross Pay		
3	United Way	.000	75.00	Gross Pay		
4	Credit Union	.000	50.00	Gross Pay		-
10	Stock Plan	.000	100.00	Gross Pay		
2	Dental Ins	.000	3.52	Gross Pay		
8	Parking	.000	34.00	Gross Pay		
11	Uniform	.000	15.00	Gross Pay		
						•
						<b>F</b>
	Deduction ( 001 of 008 )					
Employee	Employee Total 625.58 Employer Total .00					
Enter =	Enter = edit Append Recalc check Goto Previous page Next page Delete check				k	
	Company H 08/17/2005 Terminal T000 INS				INS	

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**

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

When you press  ${\bf N}$  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.

🛛 Manual Checks							
Commands E	Iommands Edit Modes Other Scroll Commands Information Help						
<b>☆</b> × @	•	<b>.</b>	? 🧶	00	(	OK Abar	ndon
Page 3 of 3           Employee         BOU001         Bourne, Linda C           Gross Pay         7500.00							
Туре	State	Locality	Code	Description		Amount	
Federal	N/A	N/A	FVVH	Federal WH		786.46	1 🛋
Federal	N/A	N/A	OAS	Emplye OASDI		465.00	12
Federal	N/A	N/A	MED	Emplye Medicare		108.75	Ĩ
State	MN	N/A	SWH	MN VWH		349.00	Ē
Туре	State	Locality	Empl	loyer Liability Description	Withholdin	g ( <b>001</b> of <b>004</b> Amount	
Federal	N/A	N/A	EOA	Emplyr OASDI		465.00	
Federal	N/A	N/A	EME	Emplyr Medicare		108.75	
Federal	N/A	N/A	FUT	Unemp Ins		.00	8
State	MN	N/A	SUI	MN Unemp Ins		1633.80	
							ÌÈ
Contribution ( 000 of 004 )							
Total Withholdings         1709.21         Liability         2207.55         Net Pay         5165.21							
Switch to Liak	Switch to Liab.) Enter = edit Append Goto Previous page Next check Delete check						
					Company H 08/17/20	05 Terminal T000	INS

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 ٠ 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. ٠
- To go to the next check, press N. ٠
- To delete the check, press D. Using the Exit (F7) command does not delete a ٠ new manual check.

### Editing and Adding Withholding and Employer Liability

Field	Description
Туре	Press <b>Enter</b> to accept the current withholding type, or enter <b>F</b> for federal withholdings, <b>S</b> for state withholdings, or <b>L</b> for local withholdings.
State	Press <b>Enter</b> to accept the current state code, or enter a different state code.
Locality	If the withholding is a local type, enter the locality code.
Code	Press <b>Enter</b> 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.
	Field Type State Locality Code Description Amount

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.

🛓 Edit Register			
Commands Edit Modes Other H	lelp		
*×= ••• ••	? 🕙 🎯 🎯		OK Abandon
Payroll Nu Quarter Group Coc Period Enc Date on Cl GL Period Print emplo Print Register I ③ Summar ③ Detail	mber 000054 3 4e 0 1 2 4 08/15/2005 08 19/15/2005 08	3 mation? ✓ Print By: ○ Department ○ Employee ID ○ Sequence No. ○ Check No.	
		Company H 08/17/2005	Terminal T000 INS

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).
- 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 9:08 AM Periods 1 1 1	3 1	Build Edit Reg For Pay Perio	ers Supply ister - Summary d Ending 08/15/2005		Deduced	Page 2
Employee	sarnings	Salary or	withmoratings		Deduccion	»
ID Soc Sec No.	Hours	Wages Descr	iption	Amount	Description	Amount
Rossini, Lucinda A T ROSOOl 460-39-9982 Gross Wages 230.00 Net Pay 181.75	otal 40.000	230.00 Total Total	Withholdings Emplr. With.	17.60 200.95	Total Deductions Total Emplr. Ded.	30.65 .00
Stockard, Albert W T ST0001 449-58-4392 Gross Wages 358.00 Net Pay 281.44 Check Amount .00 Direct Dep 281.44	otal 40.000	358.00 Total Total	Withholdings Emplr. With.	27.39 330.27	Total Deductions Total Emplr. Ded.	49.17 .00
Deductions Descriptions	Anount	Hours				
Earnings		Incl	. Net?			
Gross Wages Net Pay Check Amount Direct Deposit REG Regular Pay SAL Salaried Wage Earnings Total Withholdings FED /ENE Emplyr Medicare FED /ENA Emplyr Medicare FED /FUH Federal WH FED /FUH Federal WH FED /HED Emplye Medicare FED /AS Emplye Medicare	39238.00 32456.33 24624.34 7631.99 1188.00 38050.00 	160.000 1039.980 1199.980 Rmp1	YES YES YES YES YES NO NO YES NO			
Employee Totals Employer Totals	5727.45 8239.08					
Deductions		Empl	oyer Deduction?			
001 Medical Ins 002 Dental Ins 003 United Way 004 Credit Union 005 Dues 006 401K 008 Parking 010 Stock Plan 011 Uniform Employee Totals	59.22 21.00 182.50 60.00 487.50 39.00 175.00 15.00 		NO NO NO NO NO NO NO			
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.

🛓 Accrual Adjustments					
Commands Edit Modes Other	Help				
🛠 🗶 🛅 🛍 🛍 🛍	? 🧇	<b>@ @</b>		OK	Abandon
		•			
Employee ID BOU001	9				
Last Name Bourne					
First Name Linda					
Middle Initial C					
(					
		Vacation	Sick		
Current Pay Period Accrual		.500	3.344		
1					
		(Loo File Maintenand	e to Edit)		
		(OSCI IIC Mainteriarie	C to Luit)		
Hours Accrued Year-to-Date		.000	.000		
Hours Taken Year-to-Date		.000	.000		
Hours Taken This Period		.000	.000		
(Pre-Post) Remaining Hours		119.500	96.000		
Accrual Code		xx	xx		
			Company H 08/1	7/2005 Ter	minal T000   INS

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.
- 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			Buil Vacation and Pay Check	ders Suppl Sick Leav Date 08/1	y e Report 5/2005				Page l
Employee ID Name	Type Leave	Beginni Hours	ing Balance Dollars	Accrued Hours	This Period Dollars	Taken T Hours	his Period Dollars	Endir Hours	ng Balance Dollars
BOUOOl Bourne, Linda C	VAC SICK	119.500 96.000	5170.65 4153.82	.500 3.344	21.63 144.69	.000 .000	.00 .00	120.000 99.344	5192.28 4298.51
GEROOl Gerard, Timothy G	VAC	160.000	5123.04	40.000-	1280.76-	.000	.00	120.000	3842.28
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
JONOOl Jonchim, Maria K	VAC SICK	8.000- 16.000	60.00- 120.00	13.333 3.340	100.00 25.05	.000	.00	5.333 19.340	40.00 145.05
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
ROSOOl Rossini, Lucinda A	VAC SICK	40.000 .000	230.00 .00	13.333 3.340	76.66 19.21	.000 .000	.00 .00	53.333 3.340	306.66 19.21
ST0001 Stockard, Albert W	VAC	32.000	286.40	13.333	119.33	.000	.00	45.333	405.73
	SICK	30.000	200.00	3.340	25.05	.000	.00	33.340	250.35
TOTALS	VAC SICK	503.500 286.000	15365.45 8949.99	29.411 23.396	129.14- 518.83	. 000 . 000	.00 .00	532.911 309.396	15236.31 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.

🛓 Print Check	ks								X
Commands Edit	Modes	Other H	telp						
<u>☆×</u> t≣ ⊑	b 🛍	<b>m</b> 🗈	? 🧶	۵				OK Aban	don
		Payroll Nu Quarter Group Cou Period End Date on Cl GL Period	mber He Hecks	000054 3 0 1 2 3 08/15/2005 08/15/2005 8					
		First Chec If Restart, Check Prir Print Rema	k Number Last Good nting Order? aining Leave	Form Number ? 9?	1079 Employe Both	e ID	⊻		
Vacation, Sick, Bot	h, None					Company H	08/17/2005	Terminal T000	INS

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.

#### Print Checks

# Sample Check

ION001 501	Jonchim.	Maria K	468-80-9944	08/01/05	08/15/0	75 1266	126
VP. NO./DEPT.	EMPLOYEE NAME	norid n	SOCIAL SECURITY NO.	PERIOD BEG.	PERIOD END.	CHECK NO.	
EARNINGS	HRS./UNITS CI	URRENT AMOUNT	YEAR TO DATE	DEDUC	TIONS	CURRENT AMOUNT	YEAR TO DATE
Regular Pay	40.000	300.0	0 3660.00	Emplyr	FICA	. 00	52.20
Sick Pay	. 000	. 01	0 240.00	Emplyr	FICA	. 00	223.20
Vacation Pay	. 000	. 01	0.00	Unemp .	Ins	.00	223.20
				Federa.	l WH	.00	206.25
				Emplye	FICA	.00	52.20
				Emplye	FICA	.00	223.20
				MN Uner	np Ins	.00	147.60
				MN W/H		.00	168.00
				Credit	Union	. 00	30.00
Vac Deservation		0	22				
vac kemaining		.0	00				
SICK Remainin	(y	10.0	00				
PAY RATE CI	URRENT EARNINGS	CURRENT DEDUC	TIONS NET PAY	AG YTDI	EARNINGS	Y T D DEDUCTIONS	Y T D NET PAY
YOUR FIR 1763 SHERIDAN YOUR CIT	<b>M NAME HEF</b> DR. PH. 123-456 Y, STATE 04094	<b>RE</b> -7890	N. YOI	ATIONAL STATE I DOWNTOWN OFF JR CITY, STATE 00-6789-0000	BANK ICE 12345	DATE	126
YOUR FIR 1763 SHERIDAN YOUR CIT WY THREE HUNDREE	M NAME HEF DR. PH. 123-456 Y, STATE 04094	RE 7890 00 DOLLAR	N Yoi	ATIONAL STATE I DOWNTOWN OFF JR CITY, STATE 00-6788-0000	BANK ICE 12345 Ø8.	DATE /30/05 ****	126 Amount *** <i>300.00</i>
YOUR FIR 1763 SHERIDAN YOUR CIT WY THREE HUNDREL TO THE Max ShER 332 F	M NAME HEF DR. PH. 123-456 Y, STATE 04094 AND 00/14 Star Joncol 21 W 52 Ave, Inceapoliz	<b>1E</b> -7890 <i>DOLLAR</i> him <i>MN 55055</i>	N. Yoi	ATIONAL STATE I DOWNTOWN OFF R CITY, STATE 00-6788-0000	<b>33ANK</b> ICE 12345 <i>Ø8.</i>	DATE 1307.05 *****	126 Amount *** <i>300.00</i>
YOUR FIR 1763 SHERIDAN YOUR CIT YOUR CIT HREE HUNDREL RDER 332 IF 332 IF 332	M NAME HEF DR. PH. 123-456 V, STATE 04094 D AND 00/14 D AND 00/14 D AND 00/14 D AND 00/14 D AND 00/14 D AND 00/14	RE 7890 DOLLAR 1177 P MN 55055	N YOI	ATIONAL STATE DOWNTOWN OFF JR CITY, STATE 0C-6769-0000	BANK ICE 12345 ØSJ	DATE /30/05 ***** SAMPLE-VOID FORM 091102 ENVELOPE 091500/	126 Amount *** <i>300.00</i> 091508

## Check Log

IDING CHECK NUMBER	1082		
ATE ON CHECK	08/15/2005		
ERIOD ENDING	08/15/2005		
OTAL GROSS	22730.00		
OTAL NET-CHECKS	17324.34		
UMBER OF CHECKS	4		

# **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**

🙇 Print Direct Depos	sit Vouch	ers						X
Commands Edit Modes	Other H	Help						
🛠 🗶 🖻 🛍	<b>=</b>	? 🧶					OK Aban	idon
	Payroll Nu Quarter Group Co Period Enc Date on C GL Period	mber de d hecks	000054 3 0 1 2 3 08/15/2005 08/15/2005 8					
	First Voud If Restart, Voucher F	her Numbe Last Good Printing Ord	r Form Number er?	1963 Employe	e ID	~		
	Print Rema	aining Leav	e?	Both	×			
Vacation, Sick, Both, None					Company H	08/17/2005	Terminal T000	INS

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.

Payday Work

## Sample Voucher

B 1 S S	D I R uilders Suppl 157 Valley Pa uite 105 hakopee, MN 5	BCTD y rkDr 5379	EPOSI	т vоис	HER	
	Direct 1	Deposit A	ccount Dist	cribution	08/15/05	
Chk Acct 2349	89834982934	150.3	25 Sav A	zet 983997577	485875	200.00
LINDA C 3 501 N HA EDINA MN	BOURNE MILTON AVE 55435			р	aycheck	4814.96
Buil EMP NO/DEPT BOUOO1 500	ders Supply EMPLOYEE NAM Bourne, Lind	E SSN a C 08,	P) /01/05 08/:	ER BEG PER E 15/05 196	ND 3	VC NO.
Karnings	HRS/UNITS Cur	r Amt	YTD	Deductions	Curr Amt	YTD
Salaried Wag	173.330 7	500.00	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 Remainin	g 99.344			Uniform	15.00	15.00
Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Karn	YTD Ded 3	TTD Net Pay
	7500.00	2334.79	5165.2	1 53383.82	14845.40	5 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) 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.

🛓 Void Checks		
Commands Edit Modes Other Help		
🖈 🗶 🛅 🛍 🛍 😫 🙎 🏈	<b>8</b>	OK Abandon
Employee ID BOU001 ( Check Number 1080 ( Bank Account FNB001 ( GL Period 8	Post To: © Current Fiscal Year Last Fiscal Year Post to Payroll Tax Month	8 August
Do you want to create a copy of this voided check in the Checks File?	V	
	Company H	08/17/2005 Terminal T000 INS

Inquiry Inquiry

Inquiry

- 1. Enter the ID of the employee for which you want to void a check.
- 2. Enter the check number you want to void.
- 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 10-22 AM	Builders : Void Checks - Post 1	Supply Co General Ledger	PAGE 1
Description	GL Account	Debit	Credit
Net Cash Entry Hold. Acct Salaried Wa	100000 ge 202000	7,500.00	7,500.00
GL Balance - Period 08		7,500.00	7,500.00
Employee ID B0U001 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.

🛓 Create Direct Deposit File				
Commands Edit Modes Other Help				
🛠 🖄 🗈 🛍 🗰 😰 🛛 😵 🔇 🄇			OK Aban	idon
Payroll Number 000054 Guarter 3 Group Code 0 1 2 3 Period End 08/15/2005 Date on Checks 08/15/2005 GL Period 08 ACH Output Filename DDEPOSIT				
	Company H	08/17/2005	Terminal T000	INS

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**

08/17/200 9:41 AM	D5 Buil ACH File File D:/0SAS/progPA//data/DDEPOSI	ders Supply Creation 1 T.H Batch	7 Report n: 0000001 Pay Dat	e 08/15/2005	PAGE 1
Empl ID	Employee Name	Type	Account Number	Routing Code	Amount
B0U001	Bourne, Linda	Checking Savings	234989834982934 983997577485875	000133333 000133333	150.25 200.00 350.25
GER001	Gerard, Timothy	Checking Savings Savings Savings Checking Checking	54353355345335333 53453353453535353 5435343453534533 53453353434535345333 5345335353534333 5353534535533334 5435353535	000000013 000000013 000000013 055000165 055000165 055000165	420.81 420.81 420.81 420.81 420.81 2104.05 4208.10
J0 <b>N</b> 001	Jonchim, Maria	Savings	0213561321	055002341	502.53 502.53
LUK001	Lukas, George	Savings Checking	569885623 232134641	000000026 000000026	1717.25 572.42 2289.67
ST0001	Stockard, Albert	Savings	456789574	00000039	281.44 281.44
Total Amo Total Num	ount Debited to Company Bank Account: uber of Transactions 12		192839182939128	00000000	7631.99
*** End o	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.

🛕 Check Register	1							
Commands Edit Mo	ides Other H	lelp						
☆×值 №1	1	? 🤣					OK Abar	ndon
	Payroll Nu Quarter Group Cor Date on Cl GL Period Print emplo	mber de Hecks vyertax an	000054 3 0 1 08/15/20( 08/15/20( 08	2 3 )5 )5	iion? 🔽			
	−Print Register I	n: 'Y			Print By: Department Employee ID Sequence No. Check No.			
					Company H 08/1	7/2005	Terminal T000	INS

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).
- 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 Grou 9:44 AM Peri	p Codes O ods 1	123 111		Che Pay For Pay	Builders Supply ck Register - Summary Check Date 08/15/2005 Period Ending 08/15/	7 5 /2005		Page l
	-		Earnings		Withhol	ldings	Deductio	ns
Employee	c No		Hours	Salary or Nages	Description	àmount.	Description	àmount
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 Print	ed							
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
B0U001 459-30	-1099				Total Emplr. With.	2207.55	Total Emplr. Ded.	.00
Gross Wages	7500.00							
Net Pay	5165.21							
ChR# 0001079	4814.96							
VIII# 0001563	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 theck print	4200 10							
VIII# 0001364	4200.10							
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							
uneck 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.

🛓 Paycheck	Receive	d Report							
Commands Edit	t Modes	Other H	lelp						
淡米信	Þa 🛍		? 🤣					OK Aban	don
		Payroll Quarte Group Period Date o GL Per Sort I	Number r Code End n Checks iod By: ) Check Lo ) Departme ) Employee reak After	000054 3 0 1 2 3 08/15/2005 08/15/2005 8 cation nt :ID	Locatio	n?			
						Company H	08/17/2005	Terminal T000	INS

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 9:48 AM	Build Paycheck Pay Check	ders Suppl Received Date 08/1	y Report 5/2005			Page	1
Empl ID Employee Name	ssn	Check #	Date	Ck Loc	Signature		
B0U001 Bourne, Linda C	459-30-1099	0001079	08/15/05		х		
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		х		
GER001 Gerard, Timothy G	468-22-4819	V0001964	08/15/05		x		
JEN001 Jenkins, Kathy M	460-39-9093	0001081	08/15/05		ж		
JON001 Jonchim, Maria K	468-80-9944	V0001965	08/15/05		x		
LUK001 Lukas, George	488-30-1281	V0001966	08/15/05		x		
ROSOOl Rossini, Lucinda A	460-39-9982	0001082	08/15/05		ж		
ST0001 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.

🙇 Withholding Report						
Commands Edit Modes Othe	r Help					
🛠 🗶 🛅 🛍 🛍 🔜 🛙	2 ? 🧇	00			OK Aban	idon
Payra Guar Grou Perio Date GL Pr	II Number er o Code I End on Checks rriod	000054 3 0 1 2 3 08/15/2005				
	P	int Earnings As ● Gross Earnings ● Taxable Earnings				
			Company H	08/17/2005	Terminal T000	INS

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/ 9:51 Å	2005 M			Wi For Pay Gro Gro	Builders thholding Period Er oup Codes oss Earnir	Supply g Report nding 08/15/2009 0 1 2 3 ngs	5			Page	2
	Gross Wages/ Tips	Code	Earnings	deral WH	 Code	State - Earnings	WH	Code	Local Earnings		WH
LUKOO1	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							
ROSOOL	Rossini, Lucinda	1 A		460-39-9982	2						
	230.00	FWH	205.00	.00	MN SWH	205.00	.00				
	.00	OAS	230.00	14.26							
		MED	230.00	3.34							
STOOOL	Stockard Albert	. TIT		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	Employe	es 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	Employe	es 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 H	mplovees	7 (	7)							
	24238.00	FWH	23575.50	2789.23	MN SWH	23575.50	1084.0f				
	.00	OAS	24238.00	1502.76							
		HTZT.	24220 00	251 46							

# **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.

🛓 Employe	r's Tax Re	port							
Commands E	dit Modes	Other H	Help						
※×信	Þa 🛍	<b>=</b>	? 🧶		)			OK Aban	idon
			Payroll	Number	000054				
			Quarter		3				
			Group	Code	0123				
			Period E	ind	08/15/200	15			
			Date on	Checks	08/15/200	5			
			GL Peri	bd	80				
			Print Otl	ner Employe	erTaxes? [	ב			
						Company H	08/17/2005	Terminal T000	INS

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 9:55 AM		F	Build Employer or Pay Peric Group Co	lers Supply 's Tax Report od Ending 08/15, odes 0 1 2 3	/2005			Page 2
State MN Gros Wage	s Adv s BIC	Employer Earnings	FICA (90000/ FICA Tips	NO LIMIT) Excess FICA	SUI ( Earnings	23000) Excess SUI	FUT) Earnings	A ( 7000) Excess FUTA
LUKOOl Lukas, George 2500.0	0 .00	488 2500.00 2500.00	-30-1281 .00	.00	2500.00	.00	.00	2500.00
ROSOOl Rossini, Lucinds 230.0	. A 10 . 00	460 230.00 230.00	-39-9982 .00	.00 .00	205.00	.00	205.00	. 00
ST0001 Stockard, Albert 358.0	. W 10 .00	449 358.00 358.00	-58-4392 .00	.00 .00	333.00	.00	333.00	.00
State Total MN Number of 24238.0 SUI Liability	employees	7 24238.00 24238.00	.00	. 00 . 00	5013.00	18562.50	1113.00	22462.50
5013.00 * .091 Grand Total Number o 24238.0	00 = 4 femployees 0 .00	7 ( 7 24238.00 24238.00	.00	. 00 . 00	5013.00	18562.50	1113.00	22462.50
0ASDI Liability 24238.00 * .06	200 = 15	102.76						
Medicare Liabliity 24238.00 * .01	.450 = 3	\$51.45						
FUTA Liability 1113.00 * .00	1800 =	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.

🙇 Employer's Liability Repo	rt		
Commands Edit Modes Other	Help		
🛠 🗶 🛅 🛍 📾 🖻	? 🗶 🎯 🎯		OK Abandon
	Payroll Number	000054	
	Quarter	3	
	Group Code	0123	
	Period End	08/15/2005	
	Date on Checks	08/15/2005	
	GL Period	08	
	Print Other Employer Ta	xes	
		Company H	08/17/2005 Terminal T000 INS

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**

08/17/2 9:59 AM	2005 I		:	Build Employer Aud For Pay Perio Group Co	ers Supply 's Liability it Report d Ending 08/15/ des 0 1 2 3	2005			Page l
State M	IN Gross Wages	OASDI Tax. Earn.	(90000) Liability	MEDICARE Tax. Earn.	(NO LIMIT) Liability	SUI (2 Tax. Earn.	3000) Liability	FUTA ( Tax. Earn.	7000) Liability
BOUOO1	Bourne, Linda C 7500.00	7500.00	45 465.00	9-30-1099 7500.00	108.75	.00	1633.80	.00	.00
GEROOL	Gerard, Timothy 5550.00	G 5550.00	46 344.10	8-22-4819 5550.00	80.48	1400.00	1633.80	.00	.00
JEN001	Jenkins, Kathy 7500.00	M 7500.00	46 465.00	0-39-9093 7500.00	108.75	.00	1633.80	.00	.00
J0N001	Jonchim, Maria 600.00	K 600.00	46 37.20	3-80-9944 600.00	8.70	575.00	269.73	575.00	. 00
LUKOO1	Lukas, George 2500.00	2500.00	48 155.00	8-30-1281 2500.00	36.25	2500.00	727.50	.00	.00
ROSOO1	Rossini, Lucind 230.00	a A 230.00	46 14.26	0-39-9982 230.00	3.34	205.00	183.35	205.00	.00
ST0001	Stockard, Alber 358.00	t W 358.00	44 22.20	9-58-4392 358.00	5.19	333.00	302.88	333.00	. 00
State 1	otal MN Number o 24238.00	f employees 24238.00	7 1502.76	24238.00	351.46	5013.00	6384.86	1113.00	.00
Grand 1	otal Number 24238.00	of employees 24238.00	7 ( 7 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**

NameIDDept.CheckAmountBourne, Linda CBOU001500107910.50Gerard, Timothy GGER001500108110.55Jenkins, Kathy MJEN001500108110.55Jonchim, Maria KJON00150110825.65Rossini, Lucinda AR0300150110825.65Stockard, Albert WST00011005.63Total for Deduction 001:Medical Ins59.22Bourne, Linda CBOU00150010793.55Gerard, Timothy GGER00150010813.55Jonchim, Maria KJON0015013.53Jonchim, Maria KJON0015013.53Jonchim, Maria KJON001500107975.00Jonchim, Kathy MJEN001500107975.00Jonchim, Kathy MJEN001500107975.00Jonchim, Maria KJON0015017.50Total for Deduction 002:Dental Ins21.00Bourne, Linda CBOU0015001079Jonchim, Maria KJON0015017.50Total for Deduction 003:United Way182.50Bourne, Linda CBOU0015001079Jonchim, Maria KJON00150110.00Total for Deduction 004:Credit Union60.00Stockard, Albert WST000110015.00Total for Deduction 005:Dues15.00Bourne, Linda CBOU001 <th>08/17/2005 Builde 10:02 AM Pay Period Deduc Employee</th> <th>ers Supply ctions Rep e Deductio</th> <th>7 Dort 08/] Dns</th> <th>15/05</th> <th>Page 1</th>	08/17/2005 Builde 10:02 AM Pay Period Deduc Employee	ers Supply ctions Rep e Deductio	7 Dort 08/] Dns	15/05	Page 1
Bourne, Linda CBOUUO1500107910.57Gerard, Timothy GGERO1500107910.57Jenkins, Kathy MJUNO015015.67Jukas, GeorgeLUKNO15001081Rossini, Lucinda AROS0015011082Stockard, Albert WST00011005.67Total for Deduction 001:Medical Ins59.22Bourne, Linda CBOU0015001079Gerard, Timothy GGER0015001081Jenkins, Kathy MJEN0015001081Jenkins, Kathy MJEN0015001081Jonchim, Maria KJON0015013.53Joncha, Maria KJON0015013.53Jockard, Albert WST00011003.53Total for Deduction 002:Dental Ins21.00Bourne, Linda CBOU0015001079Gerard, Timothy GGER0015001081Jonchim, Maria KJON0015017.50Jonchim, Maria KJON0015017.50Jonchim, Maria KJON0015017.50Jonchim, Maria KJON00150110.00Jonchim, Maria KJON00150110.00Jonchim, Maria KJON00150110.00Jonchim, Maria KJON00150110.00Jonchim, Maria KJON00150110.00Jonchim, Maria KJON00150110.00Jonchim, Maria KJON00150110.00 <t< th=""><th>Name</th><th>ID</th><th>Dept.</th><th>Check</th><th>Amount</th></t<>	Name	ID	Dept.	Check	Amount
Bourne, Linda C BOU001 S00 1079 10.50   Gerard, Timothy G GER001 S00 1081 10.55   Jonchin, Maria K JON001 S01 10.51 5.63   Lukas, George LUK001 S00 1081 5.63   Lukas, George LUK001 S00 1082 5.63   Stockard, Albert W ST0001 100 5.63 5.63   Total for Deduction 001: Medical Ins S9.27 5.63 5.63   Bourne, Linda C B0U001 S00 1079 3.53   Gerard, Timothy G GER001 S00 3.53   Jonchim, Maria K JON001 S00 1081 3.53   Jonchim, Maria K JON001 S00 1081 3.53   Jonchim, Maria K JON001 S00 1081 3.53   Jonchim, Maria K JON001 S00 1079 3.53   Jonchim, Maria K JON001 S00 1079 5.00   Gerard, Timothy G GER001 S					
Gerard, Timothy G CRN01 500 10.5.   Jenkins, Kathy M JEN001 500 1081 10.5.   Jonchim, Maria K JUN001 501 1081 10.5.   Lukas, George LUK001 500 1081 10.5.   Rossini, Lucinda A R05001 501 1082 5.6.   Stockard, Albert W ST0001 100 5.6.   Total for Deduction 001: Medical Ins ST0001 1079 3.5.   Bourne, Linda C B0U001 500 1079 3.5.   Jenkins, Kathy M JEN001 500 1081 3.5.   Jonchim, Maria K JUN001 500 1079 7.00   Gerard, Timothy G CRE001 500 1079 7.00   Jonchim, Maria K JUN001 500	Bourne, Linda C	BOUOO1	500	1079	10.56
Jenkins, Kathy M JRN001 500 1081 10.5.   Jonchim, Maria K J0N001 501 5.61   Lukas, George LUK001 500 10.55   Rossini, Lucinda A ROS001 501 1082 5.63   Stockard, Albert W ST0001 100 5.63 5.63   Total for Deduction 001: Medical Ins S9.21 5.63 5.63   Bourne, Linda C E0U001 500 10.79 3.53   Jenkins, Kathy M JENN01 500 10.81 3.53   Jonchim, Maria K JON001 501 1081 3.53   Jonchim, Maria K JON001 501 3.63 3.53   Jonchim, Maria K JON001 500 3.63 3.53   Total for Deduction 002: Dental Ins 21.00 3.63 3.54   Bourne, Linda C BOU001 500 1079 7.50   Jonchim, Maria K JON001 501 7.56 50.00   Jonchim, Maria K JON001 501 1	Gerard, Timothy G	GEROOl	500		10.56
Jonchim, Maria K JON001 501 5.63   Lukas, George LUK001 500 10.53   Rossini, Lucinda A ROS001 501 1082 5.66   Stockard, Albert W ST0001 100 5.66 5.67   Total for Deduction 001: Medical Ins S9.21 5.97 5.67   Bourne, Linda C E0U001 500 1079 3.57   Gerard, Timothy G CER001 500 1081 3.57   Jonchim, Maria K JON001 501 1081 3.57   Jonchar, Albert W ST0001 500 1081 3.57   Jonchim, Maria K JON001 500 3.57 50   Jonchar, Maria K JON001 500 3.57 50   Total for Deduction 002: Dental Ins 21.00 3.57 50   Bourne, Linda C E00001 500 1079 75.00   Gerard, Timothy G CER001 500 1081 75.00   Jonchim, Maria K JON001 501 1079 </td <td>Jenkins, Kathy M</td> <td>JEN001</td> <td>500</td> <td>1081</td> <td>10.56</td>	Jenkins, Kathy M	JEN001	500	1081	10.56
Lukas, George LUK001 500 10.5.   Rossini, Lucinda A R05001 501 1082 5.6.   Stockard, Albert W ST0001 100 5.6. 5.6.   Total for Deduction 001: Medical Ins S9.2: 5.9.2: 5.9.2:   Bourne, Linda C B0U001 500 1079 3.5:   Jenkins, Kathy G GER001 500 1081 3.5:   Jenkins, Kathy M JEN001 500 1081 3.5:   Jonchim, Maria K JON001 501 3.5: 5   Stockard, Albert W ST0001 100 3.5: 5   Cerard, Timothy G ER001 500 1079 7.50   Gerard, Timothy G CER001 500 1079 75.00   Jonchim, Maria K JON001 501 1079 75.00   Jonchim, Maria K JON001 501 1079 75.00   Jonchim, Maria K JON001 501 1079 50.00   Jonchim, Maria K JON001	Jonchim, Maria K	J0N001	501		5.68
Rossini, Lucinda A ROSSO1 501 1082 5.6.   Stockard, Albert W ST0001 100 5.6. 5.6.   Total for Deduction 001: Medical Ins S9.2: 5.6. 5.6.   Bourne, Linda C B0U001 500 1079 3.5:   Jenkins, Kathy M JEN001 500 1081 3.5:   Jonchim, Maria K JON001 500 1081 3.5:   Jonchim, Maria K JON001 500 1081 3.5:   Jonchim, Maria K JON001 500 1081 3.5:   Stockard, Albert W ST0001 100 3.5: 5.6.   Bourne, Linda C BOU001 500 1079 75.00   Gerard, Timothy G CHR001 500 1081 75.00   Jonchim, Maria K JON001 501 1079 75.00   Jonchim, Maria K JON001 501 7.50 7.50   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K	Lukas, George	LUK001	500		10.56
Stockard, Albert W ST0001 100 5.6.   Total for Deduction 001: Medical Ins 59.2:   Bourne, Linda C B0U001 500 1079 3.5:   Gerard, Timothy G GER001 500 1081 3.5:   Jenkins, Kathy H JEN001 500 1081 3.5:   Jonchim, Maria K JON001 500 1081 3.3:   Lukas, George LUK001 500 3.5:   Stockard, Albert W ST0001 100 3.5:   Total for Deduction 002: Dental Ins 21.00 3.5:   Bourne, Linda C B0U001 500 1079 75.00   Gerard, Timothy G GER001 500 1079 75.00   Jonchim, Maria K JON001 501 7.50 7.50   Total for Deduction 003: United Way 182.50 10.00 10.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K	Rossini, Lucinda A	ROSOOl	501	1082	5.65
Total for Deduction 001: Medical Ins 59.21   Bourne, Linda C B0U001 500 1079 3.51   Gerard, Timothy G GER001 500 1081 3.51   Jenkins, Kathy H JEN001 500 1081 3.51   Jonchim, Maria K JON001 500 1081 3.51   Jonchim, Maria K JON001 500 1081 3.51   Jonchim, Maria K JON001 500 1081 3.51   Stockard, Albert W ST0001 100 3.55 3.55   Total for Deduction 002: Dental Ins 21.00 25.00 25.00   Gerard, Timothy G GER001 500 1079 75.00   Gerard, Timothy G GER001 500 1081 75.00   Jonchim, Maria K JON001 501 1081 75.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 10.00 15.00   Stock	Stockard, Albert W	ST0001	100		5.65
Bourne, Linda C BOU001 500 1079 3.5:   Gerard, Timothy G GER001 500 1081 3.5:   Jenkins, Kathy M JEN001 500 1081 3.5:   Jonchin, Maria K JON001 500 1081 3.5:   Lukas, George LUK001 500 3.5: 3.5:   Stockard, Albert W ST0001 100 3.5: 3.5:   Total for Deduction 002: Dental Ins 21.00 3.5: 3.5:   Bourne, Linda C BOU001 500 1079 75.00   Gerard, Timothy G GER001 500 1079 75.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 1079 75.00   Jonchim, Maria K JON001 501 7.50 10.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credi	Total for Deduction 001: Medical Ins				59.22
Gerard, Timothy G GER001 500 3.53   Jenkins, Kathy M JEN001 500 1081 3.53   Jonchim, Maria K JON001 500 1081 3.53   Lukas, George LUK001 500 3.53 3.53   Stockard, Albert W ST0001 100 3.53   Total for Deduction 002: Dental Ins 21.00 3.50   Bourne, Linda C BOU001 500 1079 75.00   Gerard, Timothy G GER001 500 1081 75.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 1081 75.00   Jonchim, Maria K JON001 501 7.50 10.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K JON001 501 10.79 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 15.00	Bourne. Linda C	BOUOO1	500	1079	3.52
Jenkins, Kathy M JEN001 500 1081 3.5;   Jonchim, Maria K JON001 501 3.3;   Lukas, George LUK001 500 3.5;   Stockard, Albert W ST0001 100 3.5;   Total for Deduction 002: Dental Ins 21.00   Bourne, Linda C B0U001 500 1079 75.00   Gerard, Timothy G GER001 500 1079 75.00   Jonchim, Maria K JUN001 500 1079 75.00   Jonchim, Maria K JUN001 500 1081 75.00   Jonchim, Maria K JUN001 500 1081 75.00   Jonchim, Maria K JUN001 501 75.00 1081 75.00   Jonchim, Maria K JUN001 501 1079 50.00 10.00   Jonchim, Maria K JUN001 501 10.79 50.00 10.00   Total for Deduction 004: Credit Union 60.00 15.00 15.00 15.00 15.00 15.00   B	Gerard, Timothy G	GEROOl	500		3.53
Jonchim, Maria K J0N001 501 3.3:   Lukas, George LUK001 500 3.5:   Stockard, Albert W ST0001 100 3.5:   Total for Deduction 002: Dental Ins 21.00   Bourne, Linda C B0U001 500 1079   Gerard, Timothy G GER001 500 25.00   Jonchim, Maria K J0N001 501 1081   Jonchim, Maria K J0N001 501 7.56   Bourne, Linda C B0U001 500 1081   Jonchim, Maria K J0N001 501 10.79   Bourne, Linda C B0U001 500 1079   Jonchim, Maria K J0N001 501 10.00   Total for Deduction 003: United Way 182.50   Bourne, Linda C B0U001 500 1079   Jonchim, Maria K J0N001 501 10.00   Total for Deduction 004: Credit Union 60.00 10.00   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00 10.79   Bourne, Linda C B0U001 500 1079 337.50	Jenkins, Kathy M	JEN001	500	1081	3.52
Lukas, George LUK001 500 3.53   Stockard, Albert W ST0001 100 3.53   Total for Deduction 002: Dental Ins 21.00   Bourne, Linda C BOU001 500 1079 75.00   Gerard, Timothy G GER001 500 1079 75.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 1081 75.00   Total for Deduction 003: United Way 182.50 1079 50.00   Bourne, Linda C BOU001 500 1079 50.00   Jonchim, Maria K JON001 501 1079 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 15.00 10.00   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00 1079 337.50	Jonchim, Maria K	J0N001	501		3.39
Stockard, Albert W ST0001 100 3.53   Total for Deduction 002: Dental Ins 21.00   Bourne, Linda C B0U001 500 1079 75.00   Gerard, Timothy C GER001 500 1079 75.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 1081 75.00   Total for Deduction 003: United Way 182.50 1081 75.00   Bourne, Linda C B0U001 500 1079 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 10.00 15.00   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00 10.79 337.50	Lukas George	PIIK001	500		3 52
Total for Deduction 002: Dental Ins 21.00   Bourne, Linda C B0U001 500 1079 75.00   Gerard, Timothy C CER001 500 1081 75.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JUN001 501 1081 75.00   Total for Deduction 003: United Way 182.50 1081 75.00   Bourne, Linda C B0U001 500 1079 50.00   Jonchim, Maria K J0N001 501 1079 50.00   Jonchim, Maria K J0N001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 10.00 15.00   Stockard, Albert W ST0001 100 15.00 10.00   Total for Deduction 005: Dues 15.00 10.09 337.50	Stockard, Albert W	ST0001	100		3.52
Bourne, Linda C BOU001 500 1079 75.00   Gerard, Timothy G CER001 500 1081 25.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 1081 75.00   Total for Deduction 003: United Way 182.50 1079 50.00   Bourne, Linda C BOU001 500 1079 50.00   Jonchim, Maria K JON001 501 1079 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 15.00 15.00   Stockard, Albert W ST0001 100 15.00 15.00   Total for Deduction 005: Dues 15.00 1079 337.50	Total for Deduction 002: Dental Ins				21.00
Gerard, Timothy G GER001 500 25.00   Jenkins, Kathy M JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 1081 75.00   Total for Deduction 003: United Way 182.50 1079 50.00   Bourne, Linda C BOU001 500 1079 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 500 105.00 15.00   Stockard, Albert W ST0001 100 15.00 15.00   Bourne, Linda C BOU001 500 1079 337.50	Bourne, Linda C	B0U001	500	1079	75.00
Jenkins, Kathy H JEN001 500 1081 75.00   Jonchim, Maria K JON001 501 7.51   Total for Deduction 003: United Way 182.50 1079 50.00   Bourne, Linda C BOU001 500 1079 50.00   Jonchim, Maria K JON001 501 1079 50.00   Jonchim, Maria K JON001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 15.00 15.00   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00 1079 337.50   Bourne, Linda C BOU001 500 1079 337.50	Gerard. Timothy G	GEROOL	500		25.00
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	Jenkins, Kathy M	JEN001	500	1081	75.00
Total for Deduction 003: United Way 182.57   Bourne, Linda C B0U001 500 1079 50.00   Jonchim, Maria K J0N001 501 1079 60.00   Total for Deduction 004: Credit Union 60.00 60.00   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00   Bourne, Linda C B0U001 500 1079	Jonchim, Maria K	J0N001	501		7.50
Bourne, Linda C B0U001 500 1079 50.00   Jonchim, Maria K J0N001 501 10.00 10.00   Total for Deduction 004: Credit Union 60.00 15.00 15.00   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00 1079 337.50	Total for Deduction 003: United Way				182.50
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 B0U001 500 1079 337.50	Bourne, Linda C	BOUOO1	500	1079	50.00
Total for Deduction 004: Credit Union 60.01   Stockard, Albert W ST0001 100 15.00   Total for Deduction 005: Dues 15.00   Bourne, Linda C B0U001 500 1079 337.50	Jonchim, Maria K	J0N001	501		10.00
Stockard, Albert W ST0001 100 15.0   Total for Deduction 005: Dues 15.0   Bourne, Linda C B0U001 500 1079 337.50	Total for Deduction 004: Credit Union				60.00
Total for Deduction 005: Dues 15.00   Bourne, Linda C B0U001 500 1079 337.50	Stockard, Albert W	ST0001	100		15.00
Bourne, Linda C B0U001 500 1079 337.50	Total for Deduction 005: Dues				15.00
·	Bourne, Linda C	BOUOO1	500	1079	337.50
Gerard, Timothy G GER001 500 150.00	Gerard, Timothy G	GEROOL	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.

🛓 Employe	r Departn	nent Expe	inse l	Rpt					X
Commands Ec	dit Modes	Other H	lelp						
※×信	<b>B</b>		?		00			OK Aban	idon
		Payroll Nu Quarter Group Co Period End Date on C GL Period	mber de d hecks		000054 3 08/15/2005 08/15/2005 08				
Current Department Split Method Home Dept   Print Report In:   ③ Summary   ③ Detail									
						Company	H 08/17/2005	Terminal T000	INS

- 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 Pag   10:09 AM Periods 1 1 1 Employer Department Expense Report - Summary Pag   For Pay Period Ending 08/15/2005									Page 1	
		Karnings			Withholdings			Deductions		
Employee		Hours	Salary or	Dec	arintic		Amount	Decarintion	àmount	
			wayes							
Department 100 To	tals									
Gross Wages 3	58.00 REG	40.000	358.00	FED	/ EME	Emplyr Medicare	5.19			
Net Wages 2	81.44			FED	/ EUA	Emplyr UASDI	22.20			
				MMI/	/9111	MN Upern Ins	202 89			
Department 500 To	tals			11147	/ 501	in onemp ins	302.00			
Gross Wages 380	50.00 SAL	1039,980	38050.00	FED	/ EME	Emplyr Medicare	334.23			
Net Wages 314	90.61			FED	/BOA	Emplyr OASDI	1429.10			
2				FED	/FUT	Unemp Ins	.00			
				MN/	/SUI	MN Unemp Ins	5628.90			
Department 501 To	tals									
Gross Wages 8	30.00 REG	120.000	830.00	FED	/EME	Emplyr Medicare	12.04			
Net Wages 6	84.28			FED	/EOA	Emplyr OASDI	51.46			
				FED	/FUT	Unemp Ins	.00			
				MN/	/SUI	MN Unemp Ins	453.08			
Romain na Mithheldin										
Barnings, Withholdings		Amount	Hour	e						
Earnings				Inc.	1. Net?					
Gross Wages		39238.00								
Net Pay		32456.33								
REG Regular Pay		1188.00	160.00	0	YES					
SAL Salaried Wag	e	38050.00	1039.98	-	TES					
Earnings Total		39238.00	1199.98	0						
Witholdings										
PPD (PUP Providence	We de en un	051.46								
FED /EME Emplyr	nedicare	351.46								
FED / NOR Emplyr	The	1502.76								
MN/ /SUT MN Une	un Trs	6384_86								
, , , , , , , , , , , , , , , , , , ,										
Employer Totals		8239.08								
Deductions										
Employer Totals		.00								
End of Report										
# **CJ Payday Work Reports**



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

08/19/2 3:57 PM	08/19/2005 Builders Supply 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											
WC Code	: 8010 OFFICERS											
Emp.	Employee			Reg	gular	OT,	DT	Total	WC			
ID	Name	Soc. Sec. #	Class	Hours	Amount	Hours	Amount	Amount	Premium			
B0U001	Bourne, Linda C	459-30-1099	ADM	173.330	7500.00	.000	.00	7500.00	22.50			
GEROO1	Gerard, Timothy G	468-22-4819	ADM	173.330	5550.00	.000	.00	5550.00	16.65			
JENOO1	Jenkins, Kathy M	460-39-9093	ADM	173.330	7500.00	.000	.00	7500.00	22.50			
	WC Total of OFFI	CERS		519.990	20550.00	.000	.00	20550.00	61.65			

### Sample Union Report

08/19/: 3:57 P)	2005 M	Builders Supply I Union Report For Pay Period Ending 08/15/2005 Group Codes 1 2 3 4 5										
Union .	1120 LOCAL 1120											
Emp. ID	Employee Name	Soc. Sec. # Class	Reç Hours	gular Gross	OT Hours	/DT Gross	Total Gross	Deduction Amount	Benefit 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 11	20						43.00	33.34			
	Grand Total of All Unio	ns						43.00	33.34			
End of	Report											

Payday Work

### 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 H 8:38 AM Certified Payroll Report For Pay Period Ending 09/02/2005 Group Code 2									
Job PROJO1 Sandler Co	ondos								
Employee Address	Hrs. 8/27 8/2 Type *Mon* *Tu	8 8/29 8/30 8/31 e* *Wed* *Thu* *Fri*	9/1 9/2 *Sat* *Sun* ?	Pay Rate Ot Total Job Total Tax W/H To	ther Pay Gross Wages Stal Ded Net Pay				
ADA010 SSN:570-29-3456 William, Adams K 3123 FAGLE MAY	R 8.00 8. 0 D	00 7.50 1.50	0 6.00 6.00 0 2.50	35.50 14.0800 FWH 175.00 4.00 0AS 83.15 00 654 72 MFD 19.45	.00 1341.12 759.70				
EDEN PRAIRE ,MN 88204	M		2.50 2.50	5.00 SWH: MN 81.16 Other State: .00	222.00				
Married (3)				Deduction Detail:					
Sex: Male				Medical Ins = 5.68 Denta	1 Ins = 3.39				
EEO= White				United Way = 7.50 Credi	t 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	0 1.00	2.50	8.00	11.50 0AS 55.35	528.50				
502 GARDEN ROAD	D			.00 575.89 MED 12.94	67.00				
RIVER SIDE ,MN 50234	м			.00 SWH: MN 54.87					
				Other State: .00					
Single (0)				Deduction Detail:					
Sex: Male				Medical Ins = 5.25 Denta	1 Ins = 13.26				
EE0= Black				IRA Plan = 35.10 Dues	= 13.39				
Class/Level/Skill: CEMENT M	ASUN 160 M1 FIN	IISHER 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.

08/19/2 3:58 PM	2005 M		Builders Supply Labor Burden Register For Pay Period Ending 08/15/2005 Group Codes 1 2 3 4 5									
Job ID	Phase ID	Emp. ID	Total Hours	Total Amount	Worker's Comp.	Union	OASDI	Medicare	FUTA	SUI	Total	
91-135 91-135	01F0UN *Job To	STOOO1 stal*	44.000 44.000	666.70 666.70	20.00 20.00	33.34 33.34	41.34 41.34	9.67 9.67	.00 .00	. 00 . 00	104.35 104.35	
GRAND 1	FOTAL		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:



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.

A Post Checks				
Commands Edit Modes	Other Help			
*×1 🖻 🖻	🔜 🗊  ? 🔗	00	OK Ab	andon
	Payroll Number Guarter Group Code Period End Date on Checks GL Period	000054 3 0 1 2 3 08/15/2005 08/15/2005 8		
	Be sure that you hav	les before posting.		
	Post to Payroll Tax M Post Manual checks t Have you created the	lonth to Time Ticket History? e Direct Deposit File?	8 August	INS

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). 5. If you have created the direct deposit file, select the box (or enter **Y** in text DD 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 Doct C	Builders Supply Post Checks						
Decarintion	CI Account	Dobit	Credit					
	GL ACCOUNC	Depic						
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 FNE	3001		32,456.33					
		Hours	Wages					
Job Totals		. 000	.00					
End of Report								

# **Payroll Reports**

7	

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### **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.



#### Printing a Payroll Report

Inquiry	2.	Select the range of information to include in the list in the <b>From</b> and <b>Thru</b> fields. The <b>Inquiry</b> ( <b>F2</b> ) 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 <b>Y</b> in text mode) to use that option when printing the list. Clear the check box (or enter <b>N</b> 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 <b>Payroll Reports</b> 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 2:45 PM			Builders Supply Earnings and Deductions Report Detail Report - August by Last Name								
Emp. ID Employee Name			SSN	Dept	. ID						
Code Earn. Desc.	Amount	Code De	eduction Desc.	Amount	Earning Desc.	Amount YTD	Deduction	Amount YTD			
B0U001 Bourne, Linda	с		459-	-30-1099 500							
P01 Bonus	.00	001 Me	edical Ins	10.56	Bonus	.00	Medical Ins	10.56			
PO3 Cash Value	.00	002 De	ental Ins	3.52	Cash Value	.00	Dental Ins	3.52			
REG Regular Pay	.00	003 Ur	nited Way	75.00	Regular Pay	.00	United Way	75.00			
SAL Salaried Wage	15000.00	004 C1	edit Union	50.00	Salaried Wage	15000.00	Credit Union	50.00			
SIC Sick Pay	.00	006 MN 40	JIK	337.50	Sick Pay	.00	401K	337.50			
VAC Vacation Pay	.00	010 MN St	arging	34.00	vacation Pay	.00	Farging Stock Dien	34.00			
Eerning Totels	15000 00	010 HN St	jock Plan	100.00	Ferning Totels	15000 00	Uniform	15.00			
Gross Wages	15000.00	011 01	II IOI M		Gross Mages	15000.00	OHLIOIM				
Net Pav	12665.21	Emp. Tots	als	625.58	Net Wages	12665.21	Emp. Totals	625.58			
-		Emplr. To	tals	.00	-		Emplr. Totals	.00			
GEROOl Gerard, Timoth	ιy G		468-	-22-4819 500							
PO2 Travel Exp	.00	001 Me	edical Ins	10.56	Travel Exp	.00	Medical Ins	10.56			
REG Regular Pay	.00	002 De	ental Ins	3.53	Regular Pay	.00	Dental Ins	3.53			
SAL Salaried Wage	5550.00	003 Ur	nited Way	25.00	Salaried Wage	5550.00	United Way	25.00			
		006 MIN 40	01K	150.00			401K	150.00			
Earning Totals	5550.00				Earning Totals	5550.00					
Gross Wages	5550.00	Emp. Tots	als	189.09	Gross Wages	5550.00	Emp. Totals	189.09			
Net Pay	4208.10	smpir. To	tais	.00	Net Wages	4208.10	Empir. Totais	.00			
JEN001 Jenkins, Kathy	м		460-	-39-9093 500							
REG Regular Pay	.00	001 Me	edical Ins	10.56	Regular Pay	.00	Medical Ins	10.56			
SAL Salaried Wage	7500.00	002 De	ental Ins	3.52	Salaried Wage	7500.00	Dental Ins	3.52			
		003 Ur	nited Way	75.00			United Way	75.00			
Earning Totals	7500.00				Earning Totals	7500.00					
Gross Wages	7500.00	Emp. Tots	als	89.08	Gross Wages	7500.00	Emp. Totals	89.08			
Net Pay	4827.63	Emplr. To	otals	.00	Net Wages	4827.63	Emplr. Totals	.00			
JONOOl Jonchim, Maria	ı K		468-	80-9944 501							
OVT Overtime Pay	.00	001 Me	edical Ins	5.68	Overtime Pay	.00	Medical Ins	5.68			
REG Regular Pay	600.00	002 De	ental Ins	3.39	Regular Pay	600.00	Dental Ins	3.39			
SIC Sick Pay	.00	003 Ur	nited Way	7.50	Sick Pay	.00	United Way	7.50			
VAC Vacation Pay	.00	004 C1	edit Union	10.00	Vacation Pay	.00	Credit Union	10.00			
		010 MIN St	ock Plan	25.00			Stock Plan	25.00			
Earning Totals	600.00				Earning Totals	600.00					
Gross Wages	600.00	Emp. Tota	als	51.57	Gross Wages	600.00	Emp. Totals	51.57			
Net Pay	502.53	Empir. To	otals	.00	Net Wages	502.53	Empir. 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 2:43 PM				Page 1							
		Quart	cer 3			Year t	:o Date		Remaining		
Employee ID Name	Vacation Hours	Pay	Sic Hours	k Pay	Vaca Hours	tion Pay	Si Hours	ck Pay	Vacation Hours	Sick Hours	
BOUOO1 Bourne,	Linda C .000	. 00	.000	.00	8.500	262.00	.000	.00	. 500	3.344	
GEROOl Gerard,	Timothy G .000	.00	.000	.00	.000	.00	. 000	. 00	40.000-	3.344	
JENCOl Jenkins	. Kathy M .000	. 00	.000	.00	.000	.00	.000	.00	14.456	3.344	
JONOOl Jonchim	, Maria K .000	.00	.000	.00	40.000	300.00	. 000	.00	13.333	3.340	
LUKOOl Lukas,	George .000	.00	.000	.00	.000	.00	.000	.00	14.456	3.344	
ROSOOl Rossini	., Lucinda A .000	.00	.000	.00	.000	.00	8.000	46.00	13.333	3.340	
ST0001 Stockar	d, 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 2:48 PM Transaction History Report Detail by Employee											Page	2	
Employee Name Emp ID H/S Date	Dept J	ob Phase	Cost Code	Class	Rate	Pieces	Туре	Code	Hours	Amount	Note		
STUUUI H 01/08/2005	100			SHP	8.950	U	PAY	REG	40.000	358.00			
STUUUI H 01/08/2005	100			SHP	8.950	U	PAY	OVT	5.500	73.84			
ST0001 H 01/15/2005	100			OUD	8.950	0	PAI	OUT	40.000	358.00			
ST0001 H 01/15/2005	100			CUD	8.950		PAI	DDI	8.000	107.40			
ST0001 H 01/15/2005	100			CUD	8.950		PAI	DBL	2.000	35.80			
STOODI H 01/22/2005	100			oun	0.950		DAY	DEC	40.000	358.00			
ST0001 H 01/29/2005	100			oun	0.950		DAY	UNC	30.000	268.50			
ST0001 H 01/29/2005	100			SHP	0.950	0	DAY	OTC STO	2.000	/1.60			
ST0001 N 02/05/2005	100			eun	0.950		DAY	DEC	40.000	259 00			
ST0001 N 02/12/2005	100			oun	0.950		DAY	DRC	40.000	358.00			
ST0001 N 02/12/2005	100			oun	0.950		DAV	DRC	40.000	358.00			
ST0001 H 02/26/2005	100			SHD	8 950	ő	DAV	DRC	40.000	358.00			
ST0001 H 02/26/2005	100			SHD	8 950	ň	DAV	OUT	1 250	16 78			
ST0001 H 03/04/2005	100			SHD	8 950	ň	DAV	DRC	40 000	358 00			
ST0001 H 03/11/2005	100			SHD	8 950	ň	DAY	DEC	40.000	358.00			
ST0001 H 03/18/2005	100			SHD	8 950	ň	DAY	DEC	40.000	358.00			
ST0001 H 03/25/2005	100			SHD	8 950	ň	DAY	VAC	40.000	358.00			
ST0001 H 04/08/2005	100			SHD	8 950	ň	DAY	DEC	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 Stocks	rd, Albert	W Earning Tot	als						584.750	5317.42			
Deduction Totals									.000	25.00			
					=								
Grand Totals; Earnings	:					75			1939.830	22153.27			
Grand Totals: Deductio	ins								. 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

08/17/20 2:50 PM	18/17/2005 Builders Supply :S0 PM 401(x) Report Detail Report - Quarter 3				Page 1
			by Employe	e ID	
Emp ID	Name	Dept	SSN	401K	401K
BOUOOL	Bourne, Linda C	500	459-30-1099	337.50	337 50
GEROOL	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
ROSOOl	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 1	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 2:51 PM	Builders Supply Check History Register Printed in Summary by Employee ID				
Earnings Withholdings Deductions					
ID Soc. Sec. No.	Code Hours Wages	Type/Code Description Amount	Code Description Amount		
Albert W Stockard, ST0001 Gross Wages 1432.00 Net Pay 1023.11 Check Number 0001040 Date 03/31/2005	Total 120.000 1432.00	Total Withholdings 372.40 Total Emplr. With00	Total Deductions 24.17 Total Empir. Ded00		
Stockard, Albert W           ST0001         449-58-4392           Gross Wages         921.85           Net Pay         700.73           Check Number         0001072           Date         07/01/2005	Total 98.000 921.85	Total Withholdings 187.73 Total Emplr. With. 165.47	Total Deductions 24.17 Total Emplr. Ded00		
Stockard, Albert W           ST0001         449-58-4392           Cross Wages         358.00           Net Pay         281.44           No Check Printed         Vhr # 0001967           Vhr # 0001967         281.44           Date         08/15/2005           *******9574         500.00	Total 40.000 358.00	Total Withholdings 27.39 Total Emplr. With. 330.27	Total Deductions 49.17 Total Empir. Ded00		
Employee STOOOl Totals Net Pay Total 4211.63	Total 584.750 5809.67	Total Withholdings 1404.00 Total Emplr. With. 495.74	Total Deductions 145.85 Total Emplr. Ded00		

# **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 2:54 PM	Bu Deta Posted And Un	ilders Suppl il Leave Rep posted Leave	y ort by Employ	ee			Page	1
Employee	Date	Earned	Vacation Used	 Bal	Earned	Sick 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	
GBR001 Gerard Timothy G	Beg Bal	.000	40.000	40.000-	3.344	.000	3.344	
Total For: GEROOl 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: JONOOl 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: LUKOOl Lukas George		14.456	. 000	14.456	3.344	. 000	3.344	
ROSOOl Rossini Lucinda A	Beg Bal	13.333	.000	13.333	3.340	.000	3.340	
Total For: ROSOOl Rossini Lucinda A		13.333	.000	13.333	3.340	. 000	3.340	
ST0001 Stockard Albert W	Beg Bal	45.333	.000	45.333	33.340	.000	33.340	
Total For: ST0001 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**

08/17/200 3:05 PM	05			Builders Supply Profit Sharing Census by Employee ID				Page	1
Emply	Check	Date	Hours	Gross Wages					
BOUGOL	1025	01/31/2004	.000	8250.00					
B0U001	1033	02/28/2004	.000	7500.00					
B0U001	1041	03/31/2004	. 000	7500.00					
B0U001	1073	10/01/2005	173.330	7633.82					
B0U001	1079	08/15/2005	173.330	7500.00					
B0U001	1159	08/15/2005	173.330	7500.00					
Employee	B0U001	Totals	519.990	45883.82	Birth:	06/07/1964	Hire: 01/09/1998	Term:	
459-30-10	099 1	Sinda C Bourne							
CERDOOL	1026	01/21/2004	000	6050 00					
CEPOOL	1024	02/28/2004	000	5550.00					
GEROOL	1042	03/31/2004		5550.00					
GEROOL	1074	10/01/2005	173 330	5550.00					
GEROOI	2012	08/15/2005	173 330	5550 00					
Employee	GER001	Totals	346.660	28250.00	Birth:	12/31/1959	Hire: 01/23/1992	Term:	
468-22-48	819 1	fimothy G Gerard							
JENCOL	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:	
460-39-90	093 H	Kathy M Jenkins							
708001	1029	01/31/2004	128 000	1200 00					
JONOOL	1037	02/28/2004	160,000	1200.00					
JONOOI	1045	03/31/2004	160.000	1200.00					
JON001	1077	10/01/2005	98.500	748.13					
J0N001		08/15/2005	80.000	600.00					
Employee	JONCOL	Totals	626.500	4948.13	Birth:	04/22/1969	Hire: 03/31/1998	Term:	
468-80-99	944 1	faria 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 4:06 PH NC Code: 8030 CONCERTE	l Worker's Con (D:	Builders Su apensation ate: All)	pply History Repor	t			Page 6
Employee		Re	gular	01	C/DT	Total	WC
Date Name	Soc. Sec. # Class	Hours	Amount	Hours	Amount	Amount	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 Adjustment	s					
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 4:09 PM			Bui Union	.lders Suppl History Rep Date: All)	y ort				р	age l	
Union 1120	LOCAL 1120										
	Employee		Req	pular	OT,	/DT	Total	Deduction		Benef	it
Date	Name	Soc. Sec. #	Hours	Gross	Hours	Gross	Gross	Amount		Amou	nt
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
10/07/2008	William Adams V	129-31-9233	31.000	479.62	2.000	45.46	525.08			26.	25 00 +
01/01/2004	William, Adams K	570-29-3456	100.000	1000.00	.000	.00	1000.00			200.	00 *
01/01/2005	TROY ATLMAN J	129-31-9233	100.000	20.00	000	.00	20.00			3	00 *
01/01/2005	TROY, ATLMAN J	129-31-9233	12,000	200.00	.000	.00	200.00	*		0.	
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 To	tal of DUES		554.000	2296.12	2.000	45.46	2341.58	.00		589.	08
* Item was	entered through Union H	istory Adjustment	ts								
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 To	tal of PENSION		361.125	2647.42	13.000	294.54	2941.96	136.54			00
* Item was	entered through Union H	istory Adjustment	ts								
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	ZZ.50	67.50	1.01	<005>		
Item To	tal of DUES		161.125	2617.42	13.000	294.54	2911.96	43.69			00
Union To	tal of LOCAL 1120							180.23		589.	08
Grand To	tal of All							180.23		589.	08
End of Rep	ort										

# Personnel Reports

8

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## **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.

🛕 Personnel Roster			
Commands Edit Modes Oth	er Help		
🛠 🗶 🖪 🗎 🔜	🗊 ? 🛷 🄇 🏵		OK Abandon
Employee ID From	BOU001 S	Print User-Defined Fields	
Thru	STO001 🕙	Ins Coverage	
Supervisor From	<u> </u>	User Label 2	
Thru	<u></u>	User Label 3	
Department From	100 🔦	Comments 1	
Thru	501 🔍	Comments 2	
Class From	<u> </u>	Comments 3	
Thru	<u> </u>		
		Print Date of Birth?	
Print by:		Print Salary Information?	
🔘 Employee ID		Page Break After Dept/Sup	r?
🔿 Last Name		Print Status	Active
<ul> <li>Supervisor</li> </ul>		Print Address Information?	
<ul> <li>Department</li> </ul>			
L	Hea	dings	
	123456789012345678	901234567890123456	
Line 1	Personnel Roster		
Line 2	All Fields Printed	1	
Line 3			
		Company H	08/17/2005 Terminal T000 NS

Inquiry	2.	Select the range of information to include in the list in the <b>From</b> and <b>Thru</b> fields. The <b>Inquiry</b> ( <b>F2</b> ) 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 $\mathbf{Y}$ in text mode) to use that option or print that field when printing the report. Clear the check box (or enter $\mathbf{N}$ 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 <b>Personnel Reports</b> 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

08/17/20 3:41 PM	005	Builden Salary Re By Emp	rs Supply eview Report ployee ID			Page	1
Emp. ID Sup. ID	Employee Name Supervisor Name		Dept. Hire Date	Next Review Last Review	Title Labor Class		
BOUOO1 LUKOO1	Bourne, Linda C George Lukas		500 01/09/98	11/12/05 11/12/04	Admin. Asst. President		
GEROO1 BOUOO1	Gerard, Timothy G Linda Bourne C		500 01/23/92	04/01/06 04/01/05	V P Sales Vice Presider	nt	
JENOO1	Jenkins, Kathy M		500 05/31/92		Vice Presider	nt	
J0N001 LUK001	Jonchim, Maria K George Lukas		501 03/31/98		Secretary Secretary		
LUK001	Lukas, George		500 04/01/91		Management		
ROSOOl	Rossini, Lucinda A		501 11/04/94		Secretary		
ST0001	Stockard, Albert W		100 11/30/97		Shipping		
End of 1	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

08/17/20 3:42 PM	105	Builders Supply Employee Birthday Report By Employee ID			Page	1
Emp. ID	Employee Name	Supervisor Name	Dept. ID	Date of Birth		Age
B0U001	Bourne, Linda C	George Lukas	500	June 07		
GEROOL	Gerard, Timothy G	Linda Bourne C	500	December 31		
JEN001	Jenkins, Kathy M		500	October 26		
JONCOL	Jonchim, Maria K	George Lukas	501	April 22		
LUK001	Lukas, George		500	November 15		
ROSOOL	Rossini, Lucinda A		501	July 04		
ST0001	Stockard, Albert W		100	December 18		
End of I	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 3:44 PM	Euilders Supply Employment Anniversary Report By Employee ID	Page 1
Emp. ID Employee Name Sup. ID Supervisor Name	Dept. Start Date YRS Adj. Hire	Last Review Date Next Review Date
BOUOOl Bourne, Linda C LUKOOl Lukas, George	500 01/09/1998 7 01/09/1998	Last: 11/12/2004 Next: 11/12/2005
GEROOl Gerard, Timothy G BOUOOl Bourne, Linda C	500 01/23/1992 13 01/23/1992	Last: 04/01/2005 Next: 04/01/2006
JEN001 Jenkins, Kathy M	500 05/31/1992 13 05/31/1992	Last: Next:
JONOOl Jonchim, Maria K LUKOOl Lukas, George	501 03/31/1998 7 03/31/1998	Last: Next:
LUK001 Lukas, George	500 04/01/1991 14 04/01/1991	Last: Next:
ROSOOl 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 3:35 PM		Bui Per All	lders Supply sonnel Roster Fields Printe	d					Pa	ge	1
Emp. ID Employee Name Title		D.O.H. Adj. D.O.H.	SSN D.O.T.	Dept.	Sex	EEO	Class	H/S	Group	Chk.	Loc.
ST0001 Stockard, Albert W		11/30/1997 11/30/1997	449-58-4392	100	м	5	SHP	HRL	1		
Ins Coverage: Comments 1 : Comments 2 : Comments 3 :	User Label 2:		Us	er Label 3:							
B0U001 Bourne, Linda C Admin. Asst.		01/09/1998 01/09/1998	459-30-1099	500	F	2	Prs	SAL	1		
Ins Coverage: Family/Blue Cross Comments 1 : Linda is on the board Comments 2 : Comments 3 :	User Label 2: of directors f	or Mulcahy	Us Companies	er Label 3:							
GER001 Gerard, Timothy G V P Sales		01/23/1992 01/23/1992	468-22-4819	500	м	1	VP	SAL	1		
Ins Coverage: Family/Blue Cross Comments 1 : Comments 2 : Comments 3 :	User Label 2:		Us	er Label 3:							
JEN001 Jenkins, Kathy M		05/31/1992 05/31/1992	460-39-9093	500	F	1	Ψ₽	SAL	1		
Ins Coverage: Single/Amer. Family Comments 1 : Comments 2 : Comments 3 :	User Label 2:		Us	er Label 3:							
LUK001 Lukas, George		04/01/1991 04/01/1991	488-30-1281	500	м	1	MGR	SAL	1		
Ins Coverage: Family/ Amer. Family Comments 1 : Comments 2 : Comments 3 :	User Label 2:		Us	er Label 3:							

# **Education Report**

The Education Report shows employees' education history and other userdefined information. The information is taken from the **PAEGxxx** (Employee General Information) and **PAEPxxx** (Employee Personnel) files.

#### Sample Report

08/17/2005 3:45 PM	E	Builders Supp Education Rep By Employee	oly port ID			Page	1
Emp. ID Employee Name	Dept. ID	D.O.H.	Degree	Description	Major		
BOU001 Bourne, Linda C	500	01/09/1998	ba Ma	Bachelor of Arts Master of Arts	Business Admini Business Financ	stration e	
Ins Coverage: Family/Blue Cross User Label 2: Comments 1 : Linda is on the board of directors Comments 2 : Comments 3 :	for Mulcar	ny Companies	User La	abel 3:			
GER001 Gerard, Timothy G	500	01/23/1992					
Ins Coverage: Family/Blue Cross User Label 2: Comments 1 : Comments 2 : Comments 3 : JENOOL Jenkins, Kathy H	500	05/31/1992	User La	abel 3:			
Ins Coverage: Single/Amer. Family User Label 2: Comments 1 : Comments 3 : Comments 3 :			User La	abel 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 3:46 PM		Builders Key Date Report on	Supply Report License			р	age l
Emp. ID Employee Name	Dept.	SSN	Class Work Phone	Ext.	Job Title	Sup.	License
B0U001 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	B0U001	
JEN001 Jenkins, Kathy M	500	460-39-9093	VP				
JONOOl Jonchim, Maria K	501	468-80-9944	SEC		Secretary	LUK001	
LUK001 Lukas, George	500	488-30-1281	MGR				
ROSOOl 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 3:48 PM	Builders Supply Additions and Terminations Report By Employee ID			Page 1
Emp. ID Employee Name	Supervisor Name	Dept.	SSN	Start Date End Date
B0U001 Bourne, Linda C 501 N Hamilton Ave Edina, NN 55435	George Lukas	500	459-30-1099	01/09/1998
GER001 Gerard, Timothy G 13330 E 32nd Ave Minneapolis, MN 55055	Linda Bourne C	500	468-22-4819	01/23/1992
JEN001 Jenkins, Kathy M 1200-24 Wright Blvd Apt 402 Minneapolis, MN 55055		500	460-39-9093	3 05/31/1992
JONOOl Jonchim, Maria K 3321 W 52 Ave Minneapolis, MN 55055	George Lukas	501	468-80-9944	1 03/31/1998
LUK001 Lukas, George 4862 Sky View Dr Plymouth, MN 55427		500	488-30-128]	04/01/1991
ROSOOl Rossini, Lucinda A 2285 West Lake Drive Minneapolis, MN 55055		501	460-39-9982	2 11/04/1994
ST0001 Stockard, Albert W 9201 W. Broadway St. Paul, MN 55101		100	449-58-4392	11/30/1997
End of Report				

# Periodic Processing



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#### 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.

CheckBe sure to check the forms you create with FormsViewer carefully. Due toReportsdifferences between required information on forms and how OSAS records data,<br/>you need to manually check the forms generated in FormsViewer carefully for<br/>accuracy. See "Notes" on page D-19 for more information on the values you need<br/>to pay special attention to.

Follow these steps to create the file on a Windows workstation:

Creating Files on Windows

1. Select Enhanced Payroll Tax Reports from the Payroll Periodic Processing menu. The Enhanced Payroll Tax Reports screen appears.

🛓 Enhance	d Payroll	Tax Repo	orts						X
Commands Ec	lit Modes	Other H	lelp						
🛠 🗙 🔳	🖻 🛍	<b>E</b>	? 🤣		3			OK Aban	don
		Vi Fa Fil Pi Select	ew Mode orm Type ear e Name ck Date Form to Pro	From Thru Incess	Live 0pen date 2005 MNTAX 10/01/2005 11/15/2005			•	
						Company H	11703/2005	Terminal 1000	UVR

- 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.

AS Enhanced Payroll Tax Reporting - MN New Hire Report	
lit View Company Help	
Review / Edit My Copy State Copy	0
1 🕨 🔥 Red Fields must be filled before continuing. 🌾 🌾 🧊 🧊	ve
Minnesota New Hire Reporting Form	
Effective July 1, 1996 Minnesota Statute 256.998 requires all Minnesota Employers, both public and private, to re newly hired, rehired, or returning to work employees to the State of Minnesota withhin 20 days of hire or rehire ( Information about new hire reporting and online reporting is available on our velseite: <u>www.mm.newMine.com</u>	port all date. L
Send completed forms to: Minnesota New Hire Reporting Center PO Box 64212 PO Box 64212 PO Box 64212 The following will serve as an example:	in s.
St. Paul, MN 50164-0212         A         B         C         1         2         3           Fax: (651) 227-4991 or toll-free fax (800) 692-4473         A         B         C         1         2         3	
	0711/2004
Federal Employer ID Number (FEIN) (Please use the same FEIN as the listed employee's quarterly wages will be reported under)	):
77 7777777	
Employer Name:	
BUILDERS SUPPLY	
Employer Address (Risses indicate the address where the income Withhelding Orders should be cent)	
INFO VALUESS (Flease multicle die address where the income vitalinoung Orders should be serve).	
TIST VALLET PARK DK	
Employer City: Employer State: Zip Code (5 dig	it):
SHAKOPEE MN 55379	
Employer Phone: Extension: Employer Fax:	
(952) 496-2465	
	NUM

Use the FormsViewer tools and commands to verify and complete the form.

7. When you finish working with the form, close Forms Viewer (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.

**Periodic Processing** 

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.

🛓 Enhance	d Payroll	Tax Repo	orts						
Commands Ec	lit Modes	Other H	lelp						
🛠 🗙 🛅	🖻 🛍	<b>11</b>	? 🧶		3			OK Aban	don
		Transition of the second secon	ew Mode om Type ear le Name ck Date p File?	From	Live 2005 MNTAX 10/01/2005 11/15/2005			UK Aban	don
						Company H	11/03/2005	Terminal T000	OVR

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.

 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.

0:47 AM	105 [	Builders Supply Create Prenotification File D	Page 1		
mp. ID	ID Employee Name Account Type		Account Number	Routing Number	
00001	Linda, Bourne C	Checking	**************2934	000133333	
		Savings	************	000133333	
ERO01	Timothy, Gerard G	Checking	************	00000013	
		Savings	*************	00000013	
		Savings	************	00000013	
		Savings	*************3353	055000165	
		Checking	*************3334	055000165	
		Checking	************	055000165	
ONOOl	Maria, Jonchim K	Savings	*************1321	055002341	
UK001	George, Lukas	Savings	*************	000000026	
		Checking	*************4641	000000026	
T0001	Albert, Stockard W	Savings	*************9574	000000039	

#### Create Prenotification File Log

## **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.

🛓 Department Repo	irt				X
Commands Edit Mode:	; Other Help				
2 X 🗄 🖻 🛍	🔜 🖬 📍 🏈	<b>()</b>		OK Aband	don
	Department	ID From 100 Thru 501	<u>م</u>		
	Sort Repo Der GL	nt By partment ID Account			
	_Print Repo ● Sur ● Det	ort In mmary :ail			
	Page Break	After Department			
			Company H	08/17/2005 Terminal T000	INS

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 10:52 AM	Printe	Builders Supply Department Report ed in Summary by Dep	partment	Page 1
Department Expense Type 	Name 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 Liab	ility Totals	1345.99	853.74	6305.41
200	RETAIL SALES			
Hours		.000	. 000	.000
Pieces		0	0	0
Department Liab	ility 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	. UL
SICK FAY		.00	.00	. UL
vacation Pay		.00	.00	.00
Employ DigDT		10.00	10.00	10.00
Unemn Ins		57 15	57 15	57 18
MN Unemn Ins		340.68	340 68	340 65
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.

🙇 Post Expe	ense to G	L						X
Commands Ec	lit Modes	Other H	Help					
淡米は	۳ ا	🔜 🕄	? 🧶	00			OK Aban	don
			Have you b Post to GL	acked up your data files? Period 08	✓			
			Post To: OLs	irrent Fiscal Ye ist Fiscal Year				
			Post to G St De	eneral Ledger In ummary stail				
					Company H	08/17/2005	Terminal T000	INS

1. If you have backed up your data files, select the box (or enter  $\mathbf{Y}$  in text mode); if not, clear the box (or enter  $\mathbf{N}$  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 10:56 AM		Builders Supply Post Expense to G Posting in Detail	L	PAGE 1
Posted to Period	. 8			
Description	Department	GL Account	Debit	Credit
Overtime Dev	MADEMONSE	520000	124 25	
Decular Day	MADEHOUSE	520000	716 00	
Runlyr Medicare	MARKHOUSE	520000	18 56	
Emplyr GASDI	MARCHOUSE	520000	79.35	
Unemn Ins	MARCHOUSE	520000	57 15	
MN Unemn Ins	MARCHOUSE	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 Pav	EXEC. SECRET	530000	28.13	
Regular Pav	EXEC. SECRET	530000	1.360.00	
Vacation Pav	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 End of Report			66,145.85	66,145.85

## **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.

🙇 Monthly Withholding Report					X
Commands Edit Modes Other Help					
🛠 🔀 🖪 🛍 🖀 😰 🛛 😵 🄇	3			OK Aban	don
Employee ID Fr TH State Fr Th Month Month Ending Dat Print Earnings As Or Gross Ear Taxable E Print O Detail Rep O Summary	om BOU001 STO001 AK S WY S e 8 Au 08/31/2005	gust			
		Company H	08/17/2005	Terminal T000	INS

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

Inquiry

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**

				Monthly Wi For the	thholding Month End Gross Ea	Report in Deta ing 08/31/2005 rnings	il			 -
Emp. ID Emp	oloyee Name			Soc. Sec.	#					
	Gross Wages/	-	Fe	deral		State -			Local	
	Tips	Code	Earnings	WH	Code	Earnings	WH	Code	Earnings	ωH
 YTD	230.00	FWH	205.00	. 00	MN SWH	205.00	. 00			 
	. 00	OAS	230.00	14.26						
		MED	230.00	3.34						
«T0001 St.	chard albert	T/T		449-59-4392	,					
MTD	358 00	FINH	333 00	445 00 4052	พพ รมษ	333 00	00			
	000.00	015	358 00	22 20	111 0 011	000.00				
	.00	MED	358 00	5 19						
YTD	358 00	FUT	333 00	0.10	MN SHIH	333 00	00			
	. 00	OAS	358.00	22.20						
		MED	358.00	5.19						
Local Total	Number of	Employees	- 7							
MTD	31738 00	RMH	23575 50	2789 23	MN SMH	23575 50	1084 00			
	01100.00	DAS	24238 00	1502 76	111 0.011	20010.00	1001.00			
		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 K	mplovees	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						
kna of Repo	ort									

## **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.

Commands       Edit       Modes       Other       Help	Commands       Edit       Modes       Other       Help         Image: Commands       Edit       Modes       Other       Help         Image: Commands       Employee ID       From Thru       BOU001       C         State       From Thru       State       From Thru       State       90/30/2005       90/30/2005         Print       Image: Commany Only       Other       Summary Only       Summary Only	🙇 Quarterly Em	nployer's Tax Repo	ort			
Image: Note of the second		Commands Edit M	Modes Other Help				
Employee ID From BOU001 Thru STO001 State From Thru S Quarter Quarter Ending Date 09/30/2005 Print	Employee ID From Thru State From Thru Quarter Quarter Ending Date Print O Detail Report Summary Only	*×1 🖻	🛍 🖩 🖬 📍	۵ ا			OK Abar
	<ul> <li>O Detail Report</li> <li>○ Summary Only</li> </ul>		Emp Stat Qua Qua	oloyee ID From Thru ie From Thru arter arter Ending Date	BOU001 STO001 <b>Q</b> <b>Q</b> 3 09/30/2005	<b>Q</b>	

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

Inquiry

Inquiry

- 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.
Periodic Processing

#### Quarterly Employer's Tax Report

## Sample Report

08/1 12:5	7/2005 9 PM			Quarter For	Builders S ly Employer's Ta the Quarter End	Supply ax Report in Hing 09/30/2	Detail 005			Page 2
State	e MIN									
Kmp.	ID Name Neelse	Croco	h dar	Soc.	Sec. #	LINIT	ettt	(22000)	RUTA	( 7000 )
	Worked	Wages	EIC	Earnings	FICA Tips Exc	ess FICA	Earnings	Excess SUI	Earnings	Excess FUTA
ROSO	01 Rossin	ni, 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				
STOOL	01 Stocks	ard Albert M		449-	58-4392					
OTD	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	e Totel MT	I Number of empl	ovees	7						
OTD	e rocar m	31738 00	00	24238 00	00	00	23575 50	00	23013 00	562 50
410		01/00.00	.00	24238.00		.00	20070.00	.00	20010.00	002.00
YTD		31738.00	.00	24238.00	.00	.00	23575.50	.00	23013.00	562.50
				24238.00		.00				
SUI I	Liability 2357!	5.50 * .09100 =	214	5.37						
Gran	d Total	Number of emp	loyees	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 24238.00	.00	.00 .00	23575.50	.00	23013.00	562.50
OASD:	I Liabilit 24238	y 3.00 * .06200 =	150	2.76						
Medi	care Liab) 24238	liity 3.00 * .01450 =	35	1.45						
FUTA	Liability 23013	7 3.00 * .00800 =	- 18	4.10						
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.

🛓 Quarterly Withholding Re	port				X
Commands Edit Modes Other	Help				
** ( 19 19 19 19 19 19 19 19 19 19 19 19 19	? 🗶 🔇 🔇			OK Aban	don
	Employee ID From BOU001 Thru STOO11 State From Q Thru Q Guarter 3 Guarter 3 Orass Earnings Orass Earnings Print Earnings As Orass Earnings Data Detail Report O Summary Only				
		Company H	08/17/2005	Terminal T000	INS

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

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 1:06 PM				Quarterly For the	Builders Withholdin Quarter En Gross Ea	Supply g Report in Det ding 09/30/2005 rnings	ail		1	Page	2
Emp. ID Empl	oyee Name			Soc. Sec	. #						
	Gross Wages/		Fe	deral		State -			Local		
	Tips	Code	Earnings	WH	Code	Earnings	WH	Code	Earnings		WH
STOOOl Stoc	kard, Albert	. W		449-58-439	2						
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	Employe	es 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	Employe	es 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 F	mulovees	7 (	7)							
OTD	31738 00	кин	23575 50	2789 23	MN SMH	23575 50	1084 00				
	00.000	035	24238 00	1502 76	111. 0.011	20010.00	1001.00				
	. 50	MED	24238 00	351 46							
YTD	31738 00	FUH	23575 50	2789 23	MM SIDE	23575 50	1084 00				
	01.00.00	DAS	24238 00	1502 76		200,0.00	1004.00				
		1. A 1997 (1997)	LaL30.00	+302.70							

# **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**

🙇 Quarterl	y State U	nemployr	nent Rpt					
Commands Ec	dit Modes	Other H	Help					
☆×値	Þa 🛍	<b>a</b>	? 🧶	00			OK Aban	idon
Employee ID State				From BOU001 Thru ST0001 From Q Thru Q	9			
	Company Name Address		Builders Supply 6477 City West Parky Eden Prairie, MN 553	way 44				
		Quarter Quarter E	nding Date	3 09/30/2005				
					Company H	08/26/2005	Terminal T000	OVR

Select **Quarterly State Unemployment Rpt** from the **Periodic Processing** system. The Quarterly State Unemployment Report screen appears.

#### Quarterly State Unemployment Report

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 <b>Enter</b> 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 <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> 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 I for MN - Min	d Wage Report	Page	2 of 2	
Builders Supply 1157 Valley Park Dr Suite 105 Shakopee, MN 55379			Federal Stat Quarter	ID Number: e ID Number: Ending:	77-777777 AA1234 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 f	or this Page: 7				
rage locals.			23576.00	.00	23576.00
Total Number of emplo State Totals:	yees this State: 7				
			23576.00	.00	23576.00
08/17/2005				Page	l of 2
1:33 PM	Builders 3	Supply		-	
Employer	's Quarterly Unemploym	ent Cont	tribution Repo	rt	
	for MN - Minnes	sota			
Quarter End	ing Date		09	/30/2005	
Total Gross	Wages Paid This Quarte	er	23,	576.00	
State Taxab	le Wage Limit		23,	000.00	
Total Exces	s Wages Paid This Quart	er		0.00	
Total Taxab	le Wages Paid This Qua	ter	23,	576.00	
Employer's	Tax Rate			9.100%	
Total Amoun	t 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.

🛓 941 Wor	ksheet						×				
Commands Ec	dit Modes	Other H	telp								
☆×信	🛠 X (E) 🖻 🛍 🔟 ? 🔗 🄇 🄇										
Tax Adjustm	ents:										
Current	Quarter's Si	ck Pay				73.91					
Current	Quarter's Ad	djustments 1	for Tips and	I GTLI		.00					
Current `	r/ear's Incor	ne Tax With	holding			1554.67					
Prior Qua	arters' Socia	al Security a	ind Medicar	re Taxes		.00					
Special /	Additions to	Federal Inc	ome Tax			.00					
Special /	Special Additions to Social Security and Medicare										
Total Dep	2183.14										
Effective	e Adjustmen	t Date				8/15/2005					
					Company H 0	18/17/2005  Terminal T000	INS				

 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.
- 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

## 941 Worksheet, Part 1

941 for 2005: Employer	's Quarterly Federal Ta	ax Return				
Employer identification number	er			Rep	ort for eck one	this Quarter
Name (not your trade name)					: Janua	., rv, Februarv, March
Trade name (if any)				2	: April	, Mav, June
Address				3	: July,	August, September
				4	: Octob	er, November, December
City	State Zip	,				
ad the separate instructions b	pefore you fill out this	s form. Plea	se type or pri	int within the boxes.		
rt 1: Answer these questions f	for this quarter.					
1 Number of employees who rec including: Mar. 12 (Quarter	ceived wages, tips, or o c 1), June 12 (Quarter 2	other comper 2), Sept. 12	sation for the (Quarter 3),	e pay period Dec. 12 (Quarter 4)	1	
2 Wages, tips, and other comp	pensation				2	.00
3 Total income tax withheld i	from wages, tips, and of	ther compens	ation		3	.00
4 If no wages, tips, and othe	er compensation are subj	ject to soci	al security o	r Medicare tax	Ch	eck and go to line 6.
5 Taxable social security and	d Medicare wages and tip	os:				
-	Column 1	Ĺ		Column 2		
5a Taxable social security	wages	.00	* .124 =	.0	0	
5b Taxable social security	tips	.00	* .124 =	.0	0	
5c Taxable Medicare wages a	and tips	.00	* .029 =	.0	0	
5d Total social security an	nd Medicare taxes (Colur	m 2, lines	5a + 5b + 5c =	= line 5d)	5d	.00
6 Total taxes before adjustme	ents (lines 3 + 5d = lin	ne 6)			6	.00
7 Tax adjustments (If your at	nswer is a negative numb	per, write i	t in brackets.	.):	0	
7b Ourport quarter 5 fiact.				.0	1	
7c Ourrent quarter s sick i	mente for tipe and area	n_torm life		/3.9	0	
7d Ourment wear's income to	withholding (Attach 1	20-00111110 20mm 04101	: insulance.	.0	7	
7e Prior quarters' social s	security and Medicare to	axes (Attack		1004.0	0	
7f Special additions to fer	eral income tax (reserv	ned 119e)	10111 9110/	.0	0	
7g Special additions to so	ial security and Medica	are (reserve	duse)	.0	0	
7h Total adjustments (Combi	ine all amounts: lines ?	7a through 7	'g.)		7h	1628.58
3 Total taxes after adjustme	nts (Combine lines 6 and	d 7h.)			8	1628.58
9 Advance earned income credi	it (EIC) payments made t	o employees			9	.00
0 Total taxes after adjustmer	nt for advance EIC (line	es 8 - 9 = ]	ine 10)		10	1628.58
1 Total deposits for this qua			d from a prio	r quarter	11	1628.58
	arter, including overpay	ment applie	a 1100 a p1101			
2 Balance due (lines 10 - 11	arter, including overpay = line 12) Make checks	ment applie payable to	the United Sta	ates Treasury	12	.00

## 941 Worksheet, Part 2

lame (not your trade	e name)				Employer identification Number
art 2: Tell us abou	t your deposit s	chedule for this g	uarter.		
If you are unsure	about whether yo	u are a monthly sc	hedule depositor or	a semiweekly schedule	e depositor, see Pub. 15
(Circular E), sect	ion 11. • the state abbre	viation for the st	ate where vou made	vour deposits OR write	"MT" if you made your
depos	sits in multiple	states.	and made you made	Jour aposito on write	The II for which four
15 Check one:	Volumere a mont	than \$2,500. Go t hly schedule denos	o Part 3. itor for the entime	quarter Fill qut vou	rtax
	liability for e	ach month. Then go	to Part 3.	quarter, iiii ouo you	
	Tax liability:	Month 1	.00		
	-	Month 2	.00		
		Month 3	.00		
		Total	.00	Total must equal lin	e 10.
   	You were a semi Report of Tax L	weekly schedule de iability for Semiw	.00 positor for any par œkly Schedule Depo	t of this quarter. Fil sitors, and attach it	l out Schedule B (Form 941): to this form.

### 941 Worksheet, Part 3

Schedule B (F	Form 941):										
Report of Tax	Liability f	Eor Sem	iweekly Schedule De	eposit	ors						
Employer ider	ntification r	unber					Repo   (Che	rt for this Quarter   ck one.)			
Name (not you	ur trade name	e)					X 1: 2: 3: 4:	January, February, March April, May, June July, August, September 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 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 Quide, for details.											
Month 1	00	Q	00	17	00	25	00	Tax liability for Month 1			
	.00	10	.00	19	.00	25	.00	lax flability for Maleli i			
3	.00	11	.00	19	.00	20	.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	i			
8	.00	16	.00	24	.00			i			
Month 2											
1	.00	9	.00	17	.00	25	.00	Tax liability for Month 2			
2	.00	10	.00	18	.00	26	.00	İ			
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.

🙇 W-2 Forms							X
Commands Edit Modes	Other He	elp	-				
≫×t≣ 🖻 🛍	<b>II I</b>	? 🧶	<b>(3)</b>			OK Aban	don
	Pick Emp	oloyee ID	From BOU001 Thru STO001	9			
	Forms Or Tv La O La	egular or Mailers egular - 2 Per Page - 4 Per Page agnetic Media					
	Company N Address	lame	Builders Supply 1157 Valley Park Dr Suite 105				
	Federal Ta:	×ID	Shakopee, MN 55379 77-777777				
				Company H	08/17/2005	Terminal T000	INS

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.

🛓 Create O	utput Fil	e						X
Commands Ec	dit Modes	Other H	Help					
淡米は	B 🛍	<b>m</b> 😨	? 🧶	00			OK Aban	don
Tax Ye PiN Nur	ar Iber	200 12345	5789					
					Company H	08/17/2005	Terminal T000	INS

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

🙇 Report W-2 Forms on Magnetic	: Media - MMREF-1 Format	
Commands Edit Modes Other Scroll	Commands Help	
** * i = * * * * * * * * * * * * * * * *	& 3 3 OK	Abandon
Record RA - Submitter Record		
Field	Data	
Employer EIN	777777777	
PIN Number	123456789	
Resub Flag	0	
Resub WFID		
Software Code	99	
Company Name	BUILDERS SUPPLY	
Location Address	SUITE 105	
Delivery Address	1157 VALLEY PARK DR	
City	SHAKOPEE	
State	MN	
Zip	55379	
Zip Extension		
Reserved for SSA		
Foreign State		
Foreign Postal Code		
Country Code		
Submitter Name	BUILDERS SUPPLY	
	Line ( 001 of	037)
Enter =	edit Next page Goto	
	Company H 08/17/2005 Termin	nal TOOO INS

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

🙇 Report W-2 Forms on Magnetic	Media - MMREF-1 Format	
Commands Edit Modes Other Scroll	Commands Help	
🛠 🗶 🛅 🖿 🛍 🖷 🕮 📍	Ø 3 3 0K	Abandon
Record RE - Employer Record		
Field	Data	
Tax Year	2005	
Agent Indicator Code		
Agent Employer ID No	777777777	
Agent for EIN		
Terminating Business	0	
Establishment No.		
Other EIN		
Employer Name	BUILDERS SUPPLY	
Location Address	SUITE 105	
Delivery Address	1157 VALLEY PARK DR	
City	SHAKOPEE	
State	MN	
Zip	55379	
Zip Extension		
Reserved for SSA		
Foreign State		
Foreign Postal Code		
	Line ( 001 of 0	23)
Enter = edit	Next page Previous Page Goto	
	Company H 08/17/2005 Terminal	TOOD INS

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.

W-2 Forms

		? 🤣	<b>8</b>	OK	Aban	
Emp ID	SSN	Dept	Last Name	First Name	М	
BOU001	459-30-1099	500	Bourne	Linda	С	
GER001	468-22-4819	500	Gerard	Timothy	G	
JEN001	460-39-9093	500	Jenkins	Kathy	м	
JON001	468-80-9944	501	Jonchim	Maria	к	
LUK001	488-30-1281	500	Lukas	George		
ROS001	460-39-9982	501	Rossini	Lucinda	A	
STO001	449-58-4392	100	Stockard	Albert	W	
Field Social Secu	urity No		Data 459301099			
First Name			LINDA			
Middle Initial	i.		P			
Middle Initial Last Name	l		BOURNE			
Middle Initial Last Name Suffix			BOURNE			
Middle Initial Last Name Suffix Location Ac	l dress		BOURNE			
Middle Initial Last Name Suffix Location Ac Delivery Ad	l Idress dress		BOURNE	IAVE		
Middle Initial Last Name Suffix Location Ac Delivery Ad City	ldress dress		BOURNE 501 N HAMILTON EDINA	I AVE		

#### **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.

W-2 Forms

- 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  $\mathbf{S}$  to work with the federal and state information for an employee, the bottom of the screen is activated:

Report W	/-2 Forms on Mag	netic Med	ia - MMF	REF-1 F	orma	ıt			
iommands Eq	lit Modes Other	Scroll Comm	ands Hel	P					
<b>☆×</b> t≣		? 🧶						OK Aba	ndon
Emp ID	SSN	Dept	Last	Vame		i	First Name	М	
BOU001	459-30-1099	500	Bourr	ne		l	Linda	С	
GER001	468-22-4819	500	Gera	d			Timothy	G	
JEN001	460-39-9093	500	Jenkir	ns		1	Kathy	M	
JON001	468-80-9944	501	Jonck	nim		1	Maria	ĸ	
LUK001	488-30-1281	500	Lukas	;			George		
ROS001	460-39-9982	501	Rossi	ni		l	Lucinda	A	
STO001	449-58-4392	100	Stock	ard			Albert	W	
Federal Rec	ord								
Field				Data					
Social Sec	urity No			459301	099				
First Name				LINDA					
Middle Initia	ıl			С					
Last Name				BOURN					
Suffix									
Location A	ddress								
Delivery Ad	ddress			501 N H	AMILTO	ON AVE			
City				EDINA					
							Line ( 0	001 of 0042 )	
Switch to em	ployees sOrt by SSN	Enter = e	dit A	opend	Char	nge type Rei	move state	Done G	oto
						Company H	08/17/2005	Terminal TOOC	INS

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

🚨 Output W-2 Forms to Magnetic Media - Generate MMREF-1 File								
Commands Ec	dit Modes	Other H	Help					
※× 値	Þa 🛍	<b>a</b>	? 🧶	00			OK Aban	don
Output File N	Name:	W2RI	PORT.NEW	,				
Prefix for O	utout File:							
D:/OS/	AS/progPA/.	./data/						
Include Rec	ordo for Sta	**	MNL					
Include Nec	orus for Sta	e						
Print audit?	<b>V</b>							
					Company H	08/17/2005	Terminal T000	INS

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

🙇 Report W-2 Forms on Magne	tic Med	ia - MMREF-1 Forma	t - Output	to Diskette		
Commands Edit Modes Other Hel	lp 🛛					
🛠 🗶 🛅 🛍 💼 🖬	? 🧶	00			OK Aban	idon
· · · · · ·						
Insert a blank DOS formatt	ed disket	te in the output drive.				
File to Output to Diskette	Unzippe	ed 🔽				
Output Drive ID	A					
Oulput Drive iD			]			
			Company H	08/17/2005	Terminal T000	INS

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

🛓 Roll Up L	.eave Bala	ances						
Commands Ec	dit Modes	Other	Help					
☆×値	Ba 🛍	<b>E</b>	? 🧶	<b>(3)</b>			OK Aban	don
			Have You I	Backed Up Your Data Files?				
			Consolidate	e Terminated Employees?				
				lc	Company H	08/17/2005	Terminal T000	INS

- 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 2:20 PM Consolidate Leave Audit Log							Page	1
		Vacation -		~~~~~~	- Sick			
1D Employee Name	summary	Detail	Differ	summary	Detail	Differ	krror Message	
B0U001 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-		
JONOOl 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-		
ROSOOl Rossini, Lucinda A	53.333	13.333	40.000-	3.340	3.340	.000		
4	87.578 16	5.078 47.	L.500- 276	5.056 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-todate 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.

🛓 Close Last Year			
Commands Edit Modes Other Help			
🛠 🗙 🛅 🛍 🛍 🔜 😰 🛛 ? 🔗 🎯 🚳			OK Abandon
Have You:			
Printed W/2s?			
Backed Up Your Data Files?			
	Company H	07/14/2005	Terminal T000 OVR

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

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Payroll User's Manual

10

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.

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.

🛓 General Information 📃 🗖 🔀			
Commands Edit	: Modes Other Help		
×× (≣	h 🛍 🖩 🖻 📍 🏈 🄇 🌑		OK Abandon
Emp ID Last Name First Name Address 1 Address 2 Address 3 Res City Zip Code Phone No SS No Sex EEO Class	BOU001 Bourne Linda Middle In C Linda C Bourne 501 N Hamiton Ave Edina State MN \$5435 Country (612)555-1212 459-30-1099 F 2 VV-2 Fields	Job Title Work Phone Extension Adj Hire Date Start Date Birth Date Term Date Last Review Date Next Review Date Last Check Date Ins Coverage User Label 2 User Label 3	dmin. Asst. ) - Supr ID LUK001 ( 01/09/1998 0 01/09/1998 0 06/07/1964 0 11/1/2/2004 0 11/1/2/2005 0 Family/Blue Cross mergency Contact
Retirement Plan Statutory Emplo	? V yee?	Name Ji Work Phone (6 Home Phone (6 Relation H	m Bourne 112567-3319 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-1212 112555-122555-1212 112555-122555-1225555-12255555-1255555555
E-Mail	lbourne@builders_supply.com	Company	H 08/16/2005 Terminal T000 OVR

#### Field

#### Description

Last Name/FirstEnter the employee's last and first name and middleName/Middle Ininitial.W-2 NameEnter the employee's name as it should appear on the

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.
Inquiry	Res City/State/Zip Code/Country	Enter the employee's city, state, zip or postal code, and country of residence. The <b>Inquiry</b> ( <b>F2</b> ) command is available in the <b>State</b> and <b>Country</b> 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 <b>M</b> if the employee is male or <b>F</b> if the employee is female.
	EEO Class	Enter the employee's Equal Employment Opportunity classification:
		<ol> <li>White</li> <li>African-American</li> <li>Latino</li> <li>Asian-American or Pacific Islander</li> <li>Native American or Native Alaskan</li> </ol>
	Retirement Plan?	If the employee participates in your company's retirement program, select the box (or enter $\mathbf{Y}$ in text mode); if not, clear the box (or enter $\mathbf{N}$ 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 $\mathbf{Y}$ in text mode); if not, clear the box (or enter $\mathbf{N}$ 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.

#### File Maintenance

#### Employee

	Field	Description
Inquiry	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 <b>USRDFxxx</b> 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.

🙇 Salary Informatio	n							X
Commands Edit Modes	Other	Scroll Comm	ands	Help				
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Employee ID BOU00	1	Bourn	e, Lind	a C				
Pay Inform	ation			Scl	heduled De	ductions		
Dept	500	٩	No	Description	12345	Amount	Balance	
Lbr Clas 🛛 ADM 🔍	Skill		1	Medical Ins	YNNNN	10.56	.00	
Corporate Officer?			6	401K	PNNNN	4.50	.00	
Seasonal Employee?			3	United Way	PNNNN	1.00	.00	
Type (H or S)	S	~	4	Credit Union	YNNNN	50.00	.00	
Exempt?			10	Stock Plan	YNNNN	100.00	.00	
Adjust to Minimum?			2	Dental Ins	YNNNN	3.52	.00	
Group Code (0-9)		1						
Pay Periods/Year		12						
Chk Loc Ea	rn Cd	SAL 🖪						
Union 🔍	WC 80	10 🗨						
Salary	75	00.00						¥
Hourly Rate		.000						$\mathbf{Z}$
Override Pay		.00				Deduction (	of )	1
Status	Full-tin	ne 🔽 🚺						
Sick Accrual Code		XX	Sick	Hours Remaining			96.000	
Vac Accrual Code		XX	Vac	ation Hours Remainir	ng		119.500	
Enter = edit         Append         Goto         Formula         Change Factors         Pay Info         Next Page								
				c	ompany H	08/25/2005 T	erminal T000	OVR

## **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 <b>Maintenance</b> ( <b>F6</b> ) command to add or edit labor classes.

#### File Maintenance

## Employee

	Field	Description
-		The labor class you enter here appears in the <b>Class</b> field when you enter a time ticket for the employee.
SIC	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 $\mathbf{Y}$ in text mode); if not, clear the box (or enter $\mathbf{N}$ in text mode).
	Seasonal Employee?	If the employee is a seasonal employee, select the box (or enter $\mathbf{Y}$ in text mode); if not, clear the box (or enter $\mathbf{N}$ in text mode).
	Type (H or S)	Enter $\mathbf{H}$ if the employee is paid by the hour or $\mathbf{S}$ if the employee is paid a salary.
	Exempt?	If the employee is salaried, select the box (or enter $\mathbf{Y}$ in text mode) if the employee is exempt and does not receive overtime pay. Clear the box (or enter $\mathbf{N}$ 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 <b>Earning Code</b> field when you enter an employee time ticket. For a salaried employee, the system uses this code create earnings entries when you calculate checks.
SLD	Union	Enter a Union ID. The <b>Inquiry</b> ( <b>F2</b> ) command is available.
SLO	WC	Enter a Worker's Compensation Code. The <b>Inquiry</b> ( <b>F2</b> ) 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?

#### File Maintenance

## Employee

Field	Description
	If you select <b>Yes</b> (or enter <b>Y</b> 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 <b>F</b> if the employee works full time or <b>P</b> if the employee works part time.
Sick Accrual Code	Enter the code (from the <b>SICccxxx</b> table) for the accrual rate of sick hours for the employee.
Vac Accrual Code	Enter the code (from the <b>VACccxxx</b> 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 Dedu	ctions		
No	Description	12345	Amount	Balance	
	Medical Ins	YNNNN	10.56	.00	
6	401K	PNNNN	4.50	.00	٨
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 ( 0	01 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
Νο	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:
	<ul> <li>N the deduction is not taken in the pay period</li> <li>Y the amount you enter is deducted</li> <li>P a percentage of the employee's gross pay is deducted</li> <li>H a fixed rate per hour worked is deducted</li> <li>D the amount is taken against a declining balance</li> <li>E the amount is a declining balance by percentage</li> <li>G the amount is a declining balance by formula</li> </ul>
	(If you enter $H$ for a salaried employee, you must enter a time ticket to get the deduction.)
	If you press <b>Enter</b> , all pay periods are set to <b>N</b> .
Amount	If you entered <b>Y</b> for a pay period, enter the dollar amount that should be deducted.
	Field No Description 12345 Amount

Field	Description
	If you entered <b>P</b> 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 <b>D</b> for a pay period, the amount that is deducted is less than or equal to the balance.
	If you entered $\mathbf{E}$ for a pay period, the percentage that is deducted equals an amount less than or equal to the remaining balance.
	If you entered only <b>F</b> as the pay period code for the deduction, leave this field blank. The formula calculates the deduction.
Balance	If you entered <b>D</b> , <b>E</b> , or <b>G</b> 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.

🛛 Factor Entry - Medical Ins									
Commands Edit	Commands Edit Modes Other Help								
××t≡ [	è 🛍		? 🧶	🔇 🄇 🔼 OK	Abandon				
Override Facto	ors?	2							
Factor 1		.0000	]						
Factor 2		.0000	]						
Factor 3		.0000	]						
Factor 4		.0000	]						
Factor 5		.0000	]						
Factor 6		.0000	]						

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 $\mathbf{M}$ if the employee is married or $\mathbf{S}$ 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 <b>99</b> .
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 <b>N</b> if the employee did not request EIC payments, <b>E</b> if the employee requested EIC payments only for himself or herself, or <b>B</b> if both the employee and his or her spouse file for advance EIC payments. (See <i>Circular E</i> for details.)
Inquiry	Table ID	Select <b>FEDM</b> for a married employee or <b>FEDS</b> 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.

Edit Tax Information								
Commands Ec	dit Modes	Other H	telp					
※× 値	<b>B</b> 🔒	<b>.</b>	? 🧶		OK	Abandon		
State		MN 🗨						
Stat		М 💌						
Exemp	,	4						
Extra	ΜH		.00					
Fixed	WH		.00					
Table	ID	STXMNM	(	٩				
SUI St	ate	MN 🗨						
State I	Name	Minneso	ota					

Field

State

#### Description

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

If you enter the code for a state that is not in the **PACO** (Codes) file, an invalid entry message appears.

#### File Maintenance

## Employee

	Field	Description
	Stat	For state withholding, enter <b>S</b> if the employee is single, <b>M</b> if the employee is married, <b>U</b> if the employee is an unmarried head of a household, <b>J</b> if the employee is married and files jointly, or <b>B</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 <b>99</b> . (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 <b>STXssm</b> 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 <b>Tax Authority Setup</b> 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.

	🙇 Append Tax Information		
	Commands Edit Modes Other Hel	p	
	** * (11) 🗈 🛍 🖬 🛍	? 🔗 🔇 OK Abandon	
	State MN Q Local O1 Q Stat M V Exemp 4 Extra VWH Fixed WH Table ID LTCMN01 Locality Name Minneapo	  S.	
	Field	Description	
<mark>Inquiry </mark>	State	Enter the employee's sta corresponds to the local	ate postal code that tax ID you want to add.
Inquiry	Local	Enter the local tax code more than one locality, t the code for the employ	. If the employee works in he first local tax code must be ee's home locality.
		If you have not defined cannot enter a local cod	a valid local tax record, you e.
	Stat	For local withholding, e single, <b>M</b> if the employee employee is an unmarri the employee is married employee is married to a jointly.	enter <b>S</b> if the employee is ee is married, <b>U</b> if the ed head of a household, <b>J</b> if and files jointly, or <b>B</b> if the a working spouse and they file
		Some localities do not a use codes unique to that	allow all these codes; others to locality.
	Exemp	Enter the number of exe for local tax purposes. I for the employee, enter	emptions the employee claims f no local taxes are withheld <b>99</b> .

	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 <b>LTXssllm</b> tax table ID used to calculate the withholding tax. If you do not enter a table ID, the default in the <b>Tax Authority Setup</b> 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.

🛓 Personnel Information One								
Commands Edit Modes Other Help								
2 X 📋 🖻 🛍 🗐 😨 ? 🔗 🔇 🄇 OK Abandon								
Employee ID BOU001 Bourne, Linda C								
Comments 1 Linda is on the boar	d of directors for l	Mulcahy C	ompanies					
Comments 2								
Comments 3					J			
Degree BA 💽 Bachelo	or of Arts	Major	Business Administration		1			
Degree MA 💽 Master	of Arts	Major	Business Finance					
Degree S		Major						
Pay Change			Bonus Issued	1				
Date Reason	Old Rate	Date	Reason		Amount			
11/12/2004 🛄 Annl Review	7250.00				.00			
04/04/2004 🛄 Board Review	6750.00				.00			
12/31/2003 💽 Co. Performance	6500.00				.00			
08/23/2002 💽 Performance	6150,00				.00			
.00					.00			
				.00				
	.00				.00			
00. 00. 00. 00. 00. 00. 00. 00. 00. 00.								
Company H 08/16/2005 Terminal T000 OVR								

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).

🔺 Personnel Information Two								
Commands Edit Modes Other Help								
🛠 🗶 🖪 🛍 🛍	5 🔜 🖬 📍	<b>3</b>	OK Abandon					
Employee ID BOU001 Bourne, Linda C								
License Last Phys Driver Lic User Date 04 User Date 05	05/13/2003 10/09/2004 02/04/2008 02/04/2008 0	User Date 06 User Date 07 User Date 08 User Date 09 User Date 10						
		Company	H 08/16/2005 Terminal T000 OVR					

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.

🛓 Employee Comments		
Commands Edit Modes Other	Scroll Commands Help	
🛠 🗶 🖿 🖿 🗰	? 🔄 🎯 🎯	OK Abandon
Employee ID BOU001 Ref ID	Bourne, Linda C End Date 08	/16/2005
Date Ref Comment		
08/16/2005 000 Linda's pi	oposal helped win multi-million dollar contra	act.
Ref ID end Date	Append Enter = edit Next s	creen Prev screen Goto
	Ca	mpany H 08/16/2005 Terminal T000 OVR

- 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.

🛓 User-Def	ined Fiel	ls						
Commands Edit Modes Other Help								
※×信	<b>B</b> 🔒	<b>1</b>	? 🧶	00		OK	Abandon	
Employee ID	BOL	1001		Bourne, Linda C				
Elig for COLA Last COLA	?]	✓ 01/29/2	000 💼					
Training Done Orientation Diversity Conflict Mgn	e? nt	$\mathbf{V}$						
Citizenship Visa Exp Date	9	US						
					Company H 08/	16/2005 Ter	minal T000 OVR	

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.

🙇 Documents							
Commands Edit Mode	es Other Sc	roll Command	ds Help				
🛠 🗶 🛅 🛍 🛍		? 🧶 🌘	3 3			DK Abar	ndon
Employee ID	BOU001	Bour	ne, Linda C				
Document Name							
PASAMPLE.DOC							
PASAMPLE.XLS							
							1
							1
							1
							1
							1
							1
							1
							1
							1
							Ī
							ē
				Line	No ( 001 of	002)	
Enter = edit	Append	View	Open document	Next screen	Prev Screen	Goto	
				Company H	1 08/16/2005	Terminal T000	OVR

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 (*I*) 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.

🙇 Append D	ocuments	
Commands Ec	lit Modes Other Help	
淡米信	la 🗈 😨 ? 🏈 🄇 🏵	OK Abandon
Document Path Description	BournelD.jpg L:\Employees\Documents\ Copy of Linda Bourne's ID for company records.	

Enter the document file name and extension, the full file path followed by a terminating slash (*I*), 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.

🛕 Employee History				
Commands Edit Modes Other Help				
** 🖄 🖻 🛍 🖬 🗊 🔹 🏈 🎯 🎯			OK Abar	idon
Employee ID BOU001 S Last Name Bourne First Name Linda Middle Initial C				
Do you want to see: Employee Miscellaneous History Employee Earnings History Employee Deductions History Employee Federal Tax History Employee State Tax History Employee Local Tax History				
	Company H	08/16/2005	Terminal T000	OVR

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.

Commande Edit 1						
Commands Duit i	Modes Other Sc	roll Commands He	۱p			
** 🖾 🖻		? 🗶 🎯 🎯	1	(	OK Abar	ndon
Employee ID BOU001 Bourne, Linda C						
	October	. November	December	QTR 4	YTD	
Hours Worked	173.330	.000	.000	173.330	173.330	
Weeks Worked	13.00	.00	.00	13.00	13.00	
Wks Under Limit	.00	.00	.00	.00	.00	
Paid/Month	Y	N	N	YNN		-
Allocated Tips	.00	.00	.00	.00	.00	
100% Use Auto	.00	.00	.00	.00	.00	
Cost of GTLI	.00	.00	.00	.00	.00	
Cost of DCB	.00	.00	.00	.00	.00	
457 Plan	.00	.00	.00	.00	.00	
Non-457 Plan	.00	.00	.00	.00	.00	
FICA Tips	.00	.00	.00	.00	.00	
Adv EIC Payment	.00	.00	.00	.00	.00	
Uncol OASDI	.00	.00	.00	.00	.00	
Uncol Medicare	.00	.00	.00	.00	.00	
Enter =	Enter = edit Next Page Change Quarter Quarter totals Month Totals					

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 <b>Weeks Worked</b> fields track the number of weeks the employee was credited for working.
Paid/Month	For each month, select the box (or enter $\mathbf{Y}$ in text mode) if the employee received a paycheck, or clear the box (or $\mathbf{N}$ 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 <i>and</i> 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 <i>Circular E, Employer's Tax</i> <i>Guide</i> 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 <b>GTLIXXX</b> 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 <b>DCBxxx</b> 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 <b>457xxx</b> 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 <b>457xxx</b> 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.

🛓 Employe	Employee Earnings History						
Commands Eq	lit Modes Other S	icroll Commands H	telp				
🛠 🗙 🗇		? 🗶 🌒 🤇	3		OK Abandon		
Employee ID	BOU001 Bo	urne, Linda C					
		Ean	ning Hours				
Code	October	November	December	QTR 4	YTD 🔼		
P01	.000	.000	.000	.000	.000		
P03	.000	.000	.000	.000	.000		
REG	.000	.000	.000	.000	.000 두		
SIC	.000	.000	.000	.000	.000		
VAC	8.500	.000	.000	8.500	8.500		
		Earni	ng Amounts				
Code	October	November	December	QTR 4	YTD 🔺		
P01	750.00	.00	.00	750.00	750.00 🚖		
P03	133.82	.00	.00	133.82	133.82 🔺		
REG	29738.00	.00	.00	29738.00	29738.00		
SIC	.00	.00	.00	.00	.00		
VAC	262.00	.00	.00	262.00	262.00		
Gross Pay	30883.82	.00	.00	30883.82	30883.82		
Net Pay	18271.94	.00	.00	18271.94	18271.94		
Sv	Switch to Amounts Enter=edit Append Next page Previous page   Goto Total gross and net pay Change quarter Quarter Totals Month Totals						
			C	ompany H 08/16/200	5 Terminal T000 OV		

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.

🙇 Em	🗟 Employee Deductions History								
Comman	Commands Edit Modes Other Scroll Commands Help								
🖈 🗙		• 6	<b>1</b>	? 🤣			[	OK Aban	don
Employ	Employee ID BOU001 Bourne, Linda C								
Code	State		Octobe	r I	November	December	QTR 4	YTD	
001			42.24		.00	.00	42.24	42.24	
002			14.08		.00	.00	14.08	14.08	
003			308.84		.00	.00	308.84	308.84	
004			200.00		.00	.00	200.00	200.00	
006	MN		1389.77		.00	.00	1389.77	1389.77	
010	MN		525.00		.00	.00	525.00	525.00	
			iter=edit		ppend	Next page	) Previous page	9	
	Goto Change quarter Quarter Totals Month Totals								
						Co	mpany H 08/16/200	15 Terminal T000	OVR

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.

🛕 Employee Fe	🛽 Employee Federal Tax History						
Commands Edit M	Modes Other Scr	roll Commands He	lp				
🛠 🗶 🛅 🐚		? 🗶 🄇 🄇		[	OK Aband	lon	
Employee ID BC	Employee ID BOU001 Bourne, Linda C						
Code	October	November	December	QTR 4	YTD		
EME	30883.82	.00	.00	30883.82	30883.82		
EOA	30883.82	.00	.00	30883.82	30883.82		
FUT	28969.05	.00	.00	28969.05	28969.05		
FWH	28969.05	.00	.00	28969.05	28969.05	Ī	
MED	30883.82	.00	.00	30883.82	30883.82		
OAS	30883.82	.00	.00	30883.82	30883.82		
		Tax Am	iounts			_	
Code	October	November	December	QTR 4	YTD		
EME	447.82	.00	.00	447.82	447.82		
EOA	1914.80	.00	.00	1914.80	1914.80		
FUT	434.00	.00	.00	434.00	434.00		
FWH	5624.45	.00	.00	5624.45	5624.45		
MED	447.82	.00	.00	447.82	447.82	₹.	
OAS	1914.80	.00	.00	1914.80	1914.80		
Switch to Tax Amounts Enter=edit Append Next page Previous page   Goto Change quarter Guarter Totals Month Totals Month Totals							
			Co	mpany H 08/16/20	05 Terminal T000	OVR	

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.

🙇 Emp	Employee State Tax History							
Comman	<b>ds</b> Edit	Modes Other S	croll Commands H	elp				
😤 🗙			? 🗶 🎯 🤇	•		OK Aband	lon	
Employ	Employee ID BOU001 Bourne, Linda C							
State	Code	October	November	December	QTR 4	YTD		
MN	SUI	28969.05	.00	.00	28969.05	28969.05		
MN	SWH	28969.05	.00	.00	28969.05	28969.05		
							•	
							3	
~ .			Tax A	mounts				
State	Code	October	November	December	QIR 4	YID	-	
MN	SUI	459.20	.00	.00	459.20	459.20		
MN	SWH	2043.61	.00	.00	2043.61	2043.61		
	_							
							•	
	Switch to	Goto	Enter=edit Change quarter	Append Quarter Totals	Next page P Month Totals	revious page		
				c	ompany H 08/16/2	005 Terminal T000	OVR	

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.

Å	🛛 Employee Local Tax History											
Com	Commands Edit Modes Other Scroll Commands Help											
*	$\times$	t I		<b>.</b>	?	۲	00				OK Aba	ndon
Er	Employee ID BOU001 Bourne, Linda C											
Sta	ate I	_0	Code	(	Octobe	r	November	, Decembe	r	QTR 4	YTD	
												ē
_							— Tax Amou	nts				
Sta	ate I	_0	Code	(	Octobe	r	November	Decembe	r	QTR 4	YTD	
												Â
_												
	Switch to Tax Amounts Enter=edit Append Next page Previous page											
				Goto		Chang	e quarter	Quarter Totals	Month	Totals		
								Co	mpany H	08/16/200	5 Terminal T000	OVR

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 10:17 AM	Builders Supply Employee History - Audit Log	Page	1
Employee B0U001			
October Weeks Worked was chan	ged 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.

🛓 Leave Adj	ustments								
Commands Edit	t Modes	Other H	lelp						
≫ × t≣	Þa 🛍	<b>m</b> 😨	? 🤣	۵ 🕲				OK Abar	ndon
Employee ID Last Name First Name Middle Initial	BOU001 Bourne Linda C	٩							
Leave Type Description	Vacation	n 💽							
Date	08/16/20	005 🗖							
Earning Code	VAC	٩							
Adjustment	-45.	.000							
	Vacati	ion <b>119.</b>	500	Remaining Leave	Sick	96.000			
						Company H	08/16/2005	Terminal T000	OVR

#### 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.

🛓 Direct De	posit									
Commands Ec	lit Modes	Other H	Help							
🛠 🗙 🛅	Þa 🛍	<b>m v</b>	? 🧶						OK Abar	ndon
Employee ID Last Name First Name Middle Initial	E	BOU001 Bourne Linda C	٩							
Direct Deposit	Employee		<b>V</b>		Split by		Amount	~		
Туре	Pre	enote In	Accour	nt Number		Routin	ng Code	A	mount/Percent	
Checking	~	$\checkmark$	23498	983498293	4	0001	33333		150.25	
Savings	~		98399	757748587	5	0001	33333		200.00	
Paycheck	~					-			99999.99	
	~	H				-			.00	
	~	H							.00	
							Total		100350.24	
							Company H	08/16/2005	Terminal T000	OVR

Inquiry

- 1. Select the employee ID whose direct deposit information you want to add or edit.
- 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

### **Departments Screen**

Select **Departments** from the **File Maintenance** menu. The Departments screen appears.

🛛 Departments 📃 🗖 🔀							
Commands Edit Modes Other So	Commands Edit Modes Other Scroll Commands Help						
🛠 🗶 🗈 🖬 🖬 🖬	? 🗶 🄇 🄇		[	OK Aban	don		
Department ID 100   Name WAREHOUSE							
	GL Account	GL Period	Quarter	Year			
Hours		50.000	.000	544.750			
Pieces		0	0	0			
Overtime Pay	520000	134.25	.00	218.15			
Bonus	520000	.00	.00	447.50			
Travel Exp	520000	.00	.00	.00	1		
Cash Value	520000	.00	.00	.00	1		
Commissions	520000	.00	.00	.00	1		
Rpt Tips	520000	.00	.00	.00	1		
Regular Pay	520000	358.00	.00	4786.02	1		
Salaried Wage	520000	.00	.00	.00	1		
Sick Pay	520000	.00	.00	.00	1		
Vacation Pay	520000	.00	.00	.00	1		
Emplyr Medicare	520000	13.37	13.37	13.37			
Emplyr OASDI	520000	57.15	57.15	57.15			
Unemp Ins	520000	57.15	57.15	57.15			
	Entry (001 of 016 )						
Enter = edit Appe	Enter = edit Append Department ID Goto Header						
		Co	mpany H 08/16/20	05 Terminal T000	OVR		



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.

#### Departments

#### **Editing a Line Item**

When you press **Enter** on the command bar to edit a line item, the Edit Departments screen appears.



- 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.
- 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.



#### File Maintenance

### Departments

	Field	Description
	Туре	Enter <b>D</b> if the line item is a deduction, <b>E</b> if the line item is an earning, or <b>W</b> if the line item is a withholding.
	Withholding Type	This field is active only if you entered <b>W</b> in the <b>Type</b> field.
		Enter <b>F</b> if the withholding type is federal, <b>S</b> if it is state, or <b>L</b> if it is local.
<b>Inquiry</b>	State Code	This field is active only if you entered <b>W</b> in the <b>Type</b> field and <b>S</b> or <b>L</b> in the <b>Withholding Type</b> field.
		Enter the state tax authority ID for the line item.
<b>Inquiry</b>	Local Code	This field is active only if you entered <b>W</b> in the <b>Type</b> field and <b>L</b> in the <b>Withholding Type</b> field.
		Enter the local tax authority ID for the line item.
<b>Inquiry</b>	Code	If you entered <b>D</b> in the <b>Type</b> field, enter the deduction code for the line item.
		If you entered <b>E</b> in the <b>Type</b> field, enter the earning code for the line item.
		If you entered <b>W</b> in the <b>Type</b> field, enter the withholding code for the line item.
Inquiry Maint	GL Account	Enter the account number associated with the line item. The <b>Maintenance</b> ( <b>F6</b> ) and <b>Inquiry</b> ( <b>F2</b> ) 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.

### Departments

#### File Maintenance

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.

Commands Edit Modes	Other Help		
× 🖅 🖻 🛍	🖩 🗊 ? 🏈 🄇 🄇		OK Abandon
	State Date 1	Minnecota	
		inine soci	
	Self-Adjusting SUI Month	1	
	Print Employees with Zero Earnings?	· 🗹	
	Round all numbers to nearest dollar?		
	Sort Report By:		
	C Last Name		
	Social Security Number		
	Indicate below the order in which yo	u want these	
	to appear on your report. To exclud	e a field, enter 0.	
	Social Security No	0	
	Name	0	
	Total QTD Wages	0	
	Excess QTD Wages	0	
	Veeks Worked	0	
	Hours Worked	0	
		Company H 08/16/2005	Terminal T000 OVR
		1	, ,
ield	Description		
tato	Enter the code	for the state tax au	thority This
	verified agains	t the <b>PACO</b> (Codes	s) file. You c

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.

report formats for as many states as you need.

Payroll User's Manual

Inquiry

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 $\mathbf{Y}$ ); if not, clear the box (or enter $\mathbf{N}$ ).
Round All Numbers to Nearest Dollar	If you want all dollar amounts to be rounded to the nearest dollar, select the box (or enter $\mathbf{Y}$ ); if not, clear the box (or enter $\mathbf{N}$ ).
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 <b>PAEHxxx</b> (Employee History) file.

**Payroll Information** 

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.

🛓 Payroll h	nformatio	m								
Commands Ec	lit Modes	Other	Help							
🛠 🗙 🛅	<b>1</b>	<b>.</b>	1 ? 🧶						OK Abar	ndon
	Addr Addr Addr City	1 1 2 5 3 5	Cr B 1157 Valley Pr Suite 105 Shakopee	uilders Sup ark Dr	ess ply MN (9)	Zip	553	79	]	
						Compa	any H	08/16/2005	Terminal T000	OVR

1. Enter the company address as you want it to appear in reports.



- 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.
- 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.

🛓 Payroll I	nformatio	m					
Commands Ec	dit Modes	Other H	lelp				
🛠 🗙 🛅	Þa 🛍	<b>m 1</b>	? 🧶			OK	Abandon
				Degree Description:	ş		
	C	legree	BS	9			
	C	escription	Bache	lor of Science		]	
Company H 08/16/2005 Terminal T000 OVR							
					Company H 08	/16/2005 Ter	minal T000 OVR

Inquiry

- 1. Enter the degree code you want to add, change, or delete.
- 2. Enter or edit the degree code's description.
- 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.

🛓 Recurrin	g Entries								
Commands E	dit Modes	Other S	5croll Comman	ds Infor	mation H	Help			
🛠 🗙 🗇	•	<b>a</b>	? 🧶 (	00				OK Aba	ndon
Employee ID Department Union Code Date	STO0 150 1120 08/25/2005	01 i	Stockard Constru WC Code Class 180	l, Albert ction 8000	<b>W</b> Rate	8.950	0	(HOURLY)	
Cutoff	Run	Dept	Туре	Code	Hours	Rate	Amount	Class	
10/31/2005	01	150	Pay	REG	8.000	15.153	121.22	180-C1	
10/31/2005	01	150	Pay	REG	8.000	15.153	121.22	180-C1	
10/31/2005	01	150	Pay	REG	8.000	15.153	121.22	180-C1	
10/31/2005	01	150	Pay	REG	8.000	15.153	121.22	180-C1	
10/31/2005	01	150	Pay	REG	4.000	15.153	60.61	180-C1	
10/31/2005	01	150	Ded	8	.000	.000	15.00	180-C1	
						E	Entry ( 00000	1 of 000006	)
Enter = edit	Add	Emp.	Range	First	Last	Next	Previous	Totals Hour 1	Tot
						Compar	iy H 08/25/200	5 Terminal T000	OVR

- 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.

 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.

🛓 Edit Recurring Entries 📃 🗖 🔀							
Commands Edit Modes Other Information Help							
** 🗈 🖻	🖥 🔁 ? 🔗 🔇 🕲 K Abandon						
Tax Group	MN						
Dept	150 Q Construction						
Job	91-135 S Phase 01FOUN						
Cost Code	500 🗨 Union 1120 🗨 W/C 8000 🗨						
Class	180 C1 CARPENTER						
Seq No	0						
Note	Regular Pay						
Run Code	01 Cutoff Date 10/31/2005 💼						
Earning Code	REG 🔇 Regular Pay						
Hours	8.000						
Rate	15.153						
Amount	121.22						
Pieces	0						
#### File Maintenance

	Field	Description
Inquiry Maint	Tax Group	Press <b>Enter</b> to accept the current tax group, or enter a different tax group ID.
Inquiry	Dept	Press <b>Enter</b> to accept the current department ID, or enter a different department ID. The department name appears.
Inquiry Maint	Job/Phase/Cost Code	Press <b>Enter</b> 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.
SIC	Union	Press <b>Enter</b> to accept the default union code or enter a different one. The <b>Inquiry</b> ( <b>F2</b> ) command is available.
SIC	W/C	Press <b>Enter</b> to accept the default worker's compensation code or enter a different one. The <b>Inquiry</b> ( <b>F2</b> ) command is available.
Inquiry Maint	Class	Press <b>Enter</b> 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 <b>0</b> . Use sequence number <b>1</b> for recurring entries for the second paycheck, and so on.
	Note	Enter a description of the entry.
	Run Code	Press <b>Enter</b> to accept the current run code, or enter a different run code.
	Cutoff Date	Press <b>Enter</b> to accept the current cutoff date, or enter a different cutoff date.

#### **Recurring Entries**

#### File Maintenance

	Field	Description
Inquiry Maint	Earn Code/ Deduction	If you are entering a recurring time ticket, press <b>Enter</b> 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 <b>Enter</b> 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 <b>Enter</b> 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 <b>Enter</b> 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.





Inquiry

Maint

# FieldDescriptionEmployee IDPress Enter to accept the current employee ID or<br/>enter a different employee ID for the recurring time<br/>ticket.Tax GroupEnter the employee's tax group code.Run CodeEnter the run code for the recurring time ticket. The<br/>system uses this field to determine which groups of<br/>recurring entries to copy when you use the Copy<br/>Recurring Entries function. You can set up run codes<br/>for groups of employees for whom you want to copy<br/>recurring time tickets, such as seasonal or part-time

employees.

#### **Recurring Entries**

#### File Maintenance

	Field	Description
	Cutoff	Enter the cutoff date for the recurring time ticket. This date determines which time tickets are copied when you use the <b>Copy Recurring Entries</b> 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.
SCJC	Union	Enter the union code if this entry is for union work. The Inquiry (F2) command is available.
SCIC	W/C	Accept or enter the worker's compensation code. The Inquiry (F2) command is available.
	Class	Enter the employee's labor class code.
Maint	Sequence No	If you want to produce multiple paychecks for the employee, enter recurring entries for the first paycheck under sequence number <b>0</b> . Then enter recurring entries for the second paycheck under sequence number <b>1</b> , 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.

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	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  ${\bf T}$  on the Recurring Entries screen.

🛓 Employee	Recurring Ent	ry Totals				
Commands Ec	lit Modes Other	r Information	Help			
*× 🗠		2 ? 🔗	<b>(3)</b>		OK	Abandon
Employee ID	ST0001	Stockard,	Albert W			
		HOUR	s		- P A Y -	
Code	Posted	Unposted	Total	Posted	Unposted	Total
REG	.000	40.000	40.000	.00	606.10	606.10 🗖
Total	.000	40.000	40.000	.00	606.10	606.10
		I	Deductions	.00	15.00	15.00
		I	Rpt Tips	.00	.00	.00
Press Enter t	o continue	F	Pieces	0	0	0

#### **Recurring Entries**

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**

		1 t 🐟 🙆 🙆			
Table ID	<u> </u>	Description			
Number of C		Column Length	U Type		
			Compa	ny H 08/16/2005 1	erminal T000 OVR
			1		
To a	ld or change	a tabla anta	r the Table IF	To set up	a company

Select **Tables** from the **File Maintenance** menu. A blank tables screen appears.

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.

Inquiry

Inquiry

Tables

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



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.

🛓 DDTB		
Commands Edit Modes Other H	elp	
🛠 🗙 te 🖻 🛍 🔜 🗹	? 🕙 🔇	OK Abandon
Table ID     CYCLEH       Number of Cols     2	Description         Payroll Check Cycle           Column Length         12         Type         A	►
Date From Date Thru		
	Company H 08/	/25/2005 Terminal T000 OVR

## **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.

A	DD	ТВ														
Con	nmar	nds	Edit	Mode	s Ot	her	Help									
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Te Ni	able I umbe	ID er of	Do Cols	CB	12	٩	De: Col	scriptio umn L	on ength	Do	CB Coo	des I	Type A	~		]
Es	irni	ng	Lode	s 			Dear	uctio	on Co	odes						
DC	в						12			1		1				
	_		<u> </u>			<u> </u>	L	<u> </u>	L	<u> </u>	<u> </u>					
	+		—			<u> </u>							_			
	+									-		-				
	+												_			
	+						<u> </u>		<u> </u>		<u> </u>		_			
	+		<u> </u>								-		-			
	+						-		-		<u> </u>	-	_			
													Company H	08/16/2005	Terminal T000	OVR

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



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).

🛓 DDTB						
Commands Edit	Modes Other H	telp				
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Table ID EN Number of Cols	ITRYH S	Description Column Length	Options table	Туре д	*	
Field						
Dept	NES					
Union	NM Y					
Class	N					
W.C.	NM Y					
Hourly Rate	N					
Units	N					
Burden Cost	700YY					
CertPayQuick	YES					
User Field 1	P01					
User Field 2	P02					
				Company H	08/25/2005	Terminal T000 OVR

# **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  $\ensuremath{\text{Table ID}}$  , the rest of the  $\ensuremath{\text{FREQxxx}}$  table appears.

Commands Edit	Modes Other I	Help							
🛪 🗙 🛅 🛯		? 🧶		þ				OK Abar	idon
Table ID Fi	REQH	Descripti	on	Frequency of	Hours/Pay	Per	iod/Group Cd	l.	
Number of Cols	2	Column L	.ength	12	Туре	N	*		-
Group Code	Hours/Period				-				
.00	86.66	]							
1.00	173.33	1							
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								
.00	.00								
.00	.00								
.00	.00								
.00	.00								
.00	.00								
.00	.00								
.00	.00								
.00	.00								
					Company	H	08/16/2005	Terminal T000	OVR

Field	Description
Group Code	Valid group codes are <b>0</b> through <b>9</b> .
	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 <b>0</b> is on the first line, group code <b>1</b> 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.

🛓 DDTB										
Commands Edit	Modes Other H	telp								
🔆 🗙 🛅 🗎		? 🤣		þ				OK	Aban	idon
Table ID GLDEP		Descripti Column L	ion .ength	General Ledg	ger Defau Type	t Depa A	artment Accts	S.		]
Туре	GL Acct									
	520000									
Deductions	530000									
Withholdings	530000									
					Compa	any H	08/16/2005	Termina	I TOOO	OVR

Field	Description
Туре	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 <b>Earnings</b> is on the first line, <b>Deductions</b> is on the second line, and <b>Withholdings</b> is on the third line.
GL Acct	Enter the default General Ledger account for each type.

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# **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.



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.

🛕 DDTB							
Commands Edit	Modes Other H	Help					
🛠 🗙 💷 🖻		? 🗶 🎯 🥝	)			OK Abar	ndon
Table ID GL	PAY	Description	General Ledge	er Accounts			]
Number of Cols	2	Column Length	12	Туре д	*		-
Description	GL Number						
Cash	100000						
Adv EIC Pymt	203000						
ETAX EX FUTA	530000						
ETAX EX SUI	530000						
ETAX EX EFIC	530000						
WC PAYABLE	202100						
WC EXPENSE	506000						
UNION PAYELE	202200						
UNION EXPNSE	507000						
ACC. BURDEN	209000						
EXPENSE ACC.	522000						
				Company H	08/25/2005	Terminal T000	OVR

Field	Description
Description	Enter a description for the accounts that cash disbursed and advance EIC payments made or press <b>Enter</b> 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.

🛓 DDTB											
Commands Edi	t Modes (	Other H	elp								
≫×≣		<b>.</b>	? 🤣		)			C	OK	Abar	idon
Table ID Number of Col:	GTLIH	6	Descripti Column L	on ength	GTLI Codes 3	Туре	А	*			]
Earning Coo	les										
GTL											
						Compa	ny H	08/16/200	)5 Term	ninal TOOO	OVR

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.

🛓 DDTB			
Commands Ed	lit Modes Other	Help	
🛪 🗙 🗇	🖻 🛍 🔜 🖻	? 🏽 🕲 🕲	Abandon
Table ID Number of Col	MAXVS S	Description         Maximum Vacation and Sick Hours           Column Length         12         Type         A         •	
Accrual Ty	pe Max Hours		
WACATION	120	7	
SICK	100	-	
		-	
		-	
		Company H 08/16/2005 Terminal	T000 OVR
			1000

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.

🙇 DDTB			
Commands Edit	Modes Other H	łelp	
🛠 🗙 🛅 🖣		? 🕙 🔇 🔇	OK Abandon
Table ID PA Number of Cols	ACTLH	Description         Payroll Control Ta           Column Length         12         Ty	ible pe A 💙
Description	Value		
CURRENT QTR PAYROLL # CURRENT YEAR	3 54 2005		
		[c	Company H (08/16/2005 (Terminal T000 (OVR

Field

#### Description

**Description** The descriptions of the information you can enter in the table appear.

#### File Maintenance

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 <b>1</b> 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.

🙇 DDTB						
Commands Ed	it Modes Other	Help				
🛪 🗙 🛅	₽ <b>2 2</b>	? 🛷 🔇	8			OK Abandon
Table ID	SICXX	Description	Sick Pay Accru	als Table		
Number of Col	s 4	Column Length	12	Type A	*	
Up to Year	Hrs/Hrs Wkd	Max Hours	Min Accrual			
1	0	160	3.33			
3	.0209	160	3.33			
5	.0209	160	3.34			
99	.0209	160	3.34			
				_		
				-		
		_				
				Company H	08/16/2005	Terminal T000 OVR
						0

Field	Description
Up to Year	Enter the number of years worked by employees that the entries affect. For example, enter <b>1</b> for employees with one year of employment, <b>3</b> 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 <b>Hrs/Hrs Wkd</b> 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.



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Tables

Field	Description
Description	Enter <b>Week</b> if you want overtime to be calculated by the week. Enter <b>Day</b> 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.

A DDTB		
Commands Edit Modes Other Help		
🖈 X te 🖻 🛍 📾 🖬 ? 🏈 🚳 🚳	OK	Abandon
Table ID         USRDD         Description           Number of Cols         1         Column Length	User Defined Dates for Personnel Info.	
Label		
License License Driver Lic User Date 04 User Date 05 User Date 07 User Date 07 User Date 09 User Date 10		
	Company H 08/16/2005 Termin	al TOOD OVR

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.

🛓 DDTB									
Commands Edit	Modes	Other H	elp						
🛠 🗙 值 🖻	b 🛍	<b>=</b>	? 🧶	00	þ			OK Aba	ndon
Table ID US Number of Cols	SRDF	1	Descripti Column L	on ength	User Defined	Fields for Emp. Type A	Screen 1		
User Def Fld									
Ins Coverage	_								
User Label 2	-								
User Label 3	-								
Comments 1	-								
Comments 2	-								
commence 3	-								
	-								
	-								
	-								
						Company H	08/16/2005	Terminal T000	OVR

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.

🛓 DDTB							
Commands Edit Modes	Other Help						
🛠 🗙 🛅 🛍 🛍	🖩 🖬 ? 🕯					OK Abar	ndon
Table ID VACOC Number of Cols	4 Desc	ription Va	acation Pay	Accruals Tabl Type A	e ~		]
Up to Year Hrs/Hr	s Wkd Max H	lours Min	Accrual				
1	160			-			
3 .0417	160	6.6	7	-			
5 .0626	160	10.	016				
99 .0834	999	13.	3334				
				_			
				_			
				-			
				Company H	08/16/2005	Terminal T000	OVR

Field	Description
Up to Year	Enter the number of years worked by employees that the entries affect. For example, enter <b>1</b> for employees with one year of employment, <b>3</b> 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.

Payroll User's Manual

#### Tables

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 <b>Hrs/Hrs Wkd</b> 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.

🛓 DDTB									
Commands Ec	lit Modes	Other H	Help						
¥ ¥	<del>ر</del> ا ال	<b>.</b>	? 🧶		•			OK Abar	ndon
Table ID Number of Co	LASERW2	2	Descripti Column L	on ength	4-UP Laser V 12	V2 Adjustment Type A	×		
Top Margin	2								
1/720" Down	n 80								
	_								
	_								
	_								
	_								
							1 00 4 0 000	Taminal TODO	LOVD.
						Company F	1 108/16/2005	rerminal 1000	JOVR

- 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.

#### Tax Tables

### **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 **999999999.99**, 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.

🛓 Formula	Maintenance					
Commands E	dit Modes Other Scroll Commands Help					
🖄 🗙 🗇	🛍 🖾 😯 🏈 🔇	ndon				
Formula ID	PAK_SO1.RTN					
Description	Alaska State Unemployment - Emplyee					
Factor 1	0.0000 Factor 2 0.0000 Factor 3 0.0000					
Factor 4	0.0000 Factor 5 0.0000 Factor 6 0.0000	]				
Variable	Formula					
LI001	TABLE2(1,1,RETVAL),REM "GET TAX PERCENT"					
LI002	TABLE2(1,2,RETVAL)					
LI003	TAXEARN+YTDEARNINGS					
L1004	IF(LI003>LI002)TH(TAXEARN-(TAXEARN+YTDEARNINGS-LI0					
L1005	(LI004*LI001)/100					
L1006	IF(YTDEARNINGS>=LI002)TH(0)EL(LI005)					
LI007	IF(LI006<0)TH(0)EL(LI006)					
LI008	LI001*LI002/100					
L1009	YTDWITHHOLDINGS+LI007					
LI010	IF(LI009>LI008)TH(LI007-(LI009-LI008))EL(LI007)					
LI011	IF(LI010<0)TH(0)EL(LI010)					
		3				
	Formula Line (001 of 011 )					
En	ter = edit Append Goto Header Create Program					
	Company H 08/16/2005 Terminal T000	OVR				

Field

Formula ID

#### Description

Inquiry

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: <b>PFED_OAS.RTN</b> , where OASDI withholding would be used, for example.
	Names for state formulas should be in this format: <b>PMNSUI.RTN</b> , where <b>MN</b> would be the state and <b>SUI</b> would be Employer State Unemployment Insurance, for example.
	Names for local formulas should be in this format: <b>PMNyyLWH.RTN</b> , where <b>MN</b> would be the state and <b>yy</b> 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 <b>Enter</b> 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.

🛕 Change Fields Commands Modes Other Scroll Commands Help 🛠 🗙 🗇 🖻 🛍 🖩 🖬 🔋 🤗 🌏 Abandon Field ID PA EMPLOYEE ID ٩ Original Value New Value File Description Time Tag BOU001 AR Sales Rep File BOURNE Long JEN001 JENKNS Job Cost Master file N/A LUK001 LUKAS Ā Payroll Checks Deduction Long Payroll Checks Earnings F Long Pavroll Checks File Short Payroll Checks Withholdin Long Payroll Employee Deductoi Short Employee History Deductio Short Employee History Earnings Short Payroll Employee History Short Employee Personnel File Short Payroll Employee Tax Info Short Employee History Withhold Short **~** ¥ Payroll Emp. Withholdings Short ~ P Line No ( 000001 of 000003 ) Switch to tag Enter = edit Append Begin code change Header Field ID Company H 08/16/2005 Terminal T000 OVR

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

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

- 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 2:46 PM		Page 1		
File Name	Records Read Record:	5 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	з	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**



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**

CJ Payroll Information

Select **Quick Entry Table** from the **CJ Payroll Information** screen. The following screen appears.

🛓 CJ Payroll Information											
Commands Ec	Commands Edit Modes Other Help										
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		Pa	yroll Transa	actions Quick B	Entry						
		Fie	ald		Skin						
		De	pt ID								
		Un	ion Code								
		Cla	iss Code								
		W	C Code								
		Ho	urly Rate								
		Un	its								
		Us	e Certified F	Payroll Grid							
		Re	gular Code		REG 🤇						
		0\	/ertime Cod	e	OVT 💽						
		Do	oubletime Co	ode	DBL						
		Ea	rning Code	#1	P01						
		Ea	rning Code	#2	P02	J					
						Company H	08/25/2005	Terminal T000	OVR		

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/<br/>Class Code/WCTo skip the field on the Enter Transactions screen of<br/>the Payroll Transactions function, select the check<br/>box (or enter YES); otherwise, clear it (or enter NO).Units

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 <b>YES</b> ); otherwise, clear it (or enter <b>NO</b> ). You can still use the Quick Entry Grid by entering an asterisk (*) in the <b>Earning Code</b> 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. <b>REG</b> , <b>OVT</b> , and <b>DBL</b> 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 <b>REG, OVT</b> , and <b>DBL</b> 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 <b>Inquiry (F2)</b> 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.

🛓 CJ Payro	ll Informa	ation					
Commands Ec	lit Modes	Other	Help				
※× 値	Ba 🛍	<b>.</b>	? 🤣	00		OK	Abandon
			Union Option	s s per Employee?	Option  V		
					Company H 08/	25/2005 Te	rminal T000 OVR

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.

🙇 CJ Payroll Information									
Commands Edit Modes Other	Help								
🛠 🗶 🛅 🛍 📾 📾	] ? 🗶 🔇 🔇	OK Abandon							
Labor Burden Options									
	Option								
	Post to Job Cost? Post to GL? Job Cost Code?	✓ ✓ 700 € (First digit must be 5,7,8 or 9)							
		Company H 08/25/2005 Terminal T000 OVR							

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**



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.

🙇 Class Co	les						
Commands Ec	dit Modes	Other	Help				
🛪 🗙 🗇	h 🔒	<b>.</b>	? 🛷 🄇 🄇			OK Abar	ndon
Class Code	180						
Description	CARPEN	TER					
	1	Level ID	Description	Pay I	Rate		
Skill Levels:	1.	C1	CARPENTER 92 Z1	17.	480		
(Optional)	2.	C2	CARPENTER 92 Z1	17.	670		
	3.	C3	CARPENTER 92 Z1	17.	850		
	4.	A2	APPRENTICE	11.	.720		
	5.	A3	APPRENTICE	13.	390		
	6.				.000		
	7.				.000		
	8.				.000		
	9.				.000		
	10.				.000		
				Company H	08/25/2005	Terminal T000	OVR

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**



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.

🙇 Worker's Compensat	tion Codes						
Commands Edit Modes (	Other Help						
🛠 🗶 🛅 🛍 🛍 🚺	🖬 🗊 ? 🧶 🛛	00				OK Aban	idon
Worker's Comp. Code	5610						
Description Cl	LEANUP		Calculated by		Hour	/	
1. Gross Limits Table - NYS	ONLY:		Adjusted Prem	ium	Y Y		
Up to \$ Limit		.00	Percent R	tate	.00	000	
Maximum Gross \$ Limit		.00	Percent R	tate	.00	000	
2. Percent of Gross:	Percent Rate		.0000	Adjusted	Premium	Y V	
-OR-							
3. Hourly Rate:	Reg. Rate		.400				
	O.T. Rate		.600				
	D.T. Rate		.800				
-OR-							
4. Fixed Amount:	Amount		.00				
Maximum Amount		.00					
			Co	mpany H	08/25/2005	Terminal T000	OVR

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.

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**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.
- 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**



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.

🙇 Un	ion Codes									
Commar	nds Edit Modes Other Sci	roll Commands	Help							
× ×		? 🗶 🔇	3		OK	Aban	idon			
Union Code 1120 Description LOCAL 1120										
Line						Hourly				
No.	Description	Туре	Pd.	Pct.	Amount	Rate	_			
01	DUES	Benefit	PPPPP	5.00	.00	.000				
03	PENSION	Deduct. 007	ННННН	.00	.00	.750				
20	DUES	Deduct. 005	PPPPP	1.50	.00	.000				
							-			
							⊲			
							Ī			
							ĕ			
	1	1		I	I					
	Enter = edit Append View New Union Goto									
				Company H	08/25/2005 Ter	rminal T000	OVR			

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**.



Inquiry

- 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).
- 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**.



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



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.

🛓 Job	🛓 Job Pay Rates by Class 🔹 🔲 🛛 🔀											
Comman	nds Edit M	odes Other Scroll Comma	nds Help									
* *		🛍 🖩 🖻 📍 🏈	00		OK Abandon							
Class Code 180 N   Description CARPENTER Skill Levels: <c1> <c2> <c3> <a2> <a3></a3></a2></c3></c2></c1>												
Skill	Job ID	Job Description	Phase	Phase Description	Hourly Rate							
**	91-135	WESTERN OAKS	*****		15.152 🗖							
**	93-A04	CITY OF FRIENDSWOO	*****		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							
	Enter = edit Append View New Class Clear Old Jobs Goto											
				Company H 08/25	5/2005 Terminal T000 OVR							

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.

🛕 Purge CJ Hi	istory Fi	iles							
Commands Edit	Modes	Other H	telp						
** X 🗇 🖻	a 🛍 🛛	<b>II</b>	? 🤇					OK Abar	ndon
		Have Yo W Ur Co Remove	u Run th forker's ( nion Hist py to Ba	e Following? Compensation ry Report ckup	History Report	12/31/2	003		
						Company H	08/25/2005	Terminal T000	JOVR

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.

🙇 Union	Histor	y Ad	ljustments						X	
Commands	Edit <b>r</b>	Mode	s Other S	croll Commands	Help					
🛠 🗙 ti		8	<b>=</b>	? 🗶 🄇	0			OK Aban	don	
Emp. ID	Unic Code	on Ln	Date	 Hours	Regular Amount	 Hours	OT / DT Amount	Benefit/ Deduction		
ST0001	1120	03	07/16/2005	40.000	621.89	4.000	98.23	8.56		
JEN001	ELEC	B2	07/21/2005	38.500	589.61	.000	.00	23.57		
		-								
		+								
	_	-								
		+								
		_								
		+							R	
									$\overline{\mathbf{v}}$	
	Line(000001 of 000002)									
	En	ter =	edit 🦷	Append	View	Write to Fil	e Goto			
						Compan	y H 08/25/2005	Terminal T000	OVR	

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

Inquiry

- 2. The **Union Code** from the employee file is appears. Press **Enter** to accept it.
- 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.
- 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.

🙇 Worker's	s Com	p. History Ad	justment	3					
Commands E	dit <b>Mo</b>	odes Other S	Scroll Comma	nds Help					
***		il 🖬 🗊	? 🧶	<b>()</b>			OK Abandon		
Emp. V	VC			Regular		OT / DT			
ID C	ode [	Date	Hours	Amount	Hours	Amount	Premium		
STO001 8	000	08/06/2005	40.000	151.22	.000	.00	16.57 🗖		
				1		Line ( 000	001 of 000001 )		
Enter = edit Append View Write to File Goto									
					Comp	oany H 08/25/200	05 Terminal T000 OVR		

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**



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## 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.

Commands Edit	Modes	Other H	lelp					-
🔆 🗙 🚺 🛛	🗈 🙉			[				
		<b>E</b>	? 🤣	<b>()</b>			OK Abar	ndo
Labor Class	SHP 9	0						
Description	Shipping							
					Company H	08/16/2005	Terminal T000	C

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.

🛕 Ta	x Auth	ority Setup								
Comma	inds Ed	it Modes Other	Scroll Command	s Help						
*	K te	h 🔒 🖬 🗃	? 🛷 🄇	90					OK Abar	ndon
Ta	x Author	ity Federal	×.							
Sta	ate Code	N/A								
Lo	cal Code	N/A								
De	escription	Federal Withh	oldings							
	E	mployee Withholding	Codes		Employer Contribution Codes					
No	Code	Formula	Table ID		No	Code	Formula		Table ID	
1	FVVH	PFED_FWH.RTN	FEDM		1	EOA	PFED_EOA.R	TN	FICA	
2	OAS	PFED_OAS.RTN	FICA		2	EME	PFED_EME.R1	[N	FICA	
3	MED	PFED_MED.RTN	FICA		3	FUT	PFED_FUT.RT	'N	FUTAx	
4	EIC	PFED_EIC.RTN	EIC							
										1
	5	witch to employer w	ithholdings	Enter=e	dit	) (	opend	Got	5	
						c	ompany H 08/1	6/2005	Terminal T000	OVR

Inquiry

Inquiry

- 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.
- 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.
  - 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.

🙇 Earning Codes							X
Commands Edit Mode	es Other H	lelp					
🛠 🗙 值 🖻 🛍		? 🧶	00			OK Aban	don
Earning Code	OVT						
Description	Overtime Pa	У					
Fixed Withholding							
Earning Type	<b>Q O</b>	ertime					
GL Account	202000		٩				
Multiplier	1.5	5000					
Add to Base		0000					
				Company H	08/16/2005	Terminal T000	OVR

#### **Field Descriptions**

	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 $\mathbf{Y}$ in text mode); if not, clear the box (or enter $\mathbf{N}$ 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 <b>Y</b> in text mode); if not, clear the box (or enter <b>N</b> 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 <b>T</b> has special meaning ( <b>Tips</b> ) in the system. Tip amounts are accumulated in the <b>FICA Tips</b> field for government reporting.
		An earning code of type <b>F</b> also has special meaning ( <b>Fringe</b> ) in the system. Any earning code of type <b>F</b> that an employee receives throughout the year is accumulated and printed as <b>fringe</b> 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 <b>Multiplier</b> and <b>Add to</b> <b>Base</b> fields to determine pay.

## Earning Codes

#### Codes Maintenance

	Field	Description
Inquiry Maint	GL Account	Enter the number of the account to which the earning code is posted. The <b>Maintenance</b> ( <b>F6</b> ) and <b>Inquiry</b> ( <b>F2</b> ) 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 <b>1.2500</b> . 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 <b>1</b> .
	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 <b>0000.50</b> . 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, resulting in a pay rate of \$10.50 per hour for the employee.
		If both a <b>Multiplier</b> and an <b>Add to Base</b> factor exist for the earning code, the <b>Add to Base</b> factor is added to the employee's base pay rate first. This new base pay rate is then multiplied.
	A C:	

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.

🛓 Earning	Гурез						
Commands Ec	iommands Edit Modes Other Help						
☆×≣	Pa 🛍	<b>1</b>	? 🧶	00		OK Aba	andon
Earning Type	C						
Description	Commis	sions					
Add or Replac	e Seleried !	Alarias for					
Salaried Empl	oyees in Tin	ne Tickets?	Add	~			
Earnings types B	3,C,F,M,O,R	,S,T,Vare n	eserved for	rsyst Company H	08/16/2005	Terminal T000	OVR

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.

Inquiry

- 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.

🙇 Deduc	tions						
Commands	Edit Modes Other	Scroll Commands	Help				
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		Dedu	ction Codes				
No	Description	Emplr? Liabilit	y Acct	Accr Ded Acct	Def Comp	Calc On	
1	Medical Ins	53500	0			Gross Pay	
2	Dental Ins	53500	0			Gross Pay	
3	United Way	20400	0			Gross Pay	
4	Credit Union	99990	0			Gross Pay	-
5	Dues	99990	0			Gross Pay	
6	401K	20500	0		<b>V</b>	Gross Pay	
7	IRA Plan	20000	0			Gross Pay	
8	Parking	80100	0			Gross Pay	
9	Cash Advance	10100	0			Gross Pay	
10	Stock Plan	20500	0			Gross Pay	
11	Uniform	80100	0			Gross Pay	
							ె
					Deduction	( 001 of 011 )	
Enter =	edit Append	Goto		Formula Exi	clude Earn.	Copy Dedu	ict.
				Company H	08/16/200	5 Terminal T000	OVR

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).

#### **Codes Maintenance**

	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.
- 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.
- 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.

🛓 Earning I	Exclusions for Deduction 001	
Commands Eq	iit Modes Other Scroll Commands Help	
***	Image: Section 1     Image: Section 2     Image: Section 2 <th 2<<="" image:="" section="" th=""></th>	
Earn Co	de Description Exclude?	
DBL	Double Time	
OVT	Overtime Pay	
P01	Bonus	
P02	Travel Exp	
P03	Cash Value	
P04	Commissions	
P05	Rpt Tips 📃 🔽	
REG	Regular Pay	
SAL	Salaried Wage	
	Earning Code (001 of 011 )	
Enter=To	oggle All None Goto	

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.

#### **Codes Maintenance**

Inquiry

- 2. Enter the range of group codes to which you want the deduction to apply.
- 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.
  - 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 10:58 AM	Bu Co	uilders Supply opy Deductions Log	r	Page l
Employee	Deduction Code	Period Codes	Amount	Balance
BOU001 GER001	001 001	NNNNN NNNNN	100.00 100.00	0 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.

🙇 Withha	oldings						×
Commands	Edit Modes Other Scroll	Commands He	elp				
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Tax Author	ity Federal 🗸		Liability Acct		203200	٩	
State Code	N/A		Accrued Tax	es Acct	530000	٩	
Local Code	N/A		Fixed Percent	t	.00		
Withholding	Code EME		Tax ID				
Description	Emplyr Medicare		Weeks Work	ed Limit	00		
Deduction	Description	Exclusion?	Earn Code	Description		Exclusion?	
001	Medical Ins		DBL	Double Time			
002	Dental Ins		OVT	Overtime Pay			
003	United Way		P01	Bonus			
004	Credit Union		P02	Travel Exp			
005	Dues		P03	Cash Value			
006	401K		P04	Commissions			
007	IRA Plan		P05	Rpt Tips			
008	Parking		REG	Regular Pay			-
009	Cash Advance		SAL	Salaried Wage			¥
010	Stock Plan		SIC	Sick Pay			
	Deduction (001 of 011 )     Earn Code (001 of 011 )						
Enter	toggle All	None	Goto	Switch to Earning	g Codes F	ormula	
				Company H 08	3/16/2005 Terr	ninal TOOO O'	VR

 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.

## Withholdings

Inquiry	2.	If you entered <b>S</b> in the <b>Tax Authority</b> field, the <b>State Code</b> field becomes available. Enter the state code you want to set up or adjust.
		The state code must be defined in the <b>Tax Authority Setup</b> function (see page 11-5) before you set up the state/locality withholding.
Inquiry	3.	If you entered <b>L</b> in the <b>Tax Authority</b> field, both the <b>State Code</b> and <b>Local Code</b> 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 <b>Tax Authority Setup</b> function before you set up the state/locality withholding. In employee records, code <b>00</b> means that there is no local tax.
	4.	Enter one of the taxation codes displayed at the bottom of the screen in the <b>Withholding Code</b> 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.
		EICEarned Income CreditEOAEmployer OASDIEMEEmployer MedicareFUTFUTAFWHFederal WithholdingMEDMedicareOASOASDI WithholdingSUIEmployer State Unemployment InsuranceSWHState WithholdingLWHLocal 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 <b>Maintenance</b> ( <b>F6</b> ) or <b>Inquiry</b> ( <b>F2</b> ) commands to select the account number.

Inquiry	
Maint	

- 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.

🛓 Tax Groups										
Commands Edit Modes Other Scroll Commands Help										
🛠 🗙 🗇	<b>B B</b>	🗉 ? 🧶				OK Abandon				
Tax Group Description	MN TEST	٩								
	State	Locality With	nholding Code	Employer/Employ	yee					
	MN	SUI		Employer						
	MN	SVI		Employee						
					<b>\</b>					
Append Delete tax group Goto Tax Group										
				Company H	H 08/16/2005	Terminal T000 OVR				

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.



- 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.

📓 Enhanced Payroll Tax Codes 📃 🗖 🔯															
Commands Edit Modes Other Scroll Commands Information Help															
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Aatrix ID	State	Locality	W/H (	Code	Descri	ption					OSAS	ID T	уре		
1001	AL		SWH	1	AL - W	ithholding	1				3000	S	ate		
1002	AR		SWH	1	R - W	/ithholdin	,				3001	S	ate		
1003	AZ		SWH	ļ	N-Z	<sup>r</sup> ithholding	,				3002	S	ate		
1004	CA		SWH	(	CA - W	<sup>r</sup> ithholding	,				3003	S	ate		<u> </u>
1005	CO		SWH	(	CO - W	/ithholdin	]				3004	S	ate		
1006	CT		SWH	(	CT - W	<sup>r</sup> ithholding	,				3005	S	ate		
1007	DC		SWH	[	DC - M	/ithholdin	]				3006	S	ate		
1008	DE		SWH	[	DE - M	/ithholdin	)				3007	S	ate		
1009	GA		SWH	(	λ - M	/ithholdin	)				3008	S	ate		
1010	HI		SWH	ł	H∙W	ithholding					3009	S	ate		
1011	IA		SWH		A - Wi	thholding					3010	S	ate		
1012	ID		SWH		D•W	ithholding					3011	S	ate		
1013	IL		SWH	I	L · Wi	thholding					3012	S	ate		
1014	IN		SWH	1	N - W	ithholding					3013	S	ate		
1015	KS		SWH	ł	(S - W	<sup>r</sup> ithholding	,				3014	S	ate		ె
1016	KY		SWH	ł	(Y • W	<sup>r</sup> ithholding	,				3015	S	ate		3
1017	LA		SWH	l	A · W	ithholding	1				3016	S	ate		
Line No ( 0001 of 0142 )															
		Enter =	edit		Apper	ıd	(	Goto			Write				
									Compa	iny H	11/02/20	005 Te	ermin	al TOOO	OVR

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

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Master File Lists

#### 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.



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.
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.
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.
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	Employee Detail List						
	By Employee ID For Both Active and Termi	nated 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	h Bonus Information						
Labor Class Prs	Date Reason UId	i Rate Date Reason Amount						
Corp.Ufficer N	11/12/2004 Anni Review 725	.00						
Seasonai ampi N	04/04/2004 Board Review 6/5							
Type (H or 5) 5	12/31/2003 Co. Performance 630	.00						
Additional to Management of Mana	08/23/2002 Periormance 613	.00						
Chaim Cada		.000 .00						
Bow Derieds Der Veer 12		.000 .00						
Salary 7500 00		.000 .00						
Hourly Pate 000		.000						
Rarning Code SAL								
Status Full-time								
Override Pav .00	User-Defined Da	ates						
Check Location	License 05/13/2003 Use	er Date 06						
Work Phone ( ) -	Last Phys 10/09/2004 Use	er Date 07						
Extension	Driver Lic 02/04/2008 Use	er Date 08						
Sick Accrual Code XX	User Date 04 Use	er Date 09						
Vacation Accrual Code XX	User Date 05 Use	er Date 10						
Remaining Sick Leave 96.000								
Remaining Vacation 119.500								
Tax Group MN								
E-Mail Address lbourne@bui.	lders_supply.com							
W-2 Name Linda C Bou:	me							

# **Employee Comments List**

Print the Employee Comments List to view the comments you have entered about your employees.

## Sample List



# **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

BOUOO1 LINDA 501 N EDINA	C BOURNE HAMILTON AVE MN 55435	
GEROO1 TIMOTH 13330 MINNEA	Y G GERARD E 32ND AVE POLIS MN 55055	
JEN001 KATHY 1200-2 APT 40 MINNEA	M JENKINS 4 WRIGHT BLVD 2 POLIS MN 55055	
JONOO1 MARIA 3321 W MINNEA	K JONCHIM 52 AVE POLIS 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**

08/16/200 3:23 PM	5	Page	1						
Empl ID Acct Type	Empl Out	oyee In	Name Acct Number	Routing Code	Amount	\$ or %			
B0U001	Bour	ne, L	inda						
Checking	N	Y	234989834982934	000133333	150.25	\$			
Savings	N	Y	983997577485875	000133333	200.00	\$			
Paycheck					99999.99	\$			
					100350.24	\$			
GEROO1	Gera	rd, T	imothy						
Checking	N	Y	54353355345335333	00000013	10.00	÷			
Savings	N	Y	53453353453535353	00000013	10.00	÷			
Savings	N	Y	54353434535345333	00000013	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	\$			
J0N001	Jone	him,	Maria						
Savings	N	Y	0213561321	055002341	200.00	\$			
-					200.00	\$			
LUKOO1	Luka	s, Ge	orge						
Savings	N	Ŷ	569885623	000000026	75.00	÷			
Checking	N	Y	232134641	000000026	25.00	÷			
-					100.00	÷			
ST0001 Stockard, Albert									
Savings	N	Ϋ́	456789574	00000039	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.

08/1 3:26	6/2005 5 PM	Builders Supply Formulas List			Page 1
Form	ula ID 2 No. Type	Description Detail	Factor 1 Factor 4	Factor 2 Factor 5	Factor 3 Factor 6
PAR_	_SO1.RTN	Alaska State Unemployment - Emplyee	.0000	.0000	.0000
001	N	TABLE2(1,1,RETVAL);REM "GET TAX PERCENT"			
002	N	TABLE2(1,2, RETVAL)			
003	N	TAXEARN+YTD EARNINGS			
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+L1007			
010	N	IF(L1009>L1008)TH(L1007-(L1009-L1008))EL(L1007)			
011	N	IF(LI010<0)TH(0)EL(LI010)			
PAK_	SUI.RTN	Alaska State Unemployment Ins.	.0000	.0000	.0000
001	N	TABLE2(1,1,RETVAL)			
002	N	TABLE2(1,2,RETVAL)			
003	N	TAXEARN+YTD EARNINGS			
004	N	IF(L1002>L1003)TH(L1003)EL(L1002)			
005	N	(LI004*LI001)/100			
006	N	LI005-YTDWITHHOLDINGS			
007	N	IF (LIOO6>TAXEARN) TH (TAXEARN) EL (LIOO6)			
008	N	IF(LI007<0)TH(0)EL(LI007)			
PAK_	SWH. RTN	Ålaska State Withholding	.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

08/16/200 4:09 PM	05	Builders Departmen	Builders Supply Department List					
Dept. ID	Department Name	Type	Code		GL Account			
100	WAREHOUSE	Earning	OVT		520000			
		Earning	P01		520000			
		Earning	P02		520000			
		Earning	PO3		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	PO3		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 4:11 DM	Down	Builders Supply	Page 1
1.11 /11	rayı		
State Unemploymen	t Report Setup		
State MN			
Self-Adjust SUI	Month 1		
Print employees	with zero eernings?	YES	
Round all numbe	rs to the nearest dol	lar? YES	
Sort report by	Social Security Numbe	r	
Social Security	No. 0		
Name	0		
Total QTD Wages	: 0		
Excess QTD Wage	s O		
Taxable QTD Wag	res O		
Weeks Worked	0		
Hours Worked	0		
Company Address			
Company Name	Builders Supply		
Address	1157 Valley Park Dr		
	Suite 105 Chabanas MM 55270		
	Snakopee,nm 555/5		
Bank Account Info	rmation		
Bank Name	AMERICAN SECURITY BA	NK	
Next Check #	1079	Next Voucher # 1963	
Routing Code	00000000	Account # 192839182939128	
Federal Reserve	F	Federal Reserve Routing Code	00000000
Log DX Record	LOGDX123456 BATCH='3	3112551125' CMPY='DOME HOMES'	
ACH Batch Number	000000	Log DX Pad Record Length 58	
Degree Code Desc	ription		
BA Bach	elor of Arts		
BS Bach	elor of Science		
MA Mast	er of Arts		
no Mast	er of Science		
Rud of Devent			
wug or webord			

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# **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.

08/25/2 2:21 PM	2005 I				P	Buil ecurring By	ders Su Time T Employ	pply icket L: ee	ist					Page l
Employe ID	e 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	К	H 2	A1 08/15/2008	MN	150	91-135	Olfoun	500	1120 8000	019-1L 000	REG	14.080 8.000	0 112.64
ADA010	William, A	К	н 2	A1 08/15/2008	MN	150	91-135	OIFOUN	500	1120 8000	019-1L 000	OVT	21.120 8.000	0
ADA010	William, A	к	н 2	A1 08/15/2008	MN	150	91-135	OIFOUN	500	1120 8000	019-1L 000	DBL	28.160 8.000	0 225.28
ADA010	William, A	К	н 2	A1 08/15/2008	MN	150	91-135	OlfOUN	500	1120 8000	019-1L 000	P01	14.080 2.000	0 28.16
ADA010	William, A	К	Н 2	Al 08/15/2008	MN	150	91-135	OlfOUN	500	1120 8000	019-1L 000	P02	14.080 2.000	0 28.16
								Piece:	s Tot:	als				0
								OVT O	verti	ne Pay			8.000	168.96
								PO1 B PO2 T:	onus ravel	Ехр			2.000	28.16 28.16
								Employ	yee Al	DA010 1	otals		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.

08/16/2005 4:17 PM Recu					Builders Supply urring Deductions List By Employee						1
Employe ID	ee Name	Туре	Group	Run Cutoff	Dept.	Deduction Code Description	Hours	Amount I	Note		
J0N001	Jonchim M K	н	1	Al	501	010 Stock Plan	.000	25.00			
						010 Stock Plan Emp. JON001 Totals	. 000 . 000	25.00 25.00			
ROSOOl	Rossini L A	н	1	Al	501	010 Stock Plan	.000	25.00			
						010 Stock Plan Emp. ROSOOl Totals	. 000 . 000	25.00 25.00			
ST0001	Stockard A W	н	1	C9	100	010 Stock Plan	.000	25.00			
						010 Stock Plan Emp. STOOOl Totals	. 000 . 000	25.00 25.00			
						010 Stock Plan Grand Total	.000 .000	75.00 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 4:19 PM	Builders Supply Tables List Payroll with Direct Deposit	Page	1
Table ID 457H No. of Columns	Description 457 and Non-457 Codes 12 Column Length 3 Type A		
457 Earning Code:	s Non-457 Earning Codes		
457	45n		
Table ID ADJMN No. of Columns	Description Adjust to Minimum Wage Earning Code 1 Column Length 12 Type A		
Adjust Code			
REG			
Table ID DCB No. of Columns	Description DCB Codes 12 Column Length 3 Type A		
Earning Codes	Deduction Codes		
Earning Codes  DCB	Deduction Codes  12		
Earning Codes DCB Table ID FREQH No. of Columns	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N		
Earning Codes DCB Table ID FREQH No. of Columns Group Code Houx	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period		
Earning Codes  DCB Table ID FREQH No. of Columns Group Code Hou: 00 .00	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 		
Earning Codes 	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period  86.66 173.33 20.00		
Earning Codes DCB Table ID FFEQH No. of Columns Group Code Hou: .00 1.00 2.00 3.00	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 86.66 173.33 80.00 40.00		
Earning Codes DCB Table ID FREQH No. of Columns Group Code Hour 00 1.00 2.00 3.00 4.00	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 173.33 80.00 40.00 173.33		
Earning Codes  DCB Table ID FREQH No. of Columns Group Code Hous 	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 96.66 173.33 80.00 40.00 173.33 86.66		
Earning Codes 	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 86.66 173.33 80.00 40.00 173.33 86.66 80.00		
Earning Codes 	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 173.33 80.00 40.00 173.33 86.66 80.00 40.00 40.00		
Earning Codes  DCB Table ID FREQH No. of Columns Group Code Hour 	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 86.66 173.33 80.00 40.00 173.33 86.66 80.00 40.00 200.00		
Earning Codes  DCB Table ID FREQH No. of Columns Group Code Hour 	Deduction Codes 12 Description Frequency of Hours/Pay Period/Group Cd. 2 Column Length 12 Type N rs/Period 86.66 173.33 80.00 40.00 173.33 86.66 80.00 40.00 200.00 100.00		

# **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

08/25/200 2:26 PM	05 Builders CJ Payroll Inf	: Supply formation List	Page	1
	Payroll Transactions Quick Er	try		
	Field	Skip 		
	Dept ID Union Code Class Code WC Code	NO NO NO NO		
	Hourly Rate Units Use Certified Payroll Grid	NO NO YES		
	Regular Code Overtime Code Doubletime Code Karning Code #1	REG OVT DBL PO1		
	Earning Code #2	POZ		
	Union Options			
	Description	Option 		
	Multiple Codes per Employee? Post to GL?	YES YES		
	Worker's Compensation Options			
	Description	Option 		
	Multiple Codes per Employee? Post to GL?	YES YES		
	Labor Burden Options			
	Description	Option		
	Post to Job Cost? Post to GL? Job Cost Code?	YES YES 700		
End of Re	aport			

# **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

08/25/20 2:28 PM	005	Builders Sup Class Code L	ply ist	Page l
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
		ЗL	FOREMAN 90 Z-1	14.630
160	CEMENT MASON	Ml	FINISHER 91	17.320
		M2	LD FINISHER 91	17.820
180	CARPENTER	C1	CARPENTER 92 ZI	17 480
200		C2	CARPENTER 92 Z1	17.670
		C3	CARPENTER 92 21	17 850
		A2	APPRENTICE	11.720
		A3	APPRENTICE	13.390
ADM	ADMINISTRATIVE			
OFF	OFFICE			
End of P	leport			

# **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.

08/25/ 2:30 P	08/25/2005 Builders Supply P   2:30 PM Worker's Compensation List						Page 1		
Worker Code	's Compensation Description	Calculate Method	*** Percenta Percent	ge of Gross *** Adj. Prem.	******* H. Reg.	ourly Rate ' 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 2:32 PM		Buil Di	ders Suppl nion List	Y				Page 1
Line Ben/ Name Ded	Deduction Code	GL Account	Period	Amount/ Percent	Regular Rate	Overtime Rate	D. Time Rate	Maximum Class Amount Code
1120 LOCAL 1120								
01 Ben. DUES	0 Valid Class-Skill: 180, 160	-M1	PPPPP	5.00	.000	.000	.000	.00 S
03 Ded. PENSION	007 IRA Plan	200000	ннннн	. 00	.750	. 900	1.200	.00 A
20 Ded. DUES	005 Dues	999900	PPPPP	1.50	. 000	. 000	.000	.00 A
ELEC ELECTRICAL								
Bl Ben. VACATION	0		PPPPP	2.40	. 000	. 000	.000	.00 A
B2 Ben. PENSION	0 Valid Class-Skill: 160-M1		нннн	.00	1.400	.800	. 500	.00 S
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

08/25/20 2:33 PM	08/25/2005 Builders Supply Par   2:33 PM Class Pay Rate List						Page l
Class Code	Class Description	Skill Level	Job ID & De	escription	Phase ID & Description	Pay Rate	
019	LABORER	21	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	OIFOUN FOUNDATION	15.150	
		01	91-135	WESTERN OAKS	OIFOUN FOUNDATION	20.125	
		Al	M9050	NORTH HILLS HOMES	All Phases	35.000	
End of R	eport						

# Master Codes List

Printing a Master Code List13-3Labor Classes List13-5Tax Authorities List13-7Earning Codes List13-9Deductions List13-11Withholdings List13-13

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### **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.



Inquiry

- 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.
- 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.

08/16/2005 4:26 PM		Builders Supply Labor Class List	Page l
Labor Class	Description		
MGR	Management		
Prs	President		
SEC	Secretary		
SHP	Shipping		
VP	Vice President		
Rnd of Benori	r.		
and of Kepor	0		

### **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.

08/16/20 4:27 PM	05		Builder Tax Autho	Builders Supply ax Authorities List						
State	Locality	Description	En Code	nployee Tax Inf Formula	ormation Table ID	H Code	mployer Tax In Formula	formation- Table ID		
TN		Tennessee	SWH	PTNSWH.RTN		SUI	PTNSUI.RTN	SUTTNx		
TΧ		Texas	SWH	PTXSWH.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	STXVIS	SUI	PVT_SUI.RTN	SUTVTx		
WA		Washington	SWH	PWASWH.RTN		SUI	PWASUI.RTN	SUTWAx		
WI		Wisconsin	SWH	PWISWH.RTN	STXWIS	SUI	PWISUI.RTN	SUTWIX		
wv		West Virginia	SWH	PWVSWH.RTN	STXWV	SUI	PWV_SUI.RTN	SUTWVx		
WY		Wyoming	SWH	PWYSWH.RTN		SUI	PWYSUI.RTN	SUTWYx		
End of F	leport									

# **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.

08/16/ 4:30 P	2005 M	B Ba B	uilders S rning Cod y Barning	upply les List r Code				Page 1	
Earn. Code	Description	Include in Net?	Fixed WH	Barn. Type	Add or Replace Salary	GL Account	Multiplier	Add to Ba	se
DBL	Double Time	YES	NO	0	Add	202000	2.0000		00
OVT	Overtime Pay	YES	NO	0	Add	202000	1.5000		00
P01	Bonus	YES	YES	м	Add	202000	1.0000		00
P02	Travel Exp	YES	NO	м	Add	202000	1.0000		00
РОЗ	Cash Value	NO	NO	F	Add	202000	1.0000		00
P04	Commissions	YES	NO	м	Add	202000	1.0000		00
P05	Rpt Tips	NO	NO	т	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 Pav	YES	NO	v	Add	202000	1.0000		00

### **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.

08/16/2005 4:31 PM	Builders Supply 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		

# 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.

08/16/2005 Builders Supply 4:24 PM Withholdings List By Withholding Code							Page 1
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	77-777777	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**

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-todate 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 xxxxxxxxx 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**



## 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.

#### Common Questions

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).

#### **Common Questions**

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.

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. <sup>1</sup>
ADJHR	Adjusted hours (minus exclusions).
ADJMIN\$	Adjust to minimum wage flag.

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Variable	Description
ADJSUIEARN	Total SUI earnings before the <b>Self Adjust Month</b> changed.
ADJSUIWITH	Total SUI withholdings before the <b>Self Adjust Month</b> 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 ( <b>N</b> , <b>E</b> , or <b>B</b> ).
EMPFICAWH	Employee FICA Contribution (OASDI and Medicare).
EXEMPTIONS	Number of exemptions per employee; taken from the <b>PAESxxx</b> file.
EXTRAWH	Extra withholdings for the employee; taken from the <b>PAEGxxx</b> 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 <b>PAWIXXX</b> file.
FIXEDWH	Fixed withholding amount; from the <b>PAEGxxx</b> 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 <b>PAEGxxx</b> 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 **Llnnn** (**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
$\langle \rangle$	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<sup>x</sup> 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<sup>x</sup> 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

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Formula ID Description Factor 1 Factor 4	PMN_SULRTN         No.000           Minnesota State Unemployment Ins.         0.0000           0.0000         Factor 2         0.0000           0.0000         Factor 5         0.0000           Factor 5         0.0000         Factor 6	
Variable	Formula	_
LI001 LI002	TABLE2(1,1,RETVAL) TABLE2(1,2,RETVAL)	
LI003 LI004	TAXEARN+YTDEARNINGS IF(LI002>LI003)TH(LI003)EL(LI002)	
L1005		
L1007	F(LI006>TAXEARN)TH(TAXEARN)EL(LI006)	
LIUU8	IF(LIUU/ <u)1h(u)el(liuu )<="" td=""><td></td></u)1h(u)el(liuu>	
	F	<b>-</b>
	Formula Line (004 of 008 )	
Er	nter = edit Append Goto Header Create Program	
	Company H 08/17/2005 Terminal T000	NS

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.

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Table ID F	EDM	9	Des	cripti	on		Fede	ral Incor	ne Tax	Married	Tabl	e			
Number of Cols		3	Colu	ımn L	engtl	h		12	Туре	N	•	~			
Over	E	Base	+ %	Ove:	r										
						-									
.00	·	.00			. 0	0									
8000.00	·	.00		-	10.0	0									
22600.00	·	1460.00			15.0	0									
66200.00	·	8000.00		:	25.0	0									
120750.00	2	1637.50			28.0	0									
189600.00	4	0915.50		;	33.C	0									
333250.00	8	8320.00		;	35.C	0									
999999999.99	·	3200.00			. 0	0									
.00		.00			. 0	0									
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The federal withholding formula **PFED\_FWH.RTN** uses the tax table **FEDM**:

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Formula ID	PFED_FWH.RTN	
Description	Federal Withholding Formula	
Factor 1	0.0000 Factor 2 0.0000 Factor 3 0.0000	
Factor 4	0.0000 Factor 5 0.0000 Factor 6 0.0000	
Variable	Formula	
LI001	TABLE(99999999.99,2,RETVAL)	
L1002	LI001*EXEMPTIONS	
L1003	IF(FIXEDEARN>0) TH (FIXEDEARN*FIXEDPCT/100)	
L1004	TAXEARN-FIXEDEARN	_
L1005	(LI004*PAYPERIODS)-LI002	
L1006	IF(LI005<0)TH(0)EL(LI005)	
LI007	TABLE(LI006,1,RETVAL)	
L1008	TABLE(LI006,2,RETVAL)	
L1009	TABLE(LI006,3,RETVAL)	
LI010	LI009*(LI006-LI007)/100	
LI011	(LI010+LI008)/PAYPERIODS	
LI012	LI011+LI003+EXTRAWH	E
LI013	(F(FIXEDWH>0) TH (FIXEDWH) EL (LI012)	
	Formula Line (001 of 015 )	)
E	nter = edit Append Goto Header Create Program	
	Company H 08/17/2005 Terminal T000	INS
	······································	, .
Variable	Formula	
LI014	IF(LI013<0)TH(0)EL(LI013)	
LI015	IF (EXEMPTIONS=99) TH (0) EL (LI014)	
		Ē
		_

The following formula is used to calculate federal withholding:

Variable	Formula	
LI014	IF(LI013<0)TH(0)EL(LI013)	
LI015	IF (EXEMPTIONS=99) TH (0) EL (LI014)	
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- 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 L1006 to find the appropriate line of tax table **FEDM**; it then returns the value from column 1, which is L1007.
- 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**.

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Table ID SL Number of Cols	JTMN 3	Description Column Length	Minnesota Sta 12	ate Unemploym Type 3	ent - Employe	r	]
Percent	Limit						
9.100	23000.000						
.000	.000						
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The following formula is used to calculate Minnesota state employer-side unemployment withholding taxes:

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Formula ID Description Factor 1 Factor 4	PMN_SULRTN         Sector 2         0.0000         Factor 2         0.0000         Factor 3         0.000         0.0000         Factor 5         0.0000         Factor 6         0.0000         Factor 6         0.0000         Factor 6         0.0000         Factor 7         0.0000         Factor 7	0
Variable	Formula	
LI001	TABLE2(1,1,RETVAL)	
LI002	TABLE2(1,2,RETVAL)	
LI003	TAXEARN+YTDEARNINGS	
L1004	IF(LI002>LI003)TH(LI003)EL(LI002)	
L1005	(LI004*LI001)/100	
L1006	LI005-YTDWITHHOLDINGS	
LI007	IF(LI006>TAXEARN)TH(TAXEARN)EL(LI006)	
L1008	IF(LI007<0)TH(0)EL(LI007)	
		_
	Formula Line (001 of 008	)
Er	ter = edit Append Goto Header Create Program	
	Company H 08/17/2005 Terminal T00	JINS

- 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 L1007 is less than zero, the result of the formula is zero. If L1007 is greater than zero, that is the result of the formula.

# FormsViewer D

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# **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.

#### FormsViewer

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.

# FormsViewer

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**.

OSAS Enhanced Payroll Ta	x Reporting	×
	Welcome to the InstallShield Setup Wizard.	
	The InstallShield® Wizard will install the OSAS Payroll Tax Reporting software on your computer.	
	It is strongly recommended that you exit all programs before running this Setup program.	
and the second s	Click Cancel to quit Setup and then close any programs you have running. Click Next to continue with the Setup program.	
	< Back Next Cancel	

5. Read the license agreement carefully, then click **Accept** to continue.

License Agreement	5	
Please read the following license agreemen	nt carefully.	
Press the PAGE DOWN key to see the rest	t of the agreement.	
SOFTWARE LICENSE AGREEMENT		
PLEASE READ THIS LICENSE AGREEM SOFTWARE. BY CLICKING THE "ACCEP SOFTWARE, YOU AGREE TO THE TERMS IF YOU DO NOT AGREE TO THE TERMS BUTTON, DO NOT USE THIS SOFTWAR PLACE WHERE YOU OBTAINED IT FOR	ENT CAREFULLY BEFORE USING THIS PT" BUTTON OR BY USING THIS BOUND BY THE TERMS OF THIS LICENS S OF THIS LICENSE, CLICK THE "DECLIN RE, AND PROMPTLY RETURN IT TO THE A FULL REFUND.	:E. E''
, Do you accept all the terms of the precedin setup will close. To install DSAS Enhanced agreement. tallShield	ig License Agreement? If you choose Decli d Payroll Tax Reporting, you must accept thi	ne, the s
	Kenter Ke	ecline

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.



# FormsViewer

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.

SAS Enhanced Payroll Tax Reporting Select Program Folder Please select a program folder.	
Setup will add program icons to the Program I name, or select one from the Existing Folders Program Folder: DSAS Enhanced Payroll Tax Reporting	Folder listed below. You may type a new folder list. Click Next to continue.
Existing Folders: Accreasories Administrative Tools General 6.0 Server OSAS DSAS v7.0 Startup	
stallShield	<back next=""> Cancel</back>

The installation program begins copying and installing files. A status screen appears to show you the installation's progress.

OSAS Enhanced Payroll Tax Reporting	×
Setup Status	
OSAS Enhanced Payroll Tax Reporting Setup is performing the requested operations.	
D:\Program Files\OSASEPTR\vc_OSA020.dll	
29%	
Install5hield Cancel	]

8. When the installation completes successfully, the InstallShield Wizard Complete screen appears.

OSAS Enhanced Payroll Tax Reporting		
<b>E</b>	InstallShield Wizard Complete The InstallShield Wizard has successfully installed OSAS Enhanced Payroll Tax Reporting. Click Finish to exit the wizard.	
	T Yes, I want to view the User's Manual (,pdf file).	
	< Back Finish Cancel	

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**.

Enhanced Payroll Tax Reports - [no company selected]	
	Help <sub>2</sub>
Change Company	
Process Reports	
Previous Reports	
	Exit 🛞
Press to open a previous report	11/23/2004

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.

Enhanced Payroll Tax R	eports Selection	
Report Selection	DEED-1/1D Reports DEED-874 Report MW-5 Report New Hire Report Worksheet A [1st - 3rd Qtrs] Worksheet B (Quarterly) Worksheet C (Annual)	Period Between
	Use this to report new hire information.	
Show Report	: Exit X He	dp 😨

- 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

View Co	impany Help						
	Review / Edit	Му Сору	State Copy	<u>/</u>		(	2
■ Þ age	A Red Fields mus	st be filled before	continuing.	Prev Step Ne	t Step F	Print Save	
	Mir	nesota New	Hire Repo	orting Form			
Effective newly I Infor	July 1, 1996 Minnesota hired, rehired, or returning mation about new hire rep	Statute 256.998 requi to work employees to porting and online rep	res all Minnesot o the State of N orting is available	a Employers, both Ainnesota withhin 21 e on our website: ⊻	public and pri O days of hire <b>vww.mn-nev</b>	vate, to report : or rehire date. <b>whire.com</b>	all
Send co Minneso PO Box	ompleted forms to: ota New Hire Reporting C < 64212	enter	To ensure capital lett The follow	the highest level of a ers and avoid contact ing will serve as an ex	ccuracy, please t with the edges ample:	orint neatly in of the boxes.	
Fax: (6	51) 227-4991 or toll-free	fax (800) 692-4473		A B C	1	2 3	J
Federal 77 Employe	Employer ID Number (FE 7777777 er Name:	EMPLOYI	ER INFORM	IATION d employee's quarterly	wages will be rep	oorted under):	
BUIL	DERS SUPPLY						
Employe	er Address(Please india VALLEY PARK D	cate the address when R	e the Income W	/ithholding Orders s	should be sent	).	
Employe	er City:			Employer S	itate: Zip Co	ode (5 digit):	
SHAK	UPEE			MIN	5537	Э	
(952	Phone: ) 496-2465	Exte	nsion:	Employer Fax: (952) 496-	-2495		

Use the FormsViewer tools and commands to verify and complete the form.

Opening Saved	Follow these steps to open a report you saved previously in FormsViewer:
Reports	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 <b>Previous Reports</b> . When the

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.

#### Notes

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.

#### Numerics

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